Meeting No. 21

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 21 on Wednesday, September 5, 2007, 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 6:04 p.m. by Dr. Consuelo Rey Castro, President.

ROLL CALL

Trustees Present
Dr. Consuelo Rey Castro, President
Mr. John Martin, Vice President – 6:09 p.m.
Dr. Hilary Bradbury-Huang – 6:47 p.m.
Dr. Jeanette Mann
Ms. Susanna Miele
Mrs. Beth Wells-Miller
Mr. Geoffrey L. Baum – 6:30 p.m.
Mr. Michael Sansosti, Student Trustee

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

The Academic Senate was represented by Ms. Kay Dabelow.
The Classified Senate was represented by Mr. Raymond Mitchell.
The Associated Students Board was not represented at this meeting.
The Management Association was represented by Ms. Ellen Ligons.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There was no public comment on Closed Session items.

Dr. Rey Castro adjourned the Board to Closed Session at 6:06 p.m.
II. CLOSED SESSION

Government Code §54957 Public Employee Appointment
Librarian

Government Code §54957 Labor Negotiations (CSEA 777, Aguiniga)

Closed Session was adjourned at 7:05 p.m.

III. OPEN SESSION

Dr. Rey Castro reconvened the Open Session at 7:11 p.m. and announced there was no action taken during the Closed Session.

A. PLEDGE OF ALLEGIANCE
Mr. Michael Sansosti led the Pledge of Allegiance.

B. INTRODUCTIONS
Mr. Sansosti introduced Mr. Sean O'Connor, Student Trustee for 2007-2008, saying Mr. O’connor would take his oath of office at the September 19, 2007 Board of Trustees meeting. Mr. O’Connor said he was a major in environmental science with plans to transfer to UCLA or USC. He thanked the Board for their support of the student trustee position, said he was grateful for the associated students’ trust in him, and was looking forward to working with the Trustees.

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

D. APPROVAL OF MINUTES: Meeting No. 20, a Regular Business Meeting, August 15, 2007
Referring to Page 8683, Approval of Consent Items, discussion on Consent Item 19-P,
Mrs. Wells-Miller said she specifically asked at the August 15th meeting what Mabel Duncan was coordinating for $8400.00 and asked if Ms. Duncan was also teaching at the same time but neither of her questions was answered by Dr. Jacqueline Jacobs. Dr. Rey Castro said she recalled the discussion and that a distinction was made between the academic and non-academic coordinator functions in terms of management but did not recall any more than that. Dr. Jacobs then explained that Ms. Duncan did teach and in addition served as the evening and Saturday academic coordinator at CEC since academic staff cannot report to the non-academic coordinator, Mr. Ibrahim Naeem, on academic matters. Mr. Martin suggested that, rather than taking this discussion up again at this meeting, Mrs. Wells-Miller speak later with the person who took the minutes for the August 15th meeting about how the minutes should read.

**MOTION:** ON MOTION OF Ms. Miele and seconded by Mrs. Wells-Miller, the Board voted by the following vote to approve the minutes of Meeting No. 20, a Regular Business Meeting, August 15, 2007, with the stipulation that Mrs. Wells-Miller would work with the person who recorded the minutes as to what Mrs. Wells-Miller wanted the minutes to say.

Ayes: Rey Castro, Martin, Miele, Mann, Baum, Bradbury-Huang, Wells-Miller
Noes: None
Abstain: Sansosti
E. APPROVAL OF CONSENT ITEMS

34-B – awarding of Bid 865 for construction of the Industrial Technologies Building and the Campus Center Building to Douglas E. Barnhart, Inc. In addition to this bid being over the originally proposed budget, Ms. Miele asked for additional information about this company and their record on other projects. Mrs. Murillo said when the District went out to bid on this project, it was hoped the bid would come in around 10% of where the budget should be; she said the District was pleased with the Barnhart bid amount. She explained the District would be able to award this project and still remain on target with the Arts building. Mrs. Murillo said the District has maintained a $3 million contingency for this project which does not include any of the interest this fund will have earned. She said the Board would be getting a budget showing exactly how Measure P funds had been allocated and this budget would be discussed in depth at the upcoming Board Retreat.

