NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, July 15, 2009

3:00 P.M. CLOSED SESSION
4:00 P.M. OPEN SESSION

MEETING NO. 15

REGULAR BUSINESS MEETING and
SUMMER RETREAT

Terrace Room, Shatford Library
Pasadena City College
1570 East Colorado Boulevard
Pasadena, California 91106

Enclosed is the Agenda for Meeting No. 15, a Regular Business Meeting and Summer Retreat. The Open Session will begin at 3:00 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 4:00 P.M. The Board will meet in the Terrace Room, Shatford Library, at Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

I. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS (3:00 p.m.)

II. CLOSED SESSION

Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957 Public Employee Appointment
Interim Vice President, Administrative Services
Government Code §54957 Employment of New Faculty
Biotechnology (1); Reading (1)
Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidential; Management Association); Engeldinger
Government Code §54956.8 Conference with Real Property Negotiators
Property: 88 S. Bonnie Ave., Pasadena
Negotiating Party: David Landa
District negotiator: Dr. Paulette J. Perfumo
Under negotiation: Price
(for Construction Technology Program)

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

III. OPEN SESSION

A. PLEDGE OF ALLEGIANCE
B. INTRODUCTIONS
C. PUBLIC COMMENT ON NON-AGENDA ITEMS

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.

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 CONSENT ITEMS (see page 3, attached)
E. BUDGET UPDATE

F. UPDATE ON ACCREDITATION REVIEW: DISCUSSION WITH POSSIBLE ACTION

G. COLLEGE GOALS FOR 2009-2010 FROM COLLEGE GOALS SUBCOMMITTEE

H. BOARD SELF-EVALUATION: DISCUSSION WITH POSSIBLE ACTION

--- DINNER ---

IV. CLOSED SESSION

Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957 Public Employee Appointment
Interim Vice President, Administrative Services
Government Code §54957 Employment of New Faculty
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Under negotiation: Price
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Government Code §54957 Public Employee Evaluation (Superintendent/President)

V. OPEN SESSION

I. FUTURE BOARD MEETING DATES
   Wednesday, August 5, 2009 (Harbeson Hall) – 6:00 p.m.
   Wednesday, August 19, 2009 (Harbeson Hall) – 6:00 p.m.

J. FUTURE AGENDA ITEMS

VI. ADJOURNMENT
CONSENT ITEMS

9-P  Employment of New Faculty: Biotechnology (1); Reading (1)
     (CLOSED SESSION)
10-P  Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2009-2010
11-P  Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
<table>
<thead>
<tr>
<th>COLLEGE GOALS FOR 2009-2010</th>
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<tr>
<th>BOARD SELF-EVALUATION</th>
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Pasadena City College
2009-10 College Goals

The mission of Pasadena City College is successful student learning. The College provides high-quality, academically rigorous instruction in a comprehensive transfer and vocational curriculum, as well as learning activities designed to improve the economic condition and quality of life of the diverse communities within the College's service area. Within the context of this mission and guided by its essential, enduring, and shared core values, the College will ensure that decisions are guided by evidence of institutional effectiveness by focusing on the following strategic directions for the next three to five years.

**Strategic Direction I:** The College will demonstrate a strong commitment to its mission that emphasizes achievement of student learning. The college will use analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

*(Origin: Accreditation Standard I)*

**College Goal I A-1 (2009):** Re-evaluate the College mission statement to include student access, the provision of effective educational programs, basic skills instruction, and the role of the College's student support services.

*(Responsible Office: Office of the President)*

*(Goal Origin: Spring 2009 Board of Trustees Retreat)*

**College Goal I B-1 (2009):** Develop measures/metrics to document the College's achievement of its mission.

*(Responsible Office: Office of the President)*

*(Goal Origin: Spring 2009 Board of Trustees retreat)*

**Strategic Direction II:** The College will offer high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The College will provide an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

*(Origin: Accreditation Standard II)*

**College Goal II A-1 (2009):** Increase the student success rate in Career and Technical Education classes to reach the peer group average reported in the Accountability Report for Community Colleges.

