NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, September 17, 2008

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

MEETING NO. 19

REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 19, 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.
AGENDA

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   Employee Discipline, Dismissal, Release
   Government Code §54957   Public Employee Evaluation (Superintendent/President)

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. 17, Regular Business Meeting, September 3, 2008; Meeting No. 18, Fall Retreat, September 5, 2008.

   E. APPROVAL OF CONSENT ITEMS (see page 3, attached)

   F. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA CITY COLLEGE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 777 TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT [TAB F]

   G. PRESENTATION: STATUS OF STATE BUDGET

   H. ACCREDITATION UPDATE

   I. DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW No. 2000, SHARED GOVERNANCE [TAB I]
J. DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW No. 3110, PROFESSIONAL ETHICS OF FACULTY  [TAB J]

K. DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW No. 3200, CURRICULUM DEVELOPMENT, ADOPTION, AND REVIEW  [TAB K]

L. DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW No. 3220, PREREQUISITES, CO-REQUISITES, AND ADVISORIES ON RECOMMENDED PREPARATION  [TAB L]

M. DISTANCE EDUCATION PROGRAM – Mrs. Wells-Miller

N. PRESIDENT’S REPORT

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

P. FUTURE BOARD MEETING DATES

Q. FUTURE AGENDA ITEMS

R. ADJOURNMENT
CONSENT ITEMS

18-I Approval of Instructional Trip for Geology 12F, September 26, 2008
19-I Approval of Instructional Trip for Geology 30A, October 18, 2008
20-I Approval of Instructional Trip for Mathematics 5A, 8, 125, September 26-27, 2008

49-B Ratify Mileage Authorization
50-B Reporting and Approval of Revolving Fund Reimbursement
51-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
52-B Approve/Amend/Renew Contracts
53-B Approve Career and Technical Education Activity
54-B Amendment to Consent Item No. 56-B – Approve/Ratify Career and Technical Education Activities
55-B Approve Contract with Chancellor's Office for Collection of Outstanding Student Obligations
56-B Ratify Approval to Enter into an Agreement with Los Angeles County Office of Education for Data Processing Services
57-B Approve Purchasing Transactions
58-B Approve Change Orders, Measure P Projects Industrial Technology and Campus Center/Bookstore Buildings
59-B Approve Staff Development Activities
60-B Approve and Ratify Professional Conference Attendance

28-P Approve/Ratify Stipends for Classified and Unclassified Personnel
29-P Approve/Ratify Stipends for Academic Personnel
30-P Employment of Hourly Credit Teachers and Substitute Teachers, 2008-2009
31-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2008-2009
32-P Salary Compensation Factors – Large Group Instruction
33-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
MINUTES OF MEETING NO. 17  
OF THE BOARD OF TRUSTEES  
Pasadena City College  
Harbeson Hall  
1570 East Colorado Boulevard  
Pasadena, California 91106

7:00 p.m. Closed Session  
8:00 p.m. Open Session  
Wednesday, September 3, 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. 17  
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 17 on Wednesday, September 3, 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 7:10 p.m. by Mr. John Martin, President.

ROLL CALL

Trustees Present
Mr. John Martin, President
Dr. Jeanette Mann, Vice President
Dr. Hilary Bradbury-Huang, Clerk
Mr. Geoffrey L. Baum – arrived at 8:11 p.m.
Mr. William E. Thomson
Mr. John Campo, Student Trustee

Trustees Absent
Dr. Consuelo Rey Castro
Mrs. Beth Wells-Miller

Administrative Officers in Attendance
Dr. Paulette J. Perfumo, Superintendent/President
Dr. Mark J. Zacovic, Interim Vice President, Administrative Services
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Lisa Sugimoto, Vice President, Student and Learning Services
Mr. Lyle K. Engeldinger, Interim Dean, Human Resources
Mrs. Elaine Chapman, Interim Dean, External Relations
Dr. Stuart Wilcox, Dean, Institutional Planning and Research

Administrative Officers Absent
None

The Academic Senate was represented by Dr. James Bickley.
The Classified Senate was represented by Mr. John Lindemann.
The Associated Students Board was represented by Ms. Christina Javier.
The Management Association was not represented.
PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment at this time.

Mr. Martin adjourned the Board to Closed Session at 7:13 p.m.

II. CLOSED SESSION

Government Code §54957 Employee Discipline, Dismissal, Release

Closed Session was adjourned at 7:57 p.m.

III. OPEN SESSION

Mr. Martin reconvened the Open Session at 8:07 p.m. and reported that no action was taken in Closed Session.

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

B. INTRODUCTIONS
Mr. Martin introduced his wife, Janet, and his two daughters, McKenzie and Kayley.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was no public comment at this time.

D. APPROVAL OF MINUTES – Meeting No. 16, Regular Business Meeting, August 20, 2008.
Dr. Bradbury-Huang moved to approve the minutes of Meeting No. 16, Regular Business Meeting, held on August 20, 2008, seconded by Mr. Campo. Three of the four board members present voted in the affirmative for this motion; Mr. Thomson abstained. Since the three-member vote does not represent a quorum, this motion was tabled for a vote later in the meeting.

E. APPROVAL OF CONSENT ITEMS

MOTION: ON MOTION OF Mr. Thomson and seconded by Dr. Bradbury-Huang, the Board voted, by a unanimous vote of the four members present, to approve Consent Items 12-S through 13-S, 16-I through 17-I; 45-B through 48-B; and 21-P through 27-P. Advisory Vote: Aye

F. UPDATE OF MEASURE P PROJECTS
Dr. Perfumo thanked Dr. Richard van Pelt and Mr. Jack Schulman for the tour of the Measure P construction projects.
Mr. Schulman gave a presentation on the parts of the construction project that were not visible during the tour of the site. Dr. van Pelt gave an update on construction projects on other parts of the campus.

Trustee Baum arrived at 8:11 p.m. The Board reconsidered the minutes, and voted as follows:

MOTION: ON MOTION OF Dr. Bradbury-Huang and seconded by Mr. Campo, the Board voted, with four affirmative votes, to approve the Minutes of Meeting No. 16, Regular Business Meeting, held on August 20, 2008. Mr. Thomson abstained. Advisory Vote: Aye
Dr. Mann commented that one time when she was out of town she listened to the Board meeting on the audiocast on the website, and it might be possible that if someone misses a meeting, they could then listen to the audiocast in order to vote on the minutes of that meeting.

G. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA CITY COLLEGE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 777 TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT

The public hearing is set for the Regular Board Meeting to be held on September 17, 2008 in Harbeson Hall.

MOTION: ON MOTION OF Mr. Baum and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the five members present, to approve to receive and set a public hearing regarding initial bargaining proposal from the Pasadena City College California School Employees Association (CSEA), Chapter 777 to the Pasadena Area Community College District, on September 17, 2008, in Harbeson Hall.

Advisory Vote: Aye

H. DISTANCE EDUCATION PROGRAM

This agenda item is tabled to a future board meeting agenda.

I. PRESIDENT'S REPORT

- Yesterday, September 2nd, was the first day of classes. Enrollment is up 4%. Currently we are 95% filled. Dr. Perfumo thanked the faculty for absorbing the extra students into the classrooms.
- August 27th was new faculty orientation.
- Thursday evening, August 28th, was the Vocational Nursing graduation pinning ceremony.
- Friday, August 29th, was the 11th Welcome Day, and was very successful.
- Saturday, September 6th, is the home opener football game, 1:00 p.m. against Mt. San Antonio. Season passes were included in the board packets.
- September 11th at the Pasadena Hilton is the Ruby McKnight Williams awards dinner where Ellen Ligons and Senator Jack Scott will be receiving awards.
- “Building the Spirit of a Vibrant Community” Award Luncheon has new sponsors at various levels. Larry Wilson of the “Star News” and KPCC will look into some in-kind matching for us.
- September 13th is the first President’s Asian Advisory Committee meeting.
- Monday, September 15th, at 7:00 p.m. is the Neighbors’ Meeting.
- Tuesday, September 16th, is the Foundation Quarterly breakfast meeting at the CEC at 7:30 a.m. We are working on our strategic plan for the Foundation.

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

Dr. James Bickley, Academic Senate
- Handed out “Institutional Student Learning Outcomes with Competencies”.
- The annual retreat will be held at the Huntington Library on September 6th at which the goals of the Academic Senate will be developed.
- The Senate had worked on a program discontinuance policy. It then worked on an emergency procedure that could be
used if all groups agreed that a program be discontinued. There are a couple of programs in ENT that Dean Haines would like to see eliminated. The CCC will be addressing these soon.

Mr. John Lindemann, Classified Senate
- The Classified Senate Retreat will be held on September 12th.

Ms. Christina Javier, Associated Students Board
- Reported she had a successful Welcome Day experience.
- The AS are preparing for Club Week by increasing awareness of leadership opportunities.

Mr. John Campo, Student Trustee
- Commended faculty and administration for their preparations for Welcome Day.
- Complimented counseling services for work serving veterans in the Boots to Books program.

Dr. Jeanette Mann, Trustee
- Will be attending CCCT Board meeting on September 19-20; if anyone has an issue to be put on the agenda at this meeting, please e-mail it to Dr. Mann.

Mr. Baum, Trustee
- Has just attended the Democratic and Republican Conventions.
- Would like to be kept posted as to how PCC is impacted by the state budget not yet being passed.

K. FUTURE BOARD MEETING DATES
There will be a Board Fall Retreat on Friday, September 5, 2008 at 9:00 a.m. at the Athenaeum.
The next regular business meeting will be held on Wednesday, September 17, 2008 in Harbeson Hall.

L. FUTURE AGENDA ITEMS
No discussion.

M. ADJOURNMENT
Meeting No. 17 was adjourned at 9:11 p.m.
MOTIONS CARRIED AT MEETING NO. 17 – September 3, 2008

1. Approval of Consent Items 12-S through 13-S; 16-I through 17-I; 45-3 through 48-B; and 21-P through 27-P.

2. Approval of the Minutes of Meeting No. 16, Regular Business Meeting, held on August 20, 2008.

3. Approval to receive and set a public hearing regarding initial bargaining proposal from the Pasadena City College California School Employees Association (CSEA), Chapter 777 to the Pasadena Area Community College District, on September 17, 2008, in Harbeson Hall.

Submitted by:

Paulette J. Perfumo, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 17
BOARD OF TRUSTEES TOUR AND REGULAR BUSINESS MEETING
Wednesday, September 3, 2008
6:00 P.M.
Pasadena City College
Harbeson Hall
1570 East Colorado Boulevard, Pasadena, California 91106

BOARD OF TRUSTEES TOUR: MEASURE “P” PROJECTS
6:00 P.M. – 7:00 P.M.

