NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, January 21, 2009

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

MEETING NO. 2

REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 2, a Regular Business Meeting. The Open Session will begin at 6:00 P.M. with the Call to Order, Roll Call, and Public Comments on Closed Session items. Closed Session will follow. Open Session will resume at 7:00 P.M. The Board will meet in Harbeson Hall at Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

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

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

II. CLOSED SESSION

Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957.6 Labor Negotiations (Faculty Association; CSEA #777; ISSU; PCCPOA; Management Association); Engeldinger

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. 1, Regular Business Meeting, December 10, 2008

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

F. REPORT ON THE LEAGUE OF WOMEN VOTERS OF THE PASADENA AREA DROPOUT PREVENTION PROJECT [Tab F]

G. DISCUSSION, WITH POSSIBLE ACTION: AMERICAN COLLEGE AND UNIVERSITY PRESIDENTS CLIMATE COMMITMENT ON CARBON REDUCTION: Ling O’Connor, and Kim Kraft, of the International Brotherhood of Electrical Workers [Tab G]

H. BUDGET UPDATE AND DISCUSSION

I. DISCUSSION, WITH POSSIBLE ACTION: CCCT NOMINATIONS [Tab I]

J. DISCUSSION, WITH POSSIBLE ACTION: PROCESS FOR SELECTION OF COMMENCEMENT SPEAKER [Tab J]
K. DISCUSSION WITH POSSIBLE ACTION: CREDIT CURRICULUM

L. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE POLICE OFFICER’S ASSOCIATION (PCCPOA)

M. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA)

N. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 2400, PUBLIC RECORDS

O. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 2415, RECORDS RETENTION AND DESTRUCTION

P. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 4012, WITHHOLDING OF STUDENT RECORDS

Q. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 4025, ENROLLMENT AND ATTENDANCE IN CLASSES

R. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 4030, RESIDENCE DETERMINATION

S. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 4600, STUDENT ORGANIZATIONS

T. DISCUSSION, WITH POSSIBLE ACTION: SUPERINTENDENT/PRESIDENT’S GOALS

U. REPORT FROM AUDIT COMMITTEE

V. PRESIDENT’S REPORT

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

X. FUTURE BOARD MEETING DATES

Wednesday, February 4, 2009 (Harbeson Hall) – 6:00 p.m.
Wednesday, February 18, 2009 (Harbeson Hall) – 6:00 p.m.

Y. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

35-S Approval of Student Travel -- PCC United Nations Association Club, San Francisco, CA, March 5-8, 2009

36-S Approval of Student Travel -- PCC Cross-Cultural Center, Mountain Center, CA, April 3-5, 2009

38-S Approval of Student Travel -- PCC Cross-Cultural Center, Manzanar, CA, April 25, 2009

39-S Approval of Student Travel -- ASPCC Lobby Committee, Sacramento, CA, February 5, 2009

66-I Approval of Instructional Trips for PCC Men’s Baseball Team, 2008-2009 Season

67-I Approval of Instructional Trips for PCC Women’s Softball Team, 2008-2009 Season

68-I Approval of Instructional Trips for PCC Men’s and Women’s Track Team, 2008-2009 Season

69-I Approval of Instructional Trips for PCC Women’s Badminton Team, 2008-2009 Season

70-I Approval of Instructional Trips for PCC Men’s and Women’s Swimming and Diving Team, 2008-2009 Season

71-I Approval of Instructional Trip for HSDP 5480, January 29, 2009

72-I Approval of Instructional Trip for Geology 40, March 19-22, 2009

73-I Approval of Instructional Trip for Biology 1A, March 27-29, 2009

74-I Approval of Instructional Trip for Geology 1F, March 31, 2009

75-I Approval of Instructional Trip for Biology 1A, April 18-25, 2009

76-I Approval of Instructional Trip for Geology 2F, May 1, 2009

77-I Approval of Instructional Trip for Geology 1F, May 8-10, 2009

78-I Approval of Instructional Trip for Geology 2F, May 14-17, 2009

79-I Approval of Instructional Trip for Biology 1A, May 1-3, 2009 and May 8-10, 2009

80-I Approval of Instructional Trip for HSDP 5480, January 22, 2009

81-I Approval of Instructional Trip for Welding 200ABC, January 26, January 29, February 19, 2009

97-B Approve Purchasing Transactions

98-B Approve Change Orders, Measure P Campus-Wide Network Project/Infrastructure Upgrade

99-B Approve Change Orders, Measure P Projects – Industrial Technology and Campus Center/Bookstore Buildings

100-B Approve/Ratify/Amend Contracts

101-B Approve Staff Development Activities

102-B Approve/Ratify Career and Technical Education Activities

103-B Amendment to Consent Item No. 203-B – Approve/Ratify Career and Technical Education Activities

104-B Adoption of Resolution #440 – Ratify Local Agreement for Child Development Services

105-B Approve Professional Conference Attendance

106-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation

107-B Reporting and Approval of Revolving Fund Reimbursement

108-B

109-B Budget Augmentation

110-B Decrease Mileage Reimbursement Rate

111-B Approve Extended Learning Presenters

112-B Approve Expenses for Accreditation Team Visit, Spring 2009

113-B Amendment to Consent Item 24-B, Authorization re: Naming Opportunity Designations for Center for the Arts Building

63-P Approve/Ratify Stipends for Classified and Unclassified Personnel

64-P Approval of College Assistant and Instructional Aide Positions -- January 1, 2009-June 30, 2009

65-P Approve/Ratify Stipends for Academic Personnel

66-P Employment of Hourly Credit Teachers and Substitute Teachers, Winter 2009

67-P Employment of Hourly Noncredit Teachers and Substitute Teachers, Winter 2009

68-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2008-2009

69-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees

70-P Approval of Sabbatical Leave – 2009-2010

71-P Approval of Management Association Salary Schedule and Implementation of the Compensation Plan
Meeting No. 1
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 1 on Wednesday, December 10, 2008, in Harbeson Hall of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL, PUBLIC COMMENT ON NON-AGENDA ITEMS
The meeting was called to order at 6:01 p.m. by Mr. John Martin, President.

ROLL CALL

Trustees Present
Mr. John Martin, President
Dr. Jeanette Mann, Vice President
Mr. Geoffrey L. Baum
Dr. Hilary Bradbury-Huang, Clerk
Dr. Consuelo Rey Castro (arrived at 7:05 p.m.)
Mr. William E. Thomson
Mrs. Beth Wells-Miller
Mr. John Campo, Student Trustee

Trustees Absent
None

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.

Mr. Martin made a statement regarding the Superintendent/President’s evaluation process, and that the Board had followed the usual process as outlined by its legal counsel. He pointed out that the Board had talked to legal counsel throughout the process, and the Superintendent/President had never been present during any closed session discussions. There is a public session item on tonight’s agenda where the Board will fully vet that contract and discuss it as a Board and for the first time take a vote.

Mr. Martin adjourned the Board to Closed Session at 6:06 p.m.

II. CLOSED SESSION

Government Code §54957 Public Employee Evaluation (Superintendent/President)
Government Code §54957.6 Labor Negotiations (Management and Supervisory Unit); Engeldinger
Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957 Probationary Release; Sugimoto

Closed Session was adjourned at 6:58 p.m.

III. OPEN SESSION
Mr. Martin reconvened the Open Session at 7:04 p.m. and reported that no action was taken in Closed Session.

A. CONVENE ANNUAL ORGANIZATIONAL MEETING
The Annual Organizational meeting was convened at 7:05 p.m.

B. PLEDGE OF ALLEGIANCE
Dr. Mann led the Pledge of Allegiance.

C. ELECTION OF BOARD OFFICERS

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Bradbury-Huang, the Board voted, by a unanimous vote of the six members present, to elect Dr. Jeanette Mann as Board President for 2009.
  Advisory Vote: Aye

MOTION: ON MOTION OF Mr. Baum and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the six members present, to elect Dr. Hilary Bradbury-Huang as Board Vice President for 2009.
  Advisory Vote: Aye

Mr. Martin nominated Mr. Baum as Clerk which Dr. Rey Castro seconded. Mr. Baum declined the nomination due to his anticipation of a busy year during his first year as a member of the Board of Governors.

MOTION: ON MOTION OF Mr. Martin and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the six members present, to elect Dr. Consuelo Rey Castro as Board Clerk for 2009.
  Advisory Vote: Aye
MOTION:  ON MOTION OF Mr. Martin and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the seven members present, to elect Dr. Paulette J. Perfumo as Board Secretary for 2009.

Advisory Vote: Aye

D. APPOINTMENT OF BOARD OF TRUSTEES’ REPRESENTATIVES
Dr. Consuelo Rey Castro will be the representative to the Los Angeles County Committee on School District Organization.
Mr. Geoffrey Baum will be the representative to the Los Angeles County School Trustees Association.
Dr. Jeanette Mann will be the representative to the Community College League of California.

E. CERTIFICATION OF SIGNATURES

MOTION:  ON MOTION OF Dr. Rey Castro and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the seven members present, to certify the signatures of the 2009 Board of Trustees and administrative staff authorized to sign notices of employment, contracts and orders drawn on the funds of the District.

Advisory Vote: Aye

F. SETTING DAY AND TIME OF REGULAR MEETINGS FOR 2009, AND RETREATS

MOTION:  ON MOTION OF Mr. Baum and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the seven members present, to hold the regular business meetings on the first and third Wednesdays of each month at 7:00 p.m. Closed Session will precede the Open Session.

Advisory Vote: Aye

G. ADJOURN ANNUAL ORGANIZATIONAL MEETING
The annual organizational meeting was adjourned at 7:27 p.m.

Dr. Mann presented Mr. Martin with a plaque in honor of his service as Board President.

H. CONVENE REGULAR BUSINESS MEETING No. 1
The regular business meeting was convened at 7:28 p.m.

I. INTRODUCTIONS
Dr. Perfumo introduced Interim Dean of Kinesiology, Health and Athletics Beverly Tate who then acknowledged some of the head coaches: Tammy Silva (volleyball), Bob Owens (soccer) and James Kuk (football). Mr. Kuk shared the trophy with the Board that our football team won at its bowl game in Santa Barbara.
The 2009 Tournament of Roses Royal Court was introduced by Dr. Perfumo, followed by a short reception.
Dr. Mann thanked the Rose Queen and Princesses for coming to the meeting.
Dr. Mann announced that Agenda Items J and K would be heard out of order.
K. PUBLIC COMMENT ON NON-AGENDA ITEMS
Mr. Sean O'Connor, who was PACCD student trustee from 2007-2008, spoke of the importance of the foundation of education in our society, and thanked the students, faculty, staff, administrators and board of trustees of PCC.

J. APPROVAL OF MINUTES – Meeting No. 22, Regular Business Meeting, November 5, 2008; Meeting No. 23, Study Session, November 12, 2008.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the seven members present, to approve the Minutes of Meeting No. 22, Regular Business Meeting, held on November 5, 2008.
Advisory Vote: Aye

Dr. Bradbury-Huang proposed corrections to the Minutes of Meeting No. 23, Study Session, as follows:
Page 2: Item III, Group 2, all the existing bullets should be replaced with the following:

- Implement current study findings to grow programs relevant to economic development
  - Medical technology
  - Biotechnology
  - Green or clean technology

- Get students where they want to go more efficiently, with a concentration on registration on-line

The minutes of Meeting No. 23 will be amended to reflect this change. The Board voted on this amended document as follows:

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the seven members present, to approve the Minutes of Meeting No. 23, Study Session, held on November 12, 2008, as amended.
Advisory Vote: Aye

Dr. Mann announced that Agenda Items M and L would be heard out of order.

M. RECEIPT OF 2007-2008 DISTRICT FINANCIAL AUDIT

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the seven members present, to approve receipt of the 2007-2008 District Financial Audit.
Advisory Vote: Aye

L. APPROVAL OF CONSENT ITEMS
30-S: Approval of Tuition Fee Waiver for F-1 Visa Students. Dr. Bradbury-Huang asked about the process for deciding which international students get a fee waiver. Dr. Sugimoto said certain criteria are used to determine which students will be granted a fee waiver; this year a third of those who applied were granted one.
32-S: Withdrawn.
64-I: Approval of Instructional Trip for HSDP – Community Education Center, May 14-15, 2009. Mr. Thomson requested further clarification. Dr. Jacobs replied that this was the traditional grad night and that each student pays their own entrance fees.

85-B: Approve Extended Learning Presenters. Dr. Bradbury-Huang asked what the selection process is for extended learning classes and how many classed are selected. Ms. Chapman explained the process and criteria. All courses are completely paid for by the students. Some discussion followed about the appropriateness of some of the courses.

86-B: Approve Purchasing Transactions. Mr. Baum questioned the larger amounts of $40,000 or more. Dr. Zacovic and Mr. Pittman clarified those items.

88-B: Approve Change Orders, Measure P Projects Industrial Technology and Campus Center/Bookstore Buildings. Mr. Baum asked about the larger change orders. Dr. Rey Castro thanked Dr. van Pelt and Mr. Schulman for their diligence in the maintenance of the contingency fund.

89-B: Approve Purchase Order to General Sports Venue, LLC. Mr. Thomson requested some clarification on this item.

95-B: Authorization to Extend SCE License for CEC Parking. Mr. Baum asked if we had ever looked into purchasing the land. Dr. Mann replied that to her knowledge Southern California Edison is not prepared to sell the land.

MOTION: ON MOTION OF Mr. Martin and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the seven members present, to approve Consent Items 30-S, 31-S, 33-S; 56-I through 65-I; 81-B through 84-B; 86-B through 96-B; and 54-P through 62-P.

Advisory Vote: Aye

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Rey Castro, the Board voted, by six affirmative votes and one no vote, to approve Consent Item 85-B.

Advisory Vote: Aye

N. DISCUSSION, WITH POSSIBLE ACTION: STRATA INFORMATION GROUP (SIG) RECOMMENDATIONS

Dr. Zacovic introduced Mr. Henry Eimstad, of Strata Information Group, who gave a powerpoint presentation regarding SIG's findings and recommendations regarding our current campus technology, processes, and organizational structure.

The Board directed the administration to come back with a report on recommendations for the next steps.

O. DISCUSSION, WITH POSSIBLE ACTION: ADDITIONS AND DELETIONS TO THE CREDIT AND NON-CREDIT CURRICULUM

MOTION: ON MOTION OF Dr. Rey Castro and seconded by Mr. Baum, the Board voted, by a unanimous vote of the seven members present, to approve the Additions and Deletions to the Credit and Non-Credit Curriculum.

Advisory Vote: Aye

P. DISCUSSION, WITH POSSIBLE ACTION: ADDITIONS TO DEGREE MAJORS

MOTION: ON MOTION OF Mr. Baum and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the seven members present, to approve the Additions to Degree Majors.

Advisory Vote: Aye
Q.  APPROVAL OF CERTIFICATION AND SUBMITTAL OF SELF STUDY
Dr. Wilcox gave a presentation on the new introductory section of the accreditation self study report since the Board viewed the self study at the November 5th board meeting. The Board thanked everyone involved for their great work on the self study.

MOTION: ON MOTION OF Dr. Rey Castro and seconded by Mr. Baum, the Board voted, by a unanimous vote of the seven members present, to approve the Certification and Submittal of the Self Study.
Advisory Vote: Aye

R.  RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE POLICE OFFICER’S ASSOCIATION (PCCPOA)
The public hearing is set for the Regular Board Meeting to be held on January 21, 2009 in Harbeson Hall.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the seven members present, to approve to receive and set a public hearing regarding the initial bargaining proposal from the Pasadena Area Community College District to the Pasadena City College Police Officer’s Association (PCCPOA), on January 21, 2009, in Harbeson Hall.
Advisory Vote: Aye

S.  RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA)
The public hearing is set for the Regular Board Meeting to be held on January 21, 2009 in Harbeson Hall.

MOTION: ON MOTION OF Dr. Rey Castro and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the seven members present, to approve to receive and set a public hearing regarding the initial bargaining proposal from the Pasadena Area Community College District to the Pasadena City College Faculty Association (PCCFA), on January 21, 2009, in Harbeson Hall.
Advisory Vote: Aye

T.  PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE INSTRUCTIONAL SUPPORT SERVICES UNIT (ISSU)
Dr. Mann opened the hearing. Since no one wished to address the Board on this item, the hearing was closed.

U.  DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW No. 1610, POWERS AND DUTIES: GENERAL

MOTION: ON MOTION OF Mr. Thomson and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the seven members present, to approve Bylaw No. 1610, as submitted.
Advisory Vote: Aye
V. DISCUSSION, WITH POSSIBLE ACTION: BOARD OF TRUSTEES ANNUAL GOALS

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted, by a unanimous vote of the seven members present, to approve the Board of Trustees Annual Goals.

Advisory Vote: Aye

W. DISCUSSION, WITH POSSIBLE ACTION: SUPERINTENDENT/PRESIDENT’S GOALS

Dr. Rey Castro pointed out she would like to see a goal that says the Superintendent/President will work with the Board and assist the Board in achieving its goals. Number 6 from the Board’s Annual Goals for 2008-09 could be added to the Superintendent/President’s goals to cover this. Dr. Bradbury-Huang said the secondary goals appear to be supportive ones, and the language could be changed to reflect this. Mr. Baum said he would like a statement that the overarching goal is to serve students and enable student success. One outreach effort that was successful this year was the Superintendent/President’s mutual efforts with Superintendent Diaz for PUSD and local feeder schools, and we don’t want to see that effort lose momentum. Mrs. Wells-Miller wants to see a goal about a continuing community effort. Mr. Martin pointed out that we are trying to keep the number of goals down.

Dr. Mann summarized that the Board would like the Superintendent/President to restructure the list of goals, and bring them back to the next meeting in January.

X. DISCUSSION, WITH POSSIBLE ACTION: CONTRACT FOR SUPERINTENDENT/PRESIDENT

Mr. Martin said an ad hoc subcommittee on the Superintendent/President’s compensation was created. The committee met several times at length. They reviewed compensation packages from Citrus, Glendale, Rio Hondo, Cerritos, Long Beach, Mt. SAC, Santa Monica and El Camino. These are large single-campus districts in southern California that are somewhat similar to PCC and/or the neighboring districts to PCC. At no time during closed session deliberations on the Superintendent/President’s compensation was the Superintendent/President ever present. It was purely just the Board meeting as a Board. Finally, as a Board, tonight we have created a document which we now have available as we go onto a public session item that is basically the same contract we had before. We’re extending it one additional year and we’re recommending a new base compensation. Several months ago, the Superintendent/President requested permission to purchase the car that she was driving which is a District-owned car. So the Board in this document working with our legal counsel has developed a plan to fulfill the Superintendent/President’s request to buy the car and then what we did, which is comparable to all the other districts, is come up with an auto allowance. Copies of the Superintendent/President’s contract are available for viewing with the Board’s administrative assistant.

MOTION: ON MOTION OF Mr. Martin and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the seven members present, to approve the Contract for the Superintendent/President.

Advisory Vote: Abstain

Dr. Mann thanked Mrs. Wells-Miller for her service on the accreditation self study steering committee.

Dr. Mann reminded those at the meeting that an announcement should not be a long report, rather it should be a statement of something that occurred. If the meeting members have something to give a report on, it will be put on the agenda.
Y. PRESIDENT’S REPORT
Dr. Perfumo’s full written report was included in the Board’s folders. The highlights are:

- November 20-22: attended CCLC Conference with Trustee Mann, who was selected by the nominating committee to be the second Vice President this coming year on the CCCT Board.
- November 26: attended the annual PTSA turkey carving at the Child Development Center. Approximately 200 people, including the children, our student teachers and their families were fed Thanksgiving dinner.
- December 5: met with Interim Dean of Kinesiology, Health and Athletics Beverly Tate and Nick Curry from the Stan Gray Trust to discuss the placement of a bust of Stan Gray in the Athletic Zone.
- December 6: attended the South Coast Conference Women’s Volleyball Tournament. She congratulated Beverly Tate and Coach Tammy Silva for all their hard work as well as Coach Silva for helping put the Lady Lancers in the finals. She received a thank-you email from El Camino College’s Athletic Director which was enclosed with the Board’s materials.
- December 8: met with Victoria Bortolussi regarding the development of our Early College High School Program with Pasadena Unified School District.
- December 9: attended the Foundation Executive Board meeting where Dr. Donald Rickner made a presentation on the progress of the Foundation Strategic Plan.
- December 9: signed the President’s Climate Commitment. She thanked Dean David Douglass who served as emcee for the event, Mayor Bill Bogaard for his participation, Dr. Hilary Bradbury-Huang for her involvement, Dr. Ling O’Connor for her assistance, and the Seeds of Change Student Club for its efforts.
- December 14-20: Finals week.
- December 23: Campus closes at 3:00 p.m.
- January 2, 2009: Campus reopens.
- Happy and health holidays to everyone, and thank you for a great year at PCC!

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

Dr. James Bickley, Academic Senate
- Handled out “Senate Nanoseconds – What Faculty Need to Know”.
- The state-wide Academic Senate has proposed making modifications to the AA/AS programs and the way that we define them – any majors that we offer that are now under our AA degree certificate in science, technology and engineering will be an AS degree. Currently, unless they are certificate-related, they are AA degrees.
- Faculty handbook – there is plenty of oversight and approval by the Board.
- Commended Edward Martinez for his work related to the majors that were approved this evening.
- The Academic Senate approved an abridged version of the program discontinuance policy integrated into the existing policy.

Mr. John Lindemann, Classified Senate
- No report.

Ms. Christina Javier, Associated Students
- The AS hosted a student forum featuring President Perfumo with an open Q&A for the students. This led to some ideas, e.g. a veterans’ student forum.
Tomorrow there will be a cultural diversity event, with international dances and food.

Next week is finals week. As part of Relaxation Week and to help relieve stress, the AS will be offering massages as well as test supplies, such as scantrons, blue books and pencils to students.

Ms. Ellen Ligons, Management Association
  o No report.

Mr. William Thomson, Trustee
  o National Crosstalk has a good article on the Teaching and Learning Center.
  o Passed out a brochure from the Foundation’s President’s Circle. He emphasized that as the Foundation seeks to raise money, the members of this Board should support that work and each make a donation.

Mrs. Wells-Miller, Trustee
  o Recognized Professor of Anthropology, Elvio Angeloni.

Mr. Baum, Trustee
  o Thanked Cynthia Olivo, Associate Dean, Counseling and Student Success Services, for her hard work in helping students interested in transfer or counseling and other issues.

Dr. Rey Castro left the meeting at 10:27 p.m.

**AA. FUTURE BOARD MEETING DATES**

**MOTION:** ON MOTION OF Mr. Baum and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the six members present, to cancel the second meeting in December 2008 (December 17) and the first meeting in January 2009 (January 7).

Advisory Vote: Aye

The next regular business meeting will be held on Wednesday, January 21, 2009 in Harbeson Hall. Mr. Baum noted that he will not be able to attend that meeting due to a scheduling conflict.

Dr. Bradbury-Huang noted that the retreat dates are April 29, 2009 and August 5, 2009 and said it would be very helpful to have any suggested changes to those dates before the end of the year.

The regular business meetings in February will be February 4 and 18, 2009.

**BB. FUTURE AGENDA ITEMS**

Mr. Martin suggested we adopt a purchase order policy similar to some other policies (travel and other expenditures) where the Board would delegate the Superintendent/President to make decisions up to a certain dollar threshold, and the Board could focus on the larger amounts.

**IV. ADJOURNMENT**

Meeting No. 1 was adjourned at 10:32 p.m.
MOTIONS CARRIED AT MEETING NO. 1 – December 10, 2008

1. Election of Officers for 2009 as follows: Dr. Jeanette Mann, President; Dr. Hilary Bradbury-Huang, Vice President; Dr. Consuelo Rey Castro, Clerk; Dr. Paulette J. Perfumo, Secretary.

2. Approval to certify signatures of the 2009 Board of Trustees and administrative staff authorized to sign notices of employment, contracts and orders drawn on the funds of the District.

3. Approval to hold the regular business meetings of the Board of Trustees on the first and third Wednesdays of each month at 7:00 p.m. Closed Session will precede the Open Session.

4. Approval of the Minutes of Meeting No. 22, Regular Business Meeting, held on November 5, 2008.

5. Approval of the Minutes of Meeting No. 23, Study Session, held on November 12, 2008, as amended.


7. Approval of Consent Items 30-S, 31-S, 33-S; 56-I through 65-I; 81-B through 84-B; 86-B through 96-B; and 54-P through 62-P.

8. Approval of Consent Item 85-B.

9. Approval of Additions and Deletions to the Credit and Non-Credit Curriculum.

10. Approval of Additions to Degree Majors.

11. Approval of the Certification and Submittal of the Self Study.

12. Approval to receive and set a public hearing regarding the initial bargaining proposal from the Pasadena Area Community College District to the Pasadena City College Police Officer’s Association (PCCPOA), on January 21, 2009, in Harbeson Hall.

13. Approval to receive and set a public hearing regarding the initial bargaining proposal from the Pasadena Area Community College District to the Pasadena City College Faculty Association (PCCFA), on January 21, 2009, in Harbeson Hall.

