NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, April 2, 2008

6:00 P.M. CLOSED SESSION
7:00 P.M. OPEN SESSION

MEETING NO. 8

REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 8, a Regular Business Meeting. The Open Session will begin at 6:00 P.M. with the Call to Order, Roll Call, and Public Comments on Closed Session items. Closed Session will follow. Open Session will resume at 7:00 P.M. The Board will meet in Harbeson Hall at Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 8
BOARD WORKSHOP AND NEW BOARD MEMBER ORIENTATION
AND REGULAR BUSINESS MEETING
Wednesday, April 2, 2008

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 MEETING AGENDA

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

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a "Request to Address the Board" form and give it to the Board Secretary prior to the deliberation of the agenda item. Individual speakers are limited to five minutes; total audience participation on any agenda item is limited to thirty minutes.

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

II. CLOSED SESSION
Government Code §54957.6
Labor Negotiations (Faculty Association, Jacobs; Management Association, Murillo/Wilcox)

Government Code §54957
Public Employee Appointment (Music Technology/Commercial Music; Speech/Forensics)

Government Code §54957
Employee Discipline, Dismissal, Release

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. 5, Winter Board Retreat, February 29, 2008
   Meeting No. 7, Regular Business Meeting, March 19, 2008
E. APPROVAL OF CONSENT ITEMS (See page 3, attached)

F. STATUS REPORT: STATE BUDGET  [Tab 1]

G. DISCUSSION, WITH POSSIBLE ACTION: ELECTION OF CCCT BOARD OF DIRECTORS  [Tab 2]

H. APPROVAL OF AGREEMENT BETWEEN THE PASADENA AREA COMMUNITY COLLEGE DISTRICT AND THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA)  [Tab 3]

I. DISCUSSION, WITH POSSIBLE ACTION: ARCC REPORT  [Tab 4]

J. INFORMATION ITEM: SOLAR PHOTOVOLTAIC PROJECT  [Tab 5]

K. OATH OF OFFICE
   Jeremy Gump, College Safety Officer

L. DISCUSSION, WITH POSSIBLE ACTION:
   Board Bylaw #1040, Orientation of New Board Members  [Tab 6]

M. DISCUSSION, WITH POSSIBLE ACTION:
   Board Bylaw #1100, Officers  [Tab 6]

N. DISCUSSION, WITH POSSIBLE ACTION:
   Board Bylaw #1110, Powers and Duties of the Officers of the Board  [Tab 6]

O. DISCUSSION, WITH POSSIBLE ACTION:
   Board Bylaw #1120, Officers of the Board: Delegation of Presidential Duties  [Tab 6]

P. DISCUSSION, WITH POSSIBLE ACTION:
   Board Bylaw #1200, Types of Meetings: Brown Act Compliance  [Tab 6]

Q. DISCUSSION, WITH POSSIBLE ACTION:
   Board Bylaw #1205, Annual Organizational Meeting  [Tab 6]

R. PRESIDENT'S REPORT

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

T. FUTURE BOARD MEETING DATES

U. FUTURE AGENDA ITEMS

V. ADJOURNMENT
CONSENT ITEMS

56-S Approval of Student Travel for Ujima Program College Tour, Washington, D.C. – May 21-25, 2008
57-S Approval of Student Travel – PCC M.E.Ch.A., Rohnert Park, CA – April 25-27, 2008
58-S Approval of Student Travel – PCC DNA Club, San Diego, CA – May 18, 2008
59-S Approval of Student Travel – PCC Paralegal Association, Los Angeles, CA – April 25, 2008
60-S Approval of Student Travel – PCC Rights of Passage in Education, Pasadena, CA – May 22, 2008
61-S Approval of Student Travel – PCC Alpha Gamma Sigma, San Jose, CA – April 4-6, 2008

118-I Approval of Instructional Trip for Puente Project, April 6-9, 2008
119-I Approval of Instructional Trip for Puente Project, April 25, 2008
120-I Approval of Instructional Trip for Puente project, May 9, 2008
121-I Approval of Instructional Trip for GRCOM 30, 31, 132AB and 133AB, April 9, 2008
122-I Approval of Instructional Trip for English 100 and Sociology 31, April 11, 2008
123-I Approval of Instructional Trips for PEACT 82ABC (Women's Volleyball), Spring 2008
124-I Approval of Instructional Trip for Library 104, May 2, 2008
125-I Approval of Instructional Trip for Cosmetology Students, June 27-30, 2008
126-I Approval of Instructional Trip for English 35, 135, July 26-August 2, 2008
127-I Approval of Instructional Trip for DH 104C and 111, May 2, 2008
128-I Approval of Instructional Activity for the Community Education Center, April 10, 2008

146-B Approve Purchasing Transactions
147-B Approve Contracts
148-B Approve Extended Learning Presenters
149-B Amendment to Consent Item No. 56-B – Approve/Ratify Career and Technical Education Activities
150-B Reporting and Approval of Revolving Fund Reimbursement
151-B Budget Augmentation
152-B Ratify Grant Application, Equipment Funds for Nursing & Allied Health Programs

102-P Stipends for Classified and Unclassified Personnel
103-P Approve Stipends for Academic Personnel
104-P Employment of Hourly Credit Teaches and Substitute Teachers, 2007-08
105-P Employment of Hourly Noncredit Teachers and Substitute Teaches, 2007-08
107-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
108-P Approval of Request for Reduced Teaching Service with Full STRS Credit
109-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2007-2008 (CLOSED SESSION)
Meeting No. 5

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 5, the Winter Board Retreat, on Friday, February 29, 2008, at 516 South Catalina Avenue, Pasadena, CA 91106.

I. OPEN SESSION
   A. CALL TO ORDER
      The meeting was called to order at 12:03 p.m. by Mr. John Martin, President.
   
   B. ROLL CALL

      Trustees Present
      Mr. John Martin, President
      Dr. Consuelo Rey Castro
      Mr. Geoffrey L. Baum
      Dr. Hilary Bradbury-Huang
      Dr. Jeanette Mann
      Mr. William Thomson
      Mr. Sean O’Connor, Student Trustee

      Trustees Absent
      Mrs. Beth Wells-Miller

   C. PLEDGE OF ALLEGIANCE
      Mr. Martin, President, led the Pledge of Allegiance.

   D. INTRODUCTIONS
      There were no introductions.

   E. PUBLIC COMMENT ON NON-AGENDA ITEMS
      There was no public comment.

   F. DISCUSSION, WITH POSSIBLE ACTION: REVIEW OF BOARD NORMS AND PROTOCOLS

      Mr. Martin led a discussion of the Board Norms and Protocols, and how well they are or are not working. Dr. Mann suggested that they be made a part of the Board Bylaws, perhaps as part of the Board Code of Ethics. Mr. Thomson suggested having the District’s legal counsel review the Norms and Protocols, and revise our Board Code of Ethics to reflect the language. It was suggested to have legal counsel present to guide the discussion when it comes before the Board.
G. DISCUSSION, WITH POSSIBLE ACTION: MANAGING FUTURE AGENDA ITEMS

Mr. Martin discussed ways to manage all the future agenda items requested, and presented a spreadsheet, suggesting they be reorganized under four topics: Legal and Accreditation, Policies, New/Strategic Directions, and Board Information, Education and Oversight.

H. DISCUSSION, WITH POSSIBLE ACTION: FUTURE AGENDA ITEMS

Board members engaged in discussion about the current list of future agenda items. The item of the President's car allowance will be subsumed under the annual review process of the President's contract. Dr. Mann raised the idea of moving some of the items from presentations to written reports. Mr. Martin recommended that staff make their presentation first on a topic, followed by public comment that may be desired. Mr. Baum requested we have a strategic discussion on enrollment management at our retreat on Strategic Directions, particularly as it relates to student enrollment and core courses. Dr. Bradbury-Huang asked that we collapse her two items related to sustainability on page 2, and put one item on “Campus Sustainability” for our New/Strategic Directions. All agreed this would come on May 22nd at our joint meeting with students. Dr. Bradbury-Huang would like part of our Spring Retreat to have a strategic discussion on new sources of funding. Dr. Mann asked that we move the Zero Tolerance for Violence on Campus policy item forward since the City of Pasadena’s Violence Prevention Committee is scheduled to sunset the end of March, although City Council will be considering extending it to the end of June.

Board members agreed the item on Financial Aid should also be brought back. Dr. Rey Castro asked that we add an item on textbook costs, and that if possible, it would be good to have it on our joint Board meeting with students. Mr. Martin suggested the administration first discuss the topic with students, and get their input. Board members agreed to put it on as a new item for Board Information, Education and Oversight. Dr. Rey Castro suggested we work with the Academic Senate on looking at how we can negotiate with book companies, and/or include a discussion at SanFACC on how we can work together on this issue. Dr. Bradbury-Huang asked that we add “Periodic Updates on AASHE” to the “Campus Sustainability” item. She also asked that we use electronic copies of Board packets, and also a conference phone for Board meetings when needed in the future. Dr. Bradbury-Huang suggested Malinda Almertz send an e-mail with the actual link when each Board packet goes out. Also, trustees asked that the mail that comes to them get mailed to them on a weekly basis. Trustees also want a hard copy of the Board packet at each of their places, as well as the full electronic version. All agreed these changes would be implemented once the President’s office is fully staffed.

I. NEW STRATEGIC DIRECTIONS

The Board felt there were no new items to add at this time, but will look forward to the Board Retreat dealing with strategic planning to further consider this item.
J. DISCUSSION, WITH POSSIBLE ACTION: REVIEW OF SUPERINTENDENT/PRESIDENT'S ANNUAL GOALS

Item J was tabled due to lack of time.

K. DISCUSSION, WITH POSSIBLE ACTION: BYLAW NO. 1690: SELECTION OF THE COLLEGE PRESIDENT

Board members discussed Bylaw No. 1690 and added revisions.

MOTION: ON MOTION OF Mr. Baum, and seconded by Mr. Thomson, the Board voted by a unanimous vote of the six members present to approve Board of Trustees Bylaw No. 1690 Selection of the College President, as revised by the Board of Trustees.

Advisory vote: aye

L. DISCUSSION, WITH POSSIBLE ACTION: FUTURE BOARD MEETINGS AND RETREAT DATES

The Board agreed to move the Board Retreat for Spring from April 16th to April 23rd.

II. ADJOURNMENT

Meeting No. 5 was adjourned at 5:15 p.m.
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 4 - WINTER RETREAT

Friday, February 29, 2008
516 South Catalina Avenue
Pasadena, CA 91106
1:00 p.m. – 6:00 p.m.

AGENDA

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I. OPEN SESSION
   A. CALL TO ORDER
   B. ROLL CALL
   C. PLEDGE OF ALLEGIANCE
   D. INTRODUCTIONS
   E. PUBLIC COMMENT ON NON-AGENDA ITEMS
      The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.
   F. DISCUSSION, WITH POSSIBLE ACTION: REVIEW OF BOARD NORMS AND PROTOCOLS
   G. DISCUSSION, WITH POSSIBLE ACTION: MANAGING FUTURE AGENDA ITEMS
   H. DISCUSSION, WITH POSSIBLE ACTION: FUTURE AGENDA ITEMS
   I. DISCUSSION, WITH POSSIBLE ACTION: REVIEW OF SUPERINTENDENT /PRESIDENT’S ANNUAL GOALS
   J. DISCUSSION, WITH POSSIBLE ACTION: BYLAW NO. 1690: SELECTION OF THE COLLEGE PRESIDENT
   K. DISCUSSION, WITH POSSIBLE ACTION: FUTURE BOARD MEETINGS AND RETREAT DATES

II. ADJOURNMENT
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MINUTES OF MEETING NO. 7
OF THE BOARD OF TRUSTEES
Pasadena City College
Harbeson Hall
1570 East Colorado Boulevard
Pasadena, California 91106
4:30 BOARD WORKSHOP/NEW MEMBER ORIENTATION
6:00 Closed Session
7:00 Open Session
Wednesday, March 19, 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. 7
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 7 on Wednesday, March 19, 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 6:01 p.m. by Mr. John Martin, President. Dr. Perfumo introduced Ms. Mary Thompson, currently assigned to the President’s office to assist staff during the absence of the Administrative Assistant to the Board of Trustees.

ROLL CALL

Trustees Present
Mr. John Martin, President
Dr. Consuelo Rey Castro
Mr. Geoffrey L. Baum – arrived 6:10 p.m.
Mr. William Thomson
Mrs. Beth Wells-Miller
Mr. Sean O’Connor, Student Trustee

Trustees Absent
Dr. Jeanette Mann, Vice President
Dr. Hilary Bradbury-Huang, Clerk

Administrative Officers in Attendance
Dr. Paulette J. Perfumo, Superintendent/President
Mrs. Kindred Murillo, Vice President, Administrative Services
Dr. Jorge Aguiñiga, Dean, Human Resources
Dr. Stuart Wilcox, Dean, Institutional Planning and Research

Administrative Officers Absent
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Lisa Sugimoto, Vice President, Student and Learning Services
Mrs. Elaine Chapman, Interim Dean, External Relations

The Academic Senate was represented by Ms. Kay Dabelow.
The Classified Senate was represented by Ms. Leticia Velez for Mr. Raymond Mitchell.
The Associated Students Board representative was not present.
The Management Association representative was not present.

PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment at this time.
Mr. Martin adjourned the Board to Closed session at 6:03 p.m.
II. CLOSED SESSION
   Government Code §54957.6 Labor Negotiations (Faculty Association, Jacobs)

Closed Session was adjourned at 6:53 p.m.

III. OPEN SESSION
Mr. Martin reconvened the Open Session at 7:02 p.m. and reported that no action was taken during the Closed Session. Mr. Martin noted that Dr. Mann and Dr. Bradbury-Huang were not present at this meeting due to business commitments.

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

B. INTRODUCTIONS
   There were none at this time.

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

D. APPROVAL OF MINUTES: Meeting No. 6 Regular Business Meeting, March 5, 2008

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the five members present, to approve the Minutes of Meeting No. 7, a Regular Business Meeting, March 5, 2008, as submitted.
   Advisory Vote: Aye

E. APPROVAL OF CONSENT ITEMS
   53-S: In response to a question from Mr. Thomson as to what criteria were used to select individuals for the proposed commencement speaker list, Mr. Scott Thayer, Assistant Dean/student Affairs gave an overview of the selection committee membership and the process they used to create the list of names. During the discussion that followed, Mr. Baum and Mr. Thomson asked questions regarding the credentials of the potential speakers and criteria used for their selection. Mr. Baum said the list did not appear balanced in the area of political affiliation. Mr. Thayer said the committee makes recommendations but also solicits input from the student body at large and the choices reflect the varied experience of those submitting input. Dr. Rey Castro said it was her feeling that, as a nonpartisan body, the Board should not address issues of allegiance. She said this annual selection exercise was a learning process and the process and the committee’s selections should be respected. She did voice her concern over the small student representation on the committee. In response to a question from Mr. Baum, Mr. Thayer said, although a final choice had not yet been made, he had contacted Ms. Reyna Grande, an author and alumna of PCC who lives locally, about her availability on June 13. Mr. Martin suggested the offices of the President of the United States and the Governor of California should always be included on the list and said he agreed with Mr. Baum on the need for diversity. Dr. Perfumo noted that the Board does have the opportunity when considering this item to add names to the list for the committee’s consideration. Mr. Martin suggested 53-S be held out for a separate vote. Mr. Baum suggested a review of this selection process should be considered.
E. APPROVAL OF CONSENT ITEMS, continued

109-I, 110-I, & 111-I: In response to a question from Mr. Baum, Dr. David Douglass/Dean-Natural Science division and Ms. Sherry Hassan/ Director-Business Services addressed the differing transportation needs for student travel and how vendor rates are negotiated by Transportation Services.

112-I: Mr. Baum questioned the need for overnight accommodations for an in-district event and asked for a clarification of expenses. Dr. Perfumo explained that when competition events take place sometimes until very late, it is considered safer to have overnight accommodations than to have people driving at night. Dr. Perfumo also addressed Mr. Baum’s question about the cost breakdown and a discrepancy in the number of overnights students would be spending; she said she would clarify this question and get the information to him. Since the overnight accommodations addressed the safety issue, Dr. Rey Castro said she was prepared to support this item. Mr. O’Connor said the Associated Student Board supported this trip and sponsored the students’ attendance by paying for half of the expenses.

145-B: Mr. Baum requested clarification of the Amendment to Contract #B-96850-7 related to review of management positions. Mrs. Murillo explained administration was beginning a review of external and internal equity since it was becoming more difficult to fill positions because our salaries are not always competitive. She also noted that equity issues were a part of some of the bargaining agreements currently coming to the Board. Dr. Perfumo said when this information was finalized, it would be shared with the Board.

114-I: Mr. Thomson asked why this travel carried no cost to the District. Dr. Perfumo explained that expenses for meals, lodging and transportation would be paid for by the participants.

MOTION: ON MOTION of Dr. Rey Castro and seconded by Mrs. Wells-Miller, the Board voted by a unanimous vote of the five members present to approve Consent Items 54-S and 55-S; 108-I thru 117-I; 139-B thru 145-B; and 96-P through 101-P, with 53-S held for separate vote:

Advisory vote: aye

Mr. Martin asked for a motion to approve 53-S as submitted. No motion was made.

MOTION: ON MOTION OF Mr. O’Connor and seconded by Mrs. Wells-Miller to approve Consent Item 53-S with the addition of the President of the United States, and the Governor of the State of California to the list of proposed names, the Board voted as follows:

Aye: J. Martin, B. Wells-Miller
No: G. Baum, W. Thomson
Abstain: C. Rey Castro
Advisory vote: aye

The Motion failed.

MOTION: Mr. Baum moved to approve the extension of the commencement invitation to Reyna Grande and leave the balance of the names off the list.

This Motion failed for lack of a second.

Dr. Rey Castro said she did not recall that the Board ever approved the extension of an invitation. Mr. Martin affirmed that in the past the Board has approved the list of names but left the final choice and extension of the invitation to the Commencement Committee.
E. APPROVAL OF CONSENT ITEMS, continued

MOTION: ON MOTION OF Mrs. Wells Miller and seconded by Dr. Rey Castro to approve Consent Item 53-S as submitted without any changes, the Board voted as follows:

Aye: C. Rey Castro, B. Wells-Miller
No: G. Baum, J. Martin, W. Thomson
Advisory vote: abstained

This Motion failed.

MOTION: Dr. Rey Castro moved and Mrs. Wells-Miller seconded a motion to approve Consent Item 53-S as submitted but to include the recommendation that, in future years, the Commencement Committee address the issues of balance and diversity when making their selections. Prior to this vote, Mr. O’Connor asked if this motion could include a friendly amendment with the following additional language: “and this would be done in direct consultation with the Associated Students as well.”

Following a short discussion, the following amended motion was made:

MOTION: Dr. Rey Castro moved and Mrs. Wells-Miller seconded a motion to approve Consent Item 53-S as submitted but to include the recommendation that, in future years, the Commencement Committee address the issues of balance and diversity when making their selections in conjunction with the Associated Students. Prior to this vote, Mr. Baum said he did not feel this wording addressed Mr. Thomson’s concern about criteria. Mrs. Wells-Miller asked to go on record that she agrees the President of the United States and the Governor of California should be included on future lists. Dr. Rey Castro said she has no objection to adding the President and the Governor; however, the pending Motion does not mandate they be added. Mr. Martin called for the question:

MOTION: ON MOTION of Dr. Rey Castro and seconded by Mrs. Wells-Miller to approve Consent Item 53-S as submitted with the recommendation that, in future years, the Commencement Committee address the issues of balance and diversity when making their selections and that the selections be made in conjunction with the Associated Students, the Board voted as follows:

Aye: B. Wells-Miller, C. Rey Castro, W. Thomson
No: G. Baum, J. Martin
Advisory vote: aye

This Motion failed.

MOTION: ON MOTION of Dr. Rey Castro and seconded by Mrs. Wells-Miller to approve Consent Item 53-S with the addition of the President of the United States and the Governor of the State of California to the list of proposed names, and to include the recommendation that, in future years, the Commencement Committee address the issues of balance and diversity when making their selections and that the selections be made in conjunction with the Associated Students, the Board voted as follows:

No: G. Baum
Advisory vote: aye

This Motion passed.
F. **DISCUSSION WITH POSSIBLE ACTION: PASADENA CITY COLLEGE CHILD DEVELOPMENT CENTER'S PARENT HANDBOOK ON PROGRAM AND POLICIES**

Mr. Martin and Dr. Perfumo explained that this request for Board approval of the Handbook and the Tuition Rate Sheet was now necessary in order to meet the requirements of the State Department of Education and the contract compliance review scheduled from April 1 through April 4, 2008.

Mr. O’Connor reported that he had recently taken part in the evaluation of the Infant-Toddler program at the Center on behalf of the Board and would submit a written report to the Board at their next meeting. Mr. Martin thanked Mr. O’Connor for representing the Board on this review.

**MOTION:** **ON MOTION OF** Dr. Rey Castro and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the five members present, to approve the Pasadena City College Child Development Center’s Parent Handbook on Program and Policies and the Tuition Rate Sheet.

Advisory Vote: Aye

G. **DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO. 1810 MISCELLANEOUS: COMPENSATION**

In response to a question from Dr. Rey Castro, Dr. Perfumo said this was an existing policy and no changes were being recommended. Mr. O’Connor asked if the compensation amount stipulated in the policy had been reviewed. Mr. Baum explained that the currently stipulated compensation level of $400.00 per month was within the parameters set by the Education Code. Dr. Rey Castro noted that, although it was within the Board’s discretion to increase the amount of compensation Board members could receive, given the current state budget crisis, this was not a consideration at this time.

**MOTION:** **ON MOTION OF** Dr. Rey Castro and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the five members present, to approve **Bylaw No. 1810, Miscellaneous: Compensation** as submitted.

Advisory Vote: Aye

H. **DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BYLAW NO. 1820 MISCELLANEOUS: CONFERENCE ATTENDANCE**

Dr. Perfumo noted that this policy was also being presented for review without any recommended changes.

**MOTION:** **ON MOTION OF** Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the five members present, to approve **Bylaw No. 1820, Miscellaneous: Conference Attendance** as submitted.

Advisory Vote: Aye

I. **PRESIDENT’S REPORT [INCLUDING VICE PRESIDENTS]**

Dr. Perfumo

- Reported staff were very involved in hiring to fill faculty positions for the next academic year.
- Flex Day on March 11, 2008 was very successful with the keynote speaker, Ms. Linda Suskie/Mid States Accreditation Commission, addressing faculty and staff on SLO’s and the planning process. Dr. Perfumo commended Krystal Kolross and Cynthia Lopez both of Institutional Planning and Research for the excellent workshop they presented to Classified staff about their role in the accreditation process and how the planning and budget processes work together.
I. PRESIDENT'S REPORT [INCLUDING VICE PRESIDENTS], continued.
Dr. Perfumo, continued.

- Recently met with Dr. Jean Lou Chameau, President/CalTech to discuss possible future collaborations between the two institutions.

- The Accreditation Steering Committee has asked the President and the Executive Committee to convene focus groups to review and broaden input to the self-study drafts which will be completed by the writing groups by March 28. The focus groups will then conduct their review between April 2nd and April 11th.

- Another successful Art Night was held on March 14 and was also the occasion of the first event of PCC's 2008 Artist-in-Residence program. PCC's very impressive contribution to the evening was over 4,000 small paper boats with tea lights floating on the Mirror Pools representing the sacrifices of our American servicemen and servicewomen in Iraq.

- On March 15, served as one of the three co-chairs of the Women's Entrepreneurial Conference held at the Community Education Center along with Judy Chu of the Department of Equalization and Mayor Bogaard and had the opportunity to speak with the director of the Southern California Region of the Small Business Administration about the possibility of PCC receiving a small-business development center grant.

- Attended a breakfast on March 17th as part of the 2008 Artist-in-Residence program and encouraged the Trustees to visit the exhibit. ANNOUNCED that, on Thursday, March 20, the artists will present a gift to the College and Dr. Rey Castro will attend the reception to accept the gift on behalf of the College.

- Reported that the first PCC Career and Technical Education Day (CTE Day) held on March 18 hosted over 800 local high school students and was very successful. Dr. Perfumo reported that Ms. Ellen Ligons /Dean-Career and Technical Education and chair of the program committee for this event had been in a very serious car accident the previous weekend but because of the very organized planning that she and the committee had done, all the day’s activities went very smoothly. She commended Ms. Ligons and the committee and thanked them for their hard work and excellent planning. Dr. Perfumo also commended Ms. Kaitlin Terpstra-Sweeney, PCC Student Ambassador who spoke at the event and Dr. Dave Douglass, Chair/Natural Sciences for acting as master-of-ceremonies.

- Reported that Mr. Larry Wilson and one of his editorial staff from The Pasadena Star News also visited campus on March 18 and met over lunch with Dr. Perfumo, Mr. Martin, and Mr. Juan Gutierrez, Director/Public Relations. In addition to the CTE Day activities, they were treated to a performance by a group of Taiwanese dancers, and toured campus facilities and the construction project areas.

- Reported she would attend a meeting of local school administrators the following day to hear Senator Jack Scott and Assembliesmember Anthony Portantino discuss the current state budget crisis.

- Invited the Trustees to attend the PCC Foundation's President's Circle Reception to be held on March 26 at the Westin Hotel in Pasadena from 6:00 p.m. to 8:00 p.m.

- Reported she spoke to the Pasadena Roundtable organization at the University Club the previous week and has received several donation commitments from their membership.
I. PRESIDENT'S REPORT [INCLUDING VICE PRESIDENTS], continued
Dr. Perfumo, continued.
- Announced that the Phi Theta Kappa All California Team Awards would be presented in Sacramento on March 27 to several students from the community colleges and congratulated PCC student recipients of that award, Ms. Teresa Mayer and Mr. Sean O'Connor, Student Trustee.
- Announced that the campus would be closed on Monday, March 31 in honor of the Cesar Chavez Holiday.
- Shared with the Trustees that Ms. Malinda Altmetz, Assistant to the Board of Trustees, was now home from the hospital and recovering.

