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

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

MEETING NO. 24

REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for Meeting No. 24, 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
  Employee Discipline, Dismissal, Release (Two Employees)
  Government Code §54957.6
  Labor Negotiations (PCCFA; CSEA 777; ISSU; POA;
  Confidencials; Management Association); Engeldinger

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

  A. PLEDGE OF ALLEGIANCE

  B. INTRODUCTIONS

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

  D. ANNOUNCEMENTS

  E. APPROVAL OF MINUTES
     Meeting No. 23, Regular Meeting, October 21, 2009

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

  G. AUTHORIZATION TO TRANSMIT FIRST QUARTERLY FINANCIAL STATUS REPORT:
     DISCUSSION WITH POSSIBLE ACTION (Dr. van Pelt)

  H. PASADENA BIOSCIENCE COLLABORATIVE: PRESENTATION (Dr. Wendie Johnston)

  I. CONFIRMATION OF BOND SALE COSTS RESPECTING PASADENA AREA COMMUNITY COLLEGE DISTRICT $52,000,000 2002 ELECTION GENERAL OBLIGATION BONDS, 2009 SERIES D AND 2002 ELECTION TAXABLE GENERAL OBLIGATION BUILD AMERICA BONDS (DIRECT SUBSIDY), 2009 SERIES E: PRESENTATION (Dr. van Pelt)
J. SELECTION OF THE COLLEGE PRESIDENT: DISCUSSION WITH POSSIBLE ACTION
   a. Bylaw #1690 – “Selection of the College President”
   b. Selection of search firms

K. BYLAW REVIEW: DISCUSSION WITH POSSIBLE ACTION
   • BYLAW NO. 1320, MINUTES OF MEETINGS
   • BYLAW NO. 1600, POWERS AND DUTIES: AUTHORIZED SIGNATURES

L. STRATEGY FOR THE BOOKSTORE – BRADBURY-HUANG: DISCUSSION FOR APPROVAL OF STAFF TIME WITH POSSIBLE ACTION

M. PRESIDENT’S REPORT

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

O. FUTURE BOARD MEETING DATES

   Wednesday, November 18, 2009 (Regular Board meeting) – 12:00 noon
   Wednesday, December 9, 2009 (Regular Board meeting) – 6:00 p.m.

P. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

6-I Approval for Instructional Activity for Performing & Communication Arts – November 15-21, 2009

67-B Approve/Ratify Professional Conference Attendance
68-B Approve Career and Technical Education Activity
69-B Reporting and Approval of Revolving Fund Reimbursement
70-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers’ Compensation
71-B Budget Augmentation
72-B Approve Purchasing Transactions
73-B Accept Notice of Completion, C-3000-3, ATE Environmental, Inc.
74-B Approve/Amend Contracts
75-B Approve Change Orders: EMCOR Mesa Energy Systems, Chiller Plant Upgrade

52-P Approve/Ratify Stipends for Academic Personnel
53-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
54-P Approve/Ratify Stipends for Classified and Unclassified Personnel
55-P Employment of Hourly Noncredit Teachers and Substitute Teachers, 2009-2010
56-P Approve/Ratify Contract – Interim Vice President for Student and Learning Services
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 23
Wednesday, October 21, 2009
6:00 p.m. Closed Session
7:00 p.m. Open Session
Pasadena City College
Jack Scott Multipurpose Room
Community Education Center
3035 East Foothill Boulevard, Pasadena, California 91106

To listen to the full deliberation of the Board, please go to the college website, www.pasadena.edu/board, and click on “Audiocast of Meetings”.

Meeting No. 23
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 23 on Wednesday, October 21, 2009, in the Jack Scott Multipurpose Room, Community Education Center, 3035 East Foothill Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL, PUBLIC COMMENT ON NON-AGENDA ITEMS
The meeting was called to order at 6:03 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 6:04 p.m.)
Mr. Geoffrey L. Baum
Mr. John Martin (arrived at 6:01 p.m.)
Mr. William Thomson (arrived at 6:01 p.m.)
Mrs. Beth Wells-Miller
Mr. Brian Abadia, Student Trustee

Administrative Officers in Attendance
Dr. Lisa Sugimoto, Superintendent/President
Dr. Richard van Pelt, Interim Vice President, Administrative Services
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Stuart Wilcox, Interim Vice President, Student and Learning Services
Mr. Lyle K. Engeldinger, Dean, Human Resources
Ms. Crystal A. Kollross, Interim Dean, Institutional Planning and Research
Mrs. Elaine Chapman, Interim Dean, External Relations
Mr. Robert Miller, Interim Dean, Educational Services

The Academic Senate was represented by Dr. James Bickley.
The Classified Senate was represented by Ms. Anne Ostrander.
The Associated Students Board was represented by Mr. Allen Tsay.
The Management Association was not represented.

PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment at this time.

Dr. Mann adjourned the Board to Closed Session at 6:04 p.m.
II. CLOSED SESSION

Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidentials; Management Association); Engeldinger

Closed Session was adjourned at 7:01 p.m.

III. OPEN SESSION

Dr. Mann reconvened the Open Session at 7:03 p.m. and reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE

Mr. Hodge, Dean, Community Education Center, led the Pledge of Allegiance.

B. INTRODUCTIONS

Dr. Sugimoto introduced Dr. Stuart Wilcox, Interim Vice President, Student and Learning Services and Ms. Anne Ostrander, Classified Senate representative.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

Mr. Hodge welcomed the Board to the Community Education Center.

D. ANNOUNCEMENTS

Mr. Brian Abadia, Student Trustee
- Veterans’ Appreciation Day this upcoming week.
- Halloween trick or treat will take place October 30th.

Mrs. Wells-Miller, Trustee
- Thanked Dr. Sugimoto for her leadership with the REEO program.

Mr. Baum, Trustee
- Welcomed Jamie Hammond, Secretary, Associated Students, to the Board meeting.

E. APPROVAL OF MINUTES

Approval of Minutes of Meeting No. 22, Regular Board Meeting, October 7, 2009

Corrections to Minutes of Meeting No. 22, October 7, 2009

Item H.a., Selection of the College President, Bylaw #1690:
- Mr. Baum said he had raised the question of whether it was appropriate to have a specific bargaining unit listed in the Composition of the First Level Screening Committee.
- Mr. Martin said he had suggested not changing ‘will’ to ‘may’ in line 1 of item 8 of the Policy and Procedures.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Dr. Rey Castro, the Board voted by six affirmative votes to approve the Minutes of Meeting No. 22, Regular Board Meeting, as amended, held on October 7, 2009. Mr. Thomson abstained. Advisory Vote: Aye

F. APPROVAL OF CONSENT ITEMS

60-B: Budget Augmentation

Mr. Martin said the augmentation affected both revenue and expenses.

61-B: Ratify/Amend Contracts

Mr. Thomson said he would like the background to Contract Number C-2897-8, Pasadena Builders, Inc. Dr. van Pelt said the issue is related to the California Multiple Award Schedules (CMAS) agreement which is linked to the state government contract. The purchasing department created an agreement to purchase furniture for the new buildings that required assembly by District staff.
A few months ago, a decision was made to use an outside contractor to assemble the furniture. The District employed Pasadena Builders, Inc. to be responsible for a variety of miscellaneous construction projects including the task of assembling the new furniture. The correct approach, however, would have been to charge the labor associated with the furniture construction to the CMAS agreement. Instead, District staff decided to amend the board consent item to lower the amount being requested and to defer payment. The contract represents the augmentation.

63-B: Authorization to Solicit Bids: Center for the Arts Building
Mr. Martin requested information as to when the buildings will be demolished to make way for the Center for the Arts building and what is the plan for housing classes in the spring. He also asked for a brief explanation of the appropriate measures that are in place to ensure the campus is safe during demolition. Dr. van Pelt said all the asbestos, lead and mercury have been removed from the two buildings, T and K, which are scheduled for demolition in late December 2009 or early January 2010. There are strict limits on dust control which are built into the specifications. Classes have already been relocated to other parts of the campus as both buildings have already been vacated.

64-B: Approve Change Orders: EMCOR Mesa Energy Systems, Chiller Plant Upgrade
Mr. Baum asked if this was the project for which incentive funding from the City of Pasadena was received. Dr. van Pelt replied that Pasadena Water and Power committed $700,000 for this project. In the next two to three weeks, the first of the chillers will be on line. Mr. Baum said he thought this project would be brought in under $3 million. Dr. van Pelt responded that the Pasadena Water and Power amount of $700,000 will be deducted from the subtotal of the contract amount with executed change orders of $3,538,324 which will bring that amount in under $3 million.

47-P: Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
Dr. Mann congratulated Victoria Giles for 22 years of service and Lucas Rodriguez for 19 years of service.

49-P: Approval of Contract – Vice President for Instruction
Mr. Baum asked if customarily there are three year contracts for the vice presidents and what time of year the contracts are usually brought to the Board. Mr. Engeldinger replied that a three year contract is customary for the vice presidents and that the contracts would normally be brought to the Board in June. The contract is not normally included in the board packet but Dr. Sugimoto said the contract can be provided in the next board packet.

51-P: Appointment – Interim Vice President for Student and Learning Services
Dr. Mann pointed out that there is no salary stated on the consent item. Mr. Engeldinger said that Dr. Wilcox was given the proposed contract and salary proposal today.

Dr. Mann said that 51-P will be pulled and brought back to the next board meeting as a ratify with the contract.

MOTION: ON MOTION OF Dr. Rey Castro and seconded by Mrs. Wells-Miller, the Board voted by a unanimous vote of the seven members present to approve Consent Items 51-P; 58-B through 66-B; and 45-P through 50-P.
Advisory Vote: Aye
G. PUBLIC HEARING AND APPROVAL OF CONTRACT FOR 2008-2009
BETWEEN THE PASADENA CITY COLLEGE INSTRUCTIONAL SUPPORT
SERVICES UNIT (ISSU) 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 the Pasadena
City College Instructional Support Services Unit (ISSU) and the
Pasadena Area Community College District.
Advisory Vote: Aye

H. SELECTION OF THE COLLEGE PRESIDENT: DISCUSSION WITH POSSIBLE
ACTION
Mr. Dave Krause, Facilities Services, President of CSEA, Chapter 777,
requested a classified union representative on the first level screening
committee. Mr. Krause further indicated that the classified union was
represented on the screening committee when Dr. Kossler was selected to be
Superintendent/President. Ms. Glenna Watterson, President of ISSU, also spoke
to having a classified union representative on the first level screening committee.
She further requested that the Board consider taking campus representatives
with them during the on-site visit portion of the finalist’s review and selection
process.
a. Bylaw #1690 – “Selection of the College President”
The following changes were suggested to the Policy:
- Strike ‘or’ in line 1 of item 5 (“The Board of Trustees will seek input
  from the campus community and/or the general community regarding
desirable characteristics to seek in a Superintendent/President.”) –
  Mr. Thomson.
- Strike ‘first level’ in line 1 of item 8 (“The Board of Trustees will use a
  first level screening committee to assist in evaluating the pool of
candidates.”) – Mr. Thomson.
- Insert ‘and’ in line 1 of item 10 (“The Board of Trustees, or designee,
  will conduct the background check on the final candidate(s),
including onsite visits.”) – Dr. Bickley.

MOTION: ON MOTION OF Dr. Rey Castro and seconded by Mrs. Wells-
Miller, the Board voted by a unanimous vote of the seven
members present to approve the Policy of Bylaw #1690,
Selection of the College President, as amended.
Advisory Vote: Aye

The following changes were suggested to the Procedures:
- Strike ‘or’ in line 1 of item 5 (“The Board of Trustees will seek input
  from the campus community and/or the general community regarding
desirable characteristics to seek in a Superintendent/President.”) –
  Mr. Thomson.
- Strike ‘first level’ in line 1 of item 8 (“The Board of Trustees will use a
  first level screening committee to assist in evaluating the pool of
candidates.”) – Mr. Thomson.
- Insert ‘and/or designee’ in line 1 of item 10 (“The Board of Trustees
  will conduct the background check on the final candidate(s).”) –
  Dr. Bickley.
- Add ‘including onsite visits’ to item 10 (“The Board of Trustees will
  conduct the background check on the final candidates(s).”) –
  Mr. Baum.
• Strike 'may' and replace with 'will' in line 1 of item 5 ("The Board of Trustees may seek input from the campus community and/or the general community regarding desirable characteristics to seek in a College President.") – Mr. Thomson.

