NOTICE OF BOARD OF TRUSTEES MEETING  
Wednesday, August 5, 2009  

5:00 P.M. CLOSED SESSION  
7:00 P.M. OPEN SESSION  

MEETING NO. 16  

REGULAR BUSINESS MEETING  

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

Enclosed is the Agenda for **Meeting No. 16, a Regular Business Meeting**. The Open Session will begin at 5:00 P.M. with the Call to Order, Roll Call, and Public Comments on Closed Session items. Closed Session will follow. Open Session will resume at 7:00 P.M. The Board will meet in Harbeson Hall at Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.
AGENDA

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

I. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS (5:00 p.m.)

II. CLOSED SESSION

Government Code §54957    Public Employee Discipline, Dismissal, Release
Government Code §54957.6  Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidentials; Management Association); Engeldinger
Government Code §54957    Public Employee Evaluation (Superintendent/President)
Government Code §54957    Public Employment (Superintendent/President)

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

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS

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

D. APPROVAL OF MINUTES
   Meeting No. 14, Regular Board Meeting, July 1, 2009
   Meeting No. 15, Board Summer Retreat, July 15, 2009

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

F. BUDGET UPDATE: DISCUSSION WITH POSSIBLE ACTION TO RECONSIDER CUTS APPROVED ON JULY 1, 2009

G. 2010-2011 CALENDAR: DISCUSSION WITH POSSIBLE ACTION

H. CERTIFICATION OF SIGNATURES: DISCUSSION WITH POSSIBLE ACTION
I. POLICY REVIEW: DISCUSSION WITH POSSIBLE ACTION

- POLICY NO. 4027: ATTENDANCE ACCOUNTING
- POLICY NO. 4070: PROBATION, DISQUALIFICATION, AND READMISSION
- POLICY NO. 4100: COUNSELING AND GUIDANCE
- POLICY NO. 4130: MATRICULATION
- POLICY NO. 5575: SMOKING ON CAMPUS

J. PRESIDENT'S REPORT

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

L. FUTURE BOARD MEETING DATES

   Wednesday, August 19, 2009 (Regular Board meeting) – 6:00 p.m.
   Wednesday, September 2, 2009 (Regular Board meeting) – 6:00 p.m.

M. FUTURE AGENDA ITEMS

IV. CLOSED SESSION

   Government Code §54957   Public Employee Discipline, Dismissal, Release
   Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA;
                              Confidentials; Management Association); Engeldinger
   Government Code §54957   Public Employee Evaluation (Superintendent/President)
   Government Code §54957   Public Employment (Superintendent/President)

V. ADJOURNMENT
CONSENT ITEMS

12-B Approve Purchasing Transactions
13-B Reporting and Approval of Revolving Fund Reimbursement
14-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
15-B Approve/Ratify/Amend/Renew Contracts
16-B Approve/Ratify Career and Technical Education Activities

12-P Employment of Hourly Credit Teachers and Substitute Teachers, Summer 2009
13-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
14-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2009-2010
15-P Approve/Ratify Stipends for Academic Personnel
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 14
OF THE BOARD OF TRUSTEES
Wednesday, July 1, 2009
6:00 p.m. Closed Session
7:00 p.m. Open Session
Harbeson Hall
Pasadena City College
1570 East Colorado Boulevard, Pasadena, California 91106

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. 14
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 14 on Wednesday, July 1, 2009, in Harbeson Hall of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL, PUBLIC COMMENT ON NON-AGENDA ITEMS
The meeting was called to order at 6:00 p.m. by Dr. Jeanette Mann, President.

ROLL CALL

Trustees Present
Dr. Jeanette Mann, President
Dr. Hilary Bradbury-Huang, Vice-President
Dr. Consuelo Rey Castro, Clerk
Mr. Geoffrey L. Baum (arrived at 6:03 p.m.)
Mr. John Martin (arrived at 6:04 p.m.)
Mrs. Beth Wells-Miller
Mr. Brian Abadia, Student Trustee

Trustee Excused
Mr. William E. Thomson

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

Administrative Officers Absent
Dr. Mark J. Zacovic, Interim Vice President, Administrative Services

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

PUBLIC COMMENT ON CLOSED SESSION ITEMS
There was no public comment at this time.
Dr. Mann adjourned the Board to Closed Session at 6:02 p.m.

II. CLOSED SESSION

Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957 Public Employee Appointment
Reading (1)
Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA;
Confidential; Management Association); Engeldinger
Government Code §54957 Public Employee Evaluation
(Superintendent/President)

Closed Session was adjourned at 7:06 p.m.

III. OPEN SESSION

Dr. Mann reconvened the Open Session at 7:08 p.m. and reported that no action was
taken in Closed Session.

A. PLEDGE OF ALLEGIANCE
Mr. Brian Abadia led the Pledge of Allegiance.

B. INTRODUCTIONS
There were no introductions.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was no public comment on non-agenda items.

D. ANNOUNCEMENTS

Mr. John Lindemann, Classified Senate
  o Elected new officers to Classified Senate today and new
    Board will be seated by next month.

Mrs. Wells-Miller, Trustee
  o Change Order Report for Industrial Technologies
    Building/Campus Center/Bookstore should have been
    printed on both sides of the paper.

Dr. Mann, Trustee
  o Announced that she has purchased a Honda Prius
    automobile.

Mr. Baum, Trustee
  o Today is his daughter Amy's fifth birthday.

E. APPROVAL OF MINUTES
Approval of Minutes of Meeting No. 13, Regular Board Meeting, June 17,
2009
Agenda Item J, Approval of Design Change for the Center for the Arts, Dr. Rey
Castro stated she voted against the motion and requested that the following
sentence be added after the motion:

"Dr. Rey Castro stated that she was supportive of the design, the
building and the programs for the Center for the Arts, but was voting
against the motion as she was concerned that there was no money
available for the design change."

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by
Dr. Bradbury-Huang, the Board voted by a unanimous vote of
the six members present to approve the Minutes of Meeting
No. 13, Regular Business Meeting, held on June 17, 2009, as
amended.

Advisory Vote: Aye
F. APPROVAL OF CONSENT ITEMS
Mr. Baum made a motion, seconded by Mrs. Wells-Miller, to approve the Consent Items.

3-B: Authorization to Reimburse Associated Students’ Fund for Payments to Game Officials.
Dr. Rey Castro commented that a reimbursement amount needs to be added to the consent item. Dr. Sugimoto stated that this consent item allows the team officials to be paid quickly and that officials have already been paid through the student fund.

Dr. Mann asked if it was the consensus of the motion’s maker and second to pull Consent Item 3-B. Mr. Baum and Mrs. Wells-Miller agreed to pull Consent Item 3-B from the motion to be returned at an upcoming Board meeting with additional information.

MOTION: ON MOTION OF Mr. Baum and seconded by Mrs. Wells-Miller, the Board voted by a unanimous vote of the six members present to approve Consent Items 1B through 12B; and 1-P through 8-P, with 3-B withdrawn.
Advisory Vote: Aye

G. BUDGET UPDATE: DISCUSSION WITH POSSIBLE ACTION
Dr. Perfumo presented an update on the budget.
Kirsten Orcutt, Adrian Frias, Alesander Macias, Jessica Rusk, Kelly Camacho, James Walker, Albert Ngo, Vanessa Gomez and Annica Carey, students at PCC, and Kristina Ercolé, a former student, spoke about the Social Sciences Learning Center. Jane Hallinger, Professor, English Division, Philip Ricards, Professor, Social Sciences Division, and Roger Marheine, Professor, English Division, spoke on the budget.

Dr. Rey Castro made a motion, seconded by Dr. Mann, to approve budget reductions in the amount of $7.7 million with 50% of the reduction funded by the college’s reserves. Mr. Martin commented that the reserves are needed to fund the college’s cash flow needs due to the deferred payments from the State.
Dr. Perfumo confirmed this fact. Dr. Rey Castro and Dr. Mann agreed to amend their motion to not include the reference to the reserve account. Upon further discussion, Dr. Rey Castro and Dr. Mann withdrew their motion.

MOTION: ON MOTION OF Mr. Martin and seconded by Mrs. Wells-Miller, the Board voted by five affirmative votes [Baum, Bradbury-Huang, Mann, Martin, Wells-Miller] and one negative vote [Rey Castro] to direct the administration to actualize the budget reductions above the dotted line on the Proposed Prioritized Budget Reduction Options recommended by the President and ad hoc Budget Committee, with the understanding that the early retirement plan would need to come before the Board for review and approval. Further, the Board requested information on the current number of vacant administrative positions in relation to the proposed budget reductions.
Advisory Vote: Aye

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Mann, the Board voted by three affirmative votes [Baum, Mann, Rey Castro] and three negative votes [Bradbury-Huang, Martin, Wells-Miller] to approve the budget reductions above the dotted line, removing account ‘1270 Reduce Faculty Release Time’ from the list of Proposed Prioritized Budget Reduction Options.
Advisory Vote: Aye

The motion failed.

Mr. Martin said it would be good to approve the proposed budget reductions as presented by the administration without changes.

**MOTION:** ON MOTION OF Dr. Rey Castro and seconded by Dr. Mann, the Board voted by a unanimous vote of the six members present to approve making budget reductions as presented by the administration in the amount of $7.7 million.
Advisory Vote: Nay

**H. BASIC SKILLS: PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION**

This item was withdrawn from the agenda due to time constraints.

**I. APPROVAL OF ADDITION TO THE NON-CREDIT CURRICULUM: PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION**

Dr. Jacobs made a brief presentation.