14. Approval of Bylaw No. 1610, as submitted.

15. Approval of the Board of Trustees Annual Goals.

16. Approval of the Contract for the Superintendent/President.

Submitted by:

Paulette J. Perfumo, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 1
ANNUAL ORGANIZATIONAL MEETING
REGULAR BUSINESS MEETING
Wednesday, December 10, 2008
6:00 p.m. Closed Session
7:00 p.m. Open Session
Harbeson Hall
Pasadena City College
1570 East Colorado Boulevard, Pasadena, California 91106

AGENDA

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

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

II. CLOSED SESSION

Government Code §54957  Public Employee Evaluation (Superintendent/President)
Government Code §54957.6 Labor Negotiations (Management and Supervisory Unit); Engelnder
Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957  Probationary Release; Sugimoto

III. OPEN SESSION (7:00 p.m.)
A. CONVENE ANNUAL ORGANIZATIONAL MEETING
B. PLEDGE OF ALLEGIANCE
C. ELECTION OF BOARD OFFICERS
   • Board President
   • Board Vice President
   • Board Clerk
   • Board Secretary
D. APPOINTMENT OF BOARD OF TRUSTEES' REPRESENTATIVES
   Los Angeles County Committee on School District Organization
   Los Angeles County School Trustees’ Association
   Community College League of California
E. CERTIFICATION OF SIGNATURES  [TAB E]
F. SETTING DAY AND TIME OF REGULAR MEETINGS FOR 2009, AND RETREATS [TAB F]
G. ADJOURN ANNUAL ORGANIZATIONAL MEETING
H. CONVENE REGULAR BUSINESS MEETING No. 1

I. INTRODUCTIONS
   • 2009 Tournament of Roses Court

   A short reception will follow for the Court.

J. APPROVAL OF MINUTES:
Meeting No. 22, Regular Business Meeting, November 5, 2008
Meeting No. 23, Study Session, November 12, 2008

K. 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.

L. APPROVAL OF CONSENT ITEMS (see page 4, attached)

M. RECEIPT OF 2007-2008 DISTRICT FINANCIAL AUDIT [TAB M]

N. DISCUSSION, WITH POSSIBLE ACTION: STRATA INFORMATION GROUP (SIG) RECOMMENDATIONS [TAB O]

O. DISCUSSION, WITH POSSIBLE ACTION: ADDITIONS AND DELETIONS TO THE CREDIT AND NON-CREDIT CURRICULUM [TAB P]

Q. APPROVAL OF CERTIFICATION AND SUBMITTAL OF SELF STUDY

R. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE POLICE OFFICERS’ ASSOCIATION (PCCPOA) [TAB R]

S. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA) [TAB S]

T. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE INSTRUCTIONAL SUPPORT SERVICES UNIT (ISSU) [TAB T]

U. DISCUSSION, WITH POSSIBLE ACTION: BOARD BYLAW No. 1610, POWERS AND DUTIES: GENERAL [TAB U]

V. DISCUSSION, WITH POSSIBLE ACTION: BOARD OF TRUSTEES ANNUAL GOALS [TAB V]

W. DISCUSSION, WITH POSSIBLE ACTION: SUPERINTENDENT/PRESIDENT’S GOALS [TAB W]

X. DISCUSSION, WITH POSSIBLE ACTION: CONTRACT FOR SUPERINTENDENT/PRESIDENT
Y. PRESIDENT’S REPORT

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

AA. FUTURE BOARD MEETING DATES

Wednesday, January 21, 2009 (Harbeson Hall) – 6:00 p.m.
Wednesday, February 4, 2009 (Harbeson Hall) – 6:00 p.m.
Wednesday, February 18, 2009 (Harbeson Hall) – 6:00 p.m.

BB. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
REVISED

CONSENT ITEMS

30-S Approval of Tuition Fee Waiver for F-1 Visa Students
31-S Approval of University Campus Tour, Fall 2008, Los Angeles, California
32-S Withdrawn
33-S Ratification of Student Travel – PCC DANA Club, Twenty-nine Palms, CA
56-I Approval of Instructional Trip for Music 55, December 21, 2008
57-I Approval of Instructional Trip for Music 55, December 22, 2008
58-I Approval of Instructional Trip for Music 55, December 26, 2008
59-I Approval of Instructional Trip for Music 55, December 27, 2008
60-I Approval of Instructional Trip for Music 55, December 28, 2008
61-I Approval of Instructional Trip for Music 55, December 28, 2008
62-I Approval of Instructional Trip for Music 55, December 31, 2008
63-I Approval of Instructional Trip for Music 55, January 1, 2009
64-I Approval of Instructional Trip for HSDP – Community Education Center, May 14-15, 2009
65-I Ratification of Approval of Instructional Trip for PEACT 90A, November 27, 2008
81-B Approve/Ratify/Amend Contracts
82-B Approve Professional Conference Attendance
83-B Approve/Ratify Career and Technical Education Activities
84-B Ratify Staff Development Activity
85-B Approve Extended Learning Presenters
86-B Approve Purchasing Transactions
87-B Approve Change Orders, Measure P Campus-Wide Network Project/Infrastructure Upgrade
88-B Approve Change Orders, Measure P Projects Industrial Technology and Campus Center/Bookstore Buildings
89-B Approve Purchase Order to General Sports Venue, LLC
90-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
91-B Reporting and Approval of Revolving Fund Reimbursement
92-B Budget Augmentation
93-B Ratify Mileage Authorization
94-B Amendment to Consent Item No. 2-B, Approval of Organizations for Membership, 2008-2009 Fiscal Year
95-B Authorization to Extend SCE License for CEC Parking
96-B Receive and Reject Claim – Sharon Villalba

54-P Approve/Ratify Stipends for Classified and Unclassified Personnel
55-P Approve/Ratify Stipends for Academic Personnel
56-P Employment of Hourly Credit Teachers and Substitute Teachers, 2008-2009
57-P Employment of Hourly Noncredit Teachers and Substitute Teachers, 2008- 2009
58-P Employment of Hourly Credit Teachers and Substitute Teachers, Winter 2009
59-P Employment of Hourly Noncredit Teachers and Substitute Teachers, Winter 2009
60-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
61-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees

(CLOSED SESSION)
Employee Discipline, Dismissal, Release

<table>
<thead>
<tr>
<th><strong>REPORT ON THE LWVPA DROPOUT PREVENTION PROJECT</strong></th>
<th>TAB F</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMERICAN COLLEGE AND UNIVERSITY PRESIDENTS CLIMATE COMMITMENT</strong></td>
<td>TAB G</td>
</tr>
<tr>
<td><strong>CCCT NOMINATIONS</strong></td>
<td>TAB I</td>
</tr>
<tr>
<td><strong>PROCESS FOR SELECTION OF COMMENCEMENT SPEAKER</strong></td>
<td>TAB J</td>
</tr>
<tr>
<td><strong>CREDIT CURRICULUM</strong></td>
<td>TAB K</td>
</tr>
<tr>
<td><strong>PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM PACCD TO PCCPOA</strong></td>
<td>TAB L</td>
</tr>
<tr>
<td><strong>PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM PACCD TO PCCFA</strong></td>
<td>TAB M</td>
</tr>
<tr>
<td><strong>POLICY No. 2400, PUBLIC RECORDS</strong></td>
<td>TAB N</td>
</tr>
<tr>
<td><strong>POLICY No. 2415, RECORDS RETENTION AND DESTRUCTION</strong></td>
<td>TAB O</td>
</tr>
<tr>
<td><strong>POLICY No. 4012, WITHOLDING OF STUDENT RECORDS</strong></td>
<td>TAB P</td>
</tr>
<tr>
<td>Policy Number</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>POLICY No. 4025</td>
<td>ENROLLMENT AND ATTENDANCE</td>
</tr>
<tr>
<td>POLICY No. 4030</td>
<td>RESIDENCE DETERMINATION</td>
</tr>
<tr>
<td>POLICY No. 4600</td>
<td>STUDENT ORGANIZATIONS</td>
</tr>
<tr>
<td></td>
<td>SUPERINTENDENT/PRESIDENT'S GOALS</td>
</tr>
</tbody>
</table>
PUSD REPORT
FOR
THE LWVPA DROPOUT PREVENTION PROJECT
03-02-07

PURPOSE

The League of Women Voters of the Pasadena Area created an Education Advocacy Committee to develop projects within the framework of the League state and local education positions.

Dropout prevention in the communities/districts within the LWVPA boundaries was selected as the initial committee project, based on the understanding that a public education system cannot be effective when students do not complete the educational process.

This is the report of Findings and Recommendations from the LWVPA Pasadena Unified School District subcommittee.

PROCESS

We interviewed PUSD administrators at the Education Center and school administrators and counselors at middle-school and high-school sites and school board members. We interviewed community leaders in the three communities that make up PUSD: Pasadena, Altadena and Sierra Madre. We interviewed students who had dropped out and parents and caregivers of students who had dropped out.

We developed Findings and Recommendations from those interviews that are particularly relevant to the Pasadena Unified School District. The results of the Findings and Recommendations follow.
DROP-OUT PROJECT FINDINGS

District Dropout Plan
1. The definition of “drop-out” is inconsistent; graduation rate and drop-out rate are not synonymous, but are often used interchangeably.
2. No comprehensive plan exists to identify, track and prevent drop-outs.
3. Some special services exist (see glossary for definitions)
   • Center for Independent Study
   • Rose City High School
   • PCC special program
   • L.A. County Board of Education programs
   • Outside options such as Learning Works and
   • Options for Youth
4. Specialized high school academies offer option of career training combined with regular curriculum.
5. Community organizations provide programs for at-risk students
6. The business community has the potential to provide more services but needs added direction from the school district

Why Students Drop Out
1. Repeated truancy.
2. Money
   • Need to support the family
   • Want to support a desired lifestyle
   • Peer pressure
   • Street culture dealing in drugs and stolen goods
3. Pregnancy
4. Physical and mental health issues
5. Lack support and encouragement at school
6. Inconsistent training of school administrators, teachers, counselors in how to work with students and parents to prevent student dropout.
7. Peer pressure from gangs
8. Socio economic factors of the family
   • Pressures associated with making ends meet
   • Single parent households
   • Limited English
   • Lack of education
9. Parents’ lack of knowledge of how to help their children
10. “Boring” curriculum
11. Remedial programs limit elective options
12. Poor academic performance before high school
13. Limited English, beginning in early grades
14. Fall behind in credits
   • Fail algebra or science
   • Fail to see relevance of curriculum to their future
   • Don’t focus
   • Distracted by pop culture portrayed by various media.
15. Special problems of foster care students and students on probation.
DROP-OUT PROJECT RECOMMENDATION

PUUSD needs a comprehensive district plan to prevent dropouts. The plan should:

- Implement strategic planning that includes coordination with community agencies and businesses;
- Provide consistent, continuous oversight to ensure long-term effectiveness;
- Provide consistent funding sources;
- Develop a clear definition of “drop-out” and use it carefully.

RECOMMENDATIONS FOR THE PLAN

1. Every student needs someone on the school site who gives personal attention and guidance --counselor, teacher, other -- starting no later than 3rd grade.
2. Early identification and intervention is needed for at-risk students.
3. Provide programs for parents when children are in preschool or kindergarten on the importance of education, how to read to their children, how to help with homework, how to work with the teacher.
4. Provide in-service programs to educate teachers how to connect with parents and how to help the parents help their children.
5. Continue and expand to all schools the Epstein model, which develops partnerships of family, school community. It also includes a parent room at each school.
6. The district should consider hiring social workers to work with at-risk students and their families.
7. At the middle and high school level, every student needs a knowledgeable person who advises the student on what is needed for graduation and encourages the student to complete requirements.
8. Need Center for Independent Study or its equivalent at every high school.
9. A dropout prevention system needs counselors who are trained to connect with special programs. For example: Center for Independent Study at the school; an Independent Study program outside the school, such as Learning Works; Continuation High School; Pasadena City College’s program for dropouts.
10. Counselors need to also connect with parents.
11. Recruit and train former dropout students to use their experience to help counselors advise potential dropouts.
12. Provide an enriched more relevant curriculum that includes career/technical education and arts education.
13. Support approved, peaceful conflict resolution programs.
14. Include students in decision-making process about their education.
15. District and City of Pasadena should work together to find more resources to fund the police department’s programs for helping kids in trouble and expanding the police department’s truancy program.
16. Encourage similar programs in Sierra Madre, Altadena and other unincorporated areas in the district.
17. Educate the community that dropout prevention is everyone’s problem.
18. Ensure coordination of the mentoring and tutoring programs identified by this study that are working to prevent dropouts.*

*see glossary
DROP-OUT REPORT GLOSSARY

Center for Independent Study
Located at Pasadena High School. Serves high school students at risk of dropping out from all district high schools. Serves students without behavioral issues. The program is tailored to each student’s needs. Parent and student must sign a contract. Ninety-five per cent of the students enrolled complete the program and graduate. There is a large waiting list.

Rose City High School
A program for students with behavioral issues who are at risk of dropping out because they are so far behind in academic credits. Offers small classes, counseling, mental health services and help with job placement.

Pasadena City College Education Center
PCC has a program designed to assist non-graduating high school seniors in successfully completing their diploma or GED requirements and transitioning into a vocational training, career development or community college program. This program, held at the PCC Education Center, is called “Stepping UP”.

Learning Works
Partners with Center for Independent Study (CIS) to work with students who are already dropouts, almost 1/3 of whom are young women who dropped out because of pregnancy. Program takes place at Learning Works, but the CIS provides the teachers, curriculum and assessments. Learning Work monitors the students, and gives them the personal support they need for success. Trained former dropout students help with the tutoring with the dropout students. The pregnant teens and teen moms have programs in health, parenting and personal development and childcare and taxi services during school hours. All students at Learning Works are offered assistance with their legal affairs and counseling on their progress on credits, attendance and education plans.

Options for Youth
A non-profit public benefit corporation that has charter schools in several places in Southern California; In our League area it has a charter in Irwindale, chartered by San Gabriel Unified School District. No charter in PUSD. Working with public schools, OFY has developed supplemental services to extend the educational opportunities for at-risk students. Among these services are special programs to help students who drop out of school. PUSD students may apply for entrance.

L.A. County Board of Education
Programs such as the Regional Occupation Program (ROP) plus programs for teens on probation and in residential facilities for troubled youths.
MENTORING AND TUTORING PROGRAMS IDENTIFIED BY LEAGUE OF WOMEN VOTERS INTERVIEWS ON DROPOUTS IN PUSD

African-American Coalition
Alkebulan
Altadena Chamber of Commerce
Altadena Focus Group Education Committee
Altadena Kiwanis
Altadena Library
Altadena NAACP (ACTSO Academic, Cultural, Technological, Scientific Olympics)
AXEL (advancing entrepreneurs; Back to school: stay in School)
Altadena Rotary (Gave leadership to developing the Rotary Clubs adopt a school coalition)
Altadena Town Council
Armory Center for the Arts
Black Male Forum
Boys and Girls Clubs
City Human Resources Commission created Youth Month in August
Community Baptist Church at Community Arms
CORAL
Deliverance Tabernacle
Delta Sigma Theta Sorority
D’Veel Family and Community Services
Done In A Day
El Centro de Accion Social (summer school; also special programs at Jefferson elementary, Muir)
First AME Church
First District California State PTA
Five Acres
Flintridge Foundation
Food Bank
Foothill Family Services
Friends of Cleveland School
Jackie Robinson Center (Quality of Life Center for students, families, parents)
Jet Propulsion Laboratories
J.L. Moseley Company
Journey House
Latino Heritage Association, Roberta Martinez
Learning Works and Public Works
MASH (housing repairs for Seniors)
McDonalds
Mentoring Partnership for Youth (Muir)
Muir Alumni Association
Muir Football Team
Metropolitan Baptist Church
Mothers Club
Mothers and More
Muir High School Community Education Program
Muir Male Mentoring Program
Mustangs on the Move (Muir—has a recruitment team, jobs/career team, team of student advisors)
Neighbor Empowering Youth (computer, job skills)
Nestles
Options for Youth
Outward Bound Adventures
Pacific Clinics
Partners in Education (PIE) (Implementing Epstein model)
Pasadena Chamber of Commerce
Pasadena Educational Foundation (funds Parent Leadership Academies at 3 elementary and the middle schools)
Pasadena Educational Network (PEN)
Pasadena Junior League (Madison elementary)
Pasadena Learns
Pasadena Mental Health Center
Pasadena NAACP
Pasadena Planned Parenthood (Muir Mentoring)
Pasadena Police Department Programs (Daytime Loitering, After School Program at Salvation Army, PAL, Explorer, Junior Public Safety Program, Youth Accountability, Citizen Police Academy, Summer Youth, Neighborhood Watch)
Pasadena PTA Council
Pasadena-Altaadena Links
Pasadena Plumbing and Hardware
PCC Child Development Center
PCC Community Education Center (Muir)
Ralphe
Robins Restaurant
Rotary Adopt-A -School Coalition (adopted Jackson, Edison and some work at Muir)
Saturday Classes Center, Armenian Community
Scripps Home
Sheriff's department, Sam Estrada
Sierra Madre Congregational Church (Youth and Family Coffee House)
Sierra Madre Friends of the Library
Sierra Madre Middle School programs
Sierra Madre YMCA Summer Camp
Sierra Madre Youth Activity Center
Sierra Madre Youth-run Drop In Center
Sycamores

Tecumseh Shakelford
Vons
Villa Parke and Victory Park
Washington Mutual
Western Justice Center Foundation (Peaceful Conflict Resolution in the schools)
Westridge, Poly and Chandler private schools
(Summer School for PUSD students)
Young and Healthy
YWCA

*Additional community resources are described in the City of Pasadena booklet, “Pasadena Area Programs and Activities and After-School Resource Guide-2000-2007, grades: Pre K-12”. Also available is “LA County Community Services Guide”, Pasadena County District office.

PUSD ADVOCACY PLAN

1. Meet with Edwin Diaz, the PUSD Superintendent of Schools, to present the PUSD report with findings and recommendations.

2. Attend PUSD School Board meeting to present the PUSD report

3. Meet with local representatives of the State of California Assembly and Senate to discuss the PUSD study and report.
To: Paulette J. Perfumo  
   Superintendent/President

Date: December 4, 2008

Subject: Sustainability Committee Recommendations

At the meeting held on November 6, the Sustainability Committee recommended the following actions:

1. That the Presidents Commitment Letter be signed by you on behalf of Pasadena City College (please refer to the attached sample letter), and

2. That the Sustainability Committee and the Green Team be merged into a single college committee to develop a cohesive plan to support the District’s commitment as specified in your letter.

Sincerely,

Mark J. Zacovic  
Interim Vice President, Administrative Services

:cs

Attachments
American College & University Presidents Climate Commitment

We, the undersigned presidents and chancellors of colleges and universities, are deeply concerned about the unprecedented scale and speed of global warming and its potential for large-scale, adverse health, social, economic and ecological effects. We recognize the scientific consensus that global warming is real and is largely being caused by humans. We further recognize the need to reduce the global emission of greenhouse gases by 80% by mid-century at the latest, in order to avert the worst impacts of global warming and to reestablish the more stable climatic conditions that have made human progress over the last 10,000 years possible.

While we understand that there might be short-term challenges associated with this effort, we believe that there will be great short-, medium-, and long-term economic, health, social and environmental benefits, including achieving energy independence for the U.S. as quickly as possible.

We believe colleges and universities must exercise leadership in their communities and throughout society by modeling ways to minimize global warming emissions, and by providing the knowledge and the educated graduates to achieve climate neutrality. Campuses that address the climate challenge by reducing global warming emissions and by integrating sustainability into their curriculum will better serve their students and meet their social mandate to help create a thriving, ethical and civil society. These colleges and universities will be providing students with the knowledge and skills needed to address the critical, systemic challenges faced by the world in this new century and enable them to benefit from the economic opportunities that will arise as a result of solutions they develop.

We further believe that colleges and universities that exert leadership in addressing climate change will stabilize and reduce their long-term energy costs, attract excellent students and faculty, attract new sources of funding, and increase the support of alumni and local communities.

Accordingly, we commit our institutions to taking the following steps in pursuit of climate neutrality:

1. Initiate the development of a comprehensive plan to achieve climate neutrality as soon as possible.

   a. Within two months of signing this document, create institutional structures to guide the development and implementation of the plan.

   b. Within one year of signing this document, complete a comprehensive inventory of all greenhouse gas emissions (including emissions from electricity, heating, commuting, and air travel) and update the inventory every other year thereafter.

   c. Within two years of signing this document, develop an institutional action plan for becoming climate neutral, which will include:
      i. A target date for achieving climate neutrality as soon as possible.
      ii. Interim targets for goals and actions that will lead to climate neutrality.
      iii. Actions to make climate neutrality and sustainability a part of the curriculum and other educational experience for all students.
      iv. Actions to expand research or other efforts necessary to achieve climate neutrality.
      v. Mechanisms for tracking progress on goals and actions.

(continued...)

2. Initiate two or more of the following tangible actions to reduce greenhouse gases while the more comprehensive plan is being developed.

a. Establish a policy that all new campus construction will be built to at least the U.S. Green Building Council’s LEED Silver standard or equivalent.

b. Adopt an energy-efficient appliance purchasing policy requiring purchase of ENERGY STAR certified products in all areas for which such ratings exist.

c. Establish a policy of offsetting all greenhouse gas emissions generated by air travel paid for by our institution.

d. Encourage use of and provide access to public transportation for all faculty, staff, students and visitors at our institution.

e. Within one year of signing this document, begin purchasing or producing at least 15% of our institution’s electricity consumption from renewable sources.

f. Establish a policy or a committee that supports climate and sustainability shareholder proposals at companies where our institution’s endowment is invested.

g. Participate in the Waste Minimization component of the national RecycleMania competition, and adopt 3 or more associated measures to reduce waste.

3. Make the action plan, inventory, and periodic progress reports publicly available by providing them to the Association for the Advancement of Sustainability in Higher Education (AASHE) for posting and dissemination.

In recognition of the need to build support for this effort among college and university administrations across America, we will encourage other presidents to join this effort and become signatories to this commitment.

Signed,

[Signature]

President/ Chancellor Signature

Paulette J. Perfumo, Ph.D.

President/ Chancellor Name

Pasadena City College

College or University

December 9, 2008

Date

Please send the signed commitment document to:

Presidents’ Climate Commitment
c/o Second Nature
18 Tremont St., Suite 1120
Boston, MA 02108

or fax to: 320-451-1612
or scan & email to: ACUPCC@secondnature.org
Date: December 11, 2008

To: California Community College Trustees
   California Community College Chancellors/Superintendents

From: Scott Lay

Subject: CCCT Board Election - 2009

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy must accompany the Nominating Ballot mailed to the League office, and please use only these forms. Nomination materials should be sent by certified mail – return receipt requested. Faxed materials will not be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. Seven persons will be elected to the board this year. Three incumbents (elected and appointed) are eligible to run for re-election. In accordance with the CCCT Board Governing Policies, as adopted by the board at its June 2008 meeting, “CCCT Board members shall be elected by the institutional member governing boards for alternate three-year terms. No CCCT Board member shall serve more than three (3) terms consecutively.”

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 3, 2009.

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

Attachments: (mailed only to CCC Chancellors/Superintendents)
   Official Nominating Form
   Official Biographical Sketch Form
   Official Statement of Candidacy
   CCCT Board Terms of Office (adopted by the board, November 2008)
   CCCT Board Roster
CCCT BOARD
Nomination Form

Must be returned to the League office postmarked no later than February 15, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the ______________________________ Community College District nominates ______________________________ to be a candidate for the CCCT Board.

This nominee is a member of the ______________________________ Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

__________________________________________
Signature of Clerk or Secretary of Governing Board
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, along with the nominating ballot and statement of candidacy. Faxed material will not be accepted.

PERSONAL
Name: ___________________________ Date: ___________________
Address: ________________________________________________
City: ___________________________ Zip: ______________________
Phone: ___________________________ (home) ___________________________ (office)
E-Mail: ___________________________

EDUCATION
Certificates/Degrees: ____________________________________________
_________________________________________________________________

PROFESSIONAL EXPERIENCE
Present Occupation: _____________________________________________
_________________________________________________________________
Other: _________________________________________________________
_________________________________________________________________

COMMUNITY COLLEGE ACTIVITIES
College District Where Board Member: _____________________________
Years of Service on Local Board: _________________________________
Offices and Committee Memberships Held on Local Board: ____________
_________________________________________________________________

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor’s Committees, etc.
_________________________________________________________________
_________________________________________________________________
National Activities (*ACCT and other organizations, boards, committees, etc.): 

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CIVIC AND COMMUNITY ACTIVITIES

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________________________________________________________________________

OTHER

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CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, along with the nominating ballot and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: ___________________________ DATE: ______________

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)
# California Community College Trustees

*Terms of Office and Election Schedule*

(adopted by the CCCT Board, June 2008)

<table>
<thead>
<tr>
<th>Election</th>
<th>Group</th>
<th>Seat</th>
<th>First Elected/Appointed</th>
<th>Next Election</th>
<th>Terms Left for Incumbent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>*Clark</td>
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It is the policy of the Pasadena Area Community College District to provide an orderly process to gather suggestions and make recommendations to the Board of Trustees concerning the selection of a commencement speaker each year.
1. Commencement Speaker Committee
   a. A committee for the recommendation of the commencement speaker shall be composed of:
      (1) Three student members, one of whom shall be the Associated Students of
           Pasadena City College (ASPCC) Executive Vice-President and two prospective
           graduates who shall be selected by the ASPCC Executive Board.
      (2) A Faculty member who shall be appointed by the Academic Senate.
      (3) An Administrative member who shall be appointed by the
           Superintendent/President.
      (4) A Classified member who shall be appointed by the Classified Senate.
   b. The Assistant Dean of Student Affairs shall serve as Executive Secretary of the
      committee.