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 Procedures of Bylaw #1690, Selection of the College President, as amended.

Advisory Vote: Aye

The following changes were suggested to the Composition of the First Level Screening Committee:

• Strike 'first level' in the heading ("Composition of First-Level Screening Committee") – Mr. Thomson.

• Strike 'chair' in second to the last line ("Non-voting chair/facilitator") – Mr. Baum.

Mr. Baum moved that each board member will select a community representative, and that there will be two representatives from the Academic Senate, two representatives from the Classified Senate, two representatives from the Management Association, one Student Trustee and one representative from Associated Students selected to the Screening Committee. Dr. Rey Castro seconded the motion.

Dr. Bradbury-Huang made a friendly amendment that the second representative from the Management Association should be a representative from the Executive Committee. Mr. Baum, the maker of the above motion, did not accept the friendly amendment.

MOTION: **ON MOTION OF** Dr. Bradbury-Huang to amend Mr. Baum's motion and seconded by Mr. Thomson, the Board voted by five affirmative votes [Bradbury-Huang, Mann, Martin, Thomson, Wells-Miller] and two negative votes [Baum, Rey Castro] to approve that the second representative from the Management Association should be a representative from Executive Committee.

Advisory Vote: Aye

Dr. Rey Castro said that Mr. Baum's motion, which she seconded, has now been made inconsistent so she will be voting against it. Dr. Rey Castro made a motion to amend that the Classified Senate should select a Classified Union representative as its second representative. There was no second so the motion died.

MOTION: **ON AMENDED MOTION OF** Mr. Baum and seconded by Dr. Rey Castro, the Board voted by six affirmative votes [Baum, Bradbury-Huang, Mann, Martin, Thomson, Wells-Miller] and one negative vote [Rey Castro] to approve that each board member will select a community representative, and there will be two representatives from the Academic Senate, two representatives from the Classified Senate, one representative from the Management Association, one representative from the Executive Committee, one Student Trustee and one representative from Associated Students selected to the Screening Committee.

Advisory Vote: Aye

MOTION: **ON MOTION OF** Mr. Martin and seconded by Dr. Rey Castro, the Board voted by one affirmative vote [Martin] and six negative votes [Baum, Bradbury-Huang, Mann, Rey Castro, Thomson, Wells-Miller] to
approve that the search consultant be the non-voting chair/facilitator.
    Advisory Vote: Nay

The motion failed.

Mrs. Wells-Miller made a motion to reopen the vote on the composition of the screening committee. There was no second so the motion died.

MOTION: ON MOTION OF Mr. Baum and seconded by Mr. Thomson, the Board voted by three affirmative votes [Baum, Mann, Thomson] and four negative votes [Bradbury-Huang, Martin, Rey Castro, Wells-Miller] to approve that the search consultant be ineligible to be the chair of the screening committee.
    Advisory Vote: Nay

The motion failed.

Dr. Mann asked Board members to submit their community representative recommendations to the screening committee to Mr. Engeldinger before the next Board meeting. The Board will approve the members of the screening committee at the next Board meeting.

b. Selection of search firms
Mr. Engeldinger reported that the letter requesting search firm proposals for recruiting the college Superintendent/President was sent to ten search firms. Responses are expected by October 23, 2009. Mr. Thomson provided names of additional search firms. The deadline for these firms to respond to the RFP was extended to October 30, 2009.

I. BUDGET UPDATE: DISCUSSION
Dr. van Pelt presented an update on the budget.

J. ACCREDITATION UPDATE: DISCUSSION
Ms. Koliross presented an update on accreditation.

K. SUPERINTENDENT/PRESIDENT’S GOALS: DISCUSSION WITH POSSIBLE ACTION
The following change to 7.E. was suggested:
    • Add ‘with the Foundation’ (“E. Identify funding sources”) – Dr. Rey Castro

MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Rey Castro, the Board voted by a unanimous vote of the seven members present to approve the Superintendent/President’s Annual Goals 2009-2010, as amended.
    Advisory Vote: Aye

L. MEDIA BROADCASTING OF BOARD MEETINGS – THOMSON: DISCUSSION FOR APPROVAL OF STAFF TIME WITH POSSIBLE ACTION
Mr. Thomson said he would like a report on the costs to broadcast board meetings.

MOTION: ON MOTION OF Mr. Thomson and seconded by Dr. Rey Castro, the Board voted by a unanimous vote of the seven members present to approve staff time for a report on Media Broadcasting of Board Meetings.
    Advisory Vote: Aye
M. PRESIDENT’S REPORT

- Congratulated Dental Technician, Dental Hygiene and Dental Assisting programs for successful accreditation.
- Announced the Career and Technical Education showcase and job fair will take place on October 28, 2009 with a green technology focus.
- Reported that $52 million of the general obligation bond money was received on October 15, 2009.
- Congratulated Chiara Thomas, Counselor, Counseling and Career Services, who arranged to have the author Dr. DeGruy speak at the college.
- Attended the YWCA Women’s Leadership Breakfast for Racial Justice and Equality on October 19, 2009 where Dr. DeGruy also spoke.
- Honored to be Principal for the Day at Pasadena High School on October 16, 2009 at the invitation of Principal Dr. Derick Evans.
- Reported the Lancers, the women’s volleyball team, upset the no. 1 and two-time defending state champion El Camino College on October 16, 2009. Consequently, the Lancers took over first place in the South Coast Conference.

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

Dr. James Bickley, Academic Senate

- Thanked Dr. Bradbury-Huang, Mr. Baum and Mrs. Wells-Miller for participating in the Candidates’ Forum. Three of the opposing candidates participated as well.
- Institutional Learning Outcomes are being revised and will now be called the General Education Outcomes (GEOs). The GEOs will be reorganized to match with the College’s general education requirements.
- Working on Academic Integrity Policy which will be shared with all shared governance groups, including the Board. The Student Code of Conduct and academic dishonesty will be referenced in the policy.

Ms. Anne Ostrander, Classified Senate

- Thanked Crystal Kolross for the presentation at the Classified Senate meeting on the program planning process.
- Classified Senate made appointments to the Accreditation Response Steering Committee and will soon make appointments to the Recommendation Response Task Force teams.
- Invited Board members to the October 30th Halloween event in the Circadian.
- First e-newsletter is expected in early November.

Mr. Allen Tsay, Associated Students

- Invited the Board to the Halloween event where the Associated Students take the Child Development Center children to visit the different College division and department offices.
- Reported on the Veterans Day events, and the Taste of the World event that focuses on cultural diversity.
- Homecoming is the first week of November.

Mr. Brian Abadia, Student Trustee

- The Associated Students attended the California Community College Student Affairs Association (CCCSAA) Conference in Sacramento to meet with student leaders from other community colleges.

Mr. Thomson, Trustee

- Made a presentation on Vision 2020 at the Kiwanis Club. There was tremendous interest in the Educational Master Plan and the central role of community colleges.
- Suggested that Pamela Eversole-Cire, Instructor, Natural Sciences, be invited to the next Board meeting to be recognized for the Leadership in Technology Education Award for her work on the stem cell grant.
Would favor a presentation by Wendie Johnston, Professor, Natural Sciences, on stem cell research at a future Board meeting.

Mr. Baum, Trustee
- The Board of Governors will be meeting on November 2, 2009.
- Attended the YWCA Women's Leadership Breakfast for Racial Justice and Equality at the Hilton on October 19, 2009. The college was well represented.
- Met with friends of the Altadena Town Council who would welcome a presentation on the Vision 2020 planning process.
- Appreciated the opportunity to be present at the Candidates' Forum on October 15, 2009.
- U-2 will be playing at the Rose Bowl on October 25, 2009.

Mr. Martin, Trustee
- Attended the Audit Committee meeting earlier today. Requested that the audit presentation be placed on the December 9, 2009 Board agenda. The areas of concern are the stimulus money and cash flow issues as a result of potentially unstable state funding.

Dr. Mann, Trustee
- Attended the ACCT meeting in San Francisco and was part of a panel on how boards can communicate with their public information officers. Dr. Rey Castro and Dr. Mann gave a presentation on Board Norms and Protocols at the ACCT meeting.
- Dr. Mann reminded the Board of the Board Bylaw governing requests for staff time to create reports.

O. FUTURE BOARD MEETING DATES

Wednesday, November 4, 2009 (Creveling Lounge) – Regular Board Meeting – 6:00 p.m.
Wednesday, November 18, 2009 (Creveling Lounge) – Regular Board Meeting with Associated Students – 12:00 noon, closed session at 11:00 a.m.

P. FUTURE AGENDA ITEMS
- Stem cell research report – Mr. Thomson.
- Policy on Board expenses – Dr. Bradbury-Huang.
- More transparency on the President’s expenditures (policies) – Dr. Bradbury-Huang.

IV. ADJOURNMENT
Dr. Mann adjourned Meeting No. 23 at 9:29 p.m.
MOTIONS CARRIED AT MEETING NO. 23 – October 21, 2009

1. Approval of the Minutes of Meeting No. 22, Regular Board Meeting, as amended, held on October 7, 2009.

2. Approval of Consent Items 5-I; 58-B through 66-B; and 45-P through 50-P.

3. Approval of the Contract for 2008-2009 between the Pasadena City College Instructional Support Services Unit (ISSU) and the Pasadena Area Community College District.

4. Approval of the Policy of Bylaw #1690, Selection of the College President, as amended.

5. Approval of the Procedures of Bylaw #1690, Selection of the College President, as amended.

6. Approval that the second representative from the Management Association should be a representative from Executive Committee.

7. Approval that each board member will select a community representative, and there will be two representatives from the Academic Senate, two representatives from the Classified Senate, one representative from the Management Association, one representative from the Executive Committee, one Student Trustee and one representative from Associated Students selected to the Screening Committee.

