



**NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, July 18, 2012**

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

MEETING NO. 12

REGULAR BUSINESS MEETING

**Altadena Senior Center
Community Room
560 East Mariposa Street, Altadena, California 91001**

Enclosed is the Agenda for **Meeting No. 12, a Regular Business Meeting**. The Open Session will begin at 6:00 p.m. with the Call To Order, Roll Call and Public Comment on Closed Session Agenda items. Closed Session will follow. Open Session will resume at 7:00 p.m. The Board will meet in the Community Room at the Altadena Senior Center, 560 East Mariposa Street, Altadena, California 91001.

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 12
Wednesday, July 18, 2012
6:00 P.M. Closed Session; 7:00 P.M. Open Session
Altadena Senior Center
Community Room
560 East Mariposa Street
Altadena, California 91001**

AGENDA

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

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

- II. **CLOSED SESSION**
 - Government Code §54957.6** **Collective Bargaining (PCCFA; CSEA 777; ISSU, POA)**
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

 - Government Code §54957** **Public Employee Appointment: Electronics/Electrical; History**

- III. **OPEN SESSION (7:00 p.m.)**
 - A. **PLEDGE OF ALLEGIANCE**

 - B. **INTRODUCTIONS AND ANNOUNCEMENTS**

 - 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.

 - D. **APPROVAL OF MINUTES**
Meeting No. 9, Regular Business Meeting, June 6, 2012
Meeting No. 10, Special Meeting, June 20, 2012
Meeting No. 11, Regular Business Meeting, June 20, 2012

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

REPORTS

- F. **BUSINESS AND FISCAL SERVICES REPORT AND UPDATE**
 - 1. **Closing of FY2011-12**
 - 2. **Borrowing, Cash Flow and Fund Balances report**
 - 3. **Audit RFQ process update**

- G. **PROCUREMENT PROCESS FOR ADMINISTRATIVE INFORMATION SYSTEM**

- H. **REPORT OF BOARD OF TRUSTEES AD HOC SUBCOMMITTEE ON BUDGET, FACILITIES AND TECHNOLOGY: DISCUSSION OF RECOMMENDATIONS TO MEET \$10.5M BUDGET REDUCTION FOR FY2012-2013**

ACTION ITEMS

- I. **ADOPT RESOLUTION No. 494 TO AUTHORIZE AND APPROVE THE BORROWING OF FUNDS FOR FISCAL YEAR 2012-2013; THE ISSUANCE AND SALE OF A 2012-2013 TAX AND REVENUE ANTICIPATION NOTE THEREFOR AND PARTICIPATION IN THE LOS ANGELES COUNTY SCHOOLS POOLED FINANCING PROGRAM – TAX AND REVENUE ANTICIPATION NOTES (TRANS): DISCUSSION WITH POSSIBLE ACTION**
- J. **AUTHORIZATION OF RFQ/RFP FOR EXTERNAL LINE OF CREDIT: DISCUSSION WITH POSSIBLE ACTION**
- K. **HIRING PLAN FOR 2012-13: AUTHORIZATION TO CONCLUDE SEARCHES FOR POSITIONS TO FILL JOB VACANCIES: DISCUSSION WITH POSSIBLE ACTION**
- L. **FUTURE BOARD MEETING DATES**

Wednesday, August 15, 2012

Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

Wednesday, September 5, 2012

**Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
FY2012-13 Budget Adoption**

- M. **FUTURE AGENDA ITEMS**

Future topics for study sessions

- **Revenue Enhancement**
- **Communications, Marketing, Public Relations and Branding**
- **EMP Update**

IV. ADJOURNMENT

CONSENT ITEMS

- 1-S Approval of Student Travel – Math/Science Upward Bound Program, Long Beach and San Diego, CA
July 30-August 2, 2012
- 2-S Approval of Student Travel – PCC Pep Squad to USA Spirit Camp, Anaheim, CA
July 28-30, 2012

- 1-I Approval of Welcome Day Activities – August 24, 2012

- 1-B Approval of Organizations for Membership, 2012-13 Fiscal Year
- 2-B Approve Purchasing Transactions
- 3-B Approve Information Technology Purchasing Transactions
- 4-B Reporting and Approval of Revolving Fund Reimbursement
- 5-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
- 6-B Approve/Ratify/Amend/Renew Contracts
- 7-B Adoption of Resolution #492 – Renewal Agreement – Child Care and Development Services
- 8-B Adoption of Resolution #493 – Renewal Agreement – Child Care and Development Services
- 9-B Approve Change Orders, Restroom Upgrade – R Building
- 10-B Approve Change Orders, Measure P Project, Center for the Arts
- 11-B Authorization to Destroy Records

- 1-P Approve/Ratify Stipends for Academic Personnel
- 2-P Approve/Ratify Employment and Separation of Academic Employees
- 3-P Employment, Changes and Ratify Separation of Employee
- 4-P Salary Compensation Factors – Large Group Instruction
- 5-P Employment of New Faculty – Electronics/Electrical; History – **CLOSED SESSION**

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 9
Wednesday, June 6, 2012
6:00 P.M. Closed Session; 7:00 P.M. Open Session
Pasadena City College
Creveling Lounge
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. 9

Page 1

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 9 on Wednesday, June 6, 2012, in Creveling Lounge, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

The meeting was called to order at 6:01 p.m. by Mr. Baum, President.

ROLL CALL

Trustees Present

Mr. Geoffrey L. Baum, President
Mr. John Martin, Vice President
Dr. Anthony Fellow, Clerk
Dr. Jeanette Mann
Ms. Linda Wah
Mr. Alexander Soto, Student Trustee

Trustees Excused

Ms. Berlinda Brown
Mr. William Thomson

Administrative Officers in Attendance

Dr. Richard van Pelt, Vice President, Administrative Services
Dr. Robert Bell, Vice President, Instruction/Student and Learning Services
Mr. Dwayne Cable, Vice President, Information Technology
Ms. Bobbi Abram, Executive Director, Foundation
Ms. Gail Cooper, General Counsel

Administrative Officers absent

Mr. Robert Miller, Vice President, Educational Services

The Management Association was represented by Dr. David Douglass.
The Academic Senate was represented by Mr. Edward Martinez.
The Classified Senate was not represented.
The Associated Students Board was represented by Mr. Simon Fraser.

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

There was no public comment.

Dr. Rocha stated that the first closed session item was pulled. Mr. Baum adjourned the Board to Closed Session at 6:02 p.m.