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.

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I. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS (7:00 p.m.)

II. CLOSED SESSION

Government Code §54957 Employee Discipline, Dismissal, Release

III. OPEN SESSION (8:00 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. 16, Regular Business Meeting, August 20, 2008

E. APPROVAL OF CONSENT ITEMS (see page 3, attached)

F. UPDATE OF MEASURE P PROJECTS
G. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA CITY COLLEGE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 777 TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT [TAB G]

H. DISTANCE EDUCATION PROGRAM (Mrs. Wells-Miller)

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

12-S Amendment to Consent Item 1-S, Northern California College Tours and Field Trips, Upward Bound Math/Science Program, California, July 28 – August 2, 2008
13-S Approval of Student Travel – PCC Band and Pep Squad to Away Football Games, Various College Campuses: Fall Semester 2008
16-I Approval of Instructional Trip for Welding 200ABCD, September 11, 2008
17-I Approval of Instructional Trips for PCC Forensics Team, 2008-2009
45-B Approve Purchasing Transactions
46-B Approve Extended Learning Presenters
47-B Approve Professional Conference Attendance
48-B Amendment to Consent Item No. 2-B, Approval of Organizations for Membership, 2008-09 Fiscal Year
21-P Approve/Ratify Stipends for Classified and Unclassified Personnel
22-P Employment of Hourly Credit Teachers and Substitute Teachers, 2008-2009
23-P Employment of Hourly Noncredit Teachers and Substitute Teachers, 2008-2009
24-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
25-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees [CLOSED SESSION]
26-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2008-2009
27-P Approve Stipends for Academic Personnel
Meeting No. 18
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 18 on Friday, September 5, 2008, in the Card Room in the Athenaeum at CalTech, 551 South Hill Avenue, Pasadena, California 91106.

I. OPEN SESSION

A. CALL TO ORDER, ROLL CALL, PUBLIC COMMENT ON NON-AGENDA ITEMS
The meeting was called to order at 9:12 a.m. by Mr. John Martin, President.

ROLL CALL
Trustees Present
Mr. John Martin, President
Dr. Jeanette Mann, Vice President
Dr. Hilary Bradbury-Huang, Clerk
Mr. Geoffrey L. Baum
Dr. Consuelo Rey Castro
Mr. William E. Thomson
Mrs. Beth Wells-Miller
Mr. John Campo, Student Trustee

Administrative Officers in Attendance
Dr. Paulette J. Perfumo, Superintendent/President

PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment at this time.

B. PLEDGE OF ALLEGIANCE
Mr. Martin led the Pledge of Allegiance.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was no public comment at this time.

D. DISCUSSION, WITH POSSIBLE ACTION: LONG TERM STRATEGIC DIRECTIONS

a. VISION 2020 — The RFQ is ready to be sent out. Once we receive proposals and the screening selection process occurs, town hall meetings will be scheduled, along with other pertinent activities related to the development of the Vision 2020 Educational Master Plan. A discussion ensued regarding the college’s direction as to its vision of where it wants to be by 2020.
b. Strategic Discussion on Future Property Needs and Directions – Given the large size of our District, and increasingly large student population, a lively discussion occurred regarding potential future property needs in order to continue to provide high quality, accessible educational opportunities at PCC.

MOTION: ON MOTION OF Dr. Rey Castro and seconded by Dr. Mann, the Board voted, by a unanimous vote of the seven members present, to approve the strategic idea that we pursue the opportunity of a satellite facility to meet the growing educational needs of our students.

Advisory Vote: Aye

An additional discussion ensued regarding a possibility adjacent to the main campus for short-term and long-term needs with the former Ford dealership property.

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Mann, the Board voted, by a unanimous vote of the seven members present, to direct the administration to look into the former Ford dealership property on Colorado Boulevard.

Advisory Vote: Aye

E. DISCUSSION, WITH POSSIBLE ACTION: SUPERINTENDENT/PRESIDENT’S GOALS FOR 2008-2009

There was no discussion at this time due to time constraints.

F. DISCUSSION, WITH POSSIBLE ACTION: BOARD GOALS FOR 2008-2009

There was no discussion at this time due to time constraints.

Mr. Martin adjourned the Board to Closed Session at 10:47 a.m.

BREAK – 10:48 a.m. to 11:03 a.m.

II. CLOSED SESSION

Mr. Martin reconvened Closed Session at 11:04 a.m.

SUPERINTENDENT/PRESIDENT’S EVALUATION

Closed Session was adjourned at 1:11 p.m.

III. OPEN SESSION

Mr. Martin reconvened Open Session at 1:12 p.m. and reported that no action was taken in Closed Session.

G. ADJOURNMENT

Meeting No. 18 was adjourned at 1:14 p.m.
MOTIONS CARRIED AT MEETING NO. 18 – September 5, 2008

1. Approval of the strategic idea that we pursue the opportunity of a satellite facility to meet the growing educational needs of our students.

2. Approval to direct the administration to look into the former Ford dealership property on Colorado Boulevard.

Submitted by:

Paulette J. Perfumo, Secretary
Board of Trustees
AGENDA

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I. OPEN SESSION
   A. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS (9:00 a.m.)
   B. PLEDGE OF ALLEGIANCE
   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. DISCUSSION, WITH POSSIBLE ACTION: LONG TERM STRATEGIC DIRECTIONS
      a. VISION 2020
      b. Strategic Discussion on Future Property Needs and Directions
   E. DISCUSSION, WITH POSSIBLE ACTION: SUPERINTENDENT/PRESIDENT’S GOALS FOR 2008-2009

****BREAK****

F. DISCUSSION, WITH POSSIBLE ACTION: BOARD GOALS FOR 2008-2009

****LUNCH****

II. CLOSED SESSION
   SUPERINTENDENT/PRESIDENT’S EVALUATION

III. OPEN SESSION
   G. ADJOURNMENT
PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM CSEA CHAPTER 777 TO THE PACCD  
TAB F

DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW NO. 2000, SHARED GOVERNANCE  
TAB I

DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW NO. 3110, PROFESSIONAL ETHICS OF FACULTY  
TAB J

DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW NO. 3200, CURRICULUM DEVELOPMENT, ADOPTION AND REVIEW  
TAB K

DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW NO. 3220, PREREQUISITES, CO-REQUISITES, AND ADVISORIES ON RECOMMENDED PREPARATION  
TAB L
Board Agenda Item F: Public Hearing Regarding Initial Bargaining Proposal from the Pasadena City College California School Employees Association (CSEA), Chapter 777 to the Pasadena Area Community College District

Board Meeting: September 17, 2008

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California conduct a Public Hearing regarding the initial bargaining proposal from the Pasadena City College California School Employees Association (CSEA), Chapter 777 to the Pasadena Area Community College District.

Fiscal Impact: The fiscal impact will depend upon the final outcome of negotiations between CSEA, Chapter 777, and representatives of the District.

Background: Article 8, Section 3547 of the Government Code states:

All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

Meeting and negotiating shall not take place on any proposal until reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
PROPOSAL
OF THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 777
TO THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
2008-2009

- Article VIII  Wages
- Article IX    Attendance Accounting Procedure
- Article XVII  Leaves
Board Agenda Item I: Approval of District Policy 2000, Shared Governance

Board Meeting: September 17, 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 Policy 2000, Shared Governance.

Fiscal Impact: None

Background: The policies 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 College Coordinating Council.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/Président
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

Title: Shared Governance
Legal Authority: California Education Code Sections 70901, 70902;
Title 5 Sections 53200-53204; Accreditation Standard IV.A

It is the policy of the Pasadena Area Community College District to encourage the participative role of faculty, staff, management, and students in District and College governance through an ongoing consultative process. In matters relating to curriculum, academic and professional matters, the Board or its designees shall consult collegially with the Academic Senate. The Board affirms the right of faculty, staff, management, and students to express ideas and opinions at the campus level with the assurance that such opinions will be given respectful consideration.

Approved by the Board of Trustees: November 20, 1991, Revised: September 3, 1997, Edited: May, 2005
1. The Academic Senate of Pasadena City College and of the Pasadena Area Community College District shall represent the faculty of the College and shall develop policy recommendations on academic and professional matters through collegial consultation with the administration of the College and the Governing Board. Academic and professional matters include:
   a. Curriculum, including establishing prerequisites and placing courses in disciplines
   b. Degree and certificate requirements
   c. Grading policies
   d. Educational program development
   e. Standards or policies regarding student preparation and success
   f. District and College governance structures as related to faculty roles specified herein
   g. Faculty roles and involvement in accreditation processes, including self-study and annual reports
   h. Policies for faculty professional development activities
   i. Processes for program review
   j. Processes for institutional planning and budget development
   k. Other academic and professional matters as mutually agreed upon between the I. Governing Board or its designee(s) and the Academic Senate.

2. In consideration of academic and professional matters identified above, representatives of the Governing Board and of the Academic Senate shall exert their best efforts to reach mutual agreement. Such agreements shall be recommended to the Governing Board or its designee(s).

3. While in the process of consulting, the Academic Senate, through the Senate President, shall retain the right to appear before the Governing Board with respect to the views, recommendations, or proposals of the Senate. After consultation with the administration of the College, the Academic Senate may present its views and recommendations to the Governing Board.

4. If, in the consultation process, agreement has not been reached, existing policy shall remain in effect. As provided for in Title 5 Regulations, Section 53203(d)(2), "the Governing Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons."

5. The appointment of faculty members to serve on College committees, task forces, or other groups dealing with academic and professional matters shall be made by the Academic Senate after consultation with the President of the College or his or her designee. The collective bargaining agent may seek to add unit members to campus committees.

6. Nothing in this procedure shall be construed to impinge upon the due process rights of faculty nor to detract from any negotiated agreements between the collective bargaining representative and the District Governing Board.
1. The Associated Students of Pasadena City College and of the Pasadena Area Community College District shall represent the students of the College and shall make recommendations to the administration of the College and to the Governing Board of the District with respect to policies and procedures that have or will have "significant effect on students" which include the following:
   a. Grading policies
   b. Codes of student conduct
   c. Academic disciplinary policies
   d. Curriculum development
   e. Courses or programs which should be initiated or discontinued
   f. Processes for institutional planning and budget development
   g. Standards and policies regarding student preparation and success
   h. Student services planning and development
   i. Student fees within the authority of the District to adopt
   j. Any other District or College policy, procedure, or related matter that the District
   k. Governing Board determines will have a significant effect on students.

