NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, October 1, 2008

7:00 P.M. CLOSED SESSION
8:00 P.M. OPEN SESSION

MEETING NO. 20

REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 20, a Regular Business Meeting. The Open Session will begin at 7:00 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 8:00 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.

BOARD WORKSHOP/NEW BOARD MEMBER ORIENTATION
6:00 P.M. – 7:00 P.M.
TOPIC: STUDENT SERVICES UPDATE

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
   Government Code §54957 Public Employee Evaluation (Superintendent/President)

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. 17, Regular Business Meeting, September 3, 2008; Meeting No. 19, Regular Business Meeting, September 17, 2008.
   E. APPROVAL OF CONSENT ITEMS (see page 3, attached)
F. DISTANCE EDUCATION

G. APPROVAL OF ADDITIONS TO THE NON-CREDIT CURRICULUM [TAB G]

H. DISCUSSION, WITH POSSIBLE ACTION: PUSD BOND INITIATIVE

I. REQUEST FOR PRESENTATION: ANNUAL CLASSIFIED REVIEW PROCESS (Dr. Mann)

J. REQUEST FOR GENERAL DISCUSSION OF EMPLOYEE HIRING PROCESS (Dr. Mann)

K. PRESIDENT'S REPORT

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

M. FUTURE BOARD MEETING DATES

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT
CONSENT ITEMS

14-S Approval of Student Travel – ASPCC to Student Senate General Assembly – Fall, San Jose, CA, October 24-26, 2008
15-S Approval of Student Travel – ASPCC Executive Board to CCCSAA Conference, San Diego, CA, October 17-19, 2008
16-S Approval of Student Travel – PCC Cross Cultural Center, Los Angeles, CA, November 6, 2008
17-S Approval of Student Travel – Community College Green Summit, Pasadena, CA, October 8-9, 2008
18-S Approval of Mileage Reimbursement, Hourly Employees, Fall 2008, Winter and Spring 2009
19-S Approval of Student Travel – PCC DANA Club – Searsie Dry Lake, Trona, CA, October 10-11, 2008

21-I Amendment to Consent Item 17-I, Approval of Instructional Trips for PCC Forensics Team, 2008-2009
22-I Approval of Instructional Trip for NSF MaS Grant Students, October 9-12, 2008
23-I Approval of Instructional Trip for Music 55 and 61, October 13, 2008
24-I Approval of Instructional Trip for Music 55 and 61, October 21, 2008
25-I Approval of Instructional Trip for Music 55, October 30, 2008
26-I Approval of Instructional Trip for Geology 40, October 9-12, 2008
27-I Approval of Instructional Trips for Biology 37 and English 1A, October 23, 2008
28-I Approval of Instructional Trips for Biology 37 and English 1A, October 21, 2008
29-I Approval of Instructional Trip for Geology 12F, October 4, 2008
30-I Approval of Instructional Trip for Biology 26, October 24-26, 2008
31-I Approval of Instructional Trip for Geology 1, November 5, 2008
32-I Approval of Instructional Trip for Geology 1, November 5, 2008
33-I Approval of Instructional Trip for Biology 1A, November 14-16, 2008
34-I Approval of Instructional Trip for Geology 12F, November 14-16, 2008
35-I Approval of Instructional Trip for Geology 12F, October 31-November 2, 2008

61-B Approve Purchasing Transactions
62-B Approve Professional Conference Attendance
63-B Approve/Amend/Renew Contracts
64-B Approve Staff Development Activity
65-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
66-B Reporting and Approval of Revolving Fund Reimbursement

34-P Approve/Ratify Stipends for Classified and Unclassified Personnel
35-P Approve/Ratify Stipends for Academic Personnel
36-P Employment of Hourly Credit Teachers and Substitute Teachers, 2008-2009
37-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
38-P Salary Compensation Factors – Large Group Instruction
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. Thompson 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 Harbison 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 Harbison 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 99% filled. Dr. Perfumo thanked the faculty for absorbing the extra students into the classrooms.
- August 27th was new faculty orientation.
- Thursday evening, August 26th, 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-B 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

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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MINUTES OF MEETING NO. 19
OF THE BOARD OF TRUSTEES
Pasadena City College
Harbeson Hall
1570 East Colorado Boulevard
Pasadena, California 91106

6:00 p.m. Closed Session
7:00 p.m. Open Session
Wednesday, September 17, 2008

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Meeting No. 19
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 19 on Wednesday, September 17, 2008, in Harbeson Hall of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL, PUBLIC COMMENT ON NON-AGENDA ITEMS
The meeting was called to order at 6:09 p.m. by Dr. Jeanette Mann, Vice President.

ROLL CALL
Trustees Present
Mr. John Martin, President (arrived at 6:12 p.m.)
Dr. Jeanette Mann, Vice President
Mr. Geoffrey L. Baum
Dr. Consuelo Rey Castro
Mr. William E. Thomson
Mrs. Beth Wells-Miller
Mr. John Campo, Student Trustee

Trustees Absent
Dr. Hilary Bradbury-Huang, Clerk

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 represented by Ms. Ellen Ligons.
PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment at this time.

Dr. Mann adjourned the Board to Closed Session at 6:11 p.m.

II. CLOSED SESSION

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

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

III. OPEN SESSION
Mr. Martin reconvened the Open Session at 7:06 p.m. and reported that no action was taken in Closed Session.

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

Mr. Martin left the meeting at 7:09 p.m.

B. INTRODUCTIONS
Dr. Perfumo thanked Ms. Dina Chase for her leadership role with the student ambassadors. Ms. Dina Chase introduced the Outreach Counselor, Ms. Tameka Alexander, who introduced the President’s student ambassadors Fall 2008 cohort.
Dr. Perfumo introduced Professor Susie Ling and thanked her for all her work on the first President’s Asian Advisory Committee meeting.

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

D. APPROVAL OF MINUTES – Meeting No. 17, Regular Business Meeting, September 3, 2008; Meeting No. 18, Fall Retreat, September 5, 2008.
Mrs. Wells-Miller moved to approve the minutes of Meeting No. 17, Regular Business Meeting, held on September 3, 2008, seconded by Mr. Baum. Three of the five board members present voted in the affirmative for this motion; Dr. Rey Castro and Mrs. Wells-Miller abstained. Since the three-member vote does not represent a majority, the motion failed. These minutes will be brought to the next board meeting for a vote.

Mr. Baum proposed a friendly amendment to the Minutes of Meeting No. 18, Fall Retreat, to modify the language in the second motion on page 2, to read: “...to direct the administration to explore acquiring the Ford dealership property on Colorado Boulevard”. The minutes of Meeting No. 18 will be amended to reflect this change. The Board voted on this amended document as follows:

MOTION: ON MOTION OF Mr. Baum and seconded by Mrs. Wells-Miller, the Board voted, with five affirmative votes, to approve the Minutes of Meeting No. 18, Fall Retreat, held on September 5, 2008.

Advisory Vote: Aye

E. APPROVAL OF CONSENT ITEMS
49-B: Ratify Mileage Authorization. Dr. Rey Castro pointed out there are no amounts listed nor does the consent item say what is the purpose. Dr. Jacobs
replied that in the nursing program and dental programs, there are clinical classes, conferences and field trips held at other locations. This item allows for the faculty to be reimbursed for their mileage.

52-B: Approve/Amend/Renew Contracts. Dr. Rey Castro pointed out there is no amount listed under Contract Number B-97118-8, Kleinfielder. Dr. Zacovic said the Kleinfielder agreement approved previously, that ends 6/30/08, has a schedule of fees and this item is to extend that agreement until 6/30/09. There is no rate change from the previous year’s agreement.

33-P: Employment, Change of Status, Leave of Absence, and Separation of Classified Employees. Mr. Baum welcomed Mr. Szamet, a former student trustee, as an employee of PCC.

MOTION: ON MOTION OF Mr. Thomson and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the five members present, to approve Consent Items 18-I through 20-I; 49-B through 60-B; and 28-P through 33-P. 
Advisory Vote: Aye

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
Dr. Mann opened the hearing. Since no-one wished to address the Board on this item, the hearing was closed.