Mr. Martin said it appears that basically the savings the District incurred with prior projects would cover the $3 million overage on this project. Mr. Martin asked how much of the approximate $3 million in the contingency fund was interest and what was the current balance of that fund. A short discussion followed about how the contingencies were being calculated, how interest was calculated, and how interest money was budgeted within allowable IRS and other legal regulations. Mrs. Murillo said, without including interest calculations, the balance was about $3 million adding that Dr. van Pelt and Mr. Schulman were carefully tracking the monies. Mr. Martin said his one area of concern with bond projects was that budgets be managed properly so there are no surprises and projects cannot be completed. He said although the Board will receive in depth information at their upcoming Retreat, he hoped they would have been able to review actual figures at this meeting when they were being asked to vote to approve the expenditure. He said he was not usually comfortable in voting for something that was over budget but because of how the Measure P projects have been handled up to this point, he would vote for approval. However, Mr. Martin emphasized again that, in the future, he would like to see the figures prior to or when the Board was asked to vote on a project and not after. Mrs. Murillo said administration was planning to schedule quarterly reports to the Board on the Measure P budget showing actual expenditures and adjustments. Ms. Miele said when building the parking structure, the District had negotiated an absolute cost of materials clause in the contract. She asked if this had been done with this contract. Mr. Schulman said this was also a fixed-cost contract just like the parking structure contract.

Mr. Schulman then responded to Ms. Miele’s query about the contractor’s background explaining that the District’s Purchasing department always does background checks on contractors but with large construction projects, the Project Center also does more extensive checks. Mr. Schulman said the District did not have prior experience with Barnhart but reference checks of that company’s experience with projects similar in scope and cost to ours were good. Three of the architects the District was already working with were given as references by the Barnhart company; the only problems to surface were recording errors which were quickly corrected. The company was rated very highly by the contractors rating bureau and business license checks were all in order. In response to a question from Ms. Miele, Mr. Schulman confirmed this was the largest dollar amount contract the Board had been asked to approve to date. Dr. Bradburry-Huang asked about this company’s record in the area of environmental or ‘green’ construction. Mr. Schulman said this area was not researched in depth but judging from who this company has worked for and with, he felt they would have the necessary experience. He said he could get additional information if the Board wished; Mr. Schulman said he had also been instructed by Dr. Kossler to report later to the Board on the CHPS (Collaborative for High Performance Schools) component of the projects. Mr. Baum asked how the building cost
E. **APPROVAL OF CONSENT ITEMS, continued**

estimates for the Industrial Technology and the Campus Center Buildings were developed. He asked if these estimates were created when the District went out to bid or were these estimates original Bond Measure figures. Mr. Schulman explained that estimates were developed using architects’ estimates, evaluations by an outside estimator not associated in any way with the project, and in-house cost calculations. Mr. Baum asked if there were any projects located in the San Gabriel Valley this company had constructed. Noting that Barnhart was a San Diego based company, Mr. Schulman said he did not know about any local projects but would look into this. In response to another question from Mr. Baum, Mr. Schulman said the final bid figures were not far off from the figures published in the original Master Plan brochure. Mrs. Murillo said, if it met with the Board’s approval, she would propose a review of the original projections compared to the current costs and projections. Mr. Baum said this would be important information for the Board to know as Trustees met with their constituents. He said it appeared to him that the $3 million in question was really over the estimated projected cost but not really over budget.