8. Approval of the Superintendent/President’s Annual Goals 2009-2010, as amended.

9. Approval of staff time for a report on Media Broadcasting of Board Meetings.

Submitted by:

Lisa Sugimoto, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 23
Wednesday, October 21, 2009
6:00 P.M. Closed Session
7:00 P.M. Open Session
Pasadena City College
Jack Scott Multipurpose Room
Community Education Center
3035 East Foothill 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 §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidentials; Management Association); Engeldinger

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

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS

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

D. ANNOUNCEMENTS

E. APPROVAL OF MINUTES
   Meeting No. 22, Regular Meeting, October 7, 2009

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

G. PUBLIC HEARING AND APPROVAL OF CONTRACT FOR 2008-2009 BETWEEN THE PASADENA CITY COLLEGE INSTRUCTIONAL SUPPORT SERVICES UNIT (ISSU) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT: DISCUSSION WITH POSSIBLE ACTION

H. SELECTION OF THE COLLEGE PRESIDENT: DISCUSSION WITH POSSIBLE ACTION
   a. Bylaw #1690 – "Selection of the College President"
   b. Selection of search firms

I. BUDGET UPDATE: DISCUSSION

J. ACCREDITATION UPDATE: DISCUSSION
K. SUPERINTENDENT/PRESIDENT'S GOALS: DISCUSSION WITH POSSIBLE ACTION

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

M. PRESIDENT'S REPORT

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

O. FUTURE BOARD MEETING DATES
   Wednesday, November 4, 2009 (Regular Board meeting) – 6:00 p.m.
   Wednesday, November 18, 2009 (Regular Board meeting) – 12:00 noon

P. FUTURE AGENDA ITEMS

IV. ADJOURNMENT
CONSENT ITEMS

5-I Approval of Instructional Trip for NSF MaS Grant Students, November 4-8, 2009
58-B Reporting and Approval of Revolving Fund Reimbursement
59-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
60-B Budget Augmentation
61-B Ratify/Amend Contracts
62-B Approve Purchasing Transactions
63-B Authorization to Solicit Bids: Center for the Arts Building
64-B Approve Change Orders: EMCOR Mesa Energy Systems, Chiller Plant Upgrade
65-B Approve Career and Technical Education Activity
66-B Amendment to Consent Item No. 56-B: Ratify Mileage Authorization

45-P Quarterly Report of Hourly Unclassified Employees, Student Workers, and Volunteers Hired for Fiscal Year 2009-2010
46-P Approve/Ratify Stipends for Academic Personnel
47-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
48-P Approve/Ratify Stipends for Classified and Unclassified Personnel

Revised 49-P Approval of Contract – Vice President for Instruction
50-P Approval of Salary Adjustment – President
Withdrawn 51-P Appointment – Interim Vice President for Student and Learning Services
<table>
<thead>
<tr>
<th>Tab</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Authorization to Transmit First</td>
</tr>
<tr>
<td></td>
<td>Quarterly Financial Status Report</td>
</tr>
<tr>
<td>I</td>
<td>Confirmation of Bond Sale Costs</td>
</tr>
<tr>
<td>J</td>
<td>Selection of the College President</td>
</tr>
<tr>
<td>K</td>
<td>Bylaw Review</td>
</tr>
</tbody>
</table>
Board Agenda Item G: Authorization to Transmit First Quarterly Financial Status Report

Board Meeting: November 4, 2009

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize transmittal of the 2009-2010 First Quarterly Financial Status Report to the Chancellor’s Office, California Community Colleges, as required by AB2910.

Background: The First Quarterly Financial Status Report contains no significant changes from the 2009-2010 Adopted Budget.

Submitted and Recommended by:

Interim Vice President, Administrative Services

Approved for Submission to the Board of Trustees by:

Superintendent/President
CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

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

District: (770) PASADENA

Your Quarterly Data is Certified for this quarter.

Chief Business Officer
CBO Name: Richard P. van Pelt
CBO Phone: 626-585-7956
CBO Signature:  
Date Signed: 10/30/09

Chief Executive Officer Name: Lisa Sugimoto
CEO Signature:  
Date Signed: 10/30/09

Electronic Cert Date: 10/28/2009

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

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511  
Send questions to:  
Christine Atalig (916)327-5772 catalig@cccco.edu, or Glen Campora (916)323-6899 gcampora@cccco.edu  
© 2007 State of California. All Rights Reserved.
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

District: (770) PASADENA

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2006-07</th>
<th>Actual 2007-08</th>
<th>Actual 2008-09</th>
<th>Projected 2009-2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>unrestricted General Fund Revenue, expenditure and fund balance:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1</td>
<td>Unrestricted General Fund Revenues (objects 8100, 8600, 8800)</td>
<td>117,718,889</td>
<td>121,675,684</td>
<td>122,927,825</td>
<td>117,930,560</td>
</tr>
<tr>
<td>A.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>29,914</td>
<td>46,113</td>
<td>38,541</td>
<td>12,405</td>
</tr>
<tr>
<td>A.3</td>
<td>Total Unrestricted Revenue (A.1 + A.2)</td>
<td>117,748,803</td>
<td>121,721,797</td>
<td>122,966,366</td>
<td>117,942,985</td>
</tr>
<tr>
<td>B.</td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.1</td>
<td>Unrestricted General Fund Expenditures (objects 1000-6000)</td>
<td>109,493,629</td>
<td>116,416,319</td>
<td>118,557,094</td>
<td>119,131,131</td>
</tr>
<tr>
<td>B.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>6,249,561</td>
<td>3,935,399</td>
<td>1,713,284</td>
<td>1,688,823</td>
</tr>
<tr>
<td>B.3</td>
<td>Total Unrestricted Expenditures (B.1 + B.2)</td>
<td>115,743,190</td>
<td>120,351,718</td>
<td>120,270,378</td>
<td>120,819,954</td>
</tr>
<tr>
<td>C.</td>
<td>Revenues Over(Under) Expenditures (A.3 - B.3)</td>
<td>2,005,593</td>
<td>1,370,079</td>
<td>2,695,988</td>
<td>-2,876,399</td>
</tr>
<tr>
<td>D.</td>
<td>Fund Balance, Beginning</td>
<td>12,487,182</td>
<td>14,492,775</td>
<td>15,882,854</td>
<td>18,358,842</td>
</tr>
<tr>
<td>D.1</td>
<td>Prior Year Adjustments + (-)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D.2</td>
<td>Adjusted Fund Balance, Beginning (D + D.1)</td>
<td>12,487,182</td>
<td>14,492,775</td>
<td>15,882,854</td>
<td>18,358,842</td>
</tr>
<tr>
<td>E.</td>
<td>Fund Balance, Ending (C. + D.2)</td>
<td>14,492,775</td>
<td>15,862,854</td>
<td>18,558,842</td>
<td>15,681,853</td>
</tr>
<tr>
<td>F.</td>
<td>Percentage of GF Fund Balance to GF Expenditures (E. / B.3)</td>
<td>12.5%</td>
<td>13.2%</td>
<td>15.4%</td>
<td>13%</td>
</tr>
<tr>
<td>II.</td>
<td>Annualized attendance FTES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G.1</td>
<td>Annualized FTES (excluding apprentice and non-resident)</td>
<td>22,040</td>
<td>22,759</td>
<td>24,025</td>
<td>20,805</td>
</tr>
<tr>
<td>III.</td>
<td>Total General Fund Cash Balance (unrestricted and restricted)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H.1</td>
<td>Cash, excluding borrowed funds</td>
<td>33,356,092</td>
<td>11,957,089</td>
<td>35,992,487</td>
<td></td>
</tr>
<tr>
<td>H.2</td>
<td>Cash, borrowed funds only</td>
<td>0</td>
<td>0</td>
<td>10,064,047</td>
<td></td>
</tr>
<tr>
<td>H.3</td>
<td>Total Cash (H.1+ H.2)</td>
<td>31,265,740</td>
<td>33,356,092</td>
<td>11,957,089</td>
<td>46,057,434</td>
</tr>
<tr>
<td>IV.</td>
<td>Unrestricted General Fund Revenue, expenditure and fund balance:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.1</td>
<td>Unrestricted General Fund Revenues (objects 8100, 8600, 8800)</td>
<td>117,930,560</td>
<td>117,930,560</td>
<td>27,558,150</td>
<td>23.4%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>10,000</td>
<td>10,000</td>
<td>12,405</td>
<td>124.1%</td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>117,940,560</td>
<td>117,940,560</td>
<td>27,570,555</td>
<td>23.4%</td>
</tr>
<tr>
<td>J.</td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J.1</td>
<td>Unrestricted General Fund Expenditures (objects 1000-6000)</td>
<td>110,131,131</td>
<td>119,131,131</td>
<td>16,916,061</td>
<td>14.2%</td>
</tr>
<tr>
<td>J.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>1,688,823</td>
<td>1,688,823</td>
<td>262,772</td>
<td>15.8%</td>
</tr>
<tr>
<td>J.3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>120,819,954</td>
<td>120,819,954</td>
<td>17,178,833</td>
<td>14.2%</td>
</tr>
<tr>
<td>K.</td>
<td>Revenues Over(Under) Expenditures (I.3 - J.3)</td>
<td>-2,876,394</td>
<td>-2,876,394</td>
<td>10,391,732</td>
<td></td>
</tr>
<tr>
<td>L.</td>
<td>Adjusted Fund Balance, Beginning</td>
<td>18,558,842</td>
<td>18,558,842</td>
<td>18,558,842</td>
<td></td>
</tr>
<tr>
<td>L.1</td>
<td>Fund Balance, Ending (C. + L.2)</td>
<td>15,679,446</td>
<td>15,679,446</td>
<td>28,950,564</td>
<td></td>
</tr>
<tr>
<td>M.</td>
<td>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</td>
<td>13%</td>
<td>13%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

https://misweb.cccco.edu/cc311q/view.aspx
V. Has the district settled any employee contracts during this quarter?  

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

<table>
<thead>
<tr>
<th>Contract Period Settled (Specify) YYYY-YY</th>
<th>Management</th>
<th>Permanent</th>
<th>Academic</th>
<th>Temporary</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Cost Increase</td>
<td>% *</td>
<td>Total Cost Increase</td>
<td>% *</td>
<td>Total Cost Increase</td>
</tr>
<tr>
<td>a. SALARIES:</td>
<td>Year 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. BENEFITS:</td>
<td>Year 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

VII. Does the district have significant fiscal problems that must be addressed?  

<table>
<thead>
<tr>
<th>This year?</th>
<th>Next year?</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>
Board Agenda Item I: Confirmation of Bond Sale Costs Respecting Pasadena Area Community College District $52,000,000 2002 Election General Obligation Bonds, 2009 Series D and 2002 Election Taxable General Obligation Build America Bonds (Direct Subsidy), 2009 Series E

Board Meeting: November 4, 2009

Information: Section 15146(c)(1) of the Education Code of the State of California (the "Education Code") requires that actual costs of issuance of general obligations bonds sold by or on behalf of a community college district be presented to the governing board and disclosed to the public at a meeting of such governing board following the sale of such bonds.

Fiscal Implications: Costs associated with the issuance, sale and closing of the final two series of the Measure "P" bonds are included in the overall bond costs. An interpretation of the Internal Revenue Code prevented the closing costs for the taxable Build America Bonds from being paid with premiums collected on the tax-exempt bonds; therefore, they were instead paid from the final bond proceeds.

Background: In 2002, the voters of the Pasadena Area Community College District approved a general obligation bond measure, Measure "P". It provided $150M for the completion of Facilities Master Plan 2010.

A total of five series of bonds were issued, beginning in 2003, and ending on September 29, 2009, and there is no remaining authorization under Measure P. In 2006, the California Education Code was amended to require public notification of the costs associated with the bond sales. The last two series were substantially different from one another. Series D followed the traditional method, and is a tax-exempt municipal bond. Series E is a taxable bond which is part of the Build America Bond program whereby the federal government provides subsidies to offset the taxes.

