NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, March 19, 2008

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

MEETING NO. 7

REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 7, 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.
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

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. 6, Regular Business Meeting, March 5, 2008
E. APPROVAL OF CONSENT ITEMS (See page 3, attached)

F. DISCUSSION, WITH POSSIBLE ACTION: PASADENA CITY COLLEGE
   CHILD DEVELOPMENT CENTER'S PARENT HANDBOOK ON PROGRAM
   AND POLICIES  [Tab 1]

G. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO. 1810
   MISCELLANEOUS: COMPENSATION  [Tab 2]

H. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO. 1820
   MISCELLANEOUS: CONFERENCE ATTENDANCE  [Tab 3]

I. PRESIDENT'S REPORT

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

K. FUTURE BOARD MEETING DATES

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT
CONSENT ITEMS

53-S Approval of Potential Commencement Speaker List – Commencement Speaker Selection Committee Commencement Exercises, June 13, 2008
54-S Approval of Student Travel – PCC DANA Club, Catalina, CA
55-S Approval of Student Travel – Associated Students Executive Board Annual Retreat, Pasadena, CA, March 31, 2008

108-I Approval of Instructional Trip for Geology 2F, March 21, 2008
109-I Approval of Instructional Trip for Geology 1F, March 29, 2008
110-I Approval of Instructional Trip for English 100 and Sociology 31, March 21, 2008
111-I Approval of Instructional Trips for Biology 37 and English 1A, April 1, 2008
112-I Approval of Instructional Trip for Journalism 7A, 7B, 22, and 23, April 3-5, 2008
113-I Approval of Instructional Trip for Geology 2F, April 10-13, 2008
114-I Approval of Instructional Trip for English 135, April 13-20, 2008
115-I Approval of Instructional Trip for Anthropology 30H, June 18-July 5, 2008
116-I Approval of Instructional Trip for Mathematics 9 and 131, April 25, 2008
117-I Approval of Instructional Trips for Biology 37 and English 1A, April 10, 2008

139-B Reporting and Approval of Revolving Fund Reimbursement
140-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
141-B Budget Augmentation
142-B Approve Purchasing Transactions
143-B Approve Career and Technical Education Activities
144-B Amendment to Consent Item No. 86-B – Approve/Ratify Career and Technical Education Activities
145-B Approve/Ratify/Amend Contracts

96-P Stipends for Classified and Unclassified Personnel
97-P Approve Stipends for Academic Personnel
98-P Employment of Hourly Credit Teachers and Substitute Teachers, Winter 2007-08
99-P Employment of Hourly Noncredit Teachers and Substitute Teachers, 2007-08
100-P Approval of Request for Reduced Teaching Service with Full STRS Credit
101-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MINUTES OF MEETING NO. 6
OF THE BOARD OF TRUSTEES
Pasadena City College
Harbeson Hall
1570 East Colorado Boulevard
Pasadena, California 91106
6:00 Closed Session
7:00 Open Session
Wednesday, March 5, 2008

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

Meeting No. 6
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 6 on Wednesday, March 5, 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 6:00 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
Dr. Consuelo Rey Castro – arrived 6:02 p.m.
Mr. Geoffrey L. Baum – arrived 6:04 p.m.
Mr. William Thomson – arrived 7:30 p.m.
Mrs. Beth Wells-Miller
Mr. Sean O’Connor, Student Trustee

Trustees Absent
None

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

Administrative Officers Absent
None

The Academic Senate was represented by Mr. James Bickley for Ms. Kay Dabelow.
The Classified Senate was represented by Ms. Leslie Thompson for Mr. Raymond Mitchell.
The Associated Students Board was represented by Mr. Joshua Acevedo for Mr. Adam Kratt.
The Management Association was represented by Ms. Ellen Ligons.

PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment at this time.
Mr. Martin adjourned the Board to Closed session at 6:01 p.m.
II. CLOSED SESSION
   Government Code §54957.6
   Labor Negotiations (Faculty Association, Jacobs)

   Closed Session was adjourned at 6:52 p.m.

III. OPEN SESSION

   Mr. Martin reconvened the Open Session at 7:00 p.m. and reported that no action was taken during the Closed Session.

A. PLEDGE OF ALLEGIANCE
   Dr. Consuelo Rey Castro led the Pledge of Allegiance.

B. INTRODUCTIONS
   1. Mr. Baum began his introduction with an explanation of how PCC alumnus, Mr. Scott Stimpfel, began a program a few years ago that would show students a path and steps to success in their chosen careers. Mr. Baum then introduced Dr. Ann Wichman, former faculty member/La Verne University and Mr. Harvey Wichman, former Chair of the Psychology division/Claremont-McKenna College, current co-directors of the Resources for Education and Employment Opportunities (REEO) program which will, on March 13, 2008, bring a panel of distinguished speakers to PCC. Dr. and Mr. Wichman invited members of the Board to be a part of this event which will offer opportunities for students to meet and network with successful professionals in various fields and learn about opportunities for scholarships and jobs as they follow their career goals. She said, this year REEO received funding from KPMG, an international tax accounting firm, that was looking for ways to increase diversity in its workforce; Mr. Stimpfel convinced them to look to students in the community colleges system because they are typically ethnically diverse, often first generation students, and often represent students who are struggling to overcome some serious obstacles in their lives. From this, REEO’s Rising Stars Program began. Dr. Wichman added that, prior to the event, REEO will hold a reception for the 36 students who are now members of the REEO Rising Stars Program. She thanked Dr. Sugimoto and Ms. Dina Chase for their efforts in bringing these events to PCC and hoped members of the Boac could attend the event.

   2. Mr. O’Connor introduced Mr. Josh Acevedo, AS Vice President for Student Services, representing the Associated Students in Mr. Adam Kratt’s absence.

   3. Dr. Perfumo officially introduced Dr. Jeanette Mann as the Woman of the Year from the 21st Senatorial District. Mr. Martin called for a short recess and invited the members of the Board and the audience to enjoy some cake in Dr. Mann’s honor.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
   There was no public comment on non-agenda items.
D. APPROVAL OF MINUTES: Meeting No. 4 Regular Business Meeting, February 20, 2008

Page 8769, Item E, Second Motion: Mr. Martin noted the Board was voting on a revised draft of the Minutes which was corrected on Page 8769 under the second motion in Item E to show that Consent Item 48-S was not approved due to the tie vote. He called for any additional corrections.

Page 8768, Item D, Paragraph 2: Mr. Baum said the sentence should read “Mr. Baum noted that SCPR’s new office is on North South, rather than South North, Raymond Avenue.”

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Jeanette Mann, the Board voted, by the following vote of the six members present, to approve the Minutes of Meeting No. 4, a Regular Business Meeting, February 20, 2008, as corrected.

Aye: J. Martin, H. Bradbury-Huang, J. Mann, B. Wells-Miller, G. Baum
No: 0
Abstain: Dr. Rey Castro
Advisory Vote: Aye

E. APPROVAL OF CONSENT ITEMS

104-I – Dr. Mann noted a typographical error following the heading called “GROUP” which should be corrected to read, “Math 8 an and 125 students.”

130-B – Dr. Rey Castro asked for some background on Contract B-97252-B/BW Research Partnership. Ms. Ellen Ligons explained this item was a state grant for which PCC was acting as the fiscal agent. She clarified that the amount reflected in this item was for billings being paid on behalf of all the grant participants by PCC as the fiscal agent.

134-B – Dr. Mann said she had requested sometime earlier that vendors within the District be indicated by an asterisk but noted there appeared to be several local vendors not so indicated. Mrs. Murillo noted that an attempt was being made to track local vendors as much as possible; however, there are several vendors who, while they appear to be within the District, actually maintain home offices outside the District. Mr. Martin encouraged Board members to monitor this list as well and advise the Vice President if they see a vendor who should be highlighted as being local.

92-P – Dr. Rey Castro acknowledged the retirement of Joseph Probst, Instructor/Performing & Communication Arts division, after 34 years of service to the District. She said she wished to go on record, on behalf of the Board of Trustees, in acknowledging Mr. Probst’s length of service to the District adding he would be greatly missed.

93-P – Dr. Rey Castro said Dr. Perfumo had explained to her that this action was a formality and part of a routine process to advise employees in specially funded, “soft” money programs that they are not to be reemployed in their current temporary assignments beyond the 2007-2008 academic year because that assignment was for one year or less under the assumption the funding could end. Dr. Rey Castro asked if any of the funding for any of the programs listed had actually ended. Dr. Perfumo explained that some of the programs such as CalWORKs did anticipate a reduction in funding under the proposed state budget. She said more would be known after the budget May-revise was released. Dr. Perfumo said although some of the programs such as Title V still had additional years of funding, specific positions may only be one-year temporary assignments. In response to a question from Dr. Rey Castro, Dr. Perfumo clarified that some positions may, in fact, receive continued funding. Mr. Aguiniga said that as soon as notice of continued funding is received, the “March 15th notice would be rescinded and a subsequent Consent Item would come before the Board listing employees reemployed for the new year. Mr. Baum asked why the Visual Arts and Media Studies position vacated by Mikki Bolliger/Courier Editor upon her retirement was being eliminated. Mr. Aguiniga explained that this was filled as a
E. APPROVAL OF CONSENT ITEMS, continued

One-year temporary assignment during the search process for a permanent replacement for Ms. Bolliger.

MOTION: ON MOTION OF Dr. Rey Castro and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the six members present, to approve Consent Items 51-S thru 52-S; 104-I through 107-I; 130-B through 138-B; and 87-P through 95-P.

Advisory Vote: Aye

Mr. Martin then moved to the podium to express his congratulations to Mr. Joseph Probst upon his forthcoming retirement and to thank him on behalf of all former students, like himself, for the excellent education they received in Professor Probst’s classes.

F. PRESENTATION, WITH DISCUSSION: CURRENT STATUS OF THE ARTS BUILDING

Dr. Perfumo introduced Dr. Rick van Pelt and Mr. Jack Schulman who, along with representatives from A.C. Martin Partners, Los Angeles, the architectural firm approved by the Board of Trustees to design the Arts Building, would present information about how the design process was progressing from the schematic design phase to the design development phase. Dr. Perfumo also thanked the two division deans, Mr. Alex Kritselis/Visual Arts and Media Studies, and Dr. James Arwine/Performing and Communication Arts, and the faculty and staff members of the Advisory Committee who worked together on the details of the building. Dr. van Pelt then introduced members of the A.C. Martin Partners firm, Mr. Richard Thompson, Ms. Gall Bouvier, Mr. Doug Fisher and Mr. Jeff Su, who used a PowerPoint format to give an architectural overview of the building plans and renderings. Dr. van Pelt and Mr. Schulman also provided detailed cost and budgetary allocation information as well as project schedule updates. The presentation was then opened to questions from the Trustees. Dr. Mann asked about building details such as frieze designs and how they would coordinate with current buildings on campus. In response to her question about the color scheme used in the renderings, Dr. van Pelt said colors depicted in the drawings were for effect only and no final color decisions had actually been made. Mr. Baum asked about the bridge structures to the adjacent “V” and ‘GM’ Buildings which would provide both general and ADA access between buildings and whether faculty and staff were happy with how the “V” Building would be integrated into the Arts building complex. A short discussion ensued about fundraising and naming opportunities. Dr. van Pelt and Mr. Thompson also addressed concerns raised by Dr. Bradbury-Huang regarding sustainability issues, Trustee Thomson’s concern that focus for this complex might move away from the learning aspect to its becoming a revenue generating arts venue, and Dr. Mann’s desire that this building’s design maintain the classical style of other buildings on campus.

Mrs. Wells-Miller, Mr. Martin and Dr. Rey Castro voiced their appreciation for an excellent and informative presentation and commended Dr. van Pelt and Mr. Schulman for their budget and project management expertise.

Mr. Martin noted that a member of the audience had asked to speak to this agenda item. Mr. Mauricio Mejia introduced himself as working for the City of Pasadena, addressed LEED requirements and City standards, and encouraged the College to work towards attaining the highest LEED level it could as it addressed sustainability issues with this project. At Dr. Perfumo’s invitation, Mr. Kritselis and Dr. Arwine made brief comments about how the planning process had gone and the excitement division faculty and staff feel as they look forward to moving their programs into the new, state-of-the-art facility.
G. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF TRACKING CHART FOR POLICY/BYLAW REVIEW
Mr. Martin noted that this chart had been brought back to the Board to show revisions to column headings requested by the Trustees at the February 20 meeting.

MOTION: ON MOTION OF Dr. Mann and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the seven members present, to approve the revised tracking chart entitled, "Tracking of Existing Bylaws and Policies" dated February 28, 2008.
Advisory Vote: Aye

H. DISCUSSION, WITH POSSIBLE ACTION, APPROVAL OF BYLAW NO. 1020: ORGANIZATION: ELECTION/TERMS
Dr. Hiliary Bradbury-Huang felt that Item 4 Vacancies was not completely clear in how the Board would go about making an appointment if a vacancy occurred nor did she find support in the Education Code to direct this process. Following discussion among the members, the following two sentences were formulated by Dr. Mann and Dr. Bradbury-Huang: The Board shall determine whether to call an election or make a provisional appointment. If a provisional appointment is to be made, the Board shall determine the method of the selection process, with consideration for transparency. Dr. Mann said she would accept a friendly amendment to her motion to approve and the Board recommended the addition of the above two sentences as sentences 3 and 4 in Item 4. Vacancies of this Bylaw following the second sentence ending with the words "statutory provisions."

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the seven members present, to approve Bylaw No. 1020: Organization: Trustee Areas, Board Composition, Vacancies with the additional wording to Item 4. Vacancies as highlighted above.
Advisory Vote: Aye

I. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO. 1030: STUDENT TRUSTEE
Referring to Page 2 of 2, Item #5, Dr. Mann asked why the Board would have to reconsider the Student Trustee's privileges every year before May 15. Dr. Perfumo said this was language specified in the Education Code. Dr. Mann then commented that she felt points 'c' and 'd' in Item #5 were redundant. Following a short discussion, it was the consensus of the board that these items were different and should remain separate. Referring to Item #1.c under Student Trustee Qualifications, Mrs. Wells-Miller said it was her feeling the 9-unit requirement should be increased to a full-time load of 12 units. Mr. O'Connor said he agreed with Mrs. Wells-Miller. Mr. Martin asked whether the responsibilities of the office would make it difficult at times to maintain a full load. Mr. O'Connor noted the 9-unit requirement was in line with AS Board officer requirements and agreed, at times, office responsibilities did make it difficult to carry 12 units; but he felt increasing it to 12 units should be considered. Mr. O'Connor did agree that increasing the unit requirement could affect the pool of applicants but he felt how well office openings are advertised had a greater effect on the candidate pool. Dr. Rey Castro and Dr. Mann felt the 9-unit requirement should be retained to assure a better pool of applicants since a 9-unit or less load reflects the majority of students and 9 units would be consistent with current AS Board practice. It was the consensus of the board to leave this requirement at 9 units. Mr. Martin asked if any Trustee wished to entertain
I. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO. 1030: STUDENT TRUSTEE
a motion to change this requirement. Seeing none, the discussion continued to other topics.

Mr. O’Connor then addressed the GPA requirement in #1.d saying the 2.5 GPA was not consistent with the AS Board requirement of a 2.0 GPA. Dr. Rey Castro said she could not support lowering of the GPA requirement for the Student Trustee. Mr. Acevedo said the AS Board has reviewed this question and found that several other colleges require a 2.5 GPA for AS Board members. Mr. Acevedo said the AS Board decided to keep the 2.0 GPA requirement to ensure a larger pool of candidates. Following discussion, Mr. Baum offered a friendly amendment to change the requirement to a GPA of 2.0 for the Student Trustee.

MOTION

ON MOTION OF Mr. Baum, and seconded by Mr. Thomson, the motion to change the Student Trustee Qualification of a 2.5 GPA to a 2.0 GPA to be consistent with AS Board requirements failed by the following vote:
Aye: G. Baum
No: J. Martin, H. Bradbury-Huang, C. Rey Castro, J. Mann, W. Thomson,
B. Wells-Miller
Advisory Vote: Aye

Mr. O’Connor then addressed the issue of the Student Trustee’s term of office which is stipulated in this draft policy as beginning on June 1. He said his term began on July 1 and was originally scheduled to end June 30 which would allow him to sit at Commencement as the Student Trustee. If the term dates are changed to June 1 through May 30, he would not hold office at Commencement on June 13, 2008. He asked if this could be changed to July 1. Dr. Perfumo explained that the Education Code clearly gives only two choices: May 1 or June 1; a July 1 term start date is not an option. She did share with the Board, however, that this question had already been addressed by the College Coordinating Council and it was their recommendation that both the incoming and outgoing Student Trustees could be seated on the platform for Commencement.

