NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, February 4, 2009

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

MEETING NO. 3

REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 3, 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. SHARED GOVERNANCE ANNOUNCEMENTS

E. APPROVAL OF MINUTES
   Meeting No. 2, Regular Business Meeting, January 21, 2009

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

G. DISCUSSION ON SHARED/PARTICIPATORY GOVERNANCE

H. UPDATE ON PLANNING PROCESS

I. UPDATE ON MEASURE P PROJECTS AND DISCUSSION

J. BUDGET UPDATE AND DISCUSSION

K. AUTHORIZATION TO TRANSMIT SECOND QUARTERLY FINANCIAL STATUS REPORT [TAB K]

L. REPORT ON STUDENT RALLY OF FEBRUARY 27, 2009
M. REPORT FROM AUDIT COMMITTEE

N. PRESIDENT’S REPORT

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

P. FUTURE BOARD MEETING DATES
   Wednesday, February 18, 2009 (Harbeson Hall) – 6:00 p.m.
   Wednesday, March 4, 2009 (Harbeson Hall) – 6:00 p.m.
   Wednesday, March 18, 2009 (Harbeson Hall) – 6:00 p.m.

Q. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

40-S Approval of Student Travel for PCC Rights of Passage in Education Campus Tours to Various College Campuses: Spring Semester 2009
41-S Approval of Student Travel for Upward Bound Math/Science Program, San Diego, CA, February 27-28, 2009
82-I Approval of Instructional Trip for GRCOM 115 and 116, February 10, 2009
83-I Amendment to Consent Item 9-I, Approval of Instructional Trip for Geology 30A, November 6-10, 2008

114-B Approve/Amend/Renew Contracts
115-B Approve/Ratify Career and Technical Education Activities
116-B Approve Professional Conference Attendance
117-B Approval of 2009-2010 Non-Resident Tuition Fee, Education Code Section 76140 and 76141
118-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
119-B Reporting and Approval of Revolving Fund Reimbursement
120-B Budget Augmentation
121-B Amendment to Consent Item No. 2-B, Approval of Organizations for Membership, 2008-09 Fiscal Year
122-B Approve Purchasing Transactions
123-B Authorization to Solicit Bids: Office Furniture and Equipment for the Industrial Technology and Campus Center/Bookstore Buildings
124-B Ratify Staff Development Activity
125-B Receive and Reject Claim: Helen L. Schwab

72-P Approve/Ratify Stipends for Classified and Unclassified Personnel
73-P Quarterly Report of Hourly Unclassified Employees, Student Workers, and Volunteers for Fiscal Year 2008-2009
74-P Approve/Ratify Stipends for Academic Personnel
75-P Employment of Hourly Credit Teachers and Substitute Teachers, Winter 2009
76-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
77-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2008-2009
78-P Salary Compensation Factors – Large Group Instruction
Meeting No. 2
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 2 on Wednesday, January 21, 2009, in Harbeson Hall of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL, PUBLIC COMMENT ON NON-AGENDA ITEMS
The meeting was called to order at 6:04 p.m. by Dr. Jeanette Mann, President.

ROLL CALL

Trustees Present
Dr. Jeanette Mann, President
Dr. Hilary Bradbury-Huang, Vice-President
Mr. John Martin (arrived at 6:14 p.m.)
Mr. William E. Thomson
Mrs. Beth Wells-Miller
Mr. John Campo, Student Trustee

Trustees Absent
Mr. Geoffrey L. Baum
Dr. Consuelo Rey Castro, Clerk

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

Administrative Officers Absent
Dr. Stuart Wilcox, Dean, Institutional Planning and Research

The Academic Senate was represented by Dr. James Bickley.
The Classified Senate was represented by Mr. John Lindemann.
The Associated Students Board was represented by Ms. Christina Javier.
The Management Association was represented by Ms. Ellen Ligons.

PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment at this time.
Dr. Mann adjourned the Board to Closed Session at 6:05 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

Closed Session was adjourned at 7:18 p.m.

III. OPEN SESSION
Dr. Mann reconvened the Open Session at 7:21 p.m. and reported that no action was taken in Closed Session.

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

B. INTRODUCTIONS
None.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
None.

Dr. Mann announced that agenda items F. and G. would be heard out of order.

F. REPORT ON THE LEAGUE OF WOMEN VOTERS OF THE PASADENA AREA DROPOUT PREVENTION PROJECT
Dr. Carolyn Ellner, Chair of the League of Women Voters Education Advocacy Committee, together with The Honorable Marjorie Wyatt, former President and member of the PUSD school board, made a presentation on the Dropout Prevention Project. Mr. Porfirio Fausto, a representative of Outward Bound Los Angeles (OBLA), gave a short presentation on the mission and work done by OBLA.

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
Dr. Ling O'Connor, Division of Natural Sciences, gave a powerpoint presentation on creating sustainability on the campus. Mr. Kim Kraft, Assistant Business Manager of the International Brotherhood of Electrical Workers, also gave a presentation on reducing carbon emissions and creating green jobs. Mr. Joel Parham, a student at PCC and a member of the Seeds of Change student club, and Mr. Robert Leonard, a student at PCC and President of the Seeds of Change student club identified some areas where the college could become more sustainable.

MOTION: ON MOTION OF Dr. Bradbury-Huang and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the five members present, to support the efforts of the administration in meeting the climate reduction goals, and to request the Superintendent/President to come back with a specific plan as to how this will be achieved and provide regular updates.
Advisory Vote: Aye
D. APPROVAL OF MINUTES – Meeting No. 1, Annual Organizational Meeting and Regular Business Meeting, December 10, 2008.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Mr. John Martin, the Board voted, by a unanimous vote of the five members present, to approve the Minutes of Meeting No. 1, Annual Organizational Meeting and Regular Business Meeting, held on December 10, 2008.
Advisory Vote: Aye

E. APPROVAL OF CONSENT ITEMS
97-B: Approve Purchasing Transactions. Mr. Thomson asked why the purchase order for Division of the State Architect for $225,484.75 was so costly and what it involved. Dr. Zacovic replied that it was the plan check fee for the new arts center building. This amount comes out of the bond fund. Mrs. Wells-Miller asked about the purchase orders to Duvac Electronics for $10,000, to Consolidated Elec. Dist. (CED) for $15,000, and to Burke Engineering Co. for $40,000. Dr. van Pelt replied that these items are required for PCC’s part of the work being done on the industrial technology building and the campus center and bookstore. PCC is doing a certain amount of the work on integrating the systems, which includes the electrical, into the existing campus system. These amounts come out of the bond fund.

99-B: Approve Change Orders, Measure P Projects – Industrial Technology and Campus Center/Bookstore Buildings. Mrs. Wells-Miller asked about the expedited work for installation of the new chilled water piping system. Dr. van Pelt replied that this involves the integration of the air conditioning system into the existing campus system and that these buildings need to be air conditioned by March 31, 2009.

100-B: Approve/Ratify/Amend Contracts. Mr. Thomson asked about the two contracts for Brain Works Consulting and Prestwood Software & Consulting as to why they were so costly and what it involved. Dr. Zacovic replied that we act as fiscal agent for these statewide grants.