2. Committee Procedure
   a. The committee shall solicit suggestions from all members of the campus community and
      recommend candidates to deliver the commencement address. This procedure should
      start no later than the month of October.
   b. The committee shall present a list of at least eight names and related information to the
      Superintendent/President.
   c. The Superintendent/President shall present the list and related information to the Board
      of Trustees for their review and approval.
   d. The committee shall contact approved candidates to determine their availability and
      recommend a proposed speaker to the Superintendent/President.
   e. With approval of the Board of Trustees, the Superintendent/President/desigee shall
      then invite a candidate to give the commencement address.
COMMENCEMENT SPEAKER POLICY

PURPOSE OF THE POLICY

The purpose of this policy is to provide an orderly process to gather suggestions and make recommendations to the Board of Trustees concerning a commencement speaker each year.

COMMENCEMENT SPEAKER COMMITTEE

A committee for the recommendation of the commencement speaker shall be composed of:

1. Three student members, one of whom shall be the A.S. Executive Vice President and two prospective graduates who shall be selected by the A.S. Executive Board.
2. A Faculty member who shall be appointed by the Faculty Senate.
3. An Administrative member who shall be appointed by the Superintendent/President.

The Dean of Student Activities shall serve as Executive Secretary of the Committee.

COMMITTEE PROCEDURE

The committee shall solicit suggestions from all members of the campus community and recommend candidates to deliver the commencement address. This procedure should start no later than the month of October.

The committee shall present a list of at least eight names and related information to the Superintendent/President.

The Superintendent/President shall present the list and related information to the Board of Trustees for their review and approval.

The committee shall contact approved candidates to determine their availability and recommend a proposed speaker to the Superintendent/President.

With the approval of the Board of Trustees, the Superintendent/President shall then invite a candidate to give the commencement address.

Approved:  Commencement Speaker Policy Review Subcommittee -- 10/22/82
            Student Personnel Committee -- 11/2/82
            College Council -- 11/17/82
            Board of Trustees -- 12/16/82
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item K: Approval of Certificate of Achievement Addition to the Credit Curriculum

Board Meeting: January 21, 2009

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 Certificate of Achievement addition.

Fiscal Implications: None

Background: The new Certificate of Achievement has been approved by the Curriculum and Instruction Committee and has been recommended to the Vice President of Instruction for review.

Submitted by: Curriculum & Instruction Committee

Recommended for Approval by:

Vice President, Instruction

Approved for Submission to the Board of Trustees by:

Superintendent/President
ADD – CERTIFICATE OF ACHIEVEMENT – EFFECTIVE SUMMER 2008

Engineering and Technology

AUTOMOTIVE TECHNOLOGY – ELECTRICAL/ELECTRONICS SYSTEMS  19-20 UNITS

The curriculum prepares the students for entry level employment in automotive electrical/electronics systems. This certificate is also available to automotive professionals who wish to update and/or upgrade their knowledge in automotive electrical/electronic systems. Students will receive instruction and hands-on experience in proper service and diagnostic techniques used to repair automotive electrical/electronic systems. The use of precision measuring equipment and specialty tools are emphasized. Students are encouraged to take the Automotive Service Excellence (ASE) exam for electrical/electronic systems (A6).

A Certificate of Achievement is awarded upon completion of all required courses with a grade C or better.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item L: Public Hearing Regarding Initial Bargaining Proposal from the Pasadena Area Community College District to the Pasadena City College Police Officer's Association (PCCPOA)

Board Meeting: January 21, 2009

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California conduct a Public Hearing regarding the initial bargaining proposal from the Pasadena Area Community College District to the Pasadena City College Police Officer's Association (PCCPOA).

Fiscal Impact: The fiscal impact will depend upon the final outcome of negotiations between the Pasadena City College Police Officer's Association and representatives of the District.

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

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

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
PROPOSAL OF THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
TO THE
PASADENA CITY COLLEGE POLICE OFFICER'S ASSOCIATION
2008-2009

• Wages
• Health and Welfare
• General Contract Provisions
Board Agenda Item M: Public Hearing Regarding Initial Bargaining Proposal from the Pasadena Area Community College District to the Pasadena City College Faculty Association (PCCFA)

Board Meeting: January 21, 2009

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

Fiscal Impact: The fiscal impact will depend upon the final outcome of negotiations between the Pasadena City College Faculty Association and representatives of the District.

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

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

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
PROPOSAL
OF THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
TO THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION
2008-2009

- Wages
- Health and Welfare

In addition, the District reserves the right to reopen additional items for the 2008-2009 contract year.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item N: Approval of District Policy 2400, Public Records

Board Meeting: January 21, 2009

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policy 2400, Public Records.

Fiscal Impact: None

Background: The policies were compared to model policies provided by the Community College League of California and reviewed by the College’s Executive Committee before being further reviewed by the College Coordinating Council.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
Title: Public Records

Legal Authority: Government Code Sections 6250, et seq.

It is the policy of the Pasadena Area Community College District that the Superintendent/President shall establish, in accordance with policy 2000, procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

Approved by the Board of Trustees:
Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail, fax, e-mail, or in person to the Office of the President. The Office of the President will forward the request will be forwarded by the Office of the President to the appropriate manager to respond.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the responding manager may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. See below.

Members of the public shall be assisted in identifying records or information that may be pertinent to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days the responding manager will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

The following records are exempted from a public records request:

1. Student records per Education Code Section 76243.
2. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
3. Records pertaining to pending litigation or to claims until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
4. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code Section 6254(c))
5. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Section 99150 et seq.]. (Government Code Section 6254(g))
6. The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or property or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h))
7. Internet posting of home address of telephone numbers of local elected officials. (Government Code Section 6254.21)
8. Home addresses and home telephone number of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school District, or community college district, when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item O: Approval of District Policy 2415, Records Retention & Destruction

Board Meeting: January 21, 2009

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policy 2415, Records Retention & Destruction.

Fiscal Impact: None

Background: The policies were compared to model policies provided by the Community College League of California and reviewed by the College's Executive Committee before being further reviewed by the College Coordinating Council.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
Title: Records Retention & Destruction
Legal Authority: Title 5, Sections 59020, et seq.

Policy No. 2415
Page 1 of 5

It is the policy of the Pasadena Area Community College District that the Superintendent/President shall establish, in accordance with policy 2000, administrative procedures to assure the retention and destruction of all District records, including but not limited to student records, employment records and financial records, that comply with Title 5.
Title: Records Retention & Destruction

1. Definition of Records
   a. For purposes of this procedure, “records” means all records, maps, books, papers, data processing output, and electronic documents that a Community College district is required by law to prepare or retain by law or official duty. “Records” includes “student records” as defined in section 76210 of the Education Code and subsection (c) of section 54606 of Title 5.
   b. The following documents are not “records” and may be destroyed at any time.
      (1) Additional copies of documents beyond the original or one copy. (A person receiving a duplicated copy need not retain it).
      (2) Correspondence between district employees that does not pertain to personnel matters or constitute a student record.
      (3) Advertisement and other sales material received.
      (4) Textbooks used for instruction, and other instructional materials, including library books, pamphlets and magazines.

2. Classification of Records
   a. The governing board of each Community College district shall establish an annual procedure by which the chief executive officer, or other designee, shall review documents and papers received or produced during the prior academic year and classify them as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable.
   b. All records not classified prior to July 1, 1976, are subject to the same review and classification as in (a). If such records are three or more years old and classified as class 3 – Disposable, they may be destroyed without further delay.
   c. Records originating during a current academic year shall not be classified during that year.
   d. Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased.
   e. Whenever an original Class 1 – Permanent record is photographed, microphotographed or otherwise reproduced on film or electronically, the copy thus made is hereby classified as Class 1 – Permanent. The original record, unless classified as Class 2 – Optional, may be classified as Class 3 – Disposable, and may then be destroyed in accordance with this chapter if the following conditions have been met.
      (1) The reproduction was accurate in detail.
      (2) The chief executive officer, or other designee, has attached to or incorporated in the copy or system a signed and dated certification of compliance with the provisions of section 1531 of the Evidence Code, starting in substance that the copy is a correct copy of the original, or a specified part thereof, as the case may be.
      (3) The copy was placed in an accessible location and provision was made for preserving permanently, examining and using same.
      (4) In addition, if the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards.
3. Class 1 – Permanent Records
   a. Period of Retention
      The original of each of the records listed in this Section, or one exact copy thereof when
      the original is required by law to be filed with another agency, is a Class 1 – Permanent
      record and shall be retained indefinitely, unless copied or reproduced in accordance with
      Section (e) above.
   b. Annual Reports
      (1) Official budget
      (2) Financial report of all funds, including cafeteria and student body funds
      (3) Audit of all funds
      (4) Full-time equivalent student, including Period 1 and Period 2 reports
      (5) Other major annual reports, including those containing information relating to
          property, activities, financial condition, or transactions
   c. Official Actions
      (1) Minutes of the board or committees thereof, including the text of a rule,
          regulation, policy, or resolution not set forth verbatim in minutes but included
          therein by reference only.
      (2) Elections, including the call, if any, for and the result (but not including detail
          documents, such as ballots) of an election called, conducted or canvassed by the
          governing board for a board member, the board member's recall, issuance of
          bonds, incurring any long-term liability, change in maximum tax rates,
          reorganization, or any other purpose.
      (3) Records transmitted by another agency that pertain to that agency's action with
          respect to district reorganization.
   d. Personnel Records of Employees
      All detail records relating to employment, assignment, employee evaluations, amounts
      and dates of service rendered, termination or dismissal of an employee in any position,
      sick leave record, rate of compensation, salaries or wages paid, deductions or
      withholdings made and the person or agency to whom such amounts were paid. In lieu
      of the detail records, a complete proven summary payroll record for every employee of
      the school district containing the same data may be classified as Class 1 – Permanent,
      and the detail records may then be classified as Class 3 – Disposable.
   e. Student Records
      (1) Enrollment and Scholarship Records
          The records of enrollment and scholarship for each student. Such records of
          enrollment and scholarship may include but need not be limited to:
          (a) name of student;
          (b) date of birth;
          (c) place of birth;
          (d) name and address of a parent having custody or a guardian, if the
              student is a minor;
          (e) entering and leaving date of each academic year and for any summer
              session or other extra session;
          (f) subjects taken during each year, half year, summer session or quarter;
          (g) if grades or credits are given, the grades and number of credits toward
              graduation allowed for work taken.
      (2) Accident or Injury Records
          All records pertaining to any accident or injury involving a student for which a
          claim for damages has been filed as required by law, including any policy of
          liability insurance relating thereto, except that these records cease to be Class 1
          – Permanent records, one year after the claim has been settled or after the
          applicable statue of limitations has run.
      (3) Property Records
          All detail records relating to land, buildings, and equipment. In lieu of such detail
          records, a complete property ledger may be classified as Class 1 – Permanent,
and the detail records may then be classified as Class 3 – Disposable, if the property ledger includes:
(a) All fixed assets;
(b) An equipment inventory for units of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

4. Class 2 – Optional Records
Any record worthy of further preservation but not classified as Class I – Permanent may be classified as Class 2 – Optional and shall then be retained until reclassified as Class 3 – Disposable. If the chief executive officer, or other designee, determines that classification should not be made by the time specified, all records of the prior year may be classified as Class 2 – Optional, pending further review and classification within one year.

5. Class 3 – Disposable Records
All records, other than Continuing Records, not classified as Class 1 – Permanent or Class 2 – Optional, shall be classified as Class 3 – Disposable, including, but not limited to, detail records relating to:
   a. Records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report; and
   b. Periodic reports, such as daily, weekly, and monthly reports, bulletins, and instructions.
   c. Generally, a Class 3 – Disposable record should be destroyed during the third college year after the college year in which originated (e.g., 1993-94 plus 3 – 1996-97). Federal programs, including various student aid programs, may require longer retention periods and such program requirements shall take precedence over the requirements contained herein.
   d. With respect to records basic to an audit, a Class 3 – Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or that period specified by Section 59118, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.
   e. With respect to continuing records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3 – Disposable.

6. Procedures for Destruction
   a. The chief administrative officer, or the designee of that officer, shall:
      (1) Personally supervise the classification of records;
      (2) Mark each file or other container as to classification and the school year in which the records originated. If the records are classified as Class 3 – Disposable, the chief administrative officer shall also mark the school year in which such records are to be destroyed;
      (3) Supervise the destruction of records.
   b. The chief administrative officer or designee shall submit to the governing board a list of records recommended for destruction, and shall certify that no records are included in the list in conflict with these regulations.

7. Governing Board
   a. The Board of Trustees approves or disapproves the recommendation of its designee.
   b. The Board of Trustees orders a reclassification when necessary or desirable.
   c. The Board of Trustees orders, by action recorded in the minutes (with lists attached), the destruction of records in accordance with these regulations.
8. Manner of Destruction
Upon the order of the governing board that specified records shall be destroyed, such records shall be permanently destroyed by such foolproof methods as shredding, burning, or pulping, and such destruction shall be supervised by the chief executive officer or other designee.

9. Certification as to Content of Records Destroyed by Calamity
Whenever in any college year the community college register of any instructor, or other records of any district are destroyed by conflagration of public calamity, preventing the instructor and college officers from making their annual reports in the usual manner and with accuracy, affidavits of the instructor, the president, or other officers of the district, certifying as to the contents of the destroyed register or other records, shall be accepted by all college authorities for all purposes pertaining to the district, except that of calculations of full-time equivalent students (FTES).

10. Full-Time Equivalent Student Records Where Area Hit by Calamity
Whenever the full-time equivalent student of a community college district has been materially affected in any college year by conflagration, public calamity, or epidemic of unusual duration and prevalence, the regular annual reports of the instructor, the president, or officers of the district, shall be accepted by all college officers for all matters pertaining to the district, except that of full-time equivalent student.

11. Attendance Accounting For Lost or Destroyed Records
Whenever any attendance records have been lost or destroyed by conflagration or public calamity, attendance accounting related to such records shall be made in accordance with Title 5, section 58031.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item P: Approval of District Policy 4012, Withholding of Student Records

Board Meeting: January 21, 2009

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policy 4012, Withholding of Student Records.

Fiscal Impact: None

Background: The policies were compared to model policies provided by the Community College League of California and reviewed by the College’s Executive Committee before being further reviewed by the College Coordinating Council.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT

Policy No. 4012

Title: Withholding of Student Records

Legal Authority: Title 5, Section 59410

It is the policy of the Pasadena Area Community College District that students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.
1. Withholding Student Records
The Associate Dean, Admissions and Records may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

2. Defining A Financial Obligation
The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or of materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.
Board Agenda Item Q: Approval of District Policy 4025, Enrollment and Attendance in Classes

Board Meeting: January 21, 2009

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policy 4025, Enrollment and Attendance in classes.

Fiscal Impact: None

Background: The policies were compared to model policies provided by the Community College League of California and reviewed by the College’s Executive Committee before being further reviewed by the College Coordinating Council.

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
Title: Enrollment and Attendance in Classes

Legal Authority: California Education Code Sections 76370, 84500-84501;
Title 5 Sections 54906, 55200-55202, 55758, 58000, 58004, 58782.

It is the policy of the Pasadena Area Community College District that unless specifically exempted by statute or regulation, every course, course section, or class, reported for State aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to regulations contained in sections 55200-55202 of the California Code of Regulations. Further, in order to accommodate the needs of students and facilitate the achievement of their educational goals, Pasadena City College will provide a process by which students may enroll in, audit, add, or drop classes in compliance with State regulations. College class attendance procedures shall be consistent with State attendance accounting laws and regulations, while allowing flexibility for alternative instructional and learning strategies.

Approved by the Board of Trustees: March 17, 1999
The registration period is defined as the officially scheduled timeframe in which students may register for classes via the web system, telephone registration system or in person. It begins approximately ten weeks prior to a fall semester, a spring semester, approximately ten weeks prior to or a winter intersession, and approximately six weeks prior to a summer intersession. The official registration period includes the registration for DSPS, EOPS, Veterans, International, continuing, new students and high school concurrent enrollment students.

2. Adding Courses
   a. Students may add classes during the registration period through the college's web or telephone registration systems or in-person.
   b. A student wishing to add a class should obtain an add/drop/registration form from the Counseling or Registration Office, and follow the directions on the form.
   c. After the registration period concludes, classes may only be added by formal request from the student to the Associate Dean, Admissions and Records.
   d. Each student bears the responsibility to register properly and pay all fees for each class he or she attends by stated deadlines for class. Short term classes will have their own deadlines. A student who does not enroll officially in and pay all fees for a class before one-fifth of the duration of the class has elapsed, will not be given credit for that class.
   e. Regular classes may be added to the student's program, subject to available class space, during the first week of the semester by following required procedures. Starting with the first week of the semester, on and after the census date of the course, if the college extends the add period, students may add classes through the extended period with an approval signature from the instructor if the student has been attending the class since the start date of the class. The instructor signature indicates that there is room space in the class and the student has a reasonable chance of catching up. If the class to be added has a prerequisite, a counselor's approval may be needed to indicate the prerequisite has been met.
   f. Students are not permitted to enroll in more than one section of the same course during any semester or intersession.
1. Students at Pasadena City College are expected to attend every session of each class in which they are enrolled.

2. A class drop is defined as a formal action by a student or the college, through procedures prescribed by the college, which removes the student’s name from active enrollment in a specific class. Withdrawal from the college is defined as dropping all classes in which the student is enrolled in a given term. (See Procedure 4025.30)

3. Census Date Definition
   a. In a regular 16-week class, the census date is usually Monday of the third week of class. However, if the third Monday falls on a college holiday or a Flex Day, the census date is moved to the first available later next available day which is neither a holiday nor a Flex Day.
   b. In each short-term or intersession class, the census date is proportionally earlier, and is identified through the following process:
      (1) All the scheduled meeting days of the class, not including holidays, are counted. For example, a six-week MWF class with one Monday holiday meets 17 times.
      (2) The total number of meetings is multiplied by 20 percent. In the above example, the result would be 3.4.
      (3) The meeting falling closest to the calculated 20 percent mark (rounding down at .4 and up at .5 values) is the census date. In the above example, the census date would be Friday of the first week.
   c. Instructors and students should consult the Registration Office for census dates in specific classes which do not fit the definitions above (e.g., TBA classes). Census dates are printed on instructor’s temporary and permanent class rosters.

4. Each student bears the responsibility to drop all classes which he or she is no longer attending in accordance with established deadlines. A student who stops attending but does not drop a class may receive a failing grade in the class.

5. Each instructor is required to drop all students who fail to do not attend the first meeting of a class during the census period of a class if they the students have not made prior arrangements with the instructor.

6. Each instructor is required to drop all students who become nonparticipants by the census date. Nonparticipants are defined as students who have continuous or cumulative absences totaling at least 11 percent of the total hours the class is scheduled to meet. In a regular 16-week course, for example, a student becomes a nonparticipant when his or her cumulative absences reach the number of hours the class is scheduled to meet in a two-week period.

7. After the census date and before the final drop deadline for the class, each instructor has the option of dropping students who, in his or her judgment, become inactive in the class.

8. Instructors may consider three tardies to be the equivalent of one absence.

9. Prior to the final drop deadline, a student may drop a class by submitting the approved form in the Registration Office, or by using the telephone or on-line web registration system. When this procedure is followed within the prescribed time limits, the instructor will be notified through weekly an “activity lists-list” issued by the college’s Management Information Services Office.
10. Final Drop Deadline
   a. In a regular 16-week class, the final deadline for a class drop, whether initiated by student or by instructor, is Friday of the 11th week.
   b. In each short-term or intersession summer session class, the final deadline for a class drop, whether initiated by student or by instructor, is proportionally earlier and is identified through the following process:
      (1) All the scheduled meeting days of the class, not including holidays, are counted. For example, a six-week MWF class with one Monday holiday meets 17 times.
      (2) The total number of meetings is multiplied by 66 percent. In the above example, the result would be 11.22.
      (3) The meeting falling closest to the calculated 66 percent mark (rounding down at .4 and up at .5 values) is the final drop deadline. In the above example, the final drop deadline would be Wednesday of the fourth week.
   c. Instructors and students should consult the Registration Office for final drop deadlines in specific classes which do not fit the definitions above (e.g., TBA classes).
   c. Final drop deadlines are printed on the instructor temporary and permanent rosters.

11. Absence Due to Contagious Disease
    If absence is due to a contagious disease, the student must be cleared through the Health Center before returning to class.

12. Class Drops and the Permanent Record
    a. A class drop is not recorded on the permanent record if the effective date is before the census date for that a given class. A "W" entry is recorded from the census date through the final drop deadline when such a class is dropped.
    b. Instructors and students should consult the Registration Office for deadline dates in specific classes which do not fit the rule above (e.g., TBA classes).

13. Drops for Other Reasons
    a. Drop for Unsafe or Unsatisfactory Performance: A student whose classroom, clinical, or laboratory actions are dangerous to the health or welfare of the student or other persons may be dropped from the class.
    b. Drop for Unsatisfactory Conduct or Citizenship: A student may be dropped from class for unsatisfactory conduct or citizenship related to the class. This includes but is not limited to conduct in a classroom or other setting such as a laboratory, clinic, field trip, or work station. Unsatisfactory conduct or citizenship includes but is not limited to cheating, plagiarism, other forms of academic dishonesty, flagrant violation of instructor direction, and actions disruptive to the on-going teaching and learning process.
    c. A student subject to a class drop for condition(s) noted above should be counseled by the instructor and the division dean and given a chance an opportunity to improve, except when the violation is so flagrant that immediate suspension from class is in order. If a student is counseled for improvement but there is insufficient improvement in the judgment of the instructor and the division dean or if immediate suspension appears in order, a signed class drop card and a written report on the incident shall be submitted to the Vice President of Student and Learning Services. The Vice President of Student and Learning Services shall obtain and review information available and take action deemed appropriate; the Vice President of Student and Learning Services shall inform the student of due process rights if the class drop or any other discipline is imposed.

14. Auditing of Classes
    Pasadena City College does not permit attending classes when not officially enrolled. It is the responsibility of the student to enroll officially through the Registration Office.
1. Students finding it necessary to withdraw from the college should call or visit the Registration Office to obtain specific information on the procedure. Withdrawals according to the regulations of the college and clearance of all obligations will provide the student with a withdrawal in good standing. Clearance of obligations includes payment of funds owed to the college (such as library fines and breakage fees) as well as the return of locker keys. Failure to follow these regulations will result in the withholding of transcripts.

2. The final date for completely withdrawing from the college is the Friday of the twelfth 12th week (75%) of the Fall or Spring semester, or 75 percent of an intersession: the semester. A grade of W is recorded for all full-term courses in which the student is enrolled at the time of withdrawal. Short-term courses which were completed or for which 75 percent of the course duration has already passed, can not be dropped in a withdrawal classes have deadlines that are proportional to the length of the course and the withdrawal date is calculated based on 75% of the number of class meetings. A grade of W is recorded for all full-term courses in which the student is enrolled at the time of withdrawal.
1. Continuous Enrollment
   a. For purposes of admissions and registration, students maintain continuous enrollment by being enrolled in a minimum of one class on census day for both Fall and Spring semesters. These students need not submit new Applications for Admissions and will receive priority registration over new and re-entering students.
   b. For purposes of meeting graduation requirements or CSU General Education or IGETC Certification, continuous enrollment is defined as attending PCC at least one semester during each academic year without missing two consecutive semesters.
   c. Students who miss one or more consecutive semesters a Fall or Spring semester must reapply for admission and register with new and reentering students.

2. Concurrent Enrollment
   a. Students may not enroll in two sections of the same course during any semester or intersession.
   b. Students of Pasadena City College attending another college or university or receiving private instruction for credit concurrently, must file with their counselor a Student Petition requesting concurrent enrollment. Such petitions will normally be granted by the Petitions Committee subject to maximum load requirements.
   c. Reserve Officers Training Corps: Pasadena City College students wishing to participate in a Reserve Officers Training Corps program may enroll concurrently in such a program in a neighboring institution, subject to that institution's requirements.
Board Agenda Item R: Approval of District Policy 4030, Residence Determination

Board Meeting: January 21, 2009

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policy 4030, Residence Determination.

Fiscal Impact: None

Background: The policies were compared to model policies provided by the Community College League of California and reviewed by the College’s Executive Committee before being further reviewed by the College Coordinating Council.

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

Approved for Submission to the Board of Trustees by:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

Title: Residence Determination  
Legal Authority: California Education Code Sections: 68040, 76140; Title 5, Sections 54000, et.seq

Policy No. 4030

It is the policy of the Pasadena Area Community College District that students shall be classified at the time of each application for admission as a resident or nonresident student.

A resident is any person who has been a bonafide resident of California for at least one year the residence determination date. The residence determination date shall be the day immediately proceeding the first day of a semester or intersession for which the student applies to attend.