J. ANNOUNCEMENTS: FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES
Ms. Kathryn Dabelow, Academic Senate
- Thanked the Board for their support of Flex Day noting that Linda Suskie, the keynote speaker, specifically acknowledged in her report to the College that two Board members had attended Flex Day activities.
- The Senate is close to finalizing its approval of the Time, Place and Manner Policy and work continues on revisions to the Program Discontinuance Policy.
- Recipients of this year’s Lecturer/Performer Awards are Grace Apiati/Physical Education who will demonstrate an indoor cycling/spinning class on April 8 from 12:00 noon to 1:00p.m.in the Forum and Dr. Philip Young/Performing and Communication Arts who will demonstrate his knowledge of the piano on April 24 from 1:00 p.m. to 2:00 p.m. in Harbeson Hall. A reception will follow each performance.
- The spring Academic Senate Scholarship fundraiser will be a screen printing class given on April 4 by Kristin Pilon, Associate Professor/Engineering & Technology. The format is based on the very successful ceramic class presented by Jim Gonzalez last fall. Plans are also underway for a t-shirt fundraiser.
- Extended her thanks to Mrs. Murillo and Chief Peter Michael for speaking to the Senate Board about plans on how to respond to a variety of emergency situations and updating the Senate on components of a campus-wide emergency plan.

Ms. Leticia Velez, Classified Senate
- Thanked the Board of Trustees and Administration for including information workshops on Flex Day which addressed the needs and interests of the Classified staff as well.
- Classified days will be held on April 9 and 10 at the Altadena Town and Country Club.
- The Senate is preparing for elections to be held in the next few weeks.
- A general Senate meeting will be held on May 21.
- The Senate is working on the Classified Senate scholarship award; more information is forthcoming.

Mr. Sean O’Connor, Student Trustee
- Referred the Board to his Student Activity Report for March 19th distributed to them earlier.
- Referring to Dr. Perfumo’s comments about collaboratives with CalTech, he said the Van Karman monthly speaker series was an excellent example of a partnership between PCC and CalTech which served as an outreach both to the campus community and the community at large.
J. ANNOUNCEMENTS: FACULTY, STAFF, STUDENTS, AND BOARD OF TRUSTEES, continued

Mr. Sean O'Connor, Student Trustee, continued
- Thanked Dr. Perfumo for attending the first Alpha Gamma Sigma general meeting of the spring semester.
- Reported he attended the REEO/Rising Stars banquet on March 11 along with Mr. Baum.
- Thanked students Kaitlin Terpstra–Sweeney/Student Ambassador, Marissa Castro/AS Secretary, and Joshua Acevedo/AS Vice President-Student Services for their active participation in the recent Career and Technical Education Day.

Mr. William Thomson, Board of Trustees
- Referring to Dr. Perfumo’s earlier announcement about the budget discussion she would be attending the following day, Mr. Thomson said the meeting would be held at McKinley School, 325 S. Oak Knoll Ave. at 7:00p.m. and was being sponsored by the Pasadena Education Foundation for the purpose of discussing what the state budget crisis will mean for local schools.
- Announced that he would not be present at the April 2 Board meeting.

Mrs. Wells-Miller, Board of Trustees
- Suggested the Board pick one item from its list of future agenda items to be placed on each Board agenda so items don’t back up. Mr. Martin said he and Dr. Perfumo were working to keep Board meeting adjournment time close to 9:00 p.m. and were monitoring this list closely.

Mr. Geoffrey Baum, Board of Trustees
- Reported that, along with Dr. Mann and Dr. Sugimoto, recently attended a meeting of the City's Youth Violence taskforce; he thanked Dr. Sugimoto for attending the meeting. He said the Committee, which had a six-month charge, would now be evaluated to determine what its ongoing role would be. He said if the committee continues to operate, PCC would most likely be the site of the next meeting on April 17.
- Attended the Artist-in-Residence reception on Sunday, March 16.
- Reported he heard from AS President, Michael Sansosti, that former Student Trustee, Manny Torres, who had been held in detention for several months because of an immigration issue that occurred when he was a very young child, had been released pending a hearing. He noted that Manny had been an exemplary student at PCC, had gone on to UC/Santa Barbara where he earned a degree and was also active in student government there, and was an example of the success that can come from opportunities a community college has to offer.

Mr. John Martin, President/Board of Trustees
- Reminded Board members to turn in their completed Conflict of Interest forms.
- Noted the Community College League’s Trustee Conference would be held May 2-4 in Palm Springs adding that Dr. Rey Castro and Dr. Mann would be making a presentation at this event. Asked any Trustee who wished to attend to call the President’s office for registration and hotel information.
L. **FUTURE BOARD MEETINGS**

The next Regular Meeting of the Board is scheduled for Wednesday, April 2; Mr. Martin noted that Mr. Thomson would not be at that meeting. The Board's Spring Retreat is scheduled for April 23; the time and location details for the Retreat are still pending. In response to a question from Dr. Perfumo about past practice for developing a joint meeting agenda for the meeting with PUSD, Mr. Martin said the Board did have a joint subcommittee with representatives from both boards that developed an agenda for previous meetings. Following discussion, Mr. Martin appointed Dr. Rey Castro, Dr. Mann and Mr. Thomson to this subcommittee and appointed Dr. Mann committee Chair. He asked the subcommittee to work with Dr. Perfumo in planning the agenda for the May 6, 2008 meeting.

M. **FUTURE AGENDA ITEMS**

Mrs. Wells-Miller asked for an update on the Distance Education Program. Dr. Rey Castro reminded the Board that at their Winter Retreat it was agreed the Board would schedule academic program reports and presentations throughout the year and suggested that Distance Education be added to the list of academic programs the Board would hear about. Mrs. Wells-Miller agreed.

Mr. Martin commended Dr. Perfumo for her diligence in accomplishing several of the ambitious goals the Board has given her since her arrival at PCC last August. He noted that the current budget crisis would be creating some serious issues that Administration would have to monitor very closely and recommended the Board now give budget considerations top priority for the President to address and set aside, for now, some of the original goals in order to ensure the President and the Administration, along with the Board of Trustees, focus primarily on the administrative matters of the College. Dr. Perfumo said, in response to this recommendation, she and Mrs. Murillo will update the Board monthly on the budget situation. Dr. Rey Castro said she appreciated the willingness of the Administration to keep the Board updated on the short-term issues and recognized the Board's responsibility to address the long-term projections and difficult decisions the College will be facing in the next few years.

Mr. Baum asked that a discussion of the Presidential evaluation policy and instrument be added to the Future Agenda item list.

Prior to adjournment, Mr. Martin presented a token of the Board's appreciation to Meta Holcomb/Administrative Assistant-President's Office for her commitment to the President's office and the Board of Trustees during the staffing and administrative challenges of the past few months. Mr. Martin also acknowledged Ms. Mary Thompson, who was now working temporarily in the President's office.

N. **ADJOURNMENT**

Meeting No.7 was adjourned at 9:07 p.m.
MOTIONS CARRIED AT MEETING NO. 7—March 19, 2008

1. Approval of Minutes of Meeting No. 6, a Regular Business Meeting, March 5, 2008.

2. Approval of Consent Items 53-S through 55-S with 53-S held for separate vote; 108-I through 117-I; 139-B through 145-B; and 96-P through 101-P.

3. Approval of Consent Item 53-S, Amended by separate vote.

4. Approval of Pasadena City College Child Development Center’s Parent Handbook on Program and Policies and the Tuition Rate Sheet.

5. Approval of Bylaw No. 1810: Miscellaneous: Compensation.

6. Approval of Bylaw No. 1820: Miscellaneous: Conference Attendance.

Paulette J. Perfumo, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 7
BOARD WORKSHOP AND NEW BOARD MEMBER ORIENTATION
AND REGULAR BUSINESS MEETING
Wednesday, March 19, 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.
TOPICS: 1. External Relations
2. Human Resources
3. Institutional Planning and Research

BOARD MEETING AGENDA

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

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a "Request to Address the Board" form and give it to the Board Secretary prior to the deliberation of the agenda item. Individual speakers are limited to five minutes; total audience participation on any agenda item is limited to thirty minutes.

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

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

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

Amended by Separate Vote

53-S Approval of Potential Commencement Speaker List – Commencement Speaker Selection by 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
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<td>G. ELECTION OF CCCT BOARD OF DIRECTORS</td>
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<td>H. AGREEMENT BETWEEN PACCD AND THE PASADENA CITY COLLEGE FACULTY ASSOCIATION</td>
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<td>I. ARCC REPORT</td>
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<td>J. SOLAR PHOTOVOLTAIC PROJECT</td>
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<td>L. thru Q. BOARD BYLAWS: #1040 #1120</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item F: Presentation and Status Report on State Budget

Board Meeting: April 2, 2008

Objective: This item is a short presentation to advise the Board of Trustees of the current status of the State of California Budget.

Submitted and Recommended by:

[Signature]
Vice President, Administrative Services

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
CCCT 2008 BOARD OFFICIAL BALLOT

Vote for no more than ten (10) by checking the boxes next to the names

NOMINATED CANDIDATES
List order based on Secretary of State’s February 22, 2008, random drawing

- *Anita Grier, San Francisco CCD
- John Rodgers, Kern CCD
- *Edward Ortell, Citrus CCD
- Bernard Jones, Allan Hancock Joint CCD
- *Paul Fong, Foothill-DeAnza CCD
- *Mary Figueroa, Riverside CCD
- A. C. “Tony” Ubalde, Jr., Solano CCD
- *Katherine “Kay” Albiani, Los Rios CCD
- *Charles Meng, Napa Valley CCD
- Bill McMillin, Ohlone CCD
- Brian Conley, Rancho Santiago CCD
- Nancy C. Chadwick, Palomar CCD
- Janet Chaniot, Mendocino-Lake CCD
- *Judi Beck, Shasta-Tehama-Trinity Joint CCD
- *Isabel Barreras, State Center CCD
- *Carolyn Batiste, Mira Costa CCD
- Andrew Walzer, Santa Monica CCD
- Eva Kinsman, Copper Mountain CCD
- Bob Hughlett, Cerritos CCD
- Donald Nelson, Victor Valley CCD

*Incumbent

WRITE-IN CANDIDATES
Type each qualified trustee’s name and district on the lines provided below.

Board Secretary and Board President or Board Vice President must sign below:
This ballot reflects the action of the board of trustees cast in accordance with local board policy.

Secretary of the Board

President or Vice President of the Board
DATE: March 3, 2008
TO: Board of Trustees Support Staff
FROM: Judy Centlivre
SUBJECT: 2008 CCCT Election

Enclosed is a copy of the 2008 CCCT election packet. The packet was also sent to your Chancellor or Superintendent. Every year at this time the election materials are sent so the local boards can consider and act on the election if they so choose.

Because of the integral role the board support staff person plays in helping with the boards’ agendas, schedules and other processes, we are sending you the same materials and hope this will assist you in your efforts to support your boards.

If you have any questions, please feel free to contact me at 916.444-8641 or jcentlivre@ccleague.org.
DATE: March 4, 2008

TO: California Community College Trustees
   California Community College District Chancellors/Superintendents

FROM: Judy Centlivre


This revised notice is being sent to you in order to identify the correct number of vacancies that you will be voting on in this election. The tenth vacancy is to fill the seat being vacated by Rebecca Garcia as her term is expiring. In accordance with the CCCT Trustees Board Governing Policies Section II, Officers/Executive Committee, as past-president she will remain on the board executive committee. I inadvertently excluded this vacancy from the count of open seats in the notice of March 3, 2008.

The election of members of the CCCT board of the League will take place between March 10 and April 25. There are ten two-year vacancies on the board.

Each member community college district board of the League shall have one vote for each of the ten vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The ten candidates who receive the most votes will serve two-year terms. In the event of a tie vote for the last position to be filled the CCCT board will vote to break the tie.

The 20 trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State’s random drawing order. An official ballot for the election is also enclosed in this mailing to each community college district chancellor/superintendent as well as copies of the biographic sketch form and statement of candidacy of each of the 20 candidates.

Please remember that: 1) ballots must be signed by the board secretary and board president or vice-president; and 2) no identifying information or signatures on the ballot return envelopes. Official ballots must be signed and returned to the League office, postmarked no later than April 25. Faxed ballots will not be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT President and the results announced at the CCCT Annual Conference.

If you have any questions on the CCCT board election, please call the League office.

Attachments: (with this mailing: Revised Ballot)
   List of Candidates
   CHANCELLORS/SUPERINTENDENTS ONLY:
      Official Ballot and Return Envelope
      Candidates' Biographic Sketches and Statements
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item H: Approval of Agreement between the Pasadena Area Community College District and the Pasadena City College Faculty Association (PCCFA).