2. While in the process of consulting, the Associated Students, through its President, shall retain the right to appear before the Governing Board with respect to the views, recommendations, or proposals of the Associated Students. After consultation with the administration of the College, the Associated Students may present its views and recommendations to the Governing Board.

3. The appointment of student members to serve on College committees, task forces, or other groups dealing with matters having a significant effect on students shall be made by the Associated Students after consultation with the President of the College, or his or her designee.

4. Nothing in this procedure shall be construed to impinge upon the due process rights of students.
1. The Classified Senate of Pasadena City College and of the Pasadena Area Community College District shall represent the staff of the College and shall make recommendations to the administration of the college and to the Governing Board of the District with respect to policies and procedures that affect or will affect staff in the following areas:
   a. District and College governance structures related to staff
   b. Staff roles and involvement in the accreditation process including self-study and annual reports
   c. Policies for staff professional development activities
   d. Institutional planning and budget development processes.

2. As provided for in Title 5 Regulations, Section 51023.5(a) (5), “except in unforeseeable, emergency situations, the Governing Board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing Board” or its designee(s).
1. The Management Association of Pasadena City College and the Pasadena Area Community College district shall represent the managers and supervisors of the College.

2. Beyond their responsibilities as representatives of the District Governing Board, managers have the right to consult with the designee of the District Governing Board in the following areas:
   a. Management professional development activities
   b. Management evaluation procedures
   c. Management hiring procedures
   d. Management wages, hours, and conditions of employment
1. The College Coordinating Council shall provide a forum where representatives from all segments of the college will bring issues of college-wide interest. The accompanying diagram, which is part of this document, delineates the members of the College Coordinating Council, and outlines the way in which the governance process works.

2. The functions of the College Coordinating Council shall be as follows:
   a. To discuss all issues brought to it.
   b. For matters reserved to the respective consultative groups by AB1725, Title 5 regulations, and/or the Pasadena Area Community College District Board of Trustees' Policy 2000, such matters will be discussed for informational purposes only.
   c. For collective bargaining issues, these will likewise be discussed for informational purposes only.
   d. For matters not covered in b and c above, the College Coordinating Council will
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
PROCEDURES  
For Policy No. 2000

Title:  Role of the College Coordinating Council  
Procedure No. 2000.50  
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determine which college organization, committee, and/or administrator will be responsible for the matter. Should no such means exist for handling an issue, the College Coordinating Council may set up an ad-hoc committee with representatives from groups whose domain is affected.

(i) The recommendations of the ad-hoc committee will be brought back to the College Coordinating Committee for information only.

(ii) The recommendations will be sent back to the groups affected for possible action.

e. To advise the College president on the implementation of college policy on matters that are neither collective bargaining nor academic and professional matters.

3. Membership of the College Coordinating Council shall be as follows:

   a. President of the College  
   b. Academic Senate  
   c. Associated Students  
   d. California School Employees' Association 777  
   e. California School Employees' Association 819  
   f. Faculty Association  
   g. Classified Senate  
   h. Confidential Employees  
   i. Instructional Support Services Unit  
   j. Management Association

   Chair  
   3 representatives  
   3 representatives  
   1 representative  
   1 representative  
   3 representatives  
   1 representative  
   3 representatives
1. The Council on Academic and Professional Matters attempts to achieve mutual agreement between the Academic Senate and the Board of Trustees, or its designee(s), on academic and professional matters. In defining academic and professional matters, the parties will adhere to Title 5 Regulations, Subchapter 2, Academic Senates, Sections 53200 through 53204. These regulations came about as a result of the directives in AB 1725.*

2. The functions of the Council on Academic and Professional Matters shall be as follows:
   a. To identify and maintain a list of those matters, within the scope of Title 5, Sections 53200 through 53204, which are considered to be academic and professional by the Pasadena Area Community College District.
   b. To review the College Coordinating Council agenda to identify those matters that are of an academic and professional nature and to refer such matters to the Academic Senate Board.
   c. To reach mutual agreement on recommendations from the Academic Senate Board on proposed policy relating to academic and professional matters.
   d. To ratify agreement on the above academic and professional matters by having both the Board’s designee(s) and the Academic Senate Board representatives sign off on those issues where mutual agreement has been achieved. (Before signing off, Academic Senate representatives will obtain approval of such mutual agreement from the Academic Senate Board.)
   e. To transmit in writing to the Board of Trustees, those recommendations which are proposed to become district policy, having been mutually agreed to by the Academic Senate Board and the Board of Trustees or its designee(s).

3. Membership of the Council on Academic and Professional Matters shall be as follows:
   a. Designee of the Board of Trustees
   b. Administrative representative
   c. Academic Senate representative
   d. Academic Senate representative
   e. Academic Senate representative

*It is understood that any academic and professional matters designated by the Board of Trustees as “rely primarily” will be handled outside of this council.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item J: Approval of District Policy 3110, Professional Ethics of Faculty
Board Meeting: September 17, 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 Policy 3110, Professional Ethics of Faculty.

Fiscal Impact: None

Background:
The policies 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 College Coordinating Council.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

Title: Professional Ethics of Faculty
Legal Authority: California Education Code Section 70902

Policy No. 3110

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It is the policy of the Pasadena Area Community College District that faculty members adhere to a code of professional ethics that includes responsibilities: to their disciplines; to their students; to their colleagues; to their institution; and to their community. Faculty accused of violating the Professional Ethics of Faculty policy and/or procedures shall be afforded appropriate due process.
In developing the following statement of professional ethics for faculty members, the Academic Senate was guided by the document entitled "Academic Freedom and Professional Ethics of PCC Faculty" found in the Academic Senate Handbook and passed unanimously by the Academic Senate Board on April 29, 2002.

With a deep conviction in the worth and dignity of the advancement of knowledge, Pasadena City College faculty recognize the special ethical responsibilities placed upon them. Among these responsibilities are the following:

1. Ethical Responsibilities to Their Disciplines
   As discipline experts, faculty members have a primary responsibility to seek and acquire knowledge and, with integrity, to communicate that knowledge to students. It is the responsibility of faculty members:
   a. to devote their energies to developing and improving their scholarly competence. It is the mastery teachers have of their subjects and their own scholarship that entitles them to teach and to have freedom in the presentation of their subjects,
   b. to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. It is improper for an instructor persistently to intrude material that has no relation to the subject, or to fail to present, in some mode or another, the subject matter of the course as announced to the students and as approved by the faculty in their collective responsibility for the curriculum, and
   c. to practice intellectual honesty. When faculty members recognize that their own personal convictions differ from other well-supported conclusions on the same matter, they have a responsibility to present relevant data as fairly and objectively as possible. Although faculty members may follow subsidiary interests, these interests should not hamper or compromise their commitment to maintain intellectual integrity.

2. Ethical Responsibilities to Their Students
   Faculty members encourage the free pursuit of learning in their students in a number of ways. It is the responsibility of faculty members:
   a. to hold before their students the best scholarly and ethical standards of their discipline,
   b. to demonstrate respect for students as individuals and to adhere to their proper roles as intellectual guides and counselors,
   c. to make reasonable efforts to foster honest academic conduct in their students,
   d. to acknowledge significant academic or scholarly assistance from students and to protect students’ academic freedom,
   e. to respect the confidential nature of the relationship between faculty member and student,
   f. to avoid any exploitation, harassment, or discriminatory treatment of students. Students are entitled to an atmosphere conducive to learning, which includes even-handed treatment in all aspects of the teacher-student relationship,
g. to evaluate students and award credit based on academic performance professionally
judged, and not on matters irrelevant to that performance, such as age, ethnicity, gender,
personality, political persuasion, sexual orientation, religion, or other personal beliefs,
h. to avoid refusing to enroll or teach a student on the grounds of irrelevant personal criteria,
the student's beliefs, or the possible uses of the knowledge the student may gain in a
course,
i. to avoid using the authority inherent in the instructional role to force students to make
personal choices as to political action or other actions in areas unrelated to fulfilling the
students' appropriate academic obligations.

3. Ethical Responsibilities to Their Colleagues
As colleagues, faculty members have obligations that derive from common membership in the
community of scholars. It is the responsibility of faculty members:
   a. to avoid discrimination against or harassment of their faculty colleagues,
   b. to avoid the disruption of the classes or academic projects of their colleagues,
   c. to respect and defend free inquiry,
   d. to show due respect to their faculty colleagues in the exchange of criticism and ideas,
   e. to acknowledge and accept faculty debt and strive to be objective in the professional judgment of
      colleagues,
   f. to accept their share of faculty obligations related to the governance of the institution.

4. Ethical Responsibilities to Their College
As members of an academic institution, faculty members – as individuals – seek above all to be
effective teachers and scholars. It is the responsibility of faculty members:
   a. to work together to maintain and enhance the quality of the academic program to which they
      are assigned,
   b. to uphold the stated policies and procedures of the college, provided the policies and
      procedures do not contravene academic freedom; and to professionally criticize and seek
      revision of policies and procedures with which they do not agree,
   c. to give due regard to their paramount responsibilities within the college in determining the
      amount and character of work they do outside of it,
   d. to avoid situations, in their official college roles, in which they may reasonably be construed
      to have a conflict of interest.

5. Ethical Responsibilities to Their Community
As members of their community, faculty members have the rights and obligations of other citizens.
Faculty members measure the extent of their obligations to their community in light of their
responsibilities to their discipline, to their students, to their colleagues, and to the college. It is the
responsibility of faculty members:
   a. to avoid creating the impression, when they write, speak, or act as private persons, that they
      are writing, speaking, or acting for Pasadena City College, for its Academic Senate, or for
      any of the subdivisions of either. Faculty members should make a reasonable effort to avoid
      ambiguity in reference to whom they represent,
   b. to promote conditions of free inquiry and to further public understanding of academic
      freedom, and to defend academic freedom when necessary.
1. Informal Process
   a. If any member of the campus community - faculty, student, classified employee or manager - thinks that a faculty member has violated a provision of the college's policy and/or procedures on Professional Ethics of Faculty, that person should attempt to resolve the matter in an informal manner, and do so within 120 calendar days following the date of the alleged ethical violation or, when appropriate, the date that the accusing party became aware of the alleged ethical violation.
   b. It is recommended that the accusing party first meet with the accused faculty member to attempt a resolution.
   c. If an informal meeting between the two parties is not possible or hasn't achieved desired results, then the accusing party may attempt a resolution in one of the following ways:
      (1) If the accusing party is a faculty member, that person should consult first with the Academic Senate President. The Academic Senate President shall schedule an ad-hoc meeting of the Academic Senate officers to meet with both parties to the dispute. Before the meeting, the Senate President shall provide the accused faculty member with details regarding the allegation(s). With advance notice to the other party and the Senate President, both parties may bring a colleague to the meeting(s) to assist with the resolution. Following the meeting(s), the Senate President shall make verbal recommendation(s) to the disputing parties in an effort to achieve a voluntary resolution.
      (2) If the accusing party is a student, that person should consult first with the faculty member's immediate supervisor, usually a Division Dean. The student may choose to remain anonymous during such an informal process. In this event, the immediate supervisor shall meet with and inform the faculty member of the nature of the student's accusations. If the student chooses not to be anonymous, then the supervisor shall schedule a meeting with both parties to the dispute. Before this meeting, the supervisor shall provide the accused faculty member with details regarding the allegation(s). With advance notice to the other party and the supervisor, both parties may bring a colleague to the meeting(s) to assist with the resolution. Following the meeting(s), the supervisor shall make verbal recommendation(s) to the disputing parties in an effort to achieve a voluntary resolution.
      (3) If the accusing party is a classified employee or manager (other than the accused faculty member's immediate supervisor), that person should consult first with the faculty member's immediate supervisor, usually a Division Dean. The supervisor shall schedule a meeting with both parties to the dispute. Before the meeting, the supervisor shall provide the accused faculty member with details regarding the allegation(s).