**MOTION:** ON MOTION OF Mr. Martin and seconded by Mr. Baum, the Board voted by a unanimous vote of the six members present to approve the addition to the non-credit curriculum.
Advisory Vote: Aye

**J. ADOPTION OF RESOLUTION NO. 451 TO AUTHORIZE TEMPORARY INTERFUND CASH BORROWING**

**MOTION:** ON MOTION OF Dr. Rey Castro and seconded by Mr. Martin, the Board voted by a unanimous vote of the six members present to approve the Adoption of Resolution No. 451 to Authorize Temporary Interfund Cash Borrowing.
Advisory Vote: Aye

**K. POLICY REVIEW: DISCUSSION WITH POSSIBLE ACTION**

- **POLICY NO. 4620, STUDENT ACTIVITY FEE**

  Mr. Martin stated that the Board had recently voted on the fee amount as indicated in the Procedures associated with this Policy. He stated that 1.b. of the Procedures should be deleted. The language states: "A six dollar per semester and three dollar per winter and summer session's fee may be levied" and in the Policy, after the words 'Student Activity Fee', the words "($6.00 per semester and $3.00 per winter and summer session)" should be inserted before the word 'Fund'.

**MOTION:** ON MOTION OF Mr. Martin and seconded by Mrs. Wells-Miller, the Board voted by four affirmative votes [Baum, Mann, Martin, Wells-Miller] and by two negative votes [Bradbury-Huang, Rey Castro] to amend Policy No. 4620, Student Activity Fee, by moving the amount of the student activities fee from the procedures into the body of the policy.
Advisory Vote: Aye

Mr. Martin would be in favor of a fee if it was not mandatory, as would Dr. Rey Castro. Dr. Bradbury-Huang stated the fee is not mandatory, as the students can request a fee waiver. Christina Javier, 2008-09 Associated Students President, said the fee is voluntary. Dr. Sugimoto citing item 2 of the procedures confirmed that students may receive a waiver. The fee is requested in order to provide more funds for student activities and events.
Dr. Sugimoto complimented Christina Javier on the policy and procedures. Mr. Baum asked if the policy could be withdrawn and referred back to the administration for reconsideration when the full Board is present. Dr. Mann asked if anyone objected to withdrawing the policy, and since no trustee did, the item was withdrawn.

- **POLICY NO. 5575, SMOKING ON CAMPUS**
  Ellen Ligons stated that the Management Association requested at the last College Coordinating Council that this item be reconsidered given the added cost of the no-smoking enclosures with the budget situation. Dr. Perfumo stated we had followed our shared governance process, and that the policy as presented was approved at College Coordinating Council. The Council had further discussed going to the next level which would be 100% smoke-free. She further stated that staff had advised her that inexpensive enclosures could be constructed, thereby achieving the goal of designated smoking areas at minimal cost.

**MOTION:** ON MOTION OF Mr. Martin and seconded by Mr. Baum, the Board voted by three affirmative votes [Baum, Bradbury-Huang, Martin] and three negative votes [Mann, Rey Castro, Wells-Miller] to adopt Policy No. 5575, Smoking on Campus.

Advisory Vote: Aye

The motion failed.

Dr. Mann said this policy should go back to the College Coordinating Council for further consideration, and then be brought back at a future Board meeting.

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

- Detailed Measure P update attached to report. The new Industrial Technology Building had its first class for summer intersession. The President toured the new buildings with the Measure P manager and facilities staff. The new buildings will be ready for the ribbon-cutting and groundbreaking ceremonies on August 28.
- VISION 2020 – Bob Miller is working with Board members and Mindy Craig from MIG to schedule Town Hall meetings in the District’s trustee areas.
- Budget information on the PCC website “Budget Watch” link provides regular budget updates.
- Reminded the Board members to complete the KPCC surveys included in the board packets.
- Commencement was a beautiful ceremony with a large number of students graduating; the commencement speaker, Dr. Ross, was outstanding.

**M. REPORTS BY SHARED GOVERNANCE REPRESENTATIVES AND MEMBERS OF THE BOARD**

- **Mr. James Bickley, Academic Senate**
  - Complimented the team that put together the Commencement proceedings. It was his first time to participate as Academic Senate President and he thought everyone did a spectacular job.
  - Seem as though during these tough times everyone is pulling together and everyone on campus has a distinct role. Appreciates the spirit of cooperation amongst all groups. There are tougher days ahead. The Resource Advisory Committee, on which he served, voted to maintain a high
level of reserve at 10%, which allowed the college to weather the budget storm this year.

Mr. John Lindemann, Classified Senate
  o Three new senators were sworn in on the Classified Senate Board today.
  o Next month the Classified Senate will hold elections to determine the Board positions the new senators will hold.

Mr. Allen Tsay, Associated Students
  o AS had its first meeting today and has begun work leading to on-going student success.

Mr. Abadia, Student Trustee
  o All members of the AS Board were sworn in today.
  o AS is considering a constitutional amendment to create the position of Vice-President for Environmental Affairs.

Dr. Bradbury-Huang, Trustee
  o South Pasadena is very enthusiastic about scheduling a VISION 2020 forum.

Dr. Mann, Trustee
  o Very proud of the student trustee Brian Abadia. In only his second meeting, he clearly articulated his positions and voted accordingly.

Mr. Baum, Trustee
  o Thanked the staff and administration for a very successful commencement ceremony. Inspiring to see everyone who was graduating. Thanks also to the Academic Senate for a wonderful retirement breakfast the morning of Commencement, reminding us how dedicated the faculty are to the students and the institution.
  o June 27th was National HIV Testing Day and Assemblymember Anthony Portantino organized a mobile HIV testing station at Vroman’s Bookstore. Mr. Baum participated in that event and indicated that HIV testing is available twice a week at PCC. He is pleased we are participating in health awareness.
  o Appreciated all the kind words and notes of encouragement regarding his confirmation to the Board of Governors, a six year term. He hopes to continue to represent PCC well as a member of the Board of Governors.

N. FUTURE BOARD MEETING DATES

Wednesday, July 15, 2009 (Terrace Room) – Summer Board Retreat – 3:00 p.m.
Wednesday, August 5, 2009 (Harbeson Hall) – Regular Board Meeting – 6:00 p.m.

O. FUTURE AGENDA ITEMS

There were no future agenda items.

Dr. Mann adjourned the Board to Closed Session at 10:12 p.m.

IV. CLOSED SESSION

Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957 Public Employee Appointment
Reading (1)
Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidentials; Management Association); Engeldinger
Government Code §54957  Public Employee Evaluation (Superintendent/President)

Closed Session was adjourned at 10:17 p.m.

V.  ADJOURNMENT
Dr. Mann reconvened the Open Session at 10:18 p.m. and adjourned Meeting No. 14 at 10:19 p.m.
MOTIONS CARRIED AT MEETING NO. 14 – July 1, 2009

1. Approval of the Minutes of Meeting No. 13, Regular Business Meeting, as amended, held on June 17, 2009.

2. Approval of Consent Items 1-B through 12-B; and 1-P through 8-P, with 3-B withdrawn.

3. Approval to direct the administration to actualize the budget reductions above the dotted line on the Proposed Prioritized Budget Reduction Options recommended by the President and ad hoc Budget Committee, with the understanding that the early retirement plan would need to come before the Board for review and approval. Further, the Board requested information on the current number of vacant administrative positions in relation to the proposed budget reductions.

4. Approval to make budget reductions as presented by the administration in the amount of $7.7 million.

5. Approval of the addition to the non-credit curriculum.

6. Approval of Resolution No. 451 to Authorize Temporary Interfund Cash Borrowing.

7. Approval to amend Policy No. 4620, Student Activity Fee, by moving the amount of the student activities fee from the procedures into the body of the policy.

Submitted by:

Paulette J. Perfumo, Secretary
Board of Trustees
AGENDA -- REVISED

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

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

II. CLOSED SESSION

Government Code §54957: Employee Discipline, Dismissal, Release
Government Code §54957: Public Employee Appointment
Reading (1)
Government Code §54957.6: Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidential; Management Association); Engeldinger
Government Code §54957: Public Employee Evaluation (Superintendent/President)

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

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS

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

D. ANNOUNCEMENTS

E. APPROVAL OF MINUTES
Meeting No. 13, Regular Business Meeting, June 17, 2009

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

G. BUDGET UPDATE: DISCUSSION WITH POSSIBLE ACTION [TAB G]

H. BASIC SKILLS: PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION [TAB H]

I. APPROVAL OF ADDITION TO THE NON-CREDIT CURRICULUM: PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION [TAB I]
J. ADOPTION OF RESOLUTION NO. 451 TO AUTHORIZE TEMPORARY INTERFUND CASH BORROWING [TAB J]

K. POLICY REVIEW: DISCUSSION WITH POSSIBLE ACTION [TAB K]
   • POLICY NO. 4620, STUDENT ACTIVITY FEE
   • POLICY NO. 5575, SMOKING ON CAMPUS

L. PRESIDENT'S REPORT

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

N. FUTURE BOARD MEETING DATES
   Wednesday, July 15, 2009 (Summer Board Retreat) – 3:00 p.m.
   Wednesday, August 5, 2009 (Regular Board meeting) – 6:00 p.m.