Dr. Perfumo said she felt the Board would be comfortable with all the figures following the discussion at the upcoming retreat. Dr. Bradbury-Huang asked if it would create a problem if the Board held off voting on this matter until it had been more thoroughly discussed at the retreat. Mr. Schulman said time was a factor in implementing this contract. He reminded the Board that the IT Building was projected for 2005-2007 but plan changes moved construction back; putting this approval off now would also move other project dates back and he said the rainy season would arrive in a few weeks as well. Dr. Mann said she understood Dr. Bradbury-Huang’s concerns but said this item was on the retreat agenda for discussion only so could not be acted on at that time. She suggested in the future, however, the review and discussion could be presented prior to the Board action. Dr. Perfumo said one of the issues to be discussed at the upcoming retreat was development of a regular process for updating the Board on all the Measure P projects including all the budget detail.

35-B – **Ratification of the CAHSEE Exam Preparation Program**. Noting this was reported as a ratification, Ms. Miele asked when this program started. Dr. Jacobs said, although the start date was being reported as July 26, 2007, the project had not yet actually started. She explained that the proposal had come in late from the Chancellor’s Office and then required budget details to be worked out. Ms. Miele questioned the rationale for the Chancellor’s Office sending this proposal out so late and asked how high school students from last spring could be found in order to be enrolled in the program at this late date. Dr. Jacobs said PCC was working with the Unified School District to try to find students for the program and noted that the District had a CAHSEE program during the summer for students who graduated in June and those students were telling other students about this program. Noting this program seems to have been fraught with problems, Ms. Miele asked if enough students had completed the program for us to know if this class was helpful to them. Dr. Jacobs said the summer students had not yet taken the final test so results were still pending. Mr. Baum noted that the attached budget included provision for two laptop computers at $5,100.00 each which he felt was somewhat high. Dr. Robert Cody responded from the audience that even with software this cost seemed high but may include some special features he was not aware of. Dr. Rey Castro said she would appreciate follow-up information to clarify what is included with the cost of these laptops.

36-B – **Grant Application for Developing Hispanic-Serving Institutions Program**. Mr. Martin expressed his concern that the grant budget did not allow for administrative or indirect expenses incurred to operate these programs. Dr. Perfumo said districts were very fortunate to receive Title V grants and, while most grants allow 4% for indirect costs, Title V grants did not provide for indirect costs. However, what these grants did provide were opportunities for new programs and services the District would not ordinarily be able to provide. Dr. Rey Castro said she was pleased to see this new HSI grant build on what
E. APPROVAL OF CONSENT ITEMS, continued

was learned in the areas of teaching and student success in the previous grant. She asked if the Academic Senate had been involved in any part of the grant development; Ms. Dabelow said she and some other faculty had attended meetings in which the grant was discussed but their involvement was marginal. Dr. Rey Castro then asked if activities in this grant would coordinate with Student Learning Outcomes (SLOs) in terms of student success. Dr. Jacobs said this proposal was actually geared to coordinate with the Basic Skills Initiative, but grant activities would certainly have an impact on SLOs as well. Dr. Jacobs added that, in terms of faculty involvement in the grant development, the proposal grew out of a campus-wide committee made up of faculty from almost every discipline and the grant would support programs involving faculty and staff from across campus working together to support basic skills and student success. Dr. Rey Castro said that, although she did not see specific language in the proposal to that effect, she was pleased to hear this would involve Basic Skills.

38-B – Ratification of Liebert Cassidy Whitmore Contract B-97132-8. Mrs. Wells-Miller asked if there would be any advantage to the District changing legal firms. Dr. Perfumo said typically this district has renewed these types of contracts for 3-5 years but in discussions with Dr. Rey Castro it was felt this renewal should be for only one year for now allowing time for a review.

38-B – Nora Lee et all, Contract B-97133-8. In response to a question from Dr. Rey Castro, Dr. Sugimoto explained that the College was still working with a new financial aid system and coordinating efforts with MIS and Fiscal services to be sure all budgets were reconciled monthly and financial aid/scholarship checks were being sent out in a timely manner. This consultant has been working with the District for the past year through installation and conversion and this three month period represents the final phase of getting this system fully operational. Dr. Rey Castro said it will be good to have this system operational and no longer experience the problems of the last couple of years.