Submitted and Recommended by: Interim Vice President, Administrative Services

Approved for Submission to the Board of Trustees by: Superintendent/President
### $52,000,000
2002 ELECTION GENERAL OBLIGATION BONDS
PASADENA AREA COMMUNITY COLLEGE DISTRICT

#### FINANCING SUMMARY

<table>
<thead>
<tr>
<th>Series D and Series E</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale Date</td>
<td>9/29/09</td>
</tr>
<tr>
<td>(Interest rate lock)</td>
<td></td>
</tr>
<tr>
<td>Closing Date</td>
<td>10/15/09</td>
</tr>
<tr>
<td>(Receipt of funds)</td>
<td></td>
</tr>
<tr>
<td>Final Maturity</td>
<td>8/01/34</td>
</tr>
<tr>
<td>(Last payment)</td>
<td></td>
</tr>
<tr>
<td>Call Provision</td>
<td>8/1/19 @ Par</td>
</tr>
<tr>
<td>(Early payment option)</td>
<td></td>
</tr>
<tr>
<td><strong>Ratings (Insured/District Underwriting)</strong></td>
<td></td>
</tr>
<tr>
<td>Standard &amp; Poor's</td>
<td>AA+</td>
</tr>
<tr>
<td>Moody’s Investor Service</td>
<td>Aa3</td>
</tr>
<tr>
<td><strong>Sources</strong></td>
<td></td>
</tr>
<tr>
<td>Series D Par Amount of Bonds</td>
<td>26,705,000.00</td>
</tr>
<tr>
<td>Series E Par Amount of Bonds</td>
<td>25,295,000.00</td>
</tr>
<tr>
<td><strong>Total Amount of Bonds Sold</strong></td>
<td>$52,000,000.00</td>
</tr>
<tr>
<td><strong>Original Issue Premium</strong></td>
<td>3,582,085.95</td>
</tr>
<tr>
<td><strong>Total Sources</strong></td>
<td>$55,582,085.95</td>
</tr>
<tr>
<td>(Total funds received)</td>
<td></td>
</tr>
<tr>
<td><strong>Uses</strong></td>
<td></td>
</tr>
<tr>
<td>Building Fund</td>
<td>51,768,020.54</td>
</tr>
<tr>
<td>(Construction funds)</td>
<td></td>
</tr>
<tr>
<td>Costs of Issuance**</td>
<td>517,158.00</td>
</tr>
<tr>
<td>(Cost of selling Bonds)</td>
<td></td>
</tr>
<tr>
<td>Debt Service Fund</td>
<td>3,296,907.41</td>
</tr>
<tr>
<td>(Extra funds used to pay debt service)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Uses</strong></td>
<td>$55,582,085.95</td>
</tr>
<tr>
<td><strong>Bond Statistics</strong></td>
<td></td>
</tr>
<tr>
<td>Average Life</td>
<td>16.185 Years</td>
</tr>
<tr>
<td>(Time it takes to pay ½ of principal)</td>
<td></td>
</tr>
<tr>
<td>Bond Yield</td>
<td>Series D: 3.0598%</td>
</tr>
<tr>
<td>(Yield for tax law purposes)</td>
<td></td>
</tr>
<tr>
<td>All Inclusive Cost of Borrowing (net of Federal Subsidy)</td>
<td></td>
</tr>
<tr>
<td>(All-in cost of borrowing)</td>
<td>4.0013%</td>
</tr>
<tr>
<td>Total Future Value Debt Service Savings of Build America Bonds Versus 25-Year Tax-Exempt Base Case</td>
<td>$3,854,922</td>
</tr>
<tr>
<td>Total Present Value Debt Service Savings of Build America Bonds Versus 25-Year Tax-Exempt Base Case</td>
<td>$2,550,599</td>
</tr>
</tbody>
</table>

* Additional funds received from investors, which are generated through the interest rates, used to pay the costs of issuance.

** Costs of Issuance include the underwriter's discount, legal fees, rating fees, printing costs and other miscellaneous expenses.
## Final Costs of Issuance

<table>
<thead>
<tr>
<th>PAYEE</th>
<th>SERVICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RBC Capital Markets</td>
<td>Underwriter's Discount</td>
<td>$416,000.00</td>
</tr>
<tr>
<td>Fulbright &amp; Jaworski</td>
<td>Bond Counsel/Disclosure Counsel</td>
<td>40,268.00</td>
</tr>
<tr>
<td>Moody's Investor Service</td>
<td>Rating Fee</td>
<td>19,450.00</td>
</tr>
<tr>
<td>Standard &amp; Poor's</td>
<td>Rating Fee</td>
<td>19,000.00</td>
</tr>
<tr>
<td>U.S. Bank N.A.</td>
<td>Paying/Filing/Fiscal Agent Fee</td>
<td>7,650.00</td>
</tr>
<tr>
<td>AVIA Communications</td>
<td>Printing Costs</td>
<td>7,500.00</td>
</tr>
<tr>
<td>California Municipal Statistics</td>
<td>Data Service</td>
<td>1,500.00</td>
</tr>
<tr>
<td></td>
<td>Contingency</td>
<td>5,790.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$517,158.00</strong></td>
</tr>
</tbody>
</table>
CONFIRMATION OF BOND SALE COSTS RESPECTING
PASADENA AREA COMMUNITY COLLEGE DISTRICT
$52,000,000 2002 ELECTION GENERAL OBLIGATION BONDS, 2009, SERIES D
AND 2002 ELECTION TAXABLE GENERAL OBLIGATION BUILD AMERICA BONDS
(DIRECT SUBSIDY), 2009 SERIES E

The District's 2002 Election General Obligation Bonds, 2009 Series D and 2002 Election Taxable General Obligation Build America Bonds (Direct Subsidy), 2009 Series E (the "Bonds") were sold to RBC Capital Markets Corporation on September 30, 2009, in the aggregate principal or issue amount of $52,000,000.

Section 15146(c)(1) of the Education Code of the State of California (the "Education Code") requires that actual costs of issuance of general obligations bonds sold by or on behalf of a community college district be presented to the governing board and disclosed to the public at a meeting of such governing board following the sale of such Bonds. At the time of this Board's adoption of the Resolution authorizing the Bonds, the costs of issuing the Bonds was estimated at 2.00% of the aggregate principal amount thereof. The actual costs of issuance were 0.99% of the aggregate principal amount of the Bonds. In compliance with Section 15146(c)(1) of the Education Code, the actual cost of sale of the Bonds was $517,158.00 or less.

By: ________________________________
Consuelo Rey Castro
Clerk/Board of Trustees
Pasadena Area Community College District

Submitted to the Board at
November 5, 2009 Meeting
PASADENA AREA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES BYLAWS

Title: Selection of the Superintendent/President
Legal Authority: California Education Code Section 72000, ACCJC Standard IV.B.j
Bylaw No. 1690
Page 1 of 1

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 Superintendent/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 and procedures of the search.

3. If necessary, the Board of Trustees may appoint an Interim Superintendent/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 Superintendent/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 Superintendent/President.

6. The Board of Trustees will approve the job description for the Superintendent/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 screening 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, and/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 Superintendent/President in an open meeting of the Board.

Approved by the Board of Trustees: February 9, 2008; Revised: __________________________
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 and procedures 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 may 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 will use a first-level screening committee to assist in evaluating the pool of candidates. If there is a first-level screening 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, and/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.

February 8, 2007; Revised:________________________
PASADENA AREA COMMUNITY COLLEGE DISTRICT
COMPOSITION OF THE FIRST-LEVEL SCREENING 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/\textbf{PCC Faculty Association} 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
PASADENA AREA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES BYLAWS

Title: Minutes of Meetings
Legal Authority: Education Code, Section 72121
Government Code 54957.9

Bylaw No. 1320
Page 1 of 1

1. The approved minutes of the meetings of the Board of Trustees shall constitute public records and shall be available to the public. In accordance with Robert's Rules of Order, the minutes mainly record actions by the Board.
   The minutes shall include:
   a. Date, Place, Time, and type of meeting
   b. Members present and absent listed by name, including time of arrival and departure
   c. Date and place of next meeting
   d. Time of adjournment
   e. Approval, or amendment and approval, of minutes of the preceding meeting
   f. A synopsis of the Board's deliberations and action, including the names of the members who make and those who second the motion, the vote on a motion, and a roll call record of the vote on a motion if not unanimous, and if desired by the Board.
   g. The name, affiliation and topic addressed by a member of the public making remarks to the Board during a Public Comment segment of the agenda.

2. All copies of the minutes of the meetings of the Board of Trustees shall contain the following notice: To listen to the full deliberation of the Board, please go to the College website at www.pasadena.edu/board and click on “Audiocast of Meetings.”

3. Audio-casts of meetings will be kept in a publicly accessible space for no less than five years.

Approved by the Board of Trustees: August 17, 1994, revised April 19, 2006, revised May 17, 2006, revised June 4, 2008
PASADENA AREA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES BYLAWS

Title: Powers and Duties: Authorized Signatures
Bylaw No. 1600
Legal Authority: California Education Code, Sections 81655-81656 (Revised)
California Public Contract Code, Section 20651

Page 1 of 2

1. Preface
In order to be valid and enforceable against the District, all transactions require Board approval or ratification except the following:

a. Any purchase which does not exceed $500.
b. Any amendment to an expenditure, previously approved by the Board, which does not exceed $500.
c. Field contracts for facilities modifications or maintenance under $15,000.
d. Contracts that involve no cost to the District.
e. Contracts for equipment, supplies, materials, and leases under $5,000.
f. Personal service agreements not to exceed one year in length and total contract amounts under $3,000.
g. Authorizations to proceed to bid that are for $5,000 or less.
h. Contract change orders which do not exceed 10% of the contract or $5,000 per contract.

2. Authorized Signatures of Board Officers
The Board authorizes the Board President, Vice President, Clerk, and Secretary to sign contracts, warrants, and documents.

3. Deputation of Authorized Signatures
a. The Board delegates to the Superintendent/President, or to such person as the Superintendent/President may designate, the power to make the transactions listed in the preface of this article as not requiring Board approval or ratification. If the Superintendent/President delegates any powers and duties entrusted to him or her by the Board, the Superintendent/President will be responsible to the Board for the execution of such delegated powers and duties.

b. The Board delegates to the Superintendent/President and Vice President for Administrative Services and/or the Dean of Human Resources, (in the place of the Vice President for Administrative Services) authority to sign orders for salary payments (warrants) and notices of employment, subject to the approval or ratification of the Board in order for the transaction to be valid and enforceable against the District. The Superintendent/President or designee will withhold approval of District warrants when:
   (1) Disbursement of funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
   (2) Established procedures have not been followed to permit verification of authenticity of the expenditure.

c. In all other cases either the Superintendent/President or the Vice President for Administrative Services are delegated to sign on behalf of the Board, subject to the approval or ratification of the Board in order for the transaction to be valid and enforceable against the District.

4. The Superintendent/President or designee shall make appropriate reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

Approved by the Board of Trustees: August 17, 1994; Revised, August 5, 1998, Revised, August 6, 2006, Revised, July 16, 2008
5. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.
BP 6150  Designation of Authorized Signatures

Reference:
   *Education Code Section 85232, 85233*

Authority to sign orders and other transactions on behalf of the Board is delegated to the [CEO] and other officers appointed by the [CEO].

**Note: For those districts that file signatures with county superintendent of schools:**

The authorized signatures shall be filed with the [county superintendent of schools].

*See Administrative Procedure [ # ].*
AP 6150  Designation of Authorized Signatures

Reference:
Education Code Section 85232, 85233

Note: A procedure to designate authorized signatures is legally required. Local practice may be inserted. The following is typical and complies with requirements.

The [CFO or other position] is hereby designated as the District officer authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools. (Note: “proper documentation” may vary from district to district according to EC section 85233, 85266)

The [CFO or other position] will withhold approval of District warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.

- Established procedures have not been followed to permit verification of authenticity of the expenditure.
BP 6340  Contracts

Reference:

*Education Code Sections 81641, et seq.;
Public Contracts Code Sections 20650, et seq.*

The Board delegates to the [CEO] the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the [CEO] concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order though any other public corporation or agency in accordance with Public Contracts Code Section 20652, the [CEO] is authorized to proceed with a contract.

See Administrative Procedures [ # ].
AP 6340  Bids and Contracts

Reference:
Education Code Section 81641 et seq.; Public Contracts Code Sections 20112 and 20650 et seq., 22000 et seq.; Labor Code 1770 et seq.

Note: Procedures on bids and contracting are required. Local practice may be inserted. The following is typical and complies with requirements. However, please note that districts which, by proper resolution and notification to the Controller, have elected to adopt the Uniform Public Construction Accounting Act, are subject to an alternative set of procedures, described in detail in Public Contracts Code sections 22000 et seq.

Limits
Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the [limits set out in the Public Contracts Code] will require documented quotes.
- Purchase of goods or services in excess of the [limits set out in the Public Contracts Code] will require formal advertised bids.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

Note: The bid minimums are annually readjusted by the Board of Governors as required by Public Contracts Code Section 20651(d); the 1/1/2007 adjustment increased the minimum for materials or supplies to $69,000. The current bid minimum can be found at http://www.cde.ca.gov/fg/ac/co/.

Bid Specifications
Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids
The District shall publish at least once a week for two weeks in a newspaper of general circulation circulated within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on [district's] Web site or through an electronic portal, a notice calling for bids or proposals, stating the materials or supplies to be furnished and the time and place when bids will be opened. [District] may accept a bid that was submitted either electronically or on paper.
Bid and contract forms shall be prepared and maintained by [insert designated office or position]. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The [insert designated position] shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with California Labor Code Sections 1775 and 1776 governing payment of prevailing wages and California Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier’s check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier’s check received shall be returned to the respective bidder.