Ms. Ligons raised a question regarding the reference to “the Summer Intersession” in Item #3.d saying the wording in this item did not reflect the new calendar under which the College was now operating. It was also suggested the word “Summer” be removed from Item #1.c. Following discussion, the following friendly amendments were made to the original Motion made by Dr. Mann and seconded by Dr. Rey Castro:

Item #1.c: 1. remove the word “Summer”

Item #3.c: 1. remove the word “Summer” in line 6
2. add the word “an” in place of the word “Summer” removed in #1
3. replace the word “Fall” with the word “following” in line 7
4. The two references to “Associated Students” should be corrected to read “Associated Students” to reflect the plural

Item #1.c, Sentence 2 should now read: Summer Intersession enrollment is not required.
Item #3.c, Sentence 2 should now read: If the vacancy should occur during the Summer Intersession, the 25 calendar days shall be counted from the opening date of the Fall following Semester.

Prior to the vote, Dr. Mann asked if the two points in #5.f were new to this policy. Dr. Wilcox said these items were brought over from the old policy but moved to a new section in the new draft.
I. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO. 1030:
STUDENT TRUSTEE, continued

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Rey Castro, the Board
voted, by a unanimous vote of the seven members present, to approve
Bylaw No. 1030: Student Trustee with the five friendly amendments as
listed above.
Advisory Vote: Abstain

J. PRESIDENT’S REPORT [INCLUDING VICE PRESIDENTS]
Dr. Perfumo

- Reported that the dedication of the "Children at Play" sculpture at the
  Child Development Center in honor of recently retired PCC Trustee,
  Susanna Miele, was a wonderful event and thanked the planning
  committee for all their efforts in organizing the affair. She said Ms. Miele
  was thrilled with the placement of the sculpture.
- Reported there were several faculty hiring committees now working to
  fill open positions for the Fall 2008 semester.
- Noted that the second draft of the Self-Study due the end of March was
  underway and committees were supplementing their membership with
  additional members to ensure a broad review of their documents.
- Gave a brief state budget update saying the state has been able to
  absorb $31 million of the $40 million cuts to the community colleges
  which has created some relief for the anticipated mid-year cuts but the
  next year remains still very uncertain. Dr. Perfumo said she and Ms.
  Dabelow had recently attended a regional meeting with State Chancellor
  Dianne Woodruff and heard Scott Lay from the Community College
  League announce that two counties had their property values
  reassessed downward which caused an additional hit to the budget.
  She said she and Mrs. Murillo are monitoring the budget situation daily.
- Noted there has been some discussion about implementing a flexible
  summer work schedule which would close the campus for some time
  each week allowing staff days off during the summer and allowing
  Facilities additional time to carry out maintenance activities when fewer
  employees and students were on campus. In response to a question
  from Dr. Mann, Dr. Perfumo said the weekend college classes would
  continue but only one or two buildings would be open at a time.
- Reported she had spoken to members of Leadership Pasadena the
  previous week and was surprised at how much the public does not know
  about what PCC has to offer the community. She said she is delighted
  to share this information with the public whenever she can.
- Noted she was invited to give the Welcome at the recent 10th Annual
  Girls Science Day at PCC coordinated by Ms. Teresa Trendler,
  Associate Professor/Natural Sciences, and Dr. David Douglass,
  Dean/Natural Sciences division, and commended them and all involved
  in the excellent program. She said she had already received an e-mail
  from a Mother about the positive effect this event had on her daughter.
- Announced she would be attending the annual Puente Mentor-Mentee
  dinner on March 6.
- Noted that Conflict of Interest filing materials were placed in each
  Trustee’s packet and asked that they be completed and returned to her
  office as quickly as possible.
- Noted that the campus has been having some problems with the phone
  system, the function of computer equipment, and reception of e-mails;
  Mrs. Murillo is working with Dr. Cody on these issues. Mrs. Murillo said
  one of the main problems is the capability of our current bandwidth and
  the completion of the infrastructure installation should take care of this.
J. PRESIDENT'S REPORT [INCLUDING VICE PRESIDENTS], continued
Dr. Perfumo

- Met earlier today with Kathy Green and Karen Carlisi, faculty members from the English division who conduct the Writing Across the Curriculum (WAC) program. Dr. Perfumo noted that Dr. Mann was instrumental in getting this program started at PCC.
- Also met recently with Dr. Edwin Diaz, Superintendent/Pasadena Unified School District. Dr. Diaz is hoping to participate in PCC's Career and Technical Education Day on March 18 and would also like to explore career and technical education pathways with PCC in the future. Other items discussed were implementation of an early college program and opportunities for funding through the Gates Foundation for programs to target at-risk youth. Dr. Perfumo said she would report back to the board as discussions continue.
- Was invited to tour the Performing and Communication Arts division and Photography department recently and said she was very impressed with the excellence of the programs but realized how much in need these programs are of the facilities and amenities that will be offered in the new Arts facility.
- Said she would be meeting with Dr. Jean Lou Chameau, President/CalTech in the next week to discuss ways the two institutions can collaborate.
- Congratulated Coach Joe Peron and the Womens’ Basketball team on their phenomenal season noting they would be playing in the championship playoffs the following weekend.

K. ANNOUNCEMENTS: FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES
Mr. James Bickley, Academic Senate

- Distributed copies of the Senate Seconds and noted the fundraiser workshop in Screen Printing with Susie Lrng and Kris Pilon (#8) originally scheduled for March 28 had been rescheduled to April 4.
- Reported he was serving on both an SLO and Accreditation Steering Committee.
- Noted that Flex Day was scheduled for March 11 and would focus on SLO's and assessment.
- Noted that the SLO Division Council, made up of Deans and faculty representatives from each division, had a very successful retreat recently.
- Announced that the SLO Steering Committee met earlier in the day and now had institutional learning outcomes, were pushing hard on ourse SLO’s, and would be looking again at Program SLO’s preparing for next year’s Accreditation site visit.

Ms. Leslie Thompson, Classified Senate

- Introduced herself to the Board as the Vice President of the Classified Senate sitting in for Mr. Ray Mitchell.
- Congratulated Dr. Jeanette Mann on behalf of the Classified Senate for her recent nomination as Woman of the Year.
- Announced the Senate would host Classified Days at the Altadena Town and Country Club on April 9 and 10 and center the day around this year’s theme of “Back to Basics.”
- Announced that the Senate will hold a general meeting on May 21 during Classified Recognition Week.
K. ANNOUNCEMENTS: FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES (Continued)

Mr. Joshua Acevedo, Associated Students
- The students had a very busy first three weeks of the new semester with Welcome Week, Club Week, and Student Services Day. He thanked Dr. Sugimoto and Mrs. Murillo for their support for student events.
- Announced that Dr. Perfumo and Mrs. Murillo attended the first Associated Students meeting of the new semester.
- Announced that the AS Board had passed a resolution supporting the arming of PCC's police officers on campus.
- Announced that Christopher Ramos, Vice President of Academic Affairs, had been appointed Commissioner to the divisions.
- Reported that the AS committee considering the Time, Place and Manner Policy, chaired by Mr. O'Connor, had recommended some changes to that policy.
- Announced Club Week and Student Services events and reported that the AS continued to work at filling student vacancies on the shared governance committees.

Ms. Ellen Ligons, Management Association
- Invited the Board members to come to Sexson Auditorium to see the 800 high school students who will be on campus on March 18 for Career and Technical Education Day. She said this event will encourage students to apply to PCC early.

Mr. Sean O'Connor, Student Trustee
- Distributed copies of his Student Activities Report.
- Thanked Mr. Acevedo for representing the Associated Students at this meeting.
- Said he was looking forward to the Career and Technical Education Day on March 18.

Mr. Geoffrey Baum, Board of Trustees
- Reported that Dr. Sugimoto would join him and Dr. Mann at the March 6 meeting of the Youth Development and Violence Prevention Committee saying so far PCC has been able to provide a solution to every problem addressed by this committee.
- Noted that Art Night would be held on Friday, March 14, and once again PCC would have a major role in the event.

Mr. John Martin, President, Board of Trustees
- Noted that this was the time of year when the Board, as part of its regular responsibilities, begins its annual evaluation of the College President. However, this process does not address that, this year, the College has a new President who has only been here for six months. He said an ad hoc committee has been set up to review the policy, timeline, and process.

L. FUTURE BOARD MEETINGS
The next Regular Meeting of the Board is scheduled for Wednesday, March 19, 2008 in Harbeson Hall. Mr. O'Connor asked when a Board meeting would be held at the Community Education Center. Mr. Martin noted that while this was a regular Board event, current staffing issues in the President's office made this difficult at this time. He said he would leave scheduling of a meeting at CEC up to Dr. Perfumo's discretion. Dr. Perfumo then referred to the revised Calendar of Meetings asking the Board's approval to move the date of the Spring Retreat from April 16 to April 23; April 16 occurs during spring break. She also asked the Board to approve a Joint Meeting of this Board with the PUSD Board on May 6 in the evening and a Joint daytime Meeting with the Associated Students Board on May 22 with actual time details to be determined.
L. FUTURE BOARD MEETINGS, continued

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the seven members present, to approve moving the April 16 Board Spring Retreat to April 23, setting the date for a joint meeting with the PUSD Board for May 6 in the evening, and setting the date for a joint meeting with the PCC Associated Students Board for May 22 with time details to be determined.

Dr. Mann and Dr. Bradbury-Huang both indicated they would not be present at the March 19 meeting of the Board.

M. FUTURE AGENDA ITEMS

Mr. Martin said the current Future Agenda Items list had not been included with the Board materials for this meeting. Mr. O'Connor asked that the arming of Post Certificated Campus Police be placed on the Future Agenda Items list. Mr. Martin explained that a campus-wide committee under the direction of Mrs. Murillo was in the process of formation at this time and would study this question and determine when to bring information forward for the Board's consideration. Mrs. Murillo said it was planned to have information for the Board sometime in late May.

N. ADJOURNMENT

Meeting No.5 was adjourned at 9:54 p.m.
MOTIONS CARRIED AT MEETING NO. 6 – March 5, 2008

1. Approval of Minutes of Meeting No. 4, a Regular Business Meeting, February 20, 2008.

2. Approval of Consent Items 51-S through 52-S; 104-I through 107-I; 130-B through 138-B; and 87-P through 95-P.

3. Approval of Tracking Chart for Policy/Bylaw Review.

4. Approval of Bylaw No. 1020: Organization: Trustee Areas, Board Composition, Vacancies, with one friendly amendment.

5. Approval of Bylaw No. 1030: Student Trustee, with five friendly amendments.

6. Approval of future board meeting items:
   1. Board Spring Retreat: change date from April 16, 2008 to April 23, 2008
   2. Joint Board Meeting with PUSD: scheduled for evening of May 6, 2008

Paulette J. Perfumo, Secretary
Board of Trustees
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.
6:00 p.m. Closed Session
7:00 p.m. Open Session
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 - REVISED

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:  
CURRENT STATUS OF THE 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 Teachers, 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
<table>
<thead>
<tr>
<th>TAB NO. 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>F. DISCUSSION, WITH POSSIBLE ACTION:</td>
</tr>
<tr>
<td>PASADENA CITY COLLEGE CHILD DEVELOPMENT CENTER'S PARENT HANDBOOK ON</td>
</tr>
<tr>
<td>PROGRAM AND POLICIES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAB NO. 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. DISCUSSION, WITH POSSIBLE ACTION:</td>
</tr>
<tr>
<td>APPROVAL OF BYLAW NO. 1810</td>
</tr>
<tr>
<td>MISCELLANEOUS: COMPENSATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAB NO. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. DISCUSSION, WITH POSSIBLE ACTION:</td>
</tr>
<tr>
<td>APPROVAL OF BYLAW NO. 1820</td>
</tr>
<tr>
<td>MISCELLANEOUS: CONFERENCE ATTENDANCE</td>
</tr>
</tbody>
</table>

March 19, 2008
AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item F: Pasadena City College Child Development Center’s Parent Handbook on Program and Policies and the Tuition Rate Sheet

Board Meeting: March 19, 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 Pasadena City College Child Development Center’s Parent Handbook on Program and Policies and the Tuition Rate Sheet.

Fiscal Implications: None

Background: The Child Development Center’s Parent Handbook on Program and Policies and the Center’s tuition rates have been reviewed and are being recommended by the Vice President for Instruction. Board approval of our parent handbook is now necessary in order to meet the requirements of the State Department of Education and the contract compliance review that is scheduled from April 1 through April 4, 2008.

Submitted by:

Michael [Signature]
Dean, Social Sciences Division

Recommended for Approval by:

[Signature]
Vice President, Instruction

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
**Pasadena City College**  
*Child Development Center*  
**Schedule of Rates**  
**2007 – 2008**

**DAYTIME RATES:** (The tuition rates listed below are charged on a *weekly* basis.)

<table>
<thead>
<tr>
<th></th>
<th>Mon.–Fri.</th>
<th>Mon.-Wed.-Fri.</th>
<th>Tues.-Thurs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Infants</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30 a.m. to 12:00 p.m.</td>
<td>$112.50</td>
<td>$67.50</td>
<td>$45.00</td>
</tr>
<tr>
<td>12:00 p.m. to 4:30 p.m.</td>
<td>$112.50</td>
<td>$67.50</td>
<td>$45.00</td>
</tr>
<tr>
<td>all day (two sessions)</td>
<td>$225.00</td>
<td>$135.00</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

| **Toddlers up to 36 months** |           |                |              |
| 7:30 a.m. to 12:00 p.m. | $110.00   | $66.00         | $44.00       |
| 12:00 p.m. to 4:30 p.m. | $110.00   | $66.00         | $44.00       |
| all day (two sessions)   | $220.00   | $132.00        | $88.00       |

| **Three to Fives** |           |                |              |
| 7:30 a.m. to 12:00 p.m. | $107.50   | $64.50         | $43.00       |
| 12:00 p.m. to 4:30 p.m. | $107.50   | $64.50         | $43.00       |
| all day (two sessions)   | $215.00   | $129.00        | $86.00       |

| **Early Primary Education Program** |           |                |              |
| 7:30 a.m. to 12:00 p.m. | $87.50    | not offered    | not offered  |
| 12:00 p.m. to 4:30 p.m. | $87.50    | $52.50         | $35.00       |
| all day (two sessions)   | $175.00   |                |              |

The tuition rate listed below is charged *per evening.*

**EVENING RATES:** (for 3-5 year olds ONLY)  
4:30 p.m. to 7:30 p.m.  
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$18</td>
<td>$18</td>
<td>$18</td>
<td>$18</td>
</tr>
</tbody>
</table>

(Rates subject to change pending California State Fee Reimbursement rates. Funded parents may have a co-payment fee.)

**Alternative Funding Choices**

**State Preschool**  
Funded by California Department of Education – Child Development Division  
Serves children 3-4 years of age. There are 62 spaces for this program (31 morning and 31 afternoon). Children who are four years old and are entering kindergarten next year, have first priority. The family must be income eligible and enrollment ranking is determined by family size and income level. Children are required to attend all five days.

**General Child Care Grant**  
Funded by California Department of Education – Child Development Division  
Serves children 4 months through 36 months of age and 5 years old. The family must be income eligible and show proof of need (parents must be in training or working while child attends the Center).

**P.C.C. Child Development Center Grant**  
Funded by Financial Aid on P.C.C. campus  
Given to P.C.C. student/parents. Registering parent must be a continuing P.C.C. campus student, maintain a 2.0 G.P.A., enrolled in 9 units and income eligible.

If you happen to be a TANF recipient, talk with your social worker for information on child care programs available through GAIN.