G. PRESENTATION: STATUS OF STATE BUDGET
Dr. Zacovic handed out “Monthly Cash Flow Projections, General Fund Unrestricted, for July 1, 2008-February 2009” and made a presentation on the status of the state budget.

H. ACCREDITATION UPDATE
Dr. Wilcox gave a presentation on the status of the accreditation self-study.

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

MOTION: ON MOTION OF Mr. Thomson and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the five members present, to approve Bylaw No. 2000, as submitted. 
Advisory Vote: Aye

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

MOTION: ON MOTION OF Mr. Thomson and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the five members present, to approve Bylaw No. 3110, as submitted. 
Advisory Vote: Aye

K. DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW No. 3220, PREREQUISITES, COREQUISITES, AND ADVISORIES ON RECOMMENDED PREPARATION

MOTION: ON MOTION OF Mr. Thomson and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the five members present, to approve Bylaw No. 3220, as submitted. 
Advisory Vote: Aye
L. DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW No. 3200, CURRICULUM DEVELOPMENT, ADOPTION, AND REVIEW
Correction:
Line 5: after “motivate”, insert a comma. (Mr. Thomson)

MOTION: ON MOTION OF Mr. Thomson and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the five members present, to approve Bylaw No. 3200, as amended. Advisory Vote: Aye

M. DISTANCE EDUCATION PROGRAM
A brief update on the Distance Education Program will come back to the full Board, which will include the current progress of our program, and whether demand is increasing and whether we are satisfying all the program needs.

N. PRESIDENT’S REPORT
- Enrollment is up 3.2%. Headcount is up 3.5%. Dr. Perfumo stated how proud and impressed she was with the faculty for absorbing the extra students into the classrooms.
- Thanked all the trustees who attended the Jack Scott event at her home.
- September 10-October 1, there is a Faculty art show entitled “Conveyances” with 37 of our faculty featured.
- 30 dental hygiene students from Nagano, Japan visited PCC to observe our dental hygiene program.
- The Shafford Library is participating in the Big Read, sponsored by the Huntington Library, focusing on Jack London’s book “Call of the Wild”. The faculty are organizing a Spanish language discussion on Monday, October 20th at CEC and a readers’ theater event to be held later in October.
- The strategic plan for the Foundation is commencing with interviews conducted by Dr. Rickner of all Foundation board members as well as the trustees.
- Last Thursday evening, Dr. Perfumo attended the Ruby McKnight Williams awards dinner at the Hilton, where Ms. Ellen Ligons received the Community Award, and Senator Jack Scott received an award.
- September 15th was the Neighbors’ Meeting. We clarified at that meeting that the article in the “San Marino Tribune” was incorrect that stated that there were plans for new facilities for parking in San Marino.
- She is having meetings with the faculty divisions to update the faculty on Measure P and accreditation, and Dr. Zacovic and Mr. Engeldinger will be introduced.
- September 18th is Student Services Day in Galloway Plaza.
- October 24th, the Foundation board subcommittee will review the five proposals for the capital campaign for the Center of the Arts.
- October 2nd, 3-5pm, there will be a welcome reception for Dr. Zacovic and Mr. Engeldinger.
- Tickets have been mailed out for the Building the Spirit of a Vibrant Community event on October 28th at the Westin. Trustees were urged to buy their tickets early.

O. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND MEMBERS OF THE BOARD
Dr. James Bickley, Academic Senate
- Handed out “Senate Nanoseconds – What Faculty Need to Know”.
- A Senate committee is working on recommended changes for AA degrees.
Mr. John Lindemann, Classified Senate
  o The Classified Senate Retreat was held on September 12th and will be utilizing the results for goal information for program development.
  o Planning has begun for the annual Classified Senate Halloween party.

Ms. Christina Javier, Associated Students
  o Successful Club Week last week.
  o Rescinded previous AS resolution for arming the campus police for further research and discussion to be more representative of the student body.
  o AS Board received a presentation from Dr. van Pelt on the sustainability measures PCC has taken in the past and discussed what actions students need to take to promote sustainability on our campus.

Mr. John Campo, Student Trustee
  o Attended PTSA meeting this morning.

Mr. Baum, Trustee
  o Honored to be at the Ruby McKnight Williams awards dinner at the Pasadena Hilton, where Ms. Ellen Ligons and Senator Jack Scott received awards.

P. FUTURE BOARD MEETING DATES
The next regular business meeting will be held on Wednesday, October 1, 2008 in Harbeson Hall.

Q. FUTURE AGENDA ITEMS
What we are doing for our Veterans. (Mr. Baum)
Tagging on campus. (Mr. Baum)
Undocumented students: impact of the new legislation on our students. (Dr. Rey Castro)
Meetings elsewhere in the District. (Mr. Thomson)

Continue to pull from existing future agenda items list. (Mrs. Wells-Miller)

R. ADJOURNMENT
Meeting No. 19 was adjourned at 8:34 p.m.
MOTIONS CARRIED AT MEETING NO. 19 – September 17, 2008

1. Approval of the Minutes of Meeting No. 18, Fall Retreat, held on September 5, 2008.

2. Approval of Consent Items 18-I through 20-I; 49-B through 60-B; and 28-P through 33-P.

3. Approval of Bylaw No. 2000, as submitted.

4. Approval of Bylaw No. 3110, as submitted.

5. Approval of Bylaw No. 3220, as submitted.

6. Approval of Bylaw No. 3200, as amended.

Submitted by:

Paulette J. Perfumo, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 19
Wednesday, September 17, 2008
6:00 P.M. Closed Session
7:00 P.M. Open Session
Pasadena City College
Harbeson Hall
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

G. PRESENTATION: STATUS OF STATE BUDGET

H. ACCREDITATION UPDATE

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

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

L. DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW No. 3200, CURRICULUM DEVELOPMENT, ADOPTION, AND REVIEW [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
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item G: Approval of Additions to the Non-Credit Curriculum

Board Meeting: October 1, 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 attached Pasadena City College non-credit curriculum additions.

Fiscal Implications: None

Background: The new non-credit courses have been approved by the Curriculum and Instruction Committee and have been recommended to the Vice President of Instruction for review.

Submitted by: Curriculum & Instruction Committee
Approved for Submission to the Board of Trustees by:

Recommended for Approval by:

Vice President, Instruction

Superintendent/President
PASADENA CITY COLLEGE
Instructional Administration

NONCREDIT CURRICULUM

ADDS – Effective Winter 2009:

Community Education Center

AMER 8000Z CITIZENSHIP
Preparation of non-citizens for naturalization. **Short-term class.** Maximum enrollments: 4. Total of 12 hours lecture.

CIV 3323 WORKPLACE SKILLS FOR DEVELOPMENTALLY DISABLED ADULTS
This course is primarily for developmentally disabled students employed, or wish to become employed, in a workshop environment. This course covers independent living and basic employment techniques including resume writing and interviewing. **Short term class.** Maximum enrollments: 4. Total of 48 hours lecture.

CIV 3379 HISTORY OF EUROPEAN ART FOR SENIORS
A comprehensive survey of Europe's cultural achievements from Charlemagne and the Middle Ages, to World War II. This visually stimulating course meets a need for adventure while providing numerous opportunities to expand memory retention. **Short term class.** Maximum enrollments: 4. Total of 24 hours lecture.

CIV 3380 TAI-CHI CHU’AN FOR OLDER ADULTS
This course introduces older adults to a Chinese health exercise which is neither vigorous nor strenuous. It is suitable for older adults who want to exercise to gain or maintain good health. It will strengthen the muscles and organs, relax the mind and body, improve blood circulation, and increase memory and concentration. **Short term class.** Maximum enrollments: 4. Total of 24 hours lecture.

CIV 8120Z LIFE REVIEW
Importance of life review, journaling for preservation of family history. Techniques for writing a life journal. **Short-term class.** Maximum enrollments: 4. Total of 9 hours lecture.