42-B – Ratification of Professional Conference Attendance. In response to a question from Dr. Rey Castro, Dr. Sugimoto explained that Joy Brittain is a District employee and the Director of the Trio Upward Bound-Math/Science Program; Ms. Brittain is also the President of the Western Association of the Council on Opportunity Educators. Dr. Sugimoto explained that the District just received word that it had been awarded the 5-year funding for the Trio Upward Bound-Math/Science program and submittal of this conference travel request was held pending notification that the funding would be received and Ms.Brittain would continue to be employed by the District. Ms Kathleen Rodarte, Assistant Dean/EOP&S, said the majority of math/science programs begin their year on October 1; PCC is one of only a few who begin on September 1. When requests for proposals were sent out, PCC had a shorter response time. Ms. Rodarte said that Ms. Nancy Roberts of the Grants Office worked very closely with Congressman Schiff’s office to facilitate our submittal and notice that PCC had received the grant. Notice was received on August 30. The award is for $250,000 this year and minimally that amount for each subsequent year. Dr. Rey Castro said her actual interest in this item was knowing who Joy Brittain was and how information from a conference on learning communities would be applied in the Student & Learning Services area. Dr. Sugimoto said there would be information on increasing retention of low-income students and developing networks for assisting those students as well as offering academic and cultural support for students. Ms. Rodarte said information on learning communities would also be applied directly to Upward Bound programs which offer residential components during the summer and programs throughout the year where students come together from various high schools to participate. Dr. Rey Castro said she would like to see the Learning Communities concept work beyond the Upward Bound and Trio programs and become campus-wide.
E. APPROVAL OF CONSENT ITEMS, continued

MOTION: ON MOTION OF Mr. Martin and seconded by Ms. Miele, the Board voted by the following vote to approve Consent Items 8-S through 14-S, 16-I through 22-I, 33-B through 44-B, and 25-P through 31-P as submitted.

Ayes: Rey Castro, Martin, Miele, Mann, Baum, Bradbury-Huang, Wells-Miller
Noes: None
Advisory Vote: Aye/Sansosti

F. STATUS REPORT ON SYSTEMS AGREEMENT WITH VERIZON BUSINESS SERVICES FOR CAMPUS WIDE NETWORK INFRASTRUCTURE UPGRADE

Dr. Perfumo gave a brief overview of how this proposed systems agreement was developed referring back to the Facilities Master Plan 2010 which included upgrading the District’s data and telephone infrastructure. She said completion of this project was critical if the College was to move forward in the area of technology. Mrs. Murillo introduced the District and Verizon teams instrumental in bringing the project to this point. She continued with a PowerPoint presentation outlining the background for going forward with this project, the vendor selection process and the reasons for recommending Verizon, what the infrastructure system would include, the $6,988,000.00 cost which would include an upgrade to CAT 6 cabling and work being done during nighttime hours, the estimated 18-20 month completion timeline beginning October 1, 2007, and how the new data and phone systems will benefit the District and ensure business continuity and emergency preparedness. Mrs. Murillo noted that $3.6 million of the cost would be funded with Measure P funds and $3.4 million would be funded from Capital Outlay/Fund 41. She commended Dr. James Kossler, past Superintendent-President of the District, for his fiscal prudence in ensuring there was money for these projects.