*(Responsible Office: Vice President of Instruction)*

*(Goal origin: Goal 08-5)*
College Goal II A-2 (2009): Implement the Basic Skills Plan by providing leadership, resources, and professional development, including evidence-based approaches, to address the need for remediation and basic skills assistance. (Responsible Office: Vice President of Instruction) (Goal origin: Goal 08-6)

College Goal II A-3 (2009): Create an educational master plan, through the Vision 2020 data analysis and group engagement process, to guide the development of programs and services to meet student and community needs and expectations. (Responsible Office: Office of the President) (Goal origin: Spring 2009 Board of Trustees retreat)

College Goal II A-4 (2009): Develop academic/educational partnerships at PCC to increase in-district enrollment (e.g., Early College High School, City of Pasadena Degree programs, and ADEPT). (Responsible Office: Vice President of Instruction) (Goal origin: 2009-10 Student and Learning Services area plan, goal 2; Spring 2009 Board of Trustees Retreat)

College Goal II A-5 (2009): Support the incorporation of environmental sustainability throughout the curriculum. (Responsible Office: Vice President of Instruction) (Goal origin: 2009-10 Instructional area plan, goal 7; Spring 2009 Board of Trustees Retreat)

College Goal II A-6 (2009): Evaluate the effectiveness of the Distance Education program in providing access to students, especially to part-time students. (Responsible Office: Vice President for Instruction) (Goal Origin: Spring 2009 Board of Trustees Retreat)

College Goal II A-7 (2009): Assess student learning outcomes (SLOs) in courses and instructional programs; assess institutional learning outcomes; and assess support services outcomes in Student and Learning Services, and Administrative Services. (Responsible Office: Vice President of Instruction) (Goal Origin: Goals 08-2, 08-3 and 08-4 were merged into one goal covering the assessment of SLOs at all levels)

College Goal II A-8 (2009): Improve the success of part-time students. (Responsible Office: Vice President of Instruction) (Goal Origin: Spring 2009 Board of Trustees Retreat)

Strategic Direction III: The College will effectively use its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness. (Origin: Accreditation Standard III)

College Goal III A-1 (2009): Develop and support a College Equal Employment Opportunity Plan based on a model provided by the State Chancellor's Office. (Responsible Office: Office of the President) (Goal origin: Goal 08-8)
**College Goal III A-2 (2009):** Develop and implement staff/professional development, upward mobility, and succession programs as well as strategies to improve diversity in employee recruitment, hiring, and retention.
(Responsible Office: Office of the President)
(Goal Origin: Strategies merged goals 08-09 and 08-10; Administrative Services area plan, goal 3; Human Resources unit plan, goals 3 and 4; Spring 2009 Board of Trustees Retreat)

**College Goal III B-1 (2009):** Improve campus facilities to provide a high quality, safe, attractive, and a more environmentally sustainable educational environment.
(Responsible Office: Vice President of Administration)
(Goal origin: Goal 08-7)

**College Goal III C-1 (2009):** Design, install, and implement a comprehensive, robust, integrated, and user-friendly technology system.
(Responsible Office: Office of the President)
(Goal Origin: Administrative Services area plan, goal 1; Student and Learning Services area plan, goal 7)

**College Goal III D-1 (2009):** Build sustainable financial support to supplement state resources.
(Responsible Office: Office of the President)
(Goal origin: Goal 08-14)

**College Goal III D-2 (2009):** Preserve student access in a time of declining resources and improve institutional effectiveness by carefully monitoring the state budget and the expenditure of funds.
(Responsible Office: Vice President of Administration)
(Goal Origin: Spring 2009 Board of Trustees Retreat)

**Strategic Direction IV:** The College will utilize the contributions of leadership throughout the institution for continuous improvement of the institution. College governance will function to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.
(Origin: Accreditation Standard IV)

