NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, October 7, 2009

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

MEETING NO. 22

REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 22, 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.
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 §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidentials; Management Association); Engeldinger
Government Code §54957 Appointment of a Public Employee (Interim President)
Government Code §54957 Appointment of a Public Employee (Interim Vice President of Student and Learning Services)

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. 21, Regular Meeting, September 16, 2009

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

G. AGREEMENT FOR EMPLOYMENT AS PRESIDENT: DISCUSSION WITH POSSIBLE ACTION

H. SELECTION OF THE COLLEGE PRESIDENT: DISCUSSION WITH POSSIBLE ACTION
   a. Bylaw #1690 – “Selection of the College President”
   b. Review of previous search process
   c. Possible search firms
I. PUBLIC HEARING AND APPROVAL OF CONTRACT FOR 2008-2009 BETWEEN THE PASADENA CITY COLLEGE POLICE OFFICER’S ASSOCIATION (POA) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION

J. APPOINTMENT TO MEASURE P CITIZENS' OVERSIGHT COMMITTEE: DISCUSSION WITH POSSIBLE ACTION

K. MEDIA BROADCASTING OF BOARD MEETINGS – THOMSON: DISCUSSION FOR APPROVAL OF STAFF TIME WITH POSSIBLE ACTION

L. STUDY SESSIONS: DISCUSSION WITH POSSIBLE ACTION

M. FINANCIAL AID AT PCC: PRESENTATION WITH DISCUSSION

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

O. PRESIDENT'S REPORT

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

Q. FUTURE BOARD MEETING DATES
   Wednesday, October 21, 2009 (Regular Board meeting) – 6:00 p.m.
   Wednesday, November 4, 2009 (Regular Board meeting) – 12:00 noon

R. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

1-S Approval of Student Travel – ASPCC Executive Board to CCCSAA Conference Sacramento, CA, October 16-18, 2009

2-S Approval of Student Travel – PCC Model United Nations Team and Political Club, Las Vegas, NV, November 20-24, 2009

3-I Approval of Instructional Trip for Speech 5A and 5B, April 3-11, 2010

4-I Approval of Instructional Trip for NSF MaS Grant Students, October 15-18, 2009

48-B Approve Purchasing Transactions

49-B Reporting and Approval of Revolving Fund Reimbursement

50-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation

51-B Budget Augmentation

52-B Approve/Ratify/Amend Contracts

53-B Ratify Career and Technical Education Activity

54-B Approve/Ratify Professional Conference Attendance

55-B Receive and Reject Claim: Jiewei Dai

56-B Ratify Mileage Authorization

57-B Amendment to Consent Item No. 2-B, Approval of Organizations for Membership, 2009-2010 Fiscal Year

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

40-P Salary Compensation Factors – Large Group Instruction

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

42-P Approve/Ratify Stipends for Academic Personnel

43-P Employment of Hourly Credit Teachers and Substitute Teachers, 2009-2010

44-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2009-2010
Meeting No. 21

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 21 on Wednesday, September 16, 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 (arrived at 6:03 p.m.)
Mr. Geoffrey L. Baum (arrived at 6:04 p.m.)
Mr. William Thomson
Mr. John Martin (arrived at 6:04 p.m.)
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 Mr. Edward Martinez.
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 6:02 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; Confidential; Management Association);
Engeldinger

Government Code §54957
Public Employee Appointment (College President)

Closed Session was adjourned at 7:44 p.m.

III. OPEN SESSION

Dr. Mann reconvened the Open Session at 7:46 p.m. and reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE

Dr. Jacobs led the Pledge of Allegiance.

B. INTRODUCTIONS

There were no introductions.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

David Krause, Facilities Services, President of CSEA, Chapter 777 requested to know when the retirement incentive program would begin. Nolan Pack, Chair of the Associated Students Sustainability Committee, spoke about the upcoming Green California Community College Summit scheduled for October 6-7, 2009.

D. ANNOUNCEMENTS

This Agenda Item was incorporated with Agenda Item Q.

E. APPROVAL OF MINUTES

Approval of Minutes of Meeting No. 20, Regular Board Meeting, September 2, 2009

Mr. Thomson pointed out a correction on page 5 of the Minutes. Agenda Item R should read “Dr. Bradbury-Huang”.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted by a unanimous vote of the seven members present to approve the Minutes of Meeting No. 20, Regular Board Meeting, as amended, held on September 2, 2009.

Advisory Vote: Aye

F. APPROVAL OF CONSENT ITEMS

41-B: Approve/Ratify/Amend/Renew Contracts

Mr. Thomson asked about contract number C-2901-8 for the Jack Schulman Construction Company, Inc. for $54,387.01 and questioned whether revenue streams from the use of the pool have been pursued. Mr. Thomson asked for a written report.

Dr. Rey Castro asked about contract number B-96338-5 for the XAP Corporation and asked if this was a continuation of an existing service. Dr. Sugimoto replied in the affirmative and added that it is a statewide application program which checks that PCC is the institution the students plan to attend. There is a separate online registration process. Dr. Rey Castro requested information on the enrollment process. Follow-up was requested for further discussion.

44-B: Approve Purchasing Transactions

Mr. Thomson asked about the purchasing transactions for Pasadena Municipal Services for $1,700,000 and $260,000 and whether PCC was eligible for and had
requested any discounts. Dr. van Pelt replied that these amounts are for electric and water, respectively, for the entire year. The change order of minus $250,000 represents the rollover and rebate due to the efficient use of energy. When PCC reduces its usage, Pasadena Municipal Services partners with the College in providing better rates and rebates. Dr. Rey Castro asked about the contract term. Dr. Van Pelt responded that the term is July 1, 2009 through June 30, 2010.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted by a unanimous vote of the seven members present to approve Consent Items 2-I; 39-B through 47-B; and 30-P through 38-P.
Advisory Vote: Aye

G. EDUCATIONAL MASTER PLANNING PROCESS AND LEADERSHIP TRANSITION: PRESENTATION AND DISCUSSION
Dr. Daniel Iacofano, with the master planning consulting firm MIG, Inc. provided a report to the Board on the educational master planning process and responded to questions.

Mr. Thomson mentioned Dr. Iacofano's previous consulting experience with the City of Pasadena.

H. PUBLIC HEARING AND ADOPTION OF THE 2009-2010 FINAL BUDGET: DISCUSSION WITH POSSIBLE ACTION
Dr. van Pelt presented a report and update on the final budget that was recommended to the Board for adoption.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Mr. Martin, the Board voted by a unanimous vote of the seven members present to approve the adoption of the 2009-2010 Final Budget.
Advisory Vote: Aye

Mr. Baum requested a written report of the cuts made to the budget compared to what the Board had requested. Dr. Mann requested a written report on the effect of the budget cuts on student access.