Helpful telephone numbers:
- C.C.I.S. (Child Care Information Services) (626) 449-8221  
- Financial Aid (626) 585-7401  
- CalWorks (626) 585-7060

Schedule of rates.doc (revised: 2/19/08)
Pasadena City College
Child Development Center’s

Parent Handbook

on

Program and Policies

March 2008
# Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Vision Statement</td>
</tr>
<tr>
<td>3</td>
<td>Mission Statement</td>
</tr>
<tr>
<td>3</td>
<td>Program Philosophy</td>
</tr>
<tr>
<td>3</td>
<td>Every Child Makes a Difference</td>
</tr>
<tr>
<td>3</td>
<td>Every Parent Makes a Difference</td>
</tr>
<tr>
<td>4</td>
<td>Every Community Member Makes a Difference</td>
</tr>
<tr>
<td>4</td>
<td>Admissions Policy</td>
</tr>
<tr>
<td>4</td>
<td>Calendar</td>
</tr>
<tr>
<td>4</td>
<td>Hours</td>
</tr>
<tr>
<td>4</td>
<td>Your Child’s Program</td>
</tr>
<tr>
<td>4</td>
<td>Culturally Sensitive Curriculum Approach</td>
</tr>
<tr>
<td>4</td>
<td>Enrollment</td>
</tr>
<tr>
<td>5</td>
<td>Social Security</td>
</tr>
<tr>
<td>5</td>
<td>Forms Required</td>
</tr>
<tr>
<td>5</td>
<td>Subsidized Childcare Programs</td>
</tr>
<tr>
<td>5, 6</td>
<td>Eligibility for Subsidy</td>
</tr>
<tr>
<td>6</td>
<td>Recertification</td>
</tr>
<tr>
<td>6</td>
<td>Tuition</td>
</tr>
<tr>
<td>6</td>
<td>Fees/Co-payment</td>
</tr>
<tr>
<td>6, 7</td>
<td>Open Door Policy</td>
</tr>
<tr>
<td>7</td>
<td>Supervision</td>
</tr>
<tr>
<td>7</td>
<td>Parent Participation</td>
</tr>
<tr>
<td>7</td>
<td>Family Survey</td>
</tr>
<tr>
<td>7</td>
<td>Religion</td>
</tr>
<tr>
<td>7</td>
<td>Developmental Milestone Information</td>
</tr>
<tr>
<td>7</td>
<td>Desired Result Development Profile</td>
</tr>
<tr>
<td>7</td>
<td>Holidays/Celebrations</td>
</tr>
<tr>
<td>7</td>
<td>Arrival</td>
</tr>
<tr>
<td>8</td>
<td>Picking Up Your Child</td>
</tr>
<tr>
<td>8</td>
<td>Late Fees</td>
</tr>
<tr>
<td>8</td>
<td>Contract Hours</td>
</tr>
<tr>
<td>8</td>
<td>Leaving Your Child</td>
</tr>
<tr>
<td>8, 9</td>
<td>Attendance</td>
</tr>
<tr>
<td>9</td>
<td>Excused Absences</td>
</tr>
<tr>
<td>9</td>
<td>Unexcused Absences</td>
</tr>
<tr>
<td>9</td>
<td>Emergency Information</td>
</tr>
<tr>
<td>10</td>
<td>Daily Policies &amp; Procedures</td>
</tr>
<tr>
<td>10</td>
<td>Bringing Things from Home</td>
</tr>
<tr>
<td>10</td>
<td>Main Kitchen</td>
</tr>
<tr>
<td>10</td>
<td>Early Childhood Education Field Practice Students</td>
</tr>
<tr>
<td>10</td>
<td>Health</td>
</tr>
<tr>
<td>10</td>
<td>Medications</td>
</tr>
<tr>
<td>10, 11</td>
<td>Clothing</td>
</tr>
<tr>
<td>11</td>
<td>Lunch and Snacks</td>
</tr>
<tr>
<td>11</td>
<td>Napping</td>
</tr>
<tr>
<td>11</td>
<td>Children’s Birthdays</td>
</tr>
<tr>
<td>11</td>
<td>Graduation</td>
</tr>
<tr>
<td>11</td>
<td>Field Trips</td>
</tr>
<tr>
<td>11, 12</td>
<td>Discipline</td>
</tr>
<tr>
<td>12</td>
<td>Conferences</td>
</tr>
<tr>
<td>12</td>
<td>Flex Day</td>
</tr>
<tr>
<td>12</td>
<td>Communication</td>
</tr>
<tr>
<td>12</td>
<td>Uniform Complaint/Williams Settlement Act</td>
</tr>
<tr>
<td>12</td>
<td>Child’s File</td>
</tr>
<tr>
<td>12</td>
<td>Duplication of Records</td>
</tr>
<tr>
<td>12, 13</td>
<td>Cooperation and Cause for Service Termination</td>
</tr>
<tr>
<td>13</td>
<td>Parking</td>
</tr>
<tr>
<td>13</td>
<td>Registration</td>
</tr>
<tr>
<td>13</td>
<td>Schedule Changes</td>
</tr>
<tr>
<td>13</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>13</td>
<td>Resource</td>
</tr>
<tr>
<td>14</td>
<td>Healthy Schools Act of 2000</td>
</tr>
<tr>
<td>14</td>
<td>Megan’s Law</td>
</tr>
<tr>
<td>14</td>
<td>General/Funded Parent Agreement</td>
</tr>
<tr>
<td>15-21</td>
<td>Community Resource Directory (Attachment A)</td>
</tr>
<tr>
<td>22-23</td>
<td>Uniform Complaint Procedures (Attachment B)</td>
</tr>
<tr>
<td>24</td>
<td>Calendar (Attachment C)</td>
</tr>
<tr>
<td>25</td>
<td>Healthy Schools Act of 2000 (Attachment D)</td>
</tr>
<tr>
<td>26-28</td>
<td>General/Funded Parent Agreement (Attachment E)</td>
</tr>
<tr>
<td>29</td>
<td>Acknowledgement and Agreement</td>
</tr>
</tbody>
</table>
VISION STATEMENT

“Everyone Makes a Difference” is the fundamental principal that the Pasadena City College Child Development Center was founded on and continues to work from on a daily basis.

We believe that every child, parent, staff member, and community member working together makes a difference in our Center’s environment. We recognize each person as a capable individual deserving support, respect and acceptance as we work together to create a welcoming family atmosphere.

MISSION STATEMENT

The Pasadena City College Child Development Center’s primary mission is to serve the children, families, college students, faculty, and community members of the Pasadena City College Area. The Child Development Center will provide teachers-in-training with a model training site that will guide their learning in quality care and early education. We meet this mission by providing high quality childcare and education in a safe, healthy, and nurturing environment.

PROGRAM PHILOSOPHY

Pasadena City College Child Development Center is committed to maintaining outstanding and exemplary program standards. The Child Development Center honors this commitment by providing a developmentally appropriate curriculum and using an integrated approach to meet the developing social, emotional, cognitive, creative, linguistic, and physical needs of each child.

The Child Development Center promotes positive feelings of self-worth by emphasizing a peaceful environment. We guide children to develop skills necessary to learn, to live together, think divergently, to negotiate conflicts, and become culturally sensitive.

“Every Child Makes a Difference”

Each child comes to us with a unique personality and potential for growth. The Center develops trust with a caring attitude which, combined with professional expertise, allows us to understand each child’s stage of development.

“Every Parent Makes a Difference”

Each parent brings with them a culture abundant in tradition, which makes our Center rich in diversity. We value our families and embrace our similarities and differences. Our goal is to work together as partners in care to maintain a consistent home/school environment. Parents are active members of our Child Development family and participation is required. Our parents are welcomed and encouraged to visit at anytime.
“Every Community Member Makes a Difference”
An investment in education is an investment in the future. Through their generous donations to the Center, our community continues to develop their future leaders and employees.

Admissions Policy: The admissions policy of the Center is that of a non-discriminatory basis and gives equal treatment and access to services without regard to the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color and mental or physical disability in determining which children are served. The Child Development Center is equipped to reasonable accommodate children who qualify under the American Disabilities Act (ADA).

Calendar: We operate on Pasadena City College’s 11-month calendar. We observe all Holidays, Flex Days, Winter Break and Spring Break. Annual calendar will be provided during the grant interview or beginning of the school year. Please refer to Attachment C.

Hours: 
- Daytime Program: 7:30 a.m. – 4:30 p.m., Monday thru Friday
- Extended Care: 4:30 p.m. – 5:30 p.m. (if space permits)
- * Evening Program: 4:30 p.m. – 7:30 p.m., Monday thru Thursday
  *(for children ages 3-5 years old)

Your Child’s Program: Activities for your child at the Child Development Center will include:
- Health, nutrition, language development, cooking, science, arts/crafts, gross and fine motor, perceptual motor, music, dance, cognitive development, vocabulary development, dramatic play, social interaction, conflict resolution, global awareness, building positive self-concept, self help skills and field trips. We plan age appropriate and developmentally oriented experiences. We believe in the nurturing and care of the whole child . . . physically, emotionally, socially and cognitively.

The PCC CDC curriculum includes both indoor and outdoor periods of learning and play. All children enrolled in the CDC programs must be able to fully participate in the daily programs. Outdoor play is limited to inclement weather only. Please provide appropriate clothing (dressed for weather conditions) to help your child fully participate in the daily program.

Culturally Sensitive Curriculum Approach: We encourage respect for all individuals and advocate for peaceful ways to handle conflicts. Sharing of our families cultural traditions is welcomed and encouraged through parent participation. We believe that by sharing ones’ cultural traditions and customs we promote understanding among the many cultures. We take an active approach to social responsibility in our environment by helping others beyond our own backyard. The Center provides a comfortable and safe place for children to work, play, think and grow.

Enrollment: The following forms must be filled out and returned to the Center prior to your child’s first day of attendance. Your child will not be allowed to attend until these forms are submitted to the office. The parent/guardian will be responsible for payment of monthly fees starting from the day the child is scheduled to start until the completed forms are submitted in order to reserve the enrollment space. All paperwork and an intake (for babies in our infant program, toddler and two’s program) must be completed and turned in before your child begins. This includes: income taxes, income verification, employment verification, grant forms, etc. Your child’s physician report and your class print out are the only forms that can be turned in a few days after your child starts.

Social Security: The registering parent must provide their social security number in order to register. Your social security number will be kept confidential and only be used to collect unpaid debts.
**Forms Required:** Prior to receiving your admission packet, you must provide the Center with the following items:

**Non-funded parents:**
1. County issued certificate of birth
2. Child’s updated immunization records
3. $25.00 non-refundable registration fee

**Funded parents:**
1. County issued certificate of birth
2. Child’s updated immunization records
3. Income taxes (joint/individual)
4. Income verification
5. A $25.00 non-refundable registration fee (State Preschool).

**Subsidized Childcare Programs:** Eligibility and Requirements (please refer to “Grant Guidelines and Requirements” in admission packet). Re-certification is done every year. You will be asked to bring in income taxes (joint/individual) and income verification every year. We will periodically check on income, employment, school and/or training status. **Grant approval is subject to a daily fee based upon California Department of Education’s Family Fee Schedule.**

**Eligibility for subsidy:** We have five types of programs with limited slots. In order to receive state subsidized child development services, families must meet at least one criterion in both “eligibility” and “need” areas for our General Child Care Services.

1. **GENERAL CHILD CARE PROGRAM (FULL & PART TIME SERVICES)**
   A. **Eligibility Criteria**
      1. Family receives public assistance.
      2. Family’s income must be at or below seventy-five (75%) of the state median income.
      3. Homeless
      4. Need for protective services
   B. **Need Criteria**
      1. The child is abused or neglected or at risk of abuse or neglect and (1) is a recipient of child protective services and has a written referral from the Department of Social Services, or (2) has a written referral from a legal, Medi-Cal, social service agency or emergency shelter which states that the child is abused, neglected or a risk of abuse or neglect.
      2. The parent and any other adult counted in the family size are any of the following:
         a. Employed.
         b. Seeking employment.
         c. Participating in a vocational training program leading to a recognized trade, paraprofessional or profession. The training plan will be reviewed intermittently to ensure progress is being made toward your vocational goal.
         d. Homeless and seeking permanent housing family stability.
         e. Incapacitated.
2. STATE PRESCHOOL PROGRAM (PART DAY)
   A. Eligibility Criteria
      1. Pre-kindergarten children ages 3 to 4 years old (4 year old children are
         considered first, then 3 year old children are considered) at the time of
         enrollment.
      2. Except for CPS children, the family’s adjusted monthly income cannot exceed
         the income ceilings established by the CDE at the time of enrollment.
      3. Child’s parent(s) must live and/or work in the state of California.
      4. Families must re-apply on an annual basis for space in the program.

We will need verification of your eligibility to include, but not limited to 1 month’s worth of pay stubs,
Medi-Cal card, public assistance check, training verification, and referral letter(s) from social services
agencies. Additional documents needed for admittance are a recent physical exam, tuberculin test,
immunization record, and completed enrollment forms.

Recertification: Once admitted to our program your enrollment is only good for a period of 12 months
(six months for protective service children) or when there is a change in family size, marital status,
income, school schedule hours, place of employment, or emergency information. When there is such a
change, you must immediately notify the Center and re-certify with the Agency representative. Student
parents must be re-certified at the end of each school session. Student parents must also turn in grade
reports and meet the requirements of the training goal that was initially established. Failure to do so can
result in termination of child care services.

Tuition: A tuition agreement will be given to you upon enrollment of your child in the program. All
terms of the tuition policies will be covered in the contract. Tuition payments may be paid at the Child
Development Center or the Student Bank at PCC (next to the bookstore). You may also pay in the form
of a credit card at P.C.C.’s Student Bank. You will be given a receipt from P.C.C.’s Student Bank,
which you must leave in the receipt box located at the Child Development Center. Your receipt is the
only way we will be able to record your payment. All tuition payments must be dropped in the deposit
slot and receipts will be placed on your child’s timecard. There will be no charge for the Winter, Spring
and Summer semester breaks. All tuition must be paid by the end of each month or your child’s
enrollment space will be in jeopardy. *Please note: Per your tuition contract, a $25.00 late fee per
child will be assessed for all unpaid balances by the end of the month.

Fees/Co-payment: Family’s gross income and the number of household members are the contributing
factor in assessing your fee. Once calculated, it is then matched up to the Family Fee Schedule to
determine fee/co-payment (if applicable). If a fee/co-payment is assessed, you will be billed weekly.
Payment is due by the end of each month. A $25.00 late fee will be charged if payment is received a
week past the due date. It is your responsibility to pay in a timely manner.

CDC, however, will accept a reasonable plan from the parent(s) for payment of delinquent fees. We will
continue to provide services to the child; provided the parent(s) pays current fees when due and
complies with the provisions of the repayment plan. Upon termination of services for non-payment of
delinquent fees, the family shall be ineligible for child care and development services until all delinquent
fees are paid.

Open Door Policy: We have an open door policy that encourages parents to participate in the daily
activities of their children whenever possible, and allows them to visit the classroom during operating

March 2008
hours. You may visit your child’s classroom prior to starting or feel welcome to stay a while to smooth your child’s transition into the classroom.

**Supervision:** The Child Development Center program is supervised by a full-time Director (Social Sciences Dept.) who has an educational background and experience in Early Childhood Education. The Director is assisted by a Early Childhood Education Coordinator, Child Development Specialists, Instructional Aides, PCC work study students, ECE students, community volunteers and parents.

**Parent Participation:** Parents play an important role at the Child Development Center. Research demonstrates that when parents are actively involved with their child’s school, children are more likely to succeed in early education and beyond. Parent participation and education are important components for a positive school experience for you and your child. This can be fulfilled by attending a parent education discussion meetings or workshops, helping in the Center, attending field trips, taking jobs home (pet care, laundry) or participating on an interest committee. Our “Partnerships with Parents Program” has been established as a way to give ongoing input and assistance to our program. Each year, you will be asked to fill out a **Partnership with Parents Committee Interest Reply Form.** “Every Parent Makes a Difference” and we ask each parent to select at least one area of interest to volunteer as part of your participation requirement. **Requirement: 10 hours per semester (per child). A parent may donate 4 gallons of 100% fruit juice per semester (per child). Evening parents may donate 2 gallons of 100% fruit juice or 2 gallons of water.**

**Family Survey:** As part of our annual evaluation process, we ask families to participate in filling out a Parent survey. The survey asks for feedback from parents about the child care services that they are receiving. Questions focus on how well child care services are helping us to support children’s learning and development and how well the child care services are meeting the needs of the family. Your input is important to us, so we seek 100% participation.

