NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, September 16, 2009

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

MEETING NO. 21

REGULAR BUSINESS MEETING

Creveling Lounge
Pasadena City College
1570 East Colorado Boulevard
Pasadena, California 91106

Enclosed is the Agenda for Meeting No. 21, 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 Creveling Lounge at Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 21
Wednesday, September 16, 2009
6:00 P.M. Closed Session
7:00 P.M. Open Session
Pasadena City College
Creveling Lounge
1570 East Colorado Boulevard, Pasadena, California 91106

AGENDA

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

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

II. CLOSED SESSION

Government Code §54957
Public Employee Discipline, Dismissal, Release (Two employees)
Government Code §54957.6
Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidentials; Management Association); Engeldinger
Government Code §54957
Public Employee Appointment (College President)

III. OPEN SESSION (7:00 p.m.)

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
   The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.

D. ANNOUNCEMENTS

E. APPROVAL OF MINUTES
   Meeting No. 20, Regular Meeting, September 2, 2009

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

G. EDUCATIONAL MASTER PLANNING PROCESS AND LEADERSHIP TRANSITION: PRESENTATION AND DISCUSSION

H. PUBLIC HEARING AND ADOPTION OF THE 2009-2010 FINAL BUDGET: DISCUSSION WITH POSSIBLE ACTION

I. ADOPT RESOLUTION NO. 453 – APPROVE GANN APPROPRIATIONS LIMITS FOR 2009-2010
J. AMENDMENT TO CERTIFICATION OF SIGNATURES: DISCUSSION WITH POSSIBLE ACTION

K. PUBLIC HEARING AND APPROVAL OF CONTRACT FOR 2008-2009 BETWEEN CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 777 (CSEA) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION

L. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 777: DISCUSSION WITH POSSIBLE ACTION

M. ADOPT RESOLUTION NO. 454 TO ESTABLISH FUND 59 – IDENTITY SERVICES: DISCUSSION WITH POSSIBLE ACTION

N. ACCREDITATION UPDATE: DISCUSSION

O. POLICY REVIEW: DISCUSSION WITH POSSIBLE ACTION
   • POLICY NO. 4330, LEARNING ASSISTANCE
   • POLICY NO. 4410, FINANCIAL AID AND SCHOLARSHIPS
   • POLICY NO. 4420, EOP&S

P. PRESIDENT’S REPORT

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

R. FUTURE BOARD MEETING DATES
   Wednesday, October 7, 2009 (Regular Board meeting) – 6:00 p.m.
   Wednesday, October 21, 2009 (Regular Board meeting) – 6:00 p.m.

S. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

2-I Instructional Activity for Health Sciences, October 14-16, 2009

39-B Approve Staff Development Activity
40-B Approve Career and Technical Education Activities
41-B Approve/Ratify/Amend/Renew Contracts
42-B Reporting and Approval of Revolving Fund Reimbursement
43-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
44-B Approve Purchasing Transactions
45-B Approve Change Orders, Measure P Projects – Industrial Technology and Campus Center/Bookstore Buildings
46-B Approve Contract with Chancellor’s Office for Collection of Outstanding Student Obligations
47-B Approve Professional Conference Attendance

30-P Approve/Ratify Stipends for Classified and Unclassified Personnel
31-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2009-2010
32-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
33-P Salary Compensation Factors – Large Group Instruction
34-P Employment of Hourly Credit Teachers and Substitute Teachers, 2009-2010
35-P Employment of Hourly Noncredit Teachers and Substitute Teachers, 2009-2010
36-P Release of Probationary Employees (1)

(CLOSED SESSION)

37-P Employee Discipline (1)

(CLOSED SESSION)

38-P Approve/Ratify Stipends for Academic Personnel
To listen to the full deliberation of the Board, please go to the college website, www.pasadena.edu/board, and click on “Audiocast of Meetings”.

Meeting No. 20
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 20 on Wednesday, September 2, 2009, in Creveling Lounge of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

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

ROLL CALL

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

Administrative Officers in Attendance
Dr. Lisa Sugimoto, Acting President and Vice President, Student and Learning Services
Dr. Richard van Pelt, Interim Vice President, Administrative Services
Dr. Jacqueline Jacobs, Vice President, Instruction
Mr. Lyle K. Engeldinger, Dean, Human Resources
Mrs. Elaine Chapman, Interim Dean, External Relations
Mr. Robert Miller, Interim Dean, Educational Services
Ms. Crystal A. Kollross, Interim 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 Mr. Allen Tsay.
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 6:03 p.m.
II. CLOSED SESSION

Government Code §54957 Public Employee Appointment (College President)

Closed Session was adjourned at 7:41 p.m.

III. OPEN SESSION

Dr. Mann reconvened the Open Session at 7:42 p.m. and reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE
Dr. Rey Castro led the Pledge of Allegiance. Dr. Mann thanked Dr. van Pelt and everyone involved with providing the new Board room and on behalf of the Board thanked the members of the campus community who attended the recent Board of Trustees roundtable sessions.

B. INTRODUCTIONS
There were no introductions.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
Andy Hawgood, a student at PCC, spoke on the availability of classes.

D. ANNOUNCEMENTS
Dr. Mann announced that Agenda Item H has been withdrawn.

Dr. James Bickley, Academic Senate
- Academic Senate will hold the annual executive board retreat September 12th at the Huntington Library 9:30 a.m. -1:30 p.m.

Mr. Lindemann, Classified Senate
- The Classified Senate will hold its retreat on September 11th at the Huntington Library 9:30 a.m. -1:30 p.m.

Mr. Allen Tsay, Associated Students
- The Associated Students retreat was held last weekend.

Dr. Bradbury-Huang, Trustee
- Dr. Bradbury-Huang expressed her appreciation to the campus community for their participation in the recent Board of Trustees roundtable sessions.

Dr. Rey Castro, Trustee
- Councilman Chris Holden, District 3, will be hosting a panel discussion on energy efficiency, green collar jobs and green technology on Saturday October 31, 2009.

Mr. Baum, Trustee
- Mr. Baum thanked the administration, faculty and staff for providing assistance to the students in his district who had to evacuate their homes due to the recent fires.

Mr. Martin, Trustee
- Mr. Martin expressed his appreciation for the new Board room.

E. APPROVAL OF MINUTES
Approval of Minutes of Meeting No. 17, Special Meeting, August 14, 2009

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted by six affirmative votes to approve the Minutes of Meeting No. 17, Special Meeting, held on August 14, 2009. Mr. Martin abstained.

Advisory Vote: Aye
Approval of Minutes of Meeting No. 18, Regular Board Meeting, August 19, 2009
Dr. Rey Castro requested that Agenda Item P, Future Agenda Items, be amended to reflect that she had requested the Basic Skills study session. Dr. Mann suggested that the amendment read “Both Dr. Rey Castro and Mrs. Wells-Miller requested a Basic Skills study session.”

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted by five affirmative votes to approve the Minutes of Meeting No. 18, Regular Board Meeting, as amended, held on August 19, 2009. Mr. Martin and Mr. Baum abstained.
Advisory Vote: Aye

Approval of Minutes of Meeting No. 19, Special Meeting, August 25, 2009

MOTION: ON MOTION OF Dr. Rey Castro and seconded by Mrs. Wells-Miller, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 19, Special Meeting, as amended, held on August 25, 2009. Mr. Abadia abstained
Advisory Vote: Aye

F. APPROVAL OF CONSENT ITEMS
29-B: Ratify Grant Application, Welcome Home: Supporting Educational Success for Adult Re-entry Students
Mr. Thomson acknowledged this is a terrific grant-funded program and it is one that the Board very much supports. Dr. Mann said that receiving this grant would demonstrate the high esteem in which PCC is held by the U.S. Department of Education as Fund for the Improvement of Postsecondary Education (FIPSE) grants are typically awarded to research universities.

32-B: Approve Purchasing Transactions
Mr. Thomson asked about the purchasing transaction for Southern California Gas Company for $360,000 and whether PCC was eligible for and had requested any discounts. Dr. van Pelt replied that PCC has a close working relationship with Southern California Gas Company regarding rates and rebates. The amount of $360,000 represents the annual contract amount for the entire year.

25-P: Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
Dr. Rey Castro acknowledged Edgar Nandkishore, Director, Purchasing Services, who is retiring after 17 years of dedicated service to the College.

MOTION: ON MOTION OF Dr. Rey Castro and seconded by Dr. Bradbury-Huang, the Board voted by a unanimous vote of the seven members present to approve Consent Items 29-B through 38-B; and 25-P through 29-P.
Advisory Vote: Aye

G. BUDGET UPDATE: DISCUSSION WITH POSSIBLE ACTION
Dr. van Pelt presented an update on the budget.

Dr. Rey Castro requested that written materials on the deferrals and cash flow be provided to the Board prior to the Board meetings. She further requested a budget study session as a future agenda item.
H. PUBLIC HEARING AND APPROVAL OF CONTRACT FOR 2008-2009 BETWEEN CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 777 (CSEA) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION
This agenda item was withdrawn.

I. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 777: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted by a unanimous vote of the seven members present to receive and set the public hearing for September 16 regarding the initial bargaining proposal from the Pasadena Area Community College District to the California School Employees Association (CSEA), Chapter 777.
Advisory Vote: Aye

J. AMENDMENT TO CERTIFICATION OF SIGNATURES: DISCUSSION WITH POSSIBLE ACTION

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

K. VISION 2020: PRESENTATION WITH DISCUSSION
Mr. Robert Miller gave a presentation on VISION 2020, the College’s Educational Master Plan development process.

L. TITLE V/TEACHING AND LEARNING CENTER: PRESENTATION WITH DISCUSSION
Dr. Lynn Wright, Coordinator, Basic Skills, and Dr. Brock Klein, Teaching and Learning Center, gave a presentation on the Teaching and Learning Center and its activities.

M. POLICY REVIEW: DISCUSSION WITH POSSIBLE ACTION

- POLICY NO. 4200, ASSESSMENT SERVICES

- POLICY NO. 4300, HEALTH AND PSYCHOLOGICAL SERVICES
Dr. Mann commented that in Item 3 of the Procedures, the word “emergency” should replace the word “emergent”.

- POLICY NO. 4320, DISABLED STUDENTS PROGRAM SERVICES

MOTION: ON MOTION OF Dr. Bradbury-Huang and seconded by Mrs. Wells-Miller, the Board voted by a unanimous vote of the seven members present to approve Policy No. 4200: Assessment Services; Policy No. 4300: Health and Psychological Services; and Policy No. 4320: Disabled Students Program Services.
Advisory Vote: Aye
N. HOW ARE STUDENTS SELECTED FOR ADMISSION TO A CLASS (IF STUDENTS EXCEED NUMBER OF PLACES) – BRADBURY-HUANG: DISCUSSION FOR APPROVAL OF STAFF TIME WITH POSSIBLE ACTION
Dr. Bradbury-Huang explained that she has heard there are different ways in which faculty selected students for admission to classes when the number of students who wish to enroll in the class exceeds the class limit. Dr. Bickley said the Academic Senate favors the first come, first served selection process. Dr. Bradbury-Huang recommended that a report come back to the Board. Dr. Mann said the policy should be fair, transparent and consistent and serve the students.