O. FUTURE AGENDA ITEMS

IV. Government Code §54957 Employee Discipline, Dismissal, Release
    Government Code §54957 Public Employee Appointment
    Reading (1)
    Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA; Confidentials; Management Association); Engeldinger
    Government Code §54957 Public Employee Evaluation (Superintendent/President)

V. ADJOURNMENT
CONSENT ITEMS

1-B Ratify Grant Application, Math, Engineering & Science Achievement/California Community Colleges Program
2-B Approval of Institutional Memberships, 2009-10 Fiscal Year
3-B Authorization to Reimburse Associated Students' Fund for Payments to Game Officials
withdrawn
4-B Reporting and Approval of Revolving Fund Reimbursement
5-B Approve/Renew Contracts
6-B Adoption of Resolution #449 – Renewal Agreement – Child Care and Development Services
7-B Adoption of Resolution #450 – Renewal Agreement – Child Care and Development Services
8-B Approve Purchasing Transactions
9-B Approve Change Orders, Measure P Projects -- Industrial Technology and Campus Center/Bookstore Buildings
10-B Authorization to Destroy Records
11-B Renewal of Contract for Student Loan Billing & Accounting System, ACS Education Services, Inc.
withdrawn
12-B Reporting and Approval of Revolving Fund Reimbursement

1-P Approve/Ratify Stipends for Classified and Unclassified Personnel
2-P Employment of Hourly Credit Teachers and Substitute Teachers, Summer 2009
3-P Employment of Hourly Noncredit Teachers and Substitute Teachers, Summer 2009
4-P Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
5-P Salary Compensation Factors – Large Group Instruction
6-P Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2009-2010
7-P Approve/Ratify Stipends of Academic Personnel
withdrawn
8-P Employment of New Faculty: Reading (1)

(CLOSED SESSION)
Meeting No. 15
The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 15 on Wednesday, July 15, 2009, in the Terrace Room, Shatford Library, of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL, PUBLIC COMMENT ON NON-AGENDA ITEMS
The meeting was called to order at 3:00 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 3:25 p.m.)
Mr. Geoffrey L. Baum (arrived at 3:02 p.m.)
Mr. John Martin
Mr. William E. Thomson (arrived at 3:01 p.m.)
Mrs. Beth Wells-Miller
Mr. Brian Abadia, Student Trustee

Administrative Officers in Attendance
Dr. Paulette J. Perfumo, Superintendent/President
Dr. Mark J. Zacovic, Interim Vice President, Administrative Services
Mrs. Elaine Chapman, Interim Dean, External Relations
Mr. Lyle K. Engeldinger, Dean, Human Resources
Mr. Robert Miller, Interim Dean, Educational Services

Administrative Officers Absent
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Lisa Sugimoto, Vice President, Student and Learning Services

The Academic Senate was represented by Dr. James Bickley.
The Classified Senate was not represented.
The Associated Students Board was not represented.
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 3:02 p.m.
II. CLOSED SESSION

Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957 Public Employee Appointment
Interim Vice President, Administrative Services
Government Code §54957 Employment of New Faculty
Biotechnology (1); Reading (1)
Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA;
Confidentials; Management Association); Engeldinger
Government Code §54956.8 Conference with Real Property Negotiators
Property: 88 S. Bonnie Ave., Pasadena
Negotiating Party: David Landa

District negotiator: Dr. Paulette J. Perfumo
Under negotiation: Price
(for Construction Technology Program)

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

Closed Session was adjourned at 4:18 p.m.

III. OPEN SESSION

Dr. Mann reconvened the Open Session at 4:20 p.m. and reported that no action was
taken in Closed Session.

A. PLEDGE OF ALLEGIANCE
Mr. Thomson led the Pledge of Allegiance.

B. INTRODUCTIONS
There were no introductions.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS
Gienna Watterson, Secretary II, Natural Sciences Division, spoke on the role of the College Coordinating Council in policy development matters and the concerns she had with the Board’s understanding of this role.

D. APPROVAL OF CONSENT ITEMS
Mr. Martin made an amendment to Consent Item 10-P for the position of Interim Vice President, Administrative Services, the amendment to read “07/16/09 until position is filled, not to exceed one year”.

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 Consent Items 9-P through 11-P, with 10-P amended. Advisory Vote: Aye

Mr. Baum announced that Dr. van Pelt is now Interim Vice President of Administrative Services and the Board appreciates his willingness to take on the duties of this position.

E. BUDGET UPDATE
Dr. Perfumo presented a budget update.

F. UPDATE ON ACCREDITATION REVIEW: DISCUSSION WITH POSSIBLE ACTION
Dr. Perfumo presented an update on accreditation review.
Dr. Mann stated that the Board would like a monthly accreditation update as a standing agenda item.
G. COLLEGE GOALS FOR 2009-2010 FROM COLLEGE GOALS SUBCOMMITTEE

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 College Goals for 2009-2010. Advisory Vote: Aye

H. BOARD SELF-EVALUATION: DISCUSSION WITH POSSIBLE ACTION
Dr. Mann said the Board has deferred this item to a future Board meeting.

Dr. Mann adjourned the Board to Closed Session at 4:35 p.m.

IV. CLOSED SESSION

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<th>Government Code §54957</th>
<th>Employee Discipline, Dismissal, Release</th>
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<td>Government Code §54957</td>
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<td>Interim Vice President, Administrative Services</td>
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<td>Government Code §54957</td>
<td>Employment of New Faculty</td>
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<td>Biotechnology (1); Reading (1)</td>
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<td>Government Code §54956.8</td>
<td>Conference with Real Property Negotiators</td>
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<td>Property: 88 S. Bonnie Ave., Pasadena</td>
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<td>Negotiating Party: David Landa</td>
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<td>District negotiator: Dr. Paulette J. Perfumo</td>
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<td>Under negotiation: Price</td>
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<td>(for Construction Technology Program)</td>
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Government Code §54957 Public Employee Evaluation (Superintendent/President)

Closed Session was adjourned at 8:14 p.m.

V. OPEN SESSION
There was no open session.

VI. ADJOURNMENT
Dr. Mann adjourned Meeting No. 15 at 8:15 p.m.
MOTIONS CARRIED AT MEETING NO. 15 – July 15, 2009

1. Approval of Consent Items 9-P through 11-P, with 10-P amended.


Submitted by:

Paulette J. Perfumo, Secretary
Board of Trustees
BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
MEETING NO. 15 – SUMMER RETREAT
Wednesday, July 15, 2009
3:00 p.m.
Terrace Room, Shatford Library
Pasadena City College
1570 E. Colorado Boulevard
Pasadena, California 91106

AGENDA

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

II. CLOSED SESSION

Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957 Public Employee Appointment
Interim Vice President, Administrative Services
Government Code §54957 Employment of New Faculty
Biotechnology (1); Reading (1)
Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA;
Confidential; Management Association); Engelder
Government Code §54956.8 Conference with Real Property Negotiators
Property: 88 S. Bonnie Ave., Pasadena
Negotiating Party: David Landa

District negotiator: Dr. Paulette J. Perfumo
Under negotiation: Price
(for Construction Technology Program)

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

III. OPEN SESSION

A. PLEDGE OF ALLEGIANCE

B. INTRODUCTIONS

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

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

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

F. UPDATE ON ACCREDITATION REVIEW: DISCUSSION WITH POSSIBLE ACTION

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

H. BOARD SELF-EVALUATION: DISCUSSION WITH POSSIBLE ACTION

--- DINNER ---

IV. CLOSED SESSION

Government Code §54957 Employee Discipline, Dismissal, Release
Government Code §54957 Public Employee Appointment
Interim Vice President, Administrative Services
Government Code §54957 Employment of New Faculty
Biotechnology (1); Reading (1)
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Under negotiation: Price
(for Construction Technology Program)

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

V. OPEN SESSION

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

J. FUTURE AGENDA ITEMS

VI. ADJOURNMENT
CONSENT ITEMS

9-P  Employment of New Faculty: Biotechnology (1); Reading (1)
(CLOSED SESSION)

amended 10-P  Employment, Change of Status, Leave of Absence, and Separation of Academic Employees, 2009-2010

11-P  Employment, Change of Status, Leave of Absence, and Separation of Classified Employees
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item G: Approval of Academic Calendar – 2010-2011

Board Meeting: August 5, 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 attached proposed Academic Calendar for 2010-2011.

Fiscal Implications: None

Background: The proposed calendar for 2010-2011 was recommended by the Calendar Committee, a Collective Bargaining Advisory Committee on the College Calendar. The calendar has been reviewed by all shared governance groups and approved by all collective bargaining representatives and shared governance representatives.