**Religion:** Our Center refrains from religious instruction or worship practices.

**Developmental Milestone Information:** Please refer to Attachment F.

**Desired Result Developmental Profile (DRDPr):** The assessment tool to document each child’s development used at the P.C.C.C.D.C. is a DRDPr, as required by the Department of Education. Please refer to the website (www.wested.org/desiredresults/training/). Please check with your child’s teacher for updates.

**Holidays/Celebrations:** Celebrations and holidays are all around us. It is the policy of the P.C.C. C.D.C. to have celebrations and traditions initiated, organized and shared from our families at the Center. The inclusion of family traditions is highly encouraged at the Center. This is an opportunity to celebrate all family cultures and our diversity. As a Center, we celebrate the family feast day, which involves all families and occurs in November. We also participate in the campus organized Halloween festivities, which occur on the main campus. The Preschool and Early Primary children are invited guests of the campus community. They take a walk to the main campus and visit many of the buildings where they are treated with special surprises. The Center relies on families to bring in their special celebrations and traditions to share with their child’s group, the classroom, or the whole Center.

**Arrival:** You must scan and sign in your child on the form provided noting the time of arrival. **Please use your full signature as required by State Agencies.** No initials please.
**Picking Up Your Child:** It is the parent’s responsibility, or legal guardian to sign the child out and to record the time of departure. The child will be released to an authorized person. Authorized persons must be at least 18 years of age with a valid photo identification card.

**Late Fees:** Please observe the pick up times at the end of your child’s scheduled session. There is a $10.00 late fee for every 15 minutes you are late. If consistent lateness occurs (including telephone notification), the following procedures will take place: 1st – verbal discussion/warning will occur with the family, 2nd – a written notice will be sent to the family highlighting consistent lateness, 3rd – the child will be dropped from the program. The Center closes promptly at specified times. **If you choose to spend extra time in the program, you must arrive at least fifteen (15) minutes prior to closing and leave by closing, otherwise you will be charged a late fee of $10.00 for every 15 minutes.** If you are not enrolled in the next program or in extended care, you may not participate. Staying past your contracted time infringes upon the teacher/child ratio for the next program. Please be respectful of the Child Development Staff’s time. They have family, classes or other obligations that they need to attend to after their work shift. In an emergency situation where you cannot pick up your child by the contracted time, it is your responsibility to arrange for your child to be picked up by someone on the child’s emergency information card. Legal identification must be presented before releasing the child.

**Contract Hours:** Upon acceptance to the program, contract hours will be determined based on work and/or training hours. Parents must follow established contract hours. The office staff and/or Director must approve any changes. Failure to follow contract hours can result in termination of services.

**Leaving Your Child:** You are legally signing the responsibility for your child over to teachers at the Child Development Center when you sign in, and you are legally accepting responsibility for your child when you sign him/her out. **You must sign your full name upon entry and out upon exiting. We limit child attendance to 10½ hours per day.**

Note: It is quite normal for children to cry during the first few days of being left at a Center. We have found the best way to handle this is (1) let the child know you are leaving and (2) go directly to class. If your child cries, please ask a teacher to stay with him/her while you leave. If crying interferes with your child’s activities in the Center, the Specialist or Director will schedule a parent conference to discuss ways of making the separation process easier for you and your child. *You must notify the Center when someone other than those named on the emergency information card will be picking up your child.*

**Attendance:** All absences will be recorded and verified as to cause. “Excused Absence” means any absences for the illness of the child; illness of the parent; quarantine; family emergency; court ordered visitations; car trouble; or a reason, which is clearly in “the best interests of the child”. “Vacation” days may be considered to be in “the best interests of the child”, but will be limited to 10 days in the fiscal year, July 1 through June 30. You are allowed: 10 “Best Interest of the child” Absences and 10 Unexcused Absences (refer to excused absences list).

Our attendance policy is as follows:

1. Parent must notify the Center of absence. If your child is absent, a written excuse must be completed on the absence slip form. A child with unexcused absences totaling 10 days per fiscal year will be terminated from the program.

2. A doctor’s clearance is required when a child’s illness exceeds 5 consecutive school days. The clearance must state the nature of the illness and probable duration. In addition, if child is absent due to contagious disease, a doctor’s clearance is required.

*March 2008*
3. If a child is absent frequently due to illness or shows signs of constant illness at school, a new physical exam may be requested to assure that the child is in good health.

4. A child who has been absent for 3 days and did not notify the center will automatically be terminated / probation. If you are not on a funded program and have five (5) consecutive absences and have failed to notify the Center, as well as not paid tuition for that month, your child will be automatically dropped from the program.

5. You will be charged tuition according to the contract. Re-enrollment will be possible only on a space availability basis.

**Excused Absences include the following:**

- Best Interest – (allowed 10 days per fiscal year, July 1 – June 30). Time away from care supports family bonds; strengthening of the family or for the betterment of the child’s physical, emotional, developmental or social needs.
- Court ordered visitation.
- Child does not attend field trip or cultural event.
- Illness or quarantine of child (allowed 5 consecutive days. If longer, doctor’s note to verify illness or quarantine).
- Illness or quarantine of parent (allowed 5 working days, Doctor’s note is required after 5 consecutive days of illness) due to cold, flu, headache, dental (2 appointments per year proof needed) or doctor (3 appointments per year proof needed).
- Illness or quarantine of sibling (allowed 3 days, Doctor’s note is required after 5 consecutive days of illness).
- Family emergency*
- Natural disaster*
- Fire*
- Theft*
- Domestic violence*
- Death in family* (allowed 15 working days)
- Eviction*
- Transportation*
* Indicate absences exceeding 5 days requires proof of documentation.

**Unexcused Absences include the following:**

- Just “stayed home”
- Illness or quarantine of parent exceeding 5 days, without a Doctor’s note
- Illness of quarantine of child (Doctor’s note after 5 days is needed) *Note is needed to return to school
- Family emergency exceeding 15 days

**Emergency Information:** In the event of an injury or emergency, parents and/or designated emergency numbers will be called. Please keep all phone numbers up to date. It is imperative that you provide the Center with at least three alternative people to notify in case of an emergency. The Center will release your child only to the names prescribed on the emergency release paper. The school nurse will be called and if necessary – your child will be taken to the Huntington Hospital. Paramedic units will be used if necessary. **Parents will be alerted by Campus Security Officers of any emergencies and will be asked to report to the Center immediately.**
**Daily Policies & Procedures:** A parent or designated representative of the child’s parent or guardian must bring the child into the designated classroom and let the teacher know the child has arrived. A health inspection will occur upon arrival. Please follow these guidelines upon attendance at the Pasadena City College Child Development Center.

1. Bring a complete change of clothing for each child (including sweater, pants, shirt, socks and underwear). Each child must have a small blanket. LABEL ALL OF YOUR CHILD’S BELONGINGS. If there were names on “lost” items they could be reunited with their owners. We can’t be held responsible for lost articles of clothing and/or bedding.
2. Upon arrival, the parent and/or an authorized adult must accompany the child into the Center and wait until a teacher greets him/her.
3. Do not send gum, candy, junk food (refer for nutrition policy), or toys of any sort with your child to school.
4. Please follow these procedures upon entering the class with your child: infant/toddler families please complete the Daily Forms. All children must wash their hands upon arrival into the classroom. Please change your child’s diaper or offer the use of the restroom.

**Bringing Things From Home:** We provide many enriching toys for your child(ren) here at the Center. Toys from home are only allowed on designated “Share Days” per request from each program. Books from home are allowable; however the Center is not responsible for lost or damaged items. Be sure all items are clearly marked with your child’s name. See your program Specialist to designate a safe location for books and “share items” from home. Not all programs have “share days”. It is up to the discretion of the individual program Specialist to include share days. We will work with a transitional object from home to school with the understanding that we are not responsible for items lost or broken.

**Main Kitchen:** The main kitchen is off limits to all except Center personnel. The refrigerator is for Center use only.

**Early Childhood Education Field Practice Students:** Each semester, there will be a number of Pasadena City College Early Childhood Education Field Practice students who must fulfill a laboratory participation requirement for course work completion. These students are not paid, nor counted in the regular staff/child ratio. Realize they are in training to become teachers and must be encouraged in their professional growth. They will work under the supervision of the Center teaching staff.

**Health:** Each child must have a signed health policy contract on file. Parents must strictly abide by the health policies to ensure the Center’s healthy environment. If your family requests an exemption from immunization requirements and the tuberculosis assessment, an affidavit must be signed before enrollment. Our Center requests an additional letter from your child’s physician stating to the best of their knowledge, your child is in healthy condition.

**Medications:** State and Federal laws prohibit teachers from giving all non-prescribed medications (pills, cough syrup, aspirin, etc.) to children.

**Clothing:** You are encouraged to send your child in clothes that they will feel comfortable participating in with all program activities. Many experiences we have planned for your child are messy (like clay, paints, glue, paste, water play, gardening, cooking, etc.) Paint shirts are used whenever possible, but are not always effective and many times children refuse to wear them. We will encourage children to wear a smock, but will not force them. Restricting a child from an activity because it is messy goes against
the Center’s philosophy. That is why play clothing is important. Please send your child to school in PLAY clothes!!! Every child needs an extra change of clothing that will be kept here at school. The change should include socks, underwear, pants/shorts, T-shirt, and shoes. Everything must be labeled. We cannot be responsible for lost or stolen clothing. Please provide a swimsuit during our hot summer days because the children enjoy cooling off with water play. Be sure your child wears appropriate shoes for play. This is a safety concern as little toes may get accidentally run over by a tricycle. Feet are more protected in closed toed shoes. Water shoes are great during warm days due to the increase of water play.

**Lunch and Snacks:** We are concerned about nutrition, and must follow the nutritional guidelines of the National School Lunch Program. Under our funding terms and conditions with the State Department of Education, it is our job to enforce a strict nutrition policy. Our Center provides a nutritious snack in the morning, afternoon and evening program. The family is responsible for lunch and dinner. Please send a nutritious lunch with your child if they attend between 11:30 a.m. – 12:00 p.m. Each lunch should be marked with the child’s name and filled with foods that your child likes and feels comfortable eating. Make sure the lunch you send with your child includes one serving of a vegetable and one serving of a fruit (100% juice will count as a fruit), whole/enriched grains which include bread, cereal, pasta, noodles, bagels, one serving of a protein which includes meat, egg, cheese, peanut butter. See the Center’s nutritional guidelines for further lunch ideas. Snack times occurs sometime around 9:00 a.m. and 2:30 p.m. All snacks are well balanced and are provided as a supplement to regular mealtimes. Parents may donate 4 gallons of 100% pure fruit juice each semester. Milk/100% juice will be provided at lunchtime. 100% juice is served at snack time. It is our Center’s policy to do warm-ups and not to cook lunch items, such as Cup of Noodles, canned foods or microwaveable frozen foods. We recommend a small ice pack provided by home be inserted to your child’s lunch box, as refrigeration is not provided by the Center.

**Napping:** Each child participating at the Center for more than 5 consecutive hours are required by law to have a rest period. After a 30-minute time period, children who have not fallen asleep will be allowed to join in the afternoon program. Children who nap must bring a blanket clearly marked with their name on it. Nap times take place between 12:00-2:00 p.m. Napping will be provided on an individual need basis for all children.

**Children’s Birthdays:** Each child’s birthday is a special opportunity for recognition. The teacher will plan a special crown and song to honor the birthday child. Special foods or party items may be shared at home with family or friends instead of at the Center. Please help us honor this policy in fairness to all children. **Please help us honor this policy in fairness to all children.**

**Graduation:** The last program in our Center is our Early Primary Education Program. We will have a graduation ceremony celebrating the children’s transition into elementary school.

**Field Trips:** We plan to take the children on field trips once a year. Parents will be notified in advance of times, place, location, transportation and supervision. Parents are strongly encouraged to participate. There will be deadline dates to sign up for field trips. Please be sure to acknowledge all signs/flyers posted. Childcare will not be provided at the Center when the children attend field trips.

**Discipline:** As a licensed childcare facility, we need to inform you we are mandated by law to report any suspected child abuse. At our facility, physical or verbal threats are NOT allowed. Parents or guardians will not reprimand children of other families while on school grounds. If a situation occurs that upsets you, please talk with a Specialist or the Director. The Center utilizes a positive approach to
guiding children’s behavior. Redirection is primarily used to direct appropriate behavior. If repetitive behavior persists, the parent will be notified and together with the teacher an action plan will be developed. Consistency is the key to guiding children. Cooperation from the parent is expected and required for continued enrollment. We are a teacher-training site and appropriate discipline methods must be used. If you are having difficulty with your child, please seek the assistance of one of the teachers for their guidance.

**Conferences:** Infant, Toddler and Older Toddler’s (Two’s) teaching staff will hold three conferences per year, including an initial intake interview. Preschool conferences will be held twice a year in November and May. The Early Primary Education Program will hold its conference twice a year in November and May. Attendance by one parent to the conference is mandatory.

**Flex Day:** Flex days are a campus-wide staff meeting days. College classes are not scheduled in order for all faculty and staff to come together for the betterment of the College. The Child Development Center is closed, as all supervisory staff will be attending the flex day program.

**Communication:** Please be assured that we value our communication with our parents. Open communication between our parents, staff and administration is very important to us. Our Specialist in each program is there to assist you with any concerns that you may have. Please remember the Director’s door is open to everyone and any concerns are welcome. Every attempt will be made to help problem solve any concerns, however, not all problems can be solved to the satisfaction of any one parent.

**Uniform Compliant Procedures /General Program Complaint/Williams Settlement Act:** The purpose of this is to advise you how to handle a complaint against our agency. This information will be distributed on an annual basis. Please refer to Attachment B.

**Child’s File:** The registered parent/authorized representative is the only person who has access to their child’s file, unless we have a direct order by the court stating otherwise. All files are confidential and are property of the Pasadena City College Child Development Center.

**Duplication of Records:** At the request of the registered parent, we are allowed to duplicate the child’s file. The fee for duplication of their child’s records shall be $.10 per page. (P.A.C.C.D. Procedures for Policy No. 2410.10) Payment is due upon receipt of documents in form of cash or check. Request must be in writing and you must allow CDC staff 3-5 business days to have records duplicated.

**Cooperation and Cause for Service Termination:** We reserve the right to terminate services if:

- The child’s parent/legal guardian fails to cooperate and abide by the Center’s policies.
- It is the responsibility of the child’s parent/legal guardian to pass on the Center’s policies to the authorized dropping off and/or picking up person(s). Any person associated with the parent/legal guardian that violates the Center’s policies in any way, will jeopardize your child’s space.
- The Center, in its sole discretion, has determined they are unable to meet the needs of the child for various reasons. A warning conference with school management regarding above matters that potentially warrant termination, will be the first course of action followed by additional meeting and potential removal.
- The Center, in its sole discretion, has determined that it is not in the best interest of the Center or other children enrolled at the Center to have the child in attendance.
Any false statement made by a parent/legal guardian on any document filled out for a child’s admission or retention at the Center.

Failure of parent/legal guardian to notify the Center of any pertinent change in family size, marital status, income, school schedule hours or place of employment.

Failure to provide the Center with necessary enrollment documents.

The Center fees are not paid in a timely manner.

The parent/legal guardian fails to pick up the child by the Center’s closing time. (refer to “Picking Up Your Child”)

The child’s conduct disrupts the smooth and efficient operation of the program whereby the Pasadena City College Child Development Center personnel cannot reasonably control the behavior during the usual performance of their duties.

The parent/legal guardian disrupts or fails to cooperate with the Pasadena City College Child Development Center personnel where such failure disrupts the smooth and efficient operation of the program.

Any verbal or physical threats of any nature.

The child has excessive unexcused absences.

Failure to register by deadline dates governed by the Child Development Center.

The parent/legal guardian fails to complete “Parent Participation Hours” as required by Center policies. (refer to Parent Participation Agreement)

Students of Pasadena City College who violate the College’s Standards of Student Conduct. (refer to College Catalog)

Parking: Space is limited and we do not own control. Parking is for dropping off and picking up only. Please do not park in the spaces marked “RESERVED”, as those spaces are for the company upstairs. Double parking, blocking another car, and/or parking alongside the Center’s front door curb will result in a parking citation. Park in the marked stalls only.

Registration: Registration or re-registration is done on an annual Academic year basis. Continuing families that meet all the program policies will have priority over waiting lists applicants, as per the Center’s mission. Registration is the responsibility of the parent/legal guardian. Failure to re-register your child by posted deadline dates will result in termination of services. Siblings are given priority in the enrollment process.