I. ADOPT RESOLUTION NO. 453 – APPROVE GANN APPROPRIATIONS LIMITS FOR 2009-2010

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted by a unanimous vote of the seven members present to approve the adoption of Resolution No. 453, Approve Gann Appropriations Limits for 2009-2010.
Advisory Vote: Aye

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

MOTION: ON MOTION OF Mr. Baum and seconded by Mr. Thomson, the Board voted by a unanimous vote of the seven members present to approve the Amendment to Certification of Signatures.
Advisory Vote: Aye
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
Dr. Mann opened the hearing. Since no one wished to address the Board on the item, the hearing was closed.

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Rey Castro, the Board voted by a unanimous vote of the seven members present to approve the Contract for 2008-2009 between California School Employees Association, Chapter 777 (CSEA) and the Pasadena Area Community College District.
Advisory Vote: Aye

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

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

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Rey Castro, the Board voted by a unanimous vote of the seven members present to approve the adoption of Resolution No. 454 to Establish Fund 59 – Identity Services.
Advisory Vote: Aye

N. ACCREDITATION UPDATE: DISCUSSION
Ms. Crystal Kollross provided a brief update on Accreditation.

O. POLICY REVIEW: DISCUSSION WITH POSSIBLE ACTION

- POLICY NO. 4330, LEARNING ASSISTANCE
- POLICY NO. 4410, FINANCIAL AID AND SCHOLARSHIPS
- POLICY NO. 4420, EOP&S

Due to time constraints, this Agenda Item will be heard at a future Board meeting.

P. PRESIDENT’S REPORT
- The EXCEL Summer Bridge First Year Experience Program which comes out of the Teaching and Learning Center will be recognized for their programs by Examples Excellencia, a national initiative to accelerate Latino students' success in higher education.
- The Public Relations Department placed in the top three in all categories in the National Council of Marketing and Public Relations District 6 Medallion Awards. Four items were submitted: the Campus Report, student success banners, Football Media Guide program and Women's Basketball Media Guide.
Q. REPORTS BY SHARED GOVERNANCE REPRESENTATIVES AND MEMBERS OF THE BOARD

Ms. Ellen Ligons, Management Association
- The LAV/Orange County Workforce Development leaders will be meeting in Creveling Lounge on September 17.

Mr. Edward Martinez, Academic Senate
- The Academic Senate held its annual retreat on September 12.
- The first Senate Board meeting was held on September 14.
- The issue of arming of the campus police will be coming before the Academic Senate Board. A process for faculty input will be developed on this issue.

Mr. John Lindemann, Classified Senate
- The Classified Senate held its retreat on September 11 at the Huntington Library.
- The statewide Classified Senate held a teleconference on September 11 and 12. Debra Cantarero was sworn in as a statewide Senate representative.
- Letitia Velez and Debra Cantarero attended the Academic Senate retreat on September 12.

Mr. Allen Tsay, Associated Students
- The Associated Students will have a booth at the Green California Community College Summit on October 6-7.
- There was great student involvement in the Welcome Day Club Week activities.

Mr. Thomson, Trustee
- Saturday, September 19, at 7:00 p.m., the UCLA vs. Kansas State football game will be held at the Rose Bowl. He announced that he had tickets available to other Board members.

Dr. Bradbury-Huang, Trustee
- Attended several community meetings where there have been very positive comments made about PCC.
- Expressed her appreciation for the update on the H1N1 virus.
- Supported the interest of the Associated Students in their sustainability efforts.

Mr. Mann, Trustee
- Announced that as a result of the recent roundtable sessions, the Board will make a brief announcement at each Board meeting as to any progress made in the process of selecting a new president.

Dr. Rey Castro, Trustee
- Attended the NAACP benefit dinner at the Pasadena Hilton. PCC was very well represented with two tables of faculty, staff, administrators and trustees.

Mr. Baum, Trustee
- Announced that PCC won the football game against Compton on September 12, 53-0.
- Purchased a women's basketball championship ring.
- Encouraged PCC to apply for federal stimulus funds; the federal stimulus matrix was distributed at the recent Board of Governors meeting.
- Announced that the Legislature passed AB 386 (audiovisual materials must comply with equal access laws) and AB 669 (students who are wards of the state and residents of California may apply to college with no waiting period).

Mr. Martin, Trustee
- Thanked Juan Gutierrez, Director, Public Relations, for communicating with CalTrans in order to relocate the sign on the 210 Freeway that announces the upcoming exit at Hill Street for Pasadena City College.
R. FUTURE BOARD MEETING DATES

   Wednesday, October 7, 2009 (Creveling Lounge) – Regular Board Meeting – 6:00 p.m.
   Wednesday, October 21, 2009 (Community Education Center) – Regular Board Meeting – 6:00 p.m.

S. FUTURE AGENDA ITEMS

   Dr. Rey Castro requested an item on the registration process and how to give priority to local students.

   Mrs. Wells-Miller and Mr. Thomson requested an item on broadcasting Board meetings.

   After a short break, Dr. Mann adjourned the Board to Closed Session at 9:55 p.m.

   Closed Session was adjourned at 11:05 p.m.

   Dr. Mann reconvened the Open Session at 11:06 p.m. and reported that there was an action taken in Closed Session. Dr. Lisa Sugimoto has been appointed Interim President, with a 5-2 vote [affirmative votes: Baum, Bradbury-Huang, Martin, Thomson, Wells-Miller; negative votes: Mann, Rey Castro].

IV. ADJOURNMENT

   Dr. Mann adjourned Meeting No. 21 at 11:08 p.m.
MOTIONS CARRIED AT MEETING NO. 21 – September 16, 2009

1. Approval of the Minutes of Meeting No. 20, Regular Board Meeting, as amended, held on September 2, 2009.

2. Approval of Consent Items 2-I; 39-B through 47-B; and 30-P through 38-P.

3. Approval to adopt the 2009-2010 Final Budget.

4. Approval to adopt Resolution No. 453 – Approve Gann Appropriations Limits for 2009-2010.

5. Approval of the Amendment to Certification of Signatures.

6. Approval of the Contract for 2008-2009 between California School Employees Association, Chapter 777 (CSEA) and the Pasadena Area Community College District.

7. Approval to adopt Resolution No. 454 to Establish Fund 59 – Identity Services.

Submitted by:

Lisa Sugimoto, Interim Secretary
Board of Trustees
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
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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
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In the case of a vacancy for the president of the college, the Board of Trustees shall establish a search process to fill the vacancy that is fair, open and complies with relevant regulations. The process which is the sole responsibility of the Board, shall comply with the following guidelines:

1. The Board of Trustees shall select the College President.

2. The Board President, in consultation with the Board of Trustees, may appoint an ad-hoc committee of Board members for the purpose of coordinating the logistics of the search.

3. If necessary, the Board of Trustees may appoint an Interim College President during the search for a permanent College President.

4. All discussions and actions of the Board of Trustees regarding the process to be used in selecting the College President shall occur in an open meeting of the Board.