Board Meeting: April 2, 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 extension of the term of the agreement between the Pasadena Area Community College District and the Pasadena City College Faculty Association (PCCFA) through June 30, 2008, including salary increases for full-time and adjunct faculty and a continuation of existing health and welfare benefits for PCCFA employees and dependents.

Fiscal Impact:

1. For Full-time Faculty:
   Estimated cost of 5% salary increase effective July 1, 2007. $1,830,715

2. For Adjunct Faculty:
   Estimated cost of 5% salary increase effective July 1, 2007. $882,000

3. Estimated cost of continuation of existing health and welfare benefits for PCCFA employees and dependents. $67,000

Background: The proposed agreement is consistent with agreements reached with other employee groups for 2007-2008. PCCFA ratified the agreement on March 21, 2008.

Submitted and Recommended by: 

Vice President, Instruction

Approved for Submission to the Board of Trustees by:

Superintendent/President
Pasadena City College

Accountability Reporting for Community Colleges (ARCC)

Report to the Board
April 2008

Bruce Carter

CONTENTS

Transition from PFE to ARCC  2
Activities of ARCC Projects  2
Institutionalization  3
2007-2008 Expenditures  4
ARCC at PCC in 2007-2008

Transition from PFE to ARCC:

This year saw substantial changes in the ARCC program compared to previous years. At the direction of the College President, and with clear warning given to all project directors in the fall of 2006, starting in the fall of 2007 the ARCC program halted the funding of several types of activities unless the expenditures were a direct part of a project focused specifically on an activity to foster student success. These included no longer funding general across-the-board budget augmentations for:

- Hourly counselors and librarians.
- Student assistants.
- Professional development.
- Instructional supplies and equipment.

In part as a result of this refocusing on direct student success projects, there were considerable changes in the 2007-2008 year. Specifically, a total of 22 projects from the prior year were dropped ($1,265,350) and a total of 26 new projects were funded this year ($1,014,000).

Activities of ARCC Projects:

The 65 projects funded this year were separated into 8 categories (as shown on the attached Survey of Local Investments) based on the primary activity in each project. In some instances, there was overlap of activities or else the distinction between categories was ambiguous. Some examples:

- A Nursing and Allied Health project involves student recruitment, extensive planning workshops (staff development), some lab equipment, and employment of tutors and lab assistants in classrooms and computer labs to enhance student success. Since the last is the largest budget category, this project was grouped under category 3 (Student Assistants).
- Projects with instructional aides and tutors primarily directed by an instructor were grouped in category 3 (Student Assistants) while they were grouped with category 2 (Student Services) if primarily directed by a counselor or other student services employee.
- A project to develop a common placement test was grouped with category 2 (Student Services), while another to develop a common final was grouped with category 1 (Pedagogies).

Several observations regarding the ARCC projects as listed on the Survey of Local Investments:

- Projects in Pedagogies and Student Support Services average less (about $50,000) than those in Student Assistants and Tutors (about $75,000).
- Most hourly employees in Student Assistants and Tutors earn $7-9 an hour, but a few are highly qualified workers (graduate students in speech or English) who earn much more.
• The main project in Instructional Technology is $700,000 for the Technology Master Plan for regular replacement of computers in the instructional computer labs.
• The main project in Professional Development supports the development of Student Learning Outcomes across the campus ($252,000).
• The main Library project funds student assistants in the library computer lab ($45,000).
• The ARCC Research Support is now a single project performing the same activities as two projects in the prior years.

Institutionalization:

After considerable discussion, the ARCC Steering Committee has agreed that some of the long-term ongoing projects that serve many students in areas of critical needs and that have demonstrated effectiveness in meeting these needs should be considered for institutionalization. This would mean that they would no longer have to submit evaluations or requests for ongoing funding in the future. The one example of a project that has now been institutionalized is the Technology Master Plan regular replacement of computers in the instructional computer labs, annually funded in part by $700,000 of ARCC money.

A number of PFE/ARCC projects have become integral parts of the instructional or student services programs at PCC, and in our opinion should be institutionalized. This might take $2-2.5 million. If these funds came out of the current ARCC program, this would still leave a considerable amount of funding available for shorter-term projects and new innovative projects to improve student success at PCC.

However, in view of the severe budget problems in Sacramento this year, we have reluctantly decided not to make this recommendation at this time. With the budget uncertainty for next year there is a distinct possibility that the ARCC budget may be temporarily reduced next year. In that case, institutionalization of projects at this time threatens to either (1) leave too little remaining in a reduced ARCC budget to support new or short-term projects or else (2) institutionalize projects at such a reduced level of long-term funding that their continued effectiveness will be at risk. We will, however, continue to advocate for institutionalization of some ARCC projects once the budget situation eases.
**TOTAL ARCC BUDGET AMOUNT:**  
2005-2006 $4,000,809  
2006-2007 $4,251,150  
2007-2008 $4,349,000

<table>
<thead>
<tr>
<th>PROJECT CATEGORY</th>
<th>Number of Projects</th>
<th>Total Funding</th>
<th>% Total ARCC</th>
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<tbody>
<tr>
<td>1. Pedagogies: Implementation of new instructional methodologies to enhance students to problem solve critically, write effectively, understand and apply mathematical concepts, succeed in higher level courses, etc. Examples include writing across the curriculum, paired and block courses, learning communities, instructional field trips, instruction incorporating non-traditional content and activities, etc.</td>
<td>9 10 15</td>
<td>$571,149 $381,800 $760,350</td>
<td>14% 10% 17.5%</td>
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<td>2. Student Support Services: Assisting students in setting clear academic goals and selecting appropriate classes by more focused counseling and advisement. Increase transfer rates through various recruitment and informational efforts. Increase student success through internships, resume writing, interviewing skills.</td>
<td>10 8 14</td>
<td>$782,650 $596,000 $664,000</td>
<td>20% 14% 15.0%</td>
</tr>
<tr>
<td>3. Student Assistants and Tutors: Increase student success in completing course requirements by providing instructional and computer lab assistants and tutors in English, Math, Natural and Social Sciences, PE, Engineering and Technology, and other disciplines.</td>
<td>18 20 22</td>
<td>$867,800 $1,173,450 $1,644,000</td>
<td>22% 27% 38.0%</td>
</tr>
<tr>
<td>4. Instructional Technology and Resources: Increased use of classroom resources (mainly computers) to improve student success.</td>
<td>8 9 6</td>
<td>$1,010,500 $1,090,400 $804,500</td>
<td>25% 25% 18.5%</td>
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<tr>
<td>5. Professional Development: Faculty development to improve instructional methodologies to focus on student learning and on development of student learning outcomes.</td>
<td>7 11 4</td>
<td>$328,710 $637,500 $278,000</td>
<td>8% 15% 6.5%</td>
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<tr>
<td>6. Recruitment Projects: Student recruitment to increase enrollments in vocational and other areas.</td>
<td>3 0 0</td>
<td>$77,000 $0 $0</td>
<td>2% 0% 0.0%</td>
</tr>
<tr>
<td>7. Library: Support student success with programs to develop student information skills.</td>
<td>2 3 2</td>
<td>$225,000 $240,110 $61,000</td>
<td>6% 6% 1.4%</td>
</tr>
<tr>
<td>8. ARCC Support Services: Administrative and clerical support for all ARCC projects.</td>
<td>1 1 1</td>
<td>$38,000 $38,000 $38,000</td>
<td>1% 0.9% 0.8%</td>
</tr>
<tr>
<td>9. ARCC Research Support: Institutional research on college-wide student success measures and projects, including student learning outcomes assessment.</td>
<td>2 2 1</td>
<td>$100,000 $100,000 $100,000</td>
<td>2.5% 2.4% 2.3%</td>
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Board Agenda Item J: Information Item - Solar Photovoltaic Project

Board Meeting: April 2, 2008

Objective: This item is to advise the Board of Trustees that the District is exploring the possibility of entering into a contract which could result in the installation of a solar project at the Colorado campus.

Fiscal Implications: Staff is assessing the fiscal implications, and this is an information item only.

Background: With the recent shortfalls in the power supply within the State of California, various programs and funding sources have been established to both increase supply and reduce demand. Pasadena Water & Power through the Pasadena Water & Power Solar Initiative is offering rebates to all customer classes to include an Expected Performance Based Buydown (EPBB) and Performance Based Incentive (PBI). These incentives could reduce the cost of a solar installation by 30 to 75%.

District staff is reviewing the economics of a solar photovoltaic installation based on the Pasadena Water & Power Solar Initiative which will provide $.632/kWh. This incentive makes the economics very attractive for installing approximately 1,059 kWh (1.05 Megawatts) of solar photovoltaic panels.

Due to the economics of the system and the timeframes, the District will have to assess the issue in the next six weeks to take advantage of the incentives and meet the construction deadline of November 1, 2008. The options that the District may consider are:

1.) Power Purchase Agreement where there is no upfront cost and the District enters into a Power Purchase Agreement with a long term contract of 15 to 20 years.

2.) Direct Purchase Agreement where the District would purchase the system and receive the rebates for the incentives. This would require an approximate $8.5 million upfront with $4.8 million in rebates.

On an annual basis, the District expends $1.5 million for electricity. Pasadena Water & Power savings would amount to nearly $900,000 per year. Estimated payback is anticipated to be approximately 11 years based on the cost information the District currently has available. Staff is exploring the possibility of a hybrid method of financing allowing the District to not expend upfront funds but the option to buy out a contract early.
The District would be required to enter into a contract to more closely examine the District’s electricity usage patterns, available financial incentives and the amount of sun received at various locations on campus. Staff is currently exploring the possibility of a solar panel installation in Parking Lot 5 which appears to be an ideal location to reduce our reliance on the current energy grid. As staff learns more about this particular State incentive program, the Board of Trustees will be advised. Staff may recommend at a future meeting that the Board authorize the District to enter into a contract to further explore solar energy solutions.
Board Agenda Item L: Approval of District Bylaw 1040, Orientation of New Board Members
Board Meeting: April 2, 2008

Recommendation:
It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Bylaw 1040, Orientation of New Board Members.

Fiscal Impact:
None

Background:
The bylaws were compared to model policies provided by the Community College League of California and reviewed by the College's Executive Committee before being further reviewed by the Board's Subcommittee on Policy Review.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
1. Immediately upon election to the Board of Trustees, each new Trustee, including the Student Trustee, shall be assigned a mentor from the Board of Trustees. The mentor shall be appointed by the Board President and confirmed by the Board. This mentor shall be available, during a period of 30 days after the election, to meet with and to confer with the newly elected Trustee and shall participate in the orientation sessions. As a general rule, after the election, the mentor shall act as such as to one new Trustee and in no event shall act as mentor for more than two of the elected new Trustees.

2. The Superintendent/President should conduct an orientation for each new Trustee, including the Student Trustee, within two months of election to the Board. This orientation should include a tour of the main campus and of the Education Center and shall include sessions with the Superintendent/President and with representatives of the Board, the Faculty Senate, the Classified Staff Senate, the Management Association, and Associated Students.

3. Prior to the orientation session the following materials should be provided to the newly elected Trustee:
   a. Map of campus
   b. Catalogue, schedule of courses and brochures listing all other classes offered, such as fee courses
   c. All planning documents, such as the Educational Master Plan and Facilities Master Plan
   d. Description of Foundation and other auxiliary organizations
   e. Demographic summaries of students and staff
   f. Organizational charts
   g. Most recent accreditation report(s)
   h. Most recent approved budget and appropriate quarterly updates
   i. Most recent audits
   j. Contracts with all bargaining agents
   k. Contracts with President and other administrators
   l. Minutes of the last three months of Board meetings
   m. Bylaws of the Board of Trustees
   n. Copy of the Brown Act
   o. College Procedures Manual
   p. Campus telephone directory, including photo directory when available;
   q. Brief summary of Parliamentary Procedure.

4. During the orientation sessions the following topics should be addressed:
   a. Trustee roles and responsibilities
   b. Policy making/administration
   c. CEO, Board, and staff relations
   d. Communication procedures
   e. Resources for trustee education
   f. Personnel and collective bargaining
   g. Legal and fiscal responsibilities
   h. Open meeting laws

Approved by the Board of Trustees: August 17, 1994; Revised December 20, 1994
i. Board structure and organization
j. Trustee benefits, pay, and expenses
k. Board protocol, ethics and standards of conduct.
Board Agenda Item M: Approval of District Bylaw 1100, Officers
Board Meeting: April 2, 2008

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Bylaw 1100, Officers

Fiscal Impact: None

Background: The bylaws were compared to model policies provided by the Community College League of California and reviewed by the College's Executive Committee before being further reviewed by the Board's Subcommittee on Policy Review.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
1. Officers of the Board shall consist of a President, Vice President, and Clerk. At an annual organization meeting, the Board shall elect by a majority vote from among its members a President, Vice President and Clerk. They shall be elected by a majority of the Board. The Superintendent/President of the District shall be Secretary to the Board of Trustees, and the Assistant Superintendent for Administrative Services shall be the Assistant Secretary to the Board. (Please see Section 1110.)