II. CLOSED SESSION

- | | |
|------------------------------------|---|
| Government Code §54957 | Public Employee Appointment: Chemistry; Counselor; Physiology/Animal Biology/Zoology; English Composition (2) |
| Government Code §54957.6 | Collective Bargaining (PCCFA; CSEA 777; ISSU, POA)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel |
| Government Code §54957.6 | Negotiation with Unrepresented Employees (Confidentials, Management Association)
Designated Negotiator: Ms. Gail S. Cooper, General Counsel |
| Government Code §54956.9(b) | Conference with Legal Counsel regarding Anticipated Litigation (two matters) |

III. OPEN SESSION

Mr. Baum reconvened Open Session at 7:05 p.m. Mr. Baum reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE

Mr. Soto led the Pledge of Allegiance.

B. INTRODUCTIONS AND ANNOUNCEMENTS

a. SUPERINTENDENT-PRESIDENT

1. Recognition: PCC Engineering Club and STEM Expo

- Recognized Angelica Ortiz, state champion for individual singles in badminton.
- PCC Engineering Club recently held a STEM expo. Dr. Davila thanked the Board for supporting the Pasadena Engineering and Science Expo held on May 19.
- Introduced Dr. Ezat Parnia, President of Pacific Oaks College and Children's School, partnering with PCC on the early childhood education program.
- Introduced Juan Pablo Carreon, of the newly formed PCC Association of Latino Employees. The Association was a Diamond sponsor of PLAC scholarship awards.
- Introduced Alice Araiza, President of ISSU, who announced that ISSU membership has voted to affiliate with California Federal of Teachers, American Federation of Teachers and AFL-CIO.

b. BOARD OF TRUSTEES

Dr. Anthony Fellow, Trustee

- Attended a forum, "Honoring Civility for a Civil Society," held Thursday, May 10, at the Pasadena Convention Center featuring a panel discussion with the presidents of six highly respected institutions of learning and research in Pasadena, including PCC and Pacific Oaks College.

Ms. Linda Wah, Trustee

- Thanked Bob Miller and Emma Sanchez for the memoranda of understanding with local businesses in Pasadena for six internships for local children.
- Reported that she and Dr. Rocha met with individuals from Beijing regarding the possibility of establishing a satellite for PCC in Beijing.

c. SHARED GOVERNANCE REPRESENTATIVES

Dr. David Douglass, Management Association

- Announced the Student Access and Success Initiative open house will be held tomorrow at 11am in Creveling.
- Announced the Nanotechnology conference will be held on Friday 10am-1pm in the Vosloh Forum.
- Invited everyone to the Natural Sciences award ceremony to be held on Friday at 2pm in the Vosloh Forum.

Mr. Edward Martinez, Academic Senate

- Invited everyone to the Annual Academic Senate breakfast to be held on Friday, June 15th at 7:30 am in Creveling.
- Announced that the Senate approved a revised policy on enrollment management and class scheduling and has adopted a new policy on professional development. Both policies have been forwarded to President Rocha.
- Announced that this is his last meeting as Academic Senate President. Dr. Dustin Hanvey will be taking his place at the next board meeting.

Mr. Simon Fraser, Associated Students

- Announced that the new Associated Students Board will take office effective June 27.
- Announced Relaxation Week during finals during which the Associated Students will be putting on a host of activities.
- Reported that the Engineering Club was one of the projects funded by the student activity fee.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was public comment from Stacy McCorkle, Kirsten Orcutt, Natalie Melgoza, Chris Rosas, Bijan Bahmani, Enrique Flores, Ernesto Corona, Lawrence Gandara, Victor Silva, Sarah Belknap.

Mr. Baum recessed the meeting at 7:59 p.m.

Mr. Baum reconvened the meeting at 8:14 p.m.

Mr. Baum recessed the meeting at 8:15 p.m. and said the Board would reconvene at another location.

Mr. Baum reconvened the meeting in the EOC room at 8:23 p.m. Mary Dowell stated that the board meeting was permitted to continue in a different venue as the meeting was disrupted. Alex Soto was not present.

D. APPROVAL OF MINUTES

Meeting No. 8, Regular Business Meeting, May 2, 2012

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the five members present to approve the Minutes of Meeting No. 8, Regular Business

Meeting and Joint Meeting with Associated Students, held on
May 2, 2012.

Advisory Vote: Absent

E. APPROVAL OF CONSENT ITEMS

MOTION: **ON MOTION OF** Mr. Martin and seconded by Dr. Fellow, the Board voted by a unanimous vote of the five members present to approve Consent Items 22-S through 29-S; 99-I through 105-I through 123-I; 137-B through 153-B; and 66-P through 72-P, with consent item 138-B revised.

Advisory Vote: Absent

F. OATH OF OFFICE – 2012-2013 STUDENT TRUSTEE

This agenda item was postponed.

REPORTS

**G. BOARD OF TRUSTEES ACCREDITATION AND GOVERNANCE
SUBCOMMITTEE: INFORMATIVE ONLY. UPDATE ON REVIEW AND
REVISION OF BOARD BYLAWS AND POLICIES.**

Dr. Fellow, chair of the Board of Trustees subcommittee on Accreditation and Governance, presented an update on the review and revision of Board bylaws and policies.

ACTION ITEMS

**H. ANNUAL BOARD REVIEW OF STUDENT TRUSTEE PRIVILEGES:
DISCUSSION WITH POSSIBLE ACTION**

This agenda item was postponed.

**I. PUBLIC HEARING AND ADOPTION OF FISCAL YEAR 2012-13 TENTATIVE
BUDGET: DISCUSSION WITH POSSIBLE ACTION**

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

MOTION: **ON MOTION OF** Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the five members present to approve the Adoption of Fiscal Year 2012-13 Tentative Budget.

Advisory Vote: Absent

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

MOTION: **ON MOTION OF** Dr. Mann and seconded by Ms. Wah, the Board voted by a unanimous vote of the five members present to approve Appointment of Measure P Citizens' Oversight Committee.

Advisory Vote: Absent

**K. ASPCC RESOLUTION ON ADVOCACY EFFORTS FOR PCC: DISCUSSION
WITH POSSIBLE ACTION**

This agenda item was postponed.

Simon Fraser, representative of the Associated Students president, joined the meeting at 9:13 p.m.