5. The Board of Trustees will seek input from the campus community and/or the general community regarding desirable characteristics to seek in a College President.

6. The Board of Trustees will approve the job description for the College President and any promotional materials announcing the availability of the position.

7. The Board of Trustees may engage the service of a consultant to assist with the selection process.

8. The Board of Trustees may use a first level screening committee, to assist in evaluating the pool of candidates. If there is a first level committee, the Board of Trustees will determine the number and composition of the committee, the process to be used by the committee, as well as how many candidates the committee will forward to the Board.

9. The Board of Trustees may choose to interview any candidate in the applicant pool.

10. The Board of Trustees, or designee, will conduct the background check on the final candidate(s), including onsite visits.

11. The Board of Trustees may discuss the final candidate(s) in closed session under Section 54957 of the Brown Act (Public Employee Appointment: College President).

12. The Board of Trustees will vote on the appointment of the College President in an open meeting of the Board.

Approved by the Board of Trustees: February 29, 2008
1. The Board of Trustees shall select the College President.

2. The Board of Trustees may appoint an ad-hoc committee of Board members for purposes of coordinating the logistics of the search.

3. If necessary, the Board of Trustees may appoint an Interim College President during the search for a permanent College President.

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February 8, 2007
PASADENA AREA COMMUNITY COLLEGE DISTRICT
COMPOSITION OF FIRST LEVEL COMMITTEE
POSITION OF COLLEGE PRESIDENT

Board Area 1 Community Representative
Board Area 2 Community Representative
Board Area 3 Community Representative
Board Area 4 Community Representative
Board Area 5 Community Representative
Board Area 6 Community Representative
Board Area 7 Community Representative

Academic Senate Representative
Academic Senate / CTA Representative
Classified Senate Representative
Classified Senate Representative
Management Association Representative
Executive Committee Representative
Student Trustee
Associated Students' Representative

Search Consultant: Non-Voting Chair / Facilitator
Dean, Human Resources: Equal Employment Opportunity Representative

TOTAL COMMITTEE: 15 Members
CAMPUS REPRESENTATIVES: 8 Members
COMMUNITY REPRESENTATIVES: 7 Members

NON-VOTING CHAIR / FACILITATOR: 1
NON-VOTING EEO REPRESENTATIVE: 1
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<td>San Bernardino CCD</td>
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<td>Chaffey College</td>
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Board Agenda Item I: Public Hearing and Approval of Contract for 2008-2009 Between the Pasadena City College Police Officer’s Association (POA) and the Pasadena Area Community College District

Board Meeting: October 7, 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 Pasadena City College Police Officer’s Association, and the Pasadena Area Community College District.

It is further recommended that the Board of Trustees approve the agreement for 2008-2009 between the Pasadena City College Police Officer’s Association and the Pasadena Area Community College District.

Fiscal Impact:

- Cover increased costs of health and welfare benefits for POA employees and their dependents
  - Total Estimated Benefit Cost: $167,440

- Step, column, and longevity increases
  - Est. Cost: $8,582

Background: For the Pasadena City College Police Officer’s Association, this is a three-year contract with the District through June 30, 2011, with reopening negotiations in 2009-2010 and 2010-2011. The agreement was ratified by POA on July 1, 2009.

Submitted and Recommended by: Approved for Submission to the Board of Trustees by:

[Signature]
Dean, Human Resources

[Signature]
Interim Superintendent/President
TENTATIVE AGREEMENT
BETWEEN
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND
PASADENA CITY COLLEGE POLICE OFFICER'S ASSOCIATION

The Pasadena Area Community College District (District) and the Pasadena City College Police Officer's Association (POA) agree, subject to District and POA ratification, to the following:

Article 8 Wages

The District agrees to regularly scheduled step, column, and longevity wage increases for eligible District employees represented by the POA bargaining unit.

Article 16 Vacation Accrual Cap Rates

The District agrees to provide eligible District employees represented by the POA bargaining unit the same vacation accrual cap rates provided CSEA 777 represented District employees.

Article 25 Health and Welfare

Monthly health and welfare premium increases will be paid by the District for eligible District employees represented by the POA bargaining unit.

Article 33 Term

This agreement shall be effective July 1, 2008 and shall expire and otherwise be fully terminated at 12:00 midnight on June 30, 2011.

The terms of this agreement shall be a three (3) year contract with reopener negotiations in 2009/10 and 2010/11 for wages and benefits and up to three (3) additional reopeners for each party to the agreement for each remaining year(s) of the agreement. The re-opener negotiations will commence at a mutually agreeable time between the District and POA. In the event either party hereto desires to negotiate the provisions of a successor agreement, such party shall serve upon the other, during the period of March 1, 2010 to March 31, 2010 its written request to commence negotiations.
The District agrees during 2009/10 to negotiate POA items listed on the attached document.

**Contract**

The District and POA agree to establish the District and POA contract by August 30, 2009.

This tentative agreement is effective June 22, 2009.

**AUTHORIZED INITIALS**

DISTRICT: [Signature]

POA: [Signature]

Attachment
Dear Lyle,

This letter services as notice that on July 1, 2009 the Pasadena City College Police Officers Association has ratified the tentative agreement made on June 22, 2009 with the Pasadena Area Community College District.

Sincerely,

[Signature]

Peter V. Benson
Vice President
Pasadena City College
Police Officers Association
Board Agenda Item J: Appointment to Measure P Citizens’ Oversight Committee

Board Meeting: October 7, 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 appointment of a new member to the Measure P Citizens’ Oversight Committee for 2009-10.

Fiscal Implications: None

Background: Education Code §15278 specifies that a Citizens’ Oversight Committee be formed if a district passes a bond measure under the guidelines of Proposition 39. On April 17, 2002, the Board of Trustees adopted the “Measure P Citizens’ Oversight Committee Structure and Responsibilities” statement, which specifies the number and term of members. The attached slate of nominees is in compliance with the “Structure and Responsibilities” statement.

Approved for Submission to the Board of Trustees by:

[Signature]
Interim Superintendent/President
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<th>Nominee</th>
<th>Term</th>
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<tr>
<td>Local Business Organization</td>
<td>David Jacobs</td>
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<td>Senior Citizens’ Organization</td>
<td>Angie Mont-O’Brien</td>
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<tr>
<td>Bona Fide Taxpayers’ Organization</td>
<td>Warren L. Weber</td>
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<td>Active PTSA or PCC Foundation</td>
<td>Roberta M. Moon</td>
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<td>Laura Olhasso</td>
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<td>Trustee Area #2 (J. Mann)</td>
<td>Larry H. Fugal</td>
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<td>Trustee Area #3 (C. Rey Castro)</td>
<td><strong>Charles Nelson</strong></td>
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<td>Trustee Area #4 (W. Thomson)</td>
<td>Rita Eishout</td>
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<td>Trustee Area #5 (H. Bradbury-Huang)</td>
<td>Annie S. Yu</td>
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<td>Trustee Area #6 (J. Martin)</td>
<td>Jay Lammers</td>
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<td>Trustee Area #7 (B. Wells-Miller)</td>
<td>George Fasching</td>
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The PCC Student Aid

Process

Board of Trustees
Pasadena Area Community College District

October 7, 2009
Core Ideology and Values of the PCC Student Aid Process

- Core Ideology
  - Helping students achieve educational goals through financial assistance.