2. Officers Terms
Officers shall serve for one year and/or until their respective successors have been elected.

3. Officer Vacancies
If an office of the Board becomes vacant, the Board shall fill the vacancy for the remainder of the term.

Approved by the Board of Trustees: August 17, 1994
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item N: Approval of District Bylaw 1110, Powers and Duties of the Officers of the Board
Board Meeting: April 2, 2008

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Bylaw 1110, Powers and Duties of the Officers of the Board.

Fiscal Impact: None

Background: The bylaws were compared to model policies provided by the Community College League of California and reviewed by the College's Executive Committee before being further reviewed by the Board's Subcommittee on Policy Review.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
1. President of the Board: the President of the Board is empowered to:
   a. Preside at all meetings
   b. Call special meetings as provided by law
   c. Sign documents approved by the Board
   d. Represent the Board in its relations with other boards of trustees or with other organizations
   e. The President shall appoint one of its members to serve as a representative to the Los Angeles County School Trustees Association and the County Committee on School District Organization
   f. Appoint one or more Trustees to represent the Board on study, planning, or decision-making groups in the District. No more than three Trustees shall represent the Board on any one committee or group
   g. Appoint standing or other committees of Board members
   h. In all cases, appointments shall be subject to action by the Board, which by a vote of not less than four members may cancel any appointment and/or make changes in any and all appointments
   i. The President has the right to make motions, make seconds, and to vote on all issues and to participate in the discussions
   j. The President shall sign all contracts, agreements, deeds, leases, plans, and specifications for new building construction, remodeling, and rehabilitation, and all other legal documents except those specifically authorized by the Board to be signed by an officer, agent, or employee of the District
   k. The Board President is designated as the Board member authorized to use any and all campus communications systems (e.g., telephones, e-mail, and campus mail). Such use shall be based on authorization by the Board, except that authorization shall not be required in cases of emergency nor as to ceremonial matters such as expressions of sympathy or congratulations.

2. Vice President of the Board
   In case of the absence of the President, it shall be the duty of the Vice President to perform all the duties of the President. In the case of the resignation or disability of the President, the Vice President shall preside until a President has been elected and qualified.

3. Clerk of the Board
   The Clerk shall attest the signature of the President or other members of the Board on all contracts, agreements, deeds, leases, plans and specifications for any new building construction, remodeling, and rehabilitation, and on all other documents of the District where an attest is a legal requirement. He/she shall certify copies of records of the district as required.

4. Secretary to the Board
   The Superintendent/President, as Secretary to the Board, shall have the following duties:
   a. Notify members of the Board of all regular, annual, special, and adjourned meetings.
   b. Attend meetings of the Board.
   c. Prepare agenda for meetings of the Board.

Approved by the Board of Trustees: August 17, 1994; Revised April 10, 1997
d. Provide for the recording of the minutes of the meetings of the Board and transmit copies of the minutes to each Board member.

e. Maintain files of all proceedings, records, and documents of the Board.

f. Conduct the official correspondence of the Board.

g. File and post copies of reports as required by law.

h. Sign and process official papers.

i. By means of appropriate news media, keep public informed of Board meetings and Board action.

5. Assistant Secretary

The Assistant Secretary, in absence of the Secretary, shall perform the functions required by law of the Secretary of the Board. The Assistant Secretary shall be charged particularly with the following specific responsibility: To act in behalf of the Secretary to the Board and perform duties and responsibilities delegated to him/her by the Secretary.
Board Agenda Item O: Approval of District Bylaw 1120, Officers of the Board: Delegation of Presidential Duties
Board Meeting: April 2, 2008

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Bylaw 1120, Officers of the Board: Delegation of Presidential Duties

Fiscal Impact: None

Background: The bylaws were compared to model policies provided by the Community College League of California and reviewed by the College’s Executive Committee before being further reviewed by the Board’s Subcommittee on Policy Review.

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

Approved for Submission to the Board of Trustees by: 

Superintendent/President
1. Delegation of Presidential Duties
   In the event of the resignation, absence, or other disability of the President, the first of the following who is available and willing to act shall perform the duties of the President:
   a. Vice President
   b. Clerk
   c. Immediate Past President
   d. Trustee with the most years of membership on the Board; if a tie, the one born first shall serve.
Board Agenda Item P: Approval of District Bylaw 1200, Types of Meetings; Brown Act Compliance
Board Meeting: April 2, 2008

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Bylaw 1200, Types of Meetings; Brown Act Compliance

Fiscal Impact: None

Background: The bylaws were compared to model policies provided by the Community College League of California and reviewed by the College’s Executive Committee before being further reviewed by the Board’s Subcommittee on Policy Review.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
1. Most of the laws pertaining to the meetings of the Board are set forth in the Brown Act. Much of the substance of the Brown Act is set forth herein as District rules.

2. The District supports the letter and the spirit of the preamble to the Brown Act, in which Act it is said that "It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly" and "The People of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."

3. The types of meetings of the Board are Organizational, Regular, Special, Emergency, Closed, and Adjourned. The general rules governing meetings and the rules which are respectively applicable to each type of meeting are hereinafter set forth.

4. A meeting (quoting from the Brown Act, Section 54952.2) includes:
   a. "Any congregation of a majority of the members of a legislative Body in the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains."
   b. "Any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body."

5. Attendance at social and ceremonial occasions without discussion of Board business among Board members and contacts or conversations between a Board member and other persons are not considered meetings.

6. All meetings, Regular or otherwise, shall be held within District facilities reasonably large enough to accommodate anticipated attendance by the public. If facilities prove to be inadequate, other facilities will be sought. Certain exceptions as to meeting within the District are specifically provided by the Brown Act, such as to comply with a law or court order, property inspection, participate in multi-agency meetings, attend a conference on collective bargaining, and to interview applicants.

7. Except as hereinafter provided under the heading "Closed Session," all meetings of the Board shall be open to the public.
Board Agenda Item Q: Approval of District Bylaw 1205, Annual Organizational Meeting
Board Meeting: April 2, 2008

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Bylaw 1205, Annual Organizational Meeting

Fiscal Impact: None

Background: The bylaws were compared to model policies provided by the Community College League of California and reviewed by the College’s Executive Committee before being further reviewed by the Board’s Subcommittee on Policy Review.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
1. The Board shall hold an annual organizational meeting just preceding its first meeting in December of each year unless, consistent with Education Code requirements, it selects another date. As an exception to the foregoing, in those odd numbered years when the first Board meeting in December occurs prior to the first Friday in December, the organization meeting shall be held after the first Friday in December.

2. The Board shall notify the county superintendent of schools of the day and time of the organizational meeting.

3. The Secretary of the Board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time of the organization meeting.

4. At this Meeting the following actions shall be taken:
   a. Administration of Oath of Office (when applicable)
   b. Election of Officers: President, Vice President, Clerk, and Secretary
   c. Set day and time of Regular Meetings
   d. Appointment of representatives of Board to the Los Angeles County School Trustees Association, the County Committee on School District Organization, Community College League of California, and/or other representatives as may be appropriate.
   e. Authorization of Signatures

5. If the Board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall designate the day and time of the annual meeting.
CONSENT ITEM TITLE: Approval of Student Travel for Ujima Program College Tour

Board Meeting Date: April 2, 2008

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

GROUP: Ujima Program
NUMBER: 19 (17 Students and 2 Advisors/Staff Members)
DATES(S): May 21 - 25, 2008
TIME(S): Depart on May 21 at 5:00 am
Return on May 25 at 9:00 pm
DESTINATION: Washington, D.C.
EVENT: College Tours
TRANSPORTATION: Airfare (LAX to Washington/Dulles), Metro, and Shuttles
ADVISOR(S): Chiara Thomas, Ujima Program Director and Gabriella Pina, Ujima English Instructor
NOT TO EXCEED: $19,601.00

FISCAL IMPLICATIONS: The costs associated with this trip to be funded by the 2007-2008 Student Service Fund Board of Directors Annual Budget line-item ($2,068.00) and the Ujima Program Accountability Reporting for the Community Colleges (ARCC) Grant (01-5250-2300-2235) ($17,533.00). Cost categories and amounts are: airfare: $7,600.00 ($400.00 x 19 people); transportation: $1,329.00 (Metro: $27.00 x 19 people and airport shuttles: two 9-passenger vans from PCC to LAX, $84.00 each; two 10-passenger vans from Dulles to Hotel Palomar, $120.00 each; two 10-passenger vans from Hotel Palomar to Dulles, $120.00 each; and two 9-passenger vans from LAX to PCC, $84.00 each); lodging: $7,632.00 ($215.00 per night for 3 nights x 9 rooms and $203.00 per night for 1 night x 9 rooms); and meals: $3,040.00 ($32.00 per day x 19 people x 5 days).

BACKGROUND: The Ujima Program College Tour provides eligible Ujima students with the opportunity to familiarize themselves with traditional and historically black colleges and universities. This academic excursion will also serve to empower student leaders of African ancestry to better understand the world of academia and collegiality. In line with the Pasadena City College mission, vision and institutional core values, the Ujima Program College Tour supports student success, academic self-efficacy, and personal development. Also, participation in the Ujima Program College Tour allows students to develop their own commitment to integrity through responsibility to themselves and others, diversity by exposing the students to options at historically black colleges and universities, and lifelong learning as the students consider their future.

Submitted by:

Associate Dean,
Counseling and Student Success Services

Recommended for Approval:

Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES

Superintendent/President
CONSENT ITEM TITLE: Approval of Student Travel - PCC M.E.Ch.A. Rohnert Park, CA April 25-27, 2008

Board Meeting Date: April 2, 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 M.E.Ch.A.
NUMBER(S): 15 (14 Students and 1 Advisor)
DATE(S): April 25-27, 2008
TIME(S): Various
DESTINATION(S): Sonoma State University Rohnert Park, CA
EVENT: Annual M.E.Ch.A. Statewide Conference
TRANSPORTATION: Airfare and van rental
ADVISOR(S): E. Bustillos
NOT TO EXCEED: $6,407.12

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2007-2008 Student Service Fund Board of Directors Annual Budget. Cost categories and amounts include: $4,515.00 ($301.00 x 15 participants), airfare; $500.00 ($250.00 x 2 vans), transportation from the airport; $600.00, ($20.00 x 15 participants x 2), meals; $300.00 ($20.00 x 15 participants) registration fee; and $492.12 ($105.78 x 1 room, $133.38 x 2 rooms, and $119.58 x 1 room), lodging.

BACKGROUND: This activity involves travel to the annual M.E.Ch.A. Statewide Conference. This event will help the students build leadership, self-determination, and organizational skills.

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  
San Diego, CA  
May 18, 2008  

Board Meeting Date:  
April 2, 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):  May 18, 2008  
TIME(S):  7:00 a.m. to 7:00 p.m.  
DESTINATION(S):  Oceanview Tourmaline Mine  
San Diego, CA  
EVENT:  Touring mine and collecting samples  
TRANSPORTATION:  District-arranged vehicles  
ADVISOR(S):  Ling O'Connor  
NOT TO EXCEED:  $1,400.00

FISCAL IMPLICATIONS:  Funds for this activity are provided by the 2007-2008 Associated Students Executive Board Annual Budget and participants. Cost categories and amounts include: $1,200.00 ($60.00 x 20 participants), admission and $200.00 ($200 x 1 van rental), transportation.

BACKGROUND:  This activity involves travel to a mine for a tour and the collection of mineral samples for further study. The students will have the opportunity to observe how a working mine operates and learn about the natural resources in Southern California.

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 Paralegal Association
Los Angeles, CA April 25, 2008

Board Meeting Date: April 2, 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 Paralegal Association
NUMBER: 25 (24 Students and 1 Advisor)
DATE(S): April 25, 2008
TIME(S): 8:00 a.m. to 1:00 p.m.
DESTINATION(S): L.A. Criminal Court Building
Los Angeles, CA
EVENT: Tour of Superior Court Building
TRANSPORTATION: Shuttles and buses
ADVISOR(S): E. Fong
NOT TO EXCEED: $450.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2007-2008 Student Service Fund Board of Directors Annual Budget. Cost categories and amounts include: $300.00 ($12.00 x 25 participants) meals and $150.00 ($6.00 x 25 participants) transportation.

BACKGROUND: Students will have the opportunity to learn about the criminal court system and utilize the criminal law library. They also will be able to observe career professionals and paraprofessionals at the Los Angeles Criminal Court Building.

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] Paulette J. Perine
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel -
PCC Rights of Passage in Education
Pasadena, CA May 22, 2008

Board Meeting Date: April 2, 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 Rights of Passage in Education
NUMBER: 49 (48 Students and 1 Advisor)
DATE(S): May 22, 2008
TIME(S): 5:00 p.m. to 8:00 p.m.
DESTINATION(S): Hamburger Hamlet
Pasadena, CA
EVENT: Annual Award Ceremony and Recognition Dinner
TRANSPORTATION: Personal vehicles
ADVISOR(S): Gena Lopez (Educational Advisor in Counseling)
NOT TO EXCEED: $1,350.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2007-2008 Student Service Fund Board of Directors Annual Budget. Cost categories and amounts are: $1,000.00 ($20.00 x 50 participants) meals; $250.00 supplies; and $100.00 publicity.