With advance notice to the other party and the supervisor, both parties may bring a colleague to the meeting(s) to assist with the resolution. Following the meeting(s), the supervisor shall make verbal recommendation(s) to the disputing parties in an effort to achieve a voluntary resolution.
(4) If the accusing party is the accused faculty member's immediate supervisor (usually a Division Dean), that supervisor should consult first with the Vice President for Instruction. The Vice President shall schedule a meeting(s) with both parties to the dispute. Before the meeting(s), the Vice President shall provide the accused faculty member with details regarding the allegation(s). With advance notice to the other party and the Vice President, both parties may bring a colleague to the meeting(s) to assist with the resolution. Following the meeting(s), the Vice President shall make verbal recommendation(s) to the disputing parties in an effort to achieve a voluntary resolution.

d. The failure to achieve a satisfactory voluntary resolution to an ethical dispute using these informal processes shall not result in administrative penalties against the accused faculty member; nor shall any written record be placed in the faculty member's personnel file.

e. At any time during an informal resolution process, either the accusing party or the accused faculty member may pursue the formal process outlined below to learn the Academic Senate's position on the ethics dispute in question.

2. Formal Process

a. When the accusing party is first to invoke a formal resolution process, he/she must do so within 180 calendar days following the date of the alleged ethical violation(s) or, when appropriate, the date that the accusing party became aware of the alleged ethical violation(s). The accusing party must summarize his or her position in writing, sign the summary document, and send a copy to the Academic Senate President with a cover memo requesting a formal hearing, and send another copy to the party accused of the ethical violation(s). This summary must indicate which paragraph(s) and specific sentence(s) of the policy and/or procedures on Professional Ethics of Faculty are alleged to have been violated and on what date(s) the violation(s) occurred [and, when appropriate, on what date(s) the accusing party became aware of the violation(s)]. The accused faculty member may submit a written response to the allegations to the Academic Senate President and to the accusing party.

b. When the accused faculty member is first to invoke a formal resolution process, he/she must do so within 30 working days after being informed of the outcome of the informal resolution process. The accused faculty member shall submit a written memo requesting a formal hearing to the Academic Senate President. The Academic Senate President, in turn, will notify the accusing party of the formal hearing request and ask the accusing party to summarize his or her position in writing, sign the summary document, and submit the summary to the accused party and the Senate President within 30 working days following the accusing party's receipt of the Senate President's notification. Should the accusing party fail to submit this summary, the matter will end. This summary must indicate which paragraph(s) and specific sentence(s) of the policy and/or procedures on Professional Ethics of Faculty are alleged to have been violated and on what date(s) the violation(s) occurred [and, when appropriate, on what date(s) the accusing party became aware of the violation(s)]. The accused faculty member may submit a written response to the allegations to the Academic Senate President and to the accusing party.
c. The Academic Senate President, after informing the Academic Senate Officers, shall delegate the matter, with all supporting materials, to the Academic Senate Committee on Academic Freedom and Professional Ethics (CAFPE). CAFPE or an appropriate ad-hoc committee shall handle the matter in a reasonably timely manner, preferably completing the formal process within the current semester but no later than by the end of the following semester.

d. CAFPE or the ad-hoc committee shall decide under which of the following categories the complaint falls:

(1) A matter that does not primarily involve an alleged violation of the provisions of the policy and/or procedures on Professional Ethics of Faculty. In such a case CAFPE or the ad-hoc committee shall bring its determination to an ad-hoc meeting of the Academic Senate Officers called by the Senate President. The Senate President shall communicate the determination to the President of the College.

(2) A matter similar to a prior ethical violation committed by the same faculty member. In such a case, CAFPE or the ad-hoc committee shall further determine if the Senate recommendations for resolving that prior violation were sufficiently followed. If CAFPE or the ad-hoc committee determines that the recommendations were not sufficiently followed, then CAFPE or the ad-hoc committee shall consult with the Academic Senate Officers, and should the Officers concur, the Senate President shall refer the matter to the College President who shall handle the new matter through accepted professional supervisory practices and, if necessary, through formally contracted evaluation procedures with all of its protections and guarantees.

(3) A new ethical complaint not yet addressed by the Academic Senate.

e. When CAFPE or the ad-hoc committee decides that the matter before it is indeed a new ethical complaint, the committee will request that the Academic Senate Board establish an Ad-Hoc Hearing Committee to address the complaint. Prior to referring the matter to the Academic Senate Board, CAFPE shall select a pool of qualified Ad-Hoc committee candidates for the Academic Senate Board’s consideration. The Ad-Hoc Hearing Committee shall consist of two CAFPE members, one member of the Academic Senate Executive Committee, two current Academic Senate Board members, and one non-voting alternate member. The Ad-Hoc Hearing Committee shall select its own Chair.

f. Once formally approved by the Academic Senate Board, the Ad-Hoc Hearing Committee may hear from the disputing parties and/or from other parties and may do its own fact-finding. After evaluating all the evidence, the Ad-Hoc Hearing Committee will make a determination and develop recommendations to resolve the dispute.

(1) If the accusing party withdraws from participation at any point prior to the Ad-Hoc Committee’s completion of its formal investigation, the matter will be dropped.

(2) If the accused faculty member withdraws from participation in the formal resolution process, the Ad-Hoc Hearing Committee shall send a letter to the accused faculty member advising him or her to cooperate fully in the investigative and hearing process or face having the process go forward without his or her input.

g. The Chair of the Ad-Hoc Hearing Committee and committee members will communicate the committee’s findings, determination, and recommendations to the Academic Senate Officers during an ad-hoc meeting of the Senate Officers called by the Senate President. While the Ad-Hoc Hearing Committee’s findings and determination shall remain intact, the Senate Officers shall work with the Ad-Hoc Hearing Committee to finalize the recommendations for resolving the dispute. The finalized recommendations approved by the Academic Senate Officers at this ad-hoc meeting shall be informational and instructive, not disciplinary. The recommendations of the Academic Senate Officers for resolving the dispute shall be considered final.
h. The Academic Senate President will communicate the determination and recommendations approved by the Academic Senate Officers to all of the parties in the dispute.

i. The Ad-Hoc Hearing Committee's findings and determination and the recommendations approved by the Academic Senate Officers shall not be used by the District in a formal evaluation of the faculty member and no information relevant to such matters shall be placed in the faculty member's personnel file. Any written records related to the investigation, determination, and recommendations regarding an ethical dispute shall be held in confidence in the Academic Senate Office for three years, after which the records shall be destroyed.

j. An individual who is one of the parties in a dispute may not participate in decision-making regarding the matter at any level of the formal process.
Board Agenda Item K: Approval of District Policy 3220, Prerequisites, Corequisites, and Advisories on Recommended Preparation

Board Meeting: September 17, 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 Policy 3220, Prerequisites, Corequisites, and Advisories on Recommended Preparation.

Fiscal Impact: None

Background: The policies 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 College Coordinating Council.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

Title: Prerequisites, Corequisites, and Advisories on Recommended Preparation

Legal Authority: Title 5 Sections 55002, 55200-55202, 58106

Policy No. 3220

It is the policy of the Pasadena Area Community College District to provide for the establishing, reviewing and challenging of class and curriculum prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. Prerequisites are a vital component in maintaining academic standards. The Board recognizes that ensuring high academic standards and providing a learning environment that encourages student success and fosters student access are of utmost importance. Therefore, the Board adopts this policy which calls for careful scrutiny in establishing prerequisites, corequisites, and advisories on recommended preparation and which provides for student challenges.

Approved by the Board of Trustees: Original version, October 4, 1994, Reformatted: October 16, 2006
1. College Policies and Procedures
   The College shall provide the following explanations in both the College Catalog and the Schedule of Classes:
   a. Definitions of prerequisites, corequisites, and limitations on enrollment, including the specific differences among them and the specific prerequisites, corequisites, and limitations on enrollment which have been established pursuant to Section 55200 (a)-(f) of Title 5.
   b. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student may exercise the right to make such a challenge.
   c. Definitions of advisories on recommended preparation and the right of a student to enroll in a course despite lacking the recommended preparation.

2. Challenge Process
   The College shall establish procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into a course according to a challenge process, as required in and according to provisions of Section 58106 of Title 5.

3. Curriculum Review Process
   The College certifies that the Curriculum and Instruction Committee has been established by mutual agreement of the administration and the Faculty Senate, as required in Section 55002(a)(1) of Title 5. The Curriculum and Instruction Committee shall:
   a. Establish prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment pursuant to Sections 55002, 55201, 55202, and 58106 of Title 5 and Sections 1.C.3, 1-4; II.B and II.C of the "Model District Policy."
   b. Verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in Section 55201(b) (1) of Title 5.
   c. Provide for a review of each prerequisite, corequisite, or advisory at least every six years, pursuant to Section 55201(b)(3) of Title 5. Any prerequisite or corequisite which is successfully challenged under Section 55201(f), subsections (1), (2) or (3) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law.
   d. Provide for a review of each limitation on enrollment at least every six years, pursuant to Section II.C of the "Model District Policy."

4. Implementing Prerequisites, Corequisites, and Limitations on Enrollment
   The College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process, so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which there is a pending challenge or for which further information is needed before final determination of whether the student has met the condition(s), pursuant to Section 55202(g) of Title 5.