Schedule Changes: A one-week notice is required to change your child’s weekly schedule. For every schedule change made, there is a $10.00 charge. Changes can only be granted by approval of the Center’s Director or office staff. A new tuition contract and/or other required documents will be drawn up when approval of the schedule change is granted. Schedule changes are subject to space availability. (refer to Add/Drop policy on Tuition Contract).

Withdrawal: A one-week notice is required to withdraw from the Center. The notice must be in writing and all outstanding balances must be paid in full.

Resource: The Child Development Center has knowledge of many community resources that may be of help to you if you or your family is in need of them. A Community Resource Directory of this handbook is provided for your convenience. Please refer to Attachment A. Other resource information can be found on bulletin boards inside the Center. A comprehensive resource book is available at the front desk for your use. Please do not hesitate to ask for information as we are here to assist you.
**Healthy Schools Act of 2000** - The Healthy Schools Act of 2000 (as amended by Assembly Bill 2865, Chapter 865, Status of 2006) requires that all schools and child care centers provide parents or guardians of children who are enrolled at the facility with annual written notification of expected pesticide use at schools and day care centers. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Department of Pesticide Regulation’s School Integrated Pest Management (IPM) Web site (http://www.schooolipm.info) for further information on pesticides and their alternatives. The Material Safety Data Sheet on the products used is provided on an annual basis, and posted inside the Center. Please refer to Attachment D.

**Megan’s Law** - California law, Assembly Bill 488 (Nicole Parra), sponsored by the Attorney General provides the public with Internet access to detailed information on registered sex offenders at the e-mail address – MegansLaw@doj.ca.gov. Additional information is posted in the Center.

**General/Funded Parent Agreement:** Please read the following information carefully. It explains what you are entitled to and responsible to do as a parent of the Pasadena City College Child Development Center. If you have questions, please contact the front office or the Director. Please refer to Attachment E.
(Attachment A)

Pasadena City College Child Development Center
Community Resource Directory

The Community Resource Directory is designed to provide information on services that are available in
the local community. We respect your right to privacy and have provided this resource list so that you
may access them according to your need and without having to request them from a staff member. If
you should need further assistance with additional community service information, please do not hesitate
to inform us of your needs. The bulletin board in the main hallway of the Child Development Center
has community resources available to you as well. This resource guide is for information purposes only;
this guide is not recommendations or endorsements by the Child Development Center.

Child Care Referral

Child Care Information Services (CCIS) Bilingual/Spanish
(626) 449-8221
2465 E. Walnut Street
Pasadena, CA 91107
Child Care referrals for parents and child care subsidized programs for low income families. Offers
children in crisis short term emergency child care assistance program.
Website: www.ccispasadena.org

Employment Job Opportunities and Training

24 Hour City Jobline Bilingual/Spanish
(626) 744-4600
Recorded announcement of all available City of Pasadena jobs.

Pasadena City College Community Education Center Bilingual/Spanish
(626) 585-3000
3035 E. Foothill Blvd. Pasadena, CA 91107
Provides classes in Adult Basic Education, GED/High School Diploma, English as a second language
(ESL), Parent Education, and short term vocational training for adults in skills needed for a variety of
entry level jobs.

Foothill Employment and Training Connection Spanish/Armenian/Chinese
(626) 796-JOBS
1207 E. Green Street Pasadena, CA 91106
The Foothill Employment and Training Connection is a Work-force Development One-Stop Center
designed to provide employment and training services to those in need of new skills and employment
opportunities.
Website: www.foothilletc.org
Government Programs

**L.A. County Department of Public Social Services**
(626) 791-6333  
955 N. Lake Ave. Pasadena, CA 91104  
CalWORKS – Provides temporary financial assistance and employment focused services to families with minor children who have income and property below the state maximum limits for their family size. General relief-County funded program that provides temporary cash aid to indigent adult and certain sponsored legal immigrant families who are ineligible for Federal or State programs. Medi-Cal - For participants who have no health care coverage.  
**Website:** [www.ladpss.org](http://www.ladpss.org)

**Social Security Administration**
(626) 772-1213 / (626) 796-0306  
104 N. Mentor Ave. Pasadena, CA 91106  
Applications for Social Security survivor benefits; Medi-Care Applications are also available.  
**Website:** [www.socialsecurity.gov](http://www.socialsecurity.gov)

Health Services

**Pasadena Public Health Department**
(626) 744-6125 / (800) 304-0015  
1845 N. Fair Oaks Ave. Suite 2130 Pasadena, CA 91103  
Comprehensive Prenatal Care provided for both high and low risk pregnancies, educational classes, special nutrition and psycho-social services and onsite Medi-Cal eligibility worker.  
**Website:** [http://www/publichealth/women_child_services/women_children_home.asp](http://www/publichealth/women_child_services/women_children_home.asp)

**Pasadena Public Health Department Tuberculosis Clinic**
(626) 744-6023  
A complete evaluation by a pulmonologist for Pasadena residents needing a clearance for work or school due to a positive TB skin test or an abnormal chest x-ray.  
**Website:** [www.cityofpasadena.net/publichealth](http://www.cityofpasadena.net/publichealth)

**Young and Healthy**
(626) 795-5166  
37N. Holliston Ave. Pasadena, CA 91106  
Free dental, medical and mental health services for low-income, uninsured and underserved children in the community who lack access to affordable health care. Can assist families in obtaining low-cost health insurance.  
**Website:** [www.youngandhealthy-pas.org](http://www.youngandhealthy-pas.org)
Planned Parenthood of Pasadena  
Bilingual/Spanish  
(626) 798-0706/Clinic  
1045 N. Lake Ave. Pasadena, CA 91104  
Birth Control, EC pill, pregnancy testing, breast exams, STD testing and treatment options counseling, education programs.  
Website: www.pppasadena.org

Pasadena Public Health Department  
Bilingual/Spanish  
Child Health and Disability Prevention Program  
(626) 744-6036 /(626) 744 6168  
1845 N. Fair Oaks Ave. Suite 2137 Pasadena, CA 91103  
Insurance outreach. Assistance for uninsured children to receive necessary/periodic immunizations and physical exams.  
Website: www.cityofpasadena.net/publichealth/

H.E.A.R. Center  
Bilingual/Spanish  
(626) 796-2016  
301 E. Del Mar Blvd. Pasadena CA 91101  
Diagnostic hearing testing and hearing aid dispensing for all ages(specializing is pediatric evaluations). Auditory-verbal and speech/language evaluations and therapy for 0-12 year old population.  
Website: www.hearcenter.org

Community Health Alliance of Pasadena  
Multilingual  
C.H.A.P. Clinic  
(626) 398-6300  
1855 N. Fair Oaks Ave. Pasadena, CA 91103  
Primary medical and dental care. Medical care includes physical exams for children and adults, immunizations and TB testing, diabetes and hypertension care/management, and on-site x-ray services. Dental care includes routine cleaning, fillings, extractions.  
Website: www.chapcare.org

Bill Moore Community Health Clinic  
Bilingual/Spanish  
URDC Human Services Corp.  
(626) 398-3796  
1460 N. Lake Ave., Suite 107 Pasadena, CA 91104  
State Licensed community clinic providing low cost primary health care services for children, adults, and seniors.  
Website: www.urdchsc.org
Housing

Housing Rights Center
(626) 791-0211 / (800) 477-5977
1020 N. Fair Oaks Ave., #104
Pasadena, CA 91103

The Center’s Services include landlord-tenant counseling, housing discrimination investigation, advocacy, outreach and education.
Website: www.hrc-la.org

Door of Hope
(626) 304-9130
669 N., Los Robles Ave. Pasadena, CA 91101

Six-month to one-year transitional housing program for intact (married) homeless families with up to three children under the age of 11 and single women with children.

Pasadena NAACP
(626) 793-1293
595 Lincoln Ave. Suite 103 Pasadena, CA 91103
Civil rights organization. Purpose is to protect the rights of individuals.

YWCA-Wings San Gabriel Valley
(626) 915-5191
P.O. Box 1464 West Covina, CA 91793
24 hour Help Line (referrals and information) Provides emergency shelter, children’s program, case management, support groups, parenting classes.
Website: www.ywcaawings.org

Literacy Programs

Pasadena READS
Pasadena Public Library
(626) 744 4034
La Pintoresca Branch Library
1355 N. Raymond Ave. Pasadena, CA 91103

Provides basic reading and math for English-speaking adults over 17 and out of high school.
Website: www.cityofpasadena.net/library/pasadenareads.asp
Legal Services

**Bet Tzedek Legal Services**
(323) 939-0506
145 S. Fairfax Ave. Suite 200 Los Angeles, CA 90036

Provides representation in landlord/tenant cases, government benefits, health issues, board and care, nursing home, durable power of attorney for health care, Medicare, Medi-Cal, in-home supportive services, conservatorships, guardianships, wills, consumer law, caregiver, and kinship care issues.

**Website:** [www.betzedek.org](http://www.betzedek.org)

**Consumer Action Center**
Bilingual/Spanish
(626) 744 7339 / (626) 744-7341
Jackie Robinson Center
1020 N. Fair Oaks Ave. Pasadena, CA 91103

The Center provides assistance in filling out temporary restraining orders, answers to unlawful detainers, small claims actions, homeowners/renter’s rebate forms, income tax fillings, SSI disability forms, rental applications, welfare forms and more.

Mental Health Services Counseling, Social Services, Personal and Family Problems

**Foothill Family Service**
Multilingual
Home Office (626) 564-1613
2500 E. Foothill Blvd., Suite 300 Pasadena, CA 91107

Pasadena Office (626) 795-6907
118 South Oak Knoll Ave. Pasadena, CA 91101

El Monte Office (626) 442-8387
11429 Valley Blvd. El Monte, CA 91731

West Covina Office (626) 338-9200
1215 West Covina Pkwy, Suite 200, West Covina, CA 91790

Professional outpatient counseling and case management services for children, teens, adults and families. Programs are: Early Child Development Services for Children ages 0-5; Child Abuse Prevention and Treatment programs; ESTEEM School-Based Services; Children and Teen Mental Health Services; Co-Occurring Disorders Treatment; Services for Teen Parents and Pregnant Teens; Adolescent Family Life; CalLearn; Future Visions; Domestic Violence and Treatment; CalWORKS Domestic Violence; Anger Management/Batterers Treatment; Family, Individual and Group counseling; Senior Services.

**Website:** [www.foothillfamily.org](http://www.foothillfamily.org)
(Attachment A continued)

**Della Martin Center**
Huntington Memorial Hospital  
(626) 397-2323  
100 W. California Blvd. Pasadena, CA 91109  
Provides a full range of behavioral care services for adults.

**Aurora Las Encinas Hospital**  
(626) 795-9901  
2900 E. Del Mar Blvd. Pasadena, CA 91107  
Website: www.aurorabehavioral.com

**Akoko Nan Parent Educational Support Group**  
(626) 229-3679  
1141 N. Fair Oaks Ave. Pasadena, CA 91103  
Parent Education classes. This course is accepted by Children’s Court DCFS.

**D’Veal Family and Youth Services**  
(626) 296-8900  
1845 N. Fair Oaks Ave., Suite 2600 Pasadena, CA 91103  
Provides individual, family and group counseling for children and adolescents. Additional services include parenting classes, school based services, child abuse intervention and prevention services, day rehab and day treatment intensive services for “at risk” youth, transportation, clinical and case management services for CalWORKS recipients.

**Huntington Hospital – Social Work Dept.**  
(626) 397-5171  
100 California Blvd. Pasadena CA, 91105  

**Pacific Clinics Child & Family**  
(626) 744-5230  
2550 E. Foothill Blvd. Pasadena, CA 91107  
Pacific Clinics Child & Family Specialty Services offers school based services, child outpatient and intensive mental health services for children.  
Website: www.pacificclinics.org

**Pasadena Mental Health Center**  
1495 N. Lake Ave. Pasadena, CA 91104  
Counseling individual, families, child and couples. Parenting classes and various community based programs.  
Website: www.pmhc.org
Local School District (Your Home Address)
For free assessment of special needs you can go to your nearest elementary school and submit a letter of request for assessment services. School Districts test children above the age of 3 if the parent or provider has concerns about the children’s development. Children under the age of three contact the Regional Center.

**Pasadena Unified School District** (P. U. S. D.)
(626)- 795-6981
351 South Hudson Ave.
Pasadena, CA 91109
Web Address: www.pusd@pusd.us

**Los Angeles Unified School District** (L.A.U.S.D)
(213) 241- 1000
Web Address: www.lausd.net

**Regional Center** for Pasadena Area
San Gabriel/Pomona
909/-868-7502 or 7503

**Special Needs Advisory Project** (S.N.A.P)
Child Care Information Services
(626)-449-8221 ext. 253
2465 East Walnut Street
Pasadena, CA 91107

The Special Needs Advisory Project is a Los Angeles County wide initiative to provide education and resources for families and child care providers.
(Attachment B)  

Uniform Complaint Procedures

For Violation of Federal and/or State Law

**Purpose:** The purpose of this process is to advise you how to handle complaints against our agency, which involve our State or Federal programs. It is the intent of the Pasadena City College Child Development Center Program to fully comply with all applicable state and federal laws and regulations.

**Protection:** Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding the Pasadena City College Child Development Center Program’s alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Ed Code sections 200 and 220 and Government Code section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance.

Complaints must be signed and filed in writing with the State Department of Education.
Child Development Division
Complaint Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814

If the complaint is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. The complainant should seek the advice of an attorney of his/her choosing in this event.

A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders.

For General Program Complaint

**Steps of Action to be taken by client of agency: All steps need to be taken in order.**

**Step 1** – A written complaint is to be submitted to:
Nicki Harmon, Director Child Development Center
1324 E. Green St., Pasadena, CA 91106
A conference regarding complaint is scheduled.

**Step 2** – If complaint is not resolved, send written complaint to:
Dr. Mike Finkenbinder, Division Dean Social Sciences Department
1570 E. Colorado Blvd. C #321, Pasadena, CA 91106
(Attachment B continued)

**Step 3** – If complaint is not resolved at step two, send a written complaint to:
Dr. Jacqueline Jacobs, Vice President, Instructional Services
1570 E. Colorado Blvd. C #202, Pasadena, CA 91106

**Step 4** – If complaint is not resolved at step three, send a written complaint to:
Dr. Lisa Sugimoto, Vice President, Administrative Services
1570 E. Colorado Blvd. C #211, Pasadena, CA 91106

**Step 5** – If complaint is not resolved at step four, send a written complaint to:
Dr. Paulette Perfumo, President
1570 E. Colorado Blvd. C #205, Pasadena, CA 91106

### Williams Settlement Act

Williams Settlement complaint regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment may be filed anonymously. The Child Development Center will have a complaint form available for these types of complaints. The Child Development Center will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

**Protection:**
This agency prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process. Respect for confidentiality will be given to every client who files a complaint.

**Publication:** This information sheet will be distributed on an annual basis. Upon written request, interpretation of this information sheet can be provided in another language other than English.
2007-2008 Calendar

We operate on Pasadena City College’s 11-month calendar. We observe all Holidays, Flex Days, Winter Break and Spring Break.

- August 27 (Monday) – First day of Fall 2007 semester / First day of school for the Center
- September 3 (Monday) – Labor Day, Center CLOSED
- November 12 (Monday) – Veteran’s Day, Center CLOSED
- November 22 and 23 (Thursday and Friday) – Thanksgiving Holiday, Center CLOSED
- December 14 (Friday) – Fall 2007 semester ends / Last day of school for the Center
- December 17 through January 4, 2008 – Winter Break, Center CLOSED
- January 7, 2007 (Monday) – First day of Winter 2008 semester / Center reopens for Winter
- January 21 (Monday) – Martin Luther King Day observed, Center CLOSED
- February 14 (Thursday) – Last day of Winter 2008 semester
- February 15, 18 (Friday, Monday) – Lincoln’s Birthday, President’s Day, Center CLOSED
- February 19 – First day of Spring 2008 semester
- March 31 (Monday) – Cesar Chavez Day observed, Center CLOSED
- April 14 through April 18 – Spring Break, Center CLOSED
- May 26 (Monday) – Memorial Day, Center CLOSED
- June 12 (Thursday) – Last day of Spring 2008 semester
- June 16 (Monday) – First day of Summer 2008 semester
- July 25 (Friday) – Last day of Summer 2008 semester
Dear Parent or Guardian,

The Healthy Schools Act of 2000 (as amended by Assembly Bill 2865, Chapter 865, and Statutes of 2006) requires all California school districts and child day care centers to notify parents and guardians of pesticides that they expect will be applied during the upcoming year. We want to notify you that the following pesticides will be used at your school or child daycare center this year:

<table>
<thead>
<tr>
<th>Name of Pesticide Product</th>
<th>Active Ingredient(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EcoEXEMPT IC*</td>
<td>Rosemary Oil ................................10.0%,</td>
</tr>
<tr>
<td>*USDA National Organic Program Compliant</td>
<td>Mineral Oil, Oil of Wintergreen ....90.0%,</td>
</tr>
<tr>
<td></td>
<td>Total .......................................100%</td>
</tr>
</tbody>
</table>

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation’s School IPM Web site at [http://www.schoolipm.info](http://www.schoolipm.info).