**L. APPROVAL OF ADDITIONS AND DELETIONS TO THE CURRICULUM:
DISCUSSION WITH POSSIBLE ACTION**

MOTION: ON MOTION OF Dr. Fellow and seconded by Ms. Wah, the Board voted by a unanimous vote of the five members present to approve the Additions and Deletions to the Curriculum.
Advisory Vote: Absent

Alex Soto joined the meeting at 9:19 p.m.

M. ADOPTION OF RESOLUTION NO. 490 CONFERRING COMMENCEMENT SPECIAL RECOGNITION ON ASSEMBLYMEMBER ANTHONY PORTANTINO: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the five members present to approve the Adoption of Resolution No. 490 Conferring Commencement Special Recognition on Assemblymember Anthony Portantino.
Advisory Vote: Aye

N. ADOPTION OF RESOLUTION NO. 489 CONFERRING COMMENCEMENT SPECIAL RECOGNITION ON DR. JACQUELINE JACOBS: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Dr. Fellow and seconded by Mr. Martin, the Board voted by a unanimous vote of the five members present to approve the Adoption of Resolution No. 489 Conferring Commencement Special Recognition on Dr. Jacqueline Jacobs.
Advisory Vote: Aye

O. FUTURE BOARD MEETING DATES

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the five members present to approve the scheduling of a Regular Business Meeting of the Board of Trustees to be held on Wednesday, June 20, 2012.
Advisory Vote: Aye

Wednesday, July 18, 2012

Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the five members present to cancel the August 1, 2012 Board meeting.
Advisory Vote: Aye

Wednesday, August 15, 2012

Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

Wednesday, September 5, 2012

Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

P. FUTURE AGENDA ITEMS

Future topics for study sessions

- Revenue Enhancement
- Information and Instructional Technology Plan
- Educational Master Plan and Student Success
- Communications, Marketing, Public Relations and Branding

Mr. Baum adjourned the Board to Closed Session at 9:20 p.m.

Mr. Baum reconvened Open Session at 10:59 p.m. Mr. Baum reported that no action was taken in Closed Session.

IV. ADJOURNMENT

Mr. Baum adjourned Meeting No. 9 at 11:01 p.m.

MOTIONS CARRIED AT MEETING NO. 9 – June 6, 2012

1. Approval of the Minutes of Meeting No. 8, Regular Business Meeting and Joint Meeting with Associated Students Board, held on May 2, 2012.
2. Approval of Consent Items 22-S through 29-S; 99-I through 105-I through 123-I; 137-B through 153-B; and 66-P through 72-P, with consent item 138-B revised.
3. Approval of the Adoption of Fiscal Year 2012-13 Tentative Budget.
4. Approval of Appointment of Measure P Citizens' Oversight Committee.
5. Approval of the Additions and Deletions to the Curriculum.
6. Approval of the Adoption of Resolution No. 490 Conferring Commencement Special Recognition on Assemblymember Anthony Portantino.
7. Approval of the Adoption of Resolution No. 489 Conferring Commencement Special Recognition on Dr. Jacqueline Jacobs.
8. Approval of the scheduling of a Regular Business Meeting of the Board of Trustees to be held on Wednesday, June 20, 2012.
9. Approval to cancel the August 1, 2012 Board meeting.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 9
Wednesday, June 6, 2012
6:00 P.M. Closed Session; 7:00 P.M. Open Session
Pasadena City College
Creveling Lounge
1570 East Colorado Boulevard, Pasadena, California 91106**

AGENDA

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

- II. **CLOSED SESSION**
 - Government Code §54957 **Employee Discipline, Dismissal, Release (one matter)**

 - Government Code §54957 **Public Employee Appointment: Chemistry; Counselor; Physiology/Animal Biology/Zoology; English Composition (2)**

 - Government Code §54957.6 **Collective Bargaining (PCCFA; CSEA 777; ISSU, POA)**
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

 - Government Code §54957.6 **Negotiation with Unrepresented Employees (Confidentials, Management Association)**
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

 - Government Code §54956.9(b) **Conference with Legal Counsel regarding Anticipated Litigation (two matters)**

- III. **OPEN SESSION (7:00 p.m.)**
 - A. **PLEDGE OF ALLEGIANCE**

 - B. **INTRODUCTIONS AND ANNOUNCEMENTS**
 - 1. **Recognition: PCC Engineering Club and STEM Expo**

 - 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.

 - D. **APPROVAL OF MINUTES**
Meeting No. 8, Regular Business Meeting, May 2, 2012

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

 - F. **OATH OF OFFICE – 2012-2013 STUDENT TRUSTEE**

REPORTS

- G. BOARD OF TRUSTEES ACCREDITATION AND GOVERNANCE SUBCOMMITTEE: INFORMATIVE ONLY. UPDATE ON REVIEW AND REVISION OF BOARD BYLAWS AND POLICIES.

ACTION ITEMS

- H. ANNUAL BOARD REVIEW OF STUDENT TRUSTEE PRIVILEGES: DISCUSSION WITH POSSIBLE ACTION
- I. PUBLIC HEARING AND ADOPTION OF FISCAL YEAR 2012-13 TENTATIVE BUDGET: DISCUSSION WITH POSSIBLE ACTION
- J. APPOINTMENT OF MEASURE P CITIZENS' OVERSIGHT COMMITTEE: DISCUSSION WITH POSSIBLE ACTION
- K. ASPCC RESOLUTION ON ADVOCACY EFFORTS FOR PCC: DISCUSSION WITH POSSIBLE ACTION
- L. APPROVAL OF ADDITIONS AND DELETIONS TO THE CURRICULUM: DISCUSSION WITH POSSIBLE ACTION
- M. ADOPTION OF RESOLUTION NO. 490 CONFERRING COMMENCEMENT SPECIAL RECOGNITION ON ASSEMBLYMEMBER ANTHONY PORTANTINO: DISCUSSION WITH POSSIBLE ACTION
- N. ADOPTION OF RESOLUTION NO. 489 CONFERRING COMMENCEMENT SPECIAL RECOGNITION ON DR. JACQUELINE JACOBS: DISCUSSION WITH POSSIBLE ACTION

- O. FUTURE BOARD MEETING DATES

Wednesday, July 18, 2012

Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

Wednesday, August 15, 2012

Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

Wednesday, September 5, 2012

Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)

- P. FUTURE AGENDA ITEMS

Future topics for study sessions

- Revenue Enhancement
- Information and Instructional Technology Plan
- Educational Master Plan and Student Success
- Communications, Marketing, Public Relations and Branding