CIV 8320Y FUNCTIONAL LIVING FOR DEVELOPMENTALLY HANDICAPPED ADULTS - CONDENSED
Functional living skills for adults residing in residential care facilities. Designed for adults with special needs as they relate to living at home, within a group home, and transferring to independent living. Emphasis on health and safety, personal hygiene and grooming, and social interaction and conversation skills. **Maximum enrollments: 4.** Total of 36 hours lecture.

CIV 8320Z FUNCTIONAL LIVING FOR DEVELOPMENTALLY HANDICAPPED ADULTS
Functional living skills for adults residing in residential care facilities. Designed for adults with special needs as they relate to living at home, within a group home, and transferring to independent living. Emphasis on health and safety, personal hygiene and grooming, and social interaction and conversation skills. **Short-term class.** Maximum enrollments: 4. Total of 12 hours lecture.

CIV 8323Y WORKPLACE SKILLS FOR DEVELOPMENTALLY DISABLED ADULTS-CONDENSED
This course is primarily for developmentally disabled students employed in a workshop environment. This course covers independent living and basic employment techniques including resume writing and interviewing. **Maximum enrollments: 4.** Total of 18 hours lecture.
CIV 8323Z  WORKPLACE SKILLS FOR DEVELOPMENTALLY DISABLED ADULTS
This course is primarily for developmentally disabled students employed, or seeking employment, in a workshop environment. This course covers independent living and basic employment techniques including resume writing and interviewing. Short-term class. Maximum enrollments: 4. Total of 12 hours lecture.

CIV 8370Y  MUSIC APPRECIATION & PARTICIPATION/PHYSICALLY DISABLED ADULTS CONDENSED

CIV 8370Z  MUSIC APPRECIATION AND PARTICIPATION FOR PHYSICALLY DISABLED ADULTS

CIV 8371Y  MUSIC APPRECIATION AND PARTICIPATION FOR SENIORS CONDENSED

CIV 8371Z  MUSIC APPRECIATION AND PARTICIPATION FOR OLDER ADULTS

CIV 8374Y  ADAPTIVE ART FOR DISABLED ADULTS-CONDENSED
Adaptive art techniques for disabled adults residing in a residential care facility. Emphasis on techniques to encourage the creative and artistic process for adults who experience physical and emotional challenges. Projects limited due to condensed class. Short term class. Maximum enrollments: 4. Total of 12 hours lecture.

CIV 8374Z  ADAPTIVE ART FOR DISABLED ADULTS

CIV 8375Y  LIFE SKILLS TRAINING FOR PSYCHOLOGICALLY DISABLED ADULTS-CONDENSED
Group activities for psychologically disabled adults to improve personal/interpersonal skills for everyday living. Short term class. Maximum enrollments: 4. Total of 12 hours lecture.

CIV 8375Z  LIFE SKILLS TRAINING FOR PSYCHOLOGICALLY DISABLED ADULTS
Group activities for psychologically disabled adults to improve personal/interpersonal skills for everyday living. Short term class. Maximum enrollments: 4. Total of 12 hours lecture.

CIV 8377Y  SENIOR ADULTS-DISCUSION GROUPS – CONDENSED
Designed for adults residing in a residential care facility to stimulate mental agility through the use of films, the study of current events, and discussion of topics in social sciences, art, and music. Short term class. Maximum enrollments: 4. Total of 13.5 hours lecture.

CIV 8377Z  SENIOR ADULTS-DISCUSION GROUPS
Designed for older adults to stimulate mental agility through the use of films, the study of current events, and discussion of topics in social sciences, art and music. This class is designed to continue physical well-being through enhancement of mental fitness. Short term class. Maximum enrollments: 4. Total of 9 hours lecture.
CIV 8379Y  HISTORY OF EUROPEAN ART FOR OLDER ADULTS
A survey of Europe's cultural achievements from Charlemagne, and the Middle Ages to the modern era. This visually stimulating course, meets a need for adventure while providing numerous opportunities to expand memory retention. **Short term class. Maximum enrollments:** 4. Total of 13.5 hours lecture.

CIV 8379Z  HISTORY OF EUROPEAN ART FOR OLDER ADULTS
A survey of Europe's cultural achievements from Charlemagne to the modern era. This visually stimulating course, meets a need for adventure while providing numerous opportunities to expand memory retention. Course content will be limited to that which is appropriate for six weeks. **Short term class. Maximum enrollments:** 4. Total of 9 hours lecture.

CIV 8380Y  TAI CHI CHU'AN FOR OLDER ADULTS
This course introduces older adults to a Chinese health exercise which is neither vigorous nor strenuous. It is suitable for older adults who want to exercise to gain or maintain good health. It will strengthen the muscles and organs, relax the mind and body, improve blood circulation, and increase memory and concentration. **Short term class. Maximum enrollments:** 4. Total of 13.5 hours lecture.

CIV 8380Z  TAI CHI CHU’AN FOR OLDER ADULTS
This course introduces older adults to a Chinese health exercise which is neither vigorous nor strenuous. It is suitable for older adults who want to exercise to gain or maintain good health. It will strengthen the muscles and organs, relax the mind and body, improve blood circulation, and increase memory and concentration. **Short term class. Maximum enrollments:** 4. Total of 9 hours lecture.

CIV 8900Y  CONSUMER HOMEMAKING: SEWING TECHNIQUES FOR SENIORS CONDENSED
Designed for adult students with beginning and limited sewing abilities, and students with some sewing experience ranging from intermediate to advanced. Emphasizes good sewing techniques, including the appropriate application of some speed-sewing techniques, the use of commercial patterns, and proper fit. Projects will be limited appropriate to nine (9) week class (27 hours total). **Short term course. Maximum enrollments:** 4. Total of 27 hours lecture.

CIV 8900Z  CONSUMER HOMEMAKING: SEWING TECHNIQUES FOR SENIORS
Designed for older adult students with beginning and limited sewing abilities, and students with some sewing experience ranging from intermediate to advanced. Emphasizes good sewing techniques, including the appropriate application of some speed-sewing techniques, the use of commercial patterns, and proper fit. **Short-term class. Maximum enrollments:** 4. Total of 18 hours lecture.

CIV 8901Y  CREATIVE STITCHERY FOR SENIORS CONDENSED
Designed to cover a wide range of hand embroidery and stitchery techniques for seniors which include making wall hangings, pictures, pillows, and other decorative items. To enhance stitchery as an art form, various threads and materials will also be used in the finished item. Content to be limited to that which can be achieved in 9 weeks (18 hours total). **Short term class. Maximum enrollments:** 4. Total of 18 hours lecture.

CIV 8901Z  CREATIVE STITCHERY FOR SENIORS
Designed to cover a range of hand embroidery and stitchery techniques for seniors which may include wall hangings, pictures, pillows, and other decorative items. To enhance stitchery as an art form, various threads and materials will also be used in the finished item. **Short-term class. Maximum enrollments:** 4. Total of 12 hours lecture.

PAR 7617A  PARENT EDUCATION OBSERVATION: 2 YEARS OLD
Parents learn about the reality of, and the reasons for, the behavior of the two-year old - known as the first adolescence. The unique needs of that child and that child's caring adults, and ways to meet these needs will be discussed. An emphasis will be on communication and listening skills, as well as the uniqueness of each child, adult, and family. The child accompanying the enrolled adult student must be
two years old by September 1 of the current school year. Short term class. Maximum enrollments: 4. Total of 48 hours lecture.

PAR 7617B PARENT EDUCATION OBSERVATION: 3 YEARS OLD
Parents and their three-year old children attend classes together in a supportive, stimulating, age appropriate environment. Designed to emphasize effective communication and parenting skills that encourage positive family interaction. The child accompanying the adult student must be three years old as of December 2 of the current school year. Short term class. Maximum enrollments: 4. Total of 48 hours lecture.

PAR 7617C PARENT EDUCATION OBSERVATION: 4 YEARS OLD
Parents and their four-year old children attend classes together in a supportive, stimulating, age appropriate environment. The stages of child development of the four-year old, aspects of child self-esteem and effective parenting skills are explored. Designed to emphasize the parental role in the school process and deciding if the child is kindergarten ready. The child accompanying the enrolled adult must be four-years old as of December 2 of the current school year. Short term class. Maximum enrollments: 4. Total of 48 hours lecture.