Mrs. Murillo opened the floor to questions. In response to a question from Mr. Sansosti, Mrs. Murillo said the plan does include a wireless component for students. Dr. Bradbury-Huang asked about software connectivity; Mrs. Murillo said the district could not go in this direction for at least 20 months until this proposed infrastructure was in place. In response to a question from Dr. Mann, Mrs. Murillo said the Board was not being asked to take any action at this meeting but the formal Systems Agreement would be brought to the Board for approval at the September 19, 2007 meeting. She said the Board would also be given complete budget information at that meeting as well. Ms. Miele asked how service disruptions would be handled during the installation. Dr. Robert Cody said the installation process will follow an implementation plan with specific timelines from building to building; additionally, the majority of the work will be done overnight. The plan also includes provision for 50 high priority areas where telephone service will stay up at all times. Mr. Irwin from Verizon spoke from the audience saying Verizon would assign dedicated resources to handle this project. Responding again to a question from Ms. Miele, Dr. Cody said this installation would also include the CEC, CDC, and the Warehouse. Mrs. Murillo said periodic downtimes in campus use such as summer breaks would be utilized as well. Dr. Rey Castro asked whether the cutover to the new system would occur all at once or in phases across campus. Mrs. Murillo said this would occur in phases based on timelines. Dr. Rey Castro asked if the Board would have access to the proposed Systems Agreement and time to review it prior to the September 19th meeting. Mrs. Murillo said yes. Ms. Miele asked about the integration of the upgrades in the older buildings with the new construction. Mrs. Murillo said the District was working with Verizon to ensure all the systems are integrated; completion of the upgrades will occur at the same time the new construction is scheduled for completion. Mr. Baum asked how the current $7 million
F. STATUS REPORT ON SYSTEMS AGREEMENT WITH VERIZON BUSINESS SERVICES FOR CAMPUS WIDE NETWORK INFRASTRUCTURE UPGRADE, continued.

compared to the original estimated cost. Mrs. Murillo said the original estimate was in the area of $5.8 million but did not include work being done during the overnight hours or the CAT 6 cabling. If these two items were removed the project cost would be closer to the original estimate. Mr. Martin said he felt this project was properly researched and he felt comfortable that the project and the budget were being properly monitored. He said this will definitely be good for the College and he looked forward to having a copy of the Systems Agreement for review prior to the September 19th meeting. Dr. Rey Castro thanked Mrs. Murillo and members of both the District and the Verizon teams for a very thorough presentation saying this upgrade will definitely impact PCC’s effectiveness as an institution.

G. STATUS REPORT ON ADOPTED BUDGET

Mrs. Murillo gave a brief overview of the timeline for preparation and approval of the 2007-2008 Adopted Budget explaining that the original timelines had changed because of the legislature’s delay in approving the state budget. The Systems Office Annual Budget Workshop will be held on September 18, a presentation of that information will be made to the Board at their meeting on September 19, and the final budget will be taken to the Board for adoption at the October 3 meeting.