A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Associate Dean of Admissions and Records shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

Approved by the Board of Trustees:
1. Residence Determination Date
The residence determination date for a given semester or intersession is the day proceeding the opening day of instruction during which the student proposes to attend.

2. Summary of Residence Determination Rules
Students are cautioned that the following statement of the rules regarding residence determination is not a complete discussion of the law, but a summary of the principal rules and their exceptions. Students should also note that changes may have been made in policies, statutes and regulations between the time this information is published and the applicable residence determination date. For the text of relevant laws and regulations, refer to the California Education Code, Division 5, Part 41 (Sections 68000-68134) and Division 7, Part 47, Chapter 1, Article 9 (Sections 76140-76143) and to California Code of Regulations, Title 5, Chapter 5, Subchapter 1 (commencing with Section 54000).

The general rule is that a student must have been a legal California resident for at least one year immediately preceding the semester residence determination date in order to qualify as a "resident student" for tuition purposes. More specifically, the State of California requires several things before a student may be classified a resident for tuition purpose: (1) evidence of one year's physical presence in California prior to the residence determination date; (2) evidence (in the words of the state, "objective manifestations") of one year's intent to make California the home for other than a temporary purpose (the "permanent residence") prior to the residence determination date; and (3) for any student seeking reclassification from nonresident to resident status, evidence of financial independence from any nonresident of California.

A student classified as a nonresident cannot be reclassified as a resident merely because he or she has maintained continuous attendance for one year at a California institution while paying nonresident tuition. The student must meet all three criteria of presence, intent and financial independence.

For an adult student (i.e., a student 18 years of age or older) the evidence produced in support of the claim for California residence must apply directly to the student. That is, the name of the student must appear on the documents submitted. Documentation pertaining to parents, other relatives, or friends is not sufficient. If the student's residence is legally derived from (and thus is the same as) that of another person (see below), the evidence produced must apply to that other person.

a. Spouses
   A person's residence is not derived from that of his or her spouse; each person must establish residence separately.

b. Minors
   The residence of a minor is determined in accordance with the following:
   (1) The residence of the natural or legally adoptive parent with whom an unmarried minor lives is the residence of that minor, regardless of the length of time the minor
has resided with that parent. This rule applies equally to the minor child of permanently separated parents.

(2) A married minor may establish his or her own residence. A minor who was married but thereafter divorced, retains the capacity to establish his or her own residence. A minor whose marriage has been annulled must be treated as an unmarried minor since for all intents and purposes a marriage has not occurred.

(3) If the minor lives alone, he or she takes the residence status of the parent with whom he or she last lived.

(4) If both parents are deceased and there is no court-appointed guardian, the minor may establish residence as though he or she were an adult.

(5) The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

(6) A student who has been an adult for less than a full year (i.e., one under 19 years of age), may under certain circumstances, combine the immediate pre-majority derived California residence with the immediate post-majority California residence to satisfy the one year necessary for resident classification.

c. Meeting the Criteria of Presence and Intent
The burden is on the student to demonstrate clearly both physical presence in California and intent to establish permanent California residence. Presence and intent may be manifested in many ways — no one factor is controlling — but all those ways fall into two main categories.

(1) An individual who is 19 years of age or over, and who can provide sufficient evidence that he or she has maintained a home in California continuously for the two years prior to the residence determination date, and has not been a student during the two years, is presumed to have met the presence and intent criteria, unless the individual has taken any action inconsistent with the claim of intent as described below.

An individual who is under 19 years of age is presumed to have met the presence and intent criteria if both the individual and his or her parents can show that they have maintained a home in California continuously for the two years prior to the residence determination date, unless that student has taken any action inconsistent with the claim of intent as described below.

Evidence of two continuous year's maintenance of a home in California can take the same form as evidence of presence and intent as described below. However, the documents presented must show continuity over the two-year period. The more the number of such documents presented, the stronger the case for classification as a resident becomes.

(2) Students who are not in the “two-year” category described above must present evidence of one year's presence and intent. Some types of evidence are better than others. A list of acceptable items and their relative weights is available in the Admissions Office. Some examples of such items include: California state income tax form, voter registration, driver's license, or automobile registration (high weight); active checking or savings account in a California financial institution or active resident membership in a California professional, service, or social organization (medium weight); and utility deposit or installation receipts (low weight). The higher the weight of the documents submitted, the stronger the case for classification as a California resident becomes. All documents presented must be valid, readable, dated at least one year before the residence determination date, and properly identified with respect to student name and address.
Actions inconsistent with a claim of intent to remain a permanent California resident will be counted against that claim. Such actions include, but are not limited to, doing the following in a state other than California: registering to vote, entering into a legal agreement, attending an educational institution as a resident of the other state or maintaining a driver’s license or automobile registration in another state.

In some cases, financial independence may also be considered in the evaluation of intent as indicated below.

d. Meeting the Criterion of Financial Independence
In addition to meeting the presence and intent criteria as outlined above, the student seeking reclassification from nonresident to resident status must show financial independence from any nonresident of California according to guidelines set forth by the State of California. To establish financial independence, a student seeking reclassification must show the extent to which he or she has met the following criteria for the current and each of the immediately preceding three years:

(1) That the student has not been claimed as an exemption for state and federal tax purposes by his or her nonresident parents;
(2) That the student has not received more than $750 from his or her non-resident parents; and
(3) That the student has not lived in the home of his or her non-resident parents for more than six weeks in any given year.

Failure to satisfy all the financial independence criteria for the entire period will not necessarily result in classification as a nonresident if the showing of one year’s presence and intent is sufficiently strong. However, failure to satisfy all three financial independence criteria for the current and immediately preceding calendar years will normally result in classification as a nonresident, since financial independence is of greater significance for those years. Financial independence for the second and third calendar years immediately preceding the year in which reclassification is requested will be considered together with all other relevant factors in determining intent, with no special weight attached to the financial independence factor.

Evidence of financial independence may be presented in the form of (1) affidavits signed by student and parent indicating the extent to which the three criteria listed above have been met, and (2) copies of the federal and state income tax returns filed by student and/or parent for the current and any applicable preceding calendar years.

e. Exceptions
There are several exceptions to the laws regarding residency. They are limited in scope, and are quite detailed. In most cases, these exceptions pertain to the one-year durational requirement for showing presence and intent, and expire once the student has had one year’s domicile in California as an adult. Once the student reaches that point, he or she must meet the regular criteria of one year’s presence and intent. Otherwise, the student must be reclassified as a nonresident. If it appears that any of these exceptions might be applicable, the student should discuss the matter with the Associate Dean of Admissions and Records or his or her designee. In any case where an exception is claimed, proper documentation of the basis for that claim must be presented. Several examples of exceptions are described in the college’s catalog.

f. Residence Categories
Applicants for admission who have met the residence requirements may be divided into the following categories:

(1) Applicants whose legal residence is in the Pasadena Area Community College District. This consists of the following school districts: Arcadia, a portion of
El Monte, La Cañada, Flintridge, Pasadena, Rosemead, San Marino, South Pasadena and Temple City.

(2) Applicants whose legal residence is in California but not within the area of a California community college.

(3) Applicants whose legal residence is within another California community college district.

(4) Applicants who do not qualify as legal California residents for tuition purposes are determined to have nonresident status. Admission of such applicants is subject to a satisfactory academic record or approval by the Associate Dean of Admissions and Records. Such applicants will be required to pay nonresident tuition fees.

3. California Nonresident Tuition Exemption (AB 540)
Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).
Requirements:

a. The student must have attended a high school (public or private) in California for three or more years.

b. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).

c. An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are non-immigrants [for example, those who hold valid F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law. Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college.

4. Non-Residents/Reclassification

a. A student who does not qualify as a resident according to the policies and procedures described herein, must pay nonresident tuition at the rate per unit in effect for the term the student plans to attend. It is the student's responsibility to read and follow the rules and procedures for residence determination as set forth in the applicable laws and regulations and as described within the college's catalog.

b. A student seeking reclassification from nonresident to resident status must complete a Supplemental Residency Questionnaire and financial independence affidavits (available in the Admissions Office) and attach legible copies of documents in support of the claim for resident status. The questionnaire and all supporting documentation must be filed in the office of the Associate Dean of Admissions and Records as early as possible to avoid delays in processing. Additional information may be required during the residency review. Failure to complete the Supplemental Residency Questionnaire properly or to supply requested information or documentation may result in classification as a nonresident. The burden of proof is on the student to prove that California residence has been established.
c. Students classified incorrectly as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of non-resident tuition in arrears. Applications for a change in classification with respect to a previous term are not accepted.

After a final decision on residency classification is made, a student may appeal in writing to the Associate Dean of Admissions and Records within 30 days.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item S: Approval of District Policy 4600, Student Organizations

Board Meeting: January 21, 2009

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policy 4600, Student Organizations.

Fiscal Impact: None

Background: The policies were compared to model policies provided by the Community College League of California and reviewed by the College’s Executive Committee before being further reviewed by the College Coordinating Council.

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

Approved for Submission to the Board of Trustees by:

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

Title: Student Organizations

Legal Authority: California Education Code Sections 76060-76067

Policy No. 4600

It is the policy of the Pasadena Area Community College District that student organizations, including the Associated Students of Pasadena City College (ASPCC), at their best help promote student participation in College governance, provide students with excellent opportunities to develop their leadership and service skills, and facilitate constructive interaction among students and between students and the other members of the College community. The ASPCC in particular is a crucial component of student life on campus, and shall conduct its operations and enterprises under a duly approved constitution in accord with applicable laws, regulations, and policies. Appropriate procedures implementing this policy shall provide for the official recognition, organization, and operations of all student organizations.

Approved by the Board of Trustees:
Title: Student Organizations  
Procedure No. 4600.10  
Page 2 of 3

1. Privileges
   a. Only authorized College organizations shall be entitled to use the name of the College as part of the organization’s name or in advertisements for the organizations and/or their activities.
   b. Authorized organizations as defined by this procedure may be granted use of College facilities.

2. Recognition
   a. Student organizations will be recognized if they meet the following requirements:
   b. Shall be composed exclusively of currently registered PCC students.
   c. Have an initial membership of ten (10) or more active members.
   d. Have an academic staff adviser recognized by the Assistant Dean of Student Affairs;
   e. Classified staff co-advisors may be recognized by the Assistant Dean of Student Affairs, as well.
   f. Hold all meetings at the College during the regular school day, unless specific authorization to do otherwise is granted by the Office of Student Affairs.
   g. Use a democratic plan for the selection of members and officers and do so in compliance with the PACCD Statement of Non-discrimination.
   h. Have been officially recognized by the Inter-Club Council of the ASPCC.

3. Regulations
   Once officially recognized, organizations must comply with all regulations established by the Inter-Club Council and with the following:
   a. The adviser shall attend all authorized meetings, parties, gatherings or other activities, both on and off campus. In the event the adviser cannot be present, it is the responsibility of the president of the group to secure a College staff representative, subject to the approval of the adviser. The adviser or representative shall remain in attendance throughout the entire event.
   b. An Official Activity Request form shall be filed in a timely manner with the Office of Student Affairs for all meetings, parties, gatherings, trips, or other activities. The form shall include the signature of the advisor or other chaperone for the event.
   c. A current written constitution of each organization shall be on file in the Office of Student Affairs.
   d. Each campus organization shall operate in accordance with regulations duly approved by the Inter-Club Council and the ASPCC Executive Board.
   e. Campus activities of each organization shall be placed on the College Calendar of Events in advance of such activity.
   f. Failure to comply with the provisions of these procedures may result in disciplinary action, which may include revocation of an organization’s recognition.
   g. The College assumes no responsibility for unauthorized meetings, parties, gatherings or other activities, held either on or off campus. Unauthorized events are those that have not been approved by the Office of Student Affairs and/or do not have an adviser present, and/or do not meet the requirements of these procedures.
   h. Guests, friends and/or visitors may be invited to participate in on-campus official organizational activities, with the understanding that the College assumes no responsibility related to their participation.
   i. Organizational funds must be placed only in Student Business Services Trust and Agency accounts and expended in accordance with approved College procedures.
j. Approved student organizations agree to comply with the District's indemnification and hold-harmless statement.
ANNUAL GOALS 2008-09

SUPERINTENDENT/PRESIDENT
Paulette J. Perfumo, Ph.D.

In order to achieve a vibrant college that works to advance student success, the following goals are set:

Strategic Goals

1. Maintain a prudent fiscal reserve, and oversee the general fund budget while pursuing additional funding streams.

2. Complete self study for reaccreditation, and host a successful site visit.

3. Oversee VISION 2020 process, with town hall meetings and comprehensive planning components.

4. Conduct campus-wide vendor presentations with employee input/evaluation regarding selection of an ERP system for the technology upgrade, and identify needed funding for the system.

5. Work with the Trustees to implement cooperative and mutually supporting goals for the 2008-2009 academic year.

Supportive Goals

- Conduct and complete a strategic plan for the PCC Foundation, including analysis of staffing needs and organizational structure in order to successfully fundraise. (Strategic Goals #1, 3, and 5)

- Create and implement a leadership internship program for succession planning on campus. (Strategic Goals #3 and 5)

- Implement a faculty diversity project to create greater opportunities for employing a diverse faculty pool. (Strategic Goals #3 and 5)

- Continue faculty and staff coffees, and expand “in-reach” efforts on campus to become better acquainted with all employee groups, programs, and services. (Strategic Goals #2, 3, 4, and 5)
  - “Mixers”
  - Expand professional development opportunities

- Continue outreach to community. (Strategic Goals #3 and 5)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel -
PCC United Nations Association Club
San Francisco, CA March 5-8, 2009

Board Meeting Date: January 21, 2009

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 United Nations Association Club
NUMBER: 20 (18 Students and 2 Advisors)
DATE(S): March 5-8, 2009
TIME(S): 8:00 a.m. to 8:00 p.m.
DESTINATION(S): Hyatt-Fisherman's Wharf
San Francisco, CA
EVENT: University of California Berkeley Model United Nations Conference
TRANSPORTATION: District-arranged vehicles
ADVISOR(S): David Uranga (Assistant Professor) and Lynora Rogacs (Instructor)
NOT TO EXCEED: $5,080.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2008-2009 Student Service Fund Board of Directors Annual Budget, 2008-2009 Associated Students Inter-Club Council Annual Budget and by participants. Cost categories and amounts include: $40.00, college registration fee; $1,200.00 ($60.00 x 20 participants), delegate fees; $3,240.00 ($216.00 x 5 rooms x 3 nights), lodging; and $600.00 ($100.00 x 2 vans x 3 days), transportation.

BACKGROUND: This activity involves travel to the University of California Berkeley Model United Nations Conference. Realistic simulations are conducted to strengthen the student's understanding of the U.N. System and other international organizations as the legitimate means of achieving peaceful, collective and beneficial resolution to our world's many complex and perplexing dilemmas. Students will have the opportunity to debate various important issues that affect the world today, such as, international issues and global issues.

Submitted by:

Assistant Dean, Student Affairs

Recommended for Approval:

Vice President, Student and Learning Services

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

CONSENT ITEM TITLE:
Approval of Student Travel -
PCC Cross-Cultural Center
Mountain Center, CA   April 3-5, 2009

Board Meeting Date: January 21, 2009

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: 50 (47 Students and 3 Advisors)
DATE(S): April 3-5, 2009
TIME(S): Various
DESTINATION(S): Massey Training Center
                                 Mountain Center, CA
EVENT: Annual Cross-Cultural Retreat
TRANSPORTATION: District-arranged buses
ADVISOR(S): Carrie Afuso (Cross-Cultural Center Coordinator), Rebecca Cobb (Student Affairs Advisor), and Scott Thayer (Assistant Dean)
NOT TO EXCEED: $ 9,996.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2008-2009 Student Service Fund Board of Directors Annual Budget, 2008-2009 Flea Market Board of Directors, and participants. Cost categories and amounts include: $3,000.00 ($30.00 x 50 participants x 2 days), meals; $2,000.00 ($20.00 x 50 participants x 2 days), lodging; $1,900.00 [$950.00 x 1 Charter Coach Bus x 2 trips (April 3 and April 5)], transportation; $1,100.00, materials; $1,000.00 ($250.00 x 4 facilitators), workshop facilitators; and $996.00 (41.5 hrs x $24.00 hourly rate x 1 staff) salary.

BACKGROUND: This activity involves traveling to an annual college-wide student development retreat. The focus of the retreat is to teach students awareness of one's own assumptions, biases, and values; to gain prospective understanding of the worldview of others; to provide information about various cultural groups; and to develop appropriate intervention strategies and techniques.

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
Manzanar, CA
April 25, 2009

Board Meeting Date: January 21, 2009

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: 110 (109 Students and 1 Advisor)
DATE(S): April 25, 2009
TIME(S): 6:00 a.m. to 7:00 p.m.
DESTINATION(S): Manzanar National Park
Manzanar, CA
EVENT: Tours
TRANSPORTATION: District-arranged buses (all day, to and from destination)
ADVISOR(S): Carrie Afuso (Cross-Cultural Center Coordinator) and Susie Ling (Associate Professor)
NOT TO EXCEED: $5,866.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2008-2009 Student Service Fund Board of Directors Annual Budget and participants. Cost categories and amounts include: $4,330.00 [$2,165.00 x 2 buses (all day trip)], transportation; $1,100.00, supplies; $100.00 ($100.00 x 1 speaker), honorarium; and $336.00 [$24.00 x 8 hours and $36.00 (overtime) x 4 hours x 1 staff], salary.

BACKGROUND: This activity involves travel to the Manzanar Japanese-American Internment Camp National Historical Park for students to understand the history of the Japanese-American experience. The trip includes a tour of the actual grounds of the internment camp and the Manzanar Visitor Center.

Submitted by:

Assistant Dean, Student Affairs

Recommended for Approval:

Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel -
ASPCC Lobby Committee
Sacramento, CA
February 5, 2009

Board Meeting Date: January 21, 2009

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: Associated Students of Pasadena City College (ASPCC) Lobby Committee
NUMBER: 12 (11 Students and 1 Advisor)
DATE(S): February 5, 2009
TIME(S): Various
DESTINATION(S): State Capitol Building
Sacramento, CA
EVENT: Sacramento Lobby Day
TRANSPORTATION: Air, shuttle and ground transportation
ADVISOR(S): Carrie Afuso (Cross-Cultural Center Coordinator)
NOT TO EXCEED: $3,484.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2008-2009 Associated Students of
Pasadena City College Lobby Fee Fund. Cost categories and amounts include: $2,400.00 ($200.00 x 12
participants), airfare; $384.00 ($32.00 x 12 participants), meals; $600.00 ($150.00 x 4 airport shuttles), ground
transportation; and $100.00, materials.

BACKGROUND: This activity involves travel to the state capitol for lobbying on student statewide legislative
matters as identified by the Associated Students of Pasadena City College (ASPCC) Lobby Committee.

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
CONSENT ITEM TITLE: Approval of Instructional Trips for PCC Men’s Baseball Team, 2008-2009 Season

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following instructional trips shown on the attached list for the Pasadena City College Men’s Baseball Team during the Fiscal Year 2008-2009.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2008-2009 Athletic Revolving Fund and in the 2008-2009 budget cost center for 01-5250-1602-0000 (Kinesiology, Health and Athletics Division).

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

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

These instructional field trips are requested by the Interim Division Dean of Kinesiology, Health and Athletics.

Submitted by:

Beverly Tate
Interim Division Dean, Kinesiology, Health and Athletics

Recommended for Approval:

Jacqueline Jason
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulette J. Ferguson
Superintendent/President
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Opponent</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat</td>
<td>Jan 24</td>
<td>@College of the Desert</td>
<td>12 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Jan 31</td>
<td>@Antelope Valley</td>
<td>11 AM</td>
</tr>
<tr>
<td>Tue</td>
<td>Feb 03</td>
<td>@Mt. San Jacinto</td>
<td>2 PM</td>
</tr>
<tr>
<td>Fri-Sat</td>
<td>Feb 06-07</td>
<td>@Grossmont Tournament</td>
<td>TBA</td>
</tr>
<tr>
<td>Tue</td>
<td>Feb 10</td>
<td>@Santa Barbara City</td>
<td>2 PM</td>
</tr>
<tr>
<td>Thur-Sat</td>
<td>Feb 12-14</td>
<td>@Rio Hondo Tournament</td>
<td>TBA</td>
</tr>
<tr>
<td>Tue</td>
<td>Feb 17</td>
<td>ANTELOPE VALLEY</td>
<td>2 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>Feb 18</td>
<td>GROSSMONT</td>
<td>2 PM</td>
</tr>
<tr>
<td>Thur</td>
<td>Feb 19</td>
<td>SANTA BARBARA CITY</td>
<td>2 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Feb 24</td>
<td>HARBOR</td>
<td>2 PM</td>
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<tr>
<td>Thur</td>
<td>Feb 26</td>
<td>EAST LOS ANGELES</td>
<td>2 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Feb 28</td>
<td>MT. SAC</td>
<td>12 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Mar 03</td>
<td>@El Camino</td>
<td>2 PM</td>
</tr>
<tr>
<td>Thur</td>
<td>Mar 05</td>
<td>BARSTOW</td>
<td>2 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Mar 07</td>
<td>@Cerritos</td>
<td>12 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Mar 10</td>
<td>@Long Beach City</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Thur</td>
<td>Mar 12</td>
<td>LOS ANGELES CITY</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Mar 14</td>
<td>@ Compton</td>
<td>12 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Mar 17</td>
<td>@Harbor</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Thur</td>
<td>Mar 19</td>
<td>HARBOR</td>
<td>2:30 PM</td>
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<td>Sat</td>
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<td>@East Los Angeles</td>
<td>12 PM</td>
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<tr>
<td>Tue</td>
<td>Mar 24</td>
<td>EAST LOS ANGELES</td>
<td>2:30 PM</td>
</tr>
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<td>Thur</td>
<td>Mar 26</td>
<td>@Mt. SAC</td>
<td>6 PM</td>
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<tr>
<td>Sat</td>
<td>Mar 28</td>
<td>MT. SAC</td>
<td>12 PM</td>
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<tr>
<td>Tue</td>
<td>Mar 31</td>
<td>EL CAMINO</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Thur</td>
<td>Apr 02</td>
<td>@El Camino</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>Apr 03</td>
<td>@Rio Hondo</td>
<td>2 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Apr 04</td>
<td>RIO HONDO</td>
<td>12 PM</td>
</tr>
<tr>
<td>Wed-Thur</td>
<td>Apr 08</td>
<td>CERRO COSO</td>
<td>TBA</td>
</tr>
<tr>
<td>Thur</td>
<td>Apr 16</td>
<td>CERRITOS</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Apr 18</td>
<td>@Cerritos</td>
<td>12 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Apr 21</td>
<td>LONG BEACH</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Thur</td>
<td>Apr 23</td>
<td>@ Long Beach</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Apr 25</td>
<td>@Los Angeles City</td>
<td>12 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Apr 28</td>
<td>LOS ANGELES</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Thur</td>
<td>Apr 30</td>
<td>COMPTON</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>May 01</td>
<td>@Compton</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Sat-Sun</td>
<td>May 09-10</td>
<td>Regional Playoffs</td>
<td>TBA</td>
</tr>
<tr>
<td>Fri-Sun</td>
<td>May 15-17</td>
<td>Super Regional Playoffs</td>
<td>TBA</td>
</tr>
<tr>
<td>Fri-Mon</td>
<td>May 22-25</td>
<td>State Playoffs</td>
<td>TBA</td>
</tr>
</tbody>
</table>

+Denotes Double Header *Denotes Conference Game

HOME GAMES IN BOLD CAPS @ Jackie Robinson Stadium @ the Rose Bowl

Head Coach: Evan O’Meara – (626) 585-7801
Assistant Coaches: Micah Baumfeld, Mike Hemphill, Frank Mendoza – (626) 585-7801
Dean/Athletic Director: Beverly Tate – (626) 585-7225
Assistant Athletic Director: Mike Jones – (626) 585-3110
Athletic Trainers: Rudy Aguilar – (626) 585-7796 Patty Gallego – (626) 585-3205
Sports Information: Robert Lewis – (626) 585-7018
Mascot: Lancer Colors: Cardinal & Gold

12/09/08

1570 East Colorado Boulevard • Pasadena, California 91106-2003 • (626) 585-7225 • FAX (626) 585-7929
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trips for PCC Women’s Softball Team, 2008-2009 Season

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following instructional trips shown on the attached list for the Pasadena City College Women’s Softball Team during the Fiscal Year 2008-2009.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2008-2009 Athletic Revolving Fund and in the 2008-2009 budget cost center for 01-5250-1602-0000 (Kinesiology, Health and Athletics Division).

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

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

These instructional field trips are requested by the Interim Division Dean of Kinesiology, Health and Athletics.