O. PRESIDENT’S REPORT
- Classes are 105.6 percent filled.
- Dr. Sugimoto thanked the board members who participated in the groundbreaking for the Center for the Arts, the ribbon-cutting for the Industrial Technology Building, the Bookstore and the Campus Center, and Welcome Day held on August 28.
- Dr. Sugimoto thanked the Executive Committee team for disseminating information about the College’s response to the fires over the past weekend.
- Dr. Sugimoto thanked Dr. van Pelt and all those who helped to prepare the remodeled Creveling Lounge for the Board meeting.

P. REPORTS BY SHARED GOVERNANCE REPRESENTATIVES AND MEMBERS OF THE BOARD
Dr. James Bickley, Academic Senate
- Dr. Bickley thanked the Board for inviting the constituent groups to the recent roundtable sessions.
- Enrollment management has long been an issue, will not be easy to resolve and will require campus-wide attention.

Mr. Lindemann, Classified Senate
- The Classified Senate retreat on September 11th will be held at no cost to the District.

Q. FUTURE BOARD MEETING DATES
Wednesday, September 16, 2009 (Creveling Lounge) – Regular Board Meeting – 6:00 p.m.
Wednesday, October 7, 2009 (Creveling Lounge) – Regular Board Meeting – 6:00 p.m.

R. FUTURE AGENDA ITEMS
Dr. Bradbury requested an item on how PCC is preparing for the H1/N1 virus. A written report will be prepared with possible follow-up.

Mrs. Wells Miller requested the following items: televising board meetings; tutoring programs where PCC students tutor PUSD students; partnering with CalTech for the benefit of PCC students; and arming the campus police.

IV. ADJOURNMENT
Dr. Mann adjourned Meeting No. 20 at 9:26 p.m. after a moment of silence for Edward Reyes, a student at Skyline College, who was wounded today following a shooting.
MOTIONS CARRIED AT MEETING NO. 20 – September 2, 2009

1. Approval of the Minutes of Meeting No. 17, Special Meeting, held on August 14, 2009; approval of the Minutes of Meeting no. 18, Regular Board Meeting, as amended, held on August 19, 2009; and approval of the Minutes of Meeting No. 19, Special Meeting, as amended, held on August 25, 2009.

2. Approval of Consent Items 29-B through 38-B; and 25-P through 29-P.

3. Approval to receive and set the public hearing for September 16 regarding the initial bargaining proposal from the Pasadena Area Community College District to the California School Employees Association (CSEA), Chapter 777.

4. Approval of the Amendment to Certification of Signatures.

5. Approval of Policy No. 4200: Assessment Services; Policy No. 4300: Health and Psychological Services; and Policy No. 4320: Disabled Students Program Services.

Submitted by:

Lisa Sugimoto, Acting Secretary
Board of Trustees
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

Public Employee Appointment (College President)

III. OPEN SESSION (7:00 p.m.)

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
   The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda, but members may make a brief comment or ask questions in response to public comments.

D. ANNOUNCEMENTS

E. APPROVAL OF MINUTES
   Meeting No. 17, Special Meeting, August 14, 2009
   Meeting No. 18, Regular Business Meeting, August 19, 2009
   Meeting No. 19, Special Meeting, August 25, 2009

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

G. BUDGET UPDATE: DISCUSSION

H. PUBLIC HEARING AND APPROVAL OF CONTRACT FOR 2008-2009 BETWEEN CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 777 (CSEA) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION

withdrawn

I. RECEIVE AND SET PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 777: DISCUSSION WITH POSSIBLE ACTION

J. AMENDMENT TO CERTIFICATION OF SIGNATURES: DISCUSSION WITH POSSIBLE ACTION
K. VISION 2020: PRESENTATION WITH DISCUSSION

L. TITLE V/TEACHING AND LEARNING CENTER: PRESENTATION WITH DISCUSSION

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N. HOW ARE STUDENTS SELECTED FOR ADMISSION TO A CLASS (IF STUDENTS EXCEED NUMBER OF PLACES) – BRADBURY-HUANG: DISCUSSION FOR APPROVAL OF STAFF TIME WITH POSSIBLE ACTION

O. PRESIDENT’S REPORT

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

Q. FUTURE BOARD MEETING DATES
   Wednesday, September 16, 2009 (Regular Board meeting) – 6:00 p.m.
   Wednesday, October 7, 2009 (Regular Board meeting) – 6:00 p.m.

R. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

29-B Ratify Grant Application, Welcome Home: Supporting Educational Success for Adult Re-entry Students
30-B Reporting and Approval of Revolving Fund Reimbursement
31-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
32-B Approve Purchasing Transactions
33-B Approve/Renew Contracts
34-B Ratify Career and Technical Education Activity
35-B Ratify Approval to Enter into an Agreement with Los Angeles County Office of Education for Use of Software/Personal Computer Products
36-B Approve Extended Learning Presenters
37-B Approve VISION 2020 Activities
38-B Amendment to Consent Item No. 19-B: Approve Purchasing Transactions

25-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
26-P Approve/Ratify Stipends for Academic Personnel
27-P Employment of Hourly Credit Teachers and Substitute Teachers, 2009-2010
28-P Employment of Hourly Noncredit Teachers and Substitute Teachers, 2009-2010
29-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2009-2010
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<td>PUBLIC HEARING AND ADOPTION OF 2009-2010 FINAL BUDGET</td>
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<td>ADOPT RESOLUTION NO. 453 – GANN APPROPRIATIONS LIMITS FOR 2009-2010</td>
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<td>AMENDMENT TO CERTIFICATION OF SIGNATURES</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item H: Public Hearing and Adoption of the 2009-2010 Final Budget

Board Meeting: September 16, 2009

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community District of Los Angeles County, California, conduct a hearing to allow members of the public to make comment on the proposed 2009-2010 Final Budget.

It is further recommended that the Board of Trustees adopt the 2009-2010 Final Budget and authorize its transmittal to the Chancellor's Office, California Community Colleges.

Fiscal Implications: The 2009-2010 Adopted Budget is the operating budget for the District for the 2009-2010 fiscal year.

Background: Title 5 of the California Code of Regulations, §58305 requires that each community college adopt a final budget by September 15 of each year. Based on the authority provided to the System Office by Title 5, §58306, the budget deadline has been extended to October 15, 2009 for all community college districts to adopt their final budgets.
Board Agenda Item 1: Adopt Resolution No. 453 – Approve Gann Appropriations Limits for 2009-2010

Board Meeting: September 16, 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 Resolution No. 453 to approve Gann Appropriations Limits for 2009-2010.

Fiscal Implications: There are no fiscal implications.

Background: Under provisions of Government Code §7910, each year the governing board shall, by resolution, establish its appropriations limit for the subsequent fiscal year. This limit is calculated based on prior appropriations, and modified to reflect inflation and growth. The attached resolution establishes our calculated 2009-2010 appropriations limit in the amount of $191,600,852. Pasadena City College's projected appropriations subject to limitation is $97,106,234.

Submitted and Recommended by: ____________________________
Interim Vice President, Administrative Services

Approved for Submission to the Board of Trustees by: ____________________________
Superintendent/President
RESOLUTION NO. 453

PASADENA AREA COMMUNITY COLLEGE DISTRICT

APPROVE GANN APPROPRIATIONS LIMITS FOR 2009-2010

WHEREAS, the California electorate on November 5, 1979, approved Proposition 4 (Gann Initiative), which added Article XIII to the State Constitution to place various limitations on the fiscal powers of state and local governments; and,

WHEREAS, SB 1352 (Oranks) was enacted by the State Legislature and became effective on January 1, 1981, as Chapter 1205, Statutes of 1980, defining various terms and procedures to be used in establishing the appropriations limit of various agencies such as community college districts;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Pasadena Area Community College District establish an appropriations limit for 2009-2010, under the Gann Initiative in the amount of $191,600,852; and

BE IT FURTHER RESOLVED, that the proposed appropriations for the fiscal year 2009-2010 do not exceed this limit, that supporting documentation has been made available to the public for its review and that any action to set aside or annul this action must be filed with the Secretary of the Governing Board within sixty (60) days of the adoption of this resolution.

Passed and adopted this 16th day of September 2009 by the following vote:

Aye:  
No:  
Abstain:  
Absent:  

Jeanette Mann, President of the Board of Trustees
Pasadena Area Community College District
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item J: Amendment to Certification of Signatures

Board Meeting: September 16, 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 the Certification of Signatures, Board Agenda Item E, December 10, 2008, to authorize the following individual or positions to sign documents on behalf of the District:

1. Sherry Hassan, Director, Business and Purchasing Services, to sign up to, but not to exceed, the amounts specified in Public Contract Code Section 20651.
2. In the extended absence of the Vice President, Administrative Services, Sherry Hassan, Director, Business and Purchasing Services, to sign contracts.

Background: College Districts are required by Sections 72000, 85232, and 85233 of the Education Code to annually certify signatures of the persons authorized to sign documents on behalf of the District.

Approved for Submission to the Board of Trustees by:

Lisa Sugimoto
Superintendent/President
CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633
Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: September 16, 2009 to December 9, 2009

In accordance with governing board approval dated September 16, 2009

Signature

Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1
Signatures of Members of the Governing Board

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If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2
Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

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<td>Sherry Hassan</td>
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<td>Title: Director, Business and Purchasing Services</td>
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Number of Signatures required:

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<tr>
<th>Orders for Salary Payments</th>
<th>Orders for Commercial Payments</th>
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<td>Notices of Employment</td>
<td>Contracts</td>
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</table>

FORM NO. 503-804 Rev. 11-18-2008
Attachment to:
Info. Bul. No. 189
SFS-A33-2008-09
Board Agenda Item K: Public Hearing and Approval of Contract for 2008-2009 Between California School Employees Association, Chapter 777 (CSEA) and the Pasadena Area Community College District

Board Meeting: September 16, 2009

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, conduct a hearing to allow members of the public to make comment on the proposed agreement between the California School Employees Association, Chapter 777, and the Pasadena Area Community College District.

It is further recommended that the Board of Trustees approve the agreement for 2008-2009 between the California School Employees Association, Chapter 777 and the Pasadena Area Community College District.

Fiscal Impact:

2008-2009
Cover increased costs of health and welfare benefits for CSEA 777 employees and their dependents

Est. Cost: $ 64,455

Total Estimated Benefit Cost: $960,000

Step, column, and longevity increases

Est. Cost: $ 37,197

Background: For the California School Employees Association, Chapter 777, this is a one-year contract with the District through June 30, 2009. The agreement was ratified by CSEA 777 on August 11, 2009.