113-B: Amendment to Consent Item 24-B, Authorization re: Naming Opportunity Designations for Center for the Arts Building. Dr. Bradbury-Huang questioned what our process was for naming the buildings and said that such process is in place and was referred to on the consent item. Dr. Mann said the Board has to approve all naming opportunity designations including the names.

71-P: Approval of Management Association Salary Schedule and Implementation of the Compensation Plan. Dr. Mann pointed out that the Management Association representatives worked very hard on this plan and the Board is pleased to approve the plan.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the five members present, to approve Consent Items 35-S, 37-S through 39-S; 66-I through 81-I; 97-B through 107-B and 109-B through 113-B; and 63-P through 71-P.
Advisory Vote: Aye

H. BUDGET UPDATE AND DISCUSSION
Dr. Zacovic gave a presentation on the budget update along with two handouts. Mr. Martin, Dr. Mann and Dr. Bradbury-Huang suggested that the administration provide a quantitative action plan and that there should be regular budget updates. Dr. Bradbury-Huang made a motion to direct administration to come to the Board with a contingency plan for emergency fiscal operations. The motion was not seconded, so the motion died. Mr. Thomson said the Board should provide criteria as to what should be addressed in the contingency plan. Dr. Perfumo said it would be best to ask the budget managers as to which areas
they can best afford to reduce in their budget in order to set the criteria. Dr. Mann said it would be good to bring the criteria back to the Board before the details are filled out in order to establish priorities.

I. DISCUSSION, WITH POSSIBLE ACTION: CCCT NOMINATIONS

MOTION: ON MOTION OF Mr. Thomson and seconded by Mr. Martin, the Board voted, by a unanimous vote of the five members present, to approve the nomination of Dr. Mann to the CCCT Board.
Advisory Vote: Aye

J. DISCUSSION, WITH POSSIBLE ACTION: PROCESS FOR SELECTION OF COMMENCEMENT SPEAKER
Dr. Scott Thayer, Assistant Dean of Student Affairs, gave a powerpoint presentation regarding an overview of the Commencement Speaker policy and procedures and the selection process.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Mr. Martin, the Board voted, by a unanimous vote of the five members present, to approve Policy No. 4900: Commencement Speaker Policy, as submitted.
Advisory Vote: Aye

K. DISCUSSION WITH POSSIBLE ACTION: CREDIT CURRICULUM
Ms. Ligons noted that on the second page the effective date should be Summer 2009.

MOTION: ON MOTION OF Mr. Martin and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the five members present, to approve the Certificate of Achievement Addition to the Credit Curriculum, as amended.
Advisory Vote: Aye

L. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE POLICE OFFICER’S ASSOCIATION (PCCPOA)
Dr. Mann opened the hearing. Since no one wished to address the Board on this item, the hearing was closed.

M. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA)
Dr. Mann opened the hearing. Since no one wished to address the Board on this item, the hearing was closed.

Mrs. Wells-Miller left the meeting at 9:26 p.m.

N. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 2400, PUBLIC RECORDS
This policy was voted on under item S below.

O. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 2415, RECORDS RETENTION AND DESTRUCTION
This policy was voted on under item S below.

P. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 4012, WITHHOLDING OF STUDENT RECORDS
This policy was voted on under item S below.
Q. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 4025, ENROLLMENT AND ATTENDANCE IN CLASSES
After discussion regarding the auditing of classes, this policy will be sent back for the faculty to review.

R. DISCUSSION, WITH POSSIBLE ACTION: POLICY No. 4030, RESIDENCE DETERMINATION
This policy was voted on under item S below.

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

MOTION: ON MOTION OF Dr. Bradbury-Huang and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the four members present, to approve Policies No. 2400, 2415, 4012, 4030 and 4600, as submitted, and Policy No. 4025 will be sent back for the faculty to review.
Advisory Vote: Aye

T. DISCUSSION, WITH POSSIBLE ACTION: SUPERINTENDENT/PRESIDENT'S GOALS
Mr. Thomson said that Mrs. Wells-Miller had suggested that the word 'streams' under Strategic Goals, 1. be amended to read 'sources'.

MOTION: ON MOTION OF Dr. Bradbury-Huang and seconded by Mr. Thomson, the Board voted, by a unanimous vote of the four members present, to approve the Annual Goals for 2008-09 for the Superintendent/President, as amended.
Advisory Vote: Aye

U. REPORT FROM AUDIT COMMITTEE
This item will be deferred until the next meeting.

V. PRESIDENT'S REPORT
Dr. Perfumo's full written report was included in the Board's folders and copies were made available to the audience. The highlights are:

- January 1: Walked with Trustee John Martin and our PCC Honor Band in the Tournament of Roses Parade; attended the Tournament of Roses VIP tailgate party and the Rose Bowl game. Kudos to Band Director Kyle Luck, Dance faculty Richard Kuller, and all our outstanding students in the Honor Band.

- January 6: College Coordinating Council Shared Governance Retreat facilitated by Dr. Mark Wade Lieu, Statewide Academic Senate President and Scott Lay, CEO of CCLC.

- January 9: Board Audit Subcommittee meeting; Meeting at PUSD on Early College High School Program with our joint planning committee.

- January 19: Martin Luther King Community Celebration where I introduced the keynote speaker. Kudos to Dr. Jackie Jacobs and her husband David for all their efforts organizing this outstanding event.

- January 20: Visit by Chancellor's Office staff with Dr. Mann, Ms. Ellen Ligons and Dr. Wendie Johnston regarding our Biotechnology programs and monitoring of our State grants.

- January 24: CCLC Legislative Conference in Sacramento. Visits to our legislators with our SanFACC delegation, including Board President Mann, Trustee Baum and student trustee John Campo.
W. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND MEMBERS OF THE BOARD

Dr. Mann proposed that the announcements be moved to earlier in the agenda so that more people can hear them, and then at this point have reports. This will be tried for several meetings to see how it works.

Dr. James Bickley, Academic Senate
  ○ No report.

Mr. John Lindemann, Classified Senate
  ○ Classified Senate is working on Classified Days.

Ms. Christina Javier, Associated Students
  ○ Today AS sponsored an event to host a high school model U.N. conference with PUSD. All the high schools from PUSD will send students to our campus.

Ms. Ellen Ligons, Management Association
  ○ Thanked the Board for approving the Managers’ compensation plan.
  ○ Management Association partnered with other shared governance groups on campus to hold a virtual inauguration party. 1500 students showed up in Seson Auditorium to see the actual swearing-in and then a potluck lunch was served.

Mr. Thomson, Trustee
  ○ Questioned the article in The Courier about AS Vice-President Marshall Rowe being impersonated as a bigot on a fake blog. Mr. Campo said Marshall Rowe had the blog removed and is in constant contact with them to keep it off. It is up to Mr. Rowe to trace the IP. He is making sure everything is taken care of. Dr. Sugimoto pointed out that it would depend if the perpetrator is a student whether or not the college would get involved.

Dr. Mann, Trustee
  ○ Attended the Bioscience Collaborative meeting. The monitors were here from the Chancellor’s office. Visited the U building and CalTech and the building which houses the five incubator companies on Foothill Boulevard in Pasadena.