IV. ADJOURNMENT

CONSENT ITEMS

- 22-S Approval of Student Travel – Upward Bound Classic Program (College Tours), San Diego, CA – July 23-25, 2012
- 23-S Approval of Student Travel – Math/Science Upward Bound Program, San Diego, CA – June 18-21, 2012
- 24-S Approve Compensation for Summer 2012 Swim Coordinator
- 25-S Approval of Student Travel – TRIO-Educational Talent Search, San Diego, CA – August 1-3, 2012
- 26-S Approve Compensation for Faculty for Scholars Program/Honors Students
- 27-S Approve Compensation for Faculty to Train Tutors in the Social Sciences Learning Center
- 28-S Approve Compensation for Classic Upward Bound Summer 2012 Staff
- 29-S Approve Compensation for Upward Bound Math/Science Summer 2012 Staff

- 105-I Salary Compensation Factors – Large Group Instruction
- 106-I Salary Compensation Factors – Large Group Instruction
- 107-I Approval of Instructional Trip for Anthropology 30H, July 1-16, 2012
- 108-I Approve/Ratify Compensation for Academic Personnel – Study Abroad Program
- 109-I Approve New Faculty Institute Activity
- 110-I Approve/Ratify MESA Activity
- 111-I Approve/Ratify Compensation for Academic Personnel – Teaching and Learning Center
- 112-I Approve Academic Compensation for Basic Skills Coordinator
- 113-I Approve Compensation for Academic Personnel – Visual Arts and Media Studies
- 114-I Approve/Ratify Compensation for Academic Personnel – Business and Technology Division
- 115-I Approve Academic Compensation for SASI Mathematics Resource Center
- 116-I Approve Academic Personnel Compensation for Natural Sciences – Environmental STEM Grant
- 117-I Approve Compensation for Academic Personnel – Teaching & Learning Communities-SASI
- 118-I Approve/Ratify Compensation for Academic Personnel – Pathway Learning Communities-SASI
- 119-I Approve/Ratify Compensation for Academic Personnel – Community Education Center
- 120-I Approve College 1 Institute Activity
- 121-I Approve Natural Sciences Division Grant – Biotechnology Center Activities
- 122-I Approve Program Redesign and Implementation Bootcamp Kickoff Retreat
- 123-I Approve Program Redesign and Implementation Bootcamp Coordinator

- 137-B Approve/Ratify/Amend/Renew Contracts
- Revised* 138-B Approve/Ratify Staff Development Activities
- 139-B Approve Budget Augmentation
- 140-B Approve Budget Augmentation
- 141-B Reporting and Approval of Revolving Fund Reimbursement
- 142-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
- 143-B Approve Purchasing Transactions
- 144-B Approve Information Technology Purchasing Transactions
- 145-B Approve Purchase Order to Compview
- 146-B Approve Extension Instructors
- 147-B Authorization for Year End Appropriation Transfers
- 148-B Approve Professional Conference Attendance
- 149-B Approve Purchase Order to Courtesy Electric Wholesale Corporation
- 150-B Approve Purchase Order to Key Code Media
- 151-B Approve Change Orders, Science Village Modular Classrooms and Labs
- 152-B Amend Consent Item No. 1-B, Approval of Organizations for Membership, 2011-12 Fiscal Year
- 153-B Authorization to Negotiate & Enter Into Agreement with the Los Angeles County Metropolitan Transportation Authority (LACMTA) & Foothill Transit

- 66-P Employment of Hourly Credit Faculty, Spring 2012
- 67-P Employment and Separation of Academic Employees
- 68-P Employment of 10-month Tenure-track Academic Contract Employees, 2012-2013
- 69-P Stipend for Additional Duties
- 70-P Employment, Change and Separations
- 71-P Resolution No. 488: Declaration of Indefinite Salaries for 2012-2013
- 72-P Employment of New Faculty: Chemistry; Counselor; Physiology/Animal Biology/Zoology; English Composition (2) – **CLOSED SESSION**

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING NO. 10
Wednesday, June 20, 2012
7:00 A.M. Open Session; 7:10 A.M. Closed Session
Community Education Center
Jack Scott Multipurpose Room
3035 East Foothill Boulevard, Pasadena, California 91107**

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www.pasadena.edu/board, and click on "Audiocast of Meetings".

Meeting No. 10

Page 1

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 10 on Wednesday, June 20, 2012, in the Jack Scott Multipurpose Room, Community Education Center, 3035 East Foothill Boulevard, Pasadena, California 91107.

I. CALL TO ORDER, ROLL CALL

The meeting was called to order at 7:00 a.m. by Mr. Baum, President.

ROLL CALL

Trustees Present

Mr. Geoffrey L. Baum, President
Mr. John Martin, Vice President
Ms. Berlinda Brown
Dr. Anthony Fellow, Clerk
Dr. Jeanette Mann
Mr. William Thomson
Ms. Linda Wah

Administrative Officers in Attendance

Ms. Gail Cooper, General Counsel

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

There was no public comment.

A. PLEDGE OF ALLEGIANCE

Mr. Baum led the Pledge of Allegiance.

Mr. Baum adjourned the Board to Closed Session at 7:02 a.m.

II. CLOSED SESSION

Government Code §54957

**Employee Discipline, Dismissal, Release
(two matters)**

Government Code 54956.9(b)

**Conference with Legal Counsel – Anticipated
Litigation (one matter)**

III. OPEN SESSION

Mr. Baum reconvened Open Session at 8:50 a.m. Mr. Baum read the following statement:

The Board in closed session voted to terminate the employment contract between the District and Dr. Richard van Pelt in accordance with the terms of that contract. Specifically, the Board acted pursuant

to Section 11.4 of the agreement. The vote was unanimous with Trustees Baum, Fellow, Mann, Martin, Thomson and Wah voting yes; and Trustee Brown abstaining.

This action will be final effective immediately upon delivery of the Board's written decision to Dr. van Pelt.

The Board's action is independent of the ongoing criminal investigation by the Los Angeles County District Attorney.

The Board also was informed that Dr. Rocha has recommended the termination of Dr. Alfred Hutchings. As a classified employee of the District, Dr. Hutchings has the right to pursue administrative remedies before the Board's final decision is reported publicly.

The District will have no further comment on these employment matters outside of this statement.

IV. ADJOURNMENT

Mr. Baum adjourned Meeting No. 10 at 8:52 a.m.