 Submitted and Recommended by:  

 [Signature]
Dean, Human Resources

Approved for Submission to the Board of Trustees by:

 [Signature]
Superintendent/President
TENTATIVE AGREEMENT
Between
Pasadena Area Community College District
And the
California School Employees Association Chapter 777

The Pasadena Area Community College District (PACCD) and the California School Employees Association Chapter 777 (CSEA) tentatively agree to the following for 2008-2009:

Article 8 Wages

The District agrees to regularly scheduled step, column, and longevity increases for eligible CSEA represented District employees.

In the event the bargaining units and unrepresented groups at PACCD receive an across-the-board salary increase or a one-time across-the-board bonus, and/or improvements to those benefits provided under Article 8 of this agreement, the salary schedule set forth in this agreement will be adjusted at the same rate as provided to the other units or groups. The Management Association’s 2008-2009 equity adjustment and the .75 adjustment deferred from 2007-2008 are not considered across-the-board salary increases or one-time across-the board bonuses under this agreement.

Article 24 District Sponsored Insurance Plans and Benefits

The District agrees to pay employee benefit plan premium increases effective October 1, 2008.

Tentative Agreement Dated \(7/8/09\)

Authorized Initials CSEA Chapter 777 (\(\text{in}\)) District \(\text{Lee}\) MJZ

7/8/09
PCC Counter Proposal to CSEA July 24, 2009 Counter Proposal

PCC counter proposes to CSEA's July 24 proposal as follows:

Article IX

PCC will amend the PCC Employee Absence Report to allow employees to record AB 109 (Article XVII.23) absences.

Article XVII

Section 17.9 is amended as follows:

"Should an employee be unable to report for duty for any scheduled shift, it is the employee's obligation to notify Facilities Services, in accordance with Facilities Services procedures, of such absence prior to the beginning of the employee's scheduled shift. Failure to notify Facilities Services as provided in this section shall result in a warning subject to established progressive discipline. If such notification is not provided by the employee within three (3) working days from the onset of such absence it may be considered abandonment of the position and cause for termination, unless failure to notify is due to a catastrophic event or medical emergency."

Tentative Agreement Dated 7/24/09

Authorized Initials: CSEA Chapter 777  District MZ2
August 12, 2009

Dr Perfumo

This is to inform you that a ratification vote was held on August 11, 2009 for our 2008/2009 contract. The tentative agreement for our contract for 2008/2009 was approved by our members. At your earliest convenience please advise me when you will recommend this agreement to our contract for approval to the Board of Trustees.

David Kruse
Chapter President
777
Cc Lyle Engeldinger
Rick van Pelt
Board Agenda Item L: Public Hearing Regarding Initial Bargaining Proposal from the Pasadena Area Community College District to the California School Employees Association (CSEA), Chapter 777

Board Meeting: September 16, 2009

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

Fiscal Impact: The fiscal impact will depend upon the final outcome of negotiations between the California School Employees Association (CSEA), Chapter 777 and representatives of the District.

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

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

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

Approved for Submission to the Board of Trustees by:

Superintendent/President
PROPOSAL
OF THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
TO THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 777
2009-2010

- ARTICLE 8       WAGES
- ARTICLE 24      HEALTH AND WELFARE
- NEW CONTRACT

In addition, the District reserves the right to reopen additional articles, in accord with Article 31, Section 31.2 of the agreement between the CSEA 777 and the District for the 2009-2010 contract year.
Board Agenda Item M: Adopt Resolution No. 454 to Establish Fund 59 – Identity Services

Board Meeting: September 16, 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 Resolution No. 454 to establish Fund 59 – Identity Services.

Fiscal Implications: None.

Background: In 1998, the Campus Police and Safety Department at Pasadena City College implemented a fee-based Live Scan fingerprinting service on campus which offers a walk in service and requires no appointments. These arrangements have provided an attractive option as most other services in the area are by appointment only. This operation has traditionally generated revenue that has been deposited into the District’s General Fund.

Upon further investigation on how to enhance Live Scan operations, it has been recommended that additional services be offered, such as passport photos, notary, etc. Research shows when these types of services are also provided, there is an increase in net revenue. It is anticipated that Fund 59 will generate approximately $424,004 in 2009-10, which will be a sufficient amount to cover expenses and continue to generate revenue for the District.

It is recommended that the Identity Services activities be separated from the General Fund to provide better visibility of costs and benefits to the District.

Submitted and Recommended by: Interim Vice President, Administrative Services

Approved for Submission to the Board of Trustees by: Superintendent/President
RESOLUTION NO. 454

PASADENA AREA COMMUNITY COLLEGE DISTRICT

ESTABLISH FUND 59 – IDENTITY SERVICES

WHEREAS, the Pasadena Area Community College District (the District) wishes to establish an Enterprise Fund to provide services to the community pertaining to identity (live scan fingerprinting, notary, passports, etc.); and

WHEREAS, Enterprise Funds are used to account for an operation when it is the intent of the governing board to operate as a business and to account for its total operating costs (direct and indirect, including depreciation); and

WHEREAS, such costs are financed or recovered primarily through user charges; and

WHEREAS, the Enterprise Fund will be maintained in the county treasury; and

WHEREAS, the Enterprise Fund will be operated by the Police and Safety Department;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Pasadena Area Community College District establish Enterprise Fund 59 – Identity Services.

Passed and adopted this 16th day of September 2009 at a regular meeting of the Governing Board by the following vote:

Aye: _____

No: _____

Abstain: _____

Absent: _____

I certify that the foregoing Resolution was duly introduced, passed and adopted as stated.

Jeanette Mann, President of the Board of Trustees
Pasadena Area Community College District
Accreditation Update
Pasadena Area Community College District
Board of Trustees
Meeting of the Board of Trustees
September 16, 2009

Presentations regarding PCC’s Accreditation status have been made to the following college constituency groups:

College Coordinating Council (8/26/09)
Management team (9/9/09)
Academic Senate (9/14/09)

Presentations to be scheduled:
Classified Senate
Associated Students

Academic division cluster meetings, in consultation with the Vice President of Instruction, have been scheduled throughout October 2009 to review the Accreditation recommendations with faculty and to establish, with faculty input, the consistent data set needed for instructional program preview to address Recommendation #1 which prompted the warning status.

_The team recommends that the college develop a systematic assessment of evaluation methods, i.e., program review and planning process, to determine their effectiveness in improving student learning programs and services and administrative functions. Specifically, the college needs to implement a consistent data set for program review and process improvement._

The Academic Senate Distance Education Committee has taken the lead on Recommendation #3. Sandy Haynes, chair of the Distance Education Committee, and Carole Robinson, Distance Education Specialist will be developing the distance education policies and procedures and writing the Substantive Change Proposal.

_The team recommends that the college establish and implement policies and procedures that define and ensure the quality and integrity of the distance education offerings and make these policies widely available to faculty. The institution must also submit a Substantive Change Proposal to the Commission (IIA.1, IIA.1b)._
Board Agenda Item 0: Approval of District Policies:
4330, Learning Assistance
(recommended by CCC 1/28/09)
4410, Financial Aid and Scholarships
(recommended by CCC 3/25/09)
4420, EOP&S
(recommended by CCC 3/25/09)

Board Meeting: September 16, 2009

Recommendation:

It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policies 4330, Learning Assistance; 4410, Financial Aid and Scholarships; and 4420, EOP&S.

Fiscal Impact: None

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

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
Title: Learning Assistance
Legal Authority: California Education Code Section 70902

It is the policy of the Pasadena Area Community College District that the College shall support student learning, supplement classroom teaching, and improve individual student skills through tutoring, instructional technologies, and other forms of learning assistance.
1. To use Learning Assistance Center services, materials, and/or the student computer network, a student must be admitted to the college and possess a valid student identification card. Rarely, exceptions may be made for members of the community who need examination proctoring for correspondence courses or who wish to consult with the staff.

2. All tutors employed by the Center must have received a written referral from a current member of the college faculty, and shall receive training and guidance on effective tutoring.

3. All students who use Learning Assistance Center services in support of their basic skills or career and technical education credit courses will enroll in a noncredit learning assistance course.

4. All students who use tutoring services in the Learning Assistance Center will enroll in a noncredit supervised tutoring course.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

Title:  Financial Aid and Scholarships
Legal Authority:  Higher Education Act of 1965;
                 20 U.S.C. Sections 1070, et seq; 34 CFR Section 668;
                 Title 5 Sections 58600-58630
Policy No. 4410

It is the policy of the Pasadena Area Community College District that the College shall establish a
financial aid and scholarships program, as part of its long-standing commitment to providing broad access
to higher education opportunities, and in keeping with its desire to recognize excellence in academics or
service— for students, which may include, but is not limited to, scholarships, grants, loans, and work and
employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding
agency, and will incorporate federal, state and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress
standards for participants in Title IV student aid programs.

Approved by the Board of Trustees:  July 21, 1999
1. Financial aid programs at Pasadena City College usually include:
   a. Federal Pell Grant
   b. Federal Supplemental Education Opportunity Grant (FSEOG)
   c. Academic Competitiveness Grant
   d. Federal Work-Study
   e. Federal Perkins Loan
   f. Federal Direct Student Loan
   g. Federal Parent (PLUS) Loan
   h. Nursing Student Loan
   i. Board of Governor’s Fee Waiver
   j. Cal Grants B and C
   k. Extended Opportunity Programs & Services Grant
   l. CARE Grant

2. Financial Aid Application
   a. All applicants for financial aid will be required to complete the Free Application for Federal Student Aid (FAFSA).
   b. Priority deadlines for financial aid applications shall be established annually. The District shall assure that all student applications that are completed and received by the deadline will be treated equitably.
   c. The privacy of all information in the student financial aid file shall be protected. Further, such information may not be released or discussed with anyone except as provided by law.
   d. If requested, students applying for financial aid are required to provide documentation to verify the contents of their financial aid application.

3. Student Eligibility
   a. Eligible students shall have the opportunity to apply for student aid programs. Eligibility includes but is not limited to:
      (1) Being enrolled as a regular student in an eligible program for the purpose of obtaining a degree, certificate, or transfer,
      (2) Having demonstrated financial need, except in the case of unsubsidized federal loans,
      (3) Being a US citizen, national, or eligible non-citizen,
      (4) Having a high school diploma or its recognized equivalent, or passing an approved ability-to-benefit test; or the institution is able to determine that a student has the ability to benefit from postsecondary education if the student satisfactorily completes six credit hours or the equivalent coursework applicable toward a degree or certificate offered by PCC,
      (5) Not being in default on federal student loans or owing a federal grant repayment,
      (6) Being registered with Selective Service,
      (7) Not borrowing in excess of annual or aggregate loan limits,
      (8) Maintaining satisfactory academic progress,
      (9) Compliance with the unique eligibility criteria of private and institutional scholarship programs, if such criteria are not in conflict with federal or state law.
   b. The Pasadena Area Community College District uses the definition of student dependency status as described in law and regulation for purposes of determining student eligibility for financial aid.
c. A date shall be established each term to determine a students’ enrollment status for purposes of student financial aid programs.