Dr. Bradbury-Huang, Trustee
  ○ Attended the Registered Nursing pinning ceremony in Sexson Auditorium. Wonderful to see so many new nurses.

Mr. Martin, Trustee
  ○ Kudos to the Honor Band and the Director, Kyle Luck, and everyone involved with that. It provided a phenomenal representation around the world of Pasadena City College. The Honor Band played in three different BandFests.

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

Mr. Martin said that the audit report could go on the next meeting’s agenda. Dr. Mann said she would like to encourage all the Board members to read the section on governance in the accreditation self study. If you were on a focus group, read that section because there has been some major editing. It is important to know what the self study says. The accreditation team will be here March 16-19.

The Board retreat dates have been set, but the Board assistant will check with the Board as to their availability on those dates.
IV. ADJOURNMENT
Meeting No. 2 was adjourned at 10:07 p.m.
MOTIONS CARRIED AT MEETING NO. 2 – January 21, 2009

1. Approval to support the efforts of the administration in meeting the climate reduction goals, and to request the Superintendent/President to come back with a specific plan as to how this will be achieved and provide regular updates.

2. Approval of the Minutes of Meeting No. 1, Annual Organizational Meeting and Regular Business Meeting, held on December 10, 2008.

3. Approval of Consent Items 35-S, 37-S through 39-S; 66-I through 81-I; 97-B through 107-B and 109-B through 113-B; and 63-P through 71-P.

4. Approval of the nomination of Dr. Mann to the CCCT Board.

5. Approval of Policy No. 4900: Commencement Speaker Policy, as submitted.

6. Approval of the Certificate of Achievement Addition to the Credit Curriculum, as amended.

7. Approval of Policies No. 2400, 2415, 4012, 4030 and 4600, as submitted, and Policy No. 4025 will be sent back for the faculty to review.

8. Approval of the Annual Goals for 2008-09 for the Superintendent/President, as amended.

Submitted by:

Paulette J. Perfumo, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 2
REGULAR BUSINESS MEETING
Wednesday, January 21, 2009
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

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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

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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 Withdrawn

37-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 Withdrawn

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
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Board Agenda Item K: Authorization to Transmit Second Quarterly Financial Status Report

Board Meeting: February 4, 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 transmittal of the 2008-2009 Second Quarterly Financial Status Report to the Chancellor’s Office, California Community Colleges, as required by AB2910.

Background: The Second Quarterly Financial Status Report contains no significant changes to the District's fiscal condition since the First Quarterly Report.

Submitted by:

Recommended for Approval:

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Mark J. Zanoni
Interim Vice President, Administrative Services

Paula Legett-Perfumo
Superintendent/President
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

District: (770) PASADENA

Fiscal Year: 2008-2009
Quarter Ended: (Q2) Dec 31, 2008

Your Quarterly Data is Certified for this quarter.

Chief Business Officer
CBO Name: Mark J. Zacovic
CBO Phone: 626-585-7258
CBO Signature: 
Date Signed: 

Chief Executive Officer Name: Paulette J. Perfumo
CEO Signature: 
Date Signed: 

Electronic Cert Date: 01/29/2009

District Contact Person
Name: Odessa Walker
Title: Director, Fiscal Services
Telephone: 626-585-7716
Fax: 626-585-7968
E-Mail: omwalker@pasadena.edu

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@cccco.edu
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# Quarterly Financial Status Report, CCFS-311Q

## Chancellor's Office

### View Quarterly Data

**District:** (770) PASADENA

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td></td>
<td>As of June 30 for the fiscal year specified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>Unrestricted General Fund Revenue, Expenditure and Fund Balance:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>105,023,468</td>
<td>117,718,889</td>
<td>121,675,684</td>
<td>125,276,340</td>
</tr>
<tr>
<td>A.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>62,301</td>
<td>29,914</td>
<td>46,113</td>
<td>10,000</td>
</tr>
<tr>
<td>A.3</td>
<td>Total Unrestricted Revenue (A.1 + A.2)</td>
<td>105,085,769</td>
<td>117,748,803</td>
<td>121,721,797</td>
<td>125,286,340</td>
</tr>
<tr>
<td>B.</td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>99,919,557</td>
<td>109,493,629</td>
<td>116,416,319</td>
<td>123,575,546</td>
</tr>
<tr>
<td>B.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>3,639,088</td>
<td>6,249,581</td>
<td>3,935,399</td>
<td>1,710,794</td>
</tr>
<tr>
<td>B.3</td>
<td>Total Unrestricted Expenditures (B.1 + B.2)</td>
<td>103,558,645</td>
<td>115,743,210</td>
<td>120,351,718</td>
<td>125,286,340</td>
</tr>
<tr>
<td>C.</td>
<td>Revenues Over(Under) Expenditures (A.3 - B.3)</td>
<td>1,527,124</td>
<td>2,005,593</td>
<td>1,370,079</td>
<td>0</td>
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<tr>
<td>D.</td>
<td>Fund Balance, Beginning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D.1</td>
<td>Prior Year Adjustments + (-)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>D.2</td>
<td>Adjusted Fund Balance, Beginning (D + D.1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Fund Balance, Ending (C. + D.2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F.1</td>
<td>Percentage of GF Fund Balance to GF Expenditures (E. / B.3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Annualized Attendance FTES:

| G.1 | Annualized FTES (excluding apprentice and non-resident) | 21,718 | 22,040 | 22,759 | 22,759 |

---

https://misweb.cccco.edu/cc311q/view.aspx

1/24/2009
### III. Total General Fund Cash Balance (Unrestricted and Restricted)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>H.1</td>
<td>Cash, excluding borrowed funds</td>
<td></td>
<td></td>
<td>23,581,067</td>
<td>35,731,283</td>
</tr>
<tr>
<td>H.2</td>
<td>Cash, borrowed funds only</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H.3</td>
<td>Total Cash (H.1 + H.2)</td>
<td>21,023,021</td>
<td>29,318,101</td>
<td>23,581,067</td>
<td>35,731,283</td>
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</table>

### IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>125,276,340</td>
<td>125,276,340</td>
<td>59,855,282</td>
<td>47.8%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>10,000</td>
<td>10,000</td>
<td>2,499</td>
<td>25%</td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>125,286,340</td>
<td>125,286,340</td>
<td>59,857,781</td>
<td>47.8%</td>
</tr>
<tr>
<td>J.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>123,575,546</td>
<td>123,575,546</td>
<td>45,910,237</td>
<td>37.2%</td>
</tr>
<tr>
<td>J.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>1,710,794</td>
<td>1,710,794</td>
<td>257,450</td>
<td>15%</td>
</tr>
<tr>
<td>J.3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>125,286,340</td>
<td>125,286,340</td>
<td>46,167,687</td>
<td>36.8%</td>
</tr>
<tr>
<td>K.</td>
<td>Revenues Over(Under) Expenditures (I.3 - J.3)</td>
<td>0</td>
<td>0</td>
<td>13,690,094</td>
<td></td>
</tr>
<tr>
<td>L.</td>
<td>Adjusted Fund Balance, Beginning</td>
<td>15,862,854</td>
<td>15,862,854</td>
<td>15,862,854</td>
<td></td>
</tr>
<tr>
<td>L.1</td>
<td>Fund Balance, Ending (C. + L.2)</td>
<td>15,862,854</td>
<td>15,862,854</td>
<td>29,552,948</td>
<td></td>
</tr>
<tr>
<td>M.</td>
<td>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</td>
<td></td>
<td></td>
<td></td>
<td>12.7%</td>
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</table>