PAR 8603Z PARENT EDUCATION DISCUSSION GROUPS - PRESCHOOL AGE
Human growth and development with primary emphasis on the preschool age child. Parent roles and self-understanding, parental values and goals, family communication, analysis of varying philosophies of child rearing, health and nutrition, societal influences on the home. Short term class. Maximum enrollments: 4. Total of 24 hours lecture.

PAR 8608Z PARENT EDUCATION DISCUSSION GROUPS - CHILD, FAMILY, SCHOOL
Designed for parents who have a limited background in English. Promotes effective communication, child rearing, and family development in contemporary American culture. Encourages a participatory role in the school and the community. Short term class. Maximum enrollments: 4. Total of 12 hours lecture.

PAR 8617A PARENT EDUCATION TWO YEAR OLDS OBSERVATION - C
Parents learn about the reality of, and the reasons for, the behavior of the two year old - known as the first adolescence. The unique needs of that child and that child's caring adults, and ways to meet these needs will be discussed. An emphasis will be on communication and listening skills, as well as the uniqueness of each child, adult and family. The child accompanying the enrolled adult student must be two years old by September 1 of the current school year. Maximum enrollments: 4. Total of 18 hours lecture.

PAR 8617B PARENT EDUCATION PRESCHOOL THREE YEAR OLDS OBSERVATION
Parents and their three year old children attend classes together in a supportive, stimulating, age appropriate environment. Designed to emphasize effective communication and parenting skills that encourage positive family interaction. The child accompanying the adult student must be three years old as of December 2 of the current school year. Short term class. Maximum enrollments: 4. Total of 18 hours lecture.

PAR 8617C PARENT EDUCATION PRESCHOOL FOUR YEAR OLD OBSERVATION
Parents and their four year old children attend classes together in a supportive, stimulating, age-appropriate environment. The stage of child development of the four year old, aspects of child self-esteem and effective parenting skills are explored. Designed to emphasize the parental role in the school process and decide if the child is kindergarten ready. The child accompanying the enrolled adult must be four years old as of December 2 of the current school year. Short term class. Maximum enrollments: 4. Total of 18 hours lecture.

PAR 86880A PARENT EDUCATION INFANT OBSERVATION - A
Parents with infant children participate in weekly class meetings to learn principles of child development, communication and problem solving, creating positive parent-child interaction. The child accompanying
the enrolled adult student must be birth to 6 months by September 1 of the current school year. Short term class. Maximum enrollments: 4. Total of 18 hours lecture.

PAR 8680B PARENT EDUCATION INFANT OBSERVATION – B
Parents with infant children participate in weekly class meetings to learn principles of child development, communication, and problem solving, creating positive parent-child interaction. The child accompanying the enrolled adult student must be birth to 6 months after September 1 of the current school year. Short term class. Maximum enrollments: 4. Total of 18 hours lecture.

PAR 8680C PARENT EDUCATION INFANT OBSERVATION – C
Parents observe, record and discuss the development of the 7 through 12 month old children to learn principles of child development, communication and problem solving, creating positive parent-child interaction. The child actively explores every aspect of his/her world. The child accompanying the enrolled adult student must be 7 through 12 months by September 1 of the current school year. Short term class. Maximum enrollments: 4. Total of 18 hours lecture.

PAR 8681A PARENT EDUCATION TODDLER OBSERVATION – A
Parents with children 13 through 17 months participate in weekly class meetings to learn principles of child development, discipline philosophies, communication and strengthening family relationships. Particular emphasis will be given to learning to understand the child’s emerging motor skills, language acquisition and drive to independence. The child accompanying the enrolled adult student must be through 17 months by September 1 of the current school year. Short term class. Maximum enrollments: 4. Total of 18 hours total lecture.

PAR 8681B PARENT EDUCATION TODDLER OBSERVATION – B
Parents observe, record, and discuss the development of the 18 through 23 month old child to understand their child’s needs and develop stronger and more positive parental skills to help the child build self-esteem and confidence. Parents will discover with the child in an age appropriate environment the many ways of learning through music, creative activities, play and social interaction. Parents will share ideas, resources and information. The child accompanying the enrolled adult student must be 18 through 23 months by September 1 of the current school year. Short term class. Maximum enrollments: 4. Total of 18 hours lecture.

PAR 8682Z PARENT EDUCATION MULTI-AGE GROUP OBSERVATION
Parents and their preschool children, ages two to pre-kindergarten, attend weekly classes together in a supportive, stimulating, anti-bias environment. Discussion on child growth and development, communication, and problem-solving to create positive family interaction. Children accompanying the enrolled adult student must be 2 years to 4 years as of December 2nd of the current school year. Short term class. Maximum enrollments: 4. Total of 18 hours lecture.

PAR 8683Z PARENT EDUCATION FAMILY GROUP OBSERVATION
Parents with pre-school age children participate in weekly class meetings to learn principles of child development, communication, problem solving and family interaction. The child accompanying the enrolled adult student must be birth to 4 years old by December of current school year. Short term class. Maximum enrollments: 4. Total of 18 hours lecture.

PAR 8684Z PARENT EDUCATION DISCUSSION GROUPS-COURT MANDATED
Designed for parents who have been assigned by the courts to attend a parent education discussion group. Emphasis on family dynamics, developmental stages of children, communications and discipline, developing self-esteem in children, and stress management for parents. Community resources of support and guidance are provided. Meets court requirements. Short-term class. 12 hours total lecture.

PAR 8685Z PARENT EDUCATION DAD’S CLASS
Father or other male caregivers participate in weekly class meetings with children to learn principles of child development, discipline philosophies, communication and strengthening family relationships. Particular emphasis will be placed on the unique skills men bring to parenting as gender differences, societal expectations and family histories are addressed. Child accompanying the enrolled adult must be 18 months to 4 years old by September 1 of the current school year. Short term class. Maximum enrolments: 4. Total of 18 hours lecture.
CONSENT ITEM TITLE:
Approval of Student Travel - ASPCC to Student Senate General Assembly-Fall
San Jose, CA          October 24-26, 2008

Board Meeting Date:  October 1, 2008

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

GROUP:  PCC Associated Students
NUMBER:  5 (4 Students and 1 Advisor)
DATE(S):  October 24-26, 2008
TIME(S):  8:00 a.m. to 8:00 p.m.
DESTINATION(S):  San Jose Doubletree Hotel
                  San Jose, CA
EVENT:  Student Senate General Assembly-Fall
TRANSPORTATION:  Air, shuttle, ground transportation
ADVISOR(S):  Carrie Afuso (Student Affairs Advisor)
NOT TO EXCEED:  $ 3,755.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2008-2009 PCC Associated Students Lobby Fee Fund Annual Budget. Cost categories and amounts include: $480.00 ($32.00 x 5 participants x 3 days), meals; $750.00 ($125.00 x 3 rooms x 2 nights), lodging; $1,000.00 ($200.00 x 5 participants), airfare; $1,225.00 ($245.00 x 5 participants), conference fees; and $300.00 [$100.00 x 2 vans (Los Angeles) and $50.00 x 2 vans (San Jose)], ground transportation.

BACKGROUND: This activity involves travel to the statewide Student Senate Fall General Assembly. Students have the opportunity to vote on Student Senate policies, attend regional meetings, and participate in various breakout sessions on such topics as parliamentary procedures and the Brown Act.

Submitted by:

[Signature]
Assistant Dean, Student Affairs

Recommended for Approval:

[Signature]
Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
CONSENT ITEM TITLE: Approval of Student Travel - ASPCC Executive Board to CCCSAA Conference San Diego, CA October 17-19, 2008

Board Meeting Date: October 1, 2008

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

GROUP: ASPCC Executive Board
NUMBER: 14 (11 Students and 3 Advisors)
DATE(S): October 17-19, 2008
TIME(S): Various
DESTINATION(S): Town & Country Resort & Convention Center San Diego, CA
EVENT: California Community College Student Affairs Association Annual Student Leadership Conference
TRANSPORTATION: Air, shuttle, and ground transportation
ADVISOR(S): Scott Thayer (Assistant Dean, Student Affairs), Rebecca Cobb (Student Affairs Advisor), and Carrie Afuso (Student Affairs Advisor)
NOT TO EXCEED: $7,164.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2008-2009 ASPCC Executive Board Annual Budget and 2008-2009 ASPCC Lobby Fee Fund Annual Budget. Cost categories and amounts include: $2,928.00 ($183.00 x 8 rooms x 2 nights), lodging; $2,940.00 ($210.00 x 14 participants), registration; $400.00 ($100.00 x 2 days x 2 vans), ground transportation; and $896.00 ($32.00 x 14 participants x 2 days), meals.