**College Goal IV A-1 (2009):** Address the recommendations contained in the accreditation commission's action letter.
(Responsible Office: Office of the President)
(Goal Origin: Spring 2009 Board of Trustees retreat)

**College Goal IV A-2 (2009):** Evaluate the governance and decision-making structure and processes to assure their integrity and effectiveness.
(Responsible Offices: Office of the President)
(Goal Origin: Spring 2009 Board of Trustees Retreat)

**College Goal IV B-1 (2009):** Enhance support for the College from the professional community (business and government associations), the ethnic communities within the District, the State Chancellor's Office, and political leaders.
(Responsible Office: Office of the President)
(Goal Origin: Merged Goals 08-12 and 08-13; Spring 2009 Board of Trustees Retreat)
A. Accreditation Defined Duties and Responsibilities

<table>
<thead>
<tr>
<th>The Board ...</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
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</thead>
<tbody>
<tr>
<td>1. Approves the College Mission Statement</td>
<td>o</td>
<td>o 1</td>
<td>o 2</td>
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<td>2. Serves as an independent policy-making body that reflects the public interest in Board activities and decisions</td>
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<td>o 5</td>
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<tr>
<td>3. Acts as a whole, once the Board reaches a decision</td>
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<td>o 4</td>
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<tr>
<td>4. Advocates for, and defends, the institution and protects it from undue influence and pressure</td>
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<tr>
<td>5. Establishes policies consistent with the Mission Statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them</td>
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<td>o 3</td>
<td>o 5</td>
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<tr>
<td>6. Adopts and publicizes policies on academic freedom and responsibility, student academic honesty and specific institutional beliefs or worldviews</td>
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<td>7. Adopts and makes available personnel policies and procedures that are equitable and consistently administered</td>
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<td>8. Adopts and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes</td>
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<td>9. Through established governance structures, processes, and practices, works together with administrators, faculty, staff, and students to facilitate the discussion of ideas and effective communication among the institution’s constituencies</td>
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<td>o 5</td>
<td>o 3</td>
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<td>10. Assumes ultimate responsibility for educational quality, legal matters, and financial integrity</td>
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<tr>
<td>11. Establishes and publicizes Board bylaws specifying the Board size, duties, responsibilities, and operating procedures</td>
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<td>o 6</td>
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<td>12. Acts in a manner consistent with its policies</td>
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<td>13. Has a program for Board development and new member orientation</td>
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<tr>
<td>14. Has self-evaluation processes for assessing Board performance that are clearly defined, implemented, and published in its policies or bylaws</td>
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<td>o</td>
<td>o 3</td>
<td>o 5</td>
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<tr>
<td>15. Has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code</td>
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<td>o</td>
<td>o 1</td>
<td>o 7</td>
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<td>16. Remains informed about, and involved in, the accreditation process</td>
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<td>17. Maintains the responsibility for selecting and evaluating the College President</td>
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<td>o 1</td>
<td>o 7</td>
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<td>18. Delegates to the College President full responsibility and authority to administer Board policies without Board interferences, and holds the College President accountable for the operation of the College</td>
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<td>o</td>
<td>o 4</td>
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</table>
B. Relationship with the President

The Board...

1. Provides the President with a clear statement of performance expectations on which she or will be evaluated ....................................................
   | Strongly | Agree |
   | Disagree | Disagree | Agree |
   |          |          |       |

2. Reaches decisions only by studying all available background data and considering the recommendations of the President ....................................
   |          |          |       |

3. Creates a climate of mutual respect and trust ........................................
   |          |          |       |

4. Provides compensation for the President comparable to that of similar positions ...
   |          |          |       |

5. Reviews the President’s performance in a way that supports continued excellence of the executive office ........................................
   |          |          |       |

6. Creates a relationship of inquiry, respect and collaborative effort with the President ....
   |          |          |       |

7. Works effectively with the executive office ........................................
   |          |          |       |

C. Relationship to the Instructional Programs

The Board...