### V. Has the district settled any employee contracts during this quarter?  
**NO**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

<table>
<thead>
<tr>
<th>Contract Period Settled (Specify)</th>
<th>Management</th>
<th>Academic</th>
<th>Classified</th>
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<tbody>
<tr>
<td>YYYY-YY</td>
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View Quarterly Data - CCFS-311Q (Quarterly Financial Status Report)

<table>
<thead>
<tr>
<th></th>
<th>Increase</th>
<th>% *</th>
<th>Increase</th>
<th>% *</th>
<th>Increase</th>
<th>% *</th>
<th>Increase</th>
<th>% *</th>
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<tr>
<td>a. SALARIES:</td>
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<td></td>
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<td>Year 1:</td>
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<td></td>
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<td></td>
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<tr>
<td>Year 2:</td>
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<td></td>
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<tr>
<td>Year 3:</td>
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<td></td>
</tr>
<tr>
<td>b. BENEFITS:</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Year 1:</td>
<td></td>
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<tr>
<td>Year 2:</td>
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<td></td>
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<tr>
<td>Year 3:</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*As specified in Collective Bargaining Agreement or other Employment Contract

_c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code._

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)?  

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VI. Did the district have significant fiscal problems that must be addressed?  

This year? NO  
Next year? NO  

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
<table>
<thead>
<tr>
<th>OBJECT Description</th>
<th>Beg Balance/Adj. Budget</th>
<th>Current Transactions</th>
<th>Year-To-Date Transactions</th>
<th>Encumbrances</th>
<th>Ending Balance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>911X Cash in County Treasury</td>
<td>20,246,723.51</td>
<td>1,682,861.50</td>
<td>9,543,125.43</td>
<td>.00</td>
<td>29,789,848.94</td>
<td></td>
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<tr>
<td>912X Cash in Bank</td>
<td>482,253.28</td>
<td>.00</td>
<td>482,253.28</td>
<td>.00</td>
<td>914.00</td>
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<tr>
<td>913X Revolving Cash Account</td>
<td>32,500.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>32,500.00</td>
<td></td>
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<tr>
<td>916X Accounts Receivable</td>
<td>6,664,433.22</td>
<td>10,327.61</td>
<td>6,551,933.94</td>
<td>.00</td>
<td>112,499.28</td>
<td></td>
</tr>
<tr>
<td>918X Stud Notes Receivable</td>
<td>133,056.41</td>
<td>4,485.49</td>
<td>3,604.84</td>
<td>.00</td>
<td>136,661.25</td>
<td></td>
</tr>
<tr>
<td>921X Stores &amp; Inventories</td>
<td>37,807.35</td>
<td>2,144.43</td>
<td>7,534.14</td>
<td>.00</td>
<td>30,273.21</td>
<td></td>
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<tr>
<td>922X Prepaid Items</td>
<td>97,500.79</td>
<td>.00</td>
<td>97,500.79</td>
<td>.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>934X Earned Salary Adv/Dir Dep Recv</td>
<td>579,268.00</td>
<td>213,009.00</td>
<td>246,021.00</td>
<td>.00</td>
<td>826,089.00</td>
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</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>28,273,542.56</td>
<td>1,473,550.19</td>
<td>2,654,329.12</td>
<td>.00</td>
<td>30,927,871.68</td>
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<td><strong>LIABILITIES</strong></td>
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<td></td>
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<tr>
<td>951X Accounts Payable Accrual</td>
<td>1,041,540.05</td>
<td>.00</td>
<td>1,041,540.05</td>
<td>.00</td>
<td>.00</td>
<td></td>
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<tr>
<td>952X Accts Payable-Manual Accr/Peop</td>
<td>1,749,737.85</td>
<td>277,216.03</td>
<td>833,770.07</td>
<td>.00</td>
<td>915,967.78</td>
<td></td>
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<td>953X Fringe Benefits Subs-H&amp;W/Peop</td>
<td>43,387.82</td>
<td>91,971.75</td>
<td>343,742.94</td>
<td>.00</td>
<td>387,130.76</td>
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<td>955X Deferred Revenues</td>
<td>3,543,236.90</td>
<td>27,366.28</td>
<td>3,475,925.51</td>
<td>.00</td>
<td>67,311.39</td>
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<td>955X Payroll Offset</td>
<td>6,032,785.87</td>
<td>72.40</td>
<td>6,028,272.17</td>
<td>.00</td>
<td>4,513.70</td>
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<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>12,410,688.49</td>
<td>157,953.40</td>
<td>11,035,764.86</td>
<td>.00</td>
<td>1,374,923.63</td>
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</tr>
<tr>
<td><strong>FUND BALANCE</strong></td>
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<td></td>
</tr>
<tr>
<td>979X Fund Balance Unrestricted</td>
<td>15,862,854.07</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>15,862,854.07</td>
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<tr>
<td><strong>TOTAL FUND BALANCE</strong></td>
<td>15,862,854.07</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>15,862,854.07</td>
<td></td>
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<tr>
<td><strong>REVENUES</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>81XX Federal Revenues</td>
<td>279,728.00</td>
<td>1.56</td>
<td>29,269.05</td>
<td>.00</td>
<td>250,458.95</td>
<td>10.46</td>
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<td>86XX State Revenues</td>
<td>39,120,637.00</td>
<td>3,963,964.59</td>
<td>45,600,696.21</td>
<td>.00</td>
<td>43,519,940.79</td>
<td>51.17</td>
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<td>88XX Local Revenues</td>
<td>35,075,975.00</td>
<td>4,045,232.45</td>
<td>44,225,317.27</td>
<td>.00</td>
<td>21,650,657.73</td>
<td>39.65</td>
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<tr>
<td>89XX Other Financing Sources</td>
<td>10,000.00</td>
<td>1,655.55</td>
<td>2,498.60</td>
<td>.00</td>
<td>7,501.40</td>
<td>24.99</td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>125,286,340.00</td>
<td>8,010,854.15</td>
<td>59,857,781.13</td>
<td>.00</td>
<td>65,428,558.87</td>
<td>47.78</td>
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<td><strong>EXPENDITURES</strong></td>
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<td></td>
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<tr>
<td>1XXX Academic Salaries</td>
<td>60,084,043.00</td>
<td>5,107,821.37</td>
<td>22,940,862.22</td>
<td>22,605,033.74</td>
<td>14,538,147.04</td>
<td>38.18</td>
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<tr>
<td>2XXX Classified &amp; Oth Non-Acdmc Sal</td>
<td>24,129,027.00</td>
<td>2,012,317.08</td>
<td>10,020,106.21</td>
<td>12,440,628.75</td>
<td>1,668,292.04</td>
<td>41.53</td>
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<td>3XXX Employee Benefits</td>
<td>23,911,889.99</td>
<td>1,663,156.60</td>
<td>8,320,385.18</td>
<td>3,326,549.69</td>
<td>15,591,333.82</td>
<td>34.80</td>
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<tr>
<td>4XXX Supplies and Materials</td>
<td>2,249,491.00</td>
<td>136,807.19</td>
<td>852,793.77</td>
<td>615,782.55</td>
<td>780,914.68</td>
<td>37.91</td>
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<tr>
<td>5XXX Other Operating Exp &amp; Services</td>
<td>11,840,329.00</td>
<td>384,303.76</td>
<td>3,570,671.95</td>
<td>3,326,549.69</td>
<td>4,943,107.36</td>
<td>30.16</td>
</tr>
<tr>
<td>6XXX Capital Outlay</td>
<td>1,360,757.00</td>
<td>14,135.81</td>
<td>196,218.27</td>
<td>189,929.30</td>
<td>974,609.43</td>
<td>14.42</td>
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<td>7XXX Other Outgo</td>
<td>80,418.00</td>
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<td>.00</td>
<td>.00</td>
<td>80,418.00</td>
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<tr>
<td>73XX Interfund Transfers - Out</td>
<td>1,605,276.00</td>
<td>.00</td>
<td>264,001.00</td>
<td>.00</td>
<td>1,341,275.00</td>
<td>16.45</td>
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<td>75XX Student Financial Aid</td>
<td>25,100.00</td>
<td>2,676.09</td>
<td>6,551.06</td>
<td>.00</td>
<td>31,651.06</td>
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<tr>
<td>79XX Reserve for Contingencies</td>
<td>3,812,854.00</td>
<td>5,233.04</td>
<td>9,199.61</td>
<td>.00</td>
<td>3,803,654.39</td>
<td>0.24</td>
</tr>
<tr>
<td>OBJECT</td>
<td>DESCRIPTION</td>
<td>BEG BALANCE/ ADJ. BUDGET</td>
<td>CURRENT TRANSACTIONS</td>
<td>YEAR-TO-DATE TRANSACTIONS</td>
<td>ENCUMBRANCES</td>
<td>ENDING BALANCE</td>
</tr>
<tr>
<td>-------------------</td>
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<td>--------------------------</td>
<td>----------------------</td>
<td>---------------------------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
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<td>129,099,194.00</td>
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<td>46,167,687.15</td>
<td>39,177,924.03</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel - PCC
Rights of Passage in Education Campus Tours to Various College Campuses: Spring Semester 2009