[Designate position or office] shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

A deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

**Awarding of Bids and Contracts Awards**

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District for good and sufficient reason.

- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.

- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.

- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. the District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

**Purchase without Advertising for Bids**

The [CFO or designee] is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The [CFO or designee] may, without advertising for bids within the same [county, city, town or district], purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The [CFO or designee] may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.
Duration of Continuing Contracts for Services and Supplies
Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid
When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the [designate position] may make a contract in behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the board.

Unlawful to Split Bids
It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Note: the following sections apply if funds from the Kindergarten-University Public Education Facilities Bond Acts of 2002, 2004, or 2006 are used for a public works project.

Kindergarten-University Public Education Bond Act Projects
For projects funded by 2002, 2004, or 2006 Bond Funds, the [designate position] will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code section 1771.7. The program will include:

- Appropriate language concerning the wage requirements of Labor Code 1720 et seq. in all bid invitations and public works contracts.
- A pre-job conference with the contractor and subcontractors to discuss applicable federal and state labor law requirements.
- Project contractors and subcontractors shall be required to maintain and, at designated times, furnish certified copies of weekly payroll containing a statement of compliance signed under penalty of perjury.
- The District shall review, and if appropriate audit, the payroll records of the employees of the contractor and/or subcontractor. The review and audit shall be conducted by [designate position] or an independent third party, but not the third party with whom the District contracts to initiate and enforce a labor compliance program under Labor Code section 1771.7,
- If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.
- The [designate position] shall transmit a written finding that the District has initiated and enforced, or has contracted with a third party to initiate and enforce, the required labor compliance program, to the Director of the Department of Industrial Relations, or any successor agency that is responsible for the oversight of employee wage and work hour laws.
Revised 02/05, 08/06, 02/07
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval for Instructional Activity for Performing & Communication Arts – November 15-21, 2009

Board Meeting Date: November 4, 2009

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

November 15 – 21, 2009 – Performing & Communication Arts student, Cody Lowry will travel to University of Indiana where he will be hosted by 2008-09 Guest Artist Carol Vaness, to receive private lessons and observe opera classes and rehearsals at the University of Indiana. Anticipated expenses not to exceed $640 including airfare ($433.) and meals ($200).

FISCAL IMPLICATIONS: Funds for this purpose are budgeted for in the 2009-2010 Student Performance T & A Account.

BACKGROUND: This instructional activity is part of the division’s Guest Artist series to provide an enhanced experience for a promising student to follow up after the visit of the performing guest artist. This year’s selected student will stay in the artist’s home. This instructional activity is requested by the division dean, Performing & Communication Arts.

Submitted by:

James Armyn
Division Dean, Performing & Communication Arts

Recommended for Approval:

Jacqueline Jacobs
Vice President, Instruction

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Sue Sugimoto
Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Professional Conference Attendance

Board Meeting Date: November 4, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the following conference attendance outside the United States or with anticipated costs in excess of $1,500.00.

Approve

ATTENDEE: Jeanette Mann
LOCATION: 2009 Annual Convention and Partner Conferences, Community College League of California, Burlingame, California
DATES: November 19 – 21, 2009
PURPOSE: Will discuss critical issues being faced by community colleges in these tough economic times.
CHARGES: $1,613.00
COST CENTER: 01-5210-4100-0000, Board of Trustees
RECOMMENDED BY: Dr. Lisa Sugimoto, Superintendent/President
*11/18/09 additional travel day

ATTENDEE: Rita D'Amico
LOCATION: Florence, Italy
DATES: November 8 – 12, 2009
PURPOSE: To conduct an inspection/evaluation site visit for Study Abroad Program.
CHARGES: No cost to District.
COST CENTER: N/A
RECOMMENDED BY: Dr. Jacqueline Jacobs, Vice President, Instruction
*11/6 & 11/15, 2009 additional travel days

Submitted by:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
Ratify

ATTENDEE: Barbara Padron-Leon
LOCATION: Festival Iberoamericano de Teatro Conference
          Cadiz, Spain
DATES: October 20 – 30, 2009
PURPOSE: Will represent PCC as a scholar and literature researcher.
CHARGES: No cost to District
COST CENTER: N/A
RECOMMENDED BY: Dr. Jacqueline Jacobs, Vice President, Instruction

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.
CONSENT ITEM TITLE:
Approve Career and Technical Education Activity

Board Meeting Date: November 4, 2009

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

Approve

March 16, 2009 – Career and Technical Education Day at PCC, to provide information to feeder high school students about Career and Technical Education programs. Anticipated expenses not-to-exceed $20,000.00 for duplicating, supplies, materials, technicians and refreshments for approximately 1,000 participants. Cost Center: 03-5210-5112-0000, Across All Career and Technical Education Programs

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:

[Signature]
Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Reporting and Approval of Revolving Fund Reimbursement

Board Meeting Date: November 4, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Pasadena Area Community College District Revolving Cash Fund in the amount of $3,753.30.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-05-09</td>
<td>17526795</td>
<td>$1,570.77</td>
</tr>
<tr>
<td>10-09-09</td>
<td>17545410</td>
<td>2,182.53</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3,753.30</td>
</tr>
</tbody>
</table>

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

Submitted by:
Odessa Walker
Director, Fiscal Services

Recommended for Approval:
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent/President
<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/5/2009</td>
<td>17526795</td>
<td>$1,570.77</td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,428.83</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>$22.94</td>
<td></td>
</tr>
<tr>
<td>Enrollment refunds</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>Parking refunds</td>
<td>$64.00</td>
<td></td>
</tr>
<tr>
<td>10/9/2009</td>
<td>17545410</td>
<td>$2,182.53</td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,659.05</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Bus passes</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>Truck rental</td>
<td>$89.98</td>
<td></td>
</tr>
<tr>
<td>Library refunds</td>
<td>$109.50</td>
<td></td>
</tr>
<tr>
<td>Parking refunds</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Enrollment refunds</td>
<td>$59.00</td>
<td></td>
</tr>
<tr>
<td>Lost key refund</td>
<td>$80.00</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total: $3,753.30
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

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

Board Meeting Date: November 4, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Workers' Compensation Self-Insurance Fund Bank account in the amount of $16,874.25.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBERS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-08-09</td>
<td>17537296</td>
<td>$16,874.25</td>
</tr>
</tbody>
</table>

Medical $11,864.21  
Benefit Payments $3,536.89  
Legal $1,473.15  
$16,874.25

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:  
O. Walker  
Director, Fiscal Services

Recommended for Approval:  
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:  
[Signature]  
Superintendent/President
CONSENT ITEM TITLE: Budget Augmentation

Board Meeting Date: November 4, 2009

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

FISCAL IMPLICATIONS:

Adult Basic Education:

<table>
<thead>
<tr>
<th>2009-2010 Adopted Budget:</th>
<th>Increase</th>
<th>2009-2010 Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 154,972</td>
<td>$ 80,165</td>
<td>$ 235,137</td>
</tr>
</tbody>
</table>

BACKGROUND: This increase is based upon recent information available from the California Department of Education. Revenue was increased, therefore expenses were increased commensurately.

Submitted by:

Olesa Walker
Director, Fiscal Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Purchasing Transactions

Board Meeting Date: November 4, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve purchasing transactions P10-00942 through P10-01109.