1. Reviews and approves educational programs that implement the mission of the college ....
   |          |          |       |

2. Ensures that programs, degrees, and certificates are of excellent quality and consistent with institutional purposes ...
   |          |          |       |

D. Relationship with the Associated Student Body

The Board...

1. Effectively listens to concerns and/or issues brought forth by the Associated Student Body from the student body ...
   |          |          |       |

2. Creates a climate of mutual respect and trust ...
   |          |          |       |

3. Participates and supports student body activities and other on-campus activities ...
   |          |          |       |

E. Relationship with Staff

The Board...

1. Authorizes employment and/or dismissal of staff members (other than the president) only after consultation with the president ....
   |          |          |       |

2. Effectively supports and participates in shared governance decision-making as delineated in AB 1725 ...
   |          |          |       |

3. Authorizes and supports collective bargaining negotiations with unions representing college constituencies ...
   |          |          |       |

4. Effectively handles complaints about the College and listens to concerns and/or issues from college constituencies in accordance with approved norms ...
   |          |          |       |

5. Implements its legal responsibilities and serves as a final court of appeal ...
   |          |          |       |
F. Relationships with Community

The Board...

1. Conducts meetings in compliance with state law (Brown Act)................................................................. 0 0 0 2 0 6
2. Works to enhance the public image of the College and is a public advocate for the college at the local, state, and national level................................................................. 0 0 0 2 0 6
3. Represents the College at various community events.................................................................................. 0 0 0 3 0 5
4. Encourages community advisory groups to help solve specific problems ........................................... 0 0 0 6 0 2
5. Refers concerns and complaints about the College to the President for study and possible reports back to the Board................................................................. 0 0 0 5 0 3

G. Relationships within the Board

The Board...

1. Along with the College President, provides an effective orientation program for new members.................. 0 0 0 1 0 4
2. Participates periodically in seminars, conferences, and Board retreats to upgrade knowledge and skills as Board members................................................................. 0 0 0 1 0 4
3. Conducts meetings in a fair and expeditious manner, with all members having an opportunity to express their views................................................................. 0 0 0 3 0 5
4. Maintains confidentiality of closed sessions.................................................................................. 0 0 0 6 0 1

H. Relationship to the Financial Management of the College

The Board...

1. Understands the planning and budget process, approves the tentative and adopted annual plan and budget, and provides fiscal oversight to assure the financial stability of the college................................................................. 0 0 0 4 0 4
2. Works actively to provide additional external funding and support................................................................. 0 0 0 4 0 1
3. Authorizes individual budgetary allotments and special non-budgeted expenditures only after considering the total needs of the college................................................................. 0 0 0 3 0 5
4. Reviews and approves long-range planning for acquisition of sites, facilities, and maintenance................................................................. 0 0 0 2 0 3

I. Developing Board Clarity

The Board...

1. Articulates goals to which it holds itself accountable.................................................................................. 0 0 0 1 0 5
2. Has met its goals............................................................................................................................................... 0 0 0 1 0 2
3. Has articulated priorities in the implementation of the College's mission, goals and policies........... 0 0 0 4 0 2
4. Ensures that comprehensive long range planning is underway................................................................. 0 0 0 2 0 3
5. Uses appropriate data in decision-making.................................................................................. 0 0 0 2 0 3
6. Assimilates the contribution of each Board member, acknowledging that she/he represents a significant portion of the community................................................................. 0 0 0 4 0 3
7. Reviews PCC polices........................................................................................................................................ 0 0 0 2 0 6

Continued on next page 3
J. Board Learning and Decision Making

The Board...

1. Incorporates adequate feedback from constituents........................................... 0 0 3 0 2 0 3
2. Has quality conversations by considering adequate data.................................... 0 0 2 0 3 0 3
3. Has developed its capacity as board members.................................................... 0 0 1 0 4 0 3
4. Has acted with integrity......................................................................................... 0 0 1 0 4 0 3
5. Has conducted its meetings as models for the campus climate that is desired........ 0 0 1 0 2 0 5

K. Campus Impact

The Board...