Board Meeting Date: February 4, 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 Rights of Passage in Education
NUMBER(S): 15 (14 Students and 1 Advisor)
DATE(S) AND DESTINATION(S): March 27, 2009 California State Long Beach (Long Beach, CA)
April 3, 2009 California State Northridge (Northridge, CA)
April 10, 2009 University of Southern California (Los Angeles, CA)
April 17, 2009 University of California San Diego (San Diego, CA)
April 24, 2009 University of California Los Angeles (Los Angeles, CA)
May 1, 2009 University of Santa Barbara (Santa Barbara, CA)
TIME(S): Various between 7:30 a.m. and 10:00 a.m. departure times
Various between 12:00 p.m. and 3:00 p.m. return times
EVENT: Campus tours
TRANSPORTATION: District arranged vans
ADVISOR(S): Gena Lopez, Educational Advisor (Non-accompany) and Jerri Carr, College Assistant
NOT TO EXCEED: $1,500.00

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2008-2009 Student Service Fund Board of Directors Annual Budget. Cost categories and amounts include: $600.00 (1 van x 6 tours x $100.00), transportation; and $900.00 (15 participants x $10.00 x 6 tours), meals.

BACKGROUND: This activity involves travel to various colleges and universities. Students attend transfer-related workshops, meet with university counselors, and tour the various campuses.

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 for
Upward Bound Math/Science Program
San Diego, CA February 27-28, 2009

Board Meeting Date: February 4, 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 trip:

GROUP(S): Upward Bound Math/Science Program
NUMBER: 12 (10 students, 2 staff)
DATE(S): Friday, February 27 to Saturday, February 28, 2009
DESTINATION(S): University of San Diego
5998 Alcala Park
San Diego, CA
TIME: 12:00 p.m. to 8:00 p.m.
EVENT: Educational Trip: “Expanding Your Horizons, Women in Science”
TRANSPORTATION: 1 PCC van
ADVISOR(S): Upward Bound Staff
NOT TO EXCEED: $1,678.00

FISCAL IMPLICATIONS: Funds for these activities are budgeted in the 2008-2009 Upward Bound
Math/Science Program cost center, 03-5301-0000. Cost categories and amounts are: Transportation, $200.00
($100.00 x 1 van x 2 days); parking, $25.00 ($10.00 for hotel and $15.00 for university parking); registration,
$200.00 ($20.00 x 10 students); lodging, $477.00 ($159.00 x 3 rooms x 1 night); meals, $456.00 (lunches at
$8.00 x 12 x 1 day = $96.00 and dinners at $15.00 x 12 x 2 days = $360.00); movie, $120.00 ($10.00 x 12); and
$200.00 for necessary out-of-pocket expenses incurred by staff for students.

BACKGROUND: The Upward Bound Math/Science Program is a federally funded TRIO program designed to
provide comprehensive academic, recreational and cultural activities for participating high school students.
These activities support student success in secondary education, facilitate enrollment and success in higher
education, and in particular the fields of mathematics and the sciences. This activity provides mentoring and
hands-on science workshops led by professionals in the math and science fields to female students in grades 9
and 10.

Submitted by:

[Signature]
Assistant Dean of EOP&S

Recommended for Approval:

[Signature]
Vice President, Student and Learning Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approval of Instructional Trip for GRCOM 115 and 116, February 10, 2009

Board Meeting Date: February 4, 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: GRCOM 115 and 116 students
NUMBER: 20 students; 1 faculty
DATE: February 10, 2009
TIME: 10:00 a.m. – 1:30 p.m.
DESTINATION: Coastal Printworks, 7344 Hinds Ave., No. Hollywood, California
EVENT: Visit mid-size textile screen printing company
TRANSPORTATION: District vehicle (25-passenger van), private automobiles
ADVISOR(S): Division of Engineering and Technology: Kristin F. Pilon, Professor.
NOT TO EXCEED: $214.00 (25-passenger van, $150; driver, $64)

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

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

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2008-09 Adopted Budget of account code 01-5210-1201-0000 (Engineering and Technology).

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

Submitted by:

D. Haines
Division Dean, Engineering and Technology

Recommended for Approval:

Jacqueline Jacobs
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

GROUP: Geology 30A students
NUMBER: 42 students; 6 faculty; 1 staff
DATE: November 6-10, 2008
TIME: Depart: 11/6/08, 7:00 a.m.
      Return: 11/10/08, 6:00 p.m.
DESTINATION: Santa Cruz Island Reserve, Santa Cruz Island, California
EVENT: Study of Southern California and the Channel Islands
TRANSPORTATION: Private automobile, boat
ADVISOR(S): Division of Natural Sciences: Bryan Wilbur, Instructor; Jerry Lewis, Instructor; Rhea Presiado, Instructor; Russell Di Fiori, Instructor; Erika Catanese, Instructor; David Douglass, Professor and Division Dean; Glenna Watterson, Secretary II.
NOT TO EXCEED: $2,350.00 $2,582.00 (transportation - boat, $1,250; lodging/island vehicles – flat rate, $1,400 $1,332)

Students will be providing their own meals.