- Strategic Values
  - Teamwork
  - Integrity
  - Customer Service
# Impact of 2007-08 Aid

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<tr>
<th>Aid Type</th>
<th>Program</th>
<th>No. of Awards</th>
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- Number of Federal Applications Processed: 18,435
- Percent of PCC Students Receiving Any Aid: 49%
Process Overview

- Many separate processes get aid into the hands of students:
  - **Federal**
    - Main Process for Federal Aid (Pell Grant, Supplemental Educational Opportunity Grant [SEOG], Academic Competitiveness Grant)
    - Other Campus-Based Aid (Work-study, Perkins Loan)
    - Direct Loan, Parent Loan
  - **State**
    - Board of Governors (BOG) Fee Waiver, Cal Grant, Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE)
  - **Scholarships**
    - College, private
Process Overview

- Each of the following entities is a crucial participant in the timely disbursement of aid:

1. The Student
2. PCC Financial Aid Office (FAO) Staff and Systems
3. PCC Fiscal Services (FS) Staff and System
4. PCC Student Business Services (SBS) Staff and System
5. PCC Management Information Services (MIS) Staff and Systems
6. PCC Admissions and Records Staff and System
7. PCC Office Services (OS) Staff
8. PCC EOPS Staff
9. Los Angeles County Office of Education (LACOE) Staff and System
10. Regent Education Financial Aid Management (FAM) System and Support Staff
11. US Department of Education (DOE) Systems and Staff:
   a. Common Origination and Disbursements (COD) System
   b. Central Processing System (CPS)
   c. Grant Administration and Payment System (GAPS)
   d. EdExpress System
   e. Direct Loan Servicing Center
12. California Student Aid Commission System and Staff
Main Process for Federal Aid, Part 1

- Student submits FAFSA to DOE
- Supplies additional documents as requested

Financial Aid Office (FAO)
- Receives student's data from DOE*
- Asks student by mail for more documents if required
- Assembles and maintains student file
- Reviews file for eligibility*
- Packages student's awards*
- Sends award information to COD*
- Receives COD acknowledgment with error report*

* Error correction cycle is built in.

These steps typically take about 3 weeks for a given student—more if the student delays in supplying additional documents.

- FAFSA = Free Application for Federal Student Aid
- DOE = US Department of Education
- COD = DOE Common Origination and Disbursement System
Main Process for Federal Aid, Part 2

- **PCC's Management Information Services (MIS)** creates academic load file
- **MIS** Creates cross-checking files
- **Financial Aid Office (FAO)** checks student's academic load against award rules*
- Reconciles FAM records and creates disbursement file*
- **FAO & Fiscal Services (FS)** reconcile FAM/Fiscal/DOE records*

*Error correction cycle is built in.*

*These steps take about 2-3 business days.*

* System: PCC's Financial Aid Management system by Regent Education
Main Process for Federal Aid, Part 3

- FAO corrects errors that can be corrected in FAM, COD, or CPS
- Sends disbursement information to COD*
- Receives COD acknowledgment with error report*
- FAO & FS reconcile FAM/Fiscal/DOE records again*

These steps take about 2-4 business days.

- MIS creates cross-checking files again

- MIS
  - Enters corrections in disbursement file as requested by FAO

* Error correction cycle is built in
Main Process for Federal Aid, Part 4

FAO
- Finalizes check run file*

→

MIS
- Creates check file with addresses and transmits to LACOE

→

GAPS
- Transfers funds to LACOE

FS
- Approves check run file

→

FS
- Approves LACOE check run and requests GAPS funds

->

These steps take about 3-5 business days.

- LACOE—Los Angeles County Office of Education
- GAPS—Grant Administration and Payment System

* Error correction cycle is built in.
Main Process for Federal Aid, Part 5

LACOE
- Prints checks and sends to FS

FS
- Stamps signatures and delivers checks to Student Business Services (SBS)

SBS
- Stuffs and delivers checks to Office Services

Office Services
- Mails checks

Student
- Receives check

FAO/EOPS/SBS
- Place holds on checks as needed

These steps take about 4-5 business days.
Selected Issues and Solutions

- Obsolescence of Student Aid Financial Evaluation and Record System (SAFERS): Converted to Regent FAM, the best standalone software available
  - Coordinated through Student Aid Process Working Group (SAPWG)
  - Numerous problems in conversion: Undocumented differences with SAFERS; inadequate Regent conversion and workflow documentation and guidance; human errors; software bugs, hardware and network configuration issues
  - Pushed Regent for support, repairs, and solutions
  - Designed local workarounds when necessary
  - Reconfigured computing resources and procedures to improve speed and reliability
  - Gradual improvement to full functionality by October 2007
  - Monitoring, refinement, and enhancements will continue.

- Staffing gaps: Added accountant and counter person

- Dependence on particular people: Conducted cross-training and designated formal backups (work is in process)

- Dependence on other agencies' systems and schedules: Built in additional schedule flexibility; met deadlines; used weekends as needed; implemented red-flag procedures to offset some delays

- Issues in reconciling disbursements arise more often in Spring than in Fall: New accountant will focus on resolving these issues quickly

- Student address problems: New procedures speed corrections
Results and Outlook

- There were no audit findings for 2007-08—the fifth year in a row—despite conversion difficulties.
- This academic year, every Main Federal and State disbursement run has been on schedule.
- The usual time from preliminary packaging to mailing checks in the Main Federal Process has been reduced to 10 business days.
- Regent finally fixed Direct Loan software bugs at the end of October 2007, and runs since then have been on schedule.
- All major FAM modules are now operating properly the vast majority of the time.
  - Adding a student Web portal will improve communication with students.
  - Remaining issues are being addressed and will be resolved.
- Revised written office procedures and schedules, reinforced in biweekly staff meetings, will help ensure that students who meet all requirements will receive aid in the earliest feasible run.
Board Agenda Item N: 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: October 7, 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]
Interim Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

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.

Approved by the Board of Trustees: November 1, 2000
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

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.
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 and 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
      (1) 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
      (2) 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,
         (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.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

Title: Outreach Programs Extended Opportunity Programs & Services
Legal Authority: Education Code Section 69640 - 69656;
Title 5 Sections 56200-56298

Policy No. 4420

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.