4. Satisfactory Academic Progress
The District measures each student’s progress at the end of the academic year. To maintain eligibility, students are required to maintain good academic standing. The requirement for good academic standing are: The District measures each student’s satisfactory academic progress at the end of the academic year. To maintain eligibility for federal and state financial aid, a student must: 1) after one academic year, maintain a 2.0 grade-point average (GPA), 2) satisfactorily complete enrolled units with acceptable grades (A, B, C, D, CR, P, RD), and 3) make progress toward their educational goal within 150% of the program length; i.e., 3 years full-time equivalency.

5. Packaging and Awards
a. Student expense budgets shall be established that include reasonable allowances for the direct and indirect costs of education. Further, the District will assure that the budget parameters fall within authorized limits.

b. Parameters shall be established to assure equity in the awarding of grants, work study and loan funds.

c. When a student receives an outside scholarship or other resources that are specifically for the use in meeting the student’s cost of attendance, the student’s financial aid award shall be readjusted to assure that total resources of the student do not exceed his/her need.

d. Each student shall be provided with a written offer of financial aid.

e. A program of short term (emergency) loans will be provided to assist students with education-related difficulties.

6. Disbursement, Withholding of Aid, and Refunds, Payment Procedures
a. All financial aid checks, with the exception of the Federal Perkins loan and Nursing Student Loan are mailed to eligible students. Checks are mailed to the address on file in the Office of Admissions and Records database. The process to award and disburse the financial aid funds is separated between the Office of Scholarships & Financial Aid and the Office of Fiscal Services.

b. During the fall and spring semesters, financial aid warrants disbursements are scheduled are issued on a monthly bi-monthly basis. The winter and summer inter-session checks are mailed once during to each session.

c. Financial aid warrants will be withheld for cause; however, the District must notify the student that the warrant is available for pick up within 21 days and thereafter, mail the funds or return them to the appropriate program.

d. The Pasadena Area Community College District shall withhold financial aid for any student who is in default on a student loan or who owes a refund on any Title IV grant received at any institution of postsecondary education not meeting federal financial aid eligibility requirements.

e. Tuition payments will be refunded to the financial aid program in accordance with Federal and institutional refund policy.
f. The District will require withdrawing students to reimburse the appropriate Federal or state fund for costs incurred up to the date of withdrawal will perform a calculation to return Title IV (federal) funds if a student completely withdraws. The amount to be returned to the federal program is determined by the percentage of earned aid up to the date of withdrawal. The percentage is calculated for students that withdraw from all courses up to the 60% period in the term. Also, if the student earned sub-standard grades (F, NC, and NP) or a combination of poor grades and withdrawals, the District will calculate earned federal aid for 50% of the term.

7. Federal Work-Study Limitations
   a. Limits are authorized on the number of Federal Work Study placement referrals during a year for a student found to be unsatisfactory by a prior employer.
   b. Limitations are authorized on the number of hours worked weekly by any Federal Work-Study student during periods of enrollment.
   c. Work-Study students cannot displace District employees, including those on strike or impair existing service contracts. Also, off-campus employers (private or non-profit) cannot use work-study students to displace a regular employee.
   d. FWS positions must not involve constructing, operating or maintaining any part of a building used for religious worship or sectarian instruction.

8. Overpayments
   a. An overpayment occurs any time the student receives a payment that’s greater than the amount for which the student is eligible. Most overpayments are due to student error, such as failing to report the spouse's income on the application, or failing to report attendance and financial aid received at a previous college and
      (1) District error, for instance, when a student who isn’t making satisfactory progress is paid. If the District has overpaid a student federal or state financial aid funds, the District will
            (a) adjust the award to reduce the liability to the student or the institution, or
            (b) return the funds to the appropriate program.

9. Cash Management
   In order to participate in the federal and state financial aid programs the District must demonstrate that it is financially responsible. By participating in annual federal program reviews, the District is able to provide to the granting agencies the information necessary to evaluate the financial information in the form of an audited financial statement that also includes a compliance audit.

10. Coordination of Aid
    a. The Assistant Dean of Scholarships and Financial Aid is appointed as the coordinating official to insure that all student aid resources received by a student receiving federal, state, and district funds do not exceed the student's need.
    b. The formation of a college-wide committee is authorized to advise the Financial Aid Office in the formulation of institutional financial aid policies and procedures.
    c. Exceptions to financial aid decisions are authorized and permitted when such exceptions are documented evidence of professional judgment on a case-by-case basis.
It is the policy of the Pasadena Area Community College District that the College shall reach out to members of the community whose access to higher education opportunities is hampered by economic, educational, or other disadvantages. Support services and programs, that are in addition to the traditional student services programs, shall be provided to assist students succeed academically who have language, social, and economic disadvantages to succeed academically in the district.

Extended Opportunity Programs and Services (EOP&S) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President shall assure that EOP&S conforms to all requirements established by the relevant law and regulations.
1. **Purpose:** A state-funded program designed to enable low-income and educationally disadvantaged students to complete their academic goals with the assistance of a combination of financial aid and supportive services. The district will employ a full-time EOP&S director to manage the day to day operation of the program and supervise all staff assigned to EOP&S.

2. Student applicants must complete all information required on the Student Aid Application for California (SAAC) from which a determination is made whether the student will be eligible for EOPS benefits and services. Eligibility is partially determined by the information on the SAAC. Proof of income(s) should be submitted to the Financial Aid Office. The EOP&S director will maintain required documentation of student eligibility in EOP&S student files. The EOP&S director will collaborate with the Director of Management Information Systems to assure that required data on EOP&S students served is submitted to the state Chancellor’s Office on a term by term basis.

3. A grant may be available, if the student is eligible, for an Extended Opportunity Program Grant (EOPG) or from a federally funded grant program called a Pell Grant. The EOP&S director will maintain an advisory committee comprised of college personnel, student representation, local high school and community representation.

4. Two other sources of financial aid which might be selected by the student are the National Direct Student Loan (NDSL) and Guaranteed Student Loan (GSL). Both low-interest loans must be repaid. EOP&S staff will provide outreach and orientation services in collaboration with the offices of Financial Aid and Transfer and Outreach Services to local area high schools and community agencies to familiarize prospective EOP&S students with college programs, services and procedures for admission and enrollment.

5. After students meet the economic and education disadvantaged requirement (identification by EOPS staff), all income-eligible students will be notified of their eligibility for grants and services. The EOP&S director will assure that all EOP&S students upon determination of program eligibility will attend an orientation to program services, review and sign an EOP&S mutual responsibility contract indicating their understanding of student responsibilities for program participation.

6. EOP&S counselors will provide cognitive and non-cognitive assessment, advisement, and counseling services to EOP&S students in conjunction with the development of their student educational plan. EOP&S registration services will be provided to new and continuing EOP&S students.

7. Other services available to EOPS students include academic and personal counseling, outreach activities, transfer assistance, book loans, college readiness, summer guidance class, orientation, financial aid workshop, newsletter, and tutoring. EOP&S counseling services shall include academic, personal and career counseling at the minimal level of three sessions per semester to ensure the retention of EOP&S students and progress towards their educational goals.
8. Students who are selected to participate in the program are required to sign a binding agreement called an EOPS Contract each academic year prior to the receipt of any EOPS services. This agreement specifies the program's sources and the student's responsibilities. EOP&S students shall have access to basic skills instruction through their early registration service and through EOP&S tutorial services in basic skills subjects.

9. EOPS state regulations require that an approved EOPS student have an approved educational plan on file in the EOPS Office. This plan, written by the student and the EOPS counselor, outlines each class completed, or planned while attending PCC. It has the flexibility of dropping and/or adding classes depending upon goals and objectives. The plan is reviewed annually with an EOPS Counselor. EOP&S counselors shall provide Transfer and Career Services to EOP&S students and will collaborate with the Transfer and Outreach Services and Career Services centers to maximize opportunities for EOP&S students.

10. A minimum of 12 units must be maintained each semester for EOPS eligibility. EOP&S students with the highest need will be awarded EOP&S grant aid as funding permits. EOP&S grant aid shall be awarded for the purpose of reducing potential student loan debt or to reduce unmet financial need.

11. Each student must submit a "progress report" in the third week of each semester, signed by the instructor. This form is available in the EOPS Office. Summer session progress reports will be during the second week of the session. Students on probation must submit a second report beginning the ninth week or as often as the EOPS counselor finds necessary. The EOP&S director shall submit an annual EOP&S Program Plan to the State Chancellor's Office following notification of that year's allocation. The college plan, upon approval by the Chancellor, shall constitute a contract between the district and the Chancellor. The program plan shall address EOP&S goals and objectives, the activities to achieve the objectives, an operating budget indicating planned expenditures, district funds supporting the program, the number of students planned to be served and the results achieved in the prior year.

12. The EOP&S director shall participate annually in an evaluation of the effectiveness of the program which shall be conducted by the Chancellor. The annual evaluation may include on-site operational reviews, audits, and measurements of student success in achieving their educational objectives.
CONSENT ITEM TITLE:  
Instructional Activity for Health Sciences,  
October 14 – 16, 2009

Board Meeting Date:  September 16, 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 Activity:

October 14, 15, and 16, 2009 – Dental Programs' accreditation site team visit. Anticipated expenses are for breakfast and lunch for three days, for 10 member site team, advisory board members, and campus personnel. Cost not to exceed $1000 to be charged to Cost Center 01-5210-1305,1306,1307-0000 (Dental Assisting, Dental Hygiene, Dental Lab Technology).

FISCAL IMPLICATIONS:  Funds for this purpose are budgeted in the 2009-2010 Health Sciences budget in the cost centers indicated.

BACKGROUND:  Accreditation for the dental programs occurs on a seven year cycle.

Submitted by:  
Lorraine Gagliardi, Co-Director  
Health Sciences division

Recommended for Approval:  
Jacqueline Jacobs  
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
CONSENT ITEM TITLE: Approve Staff Development Activity

Board Meeting Date: September 16, 2009

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

Approve

September 29, 2009 – Flex Day at PCC. Anticipated expenses not-to-exceed $3,300.00 for materials, rentals, supplies, duplicating, printing and breakfast for approximately 1,100 participants. Cost Center: 01-5210-5302-0000, District Staff Development

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

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

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Career and Technical Education Activities

Board Meeting Date: September 16, 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 Career and Technical Education activities listed below:

Approve

September 29, 2009 – Networking Event for local outreach leaders from industry, higher education, scientific institutions, and community organizations, location to be determined, to provide opportunities to build partnerships, and develop contacts with local private and public organizations. Anticipated expenses not-to-exceed $800.00 for assistants, supplies and refreshments for approximately 60 participants. Cost Center: 03-5210-5124-0000, Workforce Innovation Partnership

October 8, 2009 – June 30, 2010 – Biotechnology Center Advisory Meetings at PCC and various community locations, to develop strategies for providing education and training to students and incumbent workers in the biotechnology field. Anticipated expenses not-to-exceed $500.00 for materials and refreshments for approximately 10 attendees per meeting.