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

FISCAL IMPLICATIONS: Funds for this purpose are will be budgeted for in the 2008-09 Adopted Budget in account code 01-5250-1502-0000 ($1,350.00 $1,582.00, Natural Sciences: Physical Sciences) and the Student Services Fund ($1,000.00).

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

CONSENT ITEM TITLE: 
Approve/Amend/Renew Contracts

Board Meeting Date: February 4, 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/amend/renew 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>
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<td>B-97482-9</td>
<td>Janet Stewart</td>
<td>$12,600.00</td>
<td>To provide services to assess achievement, heighten cultural awareness and intellectual curiosity in an effort to improve achievement in core subjects 2/05/09 thru 6/30/09</td>
<td>CEC: Basic Skills 5248-0506</td>
<td>03-5120</td>
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<td><strong>Amend</strong></td>
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<td>B-96687-6</td>
<td>PBWS</td>
<td>$82,643.44</td>
<td>To increase amount of agreement for additional services associated with change orders at the District's request, and for additional architectural and structural engineering services necessary for changes to the second floor slab for an amount not-to-exceed $1,370,779.80</td>
<td>Industrial Technologies Building 7403-0000</td>
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<td>B-97380-9</td>
<td>Norman A. Traub Associates</td>
<td>$20,000.00</td>
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<td>Human Resources 4300-0000</td>
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<td>B-97428-9</td>
<td>Vanessa Torres</td>
<td>$3,300.00</td>
<td>To increase amount of agreement for additional Youth Empowerment Strategies for Success (YESS) life skills training modules for an amount not-to-exceed $6,100.00</td>
<td>CEC: YESS Grant 5251-0000</td>
<td>03-5140</td>
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<td>C-2893-7</td>
<td>Pasadena Builders, Inc.</td>
<td>$500,000.00</td>
<td>To increase amount of agreement for additional miscellaneous construction and upgrade projects for an amount not-to-exceed $1,200,000.00 and extend term from 2/04/09 to 2/04/10</td>
<td>Campus Remodeling &amp; Waterproof LL Building (Phase I) 7102-0000, 7215-0000, 7416-0000 &amp; 7417-0000</td>
<td>41-6210 &amp; 43-6250</td>
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Consent Item No. 114-B
February 4, 2009
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<td>Campus Remodeling &amp; Waterproof LL Building (Phase I) 7102-0000 &amp; 7215-0000</td>
<td>41-6210 &amp; 43-6250</td>
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<td>C-2897-8</td>
<td>Pasadena Builders, Inc.</td>
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<td>To increase amount of agreement for additional miscellaneous classroom remodeling projects and chiller plant upgrade for an amount not-to-exceed $1,200,000.00</td>
<td>Classroom Conversions, Restroom Upgrades, HVAC/Electrical Upgrades, &amp; Walkways/Lighting Upgrades 7409-0000, 7412-0000, 7416-0000 &amp; 7417-0000</td>
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<td>Renew</td>
<td>Christina Christie</td>
<td>$15,000.00</td>
<td>To provide evaluation services for National Science Foundation Math and Science (MaS) grant pursuant to grant requirements 2/05/09 thru 9/30/09</td>
<td>National Science Foundation Grant 5242-0000</td>
<td>03-5120</td>
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Consent Item No. 114-B
February 4, 2009
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

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

Board Meeting Date: February 4, 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:

March 7, 2009 – Girls’ Day in Science Program at PCC, to present hands-on workshops in the sciences for approximately 200 middle school girls. Anticipated expenses not-to-exceed $3,000.00 for supplies, materials and refreshments. Cost Centers: 03-5210-5118-0000, Biotechnology Center, and 03-5210-5123-0000, Career and Technical Education Collaborative

Ratify:

January 12 – February 28, 2009 – Pasadena City College Digital Media 2009 Workshops designed for Educators & Industry in Los Angeles and Orange Counties at PCC, a series of 15 training workshops for faculty, staff, students and industry interested in learning key aspects of digital video, designing web sites, creating online interactive presentations, and digital photography. Anticipated expenses not-to-exceed $29,250.00 for presenters, technical support, lab assistants, materials, duplicating, printing, supplies and refreshments for approximately 30 participants per workshop. Cost Center: 03-5210-5116-0000, Multimedia & Entertainment Initiative Grant

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:

Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
CONSENT ITEM TITLE: Approve Professional Conference Attendance

Board Meeting Date: February 4, 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: Jeff Hannibal
LOCATION: Western Association of Educational Opportunity Personnel (WESTOP) Annual Conference: Sustainability: Fortifying Education with Access and Retention Phoenix, Arizona
DATES: March 1-4, 2009
PURPOSE: To join in discussions and presentations on the counseling component of TRIO Programs.
CHARGES: $1,660.00
COST CENTER: 03-5210-5302-0000, Program for Academic Support Services
RECOMMENDED BY: Dr. Lisa Sugimoto

ATTENDEE: Yoshiko Yamato
DATES: April 22-25, 2009 (Additional travel date of April 21, 2009)
PURPOSE: To obtain information on using computers as a tool for basic skills math.
CHARGES: $1,701.00
COST CENTER: 03-5210-5248-0506, 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.
**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.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of 2009-2010 Non-Resident Tuition Fee, Education Code Section 76140 and 76141

Board Meeting Date: February 4, 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 following non-resident tuition fee for the 2009-2010 fiscal year:

<table>
<thead>
<tr>
<th>Out-of-State Students</th>
<th>International Students</th>
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</thead>
<tbody>
<tr>
<td>$190.00 per semester unit</td>
<td>$225 per semester unit including capital outlay fee</td>
</tr>
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</table>

FISCAL IMPLICATIONS: In 2006-2007, Pasadena Area Community College District (PACCD) adopted a fee of $160.00 for out-of-state students and an additional $16.00 per unit for international students for capital outlay. For 2007-2008, PACCD adopted a fee of $173.00 for out-of-state students and an additional $8.00 per unit for international students for capital outlay. For 2008-2009, PACCD adopted a fee of $181 for out-of-state students and an additional $9.00 per unit for international students for capital outlay. The non-resident tuition fee is in addition to the standard per unit enrollment fee.

BACKGROUND: Education Code Section 76140 requires each district board to establish the non-resident tuition fee not later than February 1 for the succeeding fiscal year. In addition to the non-resident tuition fee, Education Code Section 76141 authorizes community college districts to charge non-resident students who are both citizens and residents of a foreign country an amount not to exceed the amount that was expended by the district for capital outlay in the preceding year divided by the total full-time equivalent students. PCC's calculated capital outlay amount is $35.00.