5. Instructor's Formal Agreement to Teach the Course as Described
   The College shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline, particularly those aspects of the course that are the basis for justifying the establishment of the prerequisite or corequisite, pursuant to Section 55201(b)(2) of Title 5.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item L: Approval of District Policy 3200, Curriculum Development, Adoption, and Review

Board Meeting: September 17, 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 Policy Approval of District Policy 3200, Curriculum Development, Adoption, and Review.

Fiscal Impact: None

Background: The policies 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 College Coordinating Council.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/Président
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

Title: Curriculum Development, Adoption, and Review
Legal Authority: Title 5 Sections 55002, 55060-55072, 55805.5
Policy No. 3200
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It is the policy of the Pasadena Area Community College District that the basic responsibility and authority for educational programs in general and curriculum in particular rest with the Board of Trustees of the Pasadena Area Community College District. The expertise for curriculum development and innovation resides, though not exclusively, with the Faculty within each division. The Curriculum and Instruction Committee shall motivate operate in the curriculum process, coordinate, and maintain quality control in, and motivating for the process of curriculum review and development as defined in Title 5 and other State administrative codes and as directed by the Board of Trustees. Actions taken by the Curriculum and Instruction Committee shall be submitted for approval to the Vice President for Instruction and to the Board of Trustees. The expertise for curriculum development and innovation resides, though not exclusively, with the Faculty within each division.

The final responsibility and authority for educational programs in general and curriculum in particular rest with the Board of Trustees of the Pasadena Area Community College District.

The Board of Trustees approves the composition of the college Curriculum and Instruction Committee as established by mutual agreement of the college administration and the Academic Senate.

Approved by the Board of Trustees: April 9, 1987; Revised May 16, 1989, October 1, 1990, November 17, 1994, April 3, 1996
Title: Curriculum and Instruction Committee: General

1. Name
   The name, "Curriculum and Instruction Committee" (hereinafter cited as the "C & I Committee"), shall apply to the college-wide group charged with the disposition of curriculum proposals at Pasadena City College.

2. Charge of the Committee
   The specific charges of the C & I Committee shall be as follows:
   a. To review, evaluate, and approve curriculum proposals and educational programs in accordance with the criteria established in Title 5, California Code of Regulations and the current Curriculum Standards Handbook:
      (1) Sections 55002(a) and 55805.6
      (2) Section 55002(b) 55190, 55170
      (3) Section 55002(c) 55064, 55150-55155
   b. To review the requirements for the Associate of Arts Degree, the Associate of Science Degree, General Education Certification, Majors, Areas of Emphasis, and the Certificates of Achievement, Occupational Skills Certificates, and Certificates of Completion. In accord with this review process, division faculty and program managers will review courses required for competency requirements and general education categories of the Associates degree and courses required for a major or "area of emphasis" on an annual basis, and make modifications to existing courses and/or recommend the removal of courses and/or the addition of new courses, as appropriate. Newly developed courses must be evaluated for possible inclusion in a competency requirement and/or general education category of the Associates degree. Changes to the required degree course list are submitted to the C & I Committee for review and approval.
   c. To drop or change catalog course descriptions.
   d. To forward recommendations on curriculum proposals to the Vice President for Instruction.
   e. To establish schedules as follows:
      (1) To complete the C & I curriculum review process in sufficient time for the approval of the C & I actions by the Vice President for Instruction and the Pasadena College Board of Trustees in accordance with printing deadlines for the College catalog.
      (2) To review each academic division's curriculum periodically.
   f. To encourage the research and development of curriculum at Pasadena City College and at the Community Education Center, especially:
      (1) To promote a college-wide review and study of the literature on curriculum development and to evaluate innovative proposals generated from any college with the objective of making recommendations to the administration or divisions for curriculum development.
      (2) To organize and/or participate in workshops designed to maintain a vital, relevant and innovative curriculum.
   g. To establish an appeals procedure for the curriculum review process.
3. Composition of the Committee
   a. A faculty member shall serve as chairperson of the C & I Committee and shall receive either reassigned time equivalent to 20% of contract load; or an equivalent overload stipend for each semester.
   b. A faculty member shall serve as vice-chairperson and be prepared to serve in the absence of the chairperson if necessary. The appointed person—vice-chairperson—must be someone currently serving on the C & I Committee.
   c. The C & I Committee shall be made up of four components: Instructional Units representatives, Student representatives, Members Ex-officio, and Resource Experts.
      (1) Instructional Units Representatives
      (2) Faculty. One member from each of the following areas: the 12 academic divisions, Community Education Center, and Guidance/Counseling (14). An alternate should be designated from each of the above areas to serve as needed.
      (3) Division Deans. One division dean representing each of the four College Divisions: Applied Arts, Fine Arts, Humanities and Natural Sciences (4).
      (4) Student Representatives
         One student representing each of the four College Divisions: Applied Arts, Fine Arts, Humanities, and Natural Sciences; one of these students shall be the current Associated Students Vice President of Academic Affairs, if he/she meets criteria for qualification established in the Curriculum and Instruction Committee Procedures (4).
      (5) Members Ex-officio
         One person representing the Offices of Academic Support, Articulation, Counseling/Matriculation, Enrollment and Instructional Data Management, Career and Technical Education, Student and Learning Services, the Academic Senate, the Classified Senate (8).
      (6) Resource Experts (Non-voting)
         Representatives shall consist of, but not be limited to, representatives from Admissions and Records, Computing Services, Facilities, Institutional Planning and Research, Learning Assistance Center, Learning Resources.

4. Selection of Members
   a. Members, whose terms are effective July 1, shall be selected in April as follows: The Faculty chairperson of the C & I Committee shall be selected for a two-year term by the Executive Committee of the Academic Senate from the tenured Faculty who have served at least two years (one being immediately prior) on the C & I Committee and shall be confirmed by a two-thirds vote of the Academic Senate Board for a two-year term.
   b. The vice-chair will be appointed by the chair with approval of the C & I Committee for a two-year term.
   c. The Faculty members and alternates shall be chosen from recommendations to the Academic Senate Executive Committee and confirmed by a two-thirds vote of the Academic Senate Board.
      (1) The minimum term for Faculty members and alternates shall be two (2) years.
      (2) The chairperson of the C & I Committee shall provide an orientation for all new members and alternates in the spring of each year.
   d. The four division deans shall be chosen by the Office of Instructional Administration.
   e. The Vice President of Academic Affairs of the Associated Students shall serve as a voting student member of the C & I Committee. If the Vice President does not meet the
membership criteria, then he/she shall serve as a non-voting member and a qualified voting alternate shall be selected.

f. The other three voting student members of the C & I Committee along with the voting alternate, if necessary, shall be selected each spring semester. Student members and alternates shall be nominated by the Associated Student Board from recommendations made by the academic divisions to the Academic Senate Executive Committee and confirmed by a two-thirds vote of the Academic Senate Board. The four voting members shall represent the four College Divisions of the College.

(1) The term of office for members shall be one (1) year.

(2) Each student shall be a full-time (12 hours), or by exception granted by the C & I Committee a three-quarter-time (9 hours) student with a minimum overall GPA of 2.75.

5. Procedural Guidelines
   b. The committee chairperson shall develop C & I Committee meeting schedules based on expected workload, catalog publishing dates, and other deadlines that require a timely completion of the C & I Committee business.
   c. A written notice of each meeting--along with all relevant paperwork--shall be provided at least one week in advance of the meeting.
   d. A recording secretary shall provide in a timely manner a written record of C & I Committee meetings.

6. Voting Procedures
   a. Each member of the C & I Committee shall have one vote. If a voting member is absent, an alternate member may vote.
   b. The committee chairperson may exercise the right to vote only in the event of a tie.
   c. Voice votes shall ordinarily be the method of recording decisions. However, special circumstances may demand that individual votes of members be counted either by show of hands or by roll call.
   d. A quorum shall exist when one over half of the C & I Committee membership is in attendance. The committee chairperson or vice chairperson must be in attendance.

7. Standing subcommittees of the C & I Committee shall be charged with specific duties and responsibilities as defined by the C & I Committee.
   a. Standing Subcommittee on Style and Mechanics
      A standing subcommittee for curriculum shall be formed to examine each course proposal. In particular, this subcommittee shall examine each proposal to ensure that it is written in correct catalog style, meets State requirements, and has the correct prerequisite(s), units, and class or lab hours. This subcommittee shall be comprised of:
      (1) The chairperson of the C & I Committee or his/her designee, who shall act as convener of the subcommittee;
      (2) An administrative representative of the Office of Instructional Administration;
      (3) The person(s) deemed appropriate by the chairperson of the C & I Committee
   b. Standing Subcommittee on In-Service Education
      A standing subcommittee for in-service education shall be formed to coordinate in-service education for Instructional Units. This subcommittee shall be comprised of:
      (1) The chairperson of the C & I Committee or his/her designee, who shall act as convener of the subcommittee;
      (2) An administrative representative of the Office of Instructional Administration;
      (3) The person(s) deemed appropriate by the chairperson of the C & I Committee.
Amendments to these Policies and Procedures shall be governed by the following guidelines:

a. Proposed amendments shall accompany written announcements of meetings, or they shall be brought to the attention of the C & I Committee members at a regular meeting under new business.

b. Proposed amendments shall be written specifically and accurately. They must be signed by at least two C & I Committee members. Copies shall be made available to all C & I Committee members.

c. Proposed amendments must be approved by a majority vote of the C & I Committee members.

d. Even though the approved amendments shall be effective immediately, they shall be subject to the approval of the Academic Senate Board, and review of the Vice President for Instruction, the Superintendent-President of the College, and the Board of Trustees of Pasadena City College.
1. For distance education courses the following course approval process has been established:
   a. Each proposed or existing course offered by distance education shall be reviewed and approved separately.
   b. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Pasadena Area Community College District Policy 3200, Curriculum Development, Adoption, and Review. Distance education courses shall be approved under the same conditions and criteria as all other courses.

2. Distance education courses will be certified as to the following:
   a. When approving distance education courses, the C & I Committee will certify:
      (1) Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
      (2) Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the C & I Committee approval procedures.
      (3) Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students. Regular effective contact is defined as: All approved courses offered as distance education include regular effective contact between instructor and students through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

3. All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes to the course outline.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 12F,
September 26, 2008

Board Meeting Date: September 17, 2008

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

GROUP: Geology 12F students
NUMBER: 27 students; 1 faculty
DATE: September 26, 2008
TIME: 8:00 a.m. – 4:00 p.m.
DESTINATION: Arroyo Seco, Pasadena, to Long Beach, California
EVENT: Examine local hydrologic cycle
TRANSPORTATION: District vehicles
ADVISOR(S): Division of Natural Sciences: Elizabeth Shadman, Instructor
NOT TO EXCEED: $300.00 (transportation – 3 vans @ $100 each)

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

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2008-09 Adopted Budget in account code 01-5250-1502-0000 (Natural Sciences: Physical Sciences).