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

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

Submitted by:

Director, Business Services

Recommends for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approve/Ratify/Amend/Renew Contracts

Board Meeting Date: September 16, 2009

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

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

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

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

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<td>B-97615-0</td>
<td>Ophidion, Inc.</td>
<td>No cost to District</td>
<td>To provide internship site for Biological Technology Program students 9/17/09 until terminated</td>
<td>Natural Sciences</td>
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<td><strong>Ratify</strong></td>
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<tr>
<td>B-97613-0</td>
<td>Prime Healthcare/San Dimas Community Hospital</td>
<td>No cost to District</td>
<td>To provide use of facilities for clinical experience for Nursing students 8/01/09 until terminated</td>
<td>Health Sciences Division</td>
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<td><strong>Amend</strong></td>
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<tr>
<td>B-97118-8</td>
<td>Kleinfelder</td>
<td>N/A</td>
<td>To extend term of agreement from 6/30/09 to 12/31/09 for additional inspection services to closeout documentation with DSA</td>
<td>M/P Industrial Technologies Building and Campus Center</td>
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<td><strong>Renew</strong></td>
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<td>B-96338-5</td>
<td>XAP Corporation</td>
<td>$11,038.00</td>
<td>To provide for online electronic admission application system (CCC Apply) for the California Community College System 7/01/09 thru 6/30/10</td>
<td>Management Information Services 3500-0000</td>
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<td>B-97177-8</td>
<td>Dr. Christina Christie</td>
<td>$15,000.00</td>
<td>To provide evaluation services for National Science Foundation grant pursuant to grant requirements 10/01/09 thru 9/30/10</td>
<td>Academic Support 5242-0000</td>
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<td>C-2901-8</td>
<td>Jack Schulman Construction Company, Inc.</td>
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<td>To provide pool cleaning and maintenance 10/17/09 thru 10/16/10</td>
<td>Facilities Trades 3702-0000</td>
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Consent Item No. 41-B September 16, 2009
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: September 16, 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 $6,179.76.

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

<table>
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<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
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<tr>
<td>08-17-09</td>
<td>17415291</td>
<td>$2,854.36</td>
</tr>
<tr>
<td>08-20-09</td>
<td>17421492</td>
<td>1,909.55</td>
</tr>
<tr>
<td>08-27-09</td>
<td>17437969</td>
<td>1,415.85</td>
</tr>
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<td>$6,179.76</td>
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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.

Submitted by:
Odessa Walker
Director, Fiscal Services

Recommended for Approval:
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
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<tr>
<td>8/17/2009</td>
<td>17415291</td>
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<td>ASB refunds</td>
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<td>Health fee refunds</td>
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<td>Parking refunds</td>
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: September 16, 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 $56,225.48.

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

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<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
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<th>Item</th>
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<td>Mileage</td>
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<td>$56,225.48</td>
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</table>

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

Submitted by:

[Signature]
Director, Fiscal Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE: Approve Purchasing Transactions

Board Meeting Date: September 16, 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 P10-00466 through P10-00564.

FISCAL IMPLICATIONS: Funds for this purpose will be provided in the 2009-2010 Adopted 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.

Recommended for Approval:
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Total Fund</th>
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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.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
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<td>P10-00548</td>
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<td>P10-00558</td>
<td>AIRGAS DUARTE</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>CAREER &amp; TECHNICAL EDU</td>
<td>03</td>
<td>2,732.78</td>
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<tr>
<td>P10-00561</td>
<td>SIGMA-ALDRICH, INC.</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>NATURAL SCIENCE</td>
<td>01</td>
<td>3,887.93</td>
</tr>
<tr>
<td>P10-00562</td>
<td>SIGMA-ALDRICH, INC.</td>
<td>LABORATORY/BEAUTY SUP.</td>
<td>NATURAL SCIENCE</td>
<td>01</td>
<td>1,577.67</td>
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<tr>
<td>P10-00563</td>
<td>* FRAZZE PAINT &amp; WALLCOVERING</td>
<td>PAINT AND SUP.</td>
<td>FACILITIES</td>
<td>01</td>
<td>759.18</td>
</tr>
<tr>
<td>P10-00564</td>
<td>* PCC BOOKSTORE</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>LANGUAGES DIVISION</td>
<td>01</td>
<td>548.75</td>
</tr>
</tbody>
</table>

2,585,404.61

* Indicates Vendor is located within the Pasadena Area Community College.

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

Consent Item No. 44-B  
September 16, 2009  

## CHANGE ORDERS  
$500 OR MORE

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Inc/Dec</th>
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<tbody>
<tr>
<td>P10-00151</td>
<td>ACOUSTICAL MATERIAL SERVICES</td>
<td>Increase PO per Dept.</td>
<td>Facilities</td>
<td>42</td>
<td>5,000.00</td>
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<tr>
<td>P10-00479</td>
<td>PASADENA MUNICIPAL SERVICES</td>
<td>Decrease PO per Dept.</td>
<td>Facilities</td>
<td>01</td>
<td>-250,000.00</td>
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</tbody>
</table>
CONSENT ITEM TITLE:
Approve Change Orders, Measure P Projects
Industrial Technology and Campus Center/Bookstore
Buildings

Board Meeting Date: September 16, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Orders number Fifty-Seven (57) through Fifty-Nine (59) to Douglas E. Barnhart, Inc. for Contract Number C2899-8, Measure P Industrial Technology (IT) and Campus Center/Bookstore (CCB) Buildings. As part of the agreement between Barnhart and the District, change orders may be related to the contract, labor, equipment and/or materials.

Change Order #57: Add to install a mortar bed at the treads of stair #1 and at the landing to make the existing stair #1 code compliant in terms of rise and run. The amount for this change order is Seven Thousand Four Hundred Twenty-Eight Dollars ($7,428.00).

Add to reinstall pipe insulation on the roof as directed by District employees to complete the energy management systems controls. The amount for this change order is One Thousand Six Hundred Eighty-Seven Dollars ($1,687.00).

Add to install power to a garbage disposal that was not originally provided in the bid documents. The amount for this change order is Four Hundred Fifty-Seven Dollars ($457.00).

Add to remove audio and electrical material under stair #1 to repurpose the space from an abandoned electrical closet into a storage area. The amount for this change order is Four Hundred Ninety Dollars ($490.00).

Clarification to the Contract: The Northwest Parking Lot 1 will consist of 3" of asphalt over 7" of base in lieu of 4" over 6". This change is consistent with the soil's report recommendation for the parking lot construction.

Add to install two junction boxes to accommodate future lighting and controls of a planned honor wall. The amount for this change order is Six Hundred Ninety-One Dollars ($691.00).

The combined total amount of Change Order #57 is Ten Thousand Seven Hundred Fifty-Three Dollars ($10,573.00).

Change Order #58: Add to reprogram a smoke detector in the breezeway of Industrial Technologies as requested by the State Fire Marshal. The amount for this change order is One Thousand Three Hundred Nine Dollars ($1,309.00).

Add to install carpet in lieu of specified material in Room IT200. The amount for this change order is Seven Hundred Sixty-Six Dollars ($766.00).

Add to lower a previously placed ceiling tile grid to accommodate lighting devices that conflicted with previously placed ventilation ducting. The amount for this change order is Eight Hundred Eighty-Seven Dollars ($887.00).
Add for required smoke detector modifications to communicate with fire activated roll down doors due to the District's change of fire alarm systems done under a previous change order. The amount for this change order is Nine Hundred Nineteen Dollars ($919.00).

Clarification to the Contract: Specified landscaping allowance was utilized to modify the plant materials to the campus standard throughout the project.

Deduct for 960 linear feet of tennis court fence screen. The amount for this change order is a deduction of Eleven Thousand Eight Hundred Seventy-Eight Dollars (-$11,878.00).

The combined total amount of Change Order #58 is a deduction of Seven Thousand Nine Hundred Ninety-Seven Dollars (-$7,997.00).

Change Order #59: Add to raise existing exhaust fan platform pads due to a replacement of the existing Campus Center roof. The amount for this change order is Three Thousand Nine Hundred Forty-One Dollars ($3,941.00).

Add to prepare existing window openings that were damaged during abatement. Abatement occurred under a separate contract. The openings need to be prepared to receive new storefront. The amount for this change order is Nineteen Thousand Eight Hundred Sixty-Eight Dollars ($19,868.00).

Add to install Nelson studs added to tube steel along the bridge from Parking Lot 1 to the campus. This change was required to clarify which steel members required Nelson studs. The amount for this change order is Two Thousand One Hundred Forty-Five Dollars ($2,145.00).

Add to extend an existing retaining wall at Parking Lot 1 up to the new finish grade level to retain the additional grade in lot 1. The amount for this change order is Fifteen Thousand Five Hundred Ninety Dollars ($15,590.00).

Add to install roof flashing, jacks and umbrellas per roofing manufacturer's recommendation to extend the life of the new roof. The amount for this change order is Thirty-Two Thousand One Hundred Ninety-Nine Dollars ($32,199.00).

Add to remove grid tiles that prevented accessibility to fire alarm devices in the Campus Center at the District's request. The amount for this change order is Two Thousand Seven Hundred Thirty-Four Dollars ($2,734.00).

Add to provide temporary power to run the District marquis signage. This work was not required in the contract documents. The amount for this change order is Seven Hundred Sixteen Dollars ($716.00).

The combined total amount of Change Order #59 is Seventy-Seven Thousand One Hundred Ninety-Three Dollars ($77,193.00).