BACKGROUND: Rights of Passage in Education (ROPE) Transfer Program focuses on the values and benefits of transferring from the community college to a four-year university. ROPE is open to all PCC students, but is specifically intended to support and assist the African-American student population. ROPE provides a holistic approach to assisting students in their transfer planning through a variety of activities (e.g., culturally related events, campus resource information, university application workshops, and university campus tours).

This specific activity involves travel to a restaurant for the program’s year-end banquet and awards ceremony.

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 - PCC Alpha Gamma Sigma
San Jose, CA April 4-6, 2008

Board Meeting Date: April 2, 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 Alpha Gamma Sigma
NUMBER: 14 (13 Students and 1 Advisor)
DATE(S): April 4-6, 2008
TIME(S): Various
DESTINATION(S): Doubletree Hotel
San Jose, CA
EVENT: Alpha Gamma Sigma Spring Convention
TRANSPORTATION: District-arranged vehicles
ADVISOR(S): V. Schulz
NOT TO EXCEED: $3,470.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2007-2008 Student Service Fund Board of Directors Annual Budget, 2007-2008 Alpha Gamma Sigma Trust & Agency Account and participants. Cost categories and amounts include: $3,010.00 ($215.00 x 14 participants [includes meals, lodging, and registration]) conference fee; $400.00 ($200.00 x 2 vans), transportation; and $60.00 ($15.00 x 2 vans x 2 days) parking.

BACKGROUND: Alpha Gamma Sigma (AGS) is a student club that promotes academic excellence and fosters community among the students of P.C.C. This activity involves travel to the annual Alpha Gamma Sigma spring convention. The students will develop leadership skills by attending workshops and activities. The students will further learn about leadership through networking with members from other Alpha Gamma Sigma chapters within the state of California.

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 Instructional Trip for Puente Project, April 6-9, 2008

Board Meeting Date: April 2, 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: Puente Project students
NUMBER: 24 students; 2 advisors
DATE: April 6-9, 2008
TIME: Depart: 04/06/08, 10:00 a.m.
Return: 04/09/08, 6:00 p.m.
DESTINATION: UC Berkeley, University of San Francisco, Santa Clara University, San Jose State University
EVENT: Tour of Bay Area universities and allow students to meet admissions counselors
TRANSPORTATION: Bus
ADVISOR(S): Division of English: Counseling/Career Services: James Aragon, Counselor; Sara Miranda, Counselor.
NOT TO EXCEED: $8928.00 (Transportation via charter bus, $4,530; hotel, $4,293 [$155 room rental + $23 tax] x 6 rooms (4 students per room) x 3 nights) + [$105 room rental + $16 tax x 3 rooms (1 faculty member or bus driver per room) x 3 nights]; bus parking, $105 [$35 fee x 3 nights]).

Students and advisors will be providing their own meals.

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 01-5250-1251-2764 (English).

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

Submitted by:

Division Dean, English

Recommended for Approval:

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Vice President, Instruction

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Puente Project, April 25, 2008

Board Meeting Date: April 2, 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: Puente Project students
NUMBER: 30 students; 3 advisors
DATE: April 25, 2008
TIME: 11:30 a.m. – 7:00 p.m.
DESTINATION: University of Southern California, University Park Campus, Los Angeles, California
EVENT: Campus tour and admissions presentation
TRANSPORTATION: District vehicles
ADVISOR(S): Division of English: Elsie Rivas-Gomez, Instructor. Counseling/Career Services: James Aragon, Counselor; Sara Miranda, Counselor.
NOT TO EXCEED: $300.00 (transportation – 3 12-passenger vans)

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

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2007-08 Adopted Budget in account code 01-5250-1251-2764 (English).

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

Submitted by:

Division Dean, English

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

CONSEN TitE: Approval of Instructional Trip for Puente Project, May 9, 2008

Board Meeting Date: April 2, 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: Puente Project students
NUMBER: 30 students; 3 advisors
DATE: May 9, 2008
TIME: 10:00 a.m. – 8:00 p.m.
DESTINATION: UC Santa Barbara, Santa Barbara, California
EVENT: Campus tour and admissions presentation
TRANSPORTATION: District vehicles
ADVISOR(S): Division of English: Silvia Villanueva, Instructor. Counseling/Career Services: James Aragon, Counselor; Sara Miranda, Counselor.

NOT TO EXCEED: $300.00 (transportation – 3 12-passenger vans)

It is also recommended that approved Campus Police and Safety drivers be permitted to drive a Pasadena City College 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 01-5250-1251-2764 (English).

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

Submitted by:

Division Dean, English

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 GRCOM 30, 31,132AB and 133AB, April 9, 2008

Board Meeting Date: April 2, 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: GRCOM 30, 31,132AB and 133AB students
NUMBER: 40 students; 2 faculty
DATE: April 9, 2008
TIME: 9:30 a.m. – 12:00 noon
DESTINATION: Forest Lawn Memorial Park Museum, 1712 S. Glendale Ave., Glendale, California
EVENT: View exhibit of Works Progress Administration screen printed posters
TRANSPORTATION: Bus, private automobile
ADVISOR(S): Division of Engineering and Technology: Krisin F. Pilon, Professor; David A. Cuatt, Assistant Professor
NOT TO EXCEED: $325.00 (transportation – school bus)

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 of account code 01-5210-1201-0000 (Engineering and Technology).

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

Submitted by:

Division Dean, Engineering and Technology

Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Vice President, Instruction

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for English 100 and Sociology 31, April 11, 2008

Board Meeting Date: April 2, 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; 2 faculty
DATE: April 11, 2008
TIME: 8:00 a.m. – 6:00 p.m.
DESTINATION: Olvera Street, El Pueblo de Los Angeles Historic Park, 845 N. Alameda St., California
EVENT: Study of the historical, sociological, literary and artistic contributions of this site
TRANSPORTATION: Bus
ADVISOR(S): Division of English: Silvia Villanueva, Instructor. Division of Social Sciences: Ernesto Bustillos, Instructor.
NOT TO EXCEED: $550.00 (transportation – school bus)

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 Partnership Integrating Education and Resources- SSPIRE).

BACKGROUND: The Student Support Partnership Integrating Education and Resources Grant provides opportunity to enhance and expand existing basic skills courses and programs. This instructional field trip is requested by the Division Dean of English.

Submitted by:

Division Dean, English

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 PEACTION 82ABC (Women's Volleyball), Spring 2008

Board Meeting Date: April 2, 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 trips shown on the attached list for the Pasadena City College Women's Volleyball Team, PEACTION 82ABC, Spring 2008, during the Fiscal Year 2007-2008.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2007-2008 Athletic Revolving Fund and in the 2007-2008 budget cost center for 01-5250-1602-0000 (Physical Education Division).

BACKGROUND: The total number of contests shall not exceed those listed on the attached item schedule.

Activity dates are scheduled and agreed to by colleges involved. (Some shifting of times, dates and places may be necessary due to weather conditions or other unforeseen circumstances.)

These instructional field trips are requested by the Interim Division Dean of Physical Education.

Submitted by:

Interim Division Dean, Physical Education

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>No</th>
<th>Site</th>
<th>Date/s</th>
<th>Approx#</th>
<th>Est. Cost Home Games</th>
<th>Est. Cost Away Games</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Saddleback College</td>
<td>04/19/08</td>
<td>12</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>2.</td>
<td>College of the Canyons</td>
<td>04/26/08</td>
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<td>100.00</td>
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03/07/08
Pasadena City College
Division of Physical Education
March 7, 2008

To: The Pasadena Area Community College District
    Board of Trustees

From: Beverly Tate, Interim Dean
       Physical Education Division

Re: Women’s Volleyball – “Non-Traditional Sports Games”

The Commission on Athletics recognizes a “non-traditional” season of sport. The attached sport chart indicates the dates allowed for each sport and the number of contests/scrimmages allowed for each sport during the “non-traditional” season of sport.

The sports teams here at Pasadena City College have scheduled games, scrimmages, meets and matches with the consent of the COA Board. The waiver was submitted and signed by our college president.

The Women’s Volleyball Team is requesting that the Board of Trustees approve their participation in two “non-traditional” matches.

Attachments

BT/vm
## Non Traditional Sport Season Dates

<table>
<thead>
<tr>
<th>Sports</th>
<th>Start Date</th>
<th>End Date</th>
<th># Of Scrimmages/ Events/Games/Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball – Fall Men</td>
<td>Tues. following Labor Day</td>
<td>Sat. before Thanksgiving</td>
<td>12 Scrimmages</td>
</tr>
<tr>
<td>Basketball – Men</td>
<td>NCAA Recruiting Calendar Two 10 Day periods in July</td>
<td>NCAA Recruiting Calendar Two 10 Day periods in July</td>
<td>3 Exposure Events (2 games max./day/team)</td>
</tr>
<tr>
<td>Basketball – Women</td>
<td>NCAA Recruiting Calendar Two 10 Day periods in July</td>
<td>NCAA Recruiting Calendar Two 10 Day periods in July</td>
<td>3 Exposure Events (2 games max./day/team)</td>
</tr>
<tr>
<td>Soccer</td>
<td>February</td>
<td>April</td>
<td>4 Games</td>
</tr>
<tr>
<td>Softball – Fall</td>
<td>Tues. following Labor Day</td>
<td>Sat. before Thanksgiving</td>
<td>12 Scrimmages</td>
</tr>
<tr>
<td>Tennis</td>
<td>September</td>
<td>November</td>
<td>6 Dates</td>
</tr>
<tr>
<td>Volleyball – Men</td>
<td>September</td>
<td>November</td>
<td>4 Dates</td>
</tr>
<tr>
<td>Volleyball – Women</td>
<td>February</td>
<td>April</td>
<td>4 Dates</td>
</tr>
<tr>
<td>Water Polo – M’s &amp; W’s</td>
<td>February</td>
<td>April</td>
<td>Spring – 4 Dates</td>
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<tr>
<td></td>
<td></td>
<td>June</td>
<td>No more than 2 games per day</td>
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<tr>
<td></td>
<td></td>
<td>July</td>
<td>Summer – 6 Dates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No more than 2 games per day</td>
</tr>
<tr>
<td>Wrestling</td>
<td>January</td>
<td>March</td>
<td>4 Dates</td>
</tr>
</tbody>
</table>

*Provide Financial Impact and Signatures on Reverse (Side B)*

07/06
# Statement of Compliance

**Non-Traditional Season**

This statement of compliance/participation is to verify that our college shall adhere to Bylaw 3.17, non-traditional season of sport and COA/C CCCAA Bylaw 3.5.2.

The athletic administration of our college has reviewed the contents and interpretations of the current COA/C CCCAA Bylaw 3.17 “Non-Traditional Season of Sports” and Bylaw 3.2.5 with our staff, employees, representatives, and each person who works with the athletic program. We understand that violations of the COA/C CCCAA Bylaws shall subject our college and/or personnel to penalties.

<table>
<thead>
<tr>
<th>Administrative Representative</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Beverly Toto</td>
<td>7/18/07</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Athletic Director (M)</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Beverly Toto</td>
<td>7/18/07</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Athletic Director (W)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Zizza</td>
<td>7/18/07</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
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<tbody>
<tr>
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<table>
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<tr>
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<tbody>
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<tbody>
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<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
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<tbody>
<tr>
<td>Basketball (W)</td>
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<tbody>
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<table>
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<tbody>
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<table>
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<tbody>
<tr>
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<table>
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<tbody>
<tr>
<td>Water Polo (M)</td>
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<table>
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<tbody>
<tr>
<td>Water Polo (W)</td>
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<table>
<thead>
<tr>
<th>Sport</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wrestling</td>
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</table>

This statement shall be completed and forwarded to the Office of the Executive Director, with a copy sent to the conference commissioner, and a copy retained on file in the president’s office on campus.

<table>
<thead>
<tr>
<th>President</th>
<th>Date</th>
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<tbody>
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<td></td>
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**PASADENA CITY COLLEGE**

Please forward your completed original Form R-3 to:

**COA/R-3**

**2017 “O” Street**

**Sacramento, CA 95814**

07/07
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for Library 104, May 2, 2008

Board Meeting Date: April 2, 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: Library 104 students
NUMBER: 32 students; 1 faculty
DATE: May 2, 2008
TIME: 9:30 a.m. – 11:30 a.m.
DESTINATION: Kater-Craft Bookbinders, 4860 Gregg Rd., Pico Rivera, California
EVENT: Observation of bookbinding processes, tools, and machines
TRANSPORTATION: Bus
ADVISOR(S): Library Services, Joanne Kim, Professor
NOT TO EXCEED: $286.00 (transportation – school bus)

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 of the Library Trust and Agency account.

BACKGROUND: This instructional field trip is requested by the Assistant Dean, Library Services.