Approved by the Board of Trustees: July 21, 1999
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 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.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel - ASPCC Executive Board to CCCSAA Conference
Sacramento, CA October 16-18, 2009

Board Meeting Date: October 7, 2009

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

GROUP: ASPCC Executive Board
NUMBER: 14 (12 Students and 2 Advisors)
DATE(S): October 16-18, 2009
TIME(S): Various
DESTINATION(S): Doubletree Hotel Sacramento
Sacramento, CA
EVENT: California Community College Student Affairs Association Annual Student Leadership Conference
TRANSPORTATION: Air, shuttle, and ground transportation
ADVISOR(S): Student Affairs Staff
NOT TO EXCEED: $9,068.80

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2009-2010 ASPCC Executive Board Annual Budget and 2009-2010 ASPCC Lobby Fee Fund Annual Budget. Cost categories and amounts include: Lodging, $2,028.80 ($126.80 x 8 rooms x 2 nights); registration, $2,940.00 ($210.00 x 14 participants); ground transportation, $400.00 ($100.00 x 2 vans x 2 days); meals, $700.00 ($25.00 x 14 participants x 2 days); airfare, $2,800.00 ($200.00 x 14 participants); and supplies, $200.00.

BACKGROUND: This activity involves travel to an annual statewide conference focusing on leadership development. The conference will host various workshops that tie into this year's theme of "Get up, Stand Up, LEAD." Featured workshops include advanced parliamentary procedures, a social mixer for students, and a resolution workshop to prepare students for the State Student Senate General Assembly, which will be held the following weekend.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Student Travel -
PCC Model United Nations Team and Political Club
Las Vegas, NV November 20-24, 2009

Board Meeting Date: October 7, 2009

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

GROUP: PCC Model United Nations Team and Political Club
NUMBER: 26 (24 Students and 2 Advisors)
DATE(S): November 20-24, 2009
DESTINATION(S): Embassy Suites
Las Vegas, NV
EVENT: PAXMUN: American West Model United Nations Conference
TRANSPORTATION: District-arranged vehicles
ADVISOR(S): Social Science Staff and Teaching and Learning Communities Staff
NOT TO EXCEED: $6,682.24

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2009-2010 Student Service Fund Board of Directors Annual Budget, 2009-2010 Associated Students Inter-Club Council Annual Budget and Participants. Cost categories and amounts are: Registration fee, $2,400.00 ($100.00 x 24 participants); institution fee, $150.00; lodging, $2,982.24 ($124.26 x 6 rooms x 4 nights); and transportation, $1,150.00 [$1,000.00 ($100.00 x 2 vans x 5 days) and $150.00 ($50.00 x 1 rental car x 3 days)].

BACKGROUND: This activity involves travel to the annual Model United Nations Conference. Students will have the opportunity to debate on various important issues that affect the world today, such as international issues and global problems.

Submitted by:
Assistant Dean, Student Affairs

Recommended for Approval:
Vice President, Student/Learning Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Interim Superintendent/President
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<td>Supplies 200.00</td>
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<td><strong>Total</strong> $9,068.80</td>
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| 97          | Model United Nations Team      | Regist. Fee $100.00 x 24 participants $2,400.00 |
|             |                                | Institution Fee $150.00 x 1 school 150.00      |
|             |                                | Lodging $126.26 x 6 rooms x 4 nights 2,982.24  |
|             |                                | Transportation $100.00 x 2 vans x 5 days 1,000.00 |
|             |                                | Car Rental $50.00 x 1 car x 3 days 150.00      |
|             |                                | **Total** $6,682.24                           |
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Approval of Instructional Trip for Speech 5A and 5B, April 3-11, 2010

Board Meeting Date: October 7, 2009

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

GROUP: Speech 5A and 5B students
NUMBER: 14 students, 3 staff
DATE: April 3-11, 2010
TIME: Depart: 04/03/10, 8:00 a.m.
Return: 04/11/10, 8:00 p.m.
DESTINATION: Phi Rho Pi National Speech Tournament, J.W. Marriott Hotel, 555 Canal St., New Orleans, LA
EVENT: Participate in national competition
TRANSPORTATION: Air
ADVISOR: Division of Performing and Communication Arts: Stephanie Fleming, Instructor; Joshua Fleming, Instructor; Corey Taft, Instructional Aide.
NOT TO EXCEED: $15,115.00 (transportation, $6,800 [17 people x $400 each]; lodging, $5,000 [5 rooms/day @ $125 each x 8 days]; meals, $2,295 [17 people @ $15/day x 9 days; registration, $1,020 [17 people @ $60 each]).

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

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2009-10 Adopted Budget in account code 01-5250-1552-2762 (Performing and Communication Arts: Speech/Forensics) in the amount of $3,280.00 and in the Students Services Fund – Forensics in the amount of $11,835.00.

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

Submitted by:

[Signature]
Division Dean, Performing and Communication Arts

Recommended for Approval:

[Signature]
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approval of Instructional Trip for NSF MaS Grant Students, October 15-18, 2009

Board Meeting Date: October 7, 2009

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

GROUP: National Science Foundation Math and Science (NSF MaS) Grant students
NUMBER: 4 students; 1 advisor
DATE: October 15-18, 2009
TIME: Depart: 10/15/09, 7:00 a.m.  
       Return: 10/18/09, 9:00 p.m.
DESTINATION: Society for the Advancement of Chicanos and Native Americans in Science Annual Convention, Sheraton Dallas Hotel, 400 N. Olive St., Dallas, Texas
EVENT: Participation in convention
TRANSPORTATION: Air, private automobile
ADVISOR(S): Teaching and Learning Center: Ann Davis, NSF Grant Director and Assistant Professor.

NOT TO EXCEED: $4,920.10 (transportation, $1,960 [airfare @ 4 people x $450 each and shuttle @ 4 people x $40 each]; lodging, $1,028.10 [2 rooms @$171.35 each x 3 nights]; meals, $512 [4 people @ $32 per day x 4 days]; registration fees, $1,300 [4 people @ $325 each]); baggage fees, $120 [4 people X $15 x 2 trips]).

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

FISCAL IMPLICATIONS: Funds for this purpose will be budgeted for in the 2009-10 Adopted Budget in account code 03-5250-5242-0000 (NSF MaS Grant).

BACKGROUND: This instructional field trip is requested by the Associate Dean, Academic Support/Enrollment and Instructional Data Management.

Submitted by:  

[Signature]
Acting Associate Dean, Academic Support/Enrollment and Instructional Data Management

Recommended for Approval:

[Signature]
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:  
Approve Purchasing Transactions

Board Meeting Date: October 7, 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 P10-00566 through P10-00773.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2009-2010 District Budget in the fund indicated and charged to the cost center.

BACKGROUND: Orders have been issued in accordance with legal requirements and with Purchasing Policies revised by the Board of Trustees on July 16, 2008, Bylaw No. 1600. The purchase orders listed on the attached report include orders that are $500 or more.