**FISCAL IMPLICATIONS:** The total amount of these Change Orders is Seventy-Nine Thousand Nine Hundred Forty-Nine Dollars ($79,949.00). Funds for this purpose will be provided in the 2009-2010 Adopted District Budget in the following cost centers shown:

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

**BACKGROUND:** Periodic change orders to the original construction contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the construction contract up to ten percent (10%) of the original contract amount. On September 5, 2007, the Board awarded Bid 865 to Douglas E. Barnhart, Inc. and authorized the issuance of Contract Number C-2899-8.
<table>
<thead>
<tr>
<th>Co #</th>
<th>Date</th>
<th>Description</th>
<th>C.O. Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>04/23/08</td>
<td>Add to replace details #8 on sheet 56.01 structural steel drawings.</td>
<td>$ 2,279</td>
<td>4,422,990</td>
</tr>
<tr>
<td>02</td>
<td>04/23/08</td>
<td>Add to delete demolished scope of work previously performed.</td>
<td>$ 29,320</td>
<td>4,393,670</td>
</tr>
<tr>
<td>03</td>
<td>04/23/08</td>
<td>Add for additional grading and compaction for removal of footings.</td>
<td>$ 16,000</td>
<td>4,375,670</td>
</tr>
<tr>
<td>04</td>
<td>04/23/08</td>
<td>Add for structural seismic reinforcement to existing columns.</td>
<td>$ 163,765</td>
<td>4,211,905</td>
</tr>
<tr>
<td>05</td>
<td>05/22/08</td>
<td>Deduct the value of work performed by District.</td>
<td>(14,370)</td>
<td>4,226,275</td>
</tr>
<tr>
<td>06</td>
<td>05/22/08</td>
<td>Add concrete grade beam and steel supports.</td>
<td>$ 9,879</td>
<td>4,216,396</td>
</tr>
<tr>
<td>07</td>
<td>05/22/08</td>
<td>Add for installation/replacement of fire suppression system.</td>
<td>$ 44,477</td>
<td>4,171,919</td>
</tr>
<tr>
<td>08</td>
<td>05/22/08</td>
<td>Add for installation of sheet metal and copper tubing.</td>
<td>$ 21,139</td>
<td>4,144,780</td>
</tr>
<tr>
<td>09</td>
<td>06/04/08</td>
<td>Add for relocation of HVAC duct paths.</td>
<td>$ 3,573</td>
<td>4,141,207</td>
</tr>
<tr>
<td>10</td>
<td>07/10/08</td>
<td>Add for removal/replacement of metal deck and lose concrete.</td>
<td>$ 79,552</td>
<td>4,061,655</td>
</tr>
<tr>
<td>11</td>
<td>08/20/08</td>
<td>Add for furring of wall surface to achieve uniform finish.</td>
<td>$ 91,314</td>
<td>3,970,341</td>
</tr>
<tr>
<td>12</td>
<td>08/20/08</td>
<td>Add for removal/replacement of HVAC ducting and diffusers; also demolish/finish Campus Center rooms.</td>
<td>$ 65,015</td>
<td>3,905,326</td>
</tr>
<tr>
<td>13</td>
<td>09/17/08</td>
<td>Add for demolition of existing suspended ceiling grid system and existing terrazzo flooring; for repair of existing holes through floor decks.</td>
<td>$ 30,064</td>
<td>3,875,262</td>
</tr>
<tr>
<td>14</td>
<td>11/05/08</td>
<td>Add for demolition of plaster and ceiling removal; for changing wall tile to be set in mortar; also demolish/replace existing corner partitions and wood handrails.</td>
<td>$ 38,863</td>
<td>3,836,399</td>
</tr>
<tr>
<td>15</td>
<td>11/05/08</td>
<td>Add for a fire rated shaftwall; for changing fire extinguisher cabinet installations; also reroute existing storm drain piping.</td>
<td>$ 21,249</td>
<td>3,815,150</td>
</tr>
<tr>
<td>16</td>
<td>11/05/08</td>
<td>Add for purchase of 2,520 linear feet of Thermacor Process Chill-Therm piping system, materials only.</td>
<td>$ 138,006</td>
<td>3,677,144</td>
</tr>
<tr>
<td>17</td>
<td>11/05/08</td>
<td>Add for installation, testing, flushing, cleaning and sterilization of chilled water piping in conjunction with change order #16.</td>
<td>$ 506,340</td>
<td>3,170,804</td>
</tr>
<tr>
<td>18</td>
<td>11/05/08</td>
<td>Add for installation of new concrete wall, elevated slab and concrete curbs; for added HVAC, plumbing, framing and concrete work.</td>
<td>$ 41,806</td>
<td>3,128,998</td>
</tr>
<tr>
<td>19</td>
<td>11/05/08</td>
<td>Add for installation of a new plumbing saddle and piping; also provide fire rated protection to existing structural truss; for purchase/installation of hot water control valves. Deduct redundant conduit and receptacles associated with clock systems.</td>
<td>$ 15,490</td>
<td>3,113,508</td>
</tr>
<tr>
<td>20</td>
<td>11/05/08</td>
<td>Add to modify roof pipe support installation; also relocate existing storm drain piping; for conduit modification to accommodate CAT 6A cabling; also remove/replace existing exhaust fan.</td>
<td>$ 57,704</td>
<td>3,055,804</td>
</tr>
<tr>
<td>21</td>
<td>11/05/08</td>
<td>Add to remove/replace existing storm drain piping; also modify flooring, HVAC, and ceiling grid. Deduct all structured cabling.</td>
<td>(13,180)</td>
<td>3,068,984</td>
</tr>
<tr>
<td>22</td>
<td>11/05/08</td>
<td>Add for installation of four floor sinks; also demolish to enlarge staff dining area; for conduit, wire and monitor module. Deduct architectural fees for Contractor requested restroom design changes.</td>
<td>$ 4,808</td>
<td>3,064,176</td>
</tr>
<tr>
<td>23</td>
<td>11/05/08</td>
<td>Deduct redundant starters and switches from the motor control panel. Add for upgraded class 1 rated exterior air compressor.</td>
<td>$ 7,859</td>
<td>3,056,317</td>
</tr>
<tr>
<td>24</td>
<td>11/05/08</td>
<td>Add to provide five additional electrical feeders, five circuit breakers, three new electric panels, two transformers, three combo starters, four disconnects and other ancillary electrical support items. Deduct pinning of lock cores; also redundant conduit and receptacles associated with clock systems. Add 22 centrally controlled classroom clocks including wiring, with mounting brackets; also for materials/installation of drains, piping and trap primers.</td>
<td>$ 172,910</td>
<td>2,883,407</td>
</tr>
<tr>
<td>25</td>
<td>12/10/08</td>
<td>Add to remove and replace soffits and linear diffusers, for demolition work to remove plaster around an existing main kitchen hood, for revised light fixtures, power and data for added remodeling scope of multi-function room. Deduct pinning lock cores.</td>
<td>$ 303,095</td>
<td>2,580,312</td>
</tr>
<tr>
<td>CO #</td>
<td>DATE</td>
<td>DESCRIPTION</td>
<td>C.O. AMOUNT</td>
<td>BALANCE</td>
</tr>
<tr>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>26</td>
<td>12/10/08</td>
<td>Add to upgrade energy efficiency rating of the existing Campus Center roof with new R-11 insulation and roof crickets, for additional demolition work required to prepare area to receive shotcrete overlay, to substitute 1/2&quot; tube steel in lieu of 1/4&quot; in order to avoid possible deformation of radius forming intended for the steel, to cut caisson stirrups to allow steel inserts in the rebar cage, to provide additional saw cutting for new door #130-C, to provide an access way to sub-basement and utility spaces, to remove an existing pipe that had been abandoned in place and conflict with the placement of new footings.</td>
<td>$ 135,230</td>
<td>$ 2,445,082</td>
</tr>
<tr>
<td>27</td>
<td>12/10/08</td>
<td>Add to replace existing leaking gate valve with new ball valve, to change waterless urinals to low flow type per Campus standard, to provide drywall furring to rooms; E203, 233 and 234, to relocate data and electrical locations per issued field sketch, and a plaster finish to existing brick veneer rooms: E-103, 106, and 112.</td>
<td>$ 33,398</td>
<td>$ 2,411,684</td>
</tr>
<tr>
<td>28</td>
<td>01/21/09</td>
<td>Add for an additional footing required to accommodate a block out for an elevator jack. Deduct the installation of an automobile exhaust system. Add to provide power to motorized roll-up doors, to expedite work for installation of new chilled water piping system, to relocate fire plumbing lines that conflicted with the placement of new chilled water piping, to change waterless urinals to low flow type per campus standard and for revised duct support details for the dust exhaust hood.</td>
<td>$ 201,374</td>
<td>$ 2,210,310</td>
</tr>
<tr>
<td>29</td>
<td>01/21/09</td>
<td>Add for revised light fixtures, power and data for added remodeling scope of staff dining and Circadian conference room spaces.</td>
<td>$ 156,503</td>
<td>$ 2,053,807</td>
</tr>
<tr>
<td>30</td>
<td>01/21/09</td>
<td>Add for modifications to the southwest corner of the second floor in the Campus Center Building to accommodate an Emergency Response Center, and to relocate ductwork to avoid conflict with ceiling and lighting modifications.</td>
<td>$ 131,862</td>
<td>$ 1,921,945</td>
</tr>
<tr>
<td>31</td>
<td>01/21/09</td>
<td>Add for electrical modifications to prototype room to accommodate new instructional equipment, to revise electrical switchgear based on Short Circuit Study requirements, and for electrical infrastructure from the campus feed to point of connection five feet outside of the Campus Center, Industrial Technologies and Bookstore Buildings.</td>
<td>$ 361,119</td>
<td>$ 1,560,826</td>
</tr>
<tr>
<td>32</td>
<td>02/18/09</td>
<td>Add for modification of deck rebar at wall connection at grid line 19. Deduct from contract material, labor and installation of plastic laminate casework in rooms 101, 102, 103 and 115 of the Auto Shop. Add to install a three-inch direct-burial plastic gas line from the District's existing tunnel to gas meter location at the W- Building. Add to change glazing to &quot;Oldcastle Grey&quot; 2000 glazing in lieu of specified glazing.</td>
<td>$ 25,182</td>
<td>$ 1,535,644</td>
</tr>
<tr>
<td>33</td>
<td>02/18/09</td>
<td>Add for demolition of existing dishwashing room counters and sink. Add a new 3-compartment sink in lieu of existing 2-compartment sink. Add for additional demolition work of roofing materials in the Campus Center. Add additional hardware due to modified door hardware schedule. Add to fill and level depressed kitchen floor slab where old freezers were demolished. Add for revised door openings in the Campus Center.</td>
<td>$ 29,948</td>
<td>$ 1,505,696</td>
</tr>
<tr>
<td>34</td>
<td>02/04/09</td>
<td>Deduct for quarry tile in room #136, dishwashing room, existing terrazzo flooring to remain. Add for raising three existing exhaust fan curbs on the roof of the Campus Center due to new roof insulation. Add for providing colored concrete paving per the campus standard in lieu of vehicular pavers. Add to change glazing to &quot;Oldcastle Grey&quot; 2000 in lieu of specified glazing.</td>
<td>(3,589)</td>
<td>$ 1,509,285</td>
</tr>
<tr>
<td>35</td>
<td>02/18/09</td>
<td>Add for material and installation of rebar dowels to attach new grade beam to existing concrete slab. Add to relocate power and pathways for future camera locations. Add for miscellaneous lighting plan changes. Add for new gas piping and regulators to supply gas to the Campus Center Building Boilers, not included in original scope of work/contract. Add for soffit bracing at the connection to the storefront windows due to varying and undeterminable ceiling heights.</td>
<td>$ 82,929</td>
<td>$ 1,426,356</td>
</tr>
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</tr>
<tr>
<td>36</td>
<td>02/18/09</td>
<td>Add for relocation of an access ladder at the roof of the Campus Center Building due to a conflict with the HVAC ducting. Deduct for using an alternative vapor guard in lieu of specified product. Deduct for the four teller window covers and one transaction drawer that were not required by user. Add to replace ductwork for a new fume hood that was purchased in a previous change order.</td>
<td>$ 78,411</td>
<td>$ 1,347,945</td>
</tr>
<tr>
<td>37</td>
<td>04/01/09</td>
<td>Add for additional scope for doors, hardware, ceiling systems, flooring, drywall and millwork to the staff dining and Circadian spaces. Add for field survey work caused by the unforeseen condition of the caisson footings discovered under the old Bookstore J Building during demolition. Add for adjusting existing concrete roof curbs to maintain an 8&quot; minimum clearance required for the new roofing system. Add to remove the existing lightweight concrete roof cervices that were damaged during the asbestos abatement of the roof prior to the contract starting.</td>
<td>$ 73,377</td>
<td>$ 1,274,568</td>
</tr>
<tr>
<td>38</td>
<td>04/01/09</td>
<td>Add for work associated with providing a dumbwaiter in the Bookstore Building to allow cash transactions to be sent directly from the Bookstore up to the bank. Add for substituting &quot;Silent Knight&quot; brand fire alarm system for &quot;Notifier&quot; brand in the CCB. &quot;Silent Knight&quot; is the campus standard alarm system and was not specified at the time of bid.</td>
<td>$ 48,173</td>
<td>$ 1,226,395</td>
</tr>
<tr>
<td>39</td>
<td>04/01/09</td>
<td>Add for 200' of 6&quot; galvanized rigid conduit which will be used as a sleeve for the new gas line which runs from the existing Boiler House to the west side of the W Building. Deduct for the settlement value for the flatness results of the first floor slab on grade concrete and for the second level lightweight concrete deck. Add for substituting &quot;Silent Knight&quot; brand fire alarm system for &quot;Notifier&quot; brand in the ITB. &quot;Silent Knight&quot; is the campus standard alarm system and was not specified at the time of bid. Add for additional chilled water pipe fittings necessary to traverse the intersection of Tennis Hill and Alumni Drive.</td>
<td>$ 44,479</td>
<td>$ 1,181,916</td>
</tr>
<tr>
<td>40</td>
<td>05/06/09</td>
<td>Add to install additional audio visual support systems to accommodate media presentations at meetings and events held in the Campus Center multi-function room. Add to install aluminum cladding over the existing concrete cross-beaces at three skylights in the Campus Center. Deduct for installation of automatic door openers that had been erroneously specified twice in the bid documents. Deduct for water piping to an existing mop sink that already has piping running to it. Add to install power and control conduits for the clock tower.</td>
<td>$ 30,486</td>
<td>$ 1,151,430</td>
</tr>
<tr>
<td>41</td>
<td>05/06/09</td>
<td>Add to install stainless steel wall cladding under the grilling section hood located in the kitchen servary. Add to repair and replace existing irrigation lines damaged during construction and were not noted on construction drawings or on any as-built records. Add to repair and replace existing storm drain lines damaged during construction and were not noted on construction drawings or on any as-built records. Add to revise power and data supply to campus police dispatch room to accommodate new equipment requirements. Add to install conduit, wiring, and two light fixtures in an existing corridor where a ceiling height conflict existed.</td>
<td>$ 13,798</td>
<td>$ 1,137,632</td>
</tr>
<tr>
<td>42</td>
<td>05/06/09</td>
<td>Deduct for installation of storm drain lateral for elevator sump pit drain which was in original bid documents but is not required by code. Add to raise height of an existing passage way from a non-code height to 8'-6&quot;. Add to install drywall to cover exposed steel studs above open soffits in student dining area. Add to install a 3&quot; emergency gas shut-off valve in the kitchen that was not originally in the bid documents. Add to install a 2&quot; emergency gas shut-off valve in the kitchen that was not originally in the bid documents.</td>
<td>$ 40,463</td>
<td>$ 1,097,169</td>
</tr>
</tbody>
</table>
### Change Order Recap