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

Submitted by:

\[Signature\]
Division Dean, Natural Sciences

Recommended for Approval:

\[Signature\]
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 30A, October 18, 2008

Board Meeting Date: September 17, 2008

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

GROUP: Geology 30A students
NUMBER: 27 students; 1 faculty
DATE: October 18, 2008
TIME: 8:00 a.m. – 4:00 p.m.
DESTINATION: Wheeler Gorge, Ojai, California
EVENT: Observation of results from tectonic activity in the Western Transverse Range
TRANSPORTATION: District vehicles
ADVISOR(S): Division of Natural Sciences: Bryan Wilbur, Instructor
NOT TO EXCEED: $200.00 (transportation – 2 vans at $100 each)

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

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

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2008-09 Adopted Budget in account code 01-5250-1502-0000 (Natural Sciences: Physical Sciences).

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

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

GROUP: Math 5A, 8 and 125 students
NUMBER: 108 students, 12 faculty
DATE: September 26-27, 2008
TIME: Depart: 09/26/08, 12:00 noon
      Return: 09/27/08, 4:00 p.m.
DESTINATION: Hurkey Creek Park Campground, 56375 Highway 74, Mountain Center, California
EVENT: Collect data for use in classroom to show real-world applications of mathematics
TRANSPORTATION: Bus, district cargo vans, private automobiles
ADVISOR: Division of Mathematics: Carrie Mortensen, Instructor; Jay Cho, Assistant Professor; Ann Davis, Assistant Professor; Hassan Kasfy, Instructor; Jude Socrates, Professor; Division of Natural Sciences: John Sepikas, Assistant Professor; Wendie Johnston, Professor; Richard Johnston, Instructor; Bryan Wilbur, Instructor; Darcy Mack, Instructor; Khuloud Sweimeh, Instructor; Valerie Foster, Instructor.

$3867.00 (transportation, $3,000 [2 vans x $100 each x 3 days - includes charge for Sunday; 2 school buses X 2 days @ $600 each per day]; campground site fees, $510; campsite expenses and supplies, $357)

Students will be camping out and providing their own meals. Buses will drop off and pick up next day.

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

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

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2008-09 Adopted Budget in account code 03-5250-5242-0000 (NSF MaS Grant).

BACKGROUND: This instructional field trip is requested by the Division Dean, Mathematics.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Ratify Mileage Authorization

Board Meeting Date: September 17, 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 hourly employees whose names are listed on the attached page to receive mileage reimbursement for approved travel on District business effective July 1, 2008 through June 30, 2009.

FISCAL IMPLICATIONS: Funds for this purpose will be provided in the 2008-09 Adopted Budget in the cost center listed.

BACKGROUND: The Dean for Health Sciences has requested these mileage reimbursements.
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: September 17, 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 $9,262.47.

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

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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:
Mark J. Zanni
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Paullette Perfumo
Superintendent/President
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Grand total: $9,262.47
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

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

Board Meeting Date: September 17, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Workers’ Compensation Self-Insurance Fund Bank account in the amount of $19,929.14.

FISCAL IMPLICATIONS: The funds were expended for Medical, Travel, Legal, and Benefit Payments.

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

Submitted by:

Odesa Walker  
Director, Fiscal Services

Recommended for Approval:

Mark J. Zanoni  
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulette G. Perform  
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

CONSENT ITEM TITLE:  
Approve/Amend/Renew Contracts

Board Meeting Date:  September 17, 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/amend/renew the contracts listed on the attached pages.

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

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

Submitted by:  
Sherry Hass  
Director, Business Services

Recommended for Approval:  
Mark J. Zanotti  
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  
Paullett D. Perfumo  
Superintendent/President
# REVIEW OF TRANSACTIONS AND CONTRACTS

## PASADENA AREA COMMUNITY COLLEGE DISTRICT

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<td>$7,500.00</td>
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<td>Visual Arts &amp; Media Studies 1701-0000 &amp; Foundation Account</td>
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<td>B-97415-9</td>
<td>CF Environmental, Inc.</td>
<td>$20,045.00</td>
<td>To provide environmental testing and inspection for hazardous materials in the T and K Buildings prior to demolition 9/18/08 thru 5/01/09</td>
<td>M/P Arts Building 7404-0000</td>
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<td>B-97118-8</td>
<td>Kleinfeld</td>
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<td>To extend term of agreement for inspection and materials testing services from 6/30/08 to 6/30/09</td>
<td>M/P Industrial Technologies Building &amp; Campus Center</td>
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<td>B-97268-8</td>
<td>Apple One Employment Services</td>
<td>$6,000.00</td>
<td>To increase amount of agreement for extended temporary clerical assistance for an amount not-to-exceed $36,000.00 and extend term from 12/31/08 thru 6/30/09</td>
<td>President's Office 4000-0000</td>
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<td>Arcadia Unified School District</td>
<td>$11,000.00</td>
<td>To provide use of facilities at Arcadia High School for Extended Learning Center classes 9/01/08 thru 6/30/09</td>
<td>Extended Learning Center 4402-0000</td>
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<td>B-96832-7</td>
<td>San Marino Unified School District</td>
<td>$11,500.00</td>
<td>To provide use of facilities at San Marino High School for Extended Learning Center classes 9/01/08 thru 6/30/09</td>
<td>Extended Learning Center 4402-0000</td>
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**Consent Item No. 52-B**

September 17, 2008
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Career and Technical Education Activity

Board Meeting Date: September 17, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the Career and Technical Education activity listed below:

Approve:

October 9, 2008 – Career Pathway Workshop at Altadena Town & Country Club, to present information that shows the roles that academic as well as Career and Technical Education managers and instructors should play in the process of developing articulation agreements. Anticipated expenses not-to-exceed $9,000.00 for presenter, facility, materials and refreshments for approximately 50 participants. Cost Center: 03-5210-5115-0000, Tech Prep (Grant)

FISCAL IMPLICATIONS: Funds for this activity will be budgeted in the cost center listed.

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

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: September 17, 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:

Approve:

March 6, 2007 through August 31, 2008 June 30, 2009 - Regional Activities identified in PCC/Chancellor’s Office Grant Agreement for Statewide Strategic Initiative – Multimedia Entertainment Initiative Center Hubs for which the District is designated as the fiscal agent. Activities occur throughout California. Cost Center: 03-5210-5122-0607, 03-5210-5122-0708, and 03-5210-5122-0000, Multimedia Entertainment Initiative Center Hubs

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

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

Submitted by:
Cherry Hase
Director, Business Services

Recommended for Approval:
Mark J. Zavoni
Interim Vice President, Administrative Services

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

CONSENT ITEM TITLE:
Approve/Ratify Career and Technical Education Activities

Board Meeting Date: October 3, 2007

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 Career and Technical Education activities listed below:

Approve:

October 8, 2007 through December 10, 2007 – Weekly Career and Technical Education Task Force Meetings at PCC, to improve the declining rate of successful course completion in the Career and Technical Education Programs. Anticipated expenses not-to-exceed $1,000.00 for materials, supplies and refreshments for approximately 20 participants. Cost Center: 03-5210-5100-0000, VTEA: Administration

November 3, 2007 through June 30, 2008 – Amgen DNA Workshops at West High School, Torrance, CA, 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

Ratify:

March 6, 2007 through August 31, 2008 – Regional Activities identified in PCC/Chancellor's Office Grant Agreement for Statewide Strategic Initiative – Multimedia Entertainment Initiative Center Hubs for which the District is designated as the fiscal agent. Activities occur throughout California. Cost Center: 03-5210-5122-0607 and 03-5210-5122-0000, Multimedia Entertainment Initiative Center Hubs

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

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

Submitted by:

Director, Business Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Contract with Chancellor’s Office for Collection of Outstanding Student Obligations

Board Meeting Date: September 17, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the interim Vice President for Administrative Services to enter into and execute a contract with the Chancellor’s Office, State of California, to participate in the Chancellor’s Office Tax Offset Program (COTOP) and authorize payment. The term of the contract shall be from October 1, 2008 through December 29, 2009, which, as defined by the Franchise Tax Board, is the end of the 2009 interagency program processing year.

The District will pay the Chancellor an amount equal to but not greater than twenty-five percent (25%) of the amount which the Chancellor collects on behalf of the District from the State Franchise Tax Board.

FISCAL IMPLICATIONS: This will assist the District in the collection of defaulted loans, helping to lower the NSL, EOP and NDSL/Perkins default rate.

BACKGROUND: The Board of Trustees, at their regular meeting held October 21, 1982, authorized the District to enter into a contract with the Chancellor’s Office for collection of outstanding student obligations, in accordance with Assembly Bill 2347, Chapter 927, Statute of 1982.

The contract will allow the District to take advantage of the State Franchise Tax Board Income Tax Offset Program for collection of defaulted loans and overpayment of grants and scholarships. This means that, if a student has an outstanding obligation with the District, files a State Income Tax form and a refund is due, the program will deduct the amount owed to the District.

To date, this program has resulted in a net return to the District of $271,138.39 through June 30, 2008.

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Ratify Approval to Enter into an Agreement with Los Angeles County Office of Education for Data Processing Services

Board Meeting Date: September 17, 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 action of the Interim Vice President for Administrative Services to enter into and execute an agreement with the Los Angeles County Office of Education, 9300 East Imperial Highway, Downey, California 90242-2890 for Data Processing Services. The County Superintendent shall provide the District with machine readable payroll information related to labor distribution, fringe employer contribution and employee database information. Estimated annual cost is $85,000.00. The term of this agreement shall be July 1, 2008 through June 30, 2009.

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted in the 2008-2009 budget in Cost Center 01-5820-3200-0000, Fiscal Services.

BACKGROUND: The Los Angeles County Office of Education shall provide the District with tapes containing required personnel and payroll information. The District shall return the tapes within 30 days.

Submitted by:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approve Purchasing Transactions

Board Meeting Date: September 17, 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 P09-00824 through P09-00952.

FISCAL IMPLICATIONS: Funds for this purpose will be provided in the 2008-2009 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 July 16, 2008, Bylaw No. 1600. The purchase orders listed on the attached report include orders that are $500 or more.