Submitted and Recommended by:

Approved for Submission to the Board of Trustees by:

[Vice President, Student and Learning Services]

[Superintendent/President]
### June 2010
- **18** Commencement – 2010
- **19** Last Day of Classes – Spring 2010 Semester
- **21** Summer Intersession – 6/21 - 8/28

See Schedule of Classes for Class Start/End Dates

### July
- **4-5** Independence Day – Campus Closed

### August
- **28** Last Day of Classes – Summer Intersession
- **30** First Day of Classes – Fall Semester – 16 Weeks

### September
- **6** Labor Day – Campus Closed
- **29** All Employee Flex Day

### November
- **11** Veteran’s Day – Campus Closed
- **25-27** Thanksgiving – Campus Closed

### December
- **19** Last Day of Classes – Fall Semester
- **23** Winter Vacation – Campus Closed

### January 2011
- **10** First Day of Classes – Winter Intersession – 6 Weeks
- **17** Martin Luther King Jr. Day – Campus Closed

### February
- **17** Last Day of Classes – Winter Intersession
- **18-19** Lincoln’s Birthday – Campus Closed
- **21** President’s Day – Campus Closed
- **22** First Day of Classes – Spring Semester – 16 Weeks

### March
- **31** Cesar Chavez Day – Campus Closed

### April
- **17-23** Spring Break – Classes Not In Session
- **22-23** Campus Closed

### May
- **30** Memorial Day – Campus Closed

### June 2011
- **17** Commencement – 2011
- **19** Last Day of Classes – Spring 2011 Semester
- **20-25** Classes Not In Session
- **27** Summer Intersession – 6/27 - 9/2

See Schedule of Classes for Class Start/End Dates

### July
- **4** Independence Day – Campus Closed

**Total Instructional Days = 176**

- **Green Days** = Classes Not In Session
- **Pink Days** = Campus Closed
- **Yellow Days** = Final Exams
- **Orange Days** = Flex Days
- **Blue Days** = First Day of Classes
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item H: Certification of Signatures

Board Meeting: August 5, 2009

Recommendation:

It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, amend the Certification of Signatures, Board Agenda Item E, December 10, 2008, to authorize the following individual or positions to sign documents on behalf of the District:

1. Richard van Pelt, Interim Vice President, Administrative Services, to sign contracts, warrants, and documents without limitation.
2. Richard van Pelt, Interim Vice President, Administrative Services, to sign orders for salary payments and notices of employment.

Background:

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

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

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

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

These approved signatures are valid for the period of: August 5, 2009 to December 9, 2009

In accordance with governing board approval dated August 5, 2009

Signature: [Signature]

Clerk (Secretary) of the Board: [Signatory]

NOTE: Please TYPE name under signature.

### Column 1

<table>
<thead>
<tr>
<th>Signature</th>
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<td>President of the Board of Trustees/Education</td>
<td>Richard van Pelt</td>
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<td>Clerk/Secretary of the Board of Trustees/Education</td>
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If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

### Column 2

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<td>Interim Vice President, Admin. Services</td>
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Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

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Number of Signatures required:

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<th>Orders for Salary Payments</th>
<th>Orders for Commercial Payments</th>
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<tbody>
<tr>
<td>Notices of Employment</td>
<td>Contracts</td>
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</tbody>
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FORM NO. 502-804 Rev. 11-18-2008

Attachment to:
Info. Bul. No. 189
SFS-A25-2008-09
Board Agenda Item I: Approval of District Policies:  
4027, Attendance Accounting  
4070, Probation, Disqualification, and Readmission  
4100, Counseling and Guidance  
4130, Matriculation  
5575, Smoking on Campus

Board Meeting: August 5, 2009

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve District Policies 4027, Attendance Accounting, 4070, Probation, Disqualification, and Readmission, 4100, Counseling and Guidance, 4130, Matriculation, and 5575, Smoking on Campus.

Fiscal Impact: None

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

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

Approved for Submission to the Board of Trustees by:

[Signature]
Superintendent/President
Title: Attendance Accounting
Legal Authority: California Education Code Section 76370, 84501
Title 5, Section 55720, 55729, 58000 et seq.

It is the policy of the Pasadena Area Community College District that Pasadena City College shall adhere to Title 5, Section 58000 et seq. and to the state Budget and Accounting Manual/Student Attendance Accounting Manual rules and regulations in computing full-time equivalent students (FTES) for the purpose of completing/submitting State Apportionment Reports (CCFS-320, CCFS-321, CCFS-320F and the Addendum to Part I, "Supplemental Information:" CDCP Noncredit FTES).
1. The following procedure shall be followed for attendance accounting:
   a. Full-time equivalent student (FTES) shall be computed and rounded to two decimal places. When the computation results in a fraction of less than one-half unit, the FTES shall be taken as the next lowest number, except that if the computation results in an FTES of less than one unit, the FTES shall be deemed to be one unit; but if the fraction is one-half or more of a unit, the FTES shall be taken as the next highest whole number.

   The procedure employed to compute FTES for apportionment purposes is determined by the type of course, the way it is scheduled and its length. The attendance accounting procedure must be applied consistently for any course section. These are census procedure courses (includes courses of Independent Study and Work Experience Education):
   (1) Weekly student contact hour (credit)
   (2) Daily student contact hour (credit)
   (3) Noncredit distance education

   b. A term length multiplier shall be determined for each primary term by counting each week in which at least three days of instruction and/or examination in term length courses are scheduled. The maximum term length multiplier is 17.5 for semesters. Pasadena City College is currently applying a 16.0 term length multiplier based on the compressed calendar.

   c. Full-time equivalent student (FTES) shall be reported on forms prepared by the Systemtroulst1015 Office at such times as required by law or regulation.
      (1) Reporting Dates for State Apportionment Reports (CCFS-320 CCFS-321, CCFS-320F Addendum to Part I, Supplemental Information:
          CDCP Noncredit FTES) are as follows:
          (a) The “first period” reports encompass data for July 1 through December 31 and are due in the Systems Office on or before January 15.
          (b) The “second period” reports encompass data for July 1 through April 15 and are due in the Systems Office on or before April 30.
          (c) The “annual” reports encompass data for July 1 through June 30 and are due in the Systems Office on or before July 15.

   d. Only the attendance of persons who have been admitted to the college and are enrolled in one or more approved courses may be counted for apportionment purposes.

   e. Hours generated by a student not enrolled in, or not carrying out the instructional activities required of all students in a class, may not be claimed for apportionment purposes. Such students are defined as "auditors." Pasadena City College does not allow auditing of courses.
f. As a general rule, full-time equivalent student (FTES) cannot be allowed for a student's attendance in two or more courses which meet at the same or overlapping time; or, in two or more sections of the same course.

g. For weekly or daily census courses in primary terms, the full-time equivalent student (FTES) is to be reported in the period in which the census accounting procedure is completed, even if the course is not completed by the deadline for reporting.

h. For summer intersession daily census courses that cross fiscal years, the hours and FTES are to be reported in the fiscal year in which the census occurs, or when the course ends. These FTES can be selected on a course-by-course basis.

i. For courses for which the actual student contact hours of attendance procedure is used, the full-time equivalent student (FTES) is to be reported in the period in which the course is completed even if the course overlaps fiscal years.

j. The District's Management Information Services Office shall produce/provide the supporting documentation and records regarding all course enrollment, attendance and disenrollment information to complete the State Apportionment Reports.

k. The District will include in the State Apportionment Reports the computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he or she served.

l. Pasadena City College will offer, subject to the approval of the System Office and in accordance with rules and regulations adopted by the Board of Governors, courses under a compressed/flexible calendar. The sum of the days in the academic year of a District operating pursuant to a flexible calendar shall be at least 175 days, and at least 160 of these days must meet or exceed the standards for counting a day prescribed by the Board of Governors pursuant to Title 5 Section 58120 and 58142 of the California Code of Regulations. Pasadena City College will designate an amount of instructor flexible time not to exceed 8.57 percent of the instructor's contractual obligation, to conduct staff, student and instructional improvement activities. The instructor classroom time designated as flexible time is within the academic year, exclusive of intersessions, and is eligible for hours of apportionment.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

Title: Prohibition, Disqualification, and Readmission
Policy No. 4070
Legal Authority: California Education Code Sections 76031-76037; 70902 (b) (3)
Title 5 Sections 55754-55756; 55759 55030-55034

It is the policy of the Pasadena Area Community College District that students of Pasadena City College who are performing at substandard levels may be subject to Academic or Progress Probation or Disqualification, or Probation for Unsatisfactory Citizenship, in accordance with applicable State regulations. as follows:

Probation
A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a “C” (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of “W,” “I,” “NC” and “NP” were recorded reaches or exceeds fifty percent. Military withdrawals (“MW”) are not included in the progress probation calculation.

Students on probation are limited to a maximum workload of 12 units.

A student on academic probation shall be removed from probation when the student’s accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of “W,” “I,” “NC” and “NP” drops below fifty percent.

Dismissal
A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of two (2) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC” and “NP” are recorded in at least two (2) consecutive semesters reaches or exceeds fifty percent. Military withdrawals (“MW”) are not included in the progress dismissal calculation.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student can demonstrate extenuating circumstances beyond his/her control which caused the dismissal.

Appeals Process for Readmission
A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student who has been dismissed may appeal for readmission to the college. Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Approved by the Board of Trustees: March 17, 1999
1. Academic Probation
   a. Students who achieve less than a cumulative 2.0 grade-point average in 12 or more units attempted are placed on academic probation. Probation calculations are based upon courses taken from Spring 1982 to the present.
   b. Students transferring from other colleges will be placed on academic probation at entrance on the same criteria as above, or if they have been disqualified or dismissed for academic reasons from the college last attended.
   c. Although students on probation are limited to a maximum load of 12 units a semester, such students should consider limiting their enrollment to fewer units. Academic probation may be removed and regular status attained by achieving a cumulative grade-point average of 2.00 or higher.