Submitted by:
Beverly Tate
Interim Division Dean, Kinesiology, Health and Athletics

Recommended for Approval:
Josephine Jacob
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Pauline J. Perfumo
Superintendent/President
## 2009 WOMEN’S SOFTBALL SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>OPPONENT</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>Jan 23</td>
<td>@San Bernardino Scrimmage</td>
<td>TBA</td>
</tr>
<tr>
<td>Tue</td>
<td>Jan 27</td>
<td>@Golden West (2 games)</td>
<td>3 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>@Golden West vs. TBA</td>
<td>5 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>Jan 30</td>
<td>@Moorpark</td>
<td>11 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>@Moorpark vs. Southwestern</td>
<td>1 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Feb 03</td>
<td>@Ventura</td>
<td>2:30 PM</td>
</tr>
<tr>
<td>Thu</td>
<td>Feb 05</td>
<td>RIO HONDO</td>
<td>3 PM</td>
</tr>
<tr>
<td>Sat-Sun</td>
<td>Feb 07-08</td>
<td>@Green and Gold Tournament (4 games)</td>
<td>TBA</td>
</tr>
<tr>
<td>Wed</td>
<td>Feb 11</td>
<td>PALOMAR</td>
<td>3 PM</td>
</tr>
<tr>
<td>Thurs</td>
<td>Feb 12 *</td>
<td>L.A. HARBOR</td>
<td>3 PM</td>
</tr>
<tr>
<td>Mon</td>
<td>Feb 16</td>
<td>@Santa Barbara</td>
<td>12&amp;2 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>Feb 18</td>
<td>CHAFFEY</td>
<td>3 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Feb 21</td>
<td>@Oxnard (2 games)</td>
<td>11 AM</td>
</tr>
<tr>
<td>Wed</td>
<td>Feb 25</td>
<td>CITRUS</td>
<td>3 PM</td>
</tr>
<tr>
<td>Thurs</td>
<td>Feb 26 *</td>
<td>@Antelope Valley</td>
<td>3 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Mar 03</td>
<td>@Mt. SAC</td>
<td>3 PM</td>
</tr>
<tr>
<td>Thurs</td>
<td>Mar 05 *</td>
<td>EL CAMINO</td>
<td>3 PM</td>
</tr>
<tr>
<td>Fri.-Sun</td>
<td>Mar 06-08</td>
<td>@Golden West Tournament (5 game max) TBA</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>Mar 10 *</td>
<td>LONG BEACH</td>
<td>3 PM</td>
</tr>
<tr>
<td>Thurs</td>
<td>Mar 12 *</td>
<td>@East Los Angeles</td>
<td>3 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>Mar 13 *</td>
<td>@LA Harbor</td>
<td>3 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Mar 17 *</td>
<td>@Cerritos</td>
<td>3 PM</td>
</tr>
<tr>
<td>Thurs</td>
<td>Mar 19 *</td>
<td>MT. SAC</td>
<td>3 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Mar 21</td>
<td>@Bakersfield vs. Santa Barbara (3 games) 5 PM</td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>Mar 22</td>
<td>@Bakersfield vs. Bakersfield</td>
<td>9 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>@Bakersfield vs. Riverside</td>
<td>11 AM</td>
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<tr>
<td></td>
<td></td>
<td>@El Camino</td>
<td>3 PM</td>
</tr>
<tr>
<td>Tues</td>
<td>Mar 24 *</td>
<td>@Long Beach</td>
<td>3 PM</td>
</tr>
<tr>
<td>Thurs</td>
<td>Mar 26 *</td>
<td>L.A. MISSION</td>
<td>3 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>Mar 27</td>
<td>EAST LOS ANGELES</td>
<td>3 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Mar 31 *</td>
<td>CERRITOS</td>
<td>3 PM</td>
</tr>
<tr>
<td>Thurs</td>
<td>Apr 02 *</td>
<td>@Mt. SAC</td>
<td>3 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Apr 07 *</td>
<td>EL CAMINO <em>PCC Softball Alumni Invited</em></td>
<td>3 PM</td>
</tr>
<tr>
<td>Thurs</td>
<td>Apr 09 *</td>
<td>LONG BEACH</td>
<td>3 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>Apr 14 *</td>
<td>@East Los Angeles</td>
<td>3 PM</td>
</tr>
<tr>
<td>Mon</td>
<td>Apr 20</td>
<td>LA HARBOR</td>
<td>3 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>Apr 21 *</td>
<td>@Cerritos</td>
<td>3 PM</td>
</tr>
<tr>
<td>Sat-Sun</td>
<td>May 02-03</td>
<td>Regional 1</td>
<td>TBA</td>
</tr>
<tr>
<td>Sat-Sun</td>
<td>May 09-10</td>
<td>Regional 2</td>
<td>TBA</td>
</tr>
<tr>
<td>Fri-Sun</td>
<td>May 15-17</td>
<td>State Championship Tournament</td>
<td>TBA</td>
</tr>
</tbody>
</table>

*DENOTES HOME GAMES – HOME GAMES IN CAPS @BROOKSIDE PARK

---

Head Coach: Elaine Martinez (626) 585-7058
Asst. Coaches: Mary Geer, Wayne Maxwell, & Stephanie Yuen
Dean/Athletic Director: Beverly Tate (626) 585-7225
Assistant Athletic Director: Mike Jones (626) 585-3110
Sports Information: Robert Lewis (626) 585-7018
Trainers: Rudy Aguilar (626) 585-7796 Patty Gallego (626) 585-3205
Mascot: Lancers
Colors: Cardinal and Gold

12/09/08
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trips for PCC Men's and Women's Track Team, 2008-2009 Season

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following instructional trips shown on the attached list for the Pasadena City College Men's and Women's Track Team during the Fiscal Year 2008-2009.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2008-2009 Athletic Revolving Fund and in the 2008-2009 budget cost center for 01-5250-1602-0000 (Kinesiology, Health and Athletics Division).

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

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

These instructional field trips are requested by the Interim Division Dean of Kinesiology, Health and Athletics.

Submitted by:

Beverly Tate
Interim Division Dean, Kinesiology, Health and Athletics

Recommended for Approval:

[Signature]
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
# 2009 Men's and Women's Track and Field Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Opponent</th>
<th>Site</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat</td>
<td>Feb 07</td>
<td>All-Comers</td>
<td>Cerritos</td>
<td>TBD</td>
</tr>
<tr>
<td>Fri</td>
<td>Feb 13</td>
<td>SCC All-Comers</td>
<td>Mt. SAC</td>
<td>TBD</td>
</tr>
<tr>
<td>Thu</td>
<td>Feb 19</td>
<td>Cerritos Invitational (Hep/Dec)</td>
<td>Cerritos</td>
<td>TBD</td>
</tr>
<tr>
<td>Fri-Sat</td>
<td>Feb 20-21</td>
<td>Cerritos Invitational</td>
<td>Cerritos</td>
<td>TBD</td>
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<tr>
<td>Sat</td>
<td>Feb 28</td>
<td>Northridge (All-Comers)</td>
<td>Northridge</td>
<td>TBD</td>
</tr>
<tr>
<td>Sun</td>
<td>Mar 01</td>
<td>USC</td>
<td>USC</td>
<td>TBD</td>
</tr>
<tr>
<td>Fri-Sat</td>
<td>Mar 06-07</td>
<td>Ben Brown</td>
<td>CSFullerton</td>
<td>TBD</td>
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<tr>
<td>Fri</td>
<td>Mar 13</td>
<td>Occidental Distance Carnival</td>
<td>Occidental</td>
<td>TBD</td>
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<tr>
<td>Sat</td>
<td>Mar 14</td>
<td>Northridge Invitational</td>
<td>Northridge</td>
<td>TBD</td>
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<tr>
<td>Fri-Sat</td>
<td>Mar 20-21</td>
<td>California Relays</td>
<td>Cerritos</td>
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<tr>
<td>Tue</td>
<td>Mar 24</td>
<td>So Cal Multi Event Day 1</td>
<td>Cerritos</td>
<td>TBD</td>
</tr>
<tr>
<td>Wed</td>
<td>Mar 25</td>
<td>So Cal Multi Event Day 2</td>
<td>Cerritos</td>
<td>TBD</td>
</tr>
<tr>
<td>Fri</td>
<td>Mar 27</td>
<td>SCC Preview Meet (10 ways)</td>
<td>Compton</td>
<td>TBD</td>
</tr>
<tr>
<td>Fri-Sat</td>
<td>Apr 03-04</td>
<td>UCLA Invitational</td>
<td>Westwood</td>
<td>TBD</td>
</tr>
<tr>
<td>Sat</td>
<td>Apr 11</td>
<td>Mt. SAC Relays</td>
<td>Mt. SAC</td>
<td>TBD</td>
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**Note:** Pasadena City College Spring Break April 20th – 25th

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Opponent</th>
<th>Site</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri-Sat</td>
<td>Apr 17-18</td>
<td>Mt. SAC Relays (Hosted by Pasadena)</td>
<td>Mt. SAC</td>
<td>TBD</td>
</tr>
<tr>
<td>Tue</td>
<td>Apr 21</td>
<td>South Coast Conference Prelims</td>
<td>Compton</td>
<td>TBD</td>
</tr>
<tr>
<td>Fri</td>
<td>Apr 24</td>
<td>South Coast Conference Prelims</td>
<td>Compton</td>
<td>TBD</td>
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<tr>
<td>Sat</td>
<td>May 02</td>
<td>Southern California Championship Prelims</td>
<td>Mt. SAC</td>
<td>TBD</td>
</tr>
<tr>
<td>Sat</td>
<td>May 09</td>
<td>Southern California Championship Finals</td>
<td>Mt. SAC</td>
<td>TBD</td>
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<tr>
<td>Fri-Sat</td>
<td>May 15-16</td>
<td>CCCAA State Championships</td>
<td>San Mateo</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Head Coaches:**

- Larry Wade and Armand Crespo  (626) 585-7789
- Pat Williams                  (626) 585-7789
- Skip Robinson                 (626) 585-7218
- Beverly Tate                  (626) 585-7225
- Mike Jones                    (626) 585-3110
- Rudy Aguilar                  (626) 585-7796
- Patty Gallego                 (626) 585-3205

**Sports Information:**

- Robert Lewis
- Lancers
- Cardinal and Gold

**Mascot:**

12/09/08

1570 East Colorado Boulevard • Pasadena, California 91106-2003 • (626) 585-7225 • FAX (626) 585-7929
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trips for PCC Women's Badminton Team, 2008-2009 Season

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following instructional trips shown on the attached list for the Pasadena City College Women's Badminton Team during the Fiscal Year 2008-2009.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2008-2009 Athletic Revolving Fund and in the 2008-2009 budget cost center for 01-5250-1602-0000 (Kinesiology, Health and Athletics Division).

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

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

These instructional field trips are requested by the Interim Division Dean of Kinesiology, Health and Athletics.

Submitted by:
Beverly Tate
Interim Division Dean, Kinesiology, Health and Athletics

Recommended for Approval:
Jacqueline Jacobs
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Paulette J. Perumal
Superintendent/President
# 2009 Women’s Badminton Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Opponent</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>Feb 27</td>
<td>@East Los Angeles</td>
<td>2 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>March 04</td>
<td>LOS ANGELES CITY</td>
<td>3 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>March 06</td>
<td>EL CAMINO</td>
<td>2 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>March 11</td>
<td>EAST LOS ANGELES</td>
<td>3 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>March 13</td>
<td>@Los Angeles City</td>
<td>2 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>March 18</td>
<td>@El Camino</td>
<td>3 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>March 20</td>
<td>@East Los Angeles</td>
<td>2 PM</td>
</tr>
<tr>
<td>Fri-Sun</td>
<td>March 20-22</td>
<td>@San Francisco City Tournament</td>
<td>TBA</td>
</tr>
<tr>
<td>Wed</td>
<td>March 25</td>
<td>LOS ANGELES CITY</td>
<td>3 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>March 27</td>
<td>EL CAMINO</td>
<td>2 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>April 01</td>
<td>EAST LOS ANGELES</td>
<td>3 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>April 03</td>
<td>@Los Angeles City</td>
<td>2 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>April 04</td>
<td>SAN FRANCISCO CITY COLLEGE</td>
<td>5 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>April 08</td>
<td>@El Camino</td>
<td>3 PM</td>
</tr>
</tbody>
</table>

Pasadena City College Spring Break April 20th – 25th

- Wed April 29: Southern Cal Team Play-Off TBA
- Fri May 01: SCC Championships @El Camino TBA
- Thu May 07: CCCAA State Team Championships @Irvine TBA
- Fri-Sat May 08-09: CCCAA State Individuals Championships @Irvine TBA

*South Coast Conference Games

HOME GAMES IN GOLD CAPS

- Head Coach: Bill Sanchez (626) 585-7225
- Dean/Athletic Director: Beverly Tate (626) 585-7225
- Assistant Athletic Director: Mike Jones (626) 585-3110
- Sports Information Director: Robert Lewis (626) 585-7018
- Athletic Trainers: Rudy Aguilar (626) 585-7796
- Patty Gallego (626) 585-3205
- Equipment Managers: Terry Tapley (626) 585-7219
- Dana Stoddard (626) 585-7224

Mascot: Lancers Colors: Cardinal and Gold

12/09/08
CONSENT ITEM TITLE: Approval of Instructional Trips for PCC Men's and Women's Swimming and Diving Team, 2008-2009 Season

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following instructional trips shown on the attached list for the Pasadena City College Men's and Women's Swimming Team during the Fiscal Year 2008-2009.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2008-2009 Athletic Revolving Fund and in the 2008-2009 budget cost center for 01-5250-1602-0000 (Kinesiology, Health and Athletics Division).

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

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

These instructional field trips are requested by the Interim Division Dean of Kinesiology, Health and Athletics.

Submitted by: Beverly Tate
Interim Division Dean, Kinesiology, Health and Athletics

Recommended for Approval:

Jacqueline Jacobs
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulette Perfumo
Superintendent/President
### 2009 MEN'S AND WOMEN'S SWIMMING & DIVING MEET SCHEDULE

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Meet</th>
<th>Site</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>Feb 13</td>
<td>Swimming Only-SCC Pentathlon &amp; Relays</td>
<td>Chaffey</td>
<td>12 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Feb 14</td>
<td>Diving Only – SCC Relays</td>
<td>El Camino</td>
<td>2 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Feb 21</td>
<td>Mt. SAC Invitational</td>
<td>Mt. SAC</td>
<td>All Day</td>
</tr>
<tr>
<td>Fri</td>
<td>Feb 27 *</td>
<td>CERRITOS and MT. SAC</td>
<td>Home</td>
<td>2:30PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Feb 28</td>
<td>FREEWAY INVITATIONAL</td>
<td>Home</td>
<td>All Day</td>
</tr>
<tr>
<td>Fri</td>
<td>Mar 05-07</td>
<td>Diablo Valley and College of Marin</td>
<td>Diablo Valley</td>
<td>All Day</td>
</tr>
<tr>
<td>Fri</td>
<td>Mar 13 *</td>
<td>EL CAMINO</td>
<td>Home</td>
<td>2:30PM</td>
</tr>
<tr>
<td>Fri</td>
<td>Mar 20</td>
<td>CHAFFEY and LA TRADE TECH</td>
<td>Home</td>
<td>2:30PM</td>
</tr>
<tr>
<td>Fri</td>
<td>Mar 27 *</td>
<td>Long Beach and Rio Hondo</td>
<td>Long Beach</td>
<td>2:30PM</td>
</tr>
<tr>
<td>Sat</td>
<td>Mar 28</td>
<td>Citrus Invitational</td>
<td>Citrus</td>
<td>All Day</td>
</tr>
<tr>
<td>F-Sat</td>
<td>Apr 03-04</td>
<td>SWIMMING &amp; DIVING INVITATIONAL</td>
<td>Home</td>
<td>All Day</td>
</tr>
<tr>
<td>F-Sat</td>
<td>Apr 10-11*</td>
<td>SCC Diving Championships</td>
<td>El Camino</td>
<td>All Day</td>
</tr>
<tr>
<td>Th-Sat</td>
<td>Apr 16-18*</td>
<td>SCC Swimming Championships</td>
<td>Chaffey</td>
<td>All Day</td>
</tr>
<tr>
<td>Th-Sat</td>
<td>Apr 23-25</td>
<td>CCCAA State Swimming &amp; Diving Championships</td>
<td>Belmont Plaza</td>
<td>All Day</td>
</tr>
</tbody>
</table>

HOME MEETS IN BOLD CAPS AT PCC AQUATIC CENTER
* Indicates Conference Match

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Head Coach: Terry Stoddard (626) 585-7785
Assistant Coach: Michael Wong (626) 585-7785
Dean/Athletic Director: Beverly Tate (626) 585-7225
Assistant Athletic Director: Mike Jones (626) 585-3110
Athletic Trainers: Rudy Aguilar (626) 585-7796
Patty Gallego (626) 585-3205
Sports Information: Robert Lewis (626) 585-7018
Mascot/Colors: Lancers/Cardinal & Gold

12/12/08
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for HSDP 5480,
January 29, 2009

Board Meeting Date: January 21, 2009

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: HSDP 5480
NUMBER: 24 students, 1 faculty
DATE: January 29, 2009
TIME: 8:45 a.m. – 12:15 p.m.
DESTINATION: UCLA, 405 Hilgard Ave., Los Angeles, California
EVENT: Campus tour
TRANSPORTATION: District vehicle
ADVISOR(S): Community Education Center: Yamonte Cooper, Instructor
NOT TO EXCEED: $214.00 (transportation – 1 each 25-passenger van @ $150; driver, 4 hours @ $16/hour)

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2008-09 Adopted Budget in account code 01-5250-1150-0000 (Community Education Center: Division Office)

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

Submitted by:

Division Dean, Community Education Center

Recommended for Approval:

Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for Geology 40, March 19-22, 2009

Board Meeting Date: January 21, 2009

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: March 19-22, 2009
TIME: Depart: 03/19/09, 7:00 a.m.
      Return: 03/22/09, 6:00 p.m.
DESTINATION: Tinto Mine, Boron Mine, Mono Lake, California
EVENT: Field investigation of environmental impact of human activities
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 are budgeted for in the 2008-09 Adopted Budget in account
code 01-5250-1502-2317 (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]
Suptd. President/PD
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Biology 1A, March 27-29, 2009

Board Meeting Date: January 21, 2009

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: 64 students; 2 faculty
DATE: March 27-29, 2009
TIME: Depart: 03/27/09, 7:00 a.m.
Return: 03/29/09, 5:00 p.m.
DESTINATION: Morro Bay, California
EVENT: Collect field data
TRANSPORTATION: District vehicles, private automobiles
ADVISOR(S): Division of Natural Sciences: Russell Di Fiori, Instructor; Valerie Foster, Instructor.

NOT TO EXCEED: $1,800.00 (transportation – 6 vans @ $100 each for 3 days)

Students will be camping out, and paying for their own camping fees and 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 01-5250-1501-2317 (Natural Sciences: Biological 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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for Geology 1F, March 31, 2009

Board Meeting Date: January 21, 2009

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

GROUP: Geology 1F students
NUMBER: 30 students; 1 faculty
DATE: March 31, 2009
TIME: 6:30 a.m. – 6:00 p.m.
DESTINATION: El Cajon Pass, Devil's Punchbowl, Palmdale, Wrightwood, California
EVENT: Observation of San Andreas Fault
TRANSPORTATION: District vehicles
ADVISOR(S): Division of Natural Sciences: David Douglass, Professor and Division Dean.
NOT TO EXCEED: $300.00 (transportation – 3 vans at $100 each)

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

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

FISCAL IMPLICATIONS: Funds for this purpose are 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:
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Biology 1A, April 18-25, 2009

Board Meeting Date: January 21, 2009

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: 32 students; 3 faculty
DATE: April 18-25, 2009
TIME: Depart: 04/18/09, 7:00 a.m.
       Return: 04/25/09, 7:00 p.m.
DESTINATION: Big Sur, Monterey, California
EVENT: Observation and collection of field data
TRANSPORTATION: District vehicles
ADVISOR(S): Division of Natural Sciences: Russell Di Fiori, Instructor; Erika Catanese, Instructor. Division of English, Krista Walter, Associate Professor.
NOT TO EXCEED: $3,200.00 (transportation – 4 vans @ $100 each for 8 days)

Students will be camping out, and paying for their own camping fees and 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 are budgeted for in the 2008-09 Adopted Budget in account code 01-5250-1501-2317 (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 2F,
May 1, 2009

Board Meeting Date: January 21, 2009

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

GROUP: Geology 2F students
NUMBER: 18 students; 1 faculty
DATE: May 1, 2009
TIME: 7:00 a.m. – 7:00 p.m.
DESTINATION: Rainbow Basin, Barstow, California
EVENT: Mapping of geologic features
TRANSPORTATION: District vehicles
ADVISOR(S): Division of Natural Sciences: Bryan Wilbur, Instructor.

NOT TO EXCEED: $200.00 (transportation – 2 vans at $100 each)

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

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

FISCAL IMPLICATIONS: Funds for this purpose are 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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 1F,
May 8-10, 2009

Board Meeting Date: January 21, 2009

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

GROUP: Geology 1F students
NUMBER: 30 students; 1 faculty
DATE: May 8-10, 2009
TIME: Depart: 05/08/09, 6:00 a.m.
Return: 05/10/09, 6:00 p.m.
DESTINATION: Owens Valley, Mammoth Mountain, Mono Lake, California
EVENT: Observation of the Long Valley Caldera
TRANSPORTATION: District vehicles, private automobiles
ADVISOR(S): Division of Natural Sciences: David Douglass, Professor and Division Dean.
NOT TO EXCEED: $900.00 (transportation – 3 vans at $100 each x 3 days)

Students are camping out, providing their own meals and paying all campground fees.

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

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2008-09 Adopted Budget in account code 01-5250-1502-2317 (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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Instructional Trip for Geology 2F, May 14-17, 2009

Board Meeting Date: January 21, 2009

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

GROUP: Geology 2F students
NUMBER: 18 students; 1 faculty
DATE: May 14-17, 2009
TIME: Depart: 05/14/09, 7:00 a.m.
Return: 05/17/09, 7:00 p.m.
DESTINATION: Westgard Pass, White-Inyo Mountains, Inyo County, California
EVENT: Mapping of Poleta Folds
TRANSPORTATION: District vehicles
ADVISOR(S): Division of Natural Sciences: Bryan Wilbur, Instructor.
NOT TO EXCEED: $800.00 (transportation – 2 vans at $100 each x 4 days)

Students are camping out, providing their own meals and paying all campground fees.

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

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for Biology 1A, May 1-3, 2009 and May 8-10, 2009

Board Meeting Date: January 21, 2009

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: 64 students; 2 faculty (each date)
DATE: May 1-3 and May 8-10, 2009
TIME: Depart: 10:00 a.m.
Return: 3:30 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:

[Signature]
Division Dean, Natural Sciences

Recommend 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 HSDP 5480,
January 22, 2009

Board Meeting Date: January 21, 2009

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: HSDP 5480
NUMBER: 24 students, 1 faculty
DATE: January 22, 2009
TIME: 8:45 a.m. – 12:15 p.m.
DESTINATION: CSULA, 5151 State St., Los Angeles, California
EVENT: Campus tour
TRANSPORTATION: District vehicle
ADVISOR(S): Community Education Center: Yamonte Cooper, Instructor
NOT TO EXCEED: $214.00 (transportation – 1 each 25-passenger van @ $150; driver, 4 hours @ $16/hour)

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 Adopted Budget in account code 01-5250-1150-0000 (Community Education Center: Division Office)

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

Submitted by:
Division Dean, Community Education Center

Recommended for Approval:
Vice President, Instruction

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

CONSENT ITEM TITLE:
Approval of Instructional Trip for Welding 200ABC, January 26, January 29, February 19, 2009

Board Meeting Date: January 21, 2009

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

GROUP: Welding 200ABC students
NUMBER: 2 students; 1 faculty (each date)
DATE: January 26, January 29, February 19, 2009
TIME: 7:30 a.m. – 3:30 p.m.
DESTINATION: 01/26/09: Washington Iron Works, 17926 S. Broadway, Gardena, California
01/29/09: Industrial Metal Supply, 8300 N. San Fernando Rd. Sun Valley, California
02/19/09: Tamco Steel, 12459 “B” Arrow Route, Rancho Cucamonga, California
EVENT: Obtain scrap steel for student welding practice
TRANSPORTATION: District vehicle (stake bed truck)
ADVISOR(S): Division of Engineering and Technology: Alan Armstrong, Assistant Professor
NOT TO EXCEED: $225.00 (transportation – $75 per day x 3 days)

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 01-5250-1201-0000 (E & T: Engineering and Technology).

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

Submitted by:

D. Haines
Division Dean, Engineering and Technology

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: Approve Purchasing Transactions

Board Meeting Date: January 21, 2009

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 P09-01711 through P09-01946.

FISCAL IMPLICATIONS: Funds for this purpose are 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:

Egan R. Vandkashore
Director, Purchasing Services

Recommended for Approval:

Mark J. Fasani
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

> Indicates local branch utilized outside of District as required by Vendor.
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Change Orders, Measure P Campus-Wide Network Project / Infrastructure Upgrade

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Numbers Twenty (20) through Twenty-Eight (28) to Verizon Select Services, Inc. for Purchase Order Number P08-00892, Measure P Campus-Wide Network Project/Infrastructure Upgrade. As part of the agreement between Verizon Business Services and the District, change orders may be related to the contract, labor, equipment and/or materials.

Change Order #20 – Add to upgrade the existing call pilot 5.0 to high availability. The amount for this change order is Thirty-Six Thousand Eight Hundred Fifty-Seven Dollars and Ninety-Six Cents ($36,857.96).