H. STATUS REPORT: EMERGENCY PLAN TRAINING WORKSHOP at RIO HONDO COLLEGE

Mrs. Murillo introduced Chief Peter Michael who would report on the training workshop and complimented him on the very professional campus police force he heads here at PCC. Chief Michael commended Dr. Perfumo and Mrs. Murillo for their support of his department. Chief Michael said the emergency plan training that is now taking place across the state is a result of the Chancellor’s directive to the community colleges to prepare for any type of disaster or emergency. He said this report would be the first of three reports to the Board and would focus on the Systems Office directive, and the training workshop at Rio Hondo; future reports would discuss the Virginia Tech incident and how PCC would react to such a disaster, and later presentation of an Emergency Action Plan to the Board for approval and adoption. In the PowerPoint presentation that followed, Chief Michael highlighted components of the Chancellor’s directive, explained the regional task force areas for shared resources, explained the Risk Assessment that was done as preparation for the Rio Hondo workshop, and reviewed general topics addressed at the training workshop as well as some of the basic items to be addressed in an emergency plan. Dr. Perfumo said the Systems Office was trying to ensure that all the community colleges met at least the NIMS (National Incident Management System) and SEMS (State Emergency Management System) certification requirements. In addition, she said one of her priority items was having an emergency plan in place on campus which addressed the four areas outlined in the Risk Assessment exercise, and would address provision of supplies and planning that would sustain the campus during an initial emergency period, provision for technology backup, protection of student and financial records, and protocols for interaction with regional shared resources and other emergency or governmental agencies. Chief Michael also addressed the need for well rehearsed planning/table-top exercises, specific pre-emergency personnel assignments, a Mobile Command Center, standardized procedures, secure and well-maintained emergency equipment, and recovery planning. Board members asked questions and discussed the possibility of something happening before a finalized plan was in place and what community or statewide resources the College could depend on in such a case. Ms. Miele asked if it would be helpful to see the Risk Assessment exercise instrument completed for PCC. Chief Michael said he could provide that information to Board members adding that the College looked good in this assessment and that PCC was actually in a better position on this issue at this time than many other colleges.
H. STATUS REPORT: EMERGENCY PLAN TRAINING WORKSHOP at RIO HONDO COLLEGE, continued
Mr. Sansosti asked if PCC had a mobile command center. Chief Michael said it did but he did not know when it was last upgraded. Mr. Baum asked about text messaging emergency alerts to students and staff. Chief Michael said the College was recently contacted about being considered for a pilot program to test emergency text messaging alert systems. He said the test system would be paid for by corporate sponsors who could advertise in exchange for their support of the system. He said a contract for this no-cost-to-the-District service would be presented to the Board in the near future.

Chief Michael said the Governor and the Systems Office are taking this planning very seriously and the community colleges are taking the lead across the state. Dr. Bradbury-Huang said this planning was very important but training would be essential. Dr. Rey Castro thanked Chief Michael for a thorough report.

I. PRESIDENT’S REPORT [INCLUDING VICE PRESIDENTS]
Dr. Perfumo/Superintendent-president

- Dr. Perfumo thanked the campus community for graciously welcoming her to PCC saying she had experienced a very active first few days as the new Superintendent-President:
  On August 23, she had the opportunity to attend the LVN Pinning Ceremony for 22 graduates in the Forum with Dr. Jacobs and commended Health Sciences staff for a very nice event. On August 24, she was able to experience all the excitement of Welcome Day and was able to meet and speak with many students, parents, and staff. She said it was heartening to see the number of staff who volunteered to make this such a well-planned event and she was surprised by the special cheer given to her by the PCC Cheerleaders welcoming her to the College. Dr. Perfumo said she has also been meeting with various groups on campus such as the Instructional Managers and Administrative Services Managers, was able to tour the Student & Learning Services area with Dr. Sugimoto, has visited classrooms and said she was very impressed with the two-day Faculty Orientation for new faculty.
- Reported that enrollment was up 1.2% in headcount and actually 3.4% in enrollment indicating students were actually carrying more units than last year.
- Received phone calls from Congressman Adam Schiff and Senator Jack Scott welcoming her to PCC; Congressman Schiff also congratulated her on PCC’s re-funding of the Trio Upward Bound Program. Said she looked forward to meeting with both Congressman Schiff and Senator Scott in the near future.
- Has been invited to attend the PCC Geology Department’s 80th anniversary celebration on Saturday, September 8, and hoped some of the Board members would be able to attend.
- Will attend the first Home Football game of the season on Saturday, September 8.
- Announced that, on September 11, Dr. Jacobs will present before the Board of Governors on activities related to producing more secondary math/science teacher candidates. Dr. Jacobs was chosen to participate on this panel because of her outstanding work in the area of teacher preparation especially with the PCC Math/Science Teacher Prep Program.
- Will attend the Systems Office Annual State Budget Workshop at Chaffey College on September 18 with Mrs. Murillo and Ms. Odessa Walker/Director-Fiscal Services.
J. ANNOUNCEMENT BY SHARED GOVERNANCE REPRESENTATIVES AND MEMBERS OF THE BOARD