1. Notification of Probation
   a. Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: at the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit in which the student is enrolled at the community college that they attend.
   b. If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" in at least three consecutive semesters reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation. At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

2. Academic Disqualification, Dismissal, and Readmission
   a. Students enrolled on academic probation are subject to disqualification if they fail to achieve a grade-point average of 1.75 in each of two subsequent semesters.
   b. Students are notified of their disqualification through the grade reporting and/or telephone registration systems. A letter from the Associate Dean of Admissions and Records is also sent. Students enrolled the following semester may be withdrawn from the College.
   c. A disqualified student may petition for readmission after a lapse of one semester or more. The student must present positive evidence of a serious intent to succeed and have a realistic academic goal identified. If the petition is granted, the student will be admitted on academic probation and may have enrollment limitations.
   d. A student who has been readmitted on probation following academic dismissal may be dismissed again if the student has, upon return, a semester grade-point average below 2.00. A student who has been dismissed twice may not petition for readmission until two semesters or more have elapsed. If the petition is granted the student will be admitted on academic probation. If after a semester, the student again attains a semester grade-point average below 2.00, the student will be dismissed. A readmission petition from a student dismissed three times will not be considered for at least five years.
2. A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained at the end of each subsequent Fall or Spring semester.
1. Progress Probation
   a. Students will be placed on progress probation when 12 or more cumulative units have been attempted and W, I, and NC units reach or exceed half the cumulative units attempted. Students transferring from another college will be placed on progress probation on the same criteria as above, or if already on probation at another college, will be placed on progress probation according to the status at the last college.
   b. Students may be removed from progress probation status when the cumulative number of W, I, and NC units recorded is less than half the cumulative units attempted.
   c. A student on progress probation is limited to a maximum load of 12 units per semester. Students should consider limiting their enrollment to fewer units.

1. Standards for Dismissal
   A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of two (2) consecutive semesters. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC" and "NP" are recorded in at least two (2) consecutive semesters reaches or exceeds fifty percent (50%).

2. Dismissal Letter
   a. The letter notifying the student that he/she is being dismissed will cover a reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.
   b. A student who has been readmitted on probation following academic dismissal may be dismissed again if the student has, upon return, a semester grade-point average below 2.00. A student who has been readmitted on probation following progress dismissal may be dismissed again if after returning the student has 50% or more of the semester units attempted that result in a grade of W, I, NC or NP. A student who has been dismissed twice may not petition for readmission until two semesters or more have elapsed. If the petition is granted the student will be admitted on probation. If after a semester, the student again attains a semester grade-point average below 2.00, or 50% or more semester units with W, I, NC or NP grades, the student will be again dismissed. A readmission petition from a student dismissed three times will not be considered for at least five years.

2. Progress Disqualification, Dismissal, and Readmission
   a. Students enrolled on progress probation are disqualified when the cumulative number of W, I, and NC units reaches or exceeds half the cumulative units attempted for two consecutive semesters. However, if a student attempts over six units while on progress probation and is graded in over one-half of them, the student is not excluded and is continued on probation.
   b. Students are notified of their disqualification through the grade reporting and/or telephone registration systems. A letter from the Associate Dean of Admissions and Records is also sent. Students enrolled the following semester may be withdrawn from the College.
   c. A disqualified student may petition for readmission after a lapse of one semester or more. The student must present positive evidence of a serious intent to succeed and have a
d. A realistic academic goal identified. If the petition is granted, the student will be admitted on progress probation and may have enrollment limitations.

3. **Appeal of Dismissal**
   a. The student has the right to appeal a dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must submit the written petition of appeal to the Admissions Office before the next semester/intersession begins. If the student fails to submit a written petition before the next session begins, the student waives all future rights to appeal the dismissal action. It is the student’s responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Associate Dean, Admissions and Records or the Assistant Director, Admissions and Records.

   b. The decision of the Associate Dean, Admissions and Records/Assistant Director, Admissions and Records will be communicated to the student in writing by the Associate Dean or Assistant Director. The student will be notified of the action within 3 days of receipt of the student’s appeal. The student may appeal the decision in writing to the Superintendent/President within 5 working days of the date of notification of the results of the appeal. The decision of the Superintendent/President is final.
1. Each student should be thoroughly familiar with the standards of Student Conduct and with regulations of the College. Students attending the College are expected to maintain satisfactory standards of citizenship at all times on the campus and in the community. Satisfactory citizenship includes conduct which respects the rights of all individuals, which avoids actions disruptive to the on-going educational program, and which does not violate specific prohibitions outlined in the Education Code.

2. When it is indicated that citizenship is unsatisfactory, the students may be subject to reprimand, disciplinary probation, administrative class drop, suspension, or expulsion, as conditions warrant. Unsatisfactory citizenship includes, among other things, cheating, plagiarism, hazing, and conduct disruptive to the teaching-learning process. In addition, falsification of information for the provided to the Admissions Office or other offices is basis for dismissal from a class or from the College.

3. Individuals engaged in destructive activities involving any kind of physical or psychological mistreatment of students are subject to prosecution under the California State Law banning hazing and to dismissal from the College. Penalties on individuals, organizations and institutions are severe.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
POLICY

Title: Counseling and Guidance
Legal Authority: Title 5 Sections 51018
California Education Code Section 72620

Policy No. 4100
Page 1 of 3

It is the policy of the Pasadena Area Community College District that the Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling related to the student’s education. Guidance of students in the pursuit of their educational goals is the responsibility of all full-time faculty and administrators at Pasadena City College. Counseling Services shall be required for all first time students enrolled in more than six units, students enrolled provisionally, and students on academic or progress probation. make available to all students appropriate academic, career, and personal counseling to help them maintain progress toward their educational goals.

Approved by the Board of Trustees: November 1, 2000
1. The counseling services available in the District's counseling program include at least the following:
   a. Academic counseling, in which the student is assisted in assessing, planning and implementing his or her immediate and long-range goals.
   b. Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends.
   c. Personal counseling, in which the student is assisted with personal, family or other social concerns, as it pertains to the student's education.
   d. Coordination with counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for student with special needs, skills testing programs, financial assistance programs and job placement services.

2. Confidentiality of Counseling Information
   Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Superintendent/President or designee when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Superintendent/President or designee as necessary when the student indicates that a crime involving a the likelihood of personal injury or significant or substantial property loss(es) will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

3. Counseling services and procedures shall be reviewed at least every three years to assure quality, efficiency, and accountability.

4. Members of the counseling staff shall be assigned specific times to counsel students directly and to participate in other approved District functions.

5. To the extent feasible, the District will provide all students, regardless of their class attendance schedules, the opportunity to use comparable counseling services.

6. Appointments
   a. Counseling appointment times may be adjusted based on student demand. During periods of high demand, alternative modes of delivery such as group, walk-in, and classes may be used in lieu of individual appointments.
   b. During registration and other periods of high demand, priority for appointments may be given to fully matriculated students, new students, or students at risk.
c. Students who miss three consecutive scheduled appointments without canceling will be denied appointment privileges for the remainder of the term. Such students may participate in walk-in counseling during this period.

7. In order to help assure student success, mandatory interventions in the form of workshops, classes, and/or individual counseling sessions will be designed for high-risk students. Students failing to comply with these mandates may be subject to a loss of registration priority or other penalties imposed by the District.

8. Employees other than counselors may participate in an organized advisory program provided they are supervised by a District counselor or a College administrator assigned to that general function.
It is the policy of the Pasadena Area Community College District that Pasadena City College shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. Implement a Matriculation Plan for non-exempt students which provides for orientation programs, assessment processes, counseling and advising, and monitoring academic progress. The purpose of matriculation is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies and requirements. The Administration is directed to develop The Superintendent/President shall develop establish and implement procedures to assure implementation of matriculation services that comply with the which are consistent with statute, Title 5 regulations and this policy.
1. Matriculation brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies and requirements. The agreement is implemented by means of through the student educational plan (SEP).

2. Each student, in entering into an SEP, which shall includes the following: a) the requirements the student must meet and b) the courses, c) program and d) services required to achieve the student's goal, will do all of the following:
   a. express at least a broad educational goal upon admission
   b. declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework

   Student Rights and Responsibilities
   A student must identify a specific educational goal during the term after which the student completes 12 semester units of degree applicable courses at Pasadena City College. Once a student has selected a specific educational goal, the district shall afford the student the opportunity to develop a student educational plan with the counselor.
   c. attend class diligently and complete assigned coursework
   d. complete coursework and maintain progress toward an educational goal
   e. cooperate in the development of the SEP
   f. The SEP shall include the following: a) the requirements the student must meet and b) the courses, c) program and d) services required to achieve the student's goal.

3. Matriculation services include, but are not limited to, all of the following:
   a. Processing of the application for admission
   b. Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
   c. Assessment, Advising and counseling upon enrolment, which shall include but are not limited to, all of the following;
      (1) Administration of assessment instruments to determine student competency on computation and languages skills
      (2) Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associates of arts degrees, transfer for baccalaureate degrees and vocational certificates and licenses
      (3) Evaluation of student study and learning skills
      (4) Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; campus employment; placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services.
d. Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who enrolled in remedial courses, who have not declared an educational objective as required, or those students on academic probation.

e. The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

4. Failure to comply with matriculation regulations by not declaring an educational goal and not cooperating in the development of an educational plan may result in the termination of matriculation services to the student.

5. Exemptions
   All new students are required to participate in Matriculation Partnership activities. Students who have completed a Bachelor's Degree or higher in an accredited postsecondary institution are exempt from certain matriculation activities. Other conditions for exemptions from participation in orientation, assessment, counseling, or advisement may be found in the current official college regulations implementing this policy. However, exempt students may choose to participate in any portion of the matriculation process.
Title: Smoking on Campus

Legal Authority: California Government Code Sections 19994.30-19994.35

It is the policy of the Pasadena Area Community College District to follow existing State law in
prohibiting smoking inside any District owned, or District occupied building or vehicle.

Further, the District prohibits outdoor smoking: a) within 20 feet of the outside perimeter of any District
owned or District occupied building, b) within 20 feet of any space where food is being served, and c)
within the perimeter of any outdoor athletic venue owned or occupied by the District.

on District owned property, except in designated areas.