1. Weighs all decisions in terms of what is best for students..................................... 0 0 1 0 2 0 5
2. Encourages innovative programming that meets constituents’ needs.................... 0 0 1 0 4 0 3
3. Ensures adequate input from campus constituents, such as students, staff, faculty and managers................................................................. 0 0 2 0 2 0 4
4. Generates feedback on how Board policies are experienced on campus.................. 0 0 3 0 3 0 2

L. External Community

The Board...

1. Represents the college at community meetings..................................................... 0 0 0 5 0 3
2. Brings community concerns to the board meetings.............................................. 0 0 0 4 0 4
3. Helps develop new connections to PCC............................................................... 0 0 2 0 4 0 2
4. Educates local schools and parents about PCC................................................... 0 0 1 0 3 0 3
5. Reports relevant input and follow-up from the community................................... 0 0 1 0 3 0 4

M. Board Goals for 2008-2009

The Board has supported the President in achieving the following goals:

1. Support and promote successful student learning through the development and assessment of student learning outcomes......................................................... 0 0 1 0 3 0 4
2. Support aligning curriculum with enrollment trends, student interests, and community needs by engaging relevant partners to develop and implement excellent programming.................................................. 0 0 1 0 3 0 4
3. Support the strategic direction of the college to ensure all aspects of diversity are integrated throughout the institution............................................................. 0 0 1 0 4 0 3
4. Engage key internal and external constituencies in support of the college by working with the Foundation to provide sustainable financial support and to represent the interests of the college through legislative advocacy....................................... 0 0 2 0 4 0 2
5. Continue the dialogue regarding the development and implementation of Board protocols and norms................................................................. 0 0 1 0 2 0 5
6. Work with the president to adopt cooperative and mutually supporting goals for the 2008-2009 academic year................................................................. 0 0 1 0 2 0 5
7. Adopt a balanced budget with a prudent reserve while supporting student success through a sustained fiscal crisis......................................................... 0 0 0 2 0 6
8. Provide leadership in facilitating a campus work environment conducive to harmonious employee relations............................................................... 0 0 1 0 2 0 5

Continued on next page
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

**CONSENT ITEM TITLE:**
Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2009-2010

**Board Meeting Date:** July 15, 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 academic employees.

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td><strong>EMPLOYMENT</strong></td>
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<tr>
<td>Zacovic, Mark</td>
<td>Contract</td>
<td>100%</td>
<td>07/01/09 - 07/31/09</td>
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<td>Interim Vice President</td>
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<td>Administrative Services</td>
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<tr>
<td>van Pelt, Richard</td>
<td>Contract</td>
<td>100%</td>
<td>07/16/09 until position is filled</td>
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<td>From: Director</td>
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<td>Facilities &amp; Engineering Services</td>
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<td>To: Interim Vice President</td>
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<tr>
<td>Administrative Services</td>
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**FISCAL IMPLICATIONS:** None

**BACKGROUND:** Routine personnel transaction within budget limits.

Submitted by:
Office of Human Resources

Approved for submission to the Board of Trustees:

[Signature]
Dean, Human Resources
Consent Item 6-P

[Signature]
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: July 15, 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>Kollross, Crystal</td>
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<tr>
<td>From: Research Planning Analyst</td>
<td>54D</td>
<td>100% - 12 mo.</td>
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</tr>
<tr>
<td>To: Interim Dean, Institutional Planning and Research</td>
<td>J-1</td>
<td>100% - 12 mo.</td>
<td>07/16/09</td>
</tr>
<tr>
<td>Wilcox, Stuart</td>
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<tr>
<td>From: Dean, Institutional Planning and Research</td>
<td>MD-6(3)</td>
<td>100% - 12 mo.</td>
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<tr>
<td>To: Assistant Director, Admissions and Records</td>
<td>MD-6(3)</td>
<td>100% - 12 mo.</td>
<td>07/01/09</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transactions within budget limits

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President