Ms. Kay Dabelow/Academic Senate
- Distributed copies of a letter from Mark Wade Lieu, President of the statewide Academic Senate highlighting a variety of issues being addressed statewide, and announcing that Course Repetition regulations had been changed and now allowed a student to repeat a course up to three times in order to change a GPA. She commended the PCC Academic Senate and in particular Mr. Edward Martinez/Counselor who also serves as the Secretary of the PCC Academic Senate because it was PCC’s Senate and Mr. Martinez in particular who brought the problem of a Systems Office legal opinion to the attention of the statewide Senate. She said, due in part to the strong stance taken against this legal opinion by PCC’s Senate, a change to Title V regulations was effected. She commended Mr. Martinez for his efforts in influencing this change.
- Plans are underway for a faculty Flex Day on September 25.

Mr. Raymond Mitchell/Classified Senate
- Reported the Senate’s Executive Committee had met with Dr. Perfumo.
- The Senate will hold a retreat on September 7 at the Huntington Library to develop goals for the new year and review Brown Act regulations.
- Planning is underway for the annual Halloween party.
- Senators are acting on their ARCC proposal to mentor Basic Skills students in the Project LEAP program.

Ms. Ellen Ligons/Management Association
- The Association officers are looking forward to their meeting with Dr. Perfumo on September 21 when they will be able to share some of their projects and concerns with her.

Mr. Michael Sansosti/Student Trustee [Acting]
- Today was the last day of the Blood Drive on campus.
- Last week’s Welcome Week was very successful.
- The Associated Students Board had a very successful retreat which centered around team building and goal setting.
- Announced this would be his last meeting as Acting Student Trustee but he would return as the Associated Student Body President representing the Associated Students at subsequent Board meetings for 2007-2008. He thanked the Board members, especially Ms. Miele, Mr. Baum and Dr. Bradbury-Huang for their support and advice.

Mr. Geoffrey Baum/Trustee
- Reported he came across a blogger who was commending the PCC alumni website and the alumni opportunities at PCC.

Dr. Hilary Bradbury-Huang/Trustee
- Announced she was looking forward to celebrating PCC’s new President at the campus-wide Welcome reception scheduled for the following day.

Dr. Consuelo Rey Castro
- Reminded everyone of the Welcome reception for Dr. Perfumo scheduled for the following day, Thursday, September 6 from 12:00 noon to 1:30 p.m. in the C-Building. She hoped as many as were available would attend.
- Said she was very excited about the new semester and, in particular, the promises of this new school year with our new President now in place.

J. FUTURE BOARD MEETING DATES

Dr. Rey Castro reported the Board’s Fall Retreat was scheduled for Friday, September 7 and the next regular Meeting was scheduled for Wednesday, September 19. All Board members indicated they would be present for these two meetings; Dr. Mann said she would not be present at the October 3 regular Meeting and Mr. Baum said he would not be present at the November 7 Regular Meeting.
K. FUTURE AGENDA ITEMS
   - Mrs. Beth Wells-Miller asked for an update on outreach to the area schools.
   - Mrs. Wells-Miller noted Citrus College has announced it will offer a Bachelor of Arts degree and this might be something PCC might want to do.
   - Dr. Mann said she would like to revisit the issues of (1) how office space is allocated to faculty, and (2) classroom availability. For Dr. Perfumo’s benefit, Dr. Mann gave a brief history about the issue of office space and recounted how she and Dr. Jacobs had done a walk-through about 3-4 years ago to study allegations that room and space assignments were not equally or fairly allocated or some faculty were taking over space not assigned to them.

L. ADJOURNMENT
Meeting No. 21 was adjourned at 9:52 p.m.
MOTIONS CARRIED AT MEETING NO. 21 – September 5, 2007

1. Approval of Minutes of Meeting No. 20, a Regular Business Meeting, August 15, 2007, as corrected.
2. Approval of Consent Items 8-S through 14-S, 16-I through 22-I, 33-B through 44-B, and 25-P through 31-P

Dr. Paulette J. Perfumo, Secretary
Board of Trustees