Approved by the Board of Trustees: June 4, 2003
1. Notice of Policy
   a. Notice of the Smoking on Campus policy will be published in appropriate District publications and in notices distributed to students, staff, and those renting District facilities.
   b. Appropriate signage will also be placed throughout the campus.

2. Enforcement
   a. Members of the campus community may remind any person violating this policy of the requirements of the policy.
   b. Individuals refusing to comply with this policy may be referred to the Campus Police.
   c. Repeat violators of this policy will be referred by the Campus Police as follows:
      (1) Student violators will be referred to the Office of the Vice President for Student and Learning Services for violation of the Student Code of Conduct and Education Code section 76033(3).
      (2) College employees who violate the policy will be referred to their immediate supervisor for violation of District policy.
      (3) All others will be asked to leave the campus; and, if they refuse, may be subject to arrest for trespass according to Penal Code 602.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Purchasing Transactions

Board Meeting Date: August 5, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve purchasing transactions P09-03908 through P09-03914.

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2008-2009 District Budget in the fund indicated and charged to the cost center.

BACKGROUND: Orders have been issued in accordance with legal requirements and with Purchasing Policies revised by the Board of Trustees on July 16, 2008, Bylaw No. 1600. The purchase orders listed on the attached report include orders that are $500 or more.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Site</th>
<th>FD</th>
<th>Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P09-03908</td>
<td>PARAGON PLASTICS</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
<td>42</td>
<td>891.48</td>
</tr>
<tr>
<td>P09-03909</td>
<td>CALIFORNIA PASS PROGRAM</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>EOPS</td>
<td>03</td>
<td>1,485.80</td>
</tr>
<tr>
<td>P09-03910</td>
<td>* ANCHOR PACIFIC COMPANY</td>
<td>SERVICE FEES/PROFESSIONAL SVS</td>
<td>ADMINISTRATIVE SERVICES</td>
<td>01, 41</td>
<td>3,100.00</td>
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<tr>
<td>P09-03911</td>
<td>DANFER BUILDING PRODUCTS</td>
<td>BUILDING MATERIALS</td>
<td>FACILITIES</td>
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<td>1,999.28</td>
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<td>P09-03913</td>
<td>ACADEMIC SENATE/C.C.C.</td>
<td>MEMBERSHIP FEES</td>
<td>FAC SEN</td>
<td>01</td>
<td>4,886.00</td>
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<tr>
<td>P09-03914</td>
<td>DAVE SMITH ELECTROMECHANICAL</td>
<td>REPAIRS</td>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>01</td>
<td>1,768.93</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>14,131.49</strong></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.
| PO Number | Vendor Name                          | Description                        | Site                  | FD  | Inc/Dec...
|-----------|--------------------------------------|-------------------------------------|-----------------------|-----|-------------
| 24643     | XEROX CORPORATION                    | Increase PO per Dept.              | Office Svs            | 01  | 703.62      |
| P09-00063 | TOM'S CLOTHING AND UNIFORMS          | Increase PO per Dept.              | Police                | 01, 03 | 5,000.00 |
| P09-00140 |ARAMARK WORK APPAREL & UNIFORM SVS   | Increase PO per Dept.              | Facilities            | 01  | 3,150.00   |
| P09-00160 |AIRGAS DUARTE                         | Increase PO per Dept.              | Facilities            | 01  | 1,000.00   |
| P09-00162 |ACTION DOOR CONTROLS                 | Increase PO per Dept.              | Facilities            | 01  | 538.91     |
| P09-00166 | *PASADENA PROPANE                    | Increase PO per Dept.              | Facilities            | 01  | 500.00     |
| P09-00168 |CART MASTERS                          | Increase PO per Dept.              | Facilities            | 01  | 6,500.00   |
| P09-00189 |*ICI DULUX PAINT CENTERS             | Increase PO per Dept.              | Facilities            | 01  | 500.00     |
| P09-00220 |TENNANT COMPANY                       | Increase PO per Dept.              | Eng/Tech              | 03  | 1,350.00   |
| P09-00259 |CRUZ CONTAINERS, INC.                | Increase PO per Dept.              | Police                | 01  | 360.00     |
| P09-00377 |INTER AUTO PARTS                     | Decrease PO per Dept.              | Eng/Tech              | 03  | 2,600.00-   |
| P09-00378 |CSK AUTO, INC.                       | Decrease PO per Dept.              | Eng/Tech              | 03  | 1,500.00-   |
| P09-00381 |*ALLIED AUTO SUPPLY OF PASADENA      | Increase PO per Dept.              | Eng/Tech              | 01, 03 | 1,750.00 |
| P09-00390 |AXION AUTOMOTIVE TECH                 | Decrease PO per Dept.              | Eng/Tech              | 01, 03 | 1,000.00- |
| P09-00418 |SIMS WELDING                          | Increase PO per Dept.              | Eng/Tech              | 01  | 600.00     |
| P09-00464 |*PCC BOOKSTORE                       | Increase PO per Dept.              | CEC                   | 03  | 2,000.00   |
| P09-00466 |*PCC BOOKSTORE                       | Increase PO per Dept.              | Languages             | 01  | 1,909.00   |
| P09-00472 |*PCC BOOKSTORE                       | Increase PO per Dept.              | English               | 01  | 2,000.00   |
| P09-00568 |PROTEK COLOR LAB                      | Increase PO per Dept.              | Public Relations      | 01  | 500.00     |
| P09-00755 |UNITED RENTALS                        | Increase PO per Dept.              | Facilities - Project Center | 42 | 8,600.00 |
| P09-00940 |AMERICAN FOOTHILL PUBLISHING CO.      | Increase PO per Dept.              | Visual Arts & Media Studies | 01 | 1,337.50 |
| P09-01031 |*PCC BOOKSTORE                       | Increase PO per Dept.              | Academic Support      | 03  | 2,191.00   |
| P09-01137 |*ANDERSON BUSINESS TECHNOLOGY        | Increase PO per Dept.              | Office Svs            | 01  | 3,500.00   |
| P09-01045 |COMMERCIAL WASTE SERVICES             | Increase PO per Dept.              | Facilities - Project Center | 42 | 25,000.00 |
| P09-01047 |CONCRETE TIE                          | Increase PO per Dept.              | Facilities - Project Center | 42 | 2,000.00 |
| P09-01049 |ROBERTS CONCRETE PUMPING CO.          | Increase PO per Dept.              | Facilities - Project Center | 42 | 10,000.00 |
| P09-01751 |*PCC BOOKSTORE                       | Increase PO per Dept.              | English               | 01  | 500.00     |
| P09-01843 |ADVANCE MECHANICAL CONTRACTORS        | Increase PO per Dept.              | Facilities - Project Center | 42 | 9,634.60 |
| P09-02328 |*PCC BOOKSTORE                       | Increase PO per Dept.              | Soc Sci               | 01  | 3,247.50   |
| P09-02366 |RIO GRANDE                            | Increase PO per Dept.              | Visual Arts & Media Studies | 03 | 584.55- |
| P09-02956 |*WALTER'S WHOLESALE ELECTRIC CO.      | Decrease PO per Dept.              | Facilities            | 01  | 910.81     |
| P09-03017 |SAN GABRIEL VALLEY TRIBUNE            | Increase PO per Dept.              | Purchasing Services   | 01  | 5,000.00   |
| P09-03022 |SPRAGUE'S READY MIX                   | Increase PO per Dept.              | Facilities            | 42  | 5,000.00   |
| P09-03092 |SPRAGUE'S READY MIX                   | Increase PO per Dept.              | Eng/Tech              | 01  | 1,400.00   |
| P09-03830 |AMERICAN FENCE COMPANY, INC.          | Increase PO per Dept.              | Facilities            | 42  | 760.20     |

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

CONSENT ITEM TITLE:
Reporting and Approval of Revolving Fund
Reimbursement

Board Meeting Date: August 5, 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 $12,203.82.

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>06-22-09</td>
<td>17292449</td>
<td>$4,416.39</td>
</tr>
<tr>
<td>06-25-09</td>
<td>17304565</td>
<td>4,503.12</td>
</tr>
<tr>
<td>06-26-09</td>
<td>17307747</td>
<td>972.68</td>
</tr>
<tr>
<td>06-29-09</td>
<td>17311382</td>
<td>2,311.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$12,203.82</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:

Director, Fiscal Services

Recommended for Approval:
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:
Superintendent (President)
## REVOLVING FUND REIMBURSEMENT
### AUGUST 2009 EXPENSE SUMMARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>WARRANT NUMBER</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>6/22/2009</td>
<td>17292449</td>
<td>$4,416.39</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>$3,372.22</td>
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<td>Duplicating</td>
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<td>Notary fee</td>
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<td>Postage</td>
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<td>Admission fee</td>
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<tr>
<td></td>
<td>Bus passes</td>
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<tr>
<td></td>
<td>ASB fee refunds</td>
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<tr>
<td></td>
<td>Parking refunds</td>
<td>$60.00</td>
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<tr>
<td></td>
<td>Health fee refunds</td>
<td>$31.00</td>
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<tr>
<td></td>
<td>Enrollment fee</td>
<td>$460.00</td>
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<tr>
<td></td>
<td>$4,416.39</td>
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<tr>
<td></td>
<td>Supplies</td>
<td>$2,773.26</td>
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<td>Repair</td>
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<td>Enrollment refunds</td>
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<td></td>
<td>Live scan refunds</td>
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<td>Parking refunds</td>
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<td>Health fee refunds</td>
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<td>ASB refunds</td>
<td>$1.00</td>
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<tr>
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<td>$4,503.12</td>
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<tr>
<td>6/26/2009</td>
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<tr>
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<td>Supplies</td>
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<td>$972.68</td>
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<tr>
<td>6/29/2009</td>
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<td></td>
<td>Supplies</td>
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<td>Rental</td>
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<td>Parking refunds</td>
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<td>Enrollment refunds</td>
<td>$430.00</td>
</tr>
<tr>
<td></td>
<td>$2,311.63</td>
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<tr>
<td></td>
<td><strong>Grand Total:</strong></td>
<td><strong>$12,203.82</strong></td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: August 5, 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 $32,014.86.