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:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Total Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>P10-00942</td>
<td>PORTA PHONE</td>
<td>ATHLETIC EQUIP.</td>
<td>PHYS ED</td>
<td>01</td>
<td>539.95</td>
</tr>
<tr>
<td>P10-00943</td>
<td>LANDRY'S SPORTING GOODS</td>
<td>ATHLETIC EQUIP.</td>
<td>PHYS ED</td>
<td>03</td>
<td>1,535.95</td>
</tr>
<tr>
<td>P10-00944</td>
<td>KEN'S SPORTING GOODS</td>
<td>ATHLETIC EQUIP.</td>
<td>PHYS ED</td>
<td>03</td>
<td>880.74</td>
</tr>
<tr>
<td>P10-00945</td>
<td>BUDDIES ALL-STARTS</td>
<td>ATHLETIC EQUIP.</td>
<td>PHYS ED</td>
<td>03</td>
<td>4,280.80</td>
</tr>
<tr>
<td>P10-00946</td>
<td>BUDDIES ALL-STARTS</td>
<td>ATHLETIC EQUIP.</td>
<td>PHYS ED</td>
<td>03</td>
<td>3,855.52</td>
</tr>
<tr>
<td>P10-00947</td>
<td>COMPUTER 1 PRODUCTS</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>MGMT INFO SERVICES</td>
<td>01</td>
<td>579.89</td>
</tr>
<tr>
<td>P10-00949</td>
<td>RENAISSANCE AGENCIES, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>INTERNATIONAL STUDENTS</td>
<td>01</td>
<td>6,570.00</td>
</tr>
<tr>
<td>P10-00951</td>
<td>UNISOURCE WORLDWIDE, INC.</td>
<td>JANITORIAL/CUSTODIAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>01</td>
<td>2,691.95</td>
</tr>
<tr>
<td>P10-00953</td>
<td>CONSUMER PIPE AND SUPPLY</td>
<td>PLUMBING SUP.</td>
<td>FACILITIES</td>
<td>43</td>
<td>5,177.08</td>
</tr>
<tr>
<td>P10-00954</td>
<td>ANDERSEN'S DOOR SERVICE, INC.</td>
<td>REPAIRS</td>
<td>FACILITIES</td>
<td>01</td>
<td>630.00</td>
</tr>
<tr>
<td>P10-00958</td>
<td>* FERGUSON ENTERPRISES</td>
<td>PLUMBING SUP.</td>
<td>FACILITIES</td>
<td>42</td>
<td>845.11</td>
</tr>
<tr>
<td>P10-00962</td>
<td>&gt; CORPORATE EXPRESS A STAPLES CO.</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>PERFORMING AND COMM ARTS</td>
<td>03</td>
<td>603.67</td>
</tr>
<tr>
<td>P10-00963</td>
<td>&gt; CORPORATE EXPRESS A STAPLES CO.</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>CALWORKS</td>
<td>03</td>
<td>931.13</td>
</tr>
<tr>
<td>P10-00964</td>
<td>JB SYSTEMS, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>MGMT INFO SERVICES</td>
<td>01</td>
<td>2,680.61</td>
</tr>
<tr>
<td>P10-00966</td>
<td>AMERICAN FOOTHILL PUBLISHING CO.</td>
<td>PRINTING SERVICES</td>
<td>PUBLIC RELATIONS</td>
<td>01</td>
<td>3,570.17</td>
</tr>
<tr>
<td>P10-00968</td>
<td>* BEACON MEDIA, INC.</td>
<td>ADVERTISING</td>
<td>PUBLIC RELATIONS</td>
<td>01</td>
<td>1,714.00</td>
</tr>
<tr>
<td>P10-00969</td>
<td>ACADEMIC SENATE</td>
<td>MEMBERSHIP FEES</td>
<td>FAC SEN</td>
<td>01</td>
<td>5,122.80</td>
</tr>
<tr>
<td>P10-00971</td>
<td>COMMUNITY COLLEGE LEAGUE OF CA</td>
<td>MEMBERSHIP FEES</td>
<td>PRESIDENT'S OFFICE</td>
<td>01</td>
<td>1,500.00</td>
</tr>
<tr>
<td>P10-00972</td>
<td>MAJOR LEAGUE SOFTBALL</td>
<td>ATHLETIC EQUIP.</td>
<td>PHYS ED</td>
<td>01</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P10-00974</td>
<td>CALIF. OFFICE SYSTEMS, INC.</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>OFFICE SVS</td>
<td>01</td>
<td>796.51</td>
</tr>
<tr>
<td>P10-00975</td>
<td>SAM SERVICE AMERICA</td>
<td>REPAIRS</td>
<td>ENGT/TECH</td>
<td>01</td>
<td>548.75</td>
</tr>
<tr>
<td>P10-00977</td>
<td>CLEANTECH ENVIRONMENTAL</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>ENGT/TECH</td>
<td>01</td>
<td>790.20</td>
</tr>
<tr>
<td>P10-00978</td>
<td>AT&amp;T MOBILITY</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>PRESIDENT'S OFFICE</td>
<td>01</td>
<td>1,400.00</td>
</tr>
<tr>
<td>P10-00979</td>
<td>SOLAR DEPOT, LLC.</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATER.</td>
<td>ENGT/TECH</td>
<td>14,299.38</td>
<td></td>
</tr>
<tr>
<td>P10-00981</td>
<td>* PASADENA MUNICIPAL SERVICES</td>
<td>UTILITY SERVICES</td>
<td>ENGT/TECH</td>
<td>01</td>
<td>1,000.00</td>
</tr>
<tr>
<td>P10-00982</td>
<td>* CONSOLIDATED ELEC. DIST.(CED)</td>
<td>TOOLS</td>
<td>FACILITIES</td>
<td>01</td>
<td>568.01</td>
</tr>
<tr>
<td>P10-00983</td>
<td>A-1 CONCRETE PUMPING</td>
<td>BUILDING MATERIALS</td>
<td>ENGT/TECH</td>
<td>01</td>
<td>1,190.79</td>
</tr>
<tr>
<td>P10-00984</td>
<td>* CITY WHOLESALE ELECTRIC CO.</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>ENGT/TECH</td>
<td>01</td>
<td>845.16</td>
</tr>
<tr>
<td>P10-00985</td>
<td>* CITY WHOLESALE ELECTRIC CO.</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>ENGT/TECH</td>
<td>01</td>
<td>1,437.00</td>
</tr>
<tr>
<td>P10-00987</td>
<td>* I-8 FOOD SERVICES</td>
<td>RENTAL OF EQUIP / TOOLS</td>
<td>TSFR CTR</td>
<td>01</td>
<td>1,097.50</td>
</tr>
<tr>
<td>P10-00988</td>
<td>COMVIEW</td>
<td>COMPUTER EQUIP.</td>
<td>COMP. SVS</td>
<td>00</td>
<td>1,872.70</td>
</tr>
<tr>
<td>P10-00989</td>
<td>DELL, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>COMP. SVS</td>
<td>00</td>
<td>1,159.36</td>
</tr>
<tr>
<td>P10-00990</td>
<td>APPLE COMPUTER, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>COMP. SVS</td>
<td>00</td>
<td>2,340.97</td>
</tr>
<tr>
<td>P10-00991</td>
<td>APPLE COMPUTER, INC.</td>
<td>COMPUTER EQUIP.</td>
<td>COMP. SVS</td>
<td>00</td>
<td>1,435.48</td>
</tr>
<tr>
<td>P10-00992</td>
<td>* ANDERSON BUSINESS TECHNOLOGY</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>POLICE</td>
<td>01</td>
<td>1,080.00</td>
</tr>
<tr>
<td>P10-00993</td>
<td>CORPORATE EXPRESS A STAPLES CO.</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>HEALTH SCI</td>
<td>03</td>
<td>830.27</td>
</tr>
<tr>
<td>P10-00997</td>
<td>* PASADENA JOURNAL</td>
<td>ADVERTISING</td>
<td>PUBLIC RELATIONS</td>
<td>01</td>
<td>631.80</td>
</tr>
<tr>
<td>P10-00998</td>
<td>FUJITSU COMPUTER SYSTEMS</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>FIN AID</td>
<td>03</td>
<td>895.00</td>
</tr>
<tr>
<td>P10-00999</td>
<td>TOMARK SPORTS, INC.</td>
<td>ATHLETIC EQUIP.</td>
<td>PHYS ED</td>
<td>03</td>
<td>561.38</td>
</tr>
<tr>
<td>P10-01000</td>
<td>* ANDERSON BUSINESS TECHNOLOGY</td>
<td>REPAIRS</td>
<td>CALWORKS</td>
<td>03</td>
<td>568.51</td>
</tr>
<tr>
<td>P10-01001</td>
<td>MCLOGAN SUPPLY</td>
<td>PRINTING SUP. &amp; EQUIP.</td>
<td>CAREER AND TECHNICAL EDU</td>
<td>03</td>
<td>2,025.92</td>
</tr>
<tr>
<td>P10-01002</td>
<td>* ANDERSON BUSINESS TECHNOLOGY</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>POLICE</td>
<td>03</td>
<td>2,588.01</td>
</tr>
</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College.
> Indicates local branch utilized outside of District as required by Vendor.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Total Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>P10-01004</td>
<td>RENAISSANCE AGENCIES, INC.</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>INTERNATIONAL STUDENTS</td>
<td>01</td>
<td>451,140.00</td>
</tr>
<tr>
<td>P10-01005</td>
<td>NACE</td>
<td>SOFTWARE--WORD PROCESSING</td>
<td>CAREER</td>
<td>01</td>
<td>1,500.00</td>
</tr>
<tr>
<td>P10-01006</td>
<td>APPLIED INSIGHT</td>
<td>SOFTWARE--WORD PROCESSING</td>
<td>CAREER</td>
<td>01</td>
<td>2,940.00</td>
</tr>
<tr>
<td>P10-01007</td>
<td>UNISOURCE WORLDWIDE, INC.</td>
<td>JANITORIAL/CUSTODIAL SUP. &amp; EQUIP.</td>
<td>FACILITIES</td>
<td>01</td>
<td>1,666.46</td>
</tr>
<tr>
<td>P10-01008</td>
<td>KEENAN &amp; ASSOCIATES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>BUSINESS SERVICES</td>
<td>62</td>
<td>12,357.14</td>
</tr>
<tr>
<td>P10-01009</td>
<td>RISO INC.</td>
<td>PRINTING SUP. &amp; EQUIP.</td>
<td>OFFICE SVS</td>
<td>01</td>
<td>4,000.00</td>
</tr>
<tr>
<td>P10-01012</td>
<td>XEROX CORPORATION</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>CEC</td>
<td>01</td>
<td>5,832.00</td>
</tr>
<tr>
<td>P10-01015</td>
<td>* PCC BOOKSTORE</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>CEC</td>
<td>01</td>
<td>500.00</td>
</tr>
<tr>
<td>P10-01016</td>
<td>WEST GROUP</td>
<td>SUBSCRIPTIONS</td>
<td>BUSINESS</td>
<td>01</td>
<td>1,840.00</td>
</tr>
<tr>
<td>P10-01018</td>
<td>WEST GROUP</td>
<td>SUBSCRIPTIONS</td>
<td>BUSINESS</td>
<td>01</td>
<td>1,311.26</td>
</tr>
<tr>
<td>P10-01021</td>
<td>ELECTRONIX EXPRESS</td>
<td>ELECTRICAL SUP. &amp; EQUIP.</td>
<td>ENG/TECH</td>
<td>03</td>
<td>513.63</td>
</tr>
<tr>
<td>P10-01022</td>
<td>TECHNOLOGY AND DEVT GROUP LA BTC</td>
<td>ADVERTISING</td>
<td>CAREER AND TECHNICAL EDU</td>
<td>03</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P10-01024</td>
<td>SARS SOFTWARE PRODUCTS, INC.</td>
<td>MAINTENANCE/SERVICE AGREEMENT</td>
<td>COUNSEL</td>
<td>01,03</td>
<td>2,700.00</td>
</tr>
<tr>
<td>P10-01027</td>
<td>COMPETITIVE EDGE SOFTWARE, INC.</td>
<td>SOFTWARE--WORD PROCESSING</td>
<td>POLICE</td>
<td>01</td>
<td>980.00</td>
</tr>
<tr>
<td>P10-01028</td>
<td>KENS SPORTING GOODS</td>
<td>ATHLETIC EQUIP.</td>
<td>PHYS ED</td>
<td>01</td>
<td>546.56</td>
</tr>
<tr>
<td>P10-01029</td>
<td>BLUE-GAUNTLET FENCING U.S.A</td>
<td>ATHLETIC EQUIP.</td>
<td>PHYS ED</td>
<td>01</td>
<td>2,422.28</td>
</tr>
<tr>
<td>P10-01030</td>
<td>MCKESSON GENERAL MEDICAL</td>
<td>LABORATORY/BEAUTY SUPPLY</td>
<td>HLTH PCC</td>
<td>03</td>
<td>1,020.68</td>
</tr>
<tr>
<td>P10-01031</td>
<td>&gt; CORPORATE EXPRESS A STAPLES CO.</td>
<td>OFFICE SUP. &amp; EQUIP.</td>
<td>ADMISSIONS &amp; RECORDS</td>
<td>01</td>
<td>568.68</td>
</tr>
<tr>
<td>P10-01032</td>
<td>* MARATHA HIGH SCHOOL</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>CEC</td>
<td>03</td>
<td>4,375.00</td>
</tr>
<tr>
<td>P10-01033</td>
<td>MUSIC THEATRE INTERNATIONAL</td>
<td>RENTAL OF EQUIP./TOOLS</td>
<td>PERFORMING AND COMM ARTS</td>
<td>01</td>
<td>1,788.93</td>
</tr>
<tr>
<td>P10-01035</td>
<td>GLOVE CLUB HENRY SCHIEN</td>
<td>LABORATORY/BEAUTY SUPPLY</td>
<td>HEALTH SCI</td>
<td>03</td>
<td>1,234.34</td>
</tr>
<tr>
<td>P10-01039</td>
<td>* THROOP CO: GEORGE L.</td>
<td>ART SUPPLIES</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>01</td>
<td>691.69</td>
</tr>
<tr>
<td>P10-01040</td>
<td>* CALIFORNIA MARKETING</td>
<td>PRINTING SERVICES</td>
<td>TSFR CTR</td>
<td>01</td>
<td>3,000.00</td>
</tr>
<tr>
<td>P10-01041</td>
<td>* ARCADIA PARTY RENTALS</td>
<td>RENTAL OF EQUIP./TOOLS</td>
<td>TSFR CTR</td>
<td>01</td>
<td>5,487.50</td>
</tr>
<tr>
<td>P10-01043</td>
<td>WHITE CAP CONSTRUCTION SUPPLY</td>
<td>BUILDING MATERIALS</td>
<td>ENG/TECH</td>
<td>01</td>
<td>750.90</td>
</tr>
<tr>
<td>P10-01046</td>
<td>* CONSOLIDATED ELEC. DIST. (CED)</td>
<td>LIGHTING</td>
<td>FACILITIES</td>
<td>01</td>
<td>2,058.91</td>
</tr>
<tr>
<td>P10-01047</td>
<td>ANDERSEN'S DOOR SERVICE, INC.</td>
<td>REPAIRS</td>
<td>FACILITIES</td>
<td>01</td>
<td>2,286.98</td>
</tr>
<tr>
<td>P10-01051</td>
<td>PASCO SCIENTIFIC</td>
<td>LABORATORY/BEAUTY SUPPLY</td>
<td>NATURAL SCIENCE</td>
<td>01</td>
<td>708.01</td>
</tr>
<tr>
<td>P10-01052</td>
<td>PHARMEDIX (RPK PHARMACEUTICALS)</td>
<td>LABORATORY/BEAUTY SUPPLY</td>
<td>HLTH PCC</td>
<td>03</td>
<td>2,055.38</td>
</tr>
<tr>
<td>P10-01057</td>
<td>LA OPINION</td>
<td>ADVERTISING</td>
<td>PUBLIC RELATIONS</td>
<td>01</td>
<td>1,219.05</td>
</tr>
<tr>
<td>P10-01058</td>
<td>SAN GABRIEL VALLEY TRIBUNE</td>
<td>ADVERTISING</td>
<td>PUBLIC RELATIONS</td>
<td>01</td>
<td>1,950.00</td>
</tr>
<tr>
<td>P10-01059</td>
<td>KAPCO LIBRARY PRODUCTS</td>
<td>BOOKS</td>
<td>LIBRARY</td>
<td>01</td>
<td>938.80</td>
</tr>
<tr>
<td>P10-01061</td>
<td>THERMO FISHER SCIENTIFIC</td>
<td>LABORATORY/BEAUTY SUPPLY</td>
<td>NATURAL SCIENCE</td>
<td>01</td>
<td>1,495.34</td>
</tr>
<tr>
<td>P10-01066</td>
<td>LAB SAFETY SUPPLY</td>
<td>SAFETY &amp; FIRE SUP. &amp; EQUIP.</td>
<td>POLICE</td>
<td>01</td>
<td>1,410.73</td>
</tr>
<tr>
<td>P10-01069</td>
<td>* MILLER TREE SERVICE</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>42</td>
<td>1,426.75</td>
</tr>
<tr>
<td>P10-01070</td>
<td>FRY'S ELECTRONICS</td>
<td>ELECTRONIC SUP. &amp; EQUIP.</td>
<td>CEC</td>
<td>03</td>
<td>1,500.00</td>
</tr>
<tr>
<td>P10-01071</td>
<td>CERTIFIED CONTRACTING SERVICES</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>42</td>
<td>14,260.00</td>
</tr>
<tr>
<td>P10-01072</td>
<td>B &amp; H PHOTO-VIDEO PRO AUDIO</td>
<td>AUDIO/VISUAL SUP. &amp; EQUIP.</td>
<td>EXTERNAL RELATIONS</td>
<td>01</td>
<td>1,358.50</td>
</tr>
<tr>
<td>P10-01073</td>
<td>* DESERT INDUSTRIAL SUPPLY</td>
<td>HEATING/VENTILATION SUP.</td>
<td>FACILITIES</td>
<td>43</td>
<td>2,606.32</td>
</tr>
<tr>
<td>P10-01074</td>
<td>MCMASTER-CARR SUPPLY CO.</td>
<td>HEATING/VENTILATION SUP.</td>
<td>FACILITIES</td>
<td>43</td>
<td>2,211.29</td>
</tr>
<tr>
<td>P10-01078</td>
<td>* ASAP WELDING</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>FACILITIES</td>
<td>42</td>
<td>4,346.10</td>
</tr>
<tr>
<td>P10-01080</td>
<td>CREATIVE COSTUMING DESIGNS</td>
<td>INSTRUCTIONAL/EDUCATIONAL MATL.</td>
<td>PERFORMING AND COMM ARTS</td>
<td>01</td>
<td>966.65</td>
</tr>
</tbody>
</table>