If you have any questions, please contact Pasadena City College Child Development Center at 626-585-3181. Material Safety Data Sheet is posted and available upon request.
General/Funded Parent Agreement

I. Service Provided Through the Program:
Parents' participation in General Child Care Program and State Preschool Services can receive the following services:

1. Full-time or part-time child care as long as you are income eligible (along with any other eligibility requirements that are applicable) and need services for any of the following reasons (this depends on the program):
   a. Employed (including self-employment)
   b. Attending school, college or vocational training
   c. Seeking employment (up to 6 ½ hours and up to 60 working days per program year)
   d. Medi-Cal or other incapacitation (letter must be certified by a qualified professional)
   e. Child Protective Services (child at risk of abuse or neglect)
   f. Homeless and seeking permanent housing
2. A family that receives State Preschool Services (3 to 3 ½ hours) needs to be income eligible.
3. Assistance with referrals to childcare, health and social service agencies in the community.

II. Responsibilities of Parents
Under State Guidelines and the Pasadena City College Child Development Center Policies, in order for parents to participate in the General Child Care and State Preschool Programs, the following requirements must be complied with. Please write your initial on the lines provided.

   1. Certification of the family’s eligibility for services at least every twelve months (12) and every six months (6) when the family is referred from child protective services. This includes your providing verifiable documentation of your income (current, consecutive and a month’s worth) and employment need at the time of certification. Your failure to meet certification schedules and/or requirements is a ground for probation or termination from the program.

   2. Parents who attend school or training programs are required to provide documentation of their enrollment at the beginning and end of each session. Ask the front office for the appropriate forms.

   3. Parent fees must be paid to the Pasadena City College Child Development Center (P.C.C. – C.D.C.) on time and in the full amount shown on your bill. Tuition is billed weekly and payment is due by the end of each month. A $25.00 late fee will be charged if payment is received a week past the due date. It is your responsibility to pay in a timely manner. An outstanding balance is grounds for termination from the program.

March 2008
4. Report any change in your home address, work address and/or telephone numbers to the front office within 48 hours of the change. Failure to report these changes could result in probation or termination, if we are unable to contact you.

5. Report any changes in your family income, family size or marital status to the front office within 48 hours of your change. Failure to report these changes could result in probation or termination from the program.

6. Report any changes in your or your spouse’s employment or educational status as soon as it occurs. Examples of such changes include but are not limited to becoming unemployed, going from working full-time to attending school or training, starting work or reducing the number of units at school. Special circumstances such as pregnancy complication, medical disabilities or family emergencies that may affect your ability to work or attend school must also be reported as soon as they occur. Reporting these changes is also important for you because it could change your parent fee/co-payment. For example, if you become unemployed because of a medical disability, your income may decrease therefore your fee may decrease.

7. To remain in the program, if you are not employed or in school/training, you or your spouse must be seeking employment. You must notify the front office as soon as you need to seek employment to stay on the program. You or your spouse will then have up to sixty (60) working days (approximately 3 months) and up to 6 ½ hours per day per program year. During this time, the program will continue to provide child care services. Ask the front office for the appropriate paper work for “Seeking Employment”. You must provide the front office with a resume within a few weeks from starting to seek employment and calendar (with daily seeking employment activities) by the end of each month. You must tell the front office as soon as you start work and/or enroll in school/training and collect the appropriate documents to complete. If you have not used the full sixty (60) days per program year, the remaining days can be saved in case you need them for another period of seeking employment during the same program year. However, seeking employment cannot be carried over from one program year to another. When seeking employment period expires, child care services will be terminated if you or your spouse is not employed and/or in school/training.

8. You must write the time in, scan in and sign your full name (initials are not allowed) on the timesheet before dropping off your child to his/her classroom. You must write the time out, scan and sign your full name (initials are not allowed) on the timesheet before picking up your child. If you do not fill out the timesheet in a correct and timely manner, you may be placed on probation or terminated from the program for failure to abide by the rules of the program.

9. The days and hours you need child care is determined by your documentation of need and availability in the program. This information is listed and maintained on your most current Notice of Action. A copy of your current Notice of Action will be provided to you upon completion of your grant interview. **You must notify us within 48 hours** if your circumstances change as it may affect your need for child care. Your services will be changed accordingly.
10. You must also inform the front office in advance if your child(ren) will not need child care services because of vacation, family visitation, a severe health problem, or some other unusual circumstances. The program allows you a limited number of days per school year before you are terminated (refer to “Excused Absences” in the handbook).

11. In case of emergency (i.e. if you are called to pick up your child because of illness), the Child Development Center requires that you must pick up your child within an hour. If you cannot pick up your child at this time interval, please make arrangements to have someone pick up and advise the front office.

12. Follow your contracted hours. Be aware of the Center’s Late Pick Up Policy. Late fees are strictly enforced and consistent lateness will result in termination from the program. You will be charged $10 every 15 minutes you are late. There is no grace period. Late fees are due by the end of the week it was assessed.

All changes must be reported to the Pasadena City College Child Development Center within forty-eight (48) hours of the effective date of change. Failure to notify the Center is grounds for probation or immediate termination of services. Upon such termination, you will be required to reimburse all funds paid by the Center when you were ineligible for the services that were rendered.

III. Responsible Use of Child Care Services:
In addition, parents must use child care services in the following manner:

1. Please treat the office staff and teachers with the courtesy and respect you expect from others. Child care assistance is a valuable service. If you have a problem with the Center staff please try to discuss and work it out in a friendly, cooperative manner. If the situation makes it impossible, please refer the “Uniform Complaint Procedures”.

2. Parents are to bring children on time to the Center and pick him/her up immediately after work or school.

I have read the above information. I also understand my responsibilities as a Pasadena City College Child Development Center parent and that failure to provide information regarding my eligibility and/or providing false, fraudulent and misleading information will not only result in termination of child care services, but will also result in my having to repay the Pasadena City College Child Development Center for my child(ren)’s care when I was ineligible for the services rendered.

Parent’s Printed Name

______________________________

Parent’s Signature

______________________________

Date

CDC Authorized Representative

______________________________

Date

(A copy of Attachment E will be provided upon signing)
Acknowledgement and Agreement of Center’s Policies:

I HAVE READ PASADENA CITY COLLEGE CHILD DEVELOPMENT CENTER’S HANDBOOK AND WILL ABIDE BY THE CENTER’S POLICIES.

__________________________
Parent’s/Legal Guardian’s signature

_______ / ______ / ______
Date

__________________________
Parent’s/Legal Guardian’s signature

_______ / ______ / ______
Date

__________________________
Child’s Name

_______ / ______ / ______
Child’s Birth Date

Child’s Program

By checking the following, I am verifying that I have received the following forms as part of the annual notification form requirements.

____ Uniform Complaint Process
____ Healthy Schools Act of 2000
____ Yearly School Calendar

__________________________
Parent’s/Legal Guardian’s signature
How I Learn
Milestones of Typical Child Development

Birth to 3 Months
I begin to smile and track people and objects with my eyes.
I prefer to look at faces and bright colors.
I reach, and discover my hands and feet.
I can lift my head and turn toward sound.
I cry, but will feel better when you hold and comfort me.

4 to 6 Months
I smile often. I'll even laugh, gurgle and imitate sounds.
I learn about my body, exploring my hands and feet. I think they are a part of me.
I can sit up when you prop me.
I like to roll over, scoot and bounce.
I can grasp things without using my thumb, and like to put things in my mouth.

7 to 12 Months
I remember simple events and familiar voices and identify myself in the mirror.
I understand my name and other words you use a lot.
I can say my first words.
I like to explore, bang and shake objects.
I can find hidden toys and put things in containers.
I can sit up all by myself.
I creep and can pull myself up to stand and walk.
I'm shy and sometimes people I don't know make me feel scared.

I'm Growing Up & Developing Independence

1 to 2 Years
I like to imitate what adults are doing and help you with tasks.
I can talk now and understand words and ideas.
I like stories and experimenting with things.
I can walk, climb stairs and run.
I show you my independence, but am more comfortable with people I know.
I recognize that toys and stuff are mine.
I'm proud of the things I can do and can solve simple problems.
I have some friends and am starting to play make-believe.

2 to 3 1/2 Years
I like to learn new things.
I can learn new words really fast now.
I always like to be on the go.
I have better control of my hands and fingers.
I get frustrated easily.
I act more independent, but I still depend on you.
I like to act out familiar scenes when I play.

3 1/2 to 5 Years
I have a longer attention span.
I act silly, boisterous and use language that isn't nice.
I talk a lot now and ask a lot of questions.
I want real adult things and keep the art projects I make.
I test my physical skills and courage with caution.
I reveal my feelings to you in dramatic play.
I like to play with friends, but I don't like to lose.
I sometimes share my stuff and take turns.

5 to 8 Years
I am curious about people and how the world works.
I am interested in numbers, letters, reading and writing.
I have more confidence now in my physical skills.
I use words to express my feelings and to cope.
I like grown-up activities.
I like to meet and play with more kids and play more cooperatively now.
1. Attendance
   a. Subject always to the provisions of the Education Code, Section 72425 as it is from time to time in effect, each member of the Board of the District who actually attends all meetings, or is excused per 2 below, shall be compensated from District funds at the rate of $400.00 in any month.

2. Absence
   a. When a Board member does not attend all meetings held by the Board in any month, the compensation shall be prorated according to the number of meetings actually attended.
   b. Excused absences shall count the same as meetings actually attended, provided that the Board, by resolution duly adopted and included in the minutes of the meeting not attended, finds that:
      (1) The absent member is performing services outside the meeting for the District, or
      (2) The absent member is ill. Notwithstanding this provision, a member may not receive compensation for any meeting from which he or she is absent in excess of the first two meetings missed in a calendar year, except as specified in (1), above. Both meetings excused for illness or unexcused shall count in arriving at the two-meeting limitation.

3. Benefits
   a. Members of the Board are eligible to receive health insurance and other such benefits generally available to employed personnel according to the current provisions of the Government Code, Section 53201, in effect at the time of receipt.
   b. Elected members who were first elected prior to January 1, 1995, retire after March 17, 1993, and who have served a minimum of twelve years after the date when first selected as members on the Pasadena Area Community College District Board of Trustees at the time of the termination of their service, may elect to receive the benefits referred to in paragraph a, as such benefits are from time to time modified as to employed personnel, until reaching the age of sixty-five (65).
   c. Elected members who were first elected on or after January 1, 1995, and who have served a minimum of twelve years after the date when first elected, may elect to receive benefits referred to in paragraph b, immediately above, only if the full cost of coverage is paid by the former elected member. Such coverage shall in all events end upon the elected member reaching age sixty-five (65).
   d. Each former elected member who meets the twelve year requirement may elect coverage for his or her eligible spouse or domestic partner and dependents on the terms generally applicable under the plan from time to time in effect as to spouses and dependents, provided that the former elected member shall contribute the full cost of the premiums for such coverage.

Approved by the Board of Trustees: August 17, 1994; Revised January 17, 1995
1. Conference Attendance
Members of the Board are encouraged to attend, at District expense, meetings, conferences, and
conventions of any society, association, or organization pertaining to community colleges and to
Board of Trustees business, provided that the expected benefit of attendance is commensurate
with the expense and that there is approval of the Board. At the discretion of the Board, the
student trustee may attend such meetings as designated.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Potential Commencement Speaker List - Commencement Speaker Selection Committee
Commencement Exercises June 13, 2008

Board Meeting Date: March 19, 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 list of individuals to deliver the address at the 83rd annual commencement exercises in June:

Reyna Grande
George McKenna III
Pete Carroll
Ernestine Moore
Gloria Molina
Barbara Boxer
Ryan Seacrest
William Shatner
Drew Pinsky

Edwin Diaz
Steve Lopez
Fabian Nunez
Montezuma Esparza
Antonio Villaraigosa
Jay Leno
Sherman Alexie

FISCAL IMPLICATIONS: Funds for this purpose are provided by the 2007-2008 Student Service Fund Board of Directors Annual Budget. Cost category and amount include: $3,000.00, honorarium.

BACKGROUND: The list of possible commencement speakers were identified and recommended by the Commencement Speaker Selection Committee. The Committee's membership consists of duly appointed student, faculty, and administrative representatives. The Committee was unanimous in its recommendations.

Submitted by:
Assistant Dean, Student Affairs

Recommended for Approval:
Vice President, Student and Learning Services

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

CONSENT ITEM TITLE:
Approval of Student Travel -
PCC DANA Club
Catalina Island, CA March 29-31, 2008

Board Meeting Date: March 19, 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 travel:

GROUP: PCC DANA (Geology) Club
NUMBER: 20 (19 students and 1 advisor)
DATE(S): March 29-31, 2008
TIME(S): Various
DESTINATION(S): Two Harbors Camp Grounds
Catalina Island, CA
EVENT: Geological study of Catalina Island
TRANSPORTATION: Boat, private vehicles
ADVISOR(S): Ling O'Connor
NOT TO EXCEED: $2,040.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2007-2008 Associated Students Executive Board Annual Budget and 2007-2008 Dana Club Trust and Agency Account. Cost categories and amounts include: $600.00 ($30.00 x 20 participants), boat fare; $240.00 ($80.00 x 3 days), camping fees, and $1,200.00 ($20.00 x 20 participants x 3 days), meals.

BACKGROUND: This activity involves travel to Catalina Island to study, observe, and discuss the geology of the island.

Submitted by:

[Signature]
Assistant Dean, Student Affairs

Recommended for Approval:

[Signature]
Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approval of Student Travel -
Associated Students Executive Board Annual Retreat
Pasadena, CA March 31, 2008

Board Meeting Date: March 19, 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 travel:

GROUP: PCC Associated Students Executive Board
NUMBER: 14 (12 students and 2 advisors)
DATE(S): March 31, 2008
TIME(S): Various
DESTINATION(S) University of California at Los Angeles, Los Angeles, CA
Girl Scout Camp Mariposa, Altadena, CA
EVENT: PCC Associated Student Executive Board Mid-Year Retreat
TRANSPORTATION: District-arranged vehicles
ADVISOR(S): R. Cobb and S. Thayer
NOT TO EXCEED: $1,698.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2007-2008 Associated Students Executive Board. Cost categories and amounts include: $448.00 ($32.00 x 14 participants), meals; $400.00, facility rental; $700.00 ($50.00 x 14 participants), rope course; and $150.00 materials.

BACKGROUND: This activity involves travel to the annual PCC Associated Students Executive Board leadership development retreat. Members will participate in activities and workshops addressing group dynamics, communication, and conflict resolution. The Executive Board will also review their annual goals and organizational purpose. The Executive Board will participate in a ropes course at UCLA to build team and develop leadership skills and will return to Pasadena to conduct a business meeting for the Associated Students. The students are required to conduct their business meeting in a district location to comply with the Brown Act.

Submitted by:

Assistant Dean, Student Affairs

Recommended for Approval:

Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 2F, March 21, 2008

Board Meeting Date: March 19, 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 2F students
NUMBER: 13 students
DATE: March 21, 2008
TIME: 8:00 a.m. – 7:00 p.m.
DESTINATION: Rainbow Basin, Fossil Bed Rd., Barstow, California
EVENT: Observation of depositional process and structural history of the region
TRANSPORTATION: District vehicles
ADVISOR(S): Natural Sciences: Bryan Wilbur, Instructor.
NOT TO EXCEED: $200.00 (transportation)

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

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2007-08 Adopted Budget in account code 01-5250-1502-0000 (Natural Sciences: Physical Sciences).