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>06-01-09</td>
<td>17235162</td>
<td>$25,972.34</td>
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<tr>
<td>06-01-09</td>
<td>17235163</td>
<td>6,042.52</td>
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<tr>
<td></td>
<td></td>
<td>$32,014.86</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>$27,853.35</td>
</tr>
<tr>
<td>Benefit Payments</td>
<td>3,433.49</td>
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<tr>
<td>Legal</td>
<td>728.02</td>
</tr>
<tr>
<td></td>
<td>$32,014.86</td>
</tr>
</tbody>
</table>

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

Submitted by:

Odeessa Walker
Director, Fiscal Services

Recommended for Approval:

Mark J. Zarri
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

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

Board Meeting Date: August 5, 2009

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

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

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

Submitted by:

Director, Business Services

Recommended for Approval:

Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President
<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>Approve</td>
<td></td>
<td></td>
<td>To provide services to conduct a total compensation/salary survey of California Schools Employees Association (CSEA) Chapter 777 unit employees 8/06/09 thru 6/30/10</td>
<td>Human Resources 4301-0000</td>
<td>01-5120</td>
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<tr>
<td>B-97593-0</td>
<td>CompAnalysis, Inc.</td>
<td>$34,600.00</td>
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</tr>
<tr>
<td>Ratify</td>
<td></td>
<td></td>
<td>To provide consulting services overseeing the day-to-day management of the Multimedia &amp; Entertainment Hub Grant 7/01/09 thru 6/30/10</td>
<td>GRANT FUNDED Multimedia &amp; Entertainment Hub Grant 5122-0000</td>
<td>03-5120</td>
</tr>
<tr>
<td>B-97593-0</td>
<td>Cynthia C. Scott</td>
<td>$45,000.00</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>To provide counseling and referrals in relation to District's Employee Assistance Program 7/01/09 thru 12/31/09</td>
<td>Human Resources 4300-0000</td>
<td>01-5120</td>
</tr>
<tr>
<td></td>
<td>Center for Adult Development</td>
<td>$5.00 per eligible employee per month (approximately 900 employees)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amend</td>
<td>Geoffrey Bertoldo</td>
<td>$32,000.00</td>
<td>To increase amount of agreement for additional services as inspector for Industrial Technologies Building and Campus Center as required by DSA for an amount not-to-exceed $208,800.00 and extend term from 6/30/09 to 9/30/09</td>
<td>Measure P: Industrial Technologies Building and Campus Center 7403-0000 &amp; 7405-0000</td>
<td>42-6253</td>
</tr>
<tr>
<td>B-97119-8</td>
<td></td>
<td></td>
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<tr>
<td>Consent Item No. 15-B August 5, 2009</td>
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<tr>
<td>Contract Number</td>
<td>Contractor</td>
<td>Amount</td>
<td>Description of Articles or Services</td>
<td>Department</td>
<td>Account Number</td>
</tr>
<tr>
<td>-----------------</td>
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<td>------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>B-97121-8</td>
<td>Geotechnologies, Inc.</td>
<td>$21,152.50</td>
<td>To increase amount of agreement for additional inspection and testing for Industrial Technologies Building as required by DSA for an amount not-to-exceed $58,612.50 and extend term from 6/30/09 to 8/31/09</td>
<td>Measure P: Industrial Technologies Building 7403-0000</td>
<td>42-6254</td>
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<tr>
<td>B-97174-8</td>
<td>Jerry Meyers</td>
<td>$24,000.00</td>
<td>To increase amount of agreement for additional services as assistant inspector for Industrial Technologies Building and Campus Center as required by DSA for an amount not-to-exceed $159,200.00 and extend term from 6/30/09 to 9/30/09</td>
<td>Measure P: Industrial Technologies Building and Campus Center 7403-0000 &amp; 7405-0000</td>
<td>42-6253</td>
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<tr>
<td>B-97245-8</td>
<td>Wittry Associates</td>
<td>$8,000.00</td>
<td>To increase amount of agreement for additional electrical engineering services for chiller plant upgrade for an amount not-to-exceed $54,000.00 and extend term from 6/30/09 to 12/31/09</td>
<td>Measure P: Center for the Arts 7404-0000</td>
<td>42-6218</td>
</tr>
<tr>
<td>Renew</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-96538-6</td>
<td>Lynn Marie Worrilow</td>
<td>$475.00 per assigned Art 12AB class</td>
<td>To provide services as booking agent for models needed for life drawing classes. Models to be paid $22.50 per hour 8/28/09 thru 8/31/10</td>
<td>Visual Arts and Media Studies 1701-0000</td>
<td>01-5120</td>
</tr>
<tr>
<td>B-96597-6</td>
<td>SixTen and Associates</td>
<td>$24,000.00</td>
<td>To provide services to prepare and file mandated cost claims 7/01/09 thru 6/30/10</td>
<td>Administrative Services 3000-0000</td>
<td>01-5120</td>
</tr>
<tr>
<td>B-97332-8</td>
<td>The Devinny Group</td>
<td>$3,500.00</td>
<td>To provide consulting services for Air Quality Management District (AQMD) compliance 7/01/09 thru 6/30/10</td>
<td>Police &amp; Safety Services: AQMD Ride Reduction 3305-5000</td>
<td>01-5120</td>
</tr>
<tr>
<td>Consent Item No. 15-B August 5, 2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: August 5, 2009

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

Approve:

August 10, 2009 – June 30, 2010 – Bridges to the Future Program Monthly Meetings at PCC and various community locations, to develop strategies for providing education and training to students and incumbent workers in the biotechnology field. Anticipated expenses not-to-exceed $1,200.00 for materials, supplies and refreshments for approximately 30 participants at each meeting. Cost Center: 03-5210-5118-0000, Biotechnology Center

August 10, 2009 – June 30, 2010 – Biotechnology Internship Training Workshops at Oak Crest Institute, Pasadena, and Pasadena Bioscience Incubator, Pasadena, to train students in lab techniques and culture. Anticipated expenses not-to-exceed $2,000.00 for materials, supplies and refreshments for approximately 20 participants at each workshop. Cost Center: 03-5210-5118-0000, Biotechnology Center

August 17, 2009 – Career and Technical Education Planning Retreat at PCC, to discuss staff organization, assignments and unit plan. Anticipated expenses not-to-exceed $350.00 for materials, supplies and refreshments for approximately 12 participants. Cost Center: 03-5210-5100-0000, CTEA: Administration

Submitted by:

Sherry Haas
Director, Business Services

Approved for Approval:

Mark J. Farni
Interim Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Paullette J. Petrou
Superintendent/President
Ratify:

July 2, 2009 – December 31, 2009 – Professional Development Workshops at PCC, Glendale Community College, and various high schools, to train teachers from feeder high schools in the bioinformatics lab curriculum. Anticipated expenses not-to-exceed $12,000.00 for presenters, technicians, supplies and refreshments for approximately 24 participants at each workshop. Cost Center: 03-5210-5126-0000, Workforce Innovation Partnership

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

BACKGROUND: These activities are intended to promote Career and Technical Education programs.
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

Board Meeting Date: August 5, 2009

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the persons on the attached list to be employed as temporary teachers of noncredit classes in their respective major and/or minor at their respective hourly rates derived from the academic hourly salary schedule for teachers of noncredit classes approved for summer 2009. The length of time of the employment and the assignment shall be determined by College need.

It is further recommended Human Resources be authorized to make adjustments in class and step pursuant to established procedures and to adjust rates 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>Gordon, Mark</td>
<td>Adjunct Faculty Summer Intersession</td>
<td>E</td>
<td>4</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Kawakami, Eric</td>
<td>Adjunct Faculty Summer Intersession</td>
<td>B</td>
<td>1</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Morris, Seth</td>
<td>Adjunct Faculty Summer Intersession</td>
<td>A</td>
<td>1</td>
<td>Kinesiology, Health and Athletics</td>
</tr>
<tr>
<td>Sachtjen, Tracy</td>
<td>Adjunct Faculty Summer Intersession</td>
<td>E</td>
<td>1</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Standley, Paula</td>
<td>Adjunct Faculty Summer Intersession</td>
<td>E</td>
<td>8</td>
<td>Health Sciences</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS: Paid from dollar-controlled accounts.

BACKGROUND: The assignment shall be determined by College need.