Education Code Section 76140 permits a community college district to compute the non-resident tuition fee based on any of the following:

1. Statewide basis for expense of education per FTES: $190.00
2. PCC's expense of education per FTES: $173.00.
3. District basis with 10% or more noncredit FTES.
4. No more than contiguous districts.
5. No more than district basis; no less than statewide basis.

PACCD historically uses option #1 for the computation of the fee.

Submitted by:
Odessa Walker
Director, Fiscal Services

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Paulita E. Ferguson
Superintendent/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: February 4, 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 $36,518.68.

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

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

Submitted by:
Odessa Walker
Director, Fiscal Services

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

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: February 4, 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 $7,288.45.

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

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

Submitted by:
Odessa Walker
Director, Fiscal Services

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Paulette Peralta
Superintendent/President
## REVOLVING FUND REIMBURSEMENT
### FEBRUARY 2009 EXPENSE SUMMARY

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**Grand total:** $7,288.45
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Budget Augmentation

Board Meeting Date: February 4, 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 Child Development Center (CDC).

FISCAL IMPLICATIONS:

CDC: Preschool Program:
2008-2009 Adopted Budget $197,954
Increase $1,676
2008-09 Revised Budget $199,630

CDC: Instructional Materials and Supplies:
2008-2009 Adopted Budget $-0-
Increase $2,418
2008-09 Revised Budget $2,418

BACKGROUND: These increases are based upon the most recent information available from the California Department of Education.

Submitted by:

[Signature]
Director, Fiscal Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Service

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. 2-B, Approval of Organizations for Membership, 2008-09 Fiscal Year

Board Meeting Date: February 4, 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. 2-B, approved on July 16, 2008, to include membership in the following organization:

California Community College Mental Health & Wellness Association $200.00

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2008-09 Adopted Budget in Fund 03, Object 5310, Memberships under Cost Center 2601 (Student Health Services).

BACKGROUND: The Vice President for Student & Learning Services supports this institutional membership.

Submitted by:
Vice President, Student & Learning 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 Purchasing Transactions

Board Meeting Date: February 4, 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 P09-01948 through P09-02188.

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:

Edgar R. Namselidere
Director, Purchasing Services

Recommended for Approval:

Mark A. Bannai
Interim/Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paulette J. Perkins
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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* 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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<th>PO Number</th>
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<td>ADVERTISING</td>
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* Indicates Vendor is located within the Pasadena Area Community College.

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Total: 411,939.66
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<th>PO Number</th>
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* Indicates Vendor is located within the Pasadena Area Community College District.

> Indicates local branch utilized outside of District as required by Vendor.
CONSENT ITEM TITLE: Authorization to Solicit Bids: Office Furniture and Equipment for the Industrial Technology and Campus Center/Bookstore Buildings

Board Meeting Date: February 4, 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 solicitation of bids for office furniture and equipment for the Industrial Technology (IT) and Campus Center/Bookstore (CCB) Buildings.

FISCAL IMPLICATIONS: No fiscal obligation is created by the authorization to solicit bids. Funds for this purpose are provided in the 2008-2009 District Budget under the following cost centers shown:

42-6412-7403-0000 (ITB Equipment)
42-6250-7405-0000 (CC Equipment)

BACKGROUND: Completion of the construction of IT and CCB Buildings will occur in June 2009 and office furniture and equipment must be in place in order to occupy the buildings. These costs were anticipated and funds have been earmarked through the Measure P budget.

Submitted by:

[Signature]
Director, Purchasing 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:  Ratify Staff Development Activity

Board Meeting Date:  February 4, 2009

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

Ratify

January 28, 2009 – Instructional Management Team Retreat at Descanso Gardens in La Canada, to plan strategies for addressing various instructional issues. Anticipated expenses not-to-exceed $2,000.00 for facility, materials and refreshments for approximately 20 participants. Cost Center: 01-5210-4003-0403, Management Association Staff Development

FISCAL IMPLICATIONS: Funds for this activity are budgeted in the cost center indicated.

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

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Receive and Reject Claim
Helen L. Schwab

Board Meeting Date: February 4, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, receive and reject the Claim for Damages as alleged by Helen L. Schwab.

FISCAL IMPLICATIONS: Ms. Schwab's claim is in excess of $10,000.00. The District is self-insured and a member of the joint powers authority, Statewide Association of Community Colleges (SWACC).

BACKGROUND: Ms. Schwab alleges injury as the result of a fall while walking on cement pavement toward the Flea Market on December 7, 2008.
## RECOMMENDATION:
It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the stipends for the persons listed below for the fiscal year and 2008-09.

<table>
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<th>Name</th>
<th>Stipend</th>
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<tbody>
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<td>Hechter, Heather</td>
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<td>Johnson, Marilyn</td>
<td>450.00</td>
<td>Windows XP advance training class and Office 2007 overview</td>
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<tr>
<td></td>
<td></td>
<td>2/2/09 – 2/12/09 (New Media Center)</td>
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</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:**
Quarterly Report of Hourly Unclassified Employees, Student Workers, and Volunteers Hired for Fiscal Year 2008-2009

**Board Meeting Date:** February 4, 2009

**RECOMMENDATION:** It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, receive the attached quarterly report of hourly unclassified employees, student workers, and volunteers hired for fiscal year 2008 – 2009.

**FISCAL IMPLICATIONS:** None

**BACKGROUND:** At its regular meeting held July 12, 2000, the Board of Trustees delegated authority for hiring hourly unclassified employees, student workers, and volunteers as needed and approved by administration. The Board further directed that a quarterly report of persons hired under that authority be provided.

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>Title</th>
<th>Rate</th>
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CONSENT ITEM TITLE: 
Approve/Ratify Stipends for Academic Personnel

Board Meeting Date: February 4, 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:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Paulette J. Parfump
Superintendent/President
<table>
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<th>NAME</th>
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<th>SPECIAL PROJECT</th>
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<td>Aguirre, Marylynne</td>
<td>4,500.00</td>
<td>Capacity Building for Nursing Program—chairperson for the Registered Nursing Program Curriculum Committee; prepare activities for fall 2009 RN Program Board of Registered Nursing site visit for continued program approval, 01-22-09 to 02-20-09</td>
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<td>Arenson, Lauren</td>
<td>3,500.00</td>
<td>Social Sciences Division—oversee operation and staffing of Social Sciences Learning Lab for winter 2009, 01-22-09 to 02-12-09</td>
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<td>Curtis, Carol</td>
<td>3,000.00</td>
<td>SLOARC (Student Learning Outcomes Assessment and Resource Center)—finalize website; develop talking points and agendas for spring Student Learning Outcomes council meetings; establish membership and guidelines for campus-wide assessment committee; review Student Learning Outcomes for new/revised courses; train new clerk, 01-22-09 to 02-20-09</td>
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<td>Frank, Russell</td>
<td>1,500.00</td>
<td>Basic Skills Initiative—develop an English as a Second Language reading website, including creation of reading exercises, development of vocabulary activities, and links to appropriate reading materials, 02-05-09 to 06-30-09</td>
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<td>Griffith, Coleman</td>
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<td>Engineering and Technology Division—coordinate a series of special projects in the Architecture Program including student competitions and articulation development workshops during the spring semester, 02-05-09 to 06-30-09</td>
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<td>Hintzman, Linda</td>
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<td>SLOARC (Student Learning Outcomes Assessment and Resource Center)—faculty trainer for eLumen Assessment software; develop action areas, set-up benchmarks and develop reporting capabilities with eLumen for PCC courses, 01-22-09 to 02-20-09</td>
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<td>Workforce Innovation Partnership—technical support for the Career and Technical Education Collaborative Grant, 03-01-09 to 06-30-09</td>
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<td>English Division—writing center coordinator for winter intersession, 01-22-09 to 02-20-09</td>
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<td>Biotechnology Center—coordinate Girls’ Day in Science for the Los Angeles/Orange County Biotech Center, 03-07-09</td>
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CONSENT ITEM TITLE: Employment of Hourly Credit Teachers and Substitute Teachers, Winter 2009

Board Meeting Date: February 4, 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 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 2008-09. 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.