Submitted by:  
Director, Business Services

Recommended for Approval:  
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  
Interim Superintendent/President
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* Indicates Vendor is located within the Pasadena Area Community College.

> Indicates local branch utilized outside of District as required by Vendor.
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* Indicates Vendor is located within the Pasadena Area Community College.

> Indicates local branch utilized outside of District as required by Vendor.
<table>
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<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
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364,439.81

* Indicates Vendor is located within the Pasadena Area Community College.
> Indicates local branch utilized outside of District as required by Vendor.
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* Indicates Vendor is located within the Pasadena Area Community College District.
> Indicates local branch utilized outside of District as required by Vendor.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: October 7, 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 $4,817.33.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>09-04-09</td>
<td>17455873</td>
<td>$3,489.30</td>
</tr>
<tr>
<td>09-11-09</td>
<td>17468438</td>
<td>1,328.03</td>
</tr>
<tr>
<td></td>
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<td>$4,817.33</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:

[Signature]
Director, Fiscal Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Interim Superintendent/President
<table>
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<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
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<tr>
<td>9/4/2009</td>
<td>17455873</td>
<td>$3,489.30</td>
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<td>Supplies</td>
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<td>Enrollment refunds</td>
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<td>ASB refunds</td>
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<td>Parking refunds</td>
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<td>Citation refunds</td>
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<td>Health fee refunds</td>
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<tr>
<td>9/11/2009</td>
<td>17468438</td>
<td>$1,328.03</td>
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<td>Supplies</td>
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<td>Enrollment refunds</td>
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<td>Course fee refunds</td>
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<tr>
<td>Health fee refunds</td>
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Grand Total: $4,817.33
CONSENT ITEM TITLE:
Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation

Board Meeting Date: October 7, 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 $ 25,558.98.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>09-09-09</td>
<td>17461230</td>
<td>$ 25,558.98</td>
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</table>

Medical $ 14,576.29
Benefit Payments 3,605.04
Legal 7,358.51
Mileage 19.14
$ 25,558.98

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

Submitted by:

Director, Fiscal Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Interim Superintendent/President
CONSENT ITEM TITLE:  
Budget Augmentation

Board Meeting Date: October 7, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following augmentation to the 2009-10 Adopted Budget for the grant listed below:

FISCAL IMPLICATIONS:

**Bridges to Stem Cell Research:**

<table>
<thead>
<tr>
<th>2009-2010 Adopted Budget</th>
<th>Increase</th>
<th>2009-2010 Revised Budget</th>
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</thead>
<tbody>
<tr>
<td>$ -0-</td>
<td>$ 575,997</td>
<td>$ 575,997</td>
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</table>

BACKGROUND: This increase is based upon information available from the California Institute for Regenerative Medicine. Pasadena City College was awarded a three-year grant, Bridges to Stem Cell Research, on June 12, 2009 for a total of $1,727,991. This Consent Item incorporates the 2009-10 grant into the appropriate Fund 03 account.

Submitted by:
Odess Walker  
Director, Fiscal Services

Recommended for approval:
Interim Vice President, Administrative Service

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Interim Superintendent/President
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify/amend the contracts listed on the attached pages.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the cost centers shown.

BACKGROUND: The contracts have been requested by the area cost center manager and reviewed for compliance with legal requirements and with District policies.
# REVIEW OF TRANSACTIONS AND CONTRACTS

## PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
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<tr>
<td>B-97619-0</td>
<td>Inala Taylor</td>
<td>$4,800.00</td>
<td>To provide services as trainer for Foster Care Education Project Youth Empowerment Strategies for Success (YESS) 10/08/09 thru 6/30/10</td>
<td>Project YESS 5251-0000</td>
<td>03-5140</td>
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<tr>
<td>B-97620-0</td>
<td>Elvia Zepeda</td>
<td>$4,000.00</td>
<td>To provide services as trainer for Foster Care Education Project Youth Empowerment Strategies for Success (YESS) 10/08/09 thru 6/30/10</td>
<td>Project YESS 5251-0000</td>
<td>03-5140</td>
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<tr>
<td>B-97621-0</td>
<td>Jaime Hernandez</td>
<td>$4,800.00</td>
<td>To provide services as trainer for Foster Care Education Project Youth Empowerment Strategies for Success (YESS) 10/08/09 thru 6/30/10</td>
<td>Project YESS 5251-0000</td>
<td>03-5140</td>
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<tr>
<td>B-97623-0</td>
<td>Crafted Software – Solutions By Design</td>
<td>$90.00 per hour</td>
<td>To provide special programming and analysis for support of the College’s current and future MIS systems primarily in the Student Information Systems area for an amount not-to-exceed $25,000.00 10/08/09 thru 6/30/10</td>
<td>Management Information Services 3500-0000</td>
<td>01-5120</td>
</tr>
<tr>
<td>B-97624-0</td>
<td>First African Methodist Episcopal Church Seeds of Change</td>
<td>No cost to District</td>
<td>To provide placement of federal work study students 10/08/09 until terminated</td>
<td>Scholarships and Financial Aid</td>
<td>N/A</td>
</tr>
<tr>
<td>B-97625-0</td>
<td>Teddy Bear Inc., - TBI Literacy</td>
<td>No cost to District</td>
<td>To provide placement of federal work study students 10/08/09 until terminated</td>
<td>Scholarships and Financial Aid</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Consent Item No. 52-B
October 7, 2009
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ratify</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97622-0</td>
<td>California Community Colleges Chancellor's Office</td>
<td>District to receive revenue</td>
<td>To provide services as fiscal agent for the statewide Extended Opportunity Programs and Services Program as requested by the Chancellor's Office. District to receive $6,500.00 administrative fee 7/01/09 thru 8/31/10</td>
<td>Business Services</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Amend</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97599-0</td>
<td>Sandra B. Hill</td>
<td>$4,000.00</td>
<td>To increase amount of agreement for additional services as coordinator for Project LEAP mentoring program for an amount not-to-exceed $29,000.00</td>
<td>Student Affairs 01-5120</td>
<td>2450-2601 (ARCC)</td>
</tr>
</tbody>
</table>

Consent Item No. 52-B
October 7, 2009
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Ratify Career and Technical Education Activity

Board Meeting Date: October 7, 2009

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

Ratify

September 11 – December 18, 2009 – Workforce Innovation Partnership Meetings and Workshops at PCC and locations in the community to be determined, to generate collaborations between schools and industry. Anticipated expenses not-to-exceed $6,000.00 (for six events) for presenters, technicians, supplies and refreshments for approximately 50 participants. Cost Center: 03-5210-5124-0000, Workforce Innovation Partnership (WIP) Grant

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

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

Submitted by:
Director, Business Services

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

Interim Vice President, Administrative Services
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Professional Conference Attendance

Board Meeting Date: October 7, 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 conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