BACKGROUND: This activity involves travel to an annual statewide conference focusing on leadership development. The conference will host various workshops that tie into this year’s theme of “America’s Next Top Leaders.” Featured workshops include advanced parliamentary procedures, a social mixer for students, and a resolution workshop to prepare students for the State Student Senate General Assembly, which will be held the following weekend.

Submitted by:

[Signature]
Assistant Dean, Student Affairs

Recommended for Approval:

[Signature]
Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approval of Student Travel -
PCC Cross Cultural Center
Los Angeles, CA
November 6, 2008

Board Meeting Date: October 1, 2008

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

GROUP: PCC Cross Cultural Center
NUMBER: 20 (19 Students and 1 Advisor)
DATE(S): November 6, 2008
TIME(S): 5:00 p.m. to 10:00 p.m.
DESTINATION(S): East West Players
Los Angeles, CA
EVENT(S): Stage production – Joy Luck Club
TRANSPORTATION: Personal vehicles
ADVISOR(S): Carrie Afuso (Student Affairs Advisor)
NOT TO EXCEED: $310.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2008-2009 Student Service Fund Board of Directors Annual Budget. Cost categories and amounts include: $300.00 ($15.00 x 20 participants), tickets and $10.00, parking.

BACKGROUND: This activity involves traveling to a stage production in Los Angeles.

Submitted by:

Assistant Dean, Student Affairs

Recommended for Approval:

Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

GROUP: PCC Associated Students
NUMBER: 2 (2 Students)
DATE(S): October 8-9, 2008
TIME(S): 8:00 a.m. to 8:00 p.m.
DESTINATION(S): Pasadena Convention Center
                  Pasadena, CA
EVENT: Community College Green Summit
TRANSPORTATION: Personal vehicles
ADVISOR(S): Rebecca Cobb (Student Affairs Advisor, Non-accompanying)
NOT TO EXCEED: $ 606.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2008-2009 PCC Associated Students Annual Budget. Cost categories and amounts include: $450.00 ($225.00 x 2 participants) registration; $128.00 ($32.00 x 2 participants x 2 days) meals; and $28.00 ($14.00 per day x 2 days), parking.

BACKGROUND: This activity involves travel to the Community College Green Summit. This event will focus on the green building, energy efficiency, and sustainability efforts in California’s community colleges. In addition, this will provide opportunities to create the curriculum and programs needed to train the workers and sustain the state’s emerging “Green Economy.”
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Mileage Reimbursement
Hourly Employees
Fall 2008, Winter and Spring 2009

Board Meeting Date: October 1, 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 hourly employees receive mileage reimbursement for approved travel on district business effective October 2008 through June 30, 2009:

Arredondo, Kristell  Latchinian, Sossi  Sanderson, Faith
Ashley, Jacqueline  Leung W., Devin  Sanchez, Roxanna
Bueno, Andre  Level, Ashley  Sargent, Christina
Butare, Daniel  Lotan, Suan  Smith, Anthony
Campo, John  Mak, Kathryn  Sonnenberg, Jacob
Carr, Jerrie  Medellin, Aranzazu  Tabares, Becky
Chan, Vivian  Mendoza, Kimberly  Tsay, Allen
Ghazarian, Polene  Peralta, Sophia  Vasquez, Elio
Gong, Tianhui  Reed, Samuel  Vasquez, Julie
Hatfield, Joshua  Rios, Saul  Waffer, Barbara
James, Ray  Romero, Oscar  Walker, Armia

FISCAL IMPLICATIONS:
Funds for this purpose are budgeted in the 2008-09 Adopted Budget in account codes 01-5220-2401-0000 (Community and School Relations) and 01-5220-2400-0000 (Transfer Center).

BACKGROUND:
Hourly staff from the Office of Community and School Relations and the Transfer Center visit middle and high schools and attend community events to showcase the academic opportunities available at Pasadena City College.

Submitted by:
Gina Choice
Director, Outreach, Degree and Transfer Services

Recommended for Approval:
Vice President, Student/Learning Services

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

CONSENT ITEM TITLE:
Approval of Student Travel -
PCC DANA Club – Searles Dry Lake
Trona, CA
October 10-11, 2008

Board Meeting Date: October 1, 2008

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

GROUP: PCC DANA (Geology) Club
NUMBER: 11 (10 Students and 1 Advisor)
DATE(S): October 10-11, 2008
TIME(S): Various
DESTINATION(S): Searles Dry Lake
Trona, CA
EVENT: Mineral Dig
TRANSPORTATION: District-arranged and personal vehicles
ADVISOR(S): Bryan Wilbur (Instructor)
NOT TO EXCEED: $620.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2008-2009 Dana Club Trust and Agency Account and participants. Cost categories and amounts include: $400.00 ($100.00 per day x 2 vans x 2 days), transportation and $220.00 ($10.00 x 11 participants x 2 days), admission.

BACKGROUND: This activity involves traveling to Searles Dry Lake for a mineral dig.

Submitted by:

[Signature]
Assistant Dean, Student Affairs

Recommended for Approval:

[Signature]
Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
CONSENT ITEM TITLE: Amendment to Consent Item 17-I Approval of Instructional Trips for PCC Forensics Team, 2008-2009

Board Meeting Date: October 1, 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 amendment to Consent Item 17-I, approved September 3, 2008:

FISCAL IMPLICATIONS: Costs for the Forensics Team are paid by the Pasadena City College Student Services Fund, $18,000.00, and in account code 01-5250-1552-2762 (Performing and Communication: Speech/Forensics), $15,000.00.

BACKGROUND: The tournaments and instructional trips for the Forensics Team are requested by the Division Dean of Performing and Communication Arts.

Submitted by:

Division Dean, Performing and Communication Arts

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for NSF MaS Grant Students, October 9-12, 2008

Board Meeting Date: October 1, 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: National Science Foundation Math and Science (NSF MaS) Grant students
NUMBER: 3 students; 2 advisors
DATE: October 9-12, 2008
TIME: Depart: 10/9/08, 7:00 a.m.
      Return: 10/12/08, 9:00 p.m.
DESTINATION: Society for the Advancement of Chicanos and Native Americans in Science Annual Convention, Salt Palace Convention Center, 100 S. West Temple, Salt Lake City, Utah
EVENT: Participation in convention
TRANSPORTATION: Air, private automobile
ADVISOR(S): Teaching and Learning Center: Ann Davis, NSF Grant Director and Assistant Professor; Melva Alvarez, Teaching and Learning Center Program Outreach Assistant.

NOT TO EXCEED: $5399.30 (transportation, $2000 [airfare @ 5 people x $350 each and taxi @ 5 people x $50 each]; lodging, $1509.30 [3 rooms $167.70 each x 3 nights]; meals, $640 [5 people @ $32 per day x 4 days]; registration fees, $1250 [5 people @ $250 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 03-5250-5242-0000 (NSF MaS Grant).

BACKGROUND: This instructional field trip is requested by the Associate Dean, Academic Support.