<table>
<thead>
<tr>
<th>CO #</th>
<th>DATE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>43</td>
<td>05/20/09</td>
<td>Add to reconcile the difference between the Change Order credit cost and the actual cost of work done under Board approved Change Order #22. The Change Order included a credit for architectural services that split the cost between the District and the Contractor to modify restroom drawings. Deduct to eliminate motion sensors for doors 101C and 210 due to a duplication of the same work by two different sub-contractors. Add for drywall to provide a smooth finish to existing concrete columns. Add to extend stainless steel work surface of a three-compartment sink to the full length of the wall. Add to replace, relocate and change the elevation of 15 existing roof drains.</td>
<td>$ 13,894</td>
<td>$ 1,083,275</td>
</tr>
<tr>
<td>44</td>
<td>05/20/09</td>
<td>Add to raise an existing storm drain above the soffit line in the multifunction room. Add to float the depressed floor of the refrigerator and freezer areas in the kitchen up to finished floor level in preparation to receive the new tile flooring. Add to raise an existing catch basin not in the scope of work at the east side of the Campus Center Building to meet the new finished grade. Add for power and light fixtures for the renovated built-in display cases in the Campus Center main lobby area. Add to furr out existing walls of stairwell #2 of the Campus Center to provide a more uniform finish.</td>
<td>$ 20,971</td>
<td>$ 1,062,304</td>
</tr>
<tr>
<td>45</td>
<td>05/20/09</td>
<td>Deduct for custom vinyl graphics in student dining area and Bookstores. Add for one ceiling grid mounted light fixture in room 122 that was not in the original bid. Add for two kitchen sink faucets and three waste drains that were not in the original bid. Add for a plaster finish to a concrete wall in the student dining area of the Campus Center to have a more uniform finish.</td>
<td>(9,444)</td>
<td>$ 1,071,748</td>
</tr>
<tr>
<td>46</td>
<td>05/20/09</td>
<td>Add for a different type of tennis court light controller which will last longer than the one specified. Deduct for a type &quot;O&quot; light fixture. Deduct for 1,885 s.f. of pedestrian sidewalk west of tennis courts. Add to provide a concrete curb for an electrical equipment pad for room 127 that was not in the original bid. Add to provide survey offsets to place added electrical vaults. Add to provide quick-disconnect valves for compressed air lines throughout the building that were not in the original scope of work.</td>
<td>(5,740)</td>
<td>$ 1,077,488</td>
</tr>
<tr>
<td>47</td>
<td>05/20/09</td>
<td>Add to install one 100 amp three-phase fusible disconnect switch in the elevator machine room in lieu of the shunt trip breaker which will be installed in the distribution panel instead. Deduct to install all surface mounted raceways within the building except for rooms 227 and 105. Add to relocate previously installed electrical panel so that it faces the classroom and not the office space. Add to reroute mechanical lines that could not go through a concrete shear wall as shown on the plans. Add to provide a stainless steel basket weave finish for the elevator cab walls in lieu of the specified plastic panels.</td>
<td>(6,000)</td>
<td>$ 1,083,488</td>
</tr>
<tr>
<td>48</td>
<td>05/20/09</td>
<td>Add for four &quot;Verdin&quot; brand clock mechanisms and faces for the clock tower that were not in the original bid.</td>
<td>$ 50,000</td>
<td>$ 1,033,488</td>
</tr>
<tr>
<td>49</td>
<td>07/01/09</td>
<td>Add to install a new roll-up door at the Campus Police service counter. This door had been previously installed as an open grill type. Add to close up an existing roof vent in the multipurpose room that was not addressed in the original scope of work. Add to relocate a previously installed air supply duct that could not be connected thru the designated pathway. Add to replace two specified four foot long and two three foot long linear diffusers due to a conflict with the specified lighting system.</td>
<td>$ 10,879</td>
<td>$ 1,022,609</td>
</tr>
<tr>
<td>50</td>
<td>07/01/09</td>
<td>Add to install a structural channel beam to strengthen an existing opening as directed by the DSA field representative. Add to install a dimmable lighting system the presentation and conference spaces of the Campus Center Building. Add to install a sheet metal flashing expansion joint where the first floor roof of the Campus Center connects to the second floor roof. Add to demolish an existing parapet coping on the high roof of the Campus Center Building in order to insulate and re-roof.</td>
<td>$ 26,181</td>
<td>$ 996,428</td>
</tr>
<tr>
<td>CO #</td>
<td>DATE</td>
<td>DESCRIPTION</td>
<td>C.O. AMOUNT</td>
<td>BALANCE</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>51</td>
<td>07/01/09</td>
<td>Add to provide additional waterproofing at the retaining wall that separates the building from the tennis courts to the west. Add to modify the specified dust collector that conflicted with ceiling heights in the building. Deduct for not providing a 2&quot; layer of sand base under the concrete tennis courts. The sand base was not required. Add to modify the connection of the exterior canopies to the building in order to provide a preferred connection in lieu of the exposed steel brace connection in the building.</td>
<td>$ 14,262</td>
<td>$ 982,166</td>
</tr>
<tr>
<td>52</td>
<td>07/01/09</td>
<td>Add to demolish and replace an existing curb along Tennis Hill Dr. due to field conditions that were not addressed in the original scope of work. Add to install additional rebar in the concrete wall at the North and south sides of door #105 C to provide additional reinforcing. Change to Contract to revise the room numbering and associated signage to be consistent with the District's room numbering system. Add to install cabinet back-splashes and the deletion of three linear feet of casework. Add to install two additional light fixtures in the covered exterior, outside of the Technical Storage area. Deduct for the installation of two surface mounted power raceways. Add to connect the pre-wired furniture as required.</td>
<td>$ 1,454</td>
<td>$ 980,712</td>
</tr>
<tr>
<td>53</td>
<td>08/19/09</td>
<td>Add to install a sample box that will be attached to a 1000-gallon sand/oil interceptor. This item was not included in the original contract. Add to relocate unknown pre-existing storm drain and sewer lines that were in the path of new chilled water lines. Add to install underground gas line from the existing W Building to the new IT Building which was not included in the original bid. Add to install new chilled water lines to IT Building. The original bid did not provide for final connection of chilled water lines beyond five feet outside of the building perimeter. Add to demolish existing curb wall in order to build handicapped access ramp which was not reflected on site plan for demolition.</td>
<td>$ 59,754</td>
<td>$ 920,958</td>
</tr>
<tr>
<td>54</td>
<td>08/19/09</td>
<td>Add to cut holes to allow for easier concrete pour which was congested by rebar on second floor deck of IT Building. Add to install 19 sheet metal mechanical pad covers on IT Building roof to protect the roof warranty. Add to install steel channel jambs and headers to support the overhead roll-up doors that were not included in bid documents.</td>
<td>$ 27,378</td>
<td>$ 893,580</td>
</tr>
<tr>
<td>55</td>
<td>08/19/09</td>
<td>Add to install R-19 insulation under new steel decking to west side second floor roof of the Campus Center Building. Add to cut a section of second floor decking to accommodate new dumbwaiter which passes between the Bank and Bookstore. Add to install housekeeping pads under electrical equipment in rooms 112 and 143 that were not included in the original contract. Clarification to contract for tack boards identified in the specifications that were not included in the construction plans and are not intended to be installed in the project. Clarifications to contract for field conditions due to roof replacement which required modifications to the roof drainage system.</td>
<td>$ 23,410</td>
<td>$ 870,170</td>
</tr>
<tr>
<td>56</td>
<td>08/19/09</td>
<td>Add to apply black paint to underside of roof decking, structural members, conduit, and mechanical ducting in room E-203 which was not included in the original contract. Deduct for audio visual components specified for E-132 and add to install audio visual components in room E-203, 233 and 104 of Campus Center Building. Add to install water piping to boiler on the roof of Campus Center Building which was not included in the original contract. Add to install power to specified motorized roll-up doors which was specified in the contract but no circuity was designated.</td>
<td>$ (4,620)</td>
<td>$ 874,790</td>
</tr>
</tbody>
</table>
### Change Order Recap