Change Order #21 – Add to relocate the previously placed cable and equipment in C107. The amount for this change order is Two Thousand Two Hundred Seventy-Seven Dollars and Thirty Cents ($2,277.30).

Change Order #22 – Add to correct a mathematical error from Change Order #14. The amount for this change order is Thirty Dollars and Sixty-Nine Cents ($30.69).

Change Order #23 – Add to provide Saturday work in L and W Buildings that could not occur during regular business hours. The amount for this change order is Four Thousand One Hundred Twenty-Two Dollars and Fifty Cents ($4,122.50).

Change Order #24 – Add to provide standby for the power shutdown that occurred on December 14, 2008. This shutdown was requested and initiated by the District. The amount for this change order is One Thousand Three Hundred Sixty Dollars ($1,360.00).

Change Order #25 – Add to provide make-ready work for R, C and U Buildings. This work is for labor only. The District supplied the materials. The amount for this change order is Fifty-Seven Thousand Four Hundred Forty-Four Dollars ($57,444.00).

Change Order #26 – Add to assist with the data cutover process for all buildings as requested by the District. The amount for this change order is Forty-Nine Thousand Three Hundred Three Dollars ($49,303.00).

Change Order #27 – Add to provide fire-stopping of all existing conduit penetrations and holes through fire-rated walls. This work is not covered in Verizon’s original contract. The amount for this change order is Thirteen Thousand Seven Hundred Forty-Three Dollars and Fifty Cents ($13,743.50).

Submitted by:

Edgar R. Vardakashian
Director, Purchasing Services

Recommended for Approval:

Mark J. Zamani
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulette J. Perman
Superintendent/President
Consent Item No. 98-B  
January 21, 2009  
Page 2 of 2

Change Order #28 – Deduct for all the work not required by contract as a result of ongoing value engineering done by Verizon and the District. The amount for this change order is Six Hundred Thirty-Eight Thousand Nine Hundred Eighty-Eight Dollars and Forty-Four Cents (-$638,988.44).

**FISCAL IMPLICATIONS:** The total amount of these Change Orders is a deduction of Four Hundred Seventy-Three Thousand Eight Hundred Forty-Nine Dollars and Forty-Nine Cents (-$473,849.49). Funds for this purpose are provided in the 2008-2009 District Budget in the funds indicated and charged to the cost centers shown:

- 42-6250-7414-4000 - (M/P Technology Infrastructure)
- 41-6250-7112-0000 - (C/O Campus Telecommunications)

**BACKGROUND:** Periodic change orders to the original upgrade contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the contract up to ten percent (10%) of the original contract amount. The Facilities Master Plan 2010 includes a project to upgrade the District's Network and Telecommunications Infrastructure. The implementation period runs from October 2007 through January 2009. On September 19, 2007, the Board awarded the Systems Agreement to Verizon Business Services and authorized the issuance of Purchase Order Number P08-00892.
# Change Order Recap

**ORIGINAL CONTRACT AWARD**

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<th>BALANCE</th>
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<td>05/22/08</td>
<td>Add to install cable supports in W Building.</td>
<td>3,222</td>
<td>3,222</td>
<td>134,044</td>
</tr>
<tr>
<td>07</td>
<td>05/22/08</td>
<td>Add to install cable supports in Child Development Center.</td>
<td>4,289</td>
<td>4,289</td>
<td>129,755</td>
</tr>
<tr>
<td>08</td>
<td>05/22/08</td>
<td>Add to install cable supports in GM Building.</td>
<td>794</td>
<td>794</td>
<td>128,961</td>
</tr>
<tr>
<td>09</td>
<td>05/22/08</td>
<td>Add to install cable supports in LLBuilding.</td>
<td>15,883</td>
<td>15,883</td>
<td>113,078</td>
</tr>
<tr>
<td>10</td>
<td>06/04/08</td>
<td>Add to develop AUTOCAD drawings for the LL, C, R, U, E Buildings.</td>
<td>6,894</td>
<td>6,894</td>
<td>106,184</td>
</tr>
<tr>
<td>11</td>
<td>06/04/08</td>
<td>Add to install cable supports for the C Building.</td>
<td>28,882</td>
<td>28,882</td>
<td>77,322</td>
</tr>
<tr>
<td>12</td>
<td>07/16/08</td>
<td>Add to provide labor &amp; material for cable supports in E Building.</td>
<td>3,971</td>
<td>3,971</td>
<td>73,351</td>
</tr>
<tr>
<td>13</td>
<td>07/16/08</td>
<td>Add to terminate, test and document 40 stations in V Building.</td>
<td>5,733</td>
<td>5,733</td>
<td>67,618</td>
</tr>
<tr>
<td>14</td>
<td>08/20/08</td>
<td>Add to provide Seven (7) additional ACD agent licenses.</td>
<td>1,446</td>
<td>1,446</td>
<td>66,171</td>
</tr>
<tr>
<td>15</td>
<td>12/10/08</td>
<td>Add to provide make-ready work, sleeves, panduit, pathways, etc. for the U Building.</td>
<td>7,500</td>
<td>7,500</td>
<td>58,671</td>
</tr>
<tr>
<td>16</td>
<td>12/10/08</td>
<td>Add to provide Twenty-Seven (27) additional phones for the K Building.</td>
<td>7,192</td>
<td>7,192</td>
<td>51,480</td>
</tr>
<tr>
<td>17</td>
<td>12/10/08</td>
<td>Add to provide Thirty-Seven (37) additional phone for KPCC</td>
<td>13,986</td>
<td>13,986</td>
<td>37,494</td>
</tr>
<tr>
<td>18</td>
<td>12/10/08</td>
<td>Add to provide installation and program Two (2) add-on modules for the President's Office.</td>
<td>235</td>
<td>235</td>
<td>37,259</td>
</tr>
<tr>
<td>19</td>
<td>12/10/08</td>
<td>Add to provide One (1) six strand LOMMF cable, Six (6) duplex fiber jumpers, and One (1) fiber enclosure 1 U.</td>
<td>2,503</td>
<td>2,503</td>
<td>34,756</td>
</tr>
<tr>
<td>20</td>
<td>01/21/09</td>
<td>Add to upgrade the existing call pilot 5.0 to high availability.</td>
<td>36,858</td>
<td>36,858</td>
<td>(2,102)</td>
</tr>
<tr>
<td>21</td>
<td>01/21/09</td>
<td>Add to relocate previously placed cable &amp; equipment in C107.</td>
<td>2,277</td>
<td>2,277</td>
<td>(4,378)</td>
</tr>
<tr>
<td>22</td>
<td>01/21/09</td>
<td>Add to correct a mathematical error from Change Order #14.</td>
<td>31</td>
<td>31</td>
<td>(4,410)</td>
</tr>
<tr>
<td>23</td>
<td>01/21/09</td>
<td>Add to provide Saturday work in L and W Buildings.</td>
<td>4,123</td>
<td>4,123</td>
<td>(8,533)</td>
</tr>
<tr>
<td>24</td>
<td>01/21/09</td>
<td>Add to provide standby power shutdown that occurred on December 14, 2008.</td>
<td>1,360</td>
<td>1,360</td>
<td>(8,993)</td>
</tr>
<tr>
<td>25</td>
<td>01/21/09</td>
<td>Add to provide make-ready work for R, C and U Buildings.</td>
<td>57,444</td>
<td>57,444</td>
<td>(67,337)</td>
</tr>
<tr>
<td>26</td>
<td>01/21/09</td>
<td>Add to assist with the data cutover process for all buildings.</td>
<td>49,303</td>
<td>49,303</td>
<td>(116,640)</td>
</tr>
<tr>
<td>27</td>
<td>01/21/09</td>
<td>Add to provide fire-stopping of all existing conduit penetrations and holes through fire-rated walls.</td>
<td>13,744</td>
<td>13,744</td>
<td>(130,383)</td>
</tr>
<tr>
<td>28</td>
<td>01/21/09</td>
<td>Deduct for all the work not required by contract due to ongoing value engineering.</td>
<td>-638,988</td>
<td>-638,988</td>
<td>508,605</td>
</tr>
</tbody>
</table>

**VALUE OF EXECUTED CHANGE ORDERS**

<table>
<thead>
<tr>
<th>CONTRACT AMOUNT WITH EXECUTED CHANGE ORDERS</th>
<th>REMAINING PROJECT CONTINGENCY</th>
<th>PERCENTAGE OF IMPACT BY CHANGE ORDERS TO OVERALL CONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,486,303</td>
<td>$508,605</td>
<td>-4.67%</td>
</tr>
</tbody>
</table>

**Set-up:** 11/12/03  
**Updated:** 1/9/2009
CONSENT ITEM TITLE:
Approve Change Orders, Measure P Projects
Industrial Technology and Campus Center/Bookstore
Buildings

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Number Twenty-Eight (28) through Thirty-One (31) to Douglas E. Barnhart, Inc. for Contract Number C2899-8, Measure P Industrial Technology (IT) and Campus Center/Bookstore (CCB) Buildings. As part of the agreement between Barnhart and the District, change orders may be related to the contract, labor, equipment and/or materials.

Change Order #28: Add for an additional footing required to accommodate a block out for an elevator jack. The amount for this change order is Twelve Thousand Six Hundred Seventy-Three Dollars ($12,673.00).

Deduct the installation of an automobile exhaust system. The exhaust system will be purchased and installed through a separate contract. The amount for this change order is Eighteen Thousand Thirty Dollars (-$18,030.00).

Add to provide electrical power to the motorized roll-up doors. These automatic roll-up doors were specified in the original plans, but the plans did not indicate specifications for the power necessary to operate the doors. The amount for this change order is Fourteen Thousand Five Hundred Ninety-Eight Dollars ($14,598.00).

Also add to expedite work for installation of new chilled water piping system. This accelerated schedule was required to not disrupt access to the campus during the semester. The amount for this change order is One Hundred Seventy-Five Thousand One Hundred Sixty Dollars ($175,160.00).

Also add to relocate fire plumbing lines that conflicted with the placement of new chilled water piping. The amount for this change order is Nine Thousand One Hundred Fifty-Three Dollars ($9,153.00).

Also add to change waterless urinals to low flow type per campus standard. The amount for this change order is Five Thousand Four Hundred Eighty-Seven Dollars ($5,487.00).

Also add for the additional duct supports, elbow and flex connection for the dust exhaust hood in the building construction classroom which is required for the exhaust system to function properly. The additional work and materials were not included in the original plans. The amount for this change order is Two Thousand Three Hundred Thirty-Three Dollars ($2,333.00).

The combined total amount of Change Order #28 is Two Hundred One Thousand Three Hundred Seventy-Four Dollars ($201,374.00).

Submitted by:

Director, Purchasing Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President
Change Order #29: Add for revised light fixtures, power and data for added remodeling scope of staff dining and Circadian conference room spaces. This scope was originally excluded from the bid, but it has been added due to the outdated condition of the existing rooms and the District’s need for multimedia ready spaces on campus. The amount for this change order is One Hundred Fifty-Six Thousand Five Hundred Three Dollars ($156,503.00).

Change Order #30: Add for modifications to the southwest corner of the second floor in the Campus Center Building to accommodate an Emergency Response Center. The amount for this change order is One Hundred Twenty-Nine Thousand Three Hundred Thirty-Nine Dollars ($129,339.00).

Also add to relocate new duct work to avoid the conflict with an existing concrete beam which cannot be modified. This work requires additional duct work as well as ceiling and lighting modifications. The amount for this change order is Two Thousand Five Hundred Twenty-Three Dollars ($2,523.00).

The combined total amount of Change Order #30 is One Hundred Thirty-One Thousand Eight Hundred Sixty-Two Dollars ($131,862.00).

Change Order #31: Add for electrical modifications which are necessary to accommodate a new piece of instructional equipment for the prototype room. The amount for this change order is Three Thousand Nine Hundred Ninety-Eight Dollars ($3,998.00).

Also add to revise the electrical switchgear based on a Short Circuit Study which was conducted to determine the actual power requirements of the entire building. In a project such as this, all of the power requirements cannot be determined for end-use equipment until well after the design. The amount for this change order is Twenty-Four Thousand Eight Hundred Seventy-Three Dollars ($24,873.00).

Also add for the connection of power from the main campus distribution point. Per the original contract, the contractor was to only provide power to five feet outside of the new building parameter. The power connection is an addition because the power source could not be identified until well after the design. The amount for this change order is Three Hundred Thirty-Two Thousand Two Hundred Forty-Eight Dollars ($332,248.00).

The combined total amount of Change Order #31 is Three Hundred Sixty-One Thousand One Hundred Nineteen Dollars ($361,119.00).

**FISCAL IMPLICATIONS:** The total amount of these Change Orders is Eight Hundred Fifty Thousand Eight Hundred Fifty-Eight Dollars ($850,858.00). Funds for this purpose are provided in the 2008-2009 District Budget under the following cost centers shown:

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

**BACKGROUND:** Periodic change orders to the original construction contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the construction contract up to ten percent (10%) of the original contract amount. On September 5, 2007, the Board awarded Bid 865 to Douglas E. Barnhart, Inc. and authorized the issuance of Contract Number C-2899-8.
<table>
<thead>
<tr>
<th>CO #</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>C.O. AMOUNT</th>
<th>ADJUST (+) / (-)</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>04/23/08</td>
<td>Add to replace details #8 on sheet S6.01 structural steel drawings.</td>
<td>2,279</td>
<td>2,279</td>
<td>4,422,990</td>
</tr>
<tr>
<td>02</td>
<td>04/23/08</td>
<td>Add to delete demolished scope of work previously performed.</td>
<td>29,320</td>
<td>29,320</td>
<td>4,393,670</td>
</tr>
<tr>
<td>03</td>
<td>04/23/08</td>
<td>Add for additional grading and compaction for removal of footings.</td>
<td>18,000</td>
<td>18,000</td>
<td>4,375,670</td>
</tr>
<tr>
<td>04</td>
<td>04/23/08</td>
<td>Add for structural seismic reinforcement to existing columns.</td>
<td>163,765</td>
<td>163,765</td>
<td>2,411,905</td>
</tr>
<tr>
<td>05</td>
<td>05/22/08</td>
<td>Deduct the value of work performed by District.</td>
<td>-14,370</td>
<td>-14,370</td>
<td>4,226,275</td>
</tr>
<tr>
<td>06</td>
<td>05/22/08</td>
<td>Add concrete grade beam and steel supports.</td>
<td>9,879</td>
<td>9,879</td>
<td>4,216,396</td>
</tr>
<tr>
<td>07</td>
<td>05/22/08</td>
<td>Add for installation/replacement of fire suppression system.</td>
<td>44,477</td>
<td>44,477</td>
<td>4,171,919</td>
</tr>
<tr>
<td>08</td>
<td>05/22/08</td>
<td>Add for installation of sheet metal and copper tubing.</td>
<td>27,139</td>
<td>27,139</td>
<td>4,144,780</td>
</tr>
<tr>
<td>09</td>
<td>06/04/08</td>
<td>Add for relocation of HVAC duct paths.</td>
<td>3,573</td>
<td>3,573</td>
<td>4,141,207</td>
</tr>
<tr>
<td>10</td>
<td>07/16/08</td>
<td>Add for removal/replacement of metal deck and loose concrete.</td>
<td>79,552</td>
<td>79,552</td>
<td>3,970,341</td>
</tr>
<tr>
<td>11</td>
<td>08/20/08</td>
<td>Add for furring of wall surface to achieve uniform finish.</td>
<td>91,314</td>
<td>91,314</td>
<td>3,905,326</td>
</tr>
<tr>
<td>12</td>
<td>08/20/08</td>
<td>Add for removal/replacement of HVAC ducting and diffusers; also demolish/finish Campus Center rooms.</td>
<td>65,015</td>
<td>65,015</td>
<td>3,875,262</td>
</tr>
<tr>
<td>13</td>
<td>09/17/08</td>
<td>Add for demolition of existing suspended ceiling grid system and existing terrazzo flooring; for repair of existing holes through floor decks.</td>
<td>30,064</td>
<td>30,064</td>
<td>3,836,399</td>
</tr>
<tr>
<td>14</td>
<td>11/05/08</td>
<td>Add for demolition of plaster and ceiling removal; for changing wall tile to be set in mortar; also demolish/replace existing corner partitions and handrails.</td>
<td>38,863</td>
<td>38,863</td>
<td>3,815,150</td>
</tr>
<tr>
<td>15</td>
<td>11/05/08</td>
<td>Add for a fire rated shaftwell; for changing fire extinguisher cabinet installations; also reroute existing storm drain piping.</td>
<td>21,249</td>
<td>21,249</td>
<td>3,793,914</td>
</tr>
<tr>
<td>16</td>
<td>11/05/08</td>
<td>Add for purchase of 2,520 linear feet of Thermacor Process Chill-Therm piping system, materials only.</td>
<td>138,006</td>
<td>138,006</td>
<td>3,677,144</td>
</tr>
<tr>
<td>17</td>
<td>11/05/08</td>
<td>Add for installation, testing, flushing, cleaning and sterilization of chilled water piping in conjunction with change order #16.</td>
<td>506,340</td>
<td>506,340</td>
<td>3,170,804</td>
</tr>
<tr>
<td>18</td>
<td>11/05/08</td>
<td>Add for installation of new concrete wall, elevated slab and concrete curbs; for added HVAC, plumbing, framing and concrete work.</td>
<td>41,806</td>
<td>41,806</td>
<td>3,128,998</td>
</tr>
<tr>
<td>19</td>
<td>11/05/08</td>
<td>Add for installation of a new plumbing saddle and piping; also provide fire rated protection to existing structural truss; for purchase/installation of hot water control valves. Deduct redundant conduit and receptacles associated with clock systems.</td>
<td>15,490</td>
<td>15,490</td>
<td>3,113,508</td>
</tr>
<tr>
<td>20</td>
<td>11/05/08</td>
<td>Add to modify roof pipe support installation; also relocate existing storm drain piping; for conduit modification to accommodate CAT 6A cabling; also remove/replace existing exhaust fan.</td>
<td>57,704</td>
<td>57,704</td>
<td>3,055,804</td>
</tr>
<tr>
<td>21</td>
<td>11/05/08</td>
<td>Add to remove/replace existing storm drain piping; also modify flooring, HVAC, and ceiling grid. Deduct all structured cabling.</td>
<td>-13,180</td>
<td>-13,180</td>
<td>3,068,984</td>
</tr>
<tr>
<td>22</td>
<td>11/05/08</td>
<td>Add for installation of four floor sinks; also demolish to enlarge staff dining area; for conduit, wire and monitor module. Deduct architectural fees for Contractor requested restroom design.</td>
<td>4,808</td>
<td>4,808</td>
<td>3,064,176</td>
</tr>
<tr>
<td>23</td>
<td>11/05/08</td>
<td>Deduct redundant starters and switches from the motor control panel. Add for upgraded class 1 rated exterior air compressor.</td>
<td>7,859</td>
<td>7,859</td>
<td>3,056,317</td>
</tr>
<tr>
<td>24</td>
<td>11/05/08</td>
<td>Add to provide five additional electrical feeders, five circuit breakers, three new electric panels, two transformers, three combo starters, four disconnects and other ancillary electrical support items. Deduct pinning of lock cores; also redundant conduit and receptacles associated with clock systems. Add 22 centrally controlled classroom clocks including wiring, with mounting brackets; also for materials/installation of drains, piping and trap primers.</td>
<td>172,910</td>
<td>172,910</td>
<td>2,883,407</td>
</tr>
<tr>
<td>25</td>
<td>12/10/08</td>
<td>Add to remove and replace soffits and linear diffusers, for demolition work to remove plaster around an existing main kitchen hood, for revised light fixtures, power and data for added remodeling scope of multi-function room. Deduct pinning lock cores.</td>
<td>303,095</td>
<td>303,095</td>
<td>2,580,312</td>
</tr>
<tr>
<td>CO #</td>
<td>DATE</td>
<td>DESCRIPTION</td>
<td>C.O. AMOUNT</td>
<td>ADJUST (+) / (-)</td>
<td>BALANCE</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>------------------</td>
<td>------------</td>
</tr>
<tr>
<td>26</td>
<td>12/10/08</td>
<td>Add to upgrade energy efficiency rating of the existing Campus Center roof with new R-11 insulation and roof cricket, for additional demolition work required to prepare area to receive shotcrete overlay, to substitute 1/2&quot; tube steel in lieu of 1/4&quot; in order to avoid possible deformation of radius forming intended for the steel, to cut caisson stirrups to allo steel inserts in the rebar cage, to provide additional sawcutting for new door #130-C, to provide an access way to sub-basement and utility spaces, to remove an existing pipe that had been abandoned in place and conflicted with the placement of new footings.</td>
<td>135,230</td>
<td>135,230</td>
<td>2,445,082</td>
</tr>
<tr>
<td>27</td>
<td>12/10/08</td>
<td>Add to replace existing leaking gate valve with new ball valve, to change waterless urinals to low flow type per Campus standard, to provide drywall furring to rooms; E203, 233 and 234, to relocate data and electrical locations per issued field sketch, and a plaster finish to existing brick veneer rooms: E-103, 106, and 112.</td>
<td>33,398</td>
<td>33,398</td>
<td>2,411,684</td>
</tr>
<tr>
<td>28</td>
<td>01/21/09</td>
<td>Add for an additional footing required to accommodate a block-out for an elevator jack. Deduct the installation of an automobile exhaust system. Add to provide power to motorized roll-up doors, to expedite work for installation of new chilled water piping system, to relocate fire plumbing lines that conflicted with the placement of new chilled water piping, to change waterless urinals to low flow type per campus standard and for revised duct support details.</td>
<td>201,374</td>
<td>201,374</td>
<td>2,210,310</td>
</tr>
<tr>
<td>29</td>
<td>01/21/09</td>
<td>Add for revised light fixtures, power and data for added remodeling scope of staff dining and Circadian conference room spaces.</td>
<td>156,503</td>
<td>156,503</td>
<td>2,053,807</td>
</tr>
<tr>
<td>30</td>
<td>01/21/09</td>
<td>Add for modifications to the southwest corner of the second floor in the Campus Center Building to accommodate an Emergency Response Center, and to relocate ductwork to avoid conflict with ceiling structures and provide appropriate light fixtures.</td>
<td>131,862</td>
<td>131,862</td>
<td>1,921,945</td>
</tr>
<tr>
<td>31</td>
<td>01/21/09</td>
<td>Add for electrical modifications to prototype room #216 to accommodate new District purchased equipment, to revise electrical switchgear requirements based on short circuit study requirements, and for electrical infrastructure from the campus feed to point of connection five feet outside of the Campus Center, Industrial Technologies and Bookstore Buildings.</td>
<td>361,119</td>
<td>361,119</td>
<td>1,560,826</td>
</tr>
</tbody>
</table>

**Value of Executed Change Orders**: $2,864,443

**Contract Amount with Executed Change Orders**: $47,183,491

**Remaining Project Contingency**: $1,560,826

**Percentage of Impact by Change Orders to Overall Contract**: 6.07%

**Set-up**: 11/12/03

**Updated**: 1/8/2009
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

CONSENT ITEM TITLE:  
Approve/Ratify/Amend Contracts

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify/amend the contracts listed on the attached pages.