Submitted by:
Associate Dean, Academic Support

Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Vice President, Instruction

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Music 55 and 61, October 13, 2008

Board Meeting Date: October 1, 2008

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

GROUP: Music 55 and 61 students
NUMBER: 45 students, 1 faculty
DATE: October 13, 2008
TIME: 7:45 a.m. – 10:30 a.m.
DESTINATION: Tournament of Roses House, 391 S. Orange Grove Blvd., Pasadena, California
EVENT: Performance at Tournament of Roses Court Announcement
TRANSPORTATION: Bus, district truck (flat bed)
ADVISOR: Division of Performing and Communication Arts: Kyle Luck, Instructor
NOT TO EXCEED: $535.00 (transportation - school bus [5 hour minimum charge @ $460; stake bed truck @ $75])

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

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

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2008-09 Adopted Budget in account code 01-5250-1554-0000 (Performing and Communication Arts: Music and Dance), 01-5250-1555-0000 (Performing and Communication Arts: Tournament Band), and 01-5250-1554-2418 (Performing & Communication Arts: Music and Dance – ARCC), and the Student Services Fund - Music.

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

Submitted by:
Division Dean, Performing and Communication Arts

Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signatures]

[Signatures]
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Music 55 and 61, October 21, 2008

Board Meeting Date: October 1, 2008

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

GROUP: Music 55 and 61 students
NUMBER: 45 students, 1 faculty
DATE: October 21, 2008
TIME: 7:45 a.m. – 10:30 a.m.
DESTINATION: Tournament of Roses House, 391 S. Orange Grove Blvd., Pasadena, California
EVENT: Performance at Tournament of Roses Queen Announcement
TRANSPORTATION: Bus, district truck (flat bed)
ADVISOR: Division of Performing and Communication Arts: Kyle Luck, Instructor
NOT TO EXCEED: $535.00 (transportation - school bus [5 hour minimum charge @ $460; stake bed truck @ $75])

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

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

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2008-09 Adopted Budget in account code 01-5250-1554-0000 (Performing and Communication Arts: Music and Dance), 01-5250-1555-0000 (Performing and Communication Arts: Tournament Band), 01-5250-1554-2418 (Performing & Communication Arts: Music and Dance – ARCC), and the Student Services Fund - Music.

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

Submitted by:

Division Dean, Performing and Communication Arts

Recommended for Approval:

Vice President, Instruction:

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

CONSENT ITEM TITLE:
Approval of Instructional Trip for Music 55,
October 30, 2008

Board Meeting Date: October 1, 2008

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

GROUP: Music 55 students
NUMBER: 6 students, 1 faculty
DATE: October 30, 2008
TIME: 10:00 a.m. – 11:30 a.m.
DESTINATION: Tournament of Roses House, 391 S. Orange Grove Blvd., Pasadena, California
EVENT: Performance at Tournament of Roses Queen’s Coronation Breakfast
TRANSPORTATION: District vehicle
ADVISOR: Division of Performing and Communication Arts: Kyle Luck, Instructor
NOT TO EXCEED: $100.00 (transportation – 12-passenger van)

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

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

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2008-09 Adopted Budget in account code 01-5250-1554-0000 (Performing and Communication Arts: Music and Dance), 01-5250-1555-0000 (Performing and Communication Arts: Tournament Band), 01-5250-1554-2418 (Performing & Communication Arts: Music and Dance – ARCC), and the Student Services Fund - Music.

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

Submitted by: [Signature]
Division Dean, Performing and Communication Arts

Recommended for Approval:

[Signature]
Vice President, Instruction

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 40,
October 9-12, 2008

Board Meeting Date: October 1, 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 40 students
NUMBER: 19 students; 1 faculty
DATE: October 9-12, 2008
TIME: Depart: 10/09/08, 8:30 a.m.
Return: 10/12/08, 5:00 p.m.
DESTINATION: Salton Lake, Coachella Valley, Owens Valley, Mono Lake, California
EVENT: Field investigation of environmental impact of water diversion; visit alternative energy generation sites
TRANSPORTATION: District vehicles, pickup truck
ADVISOR(S): Division of Natural Sciences: Yuet-Ling O’Connor, Associate Professor
NOT TO EXCEED: $1,000.00 (transportation – 2 vans at $100 each x 4 days; pickup truck @ $50 per day x 4 days)

Students will be camping out, paying camp fees, and providing their own food.

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
CONSENT ITEM TITLE: Approval of Instructional Trips for Biology 37 and English 1A, October 23, 2008

Board Meeting Date: October 1, 2008

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

GROUP: Biology 37 and English 1A students
NUMBER: 60 students, 2 faculty
DATES: October 23, 2008
TIME: 9:00 a.m. – 3:00 p.m.
DESTINATION: Puente Hills Landfill, 13130 Crossroads, City of Industry, California and San Jose Creek Water Reclamation Plant, 1965 Workman Mill Rd., Whittier, California
EVENT: Study of waste stream cycle
TRANSPORTATION: Bus
ADVISOR(S): Natural Sciences: Erika Catanese, Instructor. Division of English: Krista Walter, Associate Professor.
NOT TO EXCEED: $530.00 (transportation – school bus [5 hour minimum charge @ $460 and 1 additional hour @ $70])

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 01-5250-1501-0000 (Natural Sciences: Biological Sciences).

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

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trips for Biology 37 and English 1A, October 21, 2008

Board Meeting Date: October 1, 2008

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

GROUP: Biology 37 and English 1A students
NUMBER: 60 students, 2 faculty
DATES: October 21, 2008
TIME: 9:00 a.m. – 3:00 p.m.
DESTINATION: Puente Hills Landfill, 13130 Crossroads, City of Industry, California and San Jose Creek Water Reclamation Plant, 1965 Workman Mill Rd., Whittier, California
EVENT: Study of waste stream cycle
TRANSPORTATION: Bus
ADVISOR(S): Natural Sciences: Erika Catanese, Instructor. Division of English: Krista Walter, Associate Professor.
NOT TO EXCEED: $530.00 (transportation – school bus [5 hour minimum charge @ $460 and 1 additional hour @ $70])

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 01-5250-1501-0000 (Natural Sciences: Biological Sciences).

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

Submitted by:

[Signature]
Division Dean, Natural Sciences

Recommended for Approval:

[Signature]
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 12F, October 4, 2008

Board Meeting Date: October 1, 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: 30 students; 3 faculty
DATE: October 4, 2008
TIME: 7:30 a.m. – 5:00 p.m.
DESTINATION: Arroyo Seco, Pasadena, to Long Beach, California
EVENT: Examine local hydrologic cycle
TRANSPORTATION: District vehicles, private automobiles
ADVISOR(S): Division of Natural Sciences: David Douglass, Professor and Division Dean; Elizabeth Shadman, Instructor; Rhea Presiado, Instructor.

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

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
CONSENT ITEM TITLE: Approval of Instructional Trip for Biology 26, October 24-26, 2008

Board Meeting Date: October 1, 2008

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

GROUP: Biology 26 students
NUMBER: 30 students; 2 faculty
DATE: October 24-26, 2008
TIME:
   Depart: 10/24/08, 7:00 a.m.
   Return: 10/26/08, 5:00 p.m.
DESTINATION: Fish Creek Wash, Anza Borrego State Park, California
EVENT: Study desert ecology
TRANSPORTATION: District vehicles
ADVISOR(S): Division of Natural Sciences: Russell Di Fiori, Instructor. Division of English: Krista Walter, Associate Professor

NOT TO EXCEED: $900.00 (transportation – 3 vans at $100 each x 3 days)

Students will be camping out, paying camp fees, and providing their own food.

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 01-5250-1501-0000 (Natural Sciences: Biological 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 1, November 5, 2008

Board Meeting Date: October 1, 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 1 students
NUMBER: 40 students; 1 faculty
DATE: November 5, 2008
TIME: 8:45 a.m. – 12:00 noon
DESTINATION: Natural History Museum, 900 Exposition Blvd., Los Angeles, California
EVENT: Study of mineral collections and fossils
TRANSPORTATION: Private automobiles
ADVISOR(S): Division of Natural Sciences: Bryan Wilbur, Instructor
NOT TO EXCEED: $260.00 (admission fees: 40 students @ $6.50 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 are budgeted for in the 2008-09 Wayne Loel Scholarship Fund.