**ITB & CC/B Projects**  
**Change Order Record**  
**Douglas E. Barnhart, Inc.**

<table>
<thead>
<tr>
<th>CO #</th>
<th>Date</th>
<th>Description</th>
<th>C.O. Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>09/16/09</td>
<td><strong>Add to install cement mortar in order to create a level surface for the Campus Center Stair #1 treads to make all treads the same height and compliant with code. Add to reinstall previously placed pipe insulation on Campus Center roof. Insulation was removed for access by the District's controls sub-contractor. Add to provide power for garbage disposal in the food preparation room in the Campus Center second floor. Add to remove the abandoned audio and electrical materials in a closet under the Campus Center Stair #1. Clarification to Contract: Northwest Parking Lot 1 shall have 3&quot; of asphalt over 7&quot; of base in lieu of the specified 4&quot; over 6&quot;. Add to install two junction boxes to accommodate future lighting controls for the future &quot;Retiree Wall&quot; in the Circadian.</strong></td>
<td>$10,753</td>
<td>$864,037</td>
</tr>
<tr>
<td>58</td>
<td>09/16/09</td>
<td><strong>Add to reprogram smoke detector in the breezeway of the Industrial Technologies Building. This smoke detector was added by the Fire Marshal. Add to install carpet in lieu of the specified material in room 200 of the Industrial Technologies Building. Add to lower a previously placed ceiling tile grid to accommodate lighting devices that conflicted with previously placed ventilation ducting in the industrial Technologies Building. Add to modify a smoke detector required to communicate with fire activated roll-up doors in the Industrial Technologies Building. Clarification to Contract: The specified contract allowance was utilized to modify the plant materials to Campus standard throughout the project. Deduct for installation of 960 linear feet of tennis court fence screening material.</strong></td>
<td>$(7,997)</td>
<td>$872,034</td>
</tr>
<tr>
<td>59</td>
<td>09/16/09</td>
<td><strong>Add to raise existing exhaust fan platform pads at the Campus Center due to replacement of existing roof. Add to prepare existing window openings damaged during abatement. The abatement occurred under a separate contract. Add to install Nelson studs to tube steel along the Campus Center bridge from Lot 1. Add to extend existing retaining wall at east side of Parking Lot 1 up to new finish grade. Add to install roof flashing, roof jacks and roof umbrellas for the Campus Center per roofing manufacturer's recommendation. Add to remove ceiling grid tiles that were preventing access to fire alarm devices in the Campus Center. Add to provide temporary power to run the District's marquis sign. This work was not required by the contract documents.</strong></td>
<td>$77,193</td>
<td>$794,841</td>
</tr>
</tbody>
</table>

**Value of Executed Change Orders:** $3,630,428  
**Contract Amount with Executed Change Orders:** $47,949,476  
**Remaining Project Contingency:** $794,841  
**Percentage of Impact by Change Orders to Overall Contract:** 7.57%
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: September 16, 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 Interim Vice President for Administrative Services to enter into and execute a contract with the Chancellor’s Office, State of California, to participate in the Chancellor’s Office Tax Offset Program (COTOP) and authorize payment. The term of the contract shall be from October 1, 2009 through December 20, 2010, which, as defined by the Franchise Tax Board, is the end of the 2009 interagency program processing year.

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

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

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

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

To date, this program has resulted in a net return to the District of $295,954.98 through June 30, 2009.

Submitted by:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:  
Approve Professional Conference Attendance

Board Meeting Date: September 16, 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: Jeanette Mann, Consuelo Rey Castro
LOCATION: 2009 Association of Community College Trustees Annual Leadership Congress San Francisco, CA
DATES: October 7 – 10, 2009*
PURPOSE: To serve on panel as presenters on building board effectiveness, development, and accountability through protocols and norms.
CHARGES: $2,558.00 each
COST CENTER: 01-5210-4100-0000, Board of Trustees
RECOMMENDED BY: Dr. Lisa Sugimoto
*October 6, 2009 additional travel day.

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

BACKGROUND: There were originally four proposed presenters on the panel: The President, Dr. Mann, Dr. Rey Castro and Mr. Martin. In order to assist in reducing the conference costs, Mr. Martin volunteered not to attend and the Board decided that the President would not attend. This resulted in the conference costs being reduced by half. Drs. Mann and Rey Castro will be the two board members attending and giving the presentation.

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 College President.

Submitted by:

Sherry Press
Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

Board Meeting Date: September 16, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the stipends for the persons listed below for the fiscal year 2009-10.

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonafede, Jonathan Marc</td>
<td>2,500.00</td>
<td>Assistant Water Polo Coach 9/17/09 – 6/30/10 (Kinesiology, Health &amp; Athletics)</td>
</tr>
<tr>
<td>Ellis, Jesse</td>
<td>6,000.00</td>
<td>Assistant Men's Basketball Coach 9/17/09 – 3/17/10 (Kinesiology, Health &amp; Athletics)</td>
</tr>
<tr>
<td>Tillman, Beverly</td>
<td>8,740.00</td>
<td>Coordinating after hours tutoring while enhancing MESA* MAS* NSF* support services for 2009-2010 9/2/09 – 6/18/10 (Academic Support)</td>
</tr>
</tbody>
</table>

*MESA Mathematics, Engineering, Science Achievement
*MAS Mathematics and Science
*NSF National Science Foundation

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:

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 Academic Employees, 2009-2010

Board Meeting Date: September 16, 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, 2009-2010.

<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>Norheim, Neiel</td>
<td>B-6</td>
<td>100% - 5 months</td>
<td>08/31/09 – 12/18/09</td>
</tr>
<tr>
<td>Temporary Instructor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering and Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transaction within budget limits.

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

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

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

Board Meeting Date: September 16, 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><strong>EMPLOYMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morales, Juan Carlos</td>
<td>52F</td>
<td>100% - 4 mo</td>
<td>09/01/09-12/31/09</td>
</tr>
<tr>
<td>MESA Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MESA – Academic Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funded position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presley, Mary</td>
<td>43B</td>
<td>100% - 4 mo.</td>
<td>09/05/09-12/31/09</td>
</tr>
<tr>
<td>Learning Assistance Center Assistant III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Division/Writing Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funded position</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AMEND Board Report 25-P

<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>Stiggers, Lesley</td>
<td></td>
<td>FMLA leave</td>
<td>08/29/09-08/27/09</td>
</tr>
<tr>
<td>Custodian</td>
<td></td>
<td></td>
<td>08/12/09-08/27/09</td>
</tr>
<tr>
<td>Facilities Services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transactions within budget limits

Submitted by:

Office of Human Resources

Recommended for Approval:

[Signature]
Dean, Human Resources

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Salary Compensation Factors—Large Group Instruction

Board Meeting Date: September 16, 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 agreement with the Pasadena City College Faculty Association, Article 5.6.2, that the following named employee(s) be assigned salary compensation factors as noted for the fall semester 2009:

| INSTRUCTOR     | DIVISION               | LOAD RATIO | SECTION
|----------------|------------------------|------------|---------
| Kiotas, A. Julie | Social Sciences        | 1.018      | 2684 (ITV) |
| Price, Paul     | Social Sciences        | 1.018      | 2882 (ITV) |
| Shockro, Ellen  | Social Sciences        | 1.018      | 1904 (ITV) |
| Uranga, David   | Social Sciences        | 1.018      | 3579 (ITV) |
| Foster, W. Rod  | Visual Arts/Media Studies | 1.054    | 0852, 1007, 2419 |
| Futtner, Joseph | Visual Arts/Media Studies | 1.036  | 0083, 0084 |
| Hallinger, Jane | Visual Arts/Media Studies | 1.036  | 2644, 3584 |
| Haynes, Sandra  | Visual Arts/Media Studies | 1.018  | 0085 |

It is further recommended that the following named instructor(s) be paid an amount equal to the hourly summer intersession rate times the number of hours listed each week in ADDITION to the regular compensation for teaching hourly classes during the fall semester 2009:

| INSTRUCTOR       | DIVISION               | ADDITIONAL HOURS/WEEK | SECTION
|------------------|------------------------|-----------------------|---------
| Dabelow, Kathryn | Social Sciences        | 1                     | 1128 (ITV) |
| Forman, Kurt     | Social Sciences        | 1                     | 0451 (ITV) |
| Yamauchi, Kent   | Social Sciences        | 1                     | 2092 (ITV) |
| Desmarais, James | Visual Arts/Media Studies | 1                  | 2413 |
| Foster, W. Rod   | Visual Arts/Media Studies | 1                  | 1008 |
| Keast, Brent     | Visual Arts/Media Studies | 1                  | 3335 |

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

BACKGROUND: In conformance with the current agreement with the Pasadena City College Faculty Association, Article 5.6.2.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment of Hourly Credit Teachers and Substitute Teachers, 2009-2010

Board Meeting Date: September 16, 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 approved for 2009-2010. 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 established procedures and to adjust overload rate for contract instructors pursuant to the current labor agreement.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Godinez, Robert</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Kinesiology, Health and Athletics</td>
</tr>
<tr>
<td>Pavlovitch, Marion T</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>33</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Reyes, Marita</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>2</td>
<td>Social 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: 

Superintendent/President

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

CONSENT ITEM TITLE:
Employment of Hourly Noncredit Teachers and Substitute Teachers, 2009-2010

Board Meeting Date: September 16, 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 person listed below to be employed as a temporary teacher of noncredit classes in her respective major and/or minor at her respective hourly rate derived from the academic hourly salary schedule for teachers of noncredit classes approved for 2009-2010. 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 and to adjust overload rate for contract instructors pursuant to the current labor agreement.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>CLASS</th>
<th>STEP</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arcos, Carrie</td>
<td>Adjunct Faculty</td>
<td>NM</td>
<td>1</td>
<td>Community Education Center</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:

Office of Human Resources

Recommended for Approval:  

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Dean, Human Resources

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

CONSENT ITEM TITLE:  
Approve/Ratify Stipends for Academic Personnel

Board Meeting Date: September 16, 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 person listed below to be employed in a special project as listed, approved for the College year 2009-2010. The length of time of the employment and the assignment shall be determined by College need.

<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gagliardi, Lori</td>
<td>5,000.00</td>
<td>Technical Preparation Education Grant—assist in Tech Prep activities; coordination of Articulation Day; refresh/renew existing articulation agreements with local high schools and ROPs for 2009-2010; assist in the development of curriculum and other grant activities; serve as a liaison between the community and the Tech Prep Consortium, 09-01-09 to 06-30-10</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:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President