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING NO. 10
Wednesday, June 20, 2012
7:00 A.M. Open Session; 7:10 A.M. Closed Session
Community Education Center
Jack Scott Multipurpose Room
3035 East Foothill Boulevard, Pasadena, California 91107**

AGENDA

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 - A. **PLEDGE OF ALLEGIANCE**

- II. **CLOSED SESSION**
 - Government Code §54957 Employee Discipline, Dismissal, Release
(two matters)

 - Government Code 54956.9(b) Conference with Legal Counsel – Anticipated Litigation
(one matter)

- III. **ADJOURNMENT**

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 11
Wednesday, June 20, 2012
6:00 P.M. Closed Session; 7:00 P.M. Open Session
Pasadena City College
Creveling Lounge
1570 East Colorado Boulevard, Pasadena, California 91106**

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Meeting No. 11

Page 1

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 11 on Wednesday, June 20, 2012, in Creveling Lounge, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

The meeting was called to order at 6:02 p.m. by Mr. Baum, President.

ROLL CALL

Trustees Present

Mr. Geoffrey L. Baum, President
Mr. John Martin, Vice President
Ms. Berlinda Brown
Dr. Anthony Fellow, Clerk
Dr. Jeanette Mann
Ms. Linda Wah
Mr. William Thomson
Ms. Hanna Israel, Student Trustee

Administrative Officers in Attendance

Dr. Robert Bell, Vice President, Instruction/Student and Learning Services
Mr. Robert Miller, Vice President, Educational Services
Mr. Dwayne Cable, Vice President, Information Technology
Ms. Bobbi Abram, Executive Director, Foundation
Ms. Gail Cooper, General Counsel

The Management Association was represented by Dr. David Douglass.
The Academic Senate was represented by Mr. Edward Martinez.
The Classified Senate was represented by Mr. Gary Potts.
The Associated Students Board was represented by Mr. Simon Fraser.

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

There was no public comment.

Ms. Cooper stated that the first closed session item was pulled. Mr. Baum adjourned the Board to Closed Session at 6:03 p.m.

II. CLOSED SESSION

Government Code §54957.6

**Collective Bargaining (PCCFA; CSEA 777;
ISSU, POA)**

Designated Negotiator: Ms. Gail S. Cooper,
General Counsel

Government Code §54957.6

**Negotiation with Unrepresented Employees
(Confidentials,
Management Association)**

Designated Negotiator: Ms. Gail S. Cooper,
General Counsel

Government Code §54957

**Public Employee Appointment: Mathematics
(Basic Skills Emphasis)**

III. OPEN SESSION

Mr. Baum reconvened Open Session at 7:08 p.m. Mr. Baum reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE

Ms. Brown led the Pledge of Allegiance.

B. INTRODUCTIONS AND ANNOUNCEMENTS

a. SUPERINTENDENT-PRESIDENT

- Thanked everyone on the staff for a successful academic year and an extremely successful 87th annual commencement last Friday.

b. BOARD OF TRUSTEES

Dr. Jeanette Mann, Trustee

- Received a letter from Joe Brown, President of Pasadena NAACP, notifying her that she will be one of the individuals to be honored for efforts to improve quality of life in the community at the annual awards dinner on September 13 at Pasadena Hilton.

Ms. Linda Wah, Trustee

- Reported that she has been elected to the Los Angeles County Board of Trustees.

c. SHARED GOVERNANCE REPRESENTATIVES

Dr. David Douglass, Management Association

- Reported that the Management Association met with Scott Lay.

Mr. Edward Martinez, Academic Senate

- Introduced the outgoing secretary, Martha Bonilla, and the incoming secretary, Jessica Igoe.

Mr. Gary Potts, Classified Senate

- Reported that Classified Days, professional development for classified staff, took place today. 102 people were in attendance. One third of the requested budget for classified days was used. Special thanks to Dr. Rocha, Dr. Bell and Bob Miller who spoke early on in the session. Dr. Sinclair from Woodbury University spoke on leadership and development. Scott Lay spoke about budget issues.

Mr. Simon Fraser, Associated Students

- Thanked the faculty, staff, students and press who attended a special meeting of the Associated Students on June 8. Trustee Mann's input was illuminating and helpful. Incoming executive board will be keeping committee structure of Associated Students running over the summer in areas of finance, student lobby and publicity committees.

- Reported that he is one of the co-chairs of the College Council public advocacy committee which is devising and implementing course of advocacy in advance of November elections.
- Announced that incoming executive board will be introduced to the Board on July 18.
- Reported that the total AS donation to graduation fund was \$8,100, to be specifically used for high demand college-level classes.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was public comment from Elizabeth Purnell, Dan Alba, Kevin Clinton, Simon Fraser, Bijan Bahmani, Kirsten Orcutt, and Sarah Belknap.

Mr. Baum recessed the meeting at 7:40 p.m.

Mr. Baum reconvened the meeting at 7:51 p.m.

Public comment continued with Sebastian Mendez, Natalie Melgoza, and Jocelyn (no last name given).

D. APPROVAL OF CONSENT ITEMS

Dr. Rocha stated that Consent Item 159-B was withdrawn.

MOTION: **ON MOTION OF** Dr. Fellow and seconded by Ms. Wah, the Board voted by a unanimous vote of the seven members present to approve Consent Items 124-I through 127-I; 154-B through 158-B and 160-B through 163-B; and 73-P through 80-P, with an amendment to Consent Item 156-B to ratify the Vicenti, Lloyd, Stutzman, LLP contract (contract number B-98155-2) from June 11, 2012 through July 18, 2012.
Advisory Vote: Aye

E. OATH OF OFFICE – 2012-2013 STUDENT TRUSTEE

Mr. Baum administered the oath of office to Hanna Israel, student trustee for 2012-2013.

Mr. Baum stated the next agenda items would be heard out of order.

**G. ANNUAL BOARD REVIEW OF STUDENT TRUSTEE PRIVILEGES:
DISCUSSION WITH POSSIBLE ACTION**

MOTION: **ON MOTION OF** Ms. Israel and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to approve Bylaw No. 1030, Student Trustee, which incorporates the student trustee privileges.
Advisory Vote: Aye

**H. ASPCC RESOLUTION ON ADVOCACY EFFORTS FOR PCC: DISCUSSION
WITH POSSIBLE ACTION**

Mr. Martin suggested adding the following amendment:

“THEREFORE BE IT RESOLVED that the Board of Trustees and ASPCC will coordinate their advocacy efforts **with state and federal legislators and other government officials** against further budget cuts.”