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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 1, November 5, 2008

Board Meeting Date: October 1, 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 1 students
NUMBER: 40 students; 1 faculty
DATE: November 5, 2008
TIME: 12:30 p.m. ~ 4:00 noon
DESTINATION: Natural History Museum, 900 Exposition Blvd., Los Angeles, California
EVENT: Study of mineral collections and fossils
TRANSPORTATION: Private automobiles
ADVISOR(S): Division of Natural Sciences: Bryan Wilbur, Instructor
NOT TO EXCEED: $260.00 (admission fees: 40 students @ $6.50 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 are budgeted for in the 2008-09 Wayne Loel Scholarship Fund.

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
CONSENT ITEM TITLE:
Approval of Instructional Trip for Biology 1A, November 14-16, 2008

Board Meeting Date: October 1, 2008

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

GROUP: Biology 1A students
NUMBER: 30 students; 2 faculty
DATE: November 14-16, 2008
TIME: Depart: 11/14/08, 10:00 a.m.
Return: 11/16/08, 2:00 p.m.
DESTINATION: Two Harbors, Catalina Island, California
EVENT: Collect data on intertidal diversity
TRANSPORTATION: Boat, private automobiles
ADVISOR(S): Division of Natural Sciences: Russell Di Fiori, Instructor; Valerie Foster, Instructor.
NOT TO EXCEED: No cost to the district

Students will be camping out, and paying for their own transportation, camping fees and food.

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

FISCAL IMPLICATIONS: None.

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

Submitted by:
Division Dean, Natural Sciences

Recommended for Approval:
Vice President, Instruction

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

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 12F,
November 14-16, 2008

Board Meeting Date: October 1, 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; 2 faculty
DATE: November 14-16, 2008
TIME: Depart: 11/14/08, 1:00 p.m.
       Return: 11/16/08, 5:00 p.m.
DESTINATION: San Clemente State Beach, 3030 Avenida Del Presidente, San Clemente, California
EVENT: Examination of shoreline processes
TRANSPORTATION: District vehicles, private automobiles
ADVISOR(S): Division of Natural Sciences: Elizabeth Shadman, Instructor; Martha House, Instructor.
NOT TO EXCEED: $1,140.00 (transportation, $900 – 3 vans at $100 each x 3 days; campground fees, $230 [4 sites @ $57.50 each]; parking meter fees, $10).

Students will be camping out, and providing their own food.

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, $910 for transportation and parking meters (Natural Sciences: Physical Sciences), and the Student Services Fund, $230 for campground fees.

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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for Geology 12F, October 31 - November 2, 2008

Board Meeting Date: October 1, 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: 30 students; 3 faculty
DATE: October 31 - November 2, 2008
TIME: Depart: 10/31/08, 1:00 p.m.
Return: 11/02/08, 4:00 p.m.
DESTINATION: San Clemente State Beach, 3030 Avenida Del Presidente, San Clemente, California
EVENT: Study of coastal geology and oceanography
TRANSPORTATION: District vehicles, private automobiles
ADVISOR(S): Division of Natural Sciences: David Douglass, Professor and Division Dean; Elizabeth Shadman, Instructor; Rhea Presiado, Instructor
NOT TO EXCEED: $1,190.00 (transportation, $900 – 3 vans at $100 each x 3 days; campground fees, $230 [4 sites @ $57.50 each]; parking meters and campground supplies, $60).

Students will be camping out and providing their own food.

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, Natural Sciences.

Submitted by:

Division Dean, Natural Sciences

Recommended for Approval:

Vice President, Instruction

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

CONSENT ITEM TITLE: Approve Purchasing Transactions

Board Meeting Date: October 1, 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 P09-00954 through P09-01138.

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. Nandkumar
Director, Purchasing Services

Recommended for Approval:

Mark J. Yurcisin
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Paulette J. Ferguson
Superintendent/President
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* Indicates Vendor is located within the Pasadena Area Community College District.

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$437,118.57

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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approve Professional Conference Attendance

Board Meeting Date: October 1, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

Approve

ATTENDEE: Laurie Burruss, Pat Rees
LOCATION: Adobe MAX 2008
San Francisco, California
DATES: November 16-19, 2008
PURPOSE: Training and professional development in Web and digital media curriculum.
CHARGES: $4,016.00 total ($2,008.00 each)
COST CENTER: 03-5210-5116-0000
RECOMMENDED BY: Dr. Jacqueline Jacobs

ATTENDEE: Barbara Padron-Leon
LOCATION: Festival Iberamericano de Teatro Internacional
Cadiz, Spain
DATES: October 13-24, 2008
PURPOSE: Representing PCC and obtaining information to be used in the classroom.
CHARGES: $500.00
COST CENTER: 01-5210-1351-0000
RECOMMENDED BY: Dr. Jacqueline Jacobs

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

Submitted by: 

Director, Business Services

Recommended for Approval: 

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approve/Amend/Renew Contracts

Board Meeting Date: October 1, 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:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97419-9</td>
<td>Inkslingers, Inc.</td>
<td>$5,000.00</td>
<td>To provide several presentations and a musical performance to students, staff and community</td>
<td>Ujima Project 2300-2234 (ARCC), Campus Diversity Initiative 4005-0000 &amp; Black Student Alliance</td>
<td>01-5140</td>
</tr>
<tr>
<td><strong>Amend</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97252-8</td>
<td>BW Research Consulting</td>
<td>$2,250.00</td>
<td>To increase amount of agreement for additional survey and research services related to the video game industry for an amount not-to-exceed $31,680.00 and extend term from 7/31/08 to 9/30/08</td>
<td>Multimedia Entertainment Initiative Hub Grant 5122-0607 (Fiscal Agent)</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-97268-8</td>
<td>Apple One Employment Services</td>
<td>$495.00</td>
<td>To increase amount of agreement for extended temporary clerical assistance for an amount not-to-exceed $36,495.00</td>
<td>President's Office 4000-0000</td>
<td>01-5150</td>
</tr>
<tr>
<td><strong>Renew</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-2901-8</td>
<td>Jack Schulman Construction Co., Inc.</td>
<td>$52,144.78</td>
<td>To provide cleaning and maintenance of District's Aquatic Center pool 10/18/08 thru 10/17/09</td>
<td>Facilities Trades 3702-0000</td>
<td>01-5640</td>
</tr>
</tbody>
</table>

Consent Item No. 63-B
October 1, 2008
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Staff Development Activity

Board Meeting Date: October 1, 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 activity listed below:

Approve

October 2, 2008 through November 30, 2008 (actual dates TBD based on faculty and facility availability), Basic Skills Initiative (BSI) Action Plan Workshops at PCC and possible various community venues, to fulfill State mandate to improve basic skills and student success. Anticipated expenses not-to-exceed $6,000.00 for facility, supplies and refreshments for approximately 30 participants at each workshop. Cost Center: 03-5210-5248-0506, Basic Skills Professional Development (Grant)

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

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE: Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation

Board Meeting Date: October 1, 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 $55,102.15.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-26-08</td>
<td>16449488</td>
<td>$55,102.15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>=============</td>
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<tr>
<td></td>
<td>Medical</td>
<td>$34,633.14</td>
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<tr>
<td></td>
<td>Benefit Payments</td>
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<td>Legal</td>
<td>9,229.43</td>
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<td></td>
<td>Mileage</td>
<td>1,925.06</td>
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<td></td>
<td>Interest</td>
<td>-8.21</td>
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<td></td>
<td></td>
<td>$55,102.15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>=============</td>
</tr>
</tbody>
</table>

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

Submitted by:  
Director, Fiscal Services

Recommended for Approval:  
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  
Superintendent/President
CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: October 1, 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 $15,158.50.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>08-27-08</td>
<td>16452140</td>
<td>$1,377.12</td>
</tr>
<tr>
<td>09-05-08</td>
<td>16473325</td>
<td>2,773.89</td>
</tr>
<tr>
<td>09-10-08</td>
<td>16484331</td>
<td>4,441.07</td>
</tr>
<tr>
<td>09-12-08</td>
<td>16492002</td>
<td>4,407.93</td>
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<tr>
<td>09-15-08</td>
<td>16495218</td>
<td>2,158.49</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$15,158.50</td>
</tr>
</tbody>
</table>

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

Submitted by:

Odessa Walker
Director, Fiscal Services

Recommended for Approval:

Mark J. Ziemni
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/27/2008</td>
<td>16452140</td>
<td>$1,377.12</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>$823.32</td>
</tr>
<tr>
<td></td>
<td>Postage</td>
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<td></td>
<td>Enrollment refunds</td>
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<td></td>
<td>ASB refunds</td>
<td>$2.00</td>
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<td></td>
<td>Health fee refunds</td>
<td>$20.00</td>
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<td></td>
<td>Parking refunds</td>
<td>$330.00</td>
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<tr>
<td>9/5/2008</td>
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<tr>
<td></td>
<td>Supplies</td>
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<td>Books</td>
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<td>Enrollment refunds</td>
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<td>Parking refunds</td>
<td>$394.00</td>
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<td>Citation refunds</td>
<td>$20.00</td>
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<td>Repairs</td>
<td>$1,043.22</td>
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<tr>
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<td>Truck rental</td>
<td>$611.49</td>
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<td>9/10/2008</td>
<td>16484331</td>
<td>$4,441.07</td>
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<td>Supplies</td>
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<td>Bus passes</td>
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<td>Enrollment refunds</td>
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<td>Parking refunds</td>
<td>$2,288.00</td>
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<td>Citation refunds</td>
<td>$45.00</td>
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<td>9/12/2008</td>
<td>16492002</td>
<td>$4,407.93</td>
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<td>Supplies</td>
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<td>Books</td>
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<td>Postage</td>
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<td>Library fine</td>
<td>$8.00</td>
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<td>Bus passes</td>
<td>$17.00</td>
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<tr>
<td></td>
<td>ASB refunds</td>
<td>$3.00</td>
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<td>Health fee refund</td>
<td>$28.00</td>
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<td>Parking fee refunds</td>
<td>$1,950.00</td>
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<td>Enrollment refunds</td>
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<td>9/15/2008</td>
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<td>$2,158.49</td>
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<td>Supplies</td>
<td>$1,038.61</td>
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<td></td>
<td>Software license</td>
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<td>Domain renewal</td>
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<td></td>
<td>Book fine refund</td>
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<td>Parking refunds</td>
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<td>Enrollment refunds</td>
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<td>Postage</td>
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</tbody>
</table>

**Grand total:** $15,158.50
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.

Name  Stipend  Special Project
Yuen, Stephanie  2,000.00  Assistant Softball Coach 10/2/08 – 6/30/09 Kinesiology Health & Athletics

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/PCEO
CONSENT ITEM TITLE:  Approve/Ratify Stipends for Academic Personnel

Board Meeting Date:  October 1, 2008

RECOMMENDATION:  It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons listed below to be employed in a special project as listed for the College year 2008-09, or any portion thereof, as stated in the contract.  The length of time of the employment and the assignment shall be determined by College need.

<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bober, Sharon</td>
<td>2,000.00</td>
<td>Basic Skills Initiative—pilot and organize supplemental Instruction for level one Mathematics, including training and oversight of supplemental instruction leader(s), 10-06-08 to 12-19-08</td>
</tr>
<tr>
<td>Cho, Jay</td>
<td>2,000.00</td>
<td>Basic Skills Initiative—pilot and organize supplemental Instruction for level two Mathematics, including training and oversight of supplemental instruction leader(s), 10-06-08 to 12-19-08</td>
</tr>
<tr>
<td>Gallup, Daniel</td>
<td>1,800.00</td>
<td>Mathematics Division—Assist Dean as Division Coordinator during the Winter Intersession, 01-02-09 to 02-20-09</td>
</tr>
<tr>
<td>Keeler, Teresa</td>
<td>5,000.00</td>
<td>Basic Skills Initiative—coordinate English Division’s Instructional Aide Program which addresses basic skills issues through classroom assistance in English 400 and 100, the Writing Center, and the Reading Lab to provide one-on-one and small group tutoring in these locations to students, 09-02-08 to 12-19-08</td>
</tr>
<tr>
<td>Pell, Steven</td>
<td>2,000.00</td>
<td>Basic Skills Initiative—pilot and organize supplemental Instruction for English as a Second Language, including training and oversight of supplemental instruction leader(s), 10-06-08 to 12-19-08</td>
</tr>
<tr>
<td>Rutzen, Dean</td>
<td>2,000.00</td>
<td>Basic Skills Initiative—pilot and organize supplemental Instruction program for the Community Education Center, including training and oversight of supplemental instruction leader(s), 10-06-08 to 12-19-08</td>
</tr>
<tr>
<td>Trendler, Teresa</td>
<td>8,147.00</td>
<td>Senate Bill-70 Quick Start Biotechnology/Biosciences—for the work done as project director of the grant, 07-10-08 to 07-25-08</td>
</tr>
<tr>
<td>Wood, Debra</td>
<td>250.00</td>
<td>National Science Foundation Mathematics and Science Grant—develop innovative methods of teaching applied mathematics in natural settings, 10-06-08 to 10-13-08</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS:  Paid from dollar-controlled accounts.

BACKGROUND:  The assignment shall be determined by College need.

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  
Superintendent/President
CONSENT ITEM TITLE: Employment of Hourly Credit Teachers and Substitute Teachers, 2008-2009

Board Meeting Date: October 1, 2008

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons listed below to be employed as temporary teachers of credit classes approved for 2008-2009. The length of time of the employment and the assignment shall be determined by College need.

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ba, Abdulaye</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Faghani, Ali</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Myint, Mon Mon</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Penland, Ralph</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>7</td>
<td>Performing and Communication Arts</td>
</tr>
<tr>
<td>Todd, Jerry</td>
<td>Adjunct Faculty</td>
<td>D</td>
<td>30</td>
<td>Kinesiology, Health and Athletics</td>
</tr>
<tr>
<td>Tull, David</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>7</td>
<td>Performing and Communication Arts</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:

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

Board Meeting Date: October 1, 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><strong>EMPLOYMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bryant, Alex 40A Department Laboratory Technician III Health Sciences Replacing: Keith Boyce</td>
<td>40A</td>
<td>100% - 12 mo.</td>
<td>10/20/08</td>
</tr>
<tr>
<td>Perez, Rocio 36A* Admissions and Records Clerk II Admissions and Records Replacing: Tamiya Cousins</td>
<td>36A*</td>
<td>100% - 12 mo.</td>
<td>10/06/08</td>
</tr>
<tr>
<td>Shabsin, Francine 55C Executive Assistant to the Superintendent-President/Confidential President's Office Replacing: Meta Holcomb</td>
<td>55C</td>
<td>100% - 12 mo.</td>
<td>10/13/08</td>
</tr>
<tr>
<td><strong>SEPARATIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alarcon, Fidel Custodian Facilities Services</td>
<td></td>
<td>Resignation</td>
<td>09/18/08</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
SEPARATIONS (cont.)

Carlson, Paul
Custodian
Facilities Services

Matthews, Lillian
Financial Aid Interviewer
Scholarships/Financial Aid

Martinez, Maria Elena
CAHSEE Grant Coordinator
Community Education Center

Retirement
10 years of service
11/21/08

Retirement
23 years of service
12/31/08

Termination
CAHSEE Grant funding exhausted
10/16/08
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

CONSENT ITEM TITLE:  
Salary Compensation Factors—Large Group Instruction

Board Meeting Date: October 1, 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 be assigned salary compensation factors as noted for the fall semester 2008:

AMEND CONSENT ITEM 32-P, SEPTEMBER 17, 2008

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>LOAD RATIO</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster, Rod</td>
<td>Visual Arts/Media Std</td>
<td>From: 4.054</td>
<td>0830, 1007, 2419</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To: 1.072</td>
<td>0830, 0852, 1007, 2419</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


Board Meeting Date: October 1, 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>
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</thead>
<tbody>
<tr>
<td>CHANGE OF STATUS</td>
<td></td>
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</tr>
<tr>
<td>Hunt, Donald</td>
<td></td>
<td>From: 100%</td>
<td>09/02/08 – 12/19/08</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>To: 75.3%</td>
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</tr>
<tr>
<td>Engineering &amp; Technology</td>
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</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