Submitted by:

Assistant Dean, Library Services

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 Cosmetology Students, June 27-30, 2008

Board Meeting Date: April 2, 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: Cosmetology students
NUMBER: 11 students, 3 advisors
DATE: June 27-30, 2008
TIME: Depart: 06/27/08, 7:30 a.m.
Return: 06/30/08, 5:00 p.m.
DESTINATION: International Esthetics, Cosmetics and Spa Conference
Las Vegas Convention Center, 3150 Paradise Rd., Las Vegas, Nevada
EVENT: To obtain information on current trends and practices
TRANSPORTATION: Private automobile, air
ADVISOR: Community Education Center: Nadege Williams, Instructor; Theresa Brown, Instructor; Martha Granados, Technical Assisitant, Cosmetology Program.
NOT TO EXCEED: $2,500.00 (Student expenses only: registration, $990 [$90 x 11 students]; lodging, $1,510 [$503 x 3 days for 4 student rooms]).

Students will provide their own transportation and meals.

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2007-08 Adopted Budget of the Student Services Fund ($2,400.00) and in account code 01-5250-1151-0000 (Community Education Center: Cosmetology - $100.00).

BACKGROUND: This instructional field trip is requested by the Division Dean of the Community Education Center.

Submitted by:

Division Dean, Community Education Center

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE: Approval of Instructional Trip for English 35, 135, July 26 - August 2, 2008

Board Meeting Date: April 2, 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 35, 135 students
NUMBER: 38 students; 2 faculty
DATE: July 26 – August 2, 2008
DESTINATION: Southern Oregon University
1250 Siskiyou Blvd., Ashland, Oregon
EVENT: Oregon Shakespeare Festival
TRANSPORTATION: Private automobiles, train
ADVISOR: English Division: Jane Hallinger, Professor; Debra Bronstein, Instructor
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:
Division Dean, English

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 DH 104C and 111, May 2, 2008

Board Meeting Date: April 2, 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: DH 104C and 111 students
NUMBER: 8 students; 2 faculty
DATE: May 2, 2008
TIME: 7:00 a.m. – 4:30 p.m.
DESTINATION: Sheraton Park Hotel, 1855 S. Harbor Blvd., Anaheim, California
EVENT: Attend and participate at the California Dental Hygienists’ Association, 2008 Spring Scientific Session
TRANSPORTATION: Private automobiles
ADVISOR(S): Division of Health Sciences: Thomas Neiderer, Assistant Professor; Beverly Legg, Instructor.

NOT TO EXCEED: $600.00 (registration, $60 each x 10)

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 of account code 01-5210-1306-2442 (Health Sciences: Dental Hygiene).

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

Submitted by:

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 for Instructional Activity for the Community Education Center, April 10, 2008

Board Meeting Date: April 2, 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 Activity:

April 10, 2008 – Graduation ceremony for the Stepping Up program to be attended by approximately 125 students and guests. The event is to be held from 6:30 – 9:00 pm in the Jack Scott Multipurpose Room at the Community Education Center. Anticipated expenses not to exceed $2075 for printing, duplicating, postage, refreshments, and supplies.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2007-2008 Adopted Budget in account code 03-xxxx-5218-0000 (CAHSEE Grant).

BACKGROUND: This instructional activity is requested by the division dean of the Community Education Center.

Submitted by:

Rick Hodge, Dean
Community Education Center

Recommended for Approval:

Jacqueline Jacobs
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulette Perez
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approve Purchasing Transactions

Board Meeting Date: April 2, 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 P08-02715 through P08-02815.

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:

Director, Purchasing Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Total Fund Amount</th>
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<tbody>
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<td>P08-02717</td>
<td>DATA2INFO, INC.</td>
<td>SOFTWARE</td>
<td>CAREER &amp; TECH ED</td>
<td>03</td>
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<tr>
<td>P08-02719</td>
<td>LAWN MOWER CORNER</td>
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<td>FACILITIES</td>
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<td>P08-02720</td>
<td>BURKE ENGINEERING CO.</td>
<td>COMMUNICATIONS SUP. &amp; EQUIP.</td>
<td>PROJECT CENTER</td>
<td>42</td>
<td>2,177.59</td>
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<td>P08-02721</td>
<td>ANIXTER, INC.</td>
<td>B/O: COMMUNICATIONS SUPPLIES</td>
<td>PROJECT CENTER</td>
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<td>P08-02722</td>
<td>HILTI, INC.</td>
<td>TOOLS</td>
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<td>P08-02723</td>
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<td>SERVICE FEES/PROFESSIONAL SVS</td>
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<td>P08-02724</td>
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<tr>
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<td>PRINTING SERVICES</td>
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<td>REPAIR &amp; MAINTENANCE</td>
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<td>P08-02765</td>
<td>LIBRARY OF CONGRESS</td>
<td>SUBSCRIPTIONS</td>
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<td>PERF &amp; COMM ARTS</td>
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<td>P08-02774</td>
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<td>BALLET EQUIPMENT FOR W203</td>
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<td>COSMETOLOGY SUPPLIES</td>
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<td>727.05</td>
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<td>P08-02806</td>
<td>MURAD, INC.</td>
<td>INSTRUCTION/EDUCATIONAL MATL.</td>
<td>CEC</td>
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<td>P08-02809</td>
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<td>P08-02811</td>
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<td>EXTENDED LEARNING</td>
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<td>P08-02812</td>
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<td>P08-02813</td>
<td>* ANDERSON BUSINESS TECHN.</td>
<td>MAINTENANCE AGREEMENT</td>
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<td>AUDIO/VISUAL SUP. &amp; EQUIP.</td>
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<td>999.30</td>
</tr>
</tbody>
</table>

* Indicates Vendor is located within the Pasadena 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

| PO #     | VENDOR            | DESCRIPTION              | SITE    | FUND | INC/DEC...
|----------|-------------------|--------------------------|---------|------|-------------
| P08-02127| ISC ELECTRONIC SYSTEMS | Decrease PO per Dept.    | FACILITIES | 01   | $ (1,307.50)
|          |                   |                          |         |      | $ (1,307.50) |
CONSENT ITEM TITLE: Approve Contracts

Board Meeting Date: April 2, 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 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
<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97269-8</td>
<td>Scott Burg</td>
<td>$6,500.00</td>
<td>To provide services as consultant to draft narrative material for the trends in game design study to be submitted to the State Chancellor's Office 4/03/08 thru 6/15/08</td>
<td>Multimedia Entertainment Initiative (Fiscal Agent) 5122-0607</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-97270-8</td>
<td>C &amp; J Technical Solutions &amp; Services, Inc.</td>
<td>19,000.00 including approved reimbursables</td>
<td>To provide mechanical engineering services for the central chilled water loop pipe expansion project between the New Bookstore, Campus Center, Industrial Technologies Building, and the existing point of connection in the utility tunnel near R Building 4/03/08 thru 6/30/09</td>
<td>M/P HVAC/Electrical Upgrades 7416-4000</td>
<td>42-6218</td>
</tr>
<tr>
<td>B-97271-9</td>
<td>California State Polytechnic University, Pomona</td>
<td>38,000.00</td>
<td>To provide lodging, meals and meeting space for 45 Classic Upward Bound Program participants and seven District staff 7/13/08 thru 7/25/08</td>
<td>Classic Upward Bound Grant 5300-0000</td>
<td>Misc. Object Codes</td>
</tr>
<tr>
<td>B-97274-8</td>
<td>Strata Information Group</td>
<td>170.00 per hour plus approved travel related expenses</td>
<td>To provide a third party comprehensive review and analysis of the District’s campus-wide technology including hardware, software, staffing implementation support and accessibility to meet the current and future needs of the District for an amount not-to-exceed $90,000.00 4/03/08 thru 10/30/08</td>
<td>Administrative Services 3000-0000</td>
<td>5120-0000</td>
</tr>
<tr>
<td>B-97275-8</td>
<td>Adecco Engineering &amp; Technical</td>
<td>28.45 per hour</td>
<td>To provide coordination of computer services activities at CEC for an amount not-to-exceed $26,174.00 4/03/08 thru 8/20/08</td>
<td>CEC: Division Office 1150-0000</td>
<td>01-5150</td>
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<tr>
<td><strong>Consent Item No. 147-B</strong></td>
<td>April 2, 2008</td>
<td></td>
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</table>
CONSENT ITEM TITLE: Approve Extended Learning Presenters

Board Meeting Date: April 2, 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 employment of the following presenters on the attached list for Extended Learning Fee classes on the designated dates.

It is further recommended that the presenters be paid the amounts indicated from account #01-5140-4402-0000.

FISCAL IMPLICATIONS: There is no cost to the District. Extended Learning presenters are paid from participants’ fees.

BACKGROUND: The services of the presenters are requested by the Director of Extended Learning.

Submitted by:  
Interim Dean, External Relations

Recommended for Approval:  
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  
Superintendent/President
## EXTENDED LEARNING FEE CLASSES
### PRESENTERS

**APPROVE**  April 4, 2008 to June 30, 2008

<table>
<thead>
<tr>
<th>PRESENTER</th>
<th>CLASS NAME</th>
<th>FEE</th>
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</thead>
<tbody>
<tr>
<td>Crumley, Leslie</td>
<td>Secrets to Positioning Yourself for Real Estate Investing</td>
<td>$25.00 Per Hour</td>
</tr>
<tr>
<td>Forrester, III, Vandyne</td>
<td>Sizzling Verbal Self-Defense Double Feature</td>
<td>$25.00 Per Hour</td>
</tr>
<tr>
<td>Forrester, III, Vandyne</td>
<td>Talk Your Way to Popularity and Good Grades (Ages 10-17)</td>
<td>$25.00 Per Hour</td>
</tr>
<tr>
<td>Kone, June Chandler</td>
<td>For the Love of Acting</td>
<td>$20.00 Per Hour</td>
</tr>
<tr>
<td>Marshall Redick Seminars</td>
<td>Make Money in Today's Real Estate Market</td>
<td>$10.00 Per Student</td>
</tr>
<tr>
<td>Ragland, Doria</td>
<td>Waxed Irish Linen Necklace</td>
<td>$30.00 Per Hour</td>
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<tr>
<td>Robinson, Terry</td>
<td>Literature Unlocked</td>
<td>$25.00 Per Hour</td>
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<tr>
<td>Rocha, Regina</td>
<td>China's Terra Cotta Warriors</td>
<td>$70.00 Per Student</td>
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<tr>
<td>Rocha, Regina</td>
<td>NASA's Deep Space Network in Goldstone</td>
<td>$55.00 Per Student</td>
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<tr>
<td>Rocha, Regina</td>
<td>Step Beyond The Red Carpet</td>
<td>$64.00 Per Student</td>
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<tr>
<td>Stuart, Trinity</td>
<td>Intermediate Hatha Yoga</td>
<td>$25.00 Per Hour</td>
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<tr>
<td>Stuart, Trinity</td>
<td>Introduction to Hatha Yoga</td>
<td>$25.00 Per Hour</td>
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</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Amendment to Consent Item No. 56-B –
Approve/Ratify Career and Technical Education Activities

Board Meeting Date: April 2, 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. 56-B, approved on October 3, 2007, as listed below:

November 3, 2007 through June 30, 2008 – Amgen DNA Workshops at West High School, Torrance, CA, Santa Ana College and other various community locations, to train high school teachers in recombinant DNA labs using the Amgen-Bruce Wallace Lab Program protocols. Anticipated expenses not-to-exceed $1,000.00 for duplicating, supplies and refreshments provided by host facility staff for approximately 24 participants. Cost Center: 03-5210-5118-0000, Center for Applied Biotechnology

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:
Sherry Hasse
Director, Business Services

Recommended for Approval:
Annette Muello
Vice President, Administrative Services

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

CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: April 2, 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 $5,737.39.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
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<tbody>
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<td>03-07-08</td>
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<td>$2,583.13</td>
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<tr>
<td>03-11-08</td>
<td>15975264</td>
<td>2,208.82</td>
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<td>03-14-08</td>
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<td>$45.44</td>
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<td>$5,737.39</td>
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</table>

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

Submitted by: Odessa Walker
Director, Fiscal Services

Recommended for Approval: Manuel Mulilo
Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES: Paulette J. Perdugo
Superintendent/President
<table>
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<th>DATE</th>
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<td>Parking fee refunds</td>
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<td>3/14/2008</td>
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Grand total: $5,737.39
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Budget Augmentation

Board Meeting Date: April 2, 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 the Noncredit and Credit Matriculation Grants.