FISCAL IMPLICATIONS: Funds for this purpose are 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-97462-9</td>
<td>Covina Valley Unified School District</td>
<td>No cost to District</td>
<td>To provide use of facilities for clinical experience for Speech Language Pathology Assistant Program 2/23/09 until terminated</td>
<td>PCA: Speech Language Pathology Assistant Program</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97546-9</td>
<td>Whole Foods Markets</td>
<td>No cost to District</td>
<td>To provide use of facilities to hold classes for the Retail Management Program 2/01/09 until terminated</td>
<td>Business and Computer Technology Division</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97465-9</td>
<td>Motivational Systems International</td>
<td>$3,825.00</td>
<td>To provide first aid and CPR training for foster parents and youth 1/22/09 thru 6/30/09</td>
<td>Foster Care Education 5212-0000 &amp; 5213-0000</td>
<td>03-5150</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97466-9</td>
<td>Crown City Development Corporation</td>
<td>$4,000.00</td>
<td>To provide parent training using the Akokonan curriculum for the Foster Care Education Program 1/22/09 thru 6/30/09</td>
<td>Foster Care Education 5212-0000</td>
<td>03-5140</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>B-97467-9</td>
<td>RCK Controls, Inc.</td>
<td>$200,000.00 including reimbursables</td>
<td>To provide HVAC controls consultant engineering, commissioning and programming to integrate energy management system hardware into the HVAC systems for the Campus Center, Bookstore and Industrial Technologies Building 1/22/09 thru 6/30/09</td>
<td>M/P Industrial Technologies Building, Campus Center &amp; HVAC/Electrical Upgrades 7403-0000, 7405-0000 &amp; 7416-0000</td>
<td>42-6250</td>
</tr>
</tbody>
</table>

Consent Item No. 100-B  
January 21, 2009
# REVIEW OF TRANSACTIONS AND CONTRACTS

## PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-97449-9</td>
<td>Occidental College</td>
<td>$3,000.00</td>
<td>To provide use of baseball field for practice while Tournament of Roses uses Robinson Field 1/12/09 thru 2/06/09</td>
<td>Kinesiology, Health &amp; Athletics 1602-0000</td>
<td>5660-0000</td>
</tr>
<tr>
<td>B-97450-9</td>
<td>Occidental College</td>
<td>$3,075.00</td>
<td>To provide use of track for practice while PCC track is being resurfaced 1/12/09 thru 2/19/09</td>
<td>Kinesiology, Health &amp; Athletics 1600-0000</td>
<td>5660-0000</td>
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<tr>
<td>B-97468-9</td>
<td>Vincent Devaud Dental Laboratory</td>
<td>No cost to District</td>
<td>To provide use of facilities as a clinical site for Dental Laboratory Technician students 1/12/09 until terminated</td>
<td>Dental Laboratory Technician Program</td>
<td>N/A</td>
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<tr>
<td>B-97469-9</td>
<td>Odonto Dental Lab</td>
<td>No cost to District</td>
<td>To provide use of facilities as a clinical site for Dental Laboratory Technician students 1/12/09 until terminated</td>
<td>Dental Laboratory Technician Program</td>
<td>N/A</td>
</tr>
<tr>
<td>B-97470-9</td>
<td>Sculpts Ceramics</td>
<td>No cost to District</td>
<td>To provide use of facilities as a clinical site for Dental Laboratory Technician students 1/12/09 until terminated</td>
<td>Dental Laboratory Technician Program</td>
<td>N/A</td>
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<td>B-97471-9</td>
<td>Leana Bowman</td>
<td>$5,000.00</td>
<td>To provide services to create and distribute “Data Collection System Guidelines &amp; Handbook” for the Multimedia &amp; Entertainment Initiative Hub Grant 12/15/08 thru 3/15/09</td>
<td>Multimedia &amp; Entertainment Initiative Hub Grant 5122-0708</td>
<td>03-5120</td>
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Consent Item No. 100-B
January 21, 2009

Page 2 of 4
### REVIEW OF TRANSACTIONS AND CONTRACTS

#### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
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<tr>
<td>B-97472-9</td>
<td>Brain Works Consulting</td>
<td>$135,000.00 including travel related expenses</td>
<td>To provide consulting services related to the Student Services Automated Reporting for Community Colleges (SSARCC), as requested by the Chancellor's Office 11/01/08 thru 6/30/09</td>
<td>Statewide SSARCC (Grant) 5405-0000</td>
<td>03-5120</td>
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<tr>
<td>B-97473-9</td>
<td>Prestwood Software &amp; Consulting</td>
<td>$132,000.00 including travel related expenses</td>
<td>To provide consulting services related to the Student Services Automated Reporting for Community Colleges (SSARCC), as requested by the Chancellor's Office 11/01/08 thru 6/30/09</td>
<td>Statewide SSARCC (Grant) 5405-0000</td>
<td>03-5120</td>
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<td><strong>Amend</strong></td>
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<tr>
<td>B-96518-7</td>
<td>LPA, Inc.</td>
<td>$4,000.00</td>
<td>To increase amount of Campus Center architectural agreement to provide structural engineering for the new kitchen supports for an amount not-to-exceed $1,799,543.00</td>
<td>M/P Campus Center 7405-0000</td>
<td>42-6252</td>
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<tr>
<td>B-96596-6</td>
<td>CF Environmental, Inc.</td>
<td>$15,897.50</td>
<td>To increase amount of agreement for additional work for the C Building window replacement project for the 2007/2008 fiscal year for an amount not-to-exceed $90,897.50</td>
<td>Various Cost Centers</td>
<td>01-5630</td>
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Consent Item No. 100-B
January 21, 2009
<table>
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<th>Contractor</th>
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<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
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</thead>
<tbody>
<tr>
<td>B-96912-7</td>
<td>Spencer Hoskins Associates, dba NTD Architecture</td>
<td>$11,200.00</td>
<td>To increase amount of agreement for additional services for the design development of construction drawings for submission to the DSA and for construction administration for the remainder of the R Building restrooms for an amount not-to-exceed $741,850.00, and change name of company from Spencer Hoskins Architects to NTD Architecture</td>
<td>M/P Restroom Upgrades</td>
<td>42-6252</td>
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<tr>
<td>C-2897-7</td>
<td>CM Joseph Company</td>
<td>$200,000.00</td>
<td>To increase amount of agreement for additional classroom remodeling projects for an amount not-to-exceed $900,000.00</td>
<td>M/P Classroom Conversions</td>
<td>42-6250</td>
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CONSENT ITEM TITLE: Approve Staff Development Activities

Board Meeting Date: January 21, 2009

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

Approve

January 29, 2009 – Basic Skills Math Cooperative Planning Meeting at Altadena Town and Country Club, to plan and schedule activities of the project for Spring 2009. Anticipated expenses not-to-exceed $650.00 for facilities, materials, speakers and refreshments for approximately 13 participants. Cost Center: 03-5210-5258-0506, Basic Skills – Student and Learning Services

February 19, 2009 – Math Division Basic Skills Retreat at Kellogg Center, Cal Poly Pomona, to discuss streamlining the curriculum with an attitude of less breadth and more depth in topics, and to ensure that entry/exit skills are well-coordinated between successive courses. Anticipated expenses not-to-exceed $1,680.00 for facilities, materials, supplies and refreshments for approximately 25 participants. Cost Center: 03-5210-5248-0506, Basic Skills

March 18, 2009 – Spring 2009 Flex Day at PCC. Anticipated expenses not-to-exceed $35,000.00 for speakers and approved travel related expenses, supplies, materials and refreshments for approximately 1,100 participants. Cost Center: 01-5210-4302-0000, District Staff Development

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

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

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: January 21, 2009

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

Approve:

January 26, 2009 – March 23, 2009 – Weekly Career and Technical Education (CTE) Task Force Meetings at PCC, to improve the declining rate of successful course completion in the CTE Programs. Anticipated expenses not-to-exceed $1,000.00 for materials, supplies and refreshments for approximately 20 participants. Cost Center: 03-5210-5112-0000, Across All Career and Technical Education Programs

May 1, 2009 – Annual Industry/Education Partnership Breakfast at Altadena Town and Country Club. Anticipated expenses not-to-exceed $15,000.00 for facilities, guest speakers, musicians, materials and refreshments for approximately 300 participants from business, industry, advisory committees, administrators and staff. Cost Center: 03-5210-5112-0000, Across All Career and Technical Programs

May 7, 2009 – Annual Spring Job Fair at PCC, with employers from the area on campus to increase student awareness of work-learning opportunities. Anticipated expenses not-to-exceed $3,500.00 for advertising, materials and refreshments for approximately 1,500 participants. Cost Center: 03-5210-5112-0000, Across All Career and Technical Education Programs

Ratify:

October 25, 2008 – DNA Workshop at Santa Ana College, to train teachers in recombinant DNA labs using the Amgen-Bruce Wallace Lab Program protocols. Anticipated expenses not-to-exceed $2,500.00 for technician, presenters, supplies and refreshments for approximately 30 participants. Cost Center: 03-5210-5118-0000, Biotechnology Center

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

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

Submitted by:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Amendment to Consent Item No. 203-B -
Approve/Ratify Career and Technical Education
Activities

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, amend Consent Item No. 203-B, approved on June 18, 2008, as listed below:

Approve:

October 25, 2008 – Career Day for the Arts at PCC, in collaboration with the Armory Center for the Arts, will feature professionals in a variety of art fields. Anticipated expenses not-to-exceed $6,500.00 $9,000.00 for event planning and coordination, brochure design, production and mailing, materials and refreshments for approximately 350 450 high school and college students. Cost Center: 03-5210-5116-0000, Multimedia Entertainment Initiative (Grant)

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

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

Submitted by:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Adoption of Resolution #440 – Ratify Local Agreement for Child Development Services

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, adopt the attached Resolution and authorize the Interim Vice President for Administrative Services to ratify an agreement with the California State Department of Education for a Child Development Services Instructional Materials Contract. The term of the agreement shall be July 1, 2008 through June 30, 2009.

FISCAL IMPLICATIONS: The District shall receive from the California State Department of Education an amount not-to-exceed Two Thousand Four Hundred Eighteen Dollars ($2,418.00).

BACKGROUND: The District participates in a number of agreements with the California Department of Education in support of the Child Development Program. This contract has been renewed annually since 2006.

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
RESOLUTION NO. 440

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of purchasing instructional materials and supplies for the Child Development Program and to authorize the designated personnel to sign contract documents for Fiscal Year 2008/2009.

=================================================================================================

RESOLUTION

BE IT RESOLVED that the Governing Board of the Pasadena Area Community College District authorizes entering into local agreement number CIMS-8269 and that the person who is listed below, is authorized to sign the transaction for the Governing Board.

<table>
<thead>
<tr>
<th>Name</th>
<th>TITLE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark J. Zacovic, Ph.D.</td>
<td>Interim Vice President Administrative Services</td>
<td>Mark J. Zacovic</td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED THIS 21st day of January, 2009 by the Governing Board of the Pasadena Area Community College District of Los Angeles County, California.

I, Consuelo Rey Castro, Clerk of the Governing Board of the Pasadena Area Community College District of Los Angeles County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk’s Signature)  (Date)
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approve Professional Conference Attendance

Board Meeting Date: January 21, 2009

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

ATTENDEES: Geoffrey Baum, Juan Gutierrez*, Jeanette Mann, Paulette J. Perfumo* and William Thomson
LOCATION: Association of Community College Trustees Annual Legislative Conference Washington, D.C.
DATES: February 8-11, 2009 (*Additional travel date of February 12, 2009)
PURPOSE: Opportunity to lobby for legislation beneficial to community colleges.
CHARGES: $10,089.00 total
COST CENTER: Baum $1,851.00, Mann $1,861.00, Thomson $1,851.00 – 01-5210-4100-0000, Gutierrez $2,263.00, Perfumo $2,263.00 – 01-5210-4000-0000
RECOMMENDED BY: Dr. Paulette J. Perfumo

ATTENDEE: Ron Chang Lee
LOCATION: 43<sup>rd</sup> Annual TESOL Conference and Exhibit
Denver, Colorado
DATES: March 28-29, 2009
PURPOSE: To update knowledge, skills and strategies for the CEC Robotics Project.
CHARGES: $1,548.00
COST CENTER: 03-5210-5248-0607, Basic Skills
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 of 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 are budgeted in the requesting Cost Center budgets 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 or the College President.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: January 21, 2009

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 $57,392.99.

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>
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<tbody>
<tr>
<td>11-13-08</td>
<td>16692105</td>
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<tr>
<td>12-03-08</td>
<td>16738763</td>
<td>28,917.33</td>
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<td>12-04-08</td>
<td>16743158</td>
<td>10,596.02</td>
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<td>$57,392.99</td>
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Medical        $39,629.60
Benefit Payments 10,372.54
Legal           7,019.92
Mileage         376.53
Interest        -560

$57,392.99

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:  
Olesse Walker  
Director, Fiscal Services

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

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

CONSENT ITEM TITLE:  
Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Pasadena Area Community College District Revolving Cash Fund in the amount of $10,252.29.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
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<td>$1,742.04</td>
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<td>11-20-08</td>
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<td>12-05-08</td>
<td>16747039</td>
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<td>12-05-08</td>
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<td>12-05-08</td>
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<td>12-16-08</td>
<td>16776433</td>
<td>543.45</td>
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| TOTAL      |               | $10,252.29|

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:  
Director, Fiscal Services

Recommended for Approval:  
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO  
THE BOARD OF TRUSTEES:

Superintendent/President
# REVOLVING FUND REIMBURSEMENT
## DECEMBER 2008 EXPENSE SUMMARY

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<td>ASB refunds</td>
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<td>$10,252.29</td>
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</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Budget Augmentation

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following augmentation to the 2008-09 Adopted Budget for the Student Support Services Program (PASS).

FISCAL IMPLICATIONS:

PASS
2008-2009 Adopted Budget
$ 20,614
$ 257,681

Increase
$ 1,083
$ 13,527

2008-09 Revised Budget
$ 21,697
$ 271,208

BACKGROUND: This grant increase is based upon the most recent information available from the U.S. Department of Education.

Submitted by:
Odessa Walker
Director, Fiscal Services

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

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

CONSENT ITEM TITLE:
Decrease Mileage Reimbursement Rate

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize a decrease in mileage reimbursement to employees from 58.5 cents per mile to 55.0 cents per mile, effective January 1, 2009.

Employees requesting reimbursement for parking fees must attach their original parking receipts to their mileage form.

FISCAL IMPLICATIONS: Funds are provided in the 2008-2009 Budget.

BACKGROUND: The Internal Revenue Service decreased the standard mileage reimbursement rate to 55.0 cents per mile effective 01-01-09. Mileage reimbursements to employees for business use of personal automobiles, which are made at a rate no greater than the standard IRS rate, are not reported on employee W-2 statements.

Submitted by:
Odessa Walker
Director, Fiscal Services

Recommended for Approval:
Mark J. Zanni
Interim Vice President, Administrative Service

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

CONSENT ITEM TITLE:
Approve Extended Learning Presenters

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the employment of the following presenters for Extended Learning Fee classes on the designated dates.

EXTENDED LEARNING FEE CLASSES
PRESENTERS

January 23, 2009 to June 30, 2009

PRESENTER         CLASS NAME
Irvine Property Management Prange, Rebecca
How to Profitably Manage Rental Property
Quilt Making Basics

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

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

Submitted by:
Interim Dean, External Relations

Recommended for Approval:
Interim Vice President, Administrative Services

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

CONSENT ITEM TITLE: Approve Expenses for Accreditation Team Visit
Spring 2009

Board Meeting Date: January 21, 2009

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 expenses:

2009 – Accreditation Team Chair Pre-Visit and Accreditation Team Visit. Anticipated expenses not-to-exceed $30,000.00 for lodging, parking, meals, refreshments, mileage, airfare, service charges and miscellaneous expenses.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in account number 01-5820-4201-0000, Accreditation.

BACKGROUND: Colleges are required to pay for all expenses related to site visits. The District will pay directly to vendors when possible. Those expenses that cannot be paid for directly by the College will be billed to us by the Western Association of Schools and Colleges with an added 15% service charge.

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative 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 amendments to Consent Item 24-B as approved on July 16, 2008 to authorize the following naming opportunity designations in connection with the Center for the Arts building as set forth on Page 2 hereof.

FISCAL IMPLICATIONS: None

BACKGROUND: Board Policy 2530, Procedure 2530.10, Subsection 2.a. allows the Board of Trustees to authorize naming opportunity designations.
<table>
<thead>
<tr>
<th>Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for the Arts (naming of entire building)</td>
<td>$ 5,000,000</td>
</tr>
<tr>
<td>Recital Hall</td>
<td>$ 500,000</td>
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<tr>
<td>Art Gallery</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Black Box Theatre</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Large Orchestral Hall</td>
<td>$ 250,000</td>
</tr>
<tr>
<td>Performing Arts Court (Exterior)</td>
<td>$ 250,000</td>
</tr>
<tr>
<td>Atrium/Open Space between V and CFTA Bldgs.</td>
<td>$ 250,000</td>
</tr>
<tr>
<td>Interior Lobby</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>Learning Center Music Resource Center</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>Exterior Lobby</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>Art History Auditorium</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>Large Rehearsal Hall</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>Cinema Sound Film/Sound Stage</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Music Lecture Hall Classroom</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Small Rehearsal Hall</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Gallery Lobby</td>
<td>$ 50,000</td>
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<tr>
<td>Performing Arts Lobby</td>
<td>$ 50,000</td>
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<tr>
<td>Sculpture Studio</td>
<td>$ 50,000</td>
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<tr>
<td>Printmaking Studio</td>
<td>$ 50,000</td>
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<tr>
<td>Metals/Jewelry Studio</td>
<td>$ 50,000</td>
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<tr>
<td>Recording Studio</td>
<td>$ 50,000</td>
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<tr>
<td>Film/Editing Classroom</td>
<td>$ 50,000</td>
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<tr>
<td>Photo Studio</td>
<td>$ 25,000 $ 50,000</td>
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<tr>
<td>Sculpture Patio</td>
<td>$ 25,000</td>
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<tr>
<td>Electronic Piano Classroom</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>Painting/Life Drawing/Drawing Labs (3 opp.)</td>
<td>$ 20,000 $ 25,000</td>
</tr>
<tr>
<td>Painting Studio</td>
<td>$ 25,000</td>
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<tr>
<td>Gathering Space (second floor)</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>Gathering Space (third floor)</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>Digital Labs (3 opportunities)</td>
<td>$ 25,000</td>
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<tr>
<td>Division Shop</td>
<td>$ 20,000</td>
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<tr>
<td>Product/Interior Design Studio</td>
<td>$ 20,000</td>
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<tr>
<td>Graphic Design Studio</td>
<td>$ 20,000</td>
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<tr>
<td>2D Design/Foundation Studio</td>
<td>$ 20,000</td>
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<tr>
<td>Illustration Studio</td>
<td>$ 20,000</td>
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<tr>
<td>Drawing Studio (2 opportunities)</td>
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<tr>
<td>Small Rehearsal Labs (5 opp.)</td>
<td>$ 15,000</td>
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<tr>
<td>Teaching Studios (3 opportunities)</td>
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<tr>
<td>Photo Stockroom</td>
<td>$ 15,000</td>
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<tr>
<td>Photo Lecture Classroom</td>
<td>$ 15,000</td>
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<tr>
<td>Media Study Room</td>
<td>$ 15,000</td>
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<tr>
<td>Jazz Combo Practice Rooms (3 opportunities)</td>
<td>$ 15,000</td>
</tr>
<tr>
<td>Studios/Classrooms (18 opp.)</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>Piano Classroom</td>
<td>$ 10,000 $ 25,000</td>
</tr>
<tr>
<td>Studio Arts Terraces (3 opportunities)</td>
<td>$ 10,000</td>
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<tr>
<td>Music Practice Rooms (22 opportunities)</td>
<td>$ 10,000</td>
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<tr>
<td>Electronic Music</td>
<td>$ 10,000</td>
</tr>
<tr>
<td><strong>Total of 39 70 opportunities</strong></td>
<td><strong>$ 2,535,000 $ 3,625,000</strong></td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the stipends for the persons listed below for the fiscal year and 2008-09.

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baumfeld, Micah</td>
<td>3,000.00</td>
<td>Assistant Baseball Coach 1/22/09 – 5/29/09 (Kinesiology, Health &amp; Athletics)</td>
</tr>
<tr>
<td>Matchan, Steven</td>
<td>3,000.00</td>
<td>Support department supervisors, work to include completing administrative reports and audits 1/22/09 – 6/30/09 (Police &amp; Safety Services)</td>
</tr>
<tr>
<td>Thompson, Leslie</td>
<td>2,250.00</td>
<td>Compensate employee for additional duties to be performed associated with the beginning of Winter Intersession and the Spring Semester 1/22/09 – 2/28/09 (Bookstore)</td>
</tr>
<tr>
<td>Wade, Larry</td>
<td>1,000.00</td>
<td>Assistant Women’s Basketball Coach 1/22/09 – 6/30/09 (Kinesiology, Health &amp; Athletics)</td>
</tr>
<tr>
<td>Wong, Michael</td>
<td>2,500.00</td>
<td>Assistant Swimming &amp; Diving Coach 1/22/09 – 6/30/09 (Kinesiology, Health &amp; Athletics)</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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of College Assistant and Instructional Aide Positions – January 1, 2009 – June 30, 2009

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize the College Assistant and Instructional Aide positions for the period January 1, 2009 – June 30, 2009, in the listed cost centers to perform the duties described in the tables as attached.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: Recent legislation requires that the Board of Trustees authorize positions in these categories of employment before employees are actually hired in the positions. Human Resources will provide the Board with a quarterly report listing the names and positions of employees actually hired in these categories of employment.

Submitted by:
Office of Human Resources
Recommended for Approval:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
### Hourly Unclassified Positions
**Authorized for January 1 – June 30, 2009**

<table>
<thead>
<tr>
<th>COST CENTER</th>
<th>JOB TITLES</th>
<th>NUMBER OF POSITIONS ANTICIPATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support</td>
<td>College Assistant III</td>
<td>1</td>
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<td></td>
<td>College Assistant IV</td>
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<tr>
<td></td>
<td>College Assistant V</td>
<td>2</td>
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<tr>
<td></td>
<td>College Assistant VI</td>
<td>1</td>
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<tr>
<td></td>
<td>College Assistant VII</td>
<td>1</td>
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<tr>
<td></td>
<td>College Assistant VIII</td>
<td>2</td>
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<tr>
<td>Administrative Services</td>
<td>College Assistant IV</td>
<td>1</td>
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<tr>
<td>Admissions &amp; Records</td>
<td>College Assistant IV</td>
<td>10</td>
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<tr>
<td>Assessment</td>
<td>College Assistant V</td>
<td>5</td>
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<tr>
<td>Business &amp; Computer Technology</td>
<td>College Assistant I</td>
<td>3</td>
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<tr>
<td></td>
<td>College Assistant II</td>
<td>4</td>
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<tr>
<td></td>
<td>College Assistant III</td>
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<td></td>
<td>College Assistant IV</td>
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<td></td>
<td>College Assistant V</td>
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<td></td>
<td>College Assistant VI</td>
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<tr>
<td></td>
<td>College Assistant VII</td>
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<tr>
<td></td>
<td>Instructional Aide I</td>
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<td></td>
<td>Instructional Aide II</td>
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<td>Instructional Aide IV</td>
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<td>Instructional Aide V</td>
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<td>CalWORKs</td>
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<td>Campus Use</td>
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<td></td>
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<td></td>
<td>College Assistant IV</td>
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<td></td>
<td>College Assistant V</td>
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<tr>
<td></td>
<td>College Assistant VI</td>
<td>6</td>
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<tr>
<td></td>
<td>College Assistant VIII</td>
<td>10</td>
</tr>
<tr>
<td>Career &amp; Technical Education</td>
<td>College Assistant I</td>
<td>15</td>
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<tr>
<td></td>
<td>College Assistant II</td>
<td>32</td>
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<td></td>
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<tr>
<td>Career &amp; Technical Education (cont.)</td>
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<tr>
<td>Classified Senate</td>
<td>College Assistant IV</td>
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</tbody>
</table>

The description of the duties to be performed by employees in these positions is found on the attachments.
### Hourly Unclassified Positions
**Authorized for January 1 – June 30, 2009**

<table>
<thead>
<tr>
<th>COST CENTER</th>
<th>JOB TITLES</th>
<th>NUMBER OF POSITIONS ANTIPOCATED</th>
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</thead>
<tbody>
<tr>
<td>Community Education Center</td>
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<td>College Assistant II</td>
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<tr>
<td>Computing Services</td>
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<td></td>
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<td>Counseling</td>
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<td></td>
<td>College Assistant VIII</td>
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<td></td>
<td>Instructional Aide V</td>
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<td>Degree Transfer Outreach Center</td>
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<td>Disabled Student Program &amp; Services</td>
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</tr>
<tr>
<td>Engineering &amp; Technology</td>
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<td>10</td>
</tr>
</tbody>
</table>

The description of the duties to be performed by employees in these positions is found on the attachments.
Hourly Unclassified Positions  
Authorized for January 1 – June 30, 2009

<table>
<thead>
<tr>
<th>COST CENTER</th>
<th>JOB TITLES</th>
<th>NUMBER OF POSITIONS ANTICIPATED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College Assistant III</td>
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<td>English</td>
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<td></td>
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</table>

The description of the duties to be performed by employees in these positions is found on the attachments.
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<tr>
<th>COST CENTER</th>
<th>JOB TITLES</th>
<th>NUMBER OF POSITIONS ANTICIPATED</th>
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</thead>
<tbody>
<tr>
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<td>College Assistant VI</td>
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<tr>
<td>Kinesiology, Health &amp; Athletics</td>
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<td>Instructional Aide V</td>
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<tr>
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<td>Library (cont.)</td>
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</table>

The description of the duties to be performed by employees in these positions is found on the attachments.
**Hourly Unclassified Positions**  
**Authorized for January 1 – June 30, 2009**

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<thead>
<tr>
<th>COST CENTER</th>
<th>JOB TITLES</th>
<th>NUMBER OF POSITIONS ANTICIPATED</th>
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<tbody>
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<td>New Media Center</td>
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<td>Police &amp; Safety Services</td>
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</table>

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Hourly Unclassified Positions  
Authorized for January 1 – June 30, 2009

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<td>Student Health Services</td>
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<td>Student &amp; Learning Services</td>
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<td>Teaching &amp; Learning Center (cont.)</td>
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<td>Visual Arts &amp; Media Studies</td>
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</tbody>
</table>

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Authorized for January 1 – June 30, 2009