Approve

ATTENDEE: Ann Davis
LOCATION: Society for the Advancement of Chicanos and Native Americans in Science (SACNAS) National Conference, Dallas, Texas
DATES: October 15 – 18, 2009
PURPOSE: Will obtain information on math and science for classroom use and supervise four National Science Foundation – Mathematics and Science (NSF-MaS) grant participants so they can attend and learn about universities and careers in science, technology, engineering and mathematics fields.
CHARGES: $1,593.00
COST CENTER: 03-5210-5242-0000, NSF-MaS Grant
RECOMMENDED BY: Dr. Jacqueline Jacobs, Vice President, Instruction

Ratify

ATTENDEE: Lola Proaño-Gomez
LOCATION: Catedra Itinerante de Teatro Latinoamericano/Festival Internacional de Teatro, Quito, Ecuador
DATES: September 25 – October 1, 2009
PURPOSE: Attending international research meetings on Latin American theater.
CHARGES: No cost to District
COST CENTER: N/A
RECOMMENDED BY: Dr. Jacqueline Jacobs, Vice President, Instruction
*Additional travel days September 24 & October 3, 2009.

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Interim Superintendent/President
FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the cost centers listed above.

BACKGROUND: District Policy 5250 reserves to the Board of Trustees approval of any professional conference attendance outside of the United States or with anticipated costs in excess of $1,500.00.

In accordance with District Procedure 5250.10, the requested trip(s) has been recommended by the College President.
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

CONSENT ITEM TITLE:  
Receive and Reject Claim  
Jiewei Dai

Board Meeting Date: October 7, 2009

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

FISCAL IMPLICATIONS: Mr. Dai's claim is for an unspecified amount. The District is self-insured and a member of the joint powers authority, Statewide Association of Community Colleges (SWACC).

BACKGROUND: Mr. Dai is alleging injury as a result of an altercation with another student in parking lot on March 2, 2009.

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:  
Ratify Mileage Authorization

Board Meeting Date: October 7, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the hourly employees whose names are listed on the attached page to receive mileage reimbursement for approved travel on District business effective July 1, 2009 through June 30, 2010.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2009-10 Adopted Budget in the cost centers listed.

BACKGROUND: The Dean for Health Sciences has requested these mileage reimbursements.

Submitted by:

[Signature]
Vice President, Instructional Administration

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Interim Superintendent/President
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akrami, Kathy</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Brandlin, Joan</td>
<td>01-5220-1306-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Companaro, Nicole</td>
<td>01-5220-1305-0000</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>Cowell, Sheri</td>
<td>01-5220-1309-0000</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>David III, Serafin</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Dearing, Mary</td>
<td>01-5220-1301-0000 &amp;</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td></td>
<td>01-5220-1302-0000</td>
<td>Licensed Vocational Nursing</td>
</tr>
<tr>
<td>Doxey, Debra</td>
<td>01-5220-1305-0000 &amp;</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td></td>
<td>01-5220-1306-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Edwards, Barbara</td>
<td>01-5220-1306-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Esmaili, Leila</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
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<tr>
<td>Fahey, Jeannette</td>
<td>01-5220-1309-0000</td>
<td>Radiologic Technology</td>
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<tr>
<td>Gabon, Elizabeth</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
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<tr>
<td>Gladstein, Linda</td>
<td>01-5220-1306-0000</td>
<td>Dental Hygiene</td>
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<tr>
<td>Gomez, Luis</td>
<td>01-5220-1309-0000</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Johnson, Clody</td>
<td>01-5220-1309-0000</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Khachekian, Melanieh</td>
<td>01-5220-1305-0000</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>Kirkwood, Craig</td>
<td>01-5220-1309-0000</td>
<td>Radiologic Technology</td>
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<tr>
<td>Massie, Valerie</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
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<tr>
<td>Mays, Rose Juanita</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
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<tr>
<td>Mendoza, Zoila</td>
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<td>Registered Nursing</td>
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<tr>
<td>Nakata, Stephanie</td>
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<td>Registered Nursing</td>
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<tr>
<td>Nyzda, Irene</td>
<td>01-5220-1306-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Reganian, Adrine</td>
<td>01-5220-1306-0000</td>
<td>Dental Hygiene</td>
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<tr>
<td>Solomon, Tan</td>
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<td>Registered Nursing</td>
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<tr>
<td>Standley, Paula</td>
<td>01-5220-1306-0000</td>
<td>Dental Hygiene</td>
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<tr>
<td>Sumi, Joyce</td>
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<td>Dental Hygiene</td>
</tr>
<tr>
<td>Tam, Irene</td>
<td>01-5220-1306-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Tan, Doreen</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Tan, Solomon</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Wager, Kathy</td>
<td>01-5220-1301-0000 &amp;</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td></td>
<td>01-5220-1302-0000</td>
<td>Licensed Vocational Nursing</td>
</tr>
<tr>
<td>Huber-Walker, Suzanne</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Ward, Joy</td>
<td>01-5220-1306-0000</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Watson, Edward</td>
<td>01-5220-1309-0000</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Dorvillier-Wyatt, Monique</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>Xu, Hui</td>
<td>01-5220-1301-0000</td>
<td>Registered Nursing</td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE: Amendment to Consent Item No. 2-B, Approval of Organizations for Membership, 2009-10 Fiscal Year

Board Meeting Date: October 7, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, amend Consent Item No. 2-B, approved on July 1, 2009, to include membership in the following organization:

Second Nature – American College & University Presidents' Climate Commitment $2,000.00

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2009-10 Adopted Budget in Object 5310, Membership, under Cost Center 4000 (President’s Office).

BACKGROUND: On December 9, 2008, the Superintendent/President of Pasadena City College signed the American College & University Presidents Climate Commitment (ACUPCC) letter. In doing so, the District demonstrated our support and belief that colleges and universities that exert leadership in addressing climate change will stabilize and reduce their long-term energy costs, attract excellent students and faculty, attract new sources of funding, and increase the support of alumni and local communities.

Second Nature is a national, Boston-based nonprofit organization that was founded in 1993 to serve leaders in higher education on large-scale sustainability initiatives. They are also the lead supporting organization managing and staffing the ACUPCC. In 2009, the ACUPCC budget is $1.5 million. As a result, all signatory schools have been requested to pay dues by earmarking a small amount of the cost savings realized as a result of membership benefits. The Interim Superintendent/President supports this institutional membership.

Submitted by:

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

Board Meeting Date:  October 7, 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 on the attached list for the fiscal year 2009-10.