MOTION: **ON MOTION OF** Mr. Martin and seconded by Ms. Wah, the Board voted by a unanimous vote of the seven members present to approve the ASPCC Resolution on Advocacy Efforts for Pasadena City College, as amended.
Advisory Vote: Aye

F. BUSINESS AND FISCAL AFFAIRS: RENEE GRAVES, VICENTI, LLOYD, STUTZMAN, LLP.

1. **Activity Report on Close of FY 2012-2013**
2. **State Budget and PCC Cash Flow Report and Authorization: Discussion with Possible Action**

Ms. Renee Graves, of Vicenti, Lloyd, Stutzman, LLP and Bob Miller presented the Activity Report on Close of FY 2012-2013 and the state budget and PCC cash flow report and authorization.

J. 3. ADOPTION OF RESOLUTION NO. 491 TO AUTHORIZE INTERFUND CASH BORROWING: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to approve the Adoption of Resolution No. 491 to Authorize Interfund Cash Borrowing, with the following amendment: to reduce the period of time from one year to six months – June 20, 2012 through December 31, 2012, and to stipulate that the administration will provide a written report and specific plan as to when the monies will be paid back.

Advisory Vote: Aye

G. ANNUAL BOARD REVIEW OF STUDENT TRUSTEE PRIVILEGES: DISCUSSION WITH POSSIBLE ACTION

There was public comment from Bijan Bahmani.

Trustee Hanna Israel made a motion to extend public comment to accommodate students who have to leave shortly. There was no second; the motion died. Mr. Baum said that all public comment cards on non-agenda items have been recognized, and there are public comment cards that will be recognized prior to the agenda items K and L.

I. AUTHORIZE CERTIFICATION OF SIGNATURES: DISCUSSION WITH POSSIBLE ACTION

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to authorize the Certification of Signatures.

Advisory Vote: Aye

K. BOARD OF TRUSTEES AD HOC SUBCOMMITTEE FOR ACCREDITATION AND GOVERNANCE. SUBCOMMITTEE RECOMMENDATIONS: DISCUSSION WITH POSSIBLE ACTION

Dr. Rocha stated that the document that goes with Policies 6300 and 6320 from the Management Association does not change the policies but summarizes the understanding between the Management Association and administration: (1) the Board and administration will place a one year "sunset" provision on the policy so that the policy expires on July 1, 2013, and must be formally revisited and resubmitted for approval a year from now; and (2) the administration agrees to continue discussions and to consider input from the Management Association on the approved procedures, in the near future or any other time.

Revised Policy 6400 that was placed in the Board's folders is exactly like Policy 6400 in the board packet except for the addition of underlined text.

There was public comment from Martha Bonilla and Dave Krause.

1. 6300: ADMINISTRATOR HIRING POLICY (revised)

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by six affirmative votes to approve Policy No. 6300: Administrator Hiring, the policy to be revisited in one year. Wah abstained.
Advisory Vote: Abstain

2. 6320: PERFORMANCE EVALUATION OF ADMINISTRATORS (new)

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve Policy No. 6320: Performance Evaluation of Administrators, the policy to be revisited in one year.
Advisory Vote: Aye

3. 6400: EMPLOYEE CLEARANCE POLICY

MOTION: ON MOTION OF Dr. Mann and seconded by Dr. Fellow, the Board voted by a unanimous vote of the seven members present to approve Policy No. 6400: Employee Clearance.
Advisory Vote: Nay

4. RECOMMENDATION: AD HOC BOARD OF TRUSTEES SUBCOMMITTEE FOR BUDGET, FACILITIES AND TECHNOLOGY

MOTION: ON MOTION OF Dr. Fellow and seconded by Dr. Mann, the Board voted by a unanimous vote of the seven members present to affirm the formation of an Ad Hoc Board of Trustees Subcommittee for Budget, Facilities and Technology.
Advisory Vote: Aye

L. PERSONNEL. CANDIDATES FOR ACTING ADMINISTRATOR POSITIONS: DISCUSSION WITH POSSIBLE ACTION

There was public comment from Harry Valesberg.

Dr. Rocha stated that there are positions moving forward in the next 30-60 days for acting administrator positions: Comptroller; a position that supports Maria Descalzo and the staff of Fiscal; Director of Facilities; and a Dean or Director of Human Resources. At the next meeting should be bringing forward interim plan for administrative restructure.

M. FUTURE BOARD MEETING DATES

Mr. Baum requested that the next Board meeting be scheduled in Area 1.

Wednesday, July 18, 2012

**Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
Venue, TBA in Trustee Area 2**

Wednesday, August 15, 2012

**Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
Venue, TBA in Trustee Area 3**

Wednesday, September 5, 2012

Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
Venue, TBA in Trustee Area 4

N. FUTURE AGENDA ITEMS

Ms. Wah requested use of PCC facilities.
Mr. Thomson requested a report on the two ballot issues.
Mr. Baum requested advertising on campus.

IV. ADJOURNMENT

Mr. Baum adjourned Meeting No. 11 at 10:12 p.m.

MOTIONS CARRIED AT MEETING NO. 11 – June 20, 2012

1. Approval of Consent Items 124-I through 127-I; 154-B through 158-B and 160-B through 163-B; and 73-P through 80-P, with an amendment to Consent Item 156-B to ratify the Vicenti, Lloyd, Stutzman, LLP contract (contract number B-98155-2) from June 11, 2012 through July 18, 2012.
2. Approval of Bylaw No. 1030, Student Trustee, which incorporates the student trustee privileges.
3. Approval of the ASPCC Resolution on Advocacy Efforts for Pasadena City College, as amended.
4. Approval of the Adoption of Resolution No. 491 to Authorize Interfund Cash Borrowing, with the following amendment: to reduce the period of time from one year to six months – June 20, 2012 through December 31, 2012, and to stipulate that the administration will provide a written report and specific plan as to when the monies will be paid back.
5. Approval to authorize the Certification of Signatures.
6. Approval of Policy No. 6300: Administrator Hiring, the policy to be revisited in one year.
7. Approval of Policy No. 6320: Performance Evaluation of Administrators, the policy to be revisited in one year.
8. Approval of Policy No. 6400: Employee Clearance.
9. Affirmation of the formation of an Ad Hoc Board of Trustees Subcommittee for Budget, Facilities and Technology.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 11
Wednesday, June 20, 2012
6:00 P.M. Closed Session; 7:00 P.M. Open Session
Pasadena City College
Creveling Lounge
1570 East Colorado Boulevard, Pasadena, CA 91106**

AGENDA

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

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

- II. **CLOSED SESSION**
 - Government Code §54957 **Employee Discipline, Dismissal, Release (one matter)**

 - Government Code §54957.6 **Collective Bargaining (PCCFA; CSEA 777; ISSU, POA)**
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

 - Government Code §54957.6 **Negotiation with Unrepresented Employees (Confidentials, Management Association)**
Designated Negotiator: Ms. Gail S. Cooper, General Counsel

 - Government Code §54957 **Public Employee Appointment: Mathematics (Basic Skills Emphasis)**

- III. **OPEN SESSION (7:00 p.m.)**
 - A. **PLEDGE OF ALLEGIANCE**

 - B. **INTRODUCTIONS AND ANNOUNCEMENTS**

 - 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.