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<tbody>
<tr>
<td></td>
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<td>College Assistant VI</td>
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<td>College Assistant VII</td>
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<tr>
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The description of the duties to be performed by employees in these positions is found on the attachments.
<table>
<thead>
<tr>
<th>College Title</th>
<th>Examples of Working Titles</th>
<th>Comparable Classified Positions</th>
<th>Description of Level of Duties</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Assistant I</td>
<td>Comparable to a Student Assistant 1; Technical Assistant 1; College Safety Officer 1</td>
<td></td>
<td>Entry level no specific skills or experience required; supervisor will train</td>
<td>8.00</td>
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<tr>
<td>College Assistant II</td>
<td>Technical Assistant 2; College Safety Officer 2</td>
<td></td>
<td>Just above entry level; has minimal training</td>
<td>9.00</td>
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<tr>
<td>College Assistant III</td>
<td>College Safety Officer 3; Sub-Relief Clerk</td>
<td>Clerk</td>
<td>General help in an office or department; has at least basic office skills; may use computer programs</td>
<td>10.00</td>
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<tr>
<td>College Assistant IV</td>
<td>Child Development Specialist</td>
<td>Department Lab. Aide</td>
<td>General help in office but has at least one specific well-developed skill or expertise</td>
<td>11.00</td>
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<tr>
<td>College Assistant V</td>
<td>Testing Aide</td>
<td>Intermediate Clerk</td>
<td>Has somewhat specialized skills, but they do not require specialized training</td>
<td>12.00</td>
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<tr>
<td>College Assistant VI</td>
<td>Music Coach 1; Accompanist 1</td>
<td>Accountant, Evaluator</td>
<td>Specialized skills that require specialized training, primarily at the college level</td>
<td>16.00</td>
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<tr>
<td>College Assistant VII</td>
<td>Sign Language Interpreter 1; Real Time Captionist 1; Music Coach 2; Accompanist 2</td>
<td>Senior Hardware Specialist</td>
<td>More advanced specialized skills and training required</td>
<td>19.00</td>
</tr>
<tr>
<td>College Assistant VIII</td>
<td>Music Coach 3</td>
<td>Intermediate Programmer Analyst</td>
<td>Highly professional work requiring certification and/or skills at the highest level of the profession, and/or serving as a lead to others who are less skilled in the work</td>
<td>23.00</td>
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<tr>
<td>College Assistant IX</td>
<td>Sign Language Interpreter 2; Real Time Captionist 2</td>
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<td>Specialized skills that require specialized training, primarily at the college level</td>
<td>24.00*</td>
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<tr>
<td>College Assistant X</td>
<td>Sign Language Interpreter 3; Real Time Captionist 3</td>
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<td>More advanced specialized skills and training required</td>
<td>28.00*</td>
</tr>
<tr>
<td>College Assistant XI</td>
<td>Sign Language Interpreter 4; Real Time Captionist 4; Staff Registered Nurse</td>
<td></td>
<td>Highly professional work requiring certification and/or skills at the highest level of the profession, and/or serving as a lead to others who are less skilled in the work</td>
<td>30.00*</td>
</tr>
<tr>
<td>College Assistant XII</td>
<td>Specialized Sign Language Interpreter; Specialized Registered Nurse; Specialized Real Time Captionist</td>
<td></td>
<td>Specialized skills as a Sign Language Interpreter, Registered Nurse or Real Time Captionist</td>
<td>33.00*</td>
</tr>
</tbody>
</table>

* This classification is only available for the specifically listed titles and/or duties.
### INSTRUCTIONAL AIDE

<table>
<thead>
<tr>
<th>Working Limitations</th>
<th>Object Code</th>
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<tbody>
<tr>
<td>Hourly Aides who assist the instructor in the classroom; work in all departments limited to 900 hours OR 170 workdays in a fiscal year, whichever comes first</td>
<td>2410</td>
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</table>

<table>
<thead>
<tr>
<th>College Title</th>
<th>Description of Level of Duties</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Aide I</td>
<td>Entry level, less than one semester experience</td>
<td>9.00</td>
</tr>
<tr>
<td>Instructional Aide II</td>
<td>Some (more than one semester) experience as an Instructional Aide, and/or at least 10 units of college course work successfully completed, and/or college course work in the discipline where the aide will be working</td>
<td>10.00</td>
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<tr>
<td>Instructional Aide III</td>
<td>At least two semesters' experience as an Instructional Aide and/or at least 15 units of college course work completed, and/or college course work in the discipline where the aide will be working</td>
<td>11.00</td>
</tr>
<tr>
<td>Instructional Aide IV</td>
<td>At least three semesters' experience as an Instructional Aide and/or at least 20 units of college course work completed, and/or college course work in the discipline where the aide will be working</td>
<td>15.00</td>
</tr>
<tr>
<td>Instructional Aide V</td>
<td>At least four semesters' experience as an Instructional Aide and/or at least 30 semester units of college course work completed and/or college course work in the discipline where the aide will be working</td>
<td>18.00</td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE: 
Approve/Ratify Stipends for Academic Personnel  

Board Meeting Date: January 21, 2009  

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 persons on the attached list to be employed in a special project as listed, approved for the College year 2008-2009, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.  

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.  

BACKGROUND: The assignment shall be determined by College need.  

Submitted by:  
Office of Human Resources  
Recommended for Approval:  

LKEngeldinger  
Interim Dean, Human Resources  

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  
Paulette J. Perman  
Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
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<tbody>
<tr>
<td>Andersen, Jill</td>
<td>400.00</td>
<td>Basic Skills Initiative—team with a faculty to facilitate student success and retention in pre-algebra courses, 01-28-09 to 06-19-09</td>
</tr>
<tr>
<td>Andreasyan, Grayr</td>
<td>400.00</td>
<td>Basic Skills Initiative—team with a counselor to facilitate student success and retention in pre-algebra courses, 01-28-09 to 06-19-09</td>
</tr>
<tr>
<td>Andreasyan, Grayr</td>
<td>250.00</td>
<td>Basic Skills Initiative—to participate in Math Division’s Winter Retreat; revision of curricular content for our basic skills level courses; purpose of revisions will be to streamline course content and more closely link entry and exit skills expected of students, 02-19-09</td>
</tr>
<tr>
<td>Arnwine, James</td>
<td>200.00</td>
<td>Performing and Communication Arts Division—brass ensemble for music 10, 04-16-09</td>
</tr>
<tr>
<td>Avila, Luis</td>
<td>250.00</td>
<td>Basic Skills Initiative—to participate in Math Division’s Winter Retreat; revision of curricular content for our basic skills level courses; purpose of revisions will be to streamline course content and more closely link entry and exit skills expected of students, 02-19-09</td>
</tr>
<tr>
<td>Bober, Sharon</td>
<td>250.00</td>
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<td>1,500.00</td>
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<td>8,799.00</td>
<td>Multimedia and Entertainment Initiative—project director of the Los Angeles/Orange County Multimedia and Entertainment Center; to provide training opportunities for high school and community college faculty, to conduct workshops and plan activities, 01-15-09 to 02-21-09</td>
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<td>Chang, Yu-Chung</td>
<td>400.00</td>
<td>Basic Skills Initiative—team with a faculty to facilitate student success and retention in pre-algebra courses, 01-28-09 to 06-19-09</td>
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<td>Chang, Yu-Chung</td>
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<td>Douglas, V. Lois</td>
<td>4,800.00</td>
<td>Health Sciences Division—to serve as co-director for division during the absence of a permanent division dean, 09-02-08 to 12-23-08</td>
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<td>revision of curricular content for our basic skills level courses; purpose of revisions will be to streamline course content and more closely link entry and exit skills expected of students, 02-19-09</td>
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<td>Performing and Communication Arts Division—voice/piano performance for music 10, 04-02-09</td>
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<td>10,000.00</td>
<td>Title V Coop—management of all title V Coop grant activities: program development, implementation and evaluation; budget management; clerical work; and dissemination, 01-22-09 to 02-20-09</td>
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<td>Academic Support—Study Abroad and Scholar’s Program Coordinator and support services for the winter 2009 intersession, 01-22-09 to 02-21-09</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Employment of Hourly Credit Teachers and Substitute Teachers, Winter 2009

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons on the attached list to be employed as temporary teachers of credit classes in their respective major and/or minor at their respective hourly rates derived from the academic hourly salary schedule for teachers of credit classes approved for winter 2009. The length of time of the employment and the assignment shall be determined by College need.

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

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources

Recommended for Approval:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
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CONSENT ITEM TITLE: Employment of Hourly Noncredit Teachers and Substitute Teachers, Winter 2009

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons listed below to be employed as temporary teachers of noncredit classes in their respective major and/or minor at their respective hourly rates derived from the academic hourly salary schedule for teachers of noncredit classes approved for winter 2009. The length of time of the employment and the assignment shall be determined by College need.

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burbank, Robert</td>
<td>Adjunct Noncredit Faculty Winter Intersession</td>
<td>NM</td>
<td>9</td>
<td>Community Education Center</td>
</tr>
<tr>
<td>Hanna, Nabeela</td>
<td>Adjunct Noncredit Faculty Winter Intersession</td>
<td>NM</td>
<td>7</td>
<td>Community Education Center</td>
</tr>
<tr>
<td>Oliver, Christopher</td>
<td>Adjunct Noncredit Faculty Winter Intersession</td>
<td>N</td>
<td>1</td>
<td>Community Education Center</td>
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<tr>
<td>Yang, Tae</td>
<td>Adjunct Noncredit Faculty Winter Intersession</td>
<td>NM</td>
<td>7</td>
<td>Community Education Center</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources

Recommended for Approval:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President

Board Meeting Date: January 21, 2009

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 change pertaining to an academic employee.

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long, Laina</td>
<td>*</td>
<td>100% - 12 months</td>
<td>01/22/09</td>
</tr>
<tr>
<td>Project Director, GCC/PCC</td>
<td>Temporary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Collaborative Grant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career &amp; Technical Education</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Official placement will be made upon receipt of official transcripts and verification of previous employment.

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transaction within budget limits.

Submitted by:
Office of Human Resources

Approved for submission to the Board of Trustees:
Superintendent/President

Interim Dean, Human Resources
CONSENT ITEM TITLE: Employment, Change of Status, Leave of Absence, and Separation of Classified Employees

Board Meeting Date: January 21, 2009

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</th>
<th>CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>EMPLOYMENT</td>
<td></td>
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<tr>
<td>Caringella, Graciela</td>
<td>Benefits Technician</td>
<td>45B</td>
<td>100% - 12 mo.</td>
<td>02/09/09</td>
</tr>
<tr>
<td></td>
<td>Human Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replacing: Kathy Carter</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Kiaman, Matthew</td>
<td>Computer Support Technician</td>
<td>46C</td>
<td>100% - 12 mo.</td>
<td>01/26/09</td>
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<td></td>
<td>Computing Services</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Replacing: Jose Sanchez</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Roberson, Rosie</td>
<td>Intermediate Clerk I</td>
<td></td>
<td>From: 50% - 11 mo.</td>
<td>01/01/09-06/30/09</td>
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<tr>
<td></td>
<td>Counseling and Career Services</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

CHANGES

McGrath, Jo Ellyn
From: Administrative Assistant I – Board of Trustees/Confidential
To: Administrative Assistant I – Community Relations/Confidential
    President’s Office

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
SEPARATION

Lopez, Cynthia
Research Planning Analyst
Planning and Research

Resignation 01/09/09
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Sabbatical Leaves, 2009 - 2010

Board Meeting Date: January 21, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, grant the following named academic monthly employees Sabbatical Leaves during the 2009-2010 academic year, as indicated, at 75% of the monthly salary plus benefits each would normally receive during the 2009-2010 academic year under the conditions set in the PCCFA collective bargaining agreement.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SABBATICAL DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burruss, Laurie</td>
<td>RESEARCH: Acquire the background and skills necessary to incorporate several state-of-the-art technologies into the curriculum in Digital Media and Design. Research will be conducted through Lynda.com, at the New Media Consortium in Austin, TX, the Entertainment Economy Institute, and the National University.</td>
</tr>
<tr>
<td>Garson, Jennifer</td>
<td>RESEARCH: Conduct research and write a textbook designed to serve the first year Spanish language program by composing and compiling a manual of activities to support the pedagogical approach to teaching language. Research will be conducted at University of Southern California.</td>
</tr>
<tr>
<td>Green, Kathleen</td>
<td>RESEARCH: Conduct three areas of research: film studies, literary studies with an emphasis on women's and contemporary American literature, and basic skills English composition. Research will be conducted at California State University, Los Angeles.</td>
</tr>
<tr>
<td>Johnson, Cathy</td>
<td>RESEARCH: Conduct research on effects of blogging on intermediate ESL students' writing skills and sense of community. Research will be conducted at Pepperdine University.</td>
</tr>
<tr>
<td>May, Simonetta</td>
<td>RESEARCH: Develop a civilization course that would bridge the cultures of the East and the West through the exploration of relations and exchanges between China and Italy through the centuries. Research will be conducted at Whittier College.</td>
</tr>
</tbody>
</table>

Submitted by:
Office of Human Resources
Recommended for Approval:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
NAME

Sy, James
Natural Sciences
Year

Tirapelle, Leslie
Library
Year

Yee, Kay
Visual Arts & Media Studies
Year

SABBATICAL DESCRIPTION

TRAVEL: Visit factories, manufacturing facilities, plants, hospitals and governmental agencies in Asia to study, observe, discuss and analyze the commercial processes involved in making polymeric products.

RESEARCH: Conduct research on whether instruction based on Cognitive Task Analysis is more effective than mentor-based instruction. Research will be conducted at University of Southern California, Rossier School of Education.

RESEARCH: Explore and work extensively in metalsmithing, jewelry, and glass techniques that will enhance the metals and crafts program's curriculum. Research will be conducted at California State University, Fullerton.

FISCAL IMPLICATIONS: Compensation is 75% of monthly salary plus benefits.

BACKGROUND: The labor agreement provides the opportunity for faculty to apply for sabbatical leave. This year, of the 13 who applied, 2 were not recommended by the Sabbatical Leave Advisory Committee. The 8 faculty recommended for sabbatical is 2% of the full-time equivalent faculty (FTEF) recommended for sabbaticals in 2009-2010.
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 official Management Association Salary Schedule and implementation of the Management Compensation Plan, effective July 1, 2008.

FISCAL IMPLICATIONS: Each member of the Management Association contributed .75% of their own salary during 2007-2008 to partially fund the equity adjustment. The balance to implement the equity adjustment is $218,519.

BACKGROUND: It was agreed during the 2007-2008 meet-and-confer process that the District and the Management Association would adopt a single, consistent, and internally equitable management compensation system. The system addresses all academic and classified management positions, using a mutually-agreed-upon matrix based on internal and external equity measures.

Submitted by:
Office of Human Resources
Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Interim Dean, Human Resources

Superintendent/President
Pasadena Area Community College District
Management Association Salary Implementation Plan

**MANAGEMENT ASSOCIATION**
Annual Salary Schedule
Effective July 1, 2008

<table>
<thead>
<tr>
<th></th>
<th>MINIMUM</th>
<th>MIDPOINT</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-1</td>
<td>$112,000</td>
<td>$135,293</td>
<td>$158,587</td>
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<tr>
<td>M-2</td>
<td>$110,300</td>
<td>$125,621</td>
<td>$140,943</td>
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<td>M-3</td>
<td>$ 98,500</td>
<td>$114,753</td>
<td>$131,006</td>
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<tr>
<td>M-4</td>
<td>$ 88,200</td>
<td>$106,516</td>
<td>$124,833</td>
</tr>
<tr>
<td>M-5</td>
<td>$ 75,000</td>
<td>$ 87,709</td>
<td>$100,419</td>
</tr>
<tr>
<td>M-6</td>
<td>$ 67,200</td>
<td>$ 78,797</td>
<td>$ 90,395</td>
</tr>
<tr>
<td>M-7</td>
<td>$ 60,000</td>
<td>$ 71,790</td>
<td>$ 83,580</td>
</tr>
</tbody>
</table>
### Pasadena Area Community College District

#### Management Association Salary Implementation Plan

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Current Grade</th>
<th>New Grade</th>
<th>Percent of Base</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arnwine, James A</td>
<td>Division Dean</td>
<td>MD-6</td>
<td>M-1</td>
<td>123</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Berreth, Timothy D</td>
<td>Supervisor Staging Services</td>
<td>46-F</td>
<td>M-5</td>
<td>118</td>
<td>7/1/08</td>
</tr>
<tr>
<td>Burns, Dorothy J</td>
<td>Supervisor Payroll</td>
<td>60-F</td>
<td>M-4</td>
<td>111</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Carter, Denise Kay</td>
<td>Supervisor Assessment Services</td>
<td>53-D</td>
<td>M-6</td>
<td>116</td>
<td>7/1/08</td>
</tr>
<tr>
<td>Chase, Dina Maria</td>
<td>Director Outreach Degree/Transfer Services</td>
<td>63-F</td>
<td>M-5</td>
<td>132</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Cody, Robert L</td>
<td>Assistant Dean Computing Services</td>
<td>MD-8</td>
<td>M-1</td>
<td>124</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Dedeaux, Virginia H</td>
<td>Supervisor Banking/Collection Services</td>
<td>61-F</td>
<td>M-3</td>
<td>113</td>
<td>7/1/08</td>
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<tr>
<td>Descalzo, Maria</td>
<td>Supervisor Accounting</td>
<td>56-F</td>
<td>M-5</td>
<td>119</td>
<td>7/1/08</td>
</tr>
<tr>
<td>Dewitt Rogers, Johari</td>
<td>Director Media Services</td>
<td>65-F</td>
<td>M-4</td>
<td>115</td>
<td>1/1/09</td>
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<tr>
<td>Dooley, Ben Allen</td>
<td>Associate Dean Enrollment Management</td>
<td>MD-8</td>
<td>M-1</td>
<td>130</td>
<td>1/1/09</td>
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<tr>
<td>Douglas, Velma L</td>
<td>Director Nursing Programs</td>
<td>K-5</td>
<td>M-3</td>
<td>118</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Douglass, David N</td>
<td>Division Dean</td>
<td>MD-4</td>
<td>M-1</td>
<td>122</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Eckmann, Donald L</td>
<td>Supervisor Facilities Services</td>
<td>56-F</td>
<td>M-5</td>
<td>113</td>
<td>1/1/09</td>
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<tr>
<td>Fernandez, Eladio</td>
<td>Supervisor Office Services</td>
<td>52-E</td>
<td>M-6</td>
<td>103</td>
<td>1/1/09</td>
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<tr>
<td>Finkenbinder, Michael</td>
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<td>MD-8</td>
<td>M-1</td>
<td>130</td>
<td>1/1/09</td>
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<tr>
<td>Flores, Sarah</td>
<td>Supervisor Facilities Services</td>
<td>56-F</td>
<td>M-5</td>
<td>123</td>
<td>7/1/08</td>
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<tr>
<td>Gutierrez, Juan F</td>
<td>Director Public Relations</td>
<td>69-E</td>
<td>M-3</td>
<td>108</td>
<td>1/1/09</td>
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<tr>
<td>Haines, Douglas</td>
<td>Division Dean</td>
<td>L-8</td>
<td>M-1</td>
<td>117</td>
<td>1/1/09</td>
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<tr>
<td>Harmon, Nicki A</td>
<td>Director Child Development</td>
<td>63-F</td>
<td>M-4</td>
<td>120</td>
<td>7/1/08</td>
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<tr>
<td>Hassan, Sherry P</td>
<td>Director Business Services</td>
<td>71-F</td>
<td>M-2</td>
<td>114</td>
<td>1/1/09</td>
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<tr>
<td>Hodge, Ricky Lee</td>
<td>Division Dean</td>
<td>M-7</td>
<td>M-1</td>
<td>120</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Jones, Michael L.</td>
<td>Athletic Assistant Director</td>
<td>L-1</td>
<td>M-5</td>
<td>118</td>
<td>1/1/09</td>
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<tr>
<td>Kaser, Carol J</td>
<td>Assistant Director Admissions/Records</td>
<td>61-F</td>
<td>M-6</td>
<td>135</td>
<td>1/1/09</td>
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<tr>
<td>Kritselis, Alexander I</td>
<td>Division Dean</td>
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<td>M-1</td>
<td>120</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Laun, Mary Ann</td>
<td>Assistant Dean Library</td>
<td>M-8</td>
<td>M-1</td>
<td>118</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Le Claire, David J</td>
<td>Assistant Director Scholarships/Financial Aid</td>
<td>54-C</td>
<td>M-7</td>
<td>121</td>
<td>7/1/08</td>
</tr>
<tr>
<td>Ligons, Ellen L</td>
<td>Associate Dean Career/Technical Education</td>
<td>K-8</td>
<td>M-1</td>
<td>117</td>
<td>1/1/09</td>
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<tr>
<td>Main, Carl D</td>
<td>Division Dean</td>
<td>M-3</td>
<td>M-1</td>
<td>118</td>
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<tr>
<td>Mata, Nicholas</td>
<td>Coordinator Student Support Services</td>
<td>J-5</td>
<td>M-7</td>
<td>137</td>
<td>1/1/09</td>
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<tr>
<td>Michael, Peter A</td>
<td>Director College Safety</td>
<td>J-3</td>
<td>M-1</td>
<td>117</td>
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<tr>
<td>Miles, Kim</td>
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<td>K-4</td>
<td>M-3</td>
<td>117</td>
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<tr>
<td>Miller, Robert B</td>
<td>Associate Dean Academic Support</td>
<td>L-8</td>
<td>M-1</td>
<td>117</td>
<td>1/1/09</td>
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<tr>
<td>Naaem, Ibrahim</td>
<td>Supervisor CEC Operations</td>
<td>55-F</td>
<td>M-7</td>
<td>120</td>
<td>1/1/09</td>
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<tr>
<td>Nandkishore, Edgar</td>
<td>Director Purchasing</td>
<td>70-F</td>
<td>M-4</td>
<td>131</td>
<td>1/1/09</td>
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<tr>
<td>Nguyen, Phu Dinh</td>
<td>Supervisor Lab Services</td>
<td>54-C</td>
<td>M-7</td>
<td>112</td>
<td>1/1/09</td>
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<tr>
<td>Olivo, Cynthia D</td>
<td>Associate Dean Counseling</td>
<td>M-1</td>
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<tr>
<td>Paxton, Don A.</td>
<td>Division Dean</td>
<td>MD-6</td>
<td>M-1</td>
<td>124</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Pittman, Dale E</td>
<td>Director Management Information Services</td>
<td>79-F</td>
<td>M-1</td>
<td>127</td>
<td>1/1/09</td>
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<tr>
<td>Polo, Melinda L</td>
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<td>58-F</td>
<td>M-4</td>
<td>113</td>
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<tr>
<td>Pomeroy, Charles</td>
<td>Assistant Director Management Information Svcss</td>
<td>66-D</td>
<td>M-4</td>
<td>108</td>
<td>1/1/09</td>
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<tr>
<td>Ramey, Margaret B</td>
<td>Associate Dean Admissions/Records</td>
<td>MD-5</td>
<td>M-2</td>
<td>122</td>
<td>1/1/09</td>
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<tr>
<td>Rivera, Gilbert</td>
<td>Supervisor Publications</td>
<td>50-F</td>
<td>M-5</td>
<td>108</td>
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<tr>
<td>Rodarte, Kathleen</td>
<td>Assistant Dean EOPS</td>
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<td>M-3</td>
<td>131</td>
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<tr>
<td>Name</td>
<td>Job Title</td>
<td>Current Grade</td>
<td>New Grade</td>
<td>Percent of Base</td>
<td>Effective Date</td>
</tr>
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<td>----------------------------------------</td>
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<tr>
<td>Tate, Beverly A</td>
<td>Interim Division Dean</td>
<td>K-5</td>
<td>M-1</td>
<td>116</td>
<td>1/1/09</td>
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<tr>
<td>Thayer, Scott W</td>
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<td>MD-1</td>
<td>M-2</td>
<td>106</td>
<td>1/1/09</td>
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<tr>
<td>Ulmer, Amy</td>
<td>Division Dean</td>
<td>K-5</td>
<td>M-1</td>
<td>125</td>
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<tr>
<td>Van Pelt, David</td>
<td>Supervisor Facilities Services</td>
<td>56-F</td>
<td>M-5</td>
<td>116</td>
<td>7/1/08</td>
</tr>
<tr>
<td>Van Pelt, Richard P</td>
<td>Director Facilities/Engineering Services</td>
<td>78-F</td>
<td>M-1</td>
<td>129</td>
<td>1/1/09</td>
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<tr>
<td>Walker, Odessa M</td>
<td>Director Fiscal Services</td>
<td>71-F</td>
<td>M-2</td>
<td>113</td>
<td>1/1/09</td>
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<tr>
<td>Whiting, Vincent E</td>
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<td>56-E</td>
<td>M-5</td>
<td>112</td>
<td>7/1/08</td>
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<tr>
<td>Wood, John C</td>
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<td>67-F</td>
<td>M-4</td>
<td>128</td>
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<tr>
<td>Yamauchi, Kent T</td>
<td>Assistant Dean Special Services</td>
<td>MD-7</td>
<td>M-2</td>
<td>123</td>
<td>1/1/09</td>
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<tr>
<td>Yan, Amy Hong</td>
<td>Assistant Director International Students</td>
<td>61-E</td>
<td>M-5</td>
<td>112</td>
<td>1/1/09</td>
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<tr>
<td>Young, Bradley</td>
<td>Supervisor College Safety</td>
<td>61-F</td>
<td>M-4</td>
<td>115</td>
<td>7/1/08</td>
</tr>
<tr>
<td>Young, Theodore R</td>
<td>Division Dean</td>
<td>MD-3</td>
<td>M-1</td>
<td>121</td>
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