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:

[Signature]
Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Interim Superintendent/President
<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldana, Nimfa</td>
<td>500.00</td>
<td>Child Development Center Workshop presenter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&quot;What It Takes to Be the Lead Teacher&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/27/09 – 10/29/09</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Career &amp; Technical Education)</td>
</tr>
<tr>
<td>Chen, Yi-Jen Wendy</td>
<td>2,500.00/Month</td>
<td>CIRM*– Internship to Bridges Stem Cell Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/01/09 – 6/30/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Natural Sciences)</td>
</tr>
<tr>
<td>Cherian, Anu</td>
<td>2,500.00/Month</td>
<td>CIRM*– Internship to Bridges Stem Cell Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/01/09 – 6/30/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Natural Sciences)</td>
</tr>
<tr>
<td>Girish, Nandini</td>
<td>2,500.00/Month</td>
<td>CIRM*– Internship to Bridges Stem Cell Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/01/09 – 6/30/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Natural Sciences)</td>
</tr>
<tr>
<td>Gomez, Nicolas</td>
<td>1,500.00</td>
<td>Assistant Baseball Coach</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/8/09 – 6/30/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Kinesiology, Health &amp; Athletics)</td>
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<tr>
<td>Hajjali, Ibrahim</td>
<td>2,500.00/Month</td>
<td>CIRM*– Internship to Bridges Stem Cell Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/01/09 – 6/30/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Natural Sciences)</td>
</tr>
<tr>
<td>Jara-Garza, Marisol</td>
<td>500.00</td>
<td>Child Development Center Workshop presenter</td>
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<tr>
<td></td>
<td></td>
<td>&quot;Child Development Center Tour and Orientation&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/3/09 – 11/5/09</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Career &amp; Technical Education)</td>
</tr>
<tr>
<td>Nguyen, Angelie</td>
<td>2,500.00/Month</td>
<td>CIRM*– Internship to Bridges Stem Cell Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/01/09 – 6/30/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Natural Sciences)</td>
</tr>
<tr>
<td>Pandita, Ragini</td>
<td>2,500.00/Month</td>
<td>CIRM*– Internship to Bridges Stem Cell Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/01/09 – 6/30/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Natural Sciences)</td>
</tr>
<tr>
<td>Rhee, Doreen</td>
<td>2,500.00/Month</td>
<td>CIRM*– Internship to Bridges Stem Cell Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/01/09 – 6/30/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Natural Sciences)</td>
</tr>
<tr>
<td>Name</td>
<td>Stipend</td>
<td>Special Project</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sadoshima, Mimi</td>
<td>2,500.00/Month</td>
<td>CIRM*—Internship to Bridges Stem Cell Research 09/01/09 – 6/30/10 (Natural Sciences)</td>
</tr>
<tr>
<td>Si, Va C</td>
<td>2,500.00/Month</td>
<td>CIRM*—Internship to Bridges Stem Cell Research 09/01/09 – 6/30/10 (Natural Sciences)</td>
</tr>
<tr>
<td>Thein, Thu Zan</td>
<td>2,500.00/Month</td>
<td>CIRM*—Internship to Bridges Stem Cell Research 09/01/09 – 6/30/10 (Natural Sciences)</td>
</tr>
<tr>
<td>Trejo, Brenda</td>
<td>500.00</td>
<td>Child Development Center Workshop presenter “Introduction and Application of the Desired Results Developmental Profile” 10/12/09 – 10/14/09 (Career &amp; Technical Education)</td>
</tr>
</tbody>
</table>

*CCalifornia Institute for Regenerative Medicine
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Salary Compensation Factors—Large Group Instruction

Board Meeting Date: October 7, 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:

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>LOAD RATIO</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong, Ahni</td>
<td>Business/Computer Technology</td>
<td>1.018</td>
<td>1191 (ITV)</td>
</tr>
</tbody>
</table>

AMEND CONSENT ITEM 33-P, SEPTEMBER 16, 2009

Foster, W. Rod  Visual Arts/Media Studies  From: 4.054  0852, 1007, 2419  To: 1.072  0852, 1007, 1008, 2419

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:

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>DIVISION</th>
<th>ADDITIONAL HOURS/WEEK</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster, W. Rod  Visual Arts/Media Studies</td>
<td>1</td>
<td>1008</td>
<td></td>
</tr>
</tbody>
</table>

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.

Submitted by:
Office of Human Resources
Recommended for Approval:

[Signature]
Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Interim 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:** October 7, 2009

**RECOMMENDATION:** It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the following changes pertaining to classified employees.

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cornелиous, Cheryl</td>
<td>36F</td>
<td>100% - 12 mo.</td>
<td>09/15/09 until Secretary II returns</td>
</tr>
<tr>
<td>From: Intermediate Clerk II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Acting, Secretary II</td>
<td>40E</td>
<td>100% - 12 mo.</td>
<td></td>
</tr>
<tr>
<td>Performing and Communication Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISSU Article 15, Section VII</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Marsh, James</td>
<td>46F</td>
<td>100% - 12 mo.</td>
<td>10/01/09-06/30/10</td>
</tr>
<tr>
<td>Job Developer</td>
<td></td>
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<tr>
<td>CalWORKS</td>
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<tr>
<td>Special Funded</td>
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<td></td>
</tr>
</tbody>
</table>

**FISCAL IMPLICATIONS:** None

**BACKGROUND:** Routine personnel transactions within budget limits

Submitted by:  
Office of Human Resources

Recommended for Approval:  
Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approve/Ratify Stipends for Academic Personnel

Board Meeting Date: October 7, 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>Haynes, Sandra</td>
<td>7,560.00</td>
<td>Academic Support (Distance Education)—to lead a 3-member task force in the analysis and creation of a Distance Education policy and procedures manual as required by the college's accrediting body, 09/10 to 03/10</td>
</tr>
<tr>
<td>Noble, Jennifer</td>
<td>1,000.00</td>
<td>UJIMA Project—to instruct UJIMA cohort class section and assist with program planning and development, 10-08-09 to 06-30-10</td>
</tr>
<tr>
<td>Pina, Gabrielle</td>
<td>1,000.00</td>
<td>UJIMA Project—to instruct UJIMA cohort class section and assist with program planning and development, 10-08-09 to 06-30-10</td>
</tr>
<tr>
<td>Price, Paul</td>
<td>1,000.00</td>
<td>UJIMA Project—to instruct UJIMA cohort class section and assist with program planning and development, 10-08-09 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:

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

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

Board Meeting Date: October 7, 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>Arouni, Alex</td>
<td>Adjunct Faculty</td>
<td>A</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Holmen, Gary</td>
<td>Adjunct Faculty</td>
<td>E</td>
<td>1</td>
<td>Business and Computer Technology</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:

__________________________
Interim 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: October 7, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the following changes pertaining to academic employees.

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fields, Lana</td>
<td>A-14</td>
<td>100% - 12 months</td>
<td>10/01/09 – 06/30/10</td>
</tr>
<tr>
<td>Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CalWORKs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary – Funded</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHANGE OF STATUS

<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>Haynes, Sandra</td>
<td>D-28</td>
<td>From: 80%</td>
<td>08/31/09 – 06/18/10</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>To: 95%</td>
<td></td>
</tr>
<tr>
<td>Visual Arts and Media Studies</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:
Interim Superintendent/President