 - D. **APPROVAL OF CONSENT ITEMS (see page 3, attached)**

 - E. **OATH OF OFFICE – 2012-2013 STUDENT TRUSTEE**

ACTION ITEMS

- F. **BUSINESS AND FISCAL AFFAIRS: RENEE GRAVES, VICENTI, LLOYD, STUTZMAN, LLP.**
 - 1. **Activity Report on Close of FY 2012-2013**
 - 2. **State Budget and PCC Cash Flow Report and Authorization: Discussion with Possible Action**

- G. **ANNUAL BOARD REVIEW OF STUDENT TRUSTEE PRIVILEGES: DISCUSSION WITH**

POSSIBLE ACTION

- H. **ASPCC RESOLUTION ON ADVOCACY EFFORTS FOR PCC: DISCUSSION WITH POSSIBLE ACTION**
- I. **AUTHORIZE CERTIFICATION OF SIGNATURES: DISCUSSION WITH POSSIBLE ACTION**
- J. **ADOPTION OF RESOLUTION NO. 491 TO AUTHORIZE INTERFUND CASH BORROWING: DISCUSSION WITH POSSIBLE ACTION**
- K. **BOARD OF TRUSTEES AD HOC SUBCOMMITTEE FOR ACCREDITATION AND GOVERNANCE. SUBCOMMITTEE RECOMMENDATIONS: DISCUSSION WITH POSSIBLE ACTION**
 - 1. **6300: ADMINISTRATOR HIRING POLICY (revised)**
 - 2. **6320: PERFORMANCE EVALUATION OF ADMINISTRATORS (new)**
 - 3. **6400: EMPLOYEE CLEARANCE POLICY -- amended**
 - 4. **RECOMMENDATION: AD HOC BOARD OF TRUSTEES SUBCOMMITTEE FOR BUDGET, FACILITIES AND TECHNOLOGY**
- L. **PERSONNEL. CANDIDATES FOR ACTING ADMINISTRATOR POSITIONS: DISCUSSION WITH POSSIBLE ACTION**
- M. **FUTURE BOARD MEETING DATES**
 - Wednesday, July 18, 2012
Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
Venue, TBA in Trustee Area 2
 - Wednesday, August 15, 2012
Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
Venue, TBA in Trustee Area 3
 - Wednesday, September 5, 2012
Regular Business Meeting – 7:00 p.m. (Closed Session at 6:00 p.m.)
Venue, TBA in Trustee Area 4
- N. **FUTURE AGENDA ITEMS**

IV. ADJOURNMENT

CONSENT ITEMS

- 124-I Approve New Faculty Welcome Seminars
- 125-I Amendment to 105-I Salary Compensation Factors, Large Group Instruction
- 126-I Amendment to 106-I Salary Compensation Factors, Large Group Instruction
- 127-I Amendment to 121-I Natural Sciences Division Grant – Biotechnology Center Activities

- 154-B Approve Purchasing Transactions
- 155-B Approve Information Technology Purchasing Transactions
- amended* 156-B Approve/Ratify/Amend Contracts
- 157-B Reporting and Approval of Revolving Fund Reimbursement
- 158-B Approve Budget Augmentation
- withdrawn* 159-B Approve Purchase Order to Digital Networks Group
- 160-B Ratify Grant Application, Continuation of MESA Program
- 161-B Ratify Grant Application, California Community Colleges Student Mental Health Program
- 162-B Amend Consent Item No. 1-B, Approval of Organizations for Membership, 2011-12 Fiscal Year
- 163-B Ratify Professional Conference Attendance

- 73-P Approve Compensation for Athletic Coaches
- 74-P Approve/Ratify Compensation for Academic Personnel – Career and Technical Education
- 75-P Employment of Hourly Credit Faculty, 2012-13
- 76-P Change of Status of Academic Employees
- 77-P Approval of Contracts: Division, Associate, and Assistant Deans, Director, 2012-13
- 78-P Authorization to Reimburse Applicants
- 79-P Leave
- 80-P Employment of New Faculty: Mathematics (Basic Skills Emphasis)—**CLOSED SESSION**