FISCAL IMPLICATIONS:

<table>
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<th>PAC#</th>
<th>DESCRIPTION</th>
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<td>03-8626-5207-0000</td>
<td>State Revenue, Categorical, Noncredit Matriculation</td>
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<tr>
<td>03-8626-5317-0010</td>
<td>State Revenue, Categorical, Credit Matriculation</td>
<td>$ 132,435</td>
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<td>03-1240-5207-0000</td>
<td>Academic Salaries – Non-instructional, Hourly</td>
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<td>03-2312-5207-0000</td>
<td>Classified Salaries, Overtime, Relief, or Extra Help</td>
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<td>03-4301-5207-0000</td>
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<td>03-4304-5207-0000</td>
<td>Printing</td>
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<td>03-5210-5207-0000</td>
<td>Conferences, Seminars, Workshops and Retreats</td>
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<td>03-5250-5207-0000</td>
<td>Student Travel</td>
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<td>$ 195,749</td>
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<tr>
<td>03-1240-5317-0010</td>
<td>Academic Salaries, Non-instructional, Hourly</td>
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<td>Other Operating Expenses</td>
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<td>03-6410-5317-0010</td>
<td>New Equipment</td>
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<td>$132,435</td>
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Submitted by:
Odessa Walker
Director, Fiscal Services

Recommended for Approval:
Vice President, Administrative Services

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></th>
<th>Increase</th>
<th>2007-08 Revised Budget</th>
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<tr>
<td><strong>2007-08 Adopted Budget</strong></td>
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<tr>
<td>Noncr. Matric. $ 206,131</td>
<td>$ 195,749</td>
<td>$ 401,880</td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>2007-08 Adopted Budget</strong></td>
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</tr>
<tr>
<td>Credit Matric. $ 1,088,532</td>
<td>$ 132,435</td>
<td>$ 1,220,967</td>
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</tbody>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Ratify Grant Application, Equipment Funds for Nursing & Allied Health Programs

Board Meeting Date: April 2, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the submittal of a grant application by the Vice President for Instructional Administration to the California Community College Chancellor’s Office, Economic Development and Workforce Preparation Division, for equipment and/or one-time investments in nursing and allied health programs.

FISCAL IMPLICATIONS: If funded, the Dental Assisting Program will receive $37,908, the Dental Hygiene Program will receive $36,884, and the Dental Lab Technician Program will receive $56,090 in one-time funds. These funds are restricted in use by the respective programs for equipment and construction expenditures only. No match is required of either District funds or in-kind. The grant has no fiscal implications regarding personnel as no additional faculty or staffing is required.

BACKGROUND: Pasadena City College is uniquely situated for these funds as we are one of only seven community colleges in the country that offers all three dental allied health programs in one location, i.e., dental assisting, dental hygiene and dental laboratory technology. The critical challenge is the continuing effort to keep state-of-the-art equipment available for instructional curriculum so students are learning discipline content with the same technology. The funds requested in this grant will supply these programs with the most up-to-date equipment and will allow for the much needed upgrading of the Dental Hygiene Clinic.

Submitted by:

[Vice President, Instructional Administration]

Recommended for Approval:

[Vice President, Administrative Services]

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Vice President, Administrative Services]
Title of Proposal
Equipment Funds for Nursing and Allied Health Programs

Prepared by
Susan Clifford, Ellen Ligons, and Cynthia George

Submitted to
California Community College Chancellor’s Office
Career Technical Education—Workforce and Economic Development

Abstract of Proposal
Pasadena City College is requesting Equipment Funds for Nursing and Allied Health Programs from the Career and Technical Education – Economic Development and Workforce Preparation Division funds to create and effectively manage seamless transitions for students from PCC’s three dental programs into the workforce.

PCC is uniquely situated for these equipment funds as it is one of only seven community colleges in the country that offers all three dental allied health programs in one location—dental assisting, dental hygiene and dental laboratory technology. The critical challenge is the continuing effort to keep state-of-the-art equipment available for instructional curriculum so students are learning on the same equipment they will be working with in the field, and to deliver the discipline content with the same technological currency. These funds will maintain and improve program quality for all three dental programs.

Staffing Impact
No staffing impact for fiscal year 2008-09

Fiscal Impact

<table>
<thead>
<tr>
<th></th>
<th>External Grant</th>
<th>In-Kind Contribution</th>
<th>District Matching</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008-09 Capital Outlay</td>
<td>$ 130,882</td>
<td>$ 0</td>
<td>$ 0</td>
<td>$ 130,882</td>
</tr>
<tr>
<td>4% Indirect</td>
<td>$ 5,235</td>
<td>$ 0</td>
<td>$ 0</td>
<td>$ 5,235</td>
</tr>
<tr>
<td>Total</td>
<td>$ 136,117</td>
<td>$ 0</td>
<td>$ 0</td>
<td>$ 136,117</td>
</tr>
</tbody>
</table>

Authorizations

[Signatures]

- Project Manager/Contact Person
- Dean/Division Chairperson
- Area Assistant Superintendent
- Asst Supt Administrative Services
- Superintendent/President
- Date of Board of Trustees Approval
### Budget Summary

#### 2008-09

**Direct Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Project Funded</th>
<th>District Inkind Match*</th>
<th>District Match **</th>
<th>Project Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Certificated Salaries</td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2000 Classified Salaries</td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>3000 Employee Benefits</td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>4000 Materials/Supplies</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5000 Other Operating</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6000 Capital Outlay</td>
<td>130,882</td>
<td>1</td>
<td>1</td>
<td>130,882</td>
</tr>
<tr>
<td>7000 Other Outgo</td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Direct</strong></td>
<td>130,882</td>
<td></td>
<td></td>
<td>130,882</td>
</tr>
</tbody>
</table>

**Indirect Costs**

(Total Direct x .04)

<table>
<thead>
<tr>
<th>Description</th>
<th>Project Funded</th>
<th>District Inkind Match*</th>
<th>District Match **</th>
<th>Project Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5,235</td>
<td></td>
<td></td>
<td>5,235</td>
</tr>
</tbody>
</table>

**Total Project**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>136,117</td>
</tr>
</tbody>
</table>

---

(1) Cost Center which will provide in-kind or matching funds:

Cost Centers: N/A

* DISTRICT IN-KIND refers to items already funded in the college budget, but which will be used in support of this project.

** DISTRICT MATCH refers to new funding the District must secure or provide in support of this project.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Stipends for Classified and Unclassified Personnel

Board Meeting Date: April 2, 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 stipend for the person listed below for the fiscal year 2007-08.

Name          Stipend                   Special Project
Amend Consent Item 25-P

Dillard, Lanette  Increase Stipend  Assistant Women's Basketball Coach
                  From: 3,000.00               2/20/08 – 3/16/08
                  To:    6,000.00              (Physical Education)

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources
Approved 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:
Approve Stipends for Academic Personnel

Board Meeting Date: April 2, 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 the contract. 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:
Jorge I. Aquiniga
Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulette J. Plummer
Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bober, Sharon</td>
<td>600.00</td>
<td>Basic Skills—participate in developing the self-assessment for the Basic Skills Initiative Report (12 hours), 04-03-08 to 05-01-08</td>
</tr>
<tr>
<td>Briggs, Susan</td>
<td>550.00</td>
<td>Basic Skills—participate in developing the self-assessment for the Basic Skills Initiative Report (5 hours), 04-03-08 to 05-01-08</td>
</tr>
<tr>
<td>Davis, Ann</td>
<td>950.00</td>
<td>Basic Skills—participate in developing the self-assessment for the Basic Skills Initiative Report (19 hours), 04-03-08 to 05-01-08</td>
</tr>
<tr>
<td>Duncan, Mabel</td>
<td>500.00</td>
<td>Basic Skills—participate in developing the self-assessment for the Basic Skills Initiative Report (10 hours), 04-03-08 to 05-01-08</td>
</tr>
<tr>
<td>Griffith, Coleman</td>
<td>5,000.00</td>
<td>Engineering &amp; Technology—coordinate a series of special projects in the Architecture Program including student competitions and articulation development workshops during the spring semester, 03-06-08 to 06-06-08</td>
</tr>
<tr>
<td>Hogan, Monica</td>
<td>500.00</td>
<td>Basic Skills—participate in developing the self-assessment for the Basic Skills Initiative Report (10 hours), 04-03-08 to 05-01-08</td>
</tr>
<tr>
<td>Horton, Gloria</td>
<td>600.00</td>
<td>Basic Skills—participate in developing the self-assessment for the Basic Skills Initiative Report (12 hours), 04-03-08 to 05-01-08</td>
</tr>
<tr>
<td>Keeler, Teresa</td>
<td>14,500.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) English Division—design, supervise and coordinate Basic Skills Instructional Aide Program for English 400, English 100, Writing Center and Reading Lab. Advertise, recruit, hire, train, schedule classes and work with instructors and aides. Evaluate aides and programs. Coordinate English Division Readers, budget and timesheets, 01-07-08 to 06-30-08</td>
</tr>
<tr>
<td>Keeler, Teresa</td>
<td>6,000.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) English Division—design and supervise Instructional Aide Program for English 1A; advertise, recruit, hire, train, schedule classes and work with instructors; evaluate aides and programs; schedule and supervise Writing Center and Reading Lab assignments for aides; coordinate budget and timesheets, 01-07-08 to 06-30-08</td>
</tr>
<tr>
<td>McClellan, Michael</td>
<td>4,000.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) Physical Education Division—coordinate, implement and monitor several new components to the Academic Support Program for student athletes such as early registration, math jam first-year experience, ground assessment model basic skills drill sessions and on-line educational plan, 04-03-08 to 06-13-08</td>
</tr>
<tr>
<td>Mitoma, Dona</td>
<td>500.00</td>
<td>Basic Skills—participate in developing the self-assessment for the Basic Skills Initiative Report (10 hours), 04-03-08 to 05-01-08</td>
</tr>
<tr>
<td>Salazar, Cristina</td>
<td>250.00</td>
<td>Basic Skills—participate in developing the self-assessment for the Basic Skills Initiative Report (5 hours), 04-03-08 to 05-01-08</td>
</tr>
<tr>
<td>Villanueva, Silvia</td>
<td>1,200.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges) English Division—coordinate Puente Program, 04-21-08 to 06-13-08</td>
</tr>
<tr>
<td>Wright, Lynn</td>
<td>600.00</td>
<td>Basic Skills—participate in developing the self-assessment for the Basic Skills Initiative Report (12 hours), 04-03-08 to 05-01-08</td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE: Employment of Hourly Credit Teachers and Substitute Teachers, 2007-08

Board Meeting Date: April 2, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons listed below to be employed as temporary teachers of credit classes in their respective major and/or minor at their respective hourly rates derived from the academic hourly salary schedule for teachers of credit classes approved for 2007-08. The length of time of the employment and the assignment shall be determined by College need.

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boroon, R. Hassan</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>8</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Sheldon, Christina</td>
<td>Adjunct Faculty</td>
<td>D</td>
<td>6</td>
<td>Library</td>
</tr>
<tr>
<td>Chen, Le-Shin</td>
<td>Adjunct Health Professional</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Chung, Wing</td>
<td>Adjunct Health Professional</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources

Recommended for Approval:

[Signature]
Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

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

Board Meeting Date: April 2, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the person listed below to be employed as a temporary teacher of noncredit classes in the respective major and/or minor at the respective hourly rate derived from the academic hourly salary schedule for teachers of noncredit classes approved for the College year 2007-08 or any portion thereof as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maraghy, Shannon</td>
<td>Adjunct Noncredit Faculty</td>
<td>NM</td>
<td>1</td>
<td>Community Education Center</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources
Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Dean, Human Resources
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College


Board Meeting Date: April 2, 2008

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

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campanaro, Nicole</td>
<td>*</td>
<td>100%</td>
<td>03/20/08 – 06/13/08</td>
</tr>
<tr>
<td>Temporary Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Official placement will be made upon receipt of official transcripts and verification of previous employment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEPARATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lipton, Kay</td>
<td></td>
<td>Resignation</td>
<td>06/14/08</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performing &amp; Communication Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FISCAL IMPLICATIONS:</strong> None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BACKGROUND:</strong> Routine personnel transaction within budget limits.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:** April 2, 2008

---

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

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Betrue, Jason</td>
<td>61B</td>
<td>100% - 12 mo.</td>
<td>04/03/08</td>
</tr>
<tr>
<td>Distance Education Web Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Robert Bowman</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gump, Jeremy</td>
<td>53C*</td>
<td>100% - 12 mo.</td>
<td>04/03/08</td>
</tr>
<tr>
<td>College Safety Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police/Safety Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: George Ito</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horn, LaTonya</td>
<td>39A</td>
<td>100% - 12 mo.</td>
<td>04/14/08 - 06/30/08</td>
</tr>
<tr>
<td>Data Controller II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Education Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Position – Special Funded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valencia, Linda</td>
<td>36B</td>
<td>100% - 12 mo.</td>
<td>04/03/08</td>
</tr>
<tr>
<td>Key Control Clerk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Elaine Komai</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Includes 5% shift differential

**FISCAL IMPLICATIONS:** None

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

---

Submitted by:  
Office of Human Resources

Recommended for Approval:  
Déan, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  
Superintendent/President
SEPARATIONS

Holcomb, Meta
Administrative Assistant II/Confidential
President's Office

Retirement
20 years of service
05/01/08

Hunter, S. Courtney
Director, Professional and Diversity Development
Human Resources

Resignation
06/30/08

Quick, Kerianne
Department Laboratory Technician II
Visual Arts and Media Studies

Resignation
08/01/08
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: April 2, 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 request of Lou Rosenberg, Associate 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. Ms. Rosenberg 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, Ms. Rosenberg 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