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

Submitted by:
Division Dean, Natural Sciences

Recommended for Approval:
Vice President, Instruction

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

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 1F, March 29, 2008

Board Meeting Date: March 19, 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 1F students
NUMBER: 36 students
DATE: March 29, 2008
TIME: 7:30 a.m. – 5:00 p.m.
DESTINATION: Palmdale, Cajon Pass, and Pearblossom, California
EVENT: Examination of features of the San Andreas Fault
TRANSPORTATION: Bus
ADVISOR(S): Natural Sciences: Elizabeth Nagy-Shadman, Instructor.
NOT TO EXCEED: $1,250.00 (transportation)

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2007-08 Adopted Budget in account code 01-5250-1502-0000 (Natural Sciences: Physical Sciences).

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

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for English 100 and Sociology 31, March 21, 2008

Board Meeting Date: March 19, 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: English 100 and Sociology 31 students
NUMBER: 58 students
DATE: March 21, 2008
TIME: 8:00 a.m. – 6:00 p.m.
DESTINATION: San Gabriel Mission, 428 S. Mission Dr., San Gabriel, California
EVENT: Study of themes of race, culture and history of the southwest United States
TRANSPORTATION: Bus
ADVISOR(S): Division of English: Silvia Villanueva, Instructor. Division of Social Sciences: Enrique Orozco, Professor.

NOT TO EXCEED: $850.00 (transportation, $550.00; admission fees, $300.00)

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 03-5250-5202-0000 (Student Support Partner - SSPIRE).

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

Submitted by:
Amy [Signature]
Division Dean, English

Recommended for Approval:
[Signature]
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
[Signature]
Superintendent/President
CONSENT ITEM TITLE: Approval of Instructional Trips for Biology 37 and English 1A, April 1, 2008

Board Meeting Date: March 19, 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: Biology 37 and English 1A students
NUMBER: 55 students
DATES: April 1, 2008
TIME: 9:30 a.m. – 2:00 p.m.
DESTINATION: Puente Hills Landfill, 13130 Crossroads, City of Industry, California and San Jose Creek Water Reclamation Plant, 1965 Workman Mill Rd., Whittier, California
EVENT: Study of waste stream cycle
TRANSPORTATION: Bus
ADVISOR(S): Natural Sciences: Erika Catanese, Instructor. Division of English: Krista Walter, Associate Professor.

NOT TO EXCEED: $350.00 (transportation)

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2007-08 Adopted Budget in account code 01-5250-1501-0000 (Natural Sciences: Biological Sciences).

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:
Approval of Instructional Trip for Journalism 7A, 7B, 22, and 23, April 3-5, 2008

Board Meeting Date: March 19, 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: Journ 7A, 7B, 22, and 23 students
NUMBER: 20 students
DATE: April 3-5, 2008
TIME: Depart: 4/03/08, 3:00 p.m.
      Return: 4/05/08, 9:00 a.m.
DESTINATION: JACC State Convention, Wilshire Grand Hotel, 930 Wilshire Blvd., Los Angeles, California
EVENT: Attend professional journalism workshops and participate in on-the-spot writing and photography competitions
TRANSPORTATION: Private automobiles, Gold Line
ADVISOR: Visual Arts and Media Studies: Warren Swil, Instructor; Rachel Fermi, Instructor.

NOT TO EXCEED: $8,660.00 (transportation on Goldline, lodging, meals, registration and entry fees)

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 the Journalism Trust and Agency – Associate Students account.

BACKGROUND: This instructional field trip is requested by the Division Dean, Visual Arts and Media Studies.

Submitted by

Division Dean, Visual Arts and Media Studies

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE: Approval of Instructional Trip for Geology 2F, April 10-13, 2008

Board Meeting Date: March 19, 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 2F students
NUMBER: 12 students
DATE: April 10-13, 2008
TIME: Depart: 4/10/08, 8:00 a.m.
Return: 4/13/08, 5:00 p.m.
DESTINATION: Westgard Pass, White-Inyo Mountains, California
EVENT: Field mapping of Poleta Fields
TRANSPORTATION: District vehicles (one with trailer hitch)
ADVISOR(S): Natural Sciences: Bryan Wilbur, Instructor; David Douglass, Professor and Division Dean; Gerald Lewis, Instructor.
NOT TO EXCEED: $1,000.00 (transportation)

Students will be camping out and providing their own meals.

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

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2007-08 Adopted Budget in account code 01-5250-1502-0000 (Natural Sciences: Physical Sciences).

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:
Approval of Instructional Trip for English 135, April 13-20, 2008

Board Meeting Date: March 19, 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: English 135 students
NUMBER: 18 students
DATE: April 13-20, 2008
DESTINATION: New York City, New York
EVENT: Theater in New York Program
TRANSPORTATION: Air
ADVISOR: English Division: Amy Ulmer, Division Dean and Assistant Professor; Jane Hallinger, Professor

NOT TO EXCEED: No cost to district

Expenses for meals, lodging and transportation are paid for by the participants.

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

FISCAL IMPLICATIONS: None.

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

Submitted by:
Amy Ulmer
Division Dean, English

Recommended for Approval:
Jacqueline Glinke
Vice President, Instruction

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:
Paulette J. Perman
Superintendent/President
CONSENT ITEM TITLE:
Approval of Instructional Trip for Anthropology 30H, June 18 - July 5, 2008

BOARD MEETING DATE: March 19, 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: Anthropology 30H students
NUMBER: 15 students
DATE: June 18 – July 5, 2008
TIME: Depart: 6/18/08, 8:00 a.m.
Return: 7/05/08, 10:00 p.m.
DESTINATION: Milford Archaeological Research Institute, 191 North 400 West, Milford, Utah; Minersville Reservoir Park, P.O. Box 1531, Beaver, Utah (campground)
EVENT: Anthropology field class - training in the preparation of excavation and identification of cultural artifacts
TRANSPORTATION: Private automobiles
ADVISOR: Division of Social Sciences: Mari Pritchard Parker, Instructor; Gregorio Pacheco, Instructional Aide.
NOT TO EXCEED: No cost to the District

Students will be camping out and providing their own meals and transportation.

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

FISCAL IMPLICATIONS: None.

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

Submitted by:

Michael FINDLAUER
Division Dean, Social Sciences

Recommended for Approval:

J. Avelino JACOBS
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulita J. Perfumo
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Mathematics 9 and 131, April 25, 2008

Board Meeting Date: March 19, 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: Mathematics 9 and 131 students
NUMBER: 60 students
DATE: April 25, 2008
TIME: 7:20 a.m. – 5:00 p.m.
DESTINATION: UCLA, 405 Hilgard Ave., Los Angeles, California
EVENT: Experience hands-on mathematics for use in Math Path 1 and Math Path 2; explore benefits of transferring to a university.

TRANSPORTATION: Bus, district vehicles, private automobiles
ADVISOR: Division of Mathematics: Carrie Mortensen, Instructor; Jay Cho, Instructor; Donna Nordstrom, Professor; Ann Davis, Assistant Professor. Division of Natural Sciences: Hassan Kasfy, Instructor.

NOT TO EXCEED: $1,350.00 (transportation)

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

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 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:

Division Dean, Mathematics

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trips for Biology 37 and English 1A, April 10, 2008

Board Meeting Date: March 19, 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: Biology 37 and English 1A students
NUMBER: 30 students
DATES: April 10, 2008
TIME: 9:30 a.m. – 2:00 p.m.
DESTINATION: Puente Hills Landfill, 13130 Crossroads, City of Industry, California and San Jose Creek Water Reclamation Plant, 1965 Workman Mill Rd., Whittier, California
EVENT: Study of waste stream cycle
TRANSPORTATION: Bus
ADVISOR(S): Natural Sciences: Erika Catanese, Instructor. Division of English: Krista Walter, Associate Professor.
NOT TO EXCEED: $350.00 (transportation)

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2007-08 Adopted Budget in account code 01-5250-1501-0000 (Natural Sciences: Biological Sciences).

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

Submitted by:
Division Dean, Natural Sciences

Recommended for Approval:
Vice President, Instruction

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

CONSENT ITEM TITLE:
Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: March 19, 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 $10,711.18.

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>02-20-08</td>
<td>15898754</td>
<td>$888.81</td>
</tr>
<tr>
<td>02-27-08</td>
<td>15928263</td>
<td>3,478.03</td>
</tr>
<tr>
<td>02-29-08</td>
<td>15939532</td>
<td>6,344.34</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$10,711.18</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:

Raulino M. Mijares
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paullette J. Perman
Superintendent/President
<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/20/2008</td>
<td>15898754</td>
<td>$888.81</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>$671.81</td>
</tr>
<tr>
<td></td>
<td>Postage</td>
<td>$41.00</td>
</tr>
<tr>
<td></td>
<td>Parking refunds</td>
<td>$176.00</td>
</tr>
<tr>
<td>2/27/2008</td>
<td>15928263</td>
<td>$3,478.03</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>$397.03</td>
</tr>
<tr>
<td></td>
<td>Enrollment refunds</td>
<td>$1,516.00</td>
</tr>
<tr>
<td></td>
<td>ASB refunds</td>
<td>$3.00</td>
</tr>
<tr>
<td></td>
<td>Health fee refunds</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td>Parking fee refunds</td>
<td>$1,532.00</td>
</tr>
<tr>
<td>2/29/2008</td>
<td>15939532</td>
<td>$6,344.34</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>$2,299.34</td>
</tr>
<tr>
<td></td>
<td>Duplication</td>
<td>$12.00</td>
</tr>
<tr>
<td></td>
<td>Repairs</td>
<td>$55.00</td>
</tr>
<tr>
<td></td>
<td>Advertising</td>
<td>$150.00</td>
</tr>
<tr>
<td></td>
<td>Bus passes</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>Enrollment refunds</td>
<td>$1,416.00</td>
</tr>
<tr>
<td></td>
<td>Citation refunds</td>
<td>$45.00</td>
</tr>
<tr>
<td></td>
<td>Parking fee refunds</td>
<td>$2,228.00</td>
</tr>
<tr>
<td></td>
<td>Health fee refunds</td>
<td>$90.00</td>
</tr>
<tr>
<td></td>
<td>ASB refunds</td>
<td>$9.00</td>
</tr>
<tr>
<td><strong>Grand total:</strong></td>
<td></td>
<td><strong>$10,711.18</strong></td>
</tr>
</tbody>
</table>
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 19, 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 $30,519.05.

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>02-28-08</td>
<td>15934714</td>
<td>$30,519.05</td>
</tr>
</tbody>
</table>

Medical     $11,808.24
Benefit Payments  3,356.67
Legal         14,971.69
Mileage       392.20
Interest      -9.75

$30,519.05

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:

Odessa Walker
Director, Fiscal Services

Recommended for Approval:

Ramon Muñoz
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulette J. Pearlman
Superintendent/President
CONSENT ITEM TITLE:  
Budget Augmentation

Board Meeting Date: March 19, 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 Calworks and Calworks Regional Efforts.

FISCAL IMPLICATIONS:

<table>
<thead>
<tr>
<th>PAC#</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-8629-5320-1300</td>
<td>State Revenue, Categorical, Calworks</td>
<td>$ 102,237</td>
</tr>
<tr>
<td>03-8629-5325-0000</td>
<td>State Revenue, Categorical, Calworks Regional Efforts</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>03-2311-5320-1300</td>
<td>Classified Salaries, Non-instructional Salaries, Hourly Student Help</td>
<td>$ 102,237</td>
</tr>
<tr>
<td>03-4301-5325-0000</td>
<td>Supplies</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>03-4303-5325-0000</td>
<td>Duplicating</td>
<td>1,000</td>
</tr>
<tr>
<td>03-4304-5325-0000</td>
<td>Printing</td>
<td>2,000</td>
</tr>
<tr>
<td>03-5210-5325-0000</td>
<td>Conferences, Seminars, Workshops and Retreats</td>
<td>1,000</td>
</tr>
</tbody>
</table>

$ 5,000

Submitted by:  
Director, Fiscal Services

Recommended for Approval:  
Vice President, Administrative Service

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Increase</th>
<th>2007-08 Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-08 Adopted Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calworks</td>
<td>$ 479,132</td>
<td>$ 581,369</td>
</tr>
<tr>
<td></td>
<td>$ 102,237</td>
<td></td>
</tr>
<tr>
<td>2007-08 Adopted Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calworks Regional Efforts</td>
<td>$ 5,000</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>-0-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE: Approve Purchasing Transactions

BOARD MEETING DATE: March 19, 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 P08-02617 through P08-02714.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2007-2008 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. Nunez
Director, Purchasing Services