* Indicates Vendor is located within the Pasadena Area Community College.
> Indicates local branch utilized outside of District as required by Vendor.
### PURCHASE ORDERS OVER $500

**PO Number** | **Vendor Name** | **Description** | **Site** | **FD** | **Total Fund** |
--- | --- | --- | --- | --- | --- |
P10-01084 | WALTER'S WHOLESALE ELECTRIC CO. | ELECTRICAL SUP. & EQUIP. | FACILITIES | 01 | 500.00 |
P10-01085 | WEBBER PLYWOOD & LUMBER CO. INC | LUMBER | FACILITIES | 42 | 3,700.99 |
P10-01089 | * SAMY'S CAMERA | CAMERA EQUIP. & PHOTO SUP. | EXTERNAL RELATIONS | 00 | 1,481.64 |
P10-01090 | LAERDAL MEDICAL CORPORATION | INSTRUCTIONAL/EDUCATIONAL MATL. | EXTERNAL RELATIONS | 00 | 3,292.50 |
P10-01091 | POCKET NURSE | HEALTH EQUIP. | EXTERNAL RELATIONS | 00 | 7,217.81 |
P10-01093 > CORPORATE EXPRESS A STAPLES CO. | OFFICE SUP. & EQUIP. | ENG/TECH | 03 | 620.95 |
P10-01094 > CORPORATE EXPRESS A STAPLES CO. | OFFICE SUP. & EQUIP. | NATURAL SCIENCE | 03 | 2,437.85 |
P10-01095 | CORPORATE EXPRESS A STAPLES CO. | OFFICE SUP. & EQUIP. | CAREER | 01 | 781.86 |
P10-01096 | NEW MEDIA CONSORTIUM | MEMBERSHIP FEES | CAREER AND TECHNICAL EDU | 03 | 2,000.00 |
P10-01098 | MYERS TIRE SUPPLY | AUTOMOTIVE PARTS AND SUP. | ENG/TECH | 03 | 525.20 |
P10-01104 | * MCDALEL: ROBERT L | SERVICE FEES/PROFESSIONAL SVS | TSFR CTR | 01 | 760.00 |
P10-01106 | * CALIFORNIA MARKETING | PRINTING SERVICES | OUTREACH | 01 | 2,500.00 |
P10-01108 | POCKET NURSE | LABORATORY/BEAUTY SUPPLY | HEALTH SCI | 03 | 4,790.26 |
P10-01109 | MCKESSON GENERAL MEDICAL | LABORATORY/BEAUTY SUPPLY | HEALTH SCI | 03 | 1,950.54 |

**Total Fund:** 673,163.55
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Inc/Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>P10-00015</td>
<td>NUMERO UNO</td>
<td>Increase PO per Dept.</td>
<td>CEC</td>
<td>03</td>
<td>500.00</td>
</tr>
<tr>
<td>P10-00020</td>
<td>ELEGANT TRIMMINGS</td>
<td>Increase PO per Dept.</td>
<td>CEC</td>
<td>03</td>
<td>1,000.00</td>
</tr>
<tr>
<td>P10-00058</td>
<td>CONSOLIDATED ELEC. DIST. (CED)</td>
<td>Increase PO per Dept.</td>
<td>Facilities</td>
<td>42</td>
<td>1,500.00</td>
</tr>
<tr>
<td>P10-00152</td>
<td>THROOP CO; GEORGE L.</td>
<td>Increase PO per Dept.</td>
<td>Facilities</td>
<td>42</td>
<td>500.00</td>
</tr>
<tr>
<td>P10-00154</td>
<td>SUNSTATE EQUIPMENT COMPANY</td>
<td>Increase PO per Dept.</td>
<td>Facilities</td>
<td>42</td>
<td>2,500.00</td>
</tr>
<tr>
<td>P10-00155</td>
<td>SPRAGUE'S READY MIX</td>
<td>Increase PO per Dept.</td>
<td>Facilities</td>
<td>42</td>
<td>15,000.00</td>
</tr>
<tr>
<td>P10-00290</td>
<td>LOPEZ CONCRETE PUMPING, INC.</td>
<td>Increase PO per Dept.</td>
<td>Facilities</td>
<td>42</td>
<td>14,000.00</td>
</tr>
<tr>
<td>P10-00509</td>
<td>MCDANIEL: ROBERT L.</td>
<td>Increase PO per Dept.</td>
<td>Facilities</td>
<td>41</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Accept Notice of Completion, C-3000-3, ATE Environmental, Inc.

Board Meeting Date: November 4, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California accept as substantially complete work on Contract Number C-3000-3, ATE Environmental, Inc. for the removal of hazardous materials from the K and T Buildings prior to demolition.

It is further recommended that the Director of Business Services be authorized to file a Notice of Completion with the Los Angeles County Recorder and that ninety percent (90%) payment be released to the contractor, per the contract agreement. Final payment may be released thirty-five (35) days following the filing of the Notice of Completion, per Civil Code Section 3093 and the contract.

FISCAL IMPLICATIONS: No additional financial obligation is created by this action.

BACKGROUND: At its meeting of August 19, 2007, Agenda Item F, the Board of Trustees authorized the issuance of Contract Number C-3000-3 to ATE Environmental, Inc. per the terms and specifications of Bid 869.

Submitted by:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

CONSENT ITEM TITLE:
Approve/Amend Contracts

Board Meeting Date: November 4, 2009

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

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

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

Submitted by:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97633-0</td>
<td>Tour Resource Consultants</td>
<td>No cost to District</td>
<td>To provide travel arrangements for the Study Abroad Program 11/05/09 until terminated</td>
<td>Academic Support</td>
<td>N/A</td>
</tr>
<tr>
<td>B-97634-0</td>
<td>Andy Kau, DDS</td>
<td>No cost to District</td>
<td>To provide use of facilities for clinical experience for Dental Hygiene students 1/01/10 until terminated</td>
<td>Health Sciences Division</td>
<td>N/A</td>
</tr>
<tr>
<td>B-97641-0</td>
<td>RCK Controls, Inc.</td>
<td>$60,000.00</td>
<td>To provide an energy management system and Optos 22 programming services for the Industrial Technologies Building, Campus Center and Bank 11/05/09 thru 6/30/10</td>
<td>S/M Lighting &amp; Misc. Projects – Phase II 7227-0000</td>
<td>43-6250</td>
</tr>
<tr>
<td><strong>Amend</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-97177-8</td>
<td>Christina Christie</td>
<td>$5,000.00</td>
<td>To increase amount of agreement for summative evaluation services for the last year of the National Science Foundation Math and Science (MaS) grant for an amount not-to-exceed $20,000.00</td>
<td>National Science Foundation Grant 5242-0000</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-97435-9</td>
<td>California Community Colleges Chancellor</td>
<td>District to receive revenue</td>
<td>To extend the term of the agreement from 6/30/09 to 9/30/09</td>
<td>Statewide Matriculation Grant</td>
<td>N/A</td>
</tr>
<tr>
<td>B-97486-9</td>
<td>Oak Crest Institute of Science</td>
<td>$1,000.00 per month</td>
<td>To increase amount of agreement by $1,000.00 per month for October through December, 2009 to complete Workforce Innovation Partnership work plans for an amount not-to-exceed $21,000.00</td>
<td>Workforce Innovation Partnership Grant 5124-0000</td>
<td>03-5120</td>
</tr>
</tbody>
</table>

Consent Item No. 74-B
November 4, 2009
## REVIEW OF TRANSACTIONS AND CONTRACTS

### PASADENA AREA COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description of Articles or Services</th>
<th>Department</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-97594-0</td>
<td>Center for Adult Development</td>
<td>$5.00 per eligible employee per month (approximately 900 employees)</td>
<td>To extend term of agreement from 12/31/09 to 6/30/10</td>
<td>Human Resources 4300-0000</td>
<td>01-5120</td>
</tr>
<tr>
<td>C-3000-3</td>
<td>ATE Environmental, Inc.</td>
<td>$1,601.40</td>
<td>To increase amount of agreement for additional demolition work in T Building for an amount not-to-exceed $126,401.40</td>
<td>M/P Arts Building 7404-0000</td>
<td>42-6250</td>
</tr>
</tbody>
</table>

Consent Item No. 74-B
November 4, 2009
Consent Item No. 75-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Change Orders: EMCOR Mesa Energy Systems, Chiller Plant Upgrade

Board Meeting Date: November 4, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order number Four (4) to EMCOR Mesa Energy Systems for Contract Number C-3000-2, Chiller Plant Upgrade. As part of the agreement between EMCOR Mesa Energy Systems and the District, change orders may be related to the contract, labor, equipment and/or materials.

Change Order #4: Add to provide New Andover Energy Management System to control existing central plant. The amount for this change order is a Ninety-Five Thousand Seven Hundred Eighteen Dollars ($95,718.00).

FISCAL IMPLICATIONS: Funds for this purpose will be provided in the 2009-2010 District Budget in the following cost centers shown:

42-6250-7404-0000 (Bldg. Construction/Modification/Arts Building)
42-6250-7416-0000 (Bldg. Construction/Modification/Measure P HVAC/Electrical)

BACKGROUND: Periodic change orders to the original construction contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the construction contract up to ten percent (10%) of the original contract amount. On June 17, 2009, the Board awarded Bid 868 to EMCOR Services – Mesa Energy Systems and authorized the issuance of Contract Number C-3000-2.