Submitted by:

Edgar R. Neuwirth
Director, Purchasing Services

Recommended for Approval:

Mark J. Zanni
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulette J. Perfumo
Superintendent/President
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* Indicates Vendor is located within the Pasadena Area Community College.
> Indicates local branch utilized outside of District as required by Vendor.
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<td>LABORATORY/BEAUTY SUP.</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>01</td>
<td>2,063.92</td>
</tr>
<tr>
<td>P09-00922</td>
<td>ROCKVIEW FARMS</td>
<td>FOOD/MEAL SERVICE</td>
<td>CHILDEV</td>
<td>33</td>
<td>2,350.00</td>
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<tr>
<td>P09-00923</td>
<td>SMART &amp; FINAL</td>
<td>FOOD/MEAL SERVICE</td>
<td>CHILDEV</td>
<td>33</td>
<td>2,486.75</td>
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<tr>
<td>P09-00924</td>
<td>SYSCO FOOD SERVICES OF LA</td>
<td>FOOD/MEAL SERVICE</td>
<td>CHILDEV</td>
<td>33</td>
<td>12,000.00</td>
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<tr>
<td>P09-00925</td>
<td>CHANGEOURFILTERS.COM</td>
<td>AIR CONDITIONING SYS/SERVICE</td>
<td>FACILITIES</td>
<td>01</td>
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<tr>
<td>P09-00927</td>
<td>CAROLINA BIOLOGICAL SUPPLY CO</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>NATURAL SCIENCE</td>
<td>01</td>
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<td>P09-00930</td>
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<td>BOOKS</td>
<td>CEC</td>
<td>03</td>
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<tr>
<td>P09-00931</td>
<td>THE KAPLAN COMPANY</td>
<td>BOOKS</td>
<td>CEC</td>
<td>03</td>
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<tr>
<td>P09-00933</td>
<td>CALIFORNIA DRIVING SCHOOL</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>POLICE</td>
<td>01</td>
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<tr>
<td>P09-00935</td>
<td>COUNCIL FOR OPPORTUNITY IN EDUCATION</td>
<td>MEMBERSHIP FEES</td>
<td>EOPS</td>
<td>01</td>
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<td>P09-00937</td>
<td>CORPORATE EXPRESS</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>LANGUAGES DIVISION</td>
<td>01</td>
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<td>P09-00940</td>
<td>AMERICAN FOOTHILL PUBLISHING CO.</td>
<td>PRINTING SERVICES</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>01</td>
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<tr>
<td>P09-00943</td>
<td>AIRGAS DUARTE</td>
<td>LABORATORY/BEAUTY SUP.</td>
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<tr>
<td>P09-00944</td>
<td>TW GRAPHICS GROUP</td>
<td>ART SUPPLIES</td>
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<td>529.33</td>
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<tr>
<td>P09-00946</td>
<td>TAKACH PRESS CORPORATION</td>
<td>ART SUPPLIES</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>01</td>
<td>545.90</td>
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<tr>
<td>P09-00948</td>
<td>SMITH INC.: DANIEL</td>
<td>ART SUPPLIES</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
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<td>1,883.65</td>
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<td>P09-00952</td>
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<td>CEC</td>
<td>01</td>
<td>2,432.25</td>
</tr>
</tbody>
</table>

$587,128.72

* Indicates Vendor is located within the Pasadena Area Community College.
> Indicates local branch utilized outside of District as required by Vendor.
Consent Item No. 57-B  
September 17, 2008

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Inc/Dec...</th>
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</thead>
<tbody>
<tr>
<td>24842</td>
<td>XEROX CORPORATION</td>
<td>Increase PO per Dept.</td>
<td>Office Svs</td>
<td>01</td>
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<td>P09-00234</td>
<td>VORTEX INDUSTRIES</td>
<td>Increase PO per Dept.</td>
<td>Facilities</td>
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<td>5,148.57</td>
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<td>P09-00456</td>
<td>ISC ELECTRONIC SYSTEMS</td>
<td>Decrease PO per Dept.</td>
<td>Facilities</td>
<td>01</td>
<td>685.00</td>
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<td>P09-00475</td>
<td>ANIXTER, INC.</td>
<td>Increase PO per Dept.</td>
<td>Project Center</td>
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<td>5,000.00</td>
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<tr>
<td>P09-00476</td>
<td>CONSOLIDATED ELEC. DIST. (CED)</td>
<td>Increase PO per Dept.</td>
<td>Project Center</td>
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<td>8,000.00</td>
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<td>P09-00685</td>
<td>DAVID H. FELL COMPANY</td>
<td>Decrease PO per Dept.</td>
<td>Visual Arts &amp; Media Studies</td>
<td>01</td>
<td>7,115.36</td>
</tr>
</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College.  
> Indicates local branch utilized outside of District as required by Vendor.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Change Orders, Measure P Projects Industrial Technology and Campus Center/Bookstore Buildings

Board Meeting Date: September 17, 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 Change Order Number (13) to Douglas E. Barnhart, Inc. for Contract Number C2899-8, Measure P Industrial Technology (IT) and Campus Center/Bookstore (CCB) Buildings. As part of the agreement between Barnhart and the District, change orders may be related to the contract, labor, equipment and/or materials.

Change Order #13: Add for the additional scope of demolition of the existing suspended ceiling grid system in the Multi-function room, Circadian and the Staff Dining Room. The amount for this change order is Nine Thousand Five Hundred Dollars ($9,500.00).

Also add for the additional scope of the demolition of existing terrazzo flooring in room #E-130 of the Campus Center building. The amount for this change order is Four Thousand Five Hundred Sixty-Four Dollars ($4,564.00).

Also repair existing holes through floor decks at the Campus Center building. These holes were discovered upon demolition of the existing flooring. The holes must be patched in order to receive a new floor finish. The amount for this change order is Sixteen Thousand Dollars ($16,000.00).

The combined total amount of Change Order #13 is Thirty Thousand Sixty Four Dollars ($30,640).

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2008-2009 District Budget under the following cost centers shown:

42-6250-7403-0000 (M/P Industrial Technologies Building)
42-6250-7405-0000 (M/P Campus Center Building)

BACKGROUND: Periodic change orders to the original construction contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the construction contract up to ten percent (10%) of the original contract amount. On September 5, 2007, the Board awarded Bid 865 to Douglas E. Barnhart, Inc. and authorized the issuance of Contract Number C-2899-8.
<table>
<thead>
<tr>
<th>CO #</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>C.O. AMOUNT</th>
<th>ADJUST (-) / +</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>04/23/08</td>
<td>Add to replace details #8 on sheet S6.01 structural steel drawings.</td>
<td>2,279</td>
<td>2,279</td>
<td>2,213,673</td>
</tr>
<tr>
<td>02</td>
<td>04/23/08</td>
<td>Add to delete demolished scope of work previously performed.</td>
<td>29,320</td>
<td>29,320</td>
<td>2,184,353</td>
</tr>
<tr>
<td>03</td>
<td>04/23/08</td>
<td>Add for additional grading and compaction for removal of footings.</td>
<td>18,000</td>
<td>18,000</td>
<td>2,168,353</td>
</tr>
<tr>
<td>04</td>
<td>04/23/08</td>
<td>Add for structural seismic reinforcement to existing columns.</td>
<td>163,795</td>
<td>163,785</td>
<td>2,022,588</td>
</tr>
<tr>
<td>05</td>
<td>05/22/08</td>
<td>Deduct the value of work performed by District.</td>
<td>-14,370</td>
<td>-14,370</td>
<td>2,018,958</td>
</tr>
<tr>
<td>06</td>
<td>05/22/08</td>
<td>Add concrete grade beam and steel supports.</td>
<td>9,879</td>
<td>9,879</td>
<td>2,007,079</td>
</tr>
<tr>
<td>07</td>
<td>05/22/08</td>
<td>Add for installation/replacement of fire suppression system.</td>
<td>44,477</td>
<td>44,477</td>
<td>1,962,602</td>
</tr>
<tr>
<td>08</td>
<td>05/22/08</td>
<td>Add for installation of sheet metal and copper tubing.</td>
<td>27,139</td>
<td>27,139</td>
<td>1,935,463</td>
</tr>
<tr>
<td>09</td>
<td>06/04/08</td>
<td>Add for relocation of HVAC duct paths.</td>
<td>3,573</td>
<td>3,573</td>
<td>1,931,890</td>
</tr>
<tr>
<td>10</td>
<td>07/16/08</td>
<td>Add for removal/replacement of metal deck and lose concrete.</td>
<td>79,552</td>
<td>79,552</td>
<td>1,852,338</td>
</tr>
<tr>
<td>11</td>
<td>08/20/08</td>
<td>Add for furring of wall surface to achieve uniform finish.</td>
<td>91,314</td>
<td>91,314</td>
<td>1,761,024</td>
</tr>
<tr>
<td>12</td>
<td>08/20/08</td>
<td>Add for removal/replacement of HVAC ducting and diffusers; also</td>
<td>65,015</td>
<td>65,015</td>
<td>1,696,009</td>
</tr>
<tr>
<td></td>
<td></td>
<td>demolish/refinish Campus Center rooms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>09/02/08</td>
<td>Add for demolition of existing suspended ceiling grid system and existing</td>
<td>30,064</td>
<td>30,064</td>
<td>1,665,945</td>
</tr>
<tr>
<td></td>
<td></td>
<td>terrazzo flooring; for repair of existing holes through floor decks.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Value of Executed Change Orders**: $550,007

**Contract Amount with Executed Change Orders**: $44,869,055

**Remaining Project Contingency**: $1,665,945

**Percentage of Impact by Change Orders to Overall Contract**: 1.23%
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approve Staff Development Activities

Board Meeting Date: September 17, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the Staff Development activities listed below:

Approve

September 24, 2008 through June 30, 2009 – Human Resource Technology Training Workshops, at PCC and off-campus locations within District. Anticipated expenses not-to-exceed $6,000.00 for workshops, supplies, rentals, speakers, materials and refreshments for approximately 350 participants. Cost Centers: 01-5210-4302-0402, District Professional Development, 03-5210-5500-0000, Technology Training, and 01-5210-5504-0000, SB1131 Professional Development

September 24, 2008 through June 30, 2009 – Human Resources/Diversity Activities by the Campus Change Network, at PCC and off-campus locations within District. Anticipated expenses not-to-exceed $3,500.00 for workshops, supplies, rentals, speakers, materials and refreshments for approximately 350 participants. Cost Center: 03-5210-5502-0000, AB1725 Staff Diversity

October 1, 2008 – Fall 2008 Flex Day at PCC, for faculty and classified staff. Anticipated expenses not-to-exceed $35,000.00 for supplies, duplicating, speakers and approved travel related expenses and refreshments for approximately 1,100 participants. Cost Center: 01-5210-4000-0000, President’s Office

FISCAL IMPLICATIONS: Funds for these activities will be budgeted in the cost centers indicated.