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<th>STEP</th>
<th>DIVISION</th>
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</thead>
<tbody>
<tr>
<td>Dzhanyants, Aida</td>
<td>Adjunct Special Services Winter Intersession</td>
<td>A</td>
<td>02</td>
<td>Special Services</td>
</tr>
<tr>
<td>Duenas-Cliff, Janet</td>
<td>Adjunct Faculty Winter Intersession</td>
<td>A</td>
<td>01</td>
<td>Languages</td>
</tr>
<tr>
<td>Easterly, Mary Jo</td>
<td>Adjunct Faculty Winter Intersession</td>
<td>B</td>
<td>21</td>
<td>Languages</td>
</tr>
<tr>
<td>El-Issa, Anwar</td>
<td>Adjunct Faculty Winter Intersession</td>
<td>E</td>
<td>09</td>
<td>Languages</td>
</tr>
<tr>
<td>Filippi, Alessio</td>
<td>Adjunct Faculty Winter Intersession</td>
<td>E</td>
<td>08</td>
<td>Languages</td>
</tr>
<tr>
<td>Godio, Laura</td>
<td>Adjunct Faculty Winter Intersession</td>
<td>D</td>
<td>06</td>
<td>Languages</td>
</tr>
<tr>
<td>Juarez, Alberto</td>
<td>Adjunct Faculty Winter Intersession</td>
<td>A</td>
<td>11</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Lewis, Gerald</td>
<td>Adjunct Faculty Winter Intersession</td>
<td>D</td>
<td>33</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Raddon, Daniel</td>
<td>Adjunct Faculty Winter Intersession</td>
<td>B</td>
<td>12</td>
<td>Business and Computer Technology</td>
</tr>
<tr>
<td>Wood, Debra</td>
<td>Adjunct Faculty Winter Intersession</td>
<td>D</td>
<td>22</td>
<td>Natural Sciences</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources

Recommended for Approval:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: February 4, 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, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Castaneda, Jose Plumber</td>
<td>52C</td>
<td>100% - 12 mo.</td>
<td>02/05/09</td>
</tr>
<tr>
<td>Facilities Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Daniel Olson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ramirez, Tracy Intermediate Clerk</td>
<td>36A</td>
<td>50% - 11 mo.</td>
<td>02/05/09</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacing: Samantha Turner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special funded position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHANGES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Akopyan, Anni</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: Acting, Secretary I</td>
<td>39E</td>
<td>50% - 12 mo.</td>
<td></td>
</tr>
<tr>
<td>Intermediate Account Clerk II</td>
<td>37E</td>
<td>50% - 12 mo.</td>
<td></td>
</tr>
<tr>
<td>To: Intermediate Account Clerk II</td>
<td>37E</td>
<td>100% - 12 mo.</td>
<td>01/05/09</td>
</tr>
<tr>
<td>Facilities Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arden, Rebecca Financial Aid</td>
<td></td>
<td></td>
<td>02/05/09</td>
</tr>
<tr>
<td>Interviewer</td>
<td></td>
<td>80% - 12 mo.</td>
<td></td>
</tr>
<tr>
<td>Scholarships &amp; Financial Aid</td>
<td></td>
<td>100% - 12 mo.</td>
<td></td>
</tr>
<tr>
<td>FISCAL IMPLICATIONS: None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BACKGROUND: Routine personnel transactions within budget limits</td>
<td></td>
<td></td>
<td></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
CHANGES (cont.)

Cooper, Jennifer
From:   Secretary I
To:     Secretary II
        Library

            39F   20 yrs.   100% - 12 mo.     01/01/09
            40F   20 yrs.   100% - 12 mo.

SEPARATION

Flores, Joe
Computer Operator
Management Information Services

Deceased     01/20/09
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Board Meeting Date: February 4, 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(s) pertaining to academic employee(s).

<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>EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Klich, Janet</td>
<td>B-6</td>
<td>100%</td>
<td>02/23/09 – 06/19/09</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>Temporary</td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHANGE OF STATUS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laun, Mary Ann</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td>From: Assistant Dean</td>
<td>01/01/09</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To: Division Dean</td>
<td></td>
</tr>
<tr>
<td>McGuire, Karen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>From: 73.4%</td>
<td>02/23/09 – 06/19/09</td>
</tr>
<tr>
<td>English</td>
<td></td>
<td>To: 46.6%</td>
<td></td>
</tr>
<tr>
<td>Rosenberg, Lou</td>
<td></td>
<td></td>
<td>02/23/09 – 06/19/09</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>From: 100%</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td>To: 30.8%</td>
<td></td>
</tr>
<tr>
<td>SEPARATION</td>
<td></td>
<td>Retirement (35.5 years)</td>
<td>06/20/09</td>
</tr>
<tr>
<td>Hoover, Linda</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Arts &amp; Media Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FISCAL IMPLICATIONS: None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BACKGROUND: Routine personnel transaction within budget limits.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitted by:
Office of Human Resources

Recommended for Approval:

Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

CONSENT ITEM TITLE: 
Salary Compensation Factors—Large Group Instruction

Board Meeting Date: February 4, 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, pursuant to the current labor agreement, the following named instructors be paid as indicated below for teaching a large group instruction (LGI) section during the winter intersession 2009:

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>SECTION</th>
<th>ADDITIONAL HOURS/WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forman, Kurt</td>
<td>Social Sciences</td>
<td>3474</td>
<td>9 hrs</td>
</tr>
<tr>
<td>Forman, Kurt</td>
<td>Social Sciences</td>
<td>0346</td>
<td>3 hrs (ITV)</td>
</tr>
<tr>
<td>Price, Paul</td>
<td>Social Sciences</td>
<td>3479</td>
<td>3 hrs (ITV)</td>
</tr>
<tr>
<td>Volckmann, Jean</td>
<td>Social Sciences</td>
<td>3350</td>
<td>3 hrs (ITV)</td>
</tr>
<tr>
<td>Foster, Rod</td>
<td>Visual Arts/Media Studies</td>
<td>3317</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Sierra, Joseph</td>
<td>Visual Arts/Media Studies</td>
<td>0711</td>
<td>3 hrs</td>
</tr>
</tbody>
</table>

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

BACKGROUND: In conformance with the current labor agreement.

Submitted by: 
Office of Human Resources

Recommended for Approval: 
Interim Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President