Recommended for Approval:
Raul Muellis
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Paulette J. Perdue
Superintendent/President
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P08-02618</td>
<td>THE LEARNING COMPANY</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>CEC</td>
<td>03</td>
<td>794.56</td>
</tr>
<tr>
<td>P08-02619</td>
<td>PEARSON EDUCATION</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>CEC</td>
<td>03</td>
<td>7,454.10</td>
</tr>
<tr>
<td>P08-02623</td>
<td>APPLE COMPUTER, INC.</td>
<td>COMPUTER EQUIPMENT</td>
<td>COMP. SVS</td>
<td>01</td>
<td>8,591.57</td>
</tr>
<tr>
<td>P08-02624</td>
<td>CART MASTERS</td>
<td>VEHICLES/TRUCKS PURCHASE/LEASE</td>
<td>FACILITIES</td>
<td>01</td>
<td>11,603.01</td>
</tr>
<tr>
<td>P08-02625</td>
<td>HARRY'S GLASS SHOP, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>41</td>
<td>2,450.00</td>
</tr>
<tr>
<td>P08-02626</td>
<td>INTERIOR SERVICES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>41</td>
<td>1,250.00</td>
</tr>
<tr>
<td>P08-02627</td>
<td>INTERIOR SERVICES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>41</td>
<td>512.00</td>
</tr>
<tr>
<td>P08-02628</td>
<td>MONTGOMERY HARDWARE CO</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>43</td>
<td>3,019.52</td>
</tr>
<tr>
<td>P08-02629</td>
<td>MONTGOMERY HARDWARE CO</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>43</td>
<td>2,893.05</td>
</tr>
<tr>
<td>P08-02630</td>
<td>PLUMBING WHOLESALE OUTLET</td>
<td>PLUMBING SUPPLIES</td>
<td>FACILITIES</td>
<td>01</td>
<td>714.82</td>
</tr>
<tr>
<td>P08-02632</td>
<td>DRAIN ROOTER PLUMBING</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>PROJECT CENTER</td>
<td>42</td>
<td>6,010.00</td>
</tr>
<tr>
<td>P08-02634</td>
<td>PORTER BOILER SERVICE</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>01</td>
<td>4,800.00</td>
</tr>
<tr>
<td>P08-02638</td>
<td>OMBUDSMAN PRESS, INC.</td>
<td>SOFTWARE</td>
<td>COUNSEL</td>
<td>01</td>
<td>1,623.75</td>
</tr>
<tr>
<td>P08-02640</td>
<td>CONSOLIDATED ELEC. DIST.(CED)</td>
<td>ELECTRICAL SUPPLIES &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>43</td>
<td>542.46</td>
</tr>
<tr>
<td>P08-02641</td>
<td>GRAINGER, INC.: W.W.</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>01</td>
<td>917.14</td>
</tr>
<tr>
<td>P08-02642</td>
<td>ISC ELECTRONIC SYSTEMS</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>01</td>
<td>3,000.00</td>
</tr>
<tr>
<td>P08-02644</td>
<td>KEENAN &amp; ASSOCIATES</td>
<td>INSURANCE</td>
<td>BUSINESS SERVICES</td>
<td>61</td>
<td>11,122.27</td>
</tr>
<tr>
<td>P08-02647</td>
<td>CONSOLIDATED ELEC. DIST.(CED)</td>
<td>ELECTRONIC SUPPLIES/EQUIP.</td>
<td>PROJECT CENTER</td>
<td>42</td>
<td>1,277.36</td>
</tr>
<tr>
<td>P08-02649</td>
<td>BEST BUY GOV, LLC</td>
<td>DVD PLAYERS</td>
<td>NEW MEDIA CENTER</td>
<td>01</td>
<td>920.13</td>
</tr>
<tr>
<td>P08-02650</td>
<td>ANDERSON BUSINESS TECHNOLOGY</td>
<td>ART SUPPLIES</td>
<td>VISUAL ARTS &amp; MEDIA</td>
<td>03</td>
<td>954.90</td>
</tr>
<tr>
<td>P08-02651</td>
<td>CORP EXPRESS</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>ENGLISH</td>
<td>01</td>
<td>1,364.99</td>
</tr>
<tr>
<td>P08-02655</td>
<td>THERMO FISHER SCIENTIFIC</td>
<td>LABORATORY SUPPLIES</td>
<td>NATURAL SCIENCE</td>
<td>01</td>
<td>1,639.40</td>
</tr>
<tr>
<td>P08-02660</td>
<td>EL SEVIER</td>
<td>OFFICE SUPPLES</td>
<td>CAREER &amp; TECH EDU.</td>
<td>03</td>
<td>1,088.04</td>
</tr>
<tr>
<td>P08-02662</td>
<td>FISHER SCIENTIFIC EMD DIVISION</td>
<td>REPAIRS</td>
<td>CAREER &amp; TECH EDU.</td>
<td>03</td>
<td>608.44</td>
</tr>
<tr>
<td>P08-02663</td>
<td>SO. CA. BIOMEDICAL COUNCIL</td>
<td>ADVERTISING</td>
<td>CAREER &amp; TECH EDU.</td>
<td>03</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P08-02664</td>
<td>ELECTRONIC CLASSROOM WEST</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>FISCAL</td>
<td>01</td>
<td>4,452.86</td>
</tr>
<tr>
<td>P08-02669</td>
<td>SARS SOFTWARE PRODUCTS, INC.</td>
<td>MAINTENANCE/SERVICES AGREEMENT</td>
<td>COUNSEL</td>
<td>01</td>
<td>1,350.00</td>
</tr>
<tr>
<td>P08-02671</td>
<td>SIEMENS BUILDING TECHNOLOGIES,INC.</td>
<td>ELECTRICAL SUPPLIES &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>01</td>
<td>571.56</td>
</tr>
<tr>
<td>P08-02672</td>
<td>WALTER'S WHOLESALE ELECTRIC CO.</td>
<td>MAINTENANCE EQUIPMENT</td>
<td>FACILITIES</td>
<td>01</td>
<td>753.08</td>
</tr>
<tr>
<td>P08-02673</td>
<td>KIRK PAPER</td>
<td>ART SUPPLIES</td>
<td>VISUAL ARTS &amp; MEDIA</td>
<td>01</td>
<td>1,744.99</td>
</tr>
<tr>
<td>P08-02674</td>
<td>CORPORATE EXPRESS</td>
<td>SUPPLIES</td>
<td>MIS</td>
<td>01</td>
<td>1,312.27</td>
</tr>
<tr>
<td>P08-02675</td>
<td>CERTIFICATION AND TESTING SVCS(CTS)</td>
<td>REPAIR/MAINTAINANCE</td>
<td>CAREER &amp; TECH EDU.</td>
<td>03</td>
<td>1,526.33</td>
</tr>
<tr>
<td>P08-02676</td>
<td>AMMIEX</td>
<td>JANITORIAL/CUSTODIAL SUP &amp; EQUIP</td>
<td>CHERBODY</td>
<td>33</td>
<td>1,706.43</td>
</tr>
<tr>
<td>P08-02680</td>
<td>THROOP CO: GEORGE L.</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>01</td>
<td>878.64</td>
</tr>
<tr>
<td>P08-02682</td>
<td>ADMIXTURES</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>01</td>
<td>676.56</td>
</tr>
<tr>
<td>P08-02683</td>
<td>TOOL CRIB- AMAZON.COM</td>
<td>TOOLS</td>
<td>FACILITIES</td>
<td>01</td>
<td>529.12</td>
</tr>
<tr>
<td>P08-02684</td>
<td>NEXGEN</td>
<td>PAINT AND SUPPLIES</td>
<td>FACILITIES</td>
<td>01</td>
<td>685.87</td>
</tr>
<tr>
<td>P08-02688</td>
<td>HORIZON MECHANICAL</td>
<td>REPAIRS</td>
<td>FACILITIES</td>
<td>01</td>
<td>2,990.00</td>
</tr>
<tr>
<td>P08-02691</td>
<td>CAROLINA BIOLOGICAL SUPPLY CO</td>
<td>LABORATORY SUPPLIES</td>
<td>NATURAL SCIENCE</td>
<td>01</td>
<td>2,637.16</td>
</tr>
<tr>
<td>P08-02692</td>
<td>CAROLINA BIOLOGICAL SUPPLY CO</td>
<td>LABORATORY SUPPLIES</td>
<td>NATURAL SCIENCE</td>
<td>01</td>
<td>529.84</td>
</tr>
<tr>
<td>P08-02693</td>
<td>WARD'S NATURAL SCIENCE</td>
<td>LABORATORY SUPPLIES</td>
<td>NATURAL SCIENCE</td>
<td>01</td>
<td>1,631.31</td>
</tr>
<tr>
<td>P08-02694</td>
<td>WARD'S NATURAL SCIENCE</td>
<td>LABORATORY SUPPLIES</td>
<td>NATURAL SCIENCE</td>
<td>01</td>
<td>783.06</td>
</tr>
<tr>
<td>P08-02697</td>
<td>PRIVATE ISLAND TRAX</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>PERFORMING &amp; COMM</td>
<td>01</td>
<td>2,000.00</td>
</tr>
<tr>
<td>P08-02698</td>
<td>KNOTH CLEANERS</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>PERFORMING &amp; COMM</td>
<td>01</td>
<td>2,196.64</td>
</tr>
<tr>
<td>P08-02699</td>
<td>SCHOLASTIC INSURANCE SERVICE</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>BUSINESS SERVICES</td>
<td>01</td>
<td>104,118.00</td>
</tr>
<tr>
<td>P08-02700</td>
<td>MORRIS FLAMINGO, INC. (MFG)</td>
<td>COSMETOLOGY SUPPLIES</td>
<td>CEC</td>
<td>03</td>
<td>1,355.51</td>
</tr>
<tr>
<td>P08-02701</td>
<td>SEBASTIAN PRODUCTS</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>CEC</td>
<td>03</td>
<td>1,091.41</td>
</tr>
<tr>
<td>P08-02707</td>
<td>EBSCO</td>
<td>SUBSCRIPTIONS</td>
<td>PURCHASING SERVICES</td>
<td>00</td>
<td>11,533.02</td>
</tr>
<tr>
<td>P08-02710</td>
<td>DOLPHIN RENTS</td>
<td>RENTALS</td>
<td>CAREER &amp; TECH EDU.</td>
<td>03</td>
<td>775.07</td>
</tr>
<tr>
<td>P08-02714</td>
<td>COMM. COLLEGE LEAGUE OF CA.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>PLANNING &amp; RESEARCH</td>
<td>01</td>
<td>750.00</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.
## 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>P08-00891</td>
<td>ST. STEPHEN PRE-SCHOOL</td>
<td>Increase PO per Dept.</td>
<td>CALWORKS</td>
<td>03</td>
<td>$ 5,500.00</td>
</tr>
<tr>
<td>P08-01545</td>
<td>CREEL PRINTING COMPANY CO CA.</td>
<td>Increase PO per Dept.</td>
<td>PUBLIC RELAT.</td>
<td>01</td>
<td>$ 565.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 6,065.75</td>
</tr>
</tbody>
</table>

Date: March 19, 2008
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Career and Technical Education Activities

Board Meeting Date: March 19, 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 8, 2008 – Tech Prep Coordinators/Lead Teachers/Program Directors Meeting for Pasadena Unified School District at PCC, to discuss the current roles and responsibilities of PUSD lead teachers, as well as articulation agreements, updates and pathway transitions. Anticipated expenses not-to-exceed $250.00 for materials, supplies and refreshments for approximately 15 participants. Cost Center: 03-5210-5115-0000, Tech Prep

June 9, 2008 – Pasadena Unified School District Graduation at PCC, an early recruitment activity for Career and Technical Education programs. Anticipated expenses not-to-exceed $835.00 for technical support, materials, supplies and miscellaneous expenses for approximately 600 participants. Cost Center: 03-5210-5115-0000, Tech Prep

June 20, 2008 – Southern California Bioinformatics Summer Institute Internship Research Meeting at California State University – Los Angeles, with presentations by professional bioinformaticists and computation biologists. Anticipated expenses not-to-exceed $500.00 for materials, supplies and refreshments for approximately 50 participants. Cost Center: 03-5210-5118-0000, Biotechnology Center

July 1, 2008 – August 30, 2008 – Southern California Bioinformatics Summer Institute Student Meetings at California State University – Los Angeles, with presentations by professional bioinformaticists. Anticipated expenses not-to-exceed $2,000.00 for speakers, materials, supplies and refreshments for approximately 25 participants. Cost Center: 03-5210-5118-0000, Biotechnology Center

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:
Amendment to Consent Item No. 86-B – Approve/Ratify Career and Technical Education Activities

Board Meeting Date: March 19, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, amend Consent Item No. 86-B, approved on December 12, 2007, as listed below:

January 10, 2008 through February 20, 2008 – Digital Media Workshops at PCC, a series of 13 training workshops for faculty, staff, students and industry interested in learning key aspects of digital video, designing web sites, creating online interactive presentations, and digital photography. Anticipated expenses not-to-exceed $43,600.00 $15,600.00 for additional presenters, technical support, lab assistants, materials, duplicating, printing, supplies and refreshments for approximately 30 participants per workshop. Cost Center: 03-5210-5116-0000, Multimedia & Entertainment Initiative Grant

FISCAL IMPLICATIONS: Funds for these activities are budgeted in the cost center indicated.

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/Ratify/Amend Contracts

Board Meeting Date: March 19, 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/amend 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:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-97262-8</td>
<td>Kitty Moriwaki</td>
<td>$11,550.00</td>
<td>To provide services as consultant for the Statewide Matriculation California Community College Assessment Association Test-Development Feasibility Project, as requested by the Chancellor’s Office 7/01/07 thru 6/30/08</td>
<td>Statewide Matriculation 5401-0000</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-97263-8</td>
<td>Mark Samuels</td>
<td>$10,150.00</td>
<td>To provide services as consultant for the Statewide Matriculation California Community College Assessment Association Test-Development Feasibility Project, as requested by the Chancellor’s Office 7/01/07 thru 6/30/08</td>
<td>Statewide Matriculation 5401-0000</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-97264-8</td>
<td>Steven Spurling</td>
<td>$5,250.00</td>
<td>To provide services as consultant for the Statewide Matriculation California Community College Assessment Association Test-Development Feasibility Project, as requested by the Chancellor’s Office 7/01/07 thru 6/30/08</td>
<td>Statewide Matriculation 5401-0000</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-97265-8</td>
<td>James Barr</td>
<td>$5,250.00</td>
<td>To provide services as consultant for the Statewide Matriculation California Community College Assessment Association Test-Development Feasibility Project, as requested by the Chancellor’s Office 7/01/07 thru 6/30/08</td>
<td>Statewide Matriculation 5401-0000</td>
<td>03-5120</td>
</tr>
</tbody>
</table>

Consent Item No. 145-B
March 19, 2008

Page 1 of 2
<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-97266-8</td>
<td>Angelia Jovanovich</td>
<td>$3,500.00</td>
<td>To provide services as consultant for the Statewide Matriculation California Community College Assessment Association Test-Development Feasibility Project, as requested by the Chancellor's Office 7/01/07 thru 6/30/08</td>
<td>Statewide Matriculation</td>
<td>5401-0000</td>
</tr>
<tr>
<td>B-97268-8</td>
<td>Apple One Employment Services</td>
<td>Not-to-exceed 30,000.00</td>
<td>To provide temporary clerical assistance for President's Office 3/10/08 thru 12/31/08</td>
<td>President's Office</td>
<td>4000-0000</td>
</tr>
<tr>
<td><strong>Amend</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-96850-7</td>
<td>The Compensation Center</td>
<td>5,000.00</td>
<td>To increase amount of agreement for additional services related to review of management positions for an amount not-to-exceed $12,000.00</td>
<td>Administrative Services</td>
<td>3000-0000</td>
</tr>
</tbody>
</table>

Consent Item No. 145-B
March 19, 2008
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

CONSENT ITEM TITLE:  
Stipends for Classified and Unclassified Personnel

Board Meeting Date: March 19, 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>Juico, Yasmin</td>
<td>3,200.00</td>
<td>Provide tutoring in English for high school students and California High School Exit Exam (CAHSEE) students 3/20/08 – 6/13/08 (Community Education Center)</td>
</tr>
</tbody>
</table>

Amend Consent Item 55-P

<table>
<thead>
<tr>
<th>Name</th>
<th>Increase Stipend</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maxwell, Melvin</td>
<td>From: 1,000.00</td>
<td>Assistant Softball Coach</td>
</tr>
<tr>
<td></td>
<td>To: 2,000.00</td>
<td>12/13/07—5/20/08 (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:
Superintendent/President
CONSENT ITEM TITLE: Approve Stipends for Academic Personnel

Board Meeting Date: March 19, 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 in a special project as listed, approved for the College year 2007-08, unless otherwise indicated, or any portion thereof, as stated in their contracts. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources
Recommended for Approval:

[Signatures]
Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
[Signatures]
Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andreasyan, Gray</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Boyajian, Phyllis</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Cho, Jay</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Davis, Ann</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Encinas, Jorge</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Gallup, Dan</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Ingram, Michelle</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Lam, Holly</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Leng, Xiaodan</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Ly, Hoa</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>McClendon, Lola</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Mortenson, Carrie</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Nordstrom, Donna</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Patvakanyan, Yuri</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Savchekova, Ekaterina</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Socrates, Jude</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Yamato, Yoshiko</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
<tr>
<td>Zhuang, Ying</td>
<td>250.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) -- Mathematics follow-up implementation after the Algebra Learning Outcome Workshop, 03-20-08 to 06-14-08</td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE: Employment of Hourly Credit Teachers and Substitute Teachers, 2007-08

Board Meeting Date: March 19, 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:

[Signature]
Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
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>Goldstone, Robert</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Kiledjian, Viken</td>
<td>Adjunct Faculty</td>
<td>D</td>
<td>7</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Klauser, Donna</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>McFann, Garrett</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Visual Arts and Media Studies</td>
</tr>
<tr>
<td>Pangan, Brian Joseph</td>
<td>Adjunct Counselor</td>
<td>A</td>
<td>3</td>
<td>Community Education Center</td>
</tr>
<tr>
<td>Proponis, Andreas</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Performing and Communication Arts</td>
</tr>
</tbody>
</table>
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 19, 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.

NAME     POSITION                  CLASS  STEP  DIVISION
Hernandez, Elena  Adjunct Noncredit Faculty  NM  1  Community Education Center
Khalel, Mimi       Adjunct Noncredit Faculty  NM  1  Community Education Center
Koupai, Katherine  Adjunct Noncredit Faculty  NM  1  Community Education Center
Kreeck, Shu Yun    Adjunct Noncredit Faculty  NM  1  Community Education Center

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

[Signature]
Superintendent/President

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

CONSENT ITEM TITLE:
Approval of Request for Reduced Teaching Service With Full STRS Credit

Board Meeting Date: December 6, 2006

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 request of Karen E. McGuire, Professor, English Division, for part-time service for the college year 2008-2009 and continuing until her retirement after Spring 2013 unless changed by mutual agreement, pursuant to the provisions of Section 87483 of the Education Code. Dr. McGuire will be paid a salary which is the pro rata share of the salary she would be earning if this option had not been exercised. However, Dr. McGuire will receive retirement allowances and any other benefits she would have received if employed on a full-time basis.

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

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

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 19, 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/r Ratify the following changes pertaining to classified employees.

NAME, CLASSIFICATION AND DEPARTMENT | RANGE & STEP | ASSIGNMENT BASIS | EFFECTIVE DATE
--- | --- | --- | ---
**CHANGES**
Timmer, Mary
Department Laboratory Technician III
Natural Sciences
From: 100% - 11 mo.
To: 100% - 12 mo.
07/01/08

**SEPARATION**
Arevalo, Ana Cecilia
CAHSEE Grant Coordinator
Community Education Center
Probationary termination
03/06/08

Ferris, Douglas
Manager
Bookstore
Retirement
14 years of service
05/01/08

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

[Signatures]