Submitted by:
Office of Human Resources

Recommended for Approval:  

Dean, Human Resources

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

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

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

**Board Meeting Date:** August 5, 2009

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

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>RANGE &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marsh, James</td>
<td>46F</td>
<td>From: 100% - 3 mo. To: 75% - 3 mo.</td>
<td>07/01/09-09/30/09</td>
</tr>
<tr>
<td>Job Developer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CalWORKs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funded position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morales, Juan Carlos</td>
<td>52F</td>
<td>100% - 2 mo</td>
<td>07/01/09-08/31/09</td>
</tr>
<tr>
<td>MESA Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MESA – Academic Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funded position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presley, Mary</td>
<td>43B</td>
<td>100% - 1 mo.</td>
<td>07/01/09-09/04/09</td>
</tr>
<tr>
<td>Learning Assistance Center Assistant III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Division/Writing Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funded position</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHANGES**

Camara, Matthew  
From: Digital Audio/Video Production Technician  
To: Network Administrator  
Digital Audio/Video Production Technician  
Electronic Maintenance  
(to cover temporary reassignment of Gary Potts to Measure P project)

**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
Consent Item 13-P
August 5, 2009
Page 2 of 2

CHANGES (cont.)

Tigner, Flora 34F 7 yrs. 100% - 12 mo.
From: Bookstore Clerk
To: Acting, Senior Clerk 39E 7 yrs. 100% - 12 mo.
Bookstore Services
(due to promotion of Leslie Thompson to Bookstore Manager)
07/02/09 until position filled

SEPARATIONS

Altamirano, Julie  End of assignment 06/30/09
Senior Clerk
CalWORKs

Nandkishore, Edgar Retirement 08/28/09
Director
Purchasing Services

Ramirez, Tracy  End of assignment 06/30/09
Intermediate Clerk II
Student Learning Outcomes
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Pasadena City College

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

Board Meeting Date: August 5, 2009

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

<table>
<thead>
<tr>
<th>NAME, CLASSIFICATION AND DEPARTMENT</th>
<th>CLASS &amp; STEP</th>
<th>ASSIGNMENT BASIS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
</table>
| Fields, Lana  
Coordinator  
CalWORKs  
Temporary – Funded | A-14 | 75% - 3 months | 07/01/09 – 09/30/09 |
| Long, Edlaila  
Project Director  
Community Collaborative Grant  
Career & Technical Education  
Temporary – Funded | D-14 | 100% - 12 months | 07/01/09 – 06/30/10 |
| Mata, Nicholas  
Coordinator  
Student Support Services  
Temporary – Funded | M-7 | 100% - 2 months | 07/01/09 – 08/31/09 |
| Zacovic, Mark  
Interim Vice President  
Administrative Services | Contract | 100% | 08/01/09 – 08/07/09 |

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
### Change of Status

<table>
<thead>
<tr>
<th>Name</th>
<th>Class &amp; Step</th>
<th>Assignment Basis</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bickley, James</td>
<td>Instructor/Academic Senate President</td>
<td>From: 100% - 10 months To: 100% - 11 months</td>
<td>07/01/09 – 06/30/10</td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dooley, Ben Allen</td>
<td>From: Instructor, Business and</td>
<td>100% - 10 months</td>
<td>07/01/09 – 06/30/10</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>To: Acting Associate Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Management</td>
<td></td>
<td>100% - 12 months</td>
<td></td>
</tr>
<tr>
<td>Johnston, Wendie</td>
<td>From: Instructor</td>
<td>100% - 10 months</td>
<td>07/01/09 – 06/30/10</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>To: Project Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biotechnology Center</td>
<td></td>
<td>100% - 12 months</td>
<td></td>
</tr>
<tr>
<td>Miller, Barbara</td>
<td>From: Instructor</td>
<td>100% - 10 months</td>
<td>08/31/09 – 06/18/10</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>To:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oh, Christine</td>
<td>From: Science Education Specialist</td>
<td>75% - 3 months</td>
<td>07/01/09 – 07/31/09</td>
</tr>
<tr>
<td>Copernicus Project</td>
<td>To:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary – Funded</td>
<td></td>
<td>75% - 1 month</td>
<td></td>
</tr>
<tr>
<td>Staley, Douglass</td>
<td>From: Instructor</td>
<td>100% - 10 months</td>
<td>08/31/09 – 06/18/10</td>
</tr>
<tr>
<td>Business and Computer Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td>86.6% - 10 months</td>
<td></td>
</tr>
</tbody>
</table>

### Leave of Absence

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alquaddoomi, Sabah</td>
<td>Unpaid Leave of Absence</td>
<td>07/01/09 – 06/30/10</td>
</tr>
</tbody>
</table>
CONSENT ITEM TITLE:  
Approve/Ratify Stipends for Academic Personnel

Board Meeting Date:  August 5, 2009

RECOMMENDATION:  It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the persons on the attached list to be employed in a special project as listed, approved for the College year 2008-2009 and 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>Abedzadeh, Saeed</td>
<td>12,000.00</td>
<td>CTE (Career and Technical Education) Collaborative—summer research internship at Jet Propulsion Laboratory, 06-16-09 to 08-21-09</td>
</tr>
<tr>
<td>Aguirre, Marylynn</td>
<td>4,500.00</td>
<td>CTEA (Career and Technical Education Act) Nursing—chairperson for the Registered Nursing Program Curriculum committee, organize activities in preparation for the fall 2009 Registered Nursing Program site visit for continued program approval, 06-21-09 to 07-31-09</td>
</tr>
<tr>
<td>Ahrens, Will</td>
<td>2,500.00</td>
<td>Performing and Communication Arts Division—director and editor of summer sit-com for theater, 06-16-09 to 06-30-09</td>
</tr>
<tr>
<td>Burruss, Laurie</td>
<td>4,009.00</td>
<td>Multimedia and Entertainment Initiative—project director of the Los Angeles/Orange County Center, works year-round; completing the required final report for 2008-09; work/train Rachel Fermi who will replace her for 2009-10, 06-22-09 to 07-15-09</td>
</tr>
<tr>
<td>Burruss, Laurie</td>
<td>2,053.00</td>
<td>Multimedia and Entertainment Initiative Hub—as the project director of Los Angeles/Orange County will be completing the final report for the 2007-08 fiscal year funds. Pasadena City College is the fiscal agent for this grant and these funds were extended because they had not been previously exhausted, 06-22-09 to 07-15-09</td>
</tr>
<tr>
<td>Hileman-Ford, Deborah</td>
<td>1,800.00</td>
<td>CTEA (Career and Technical Education Act)—two-hour/month for committee work; develop workshops in the Nursing Skills lab, 06-22-09 to 08-24-09</td>
</tr>
<tr>
<td>Johnston, Richard</td>
<td>250.00</td>
<td>CTE (Career and Technical Education) Workforce Innovation Partnership—IT (Information Technology) support for the grant, 06-09-09</td>
</tr>
<tr>
<td>Keast, Brent</td>
<td>1,200.00</td>
<td>Performing and Communication Arts Division—camera and editor for summer sit-com for theater, 06-17-09 to 06-30-09</td>
</tr>
<tr>
<td>Kiabi, Nargess</td>
<td>12,000.00</td>
<td>CTE (Career and Technical Education) Collaborative—summer research internship at Jet Propulsion Laboratory, 06-16-09 to 08-21-09</td>
</tr>
<tr>
<td>McCabe, David</td>
<td>300.00</td>
<td>Aurora Project—seek out middle and high school math teachers as mentors for placement of Pasadena City College Teacher Prep students. Confer with teacher supervisor, guide students and evaluate students in the development and delivery of lesson plans per requirements of the grant, 04-09 to 06-09</td>
</tr>
<tr>
<td>Mendez, Jeffrey</td>
<td>12,000.00</td>
<td>CTE (Career and Technical Education) Collaborative—summer research internship at Jet Propulsion Laboratory, 06-16-09 to 08-21-09</td>
</tr>
<tr>
<td>O, Jeong</td>
<td>6,325.00</td>
<td>Fostering Nursing Student Success—as the project director of the grant, required to work year-round assessing Registered Nurse and Career Ladder students academic readiness; comply with the Chancellor’s Office and EDD (Employment Development Department) reporting requirement; provide a student orientation session for all new Nursing students, including collaboration with the International Student Office and continue working with the External Relations Office to complete the Nursing program project, 06-22-09 to 08-28-09</td>
</tr>
<tr>
<td>Oh, Christine</td>
<td>300.00</td>
<td>Aurora Project—seek out middle and high school math teachers as mentors for placement of Pasadena City College Teacher Prep students. Confer with teacher supervisor, guide students and evaluate students in the development and delivery of lesson plans per requirements of the grant, 04-09 to 06-09</td>
</tr>
<tr>
<td>Scott, Rosemary</td>
<td>914.00</td>
<td>ARCC (Accountability Reporting for the Community Colleges)—one-to-one advisement oversight of peer mentors; paperwork review; creation of database, 06-15-09 to 06-20-09</td>
</tr>
<tr>
<td>NAME</td>
<td>STIPEND</td>
<td>SPECIAL PROJECT</td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sneddon, Robert</td>
<td>12,000.00</td>
<td>CTE (Career and Technical Education) Collaborative—summer research internship at Jet Propulsion Laboratory, 06-16-09 to 08-21-09</td>
</tr>
<tr>
<td>Sutton, Sandra</td>
<td>4,000.00</td>
<td>CTE (Career and Technical Education) Collaborative—externship at Precision Dental Lab for training in new computer assisted design/computer assisted manufacturing technology for upcoming new class in the Pasadena City College Dental Lab Technology Program, 07-06-09 to 07-31-09</td>
</tr>
<tr>
<td>Swil, Warren</td>
<td>3,000.00</td>
<td>Visual Arts and Media Studies—produce summer edition of “Courier” newspaper and train editors in design and production, 06-22-09 to 08-01-09</td>
</tr>
</tbody>
</table>