BACKGROUND: Staff Development activities are designed to enhance excellence and enable the staff to meet the needs of a changing student population. Training sessions, retreats and workshops are held on various topics.

Submitted by:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approve and Ratify Professional Conference Attendance

Board Meeting Date: September 17, 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 and ratify the following conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

Approve

ATTENDEE: Cynthia Olivo
LOCATION: Hispanic Association of Colleges and Universities Annual Conference
Denver, Colorado
DATES: October 10-14, 2008
PURPOSE: Information on federal grant programs and opportunities available to Hispanic Serving Institutions (HSI).
CHARGES: $2,105.00
COST CENTER: 01-5210-2300-0010
RECOMMENDED BY: Dr. Lisa Sugimoto

ATTENDEES: Dr. Paulette J. Perfumo and William Thomson
LOCATION: Association of Community College Trustees (ACCT) 39th Annual Leadership Congress, New York City, New York
DATES: October 29-November 2, 2008
PURPOSE: Learn about policies and trends that will assist in planning for future leadership.
CHARGES: $3,650.00 per attendee
COST CENTER: 01-5210-4000-0000
RECOMMENDED BY: Dr. Paulette J. Perfumo

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

(continued on next page)

Submitted by:

Director, Business Services

Recommended for Approval:

Vice President/ Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
Ratify

ATTENDEE: Nick Mata
DATES: September 16, 2008
PURPOSE: Learn effective retention activities for low-income students and non-cognitive measure for Student Support Services outcomes.
CHARGES: $2,194.00
COST CENTER: 03-5210-5302-0000
RECOMMENDED BY: Dr. Lisa Sugimoto

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

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

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

CONSENT ITEM TITLE:
Approve/Ratify Stipends for Classified and Unclassified Personnel

Board Meeting Date: September 17, 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 2008-09.

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>George, Cynthia</td>
<td>4,000.00</td>
<td>Conduct data collection research and analysis for the statewide Multimedia &amp; Entertainment Initiative Hub activities on an as needed basis, under the direction of John Avakian, statewide MEI director. PCC is the fiscal agent for the grant. (Career &amp; Technical Education)</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources
Recommended for Approval:
Interim 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:
Approve/Ratify Stipends for Academic Personnel

Board Meeting Date: September 17, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the person listed below to be employed in a special project as listed for the College year 2008-09, or any portion thereof, as stated in the contract.

<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starbird, Carrie</td>
<td>3,050.00</td>
<td>National Science Foundation (Mathematics and Science) Grant—working with faculty overseeing Math Path, a vital component of the grant which includes planning and overseeing fieldtrips, 10-15-08 to 12-15-08</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources
Recommended for Approval:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
CONSENT ITEM TITLE: Employment of Hourly Credit Teachers and Substitute Teachers, 2008-2009

Board Meeting Date: September 17, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons on the attached list to be employed as temporary teachers of credit classes approved for 2008-2009.

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

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources
Recommended for Approval:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
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</thead>
<tbody>
<tr>
<td>Alvarez, Pearl</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Languages</td>
</tr>
<tr>
<td>Barbari, Nicole</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Berman, Lynne</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>4</td>
<td>Visual Arts and Media Studies</td>
</tr>
<tr>
<td>Bickel, Yuko</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>1</td>
<td>Languages</td>
</tr>
<tr>
<td>Duran, Angelica</td>
<td>Adjunct Faculty</td>
<td>D</td>
<td>1</td>
<td>Social Sciences</td>
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<tr>
<td>Fergason, Dennis</td>
<td>Adjunct Faculty</td>
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<td>1</td>
<td>Languages</td>
</tr>
<tr>
<td>Fishman, Robyn</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Friedman, Bruce</td>
<td>Adjunct Faculty</td>
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<td>1</td>
<td>Social Sciences</td>
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<tr>
<td>Jong, Chih-Yun</td>
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<td>7</td>
<td>Languages</td>
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<tr>
<td>Konsmo, Michael</td>
<td>Adjunct Faculty</td>
<td>C</td>
<td>1</td>
<td>English</td>
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<tr>
<td>Lavatori, Gerard</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>7</td>
<td>English</td>
</tr>
<tr>
<td>Mendoza, Zoila</td>
<td>Adjunct Faculty</td>
<td>B</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Myint, MonMon</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Ray, Dorothy</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Performing and Communication Arts</td>
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<tr>
<td>Rivera, Joseph</td>
<td>Adjunct Faculty</td>
<td>C</td>
<td>1</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Selsby, David</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
</tr>
<tr>
<td>Sharnazyan, Elizabeth</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Thomas, Deborah</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Visual Arts and Media Studies</td>
</tr>
<tr>
<td>Washington, Sara</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Kinesiology Health and Athletics</td>
</tr>
<tr>
<td>Watson, Edward</td>
<td>Adjunct Faculty</td>
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<td>7</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Willenberg, Patricia</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>English</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Board Meeting Date: September 17, 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>McGuire, Karen</td>
<td>D-33</td>
<td>From: 100% - 10 months To: 73.4% - 10 months</td>
<td>09/02/08 – 12/19/08</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staley, Douglass</td>
<td>B-27</td>
<td>From: 100% - 10 months To: 86.6% - 10 months</td>
<td>09/02/08 – 06/19/09</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business &amp; Computer Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transaction within budget limits.

Submitted by:
Office of Human Resources

Recommended for Approval:
Interim Dean, Human Resources

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

CONSENT ITEM TITLE:
Salary Compensation Factors—Large Group Instruction

Board Meeting Date: September 17, 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, pursuant to the agreement with the Pasadena City College Faculty Association, Article 5.6.2, that the following named employee(s) be assigned salary compensation factors as noted for the fall semester 2008:

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>LOAD RATIO</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiotas, Julie</td>
<td>Social Sciences</td>
<td>1.108</td>
<td>0429, 2684 (ITV)</td>
</tr>
<tr>
<td>Price, Paul</td>
<td>Social Sciences</td>
<td>1.018</td>
<td>2882 (ITV)</td>
</tr>
<tr>
<td>Shockro, Ellen</td>
<td>Social Sciences</td>
<td>1.018</td>
<td>1904 (ITV)</td>
</tr>
<tr>
<td>Urangea, David</td>
<td>Social Sciences</td>
<td>1.090</td>
<td>2283</td>
</tr>
<tr>
<td>Foster, Rod</td>
<td>Visual Arts/Media Std</td>
<td>1.054</td>
<td>0830, 1007, 2419</td>
</tr>
<tr>
<td>Futtner, Joe</td>
<td>Visual Arts/Media Std</td>
<td>1.072</td>
<td>0081, 0083, 0084, 0086</td>
</tr>
<tr>
<td>Hallinger, Jane</td>
<td>Visual Arts/Media Std</td>
<td>1.036</td>
<td>2644, 3584</td>
</tr>
<tr>
<td>Haynes, Sandra</td>
<td>Visual Arts/Media Std</td>
<td>1.054</td>
<td>0080, 0082, 0085</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>ADDITIONAL HOURS/WEEK</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dabelow, Kathryn</td>
<td>Social Sciences</td>
<td>1</td>
<td>1128 (ITV)</td>
</tr>
<tr>
<td>Forman, Kurt</td>
<td>Social Sciences</td>
<td>2</td>
<td>0345, 0451 (ITV)</td>
</tr>
<tr>
<td>Schander, Mary</td>
<td>Social Sciences</td>
<td>1</td>
<td>3579 (ITV)</td>
</tr>
<tr>
<td>Yamauchi, Kent</td>
<td>Social Sciences</td>
<td>1</td>
<td>2092 (ITV)</td>
</tr>
<tr>
<td>Andres, Annalee</td>
<td>Visual Arts/Media Std</td>
<td>1</td>
<td>0327</td>
</tr>
<tr>
<td>Foster, Rod (O/L)</td>
<td>Visual Arts/Media Std</td>
<td>3</td>
<td>0418, 1008, 1347</td>
</tr>
<tr>
<td>Keast, Brent</td>
<td>Visual Arts/Media Std</td>
<td>1</td>
<td>3335</td>
</tr>
<tr>
<td>Larson, Candice</td>
<td>Visual Arts/Media Std</td>
<td>1</td>
<td>2337</td>
</tr>
<tr>
<td>Mael, Phyllis</td>
<td>Visual Arts/Media Std</td>
<td>1</td>
<td>0213</td>
</tr>
<tr>
<td>Sierra, Joseph</td>
<td>Visual Arts/Media Std</td>
<td>2</td>
<td>2413, 2414</td>
</tr>
<tr>
<td>Wright, Timothy</td>
<td>Visual Arts/Media Std</td>
<td>2</td>
<td>0087</td>
</tr>
</tbody>
</table>

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

BACKGROUND: In conformance with the agreement with the Pasadena City College Faculty Association, Article 5.6.2.

Submitted by:
Office of Human Resources

Recommended for Approval:

Interim 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: September 17, 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>Hunter, Tamieka</td>
<td>46A</td>
<td>75% - 11 mc.</td>
<td>09/18/08</td>
</tr>
<tr>
<td>Educational Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upward Bound</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Diana Felix</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funded position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Klecker, Katherine</td>
<td>40B</td>
<td>50% - 10 mc.</td>
<td>09/29/08</td>
</tr>
<tr>
<td>Department Laboratory Technician III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maybank, Patricia</td>
<td>36A*</td>
<td>100% - 12 mo.</td>
<td>09/22/08</td>
</tr>
<tr>
<td>Admissions and Records Clerk II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions and Records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Michele Hernandez</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Szamet, Nicolas</td>
<td>40A</td>
<td>100% - 12 mo.</td>
<td>09/18/08</td>
</tr>
<tr>
<td>Flea Market/Auxiliary Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Affairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Aaron Schaefer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Includes 5% shift B differential

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transactions within budget limits

Submitted by:
Office of Human Resources

Recommended for Approval:
Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mancini, Cha</strong></td>
</tr>
<tr>
<td><strong>From:</strong> Secretary I 39F 15 yrs. 100% - 12 mo.</td>
</tr>
<tr>
<td>Business Services</td>
</tr>
<tr>
<td><strong>To:</strong> Human Resources Technician I 39F 15 yrs. 100% - 12 mo. 10/01/08</td>
</tr>
<tr>
<td>Human Resources</td>
</tr>
<tr>
<td>Replacing: Hilda Rausini</td>
</tr>
</tbody>
</table>