Submitted by:

[Signature]
Director, Business Services

Recommended for Approval:

[Signature]
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

[Signature]
Superintendent/President
<table>
<thead>
<tr>
<th>CO #</th>
<th>DESCRIPTION</th>
<th>C.O. AMOUNT</th>
<th>SUBTOTAL</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deduct to reduce water pump size from 3000 to 1800 gallons per minute to match cooling tower with stainless steel pump only. Lakos cooling tower filter system resized to match reduced condenser water output. Chiller warranty changed to five years for parts, instead of parts and labor.</td>
<td>$ (60,285)</td>
<td>$ (129,261)</td>
<td>$ 369,581</td>
</tr>
<tr>
<td></td>
<td>Deduct to provide valued engineering for transfer and smaller feeder in Boiler House.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deduct to reduce condenser water lines from 14&quot; to 10&quot; and reduce condenser water pipe at pumps from 10&quot; to 8&quot; including related trim. Bid specifications originally had condenser water lines sized to allow for additional cooling tower.</td>
<td>$ (33,380)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Add to improve system energy performance, eliminate two chilled water pumps and combine into existing system. Existing pumps are 30 years old; this change will lower future maintenance costs.</td>
<td>$ 12,250</td>
<td>$ 150,095</td>
<td>$ 219,486</td>
</tr>
<tr>
<td></td>
<td>Add to change from 60 horsepower to 125 horsepower for the variable frequency drives serving the secondary chilled water pumps #1 &amp; #2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deduct for the exhaust fan in tower area that was eliminated as a valued engineering item.</td>
<td>$ (1,926)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deduct for the WEG motors on pumps #1 &amp; #2 and chilled water pumps #1 &amp; #2. The scope of work required an upgrade of the existing chilled water pumps and condenser water pumps. The existing motors are variable frequency drive rated; there is no need to replace them.</td>
<td>$ (8,250)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add to install new pipe, valves, etc. in a new area to combine east and GM/Center for the Arts buildings chilled water loop. This will allow existing pumps to run until the new 125 horsepower pump can be brought on line.</td>
<td>$ 128,721</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add to install new larger breakers for 125 horsepower pump. This includes larger conduit, wire feeders and other necessary materials to support 125 horsepower pump.</td>
<td>$ 12,694</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add to improve system performance by adding balancing valves to existing chillers, towers and new equipment.</td>
<td>$ 48,531</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deduct to change the existing piping system to 60 horsepower pump to simplify plumbing.</td>
<td>$ (47,585)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Add to provide and install flex connectors at chiller #3, #4 and cooling tower #3 which are the points where the piping meets the equipment.</td>
<td>$ 13,181</td>
<td>$ 119,485</td>
<td>$ 100,001</td>
</tr>
<tr>
<td></td>
<td>Add to provide and install check valves at cooling towers #1 &amp; #2 to prevent backflow into the existing tower basins. The design of cooling tower #3 required system sumps to be level. The new tower would have been set on a 10' base instead of a 6' base.</td>
<td>$ 18,481</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add to provide and install 10&quot; schedule 40 PVC underground to cooling tower #3.</td>
<td>$ 19,097</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deduct to install required 10&quot; steel supply and return mains to cooling tower #3 above ground; originally intended to be underground.</td>
<td>$ (20,215)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add to provide and install check and shut off valves at pump discharges.</td>
<td>$ 39,130</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deduct for triple duty valves at pump discharges.</td>
<td>$ (39,928)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add for placement of new 125 horsepower pump required for relocation of new chiller #4 to the southeast side of chiller plant; to provide and install four additional isolation valves for chiller #4 for new phasing. These additional valves are required to minimize the amount of time the chiller will be off.</td>
<td>$ 13,727</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add to install new control valves at cooling tower #3 and 8&quot; minimum flow bypass system on the west loop, to modify piping for cooling tower #3 to allow new chillers #3 and #4 to run independent of existing system; to install four additional motorized valves, fittings and flanges.</td>
<td>$ 52,931</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add to provide and install approximately 400' of additional 10&quot; pre-insulated pipe underground to 6&quot; futures for chilled water supply and return for the new Center for the Arts.</td>
<td>$ 52,319</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deduct for 6&quot; pre-insulated underground piping where 10&quot; piping is now.</td>
<td>$ (32,679)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deduct for difference in cost from an insulating contractor to mechanical contractor as the Thermo Power 6&quot; pre-insulated underground chilled water piping was changed from overhead to underground to the GM Building roof.</td>
<td>$ (16,060)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add to furnish two new control valves.</td>
<td>$ 19,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO #</td>
<td>DESCRIPTION</td>
<td>C.O. AMOUNT</td>
<td>SUBTOTAL</td>
<td>BALANCE</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>-------------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>4</td>
<td>Add to provide New Andover Energy Management System that will be responsible for integrated control of each of the central plant's major components which include chillers, pumps, VFD's and the cooling tower equipment. The system will be integrated with the Optimiser Optimization Package to provide maximum central plant control and energy reduction. It will allow remote scheduling and monitoring via a locally installed workstation or the internet.</td>
<td>$95,718</td>
<td>$95,718</td>
<td>$4,283</td>
</tr>
</tbody>
</table>

VALUE OF EXECUTED CHANGE ORDERS $236,037

CONTRACT AMOUNT WITH EXECUTED CHANGE ORDERS $3,634,042

REMAINING PROJECT CONTINGENCY $4,283

PERCENTAGE OF IMPACT BY CHANGE ORDERS TO OVERALL CONTRACT 6.50%
CONSEN T ITEM TITLE:  
Approve/Ratify Stipends for Academic Personnel

Board Meeting Date: November 4, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the persons on the attached list to be employed in a special project as listed, approved for the College year 2009-2010, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources

Recommended for Approval:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<table>
<thead>
<tr>
<th>NAME</th>
<th>STIPEND</th>
<th>SPECIAL PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altounian, Alexis</td>
<td>2,500.00</td>
<td>Kinesiology, Health and Athletics Division—assist with eligibility requirements for over 300 student-athletes, 08-31-09 to 06-30-09</td>
</tr>
<tr>
<td>Anderson, Suzanne</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Beard, Cheryl</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Bonilla, Martha</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Bower, Susan</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Bronstein, Debra</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Cairo, Eduardo</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Chase, Richard</td>
<td>1,770.00</td>
<td>Engineering and Technology Division—additional hours of welding education lab supervisor and instruction (due to non function of lab equipment in new building), 10-01-09 to 12-19-09</td>
</tr>
<tr>
<td>Choate-Ciletti, Elizabeth</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>DiFiori, Russell</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Douglas, Velma</td>
<td>1,800.00</td>
<td>Health Sciences Division—co-coordinator for division until new dean assumed duties. Period covers 2 weeks during summer and 4 weeks during fall at hourly stipend rate, 07-27-09 to 08-07-09 and 08-31-09 to 09-25-09</td>
</tr>
<tr>
<td>Dwyer, Janis</td>
<td>1,500.00</td>
<td>Social Science Division—negotiate articulation agreements for Teacher Prep Program, 10-22-09 to 12-01-09</td>
</tr>
<tr>
<td>Flores, Leslie</td>
<td>2,500.00</td>
<td>Kinesiology, Health and Athletics Division—assist with eligibility requirements for over 300 student-athletes, 08-31-09 to 06-30-09</td>
</tr>
<tr>
<td>Foster, Valerie</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Gagliardi, Lorraine</td>
<td>9,405.60</td>
<td>Health Sciences Division—co-coordinator for division until new dean assumed duties. Period covers 3 weeks during summer at current salary rate and 4 weeks during fall at hourly stipend rate, 07-27-09 to 09-25-09</td>
</tr>
<tr>
<td>Ireland-Galman, Michelle</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Ireland-Galman, Michelle</td>
<td>1,500.00</td>
<td>Social Science Division—negotiate articulation agreements for Teacher Prep Program, 10-22-09 to 12-01-09</td>
</tr>
<tr>
<td>Keeler, Teresa</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Kennedy, Brian</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>NAME</td>
<td>STIPEND</td>
<td>SPECIAL PROJECT</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Kiotas, Argiro</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Lee, Daehwan</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Marheine, Roger</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>McCabe, Christopher</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>McLean, Robert</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Miller, Barbara</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Oberlander, Keith</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Oventile, Robert</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Powers, James</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Rogacs, Lynora</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Sanchez, William</td>
<td>3,000.00</td>
<td>Kinesiology, Health and Athletics Division—coordinate and supervise Game Management for all PCC home athletic games, 08-31-09 to 12-31-09</td>
</tr>
<tr>
<td>Schwyzer, Hugo</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Shockro, Ellen</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
<tr>
<td>Walter, Krista</td>
<td>400.00</td>
<td>Scholars Program/Degree Transfer Center—supervise 5 or more Scholars Program/Honors students and Scholars Option Research Projects in Scholars Program courses, 11-05-09 to 12-04-09</td>
</tr>
</tbody>
</table>
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: November 4, 2009

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

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altamirano, Carlos</td>
<td>39C</td>
<td>From: 100% - 3 mo. To: 100% - 3 mo.</td>
<td>07/01/09-09/30/09 10/01/09-12/31/09</td>
</tr>
<tr>
<td>LAC Assistant II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching and Learning Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special funded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kruse, Laurie</td>
<td>55C</td>
<td>100% - 12 mo.</td>
<td>Contract Period 11/05/09-07/31/10</td>
</tr>
<tr>
<td>Executive Assistant to the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent/President- Confidential</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President’s Office</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHANGE

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matchan, Steven</td>
<td>College Safety Officer To Acting, Senior College Safety Officer Police/Safety Services</td>
<td>53F*</td>
<td>100% - 12 mo.</td>
<td>11/01/09</td>
</tr>
</tbody>
</table>

* Includes 5% shift differential

FISCAL IMPLICATIONS: None

BACKGROUND: Routine personnel transactions within budget limits

Submitted by:
Office of Human Resources

Recommended for Approval:
Dean, Human Resources

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

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

**Board Meeting Date:** November 04, 2009

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notti, Ashley</td>
<td>500.00</td>
<td>Assistant Head Coach Women’s Water Polo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11/05/09 – 06/30/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Kinesiology, Health &amp; Athletics)</td>
</tr>
</tbody>
</table>

**FISCAL IMPLICATIONS:** Paid from dollar-controlled accounts.

**BACKGROUND:** The assignment shall be determined by College need.

Submitted by:  
Office of Human Resources  
Recommended for Approval:  

Submitted by:  
Office of Human Resources  
Recommended for Approval:  

Reviewed by:  
Dean, Human Resources  
Recommended for Approval:  

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

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

Board Meeting Date: November 4, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the temporary employment of noncredit faculty at the respective major and at the respective hourly rate derived from the academic hourly salary schedule for teachers of noncredit classes approved for 2009-2010. The length of time of the employment and the assignment shall be determined by College need.

It is further recommended Human Resources be authorized to make adjustments in class and step pursuant to Board rules and to adjust overload rate for contract instructors pursuant to the current labor agreement.

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

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

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

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

**PASADENA CITY COLLEGE**

### CONSENT ITEM TITLE:
Approve/Ratify Contract—Interim Vice President for Student and Learning Services

### Board Meeting Date: November 4, 2009

---

## RECOMMENDATION:
It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the employment contract of the Interim Vice President for Student and Learning Services, as shown below.

### NAME, CLASSIFICATION AND DEPARTMENT

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilcox, Stuart</td>
<td>Assistant Director</td>
<td>MD-6 100% - 12 months</td>
<td>10/08/09 until selection of the Superintendent/President, or return of Dr. Lisa Sugimoto to the position, or 06/30/10, whichever occurs first</td>
</tr>
<tr>
<td></td>
<td>Admissions and Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Interim Vice President</td>
<td>Contract</td>
<td>100% - 12 months</td>
<td></td>
</tr>
<tr>
<td>Student and Learning Services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FISCAL IMPLICATIONS:
None

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

---

Submitted by:

Office of Human Resources

Recommended for Approval:

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President