**BUSINESS AND FISCAL SERVICES
REPORT AND UPDATE**

TAB F

**PROCUREMENT PROCESS FOR
ADMINISTRATIVE INFORMATION SYSTEM**

TAB G

**REPORT OF BOARD OF TRUSTEES AD
HOC SUBCOMMITTEE ON BUDGET,
FACILITIES AND TECHNOLOGY**

TAB H

**AUTHORIZATION OF APPLICATION FOR
TRAN**

TAB I

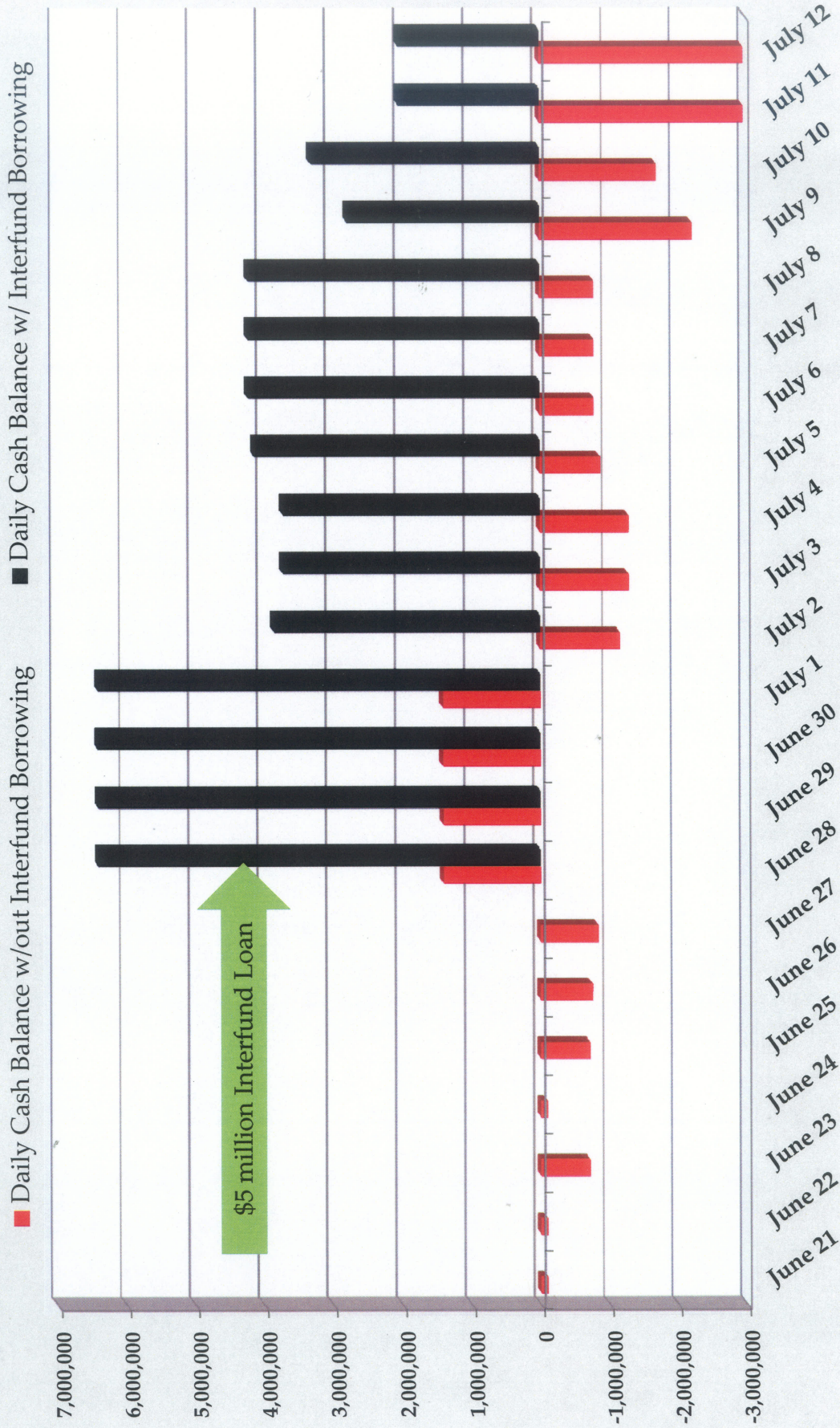
**AUTHORIZATION OF RFQ/RFP FOR
EXTERNAL LINE OF CREDIT**

TAB J

HIRING PLAN FOR 2012-13

TAB K

Daily Cash Balance - 01



Anticipated Cash Receipt 11-12 State Revenue Deferment

07/12/12 \$9,563,054

07/19/12 \$9,563,054



Administrative Information Systems Procurement Process

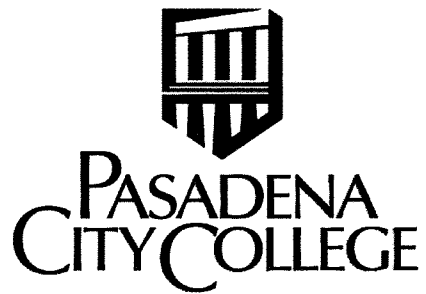
**BOARD OF TRUSTEES BUDGETS, FACILITIES, & TECHNOLOGY
SUBCOMMITTEE MEETING – JULY 9, 2012**

BOARD OF TRUSTEES MEETING – AUGUST 15, 2012



AGENDA

- **AIS Selection Overview**
- **Vendor Recommendation**
- **Costs**
- **5 Year Total Cost of Ownership**
- **What's Next**



AIS Selection Overview

- Selected SIG to Facilitate Procurement Process
- Project Oversight - Executive Steering Committee
- Organized 12 Functional Evaluation Teams
- Conducted 6 Business Process Workshops
- Used Scripted Vendor Demonstrations
- Developed & Issued Request for Qualifications to 8 Vendors
- RFQ Responses Received from 5 Vendors
- Steering Committee selected 3 Vendors for Onsite Demos
- Each Vendor Presented Week Long Functional Demos
- Requested Vendor Pricing Proposals from All 3 Vendors



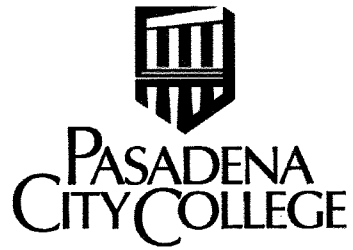
Timeline for AIS Procurement Activities

October 2011	<ul style="list-style-type: none"> ➤ Contract with SIG to manage procurement project ➤ Kickoff Meeting with Steering Committee ➤ Organized 12 Evaluation Teams with Cabinet input ➤ 52 Plus Administrators, Staff and Faculty involved
November 2011	<ul style="list-style-type: none"> ➤ Conduct Business Process Workshops ➤ Begin Development of functionality scripts
December 2011	<ul style="list-style-type: none"> ➤ Continue Business Process Workshops ➤ Develop Request for Qualification (RFQ) ➤ Finalized & issued Request for Qualification– 8 Vendors ➤ Critical Vendor Criteria: <ul style="list-style-type: none"> - All Defined Modules integrated under single database - Web-enabled & includes self-service for students - Robust transactional and analytical reporting tools - Multi-level Security and Workflow productivity tools - Products in full production in CCC market - Strong commitment to CCC MIS and state reporting - Hosted or Cloud based Offering



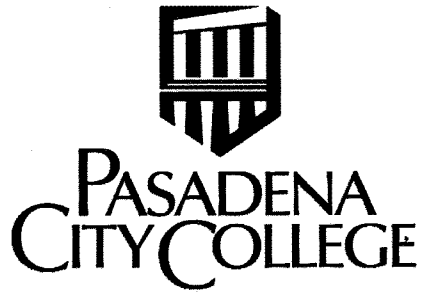
Timeline for AIS Procurement Activities

January 2012	<ul style="list-style-type: none"> ➤ Received and analyze five (5) RFQ responses from vendors <ul style="list-style-type: none"> • Ellucian Banner • Ellucian Colleague • Campus Management/Workday • Oracle PeopleSoft • Unit4 Agresso ➤ Selected three (3) vendors for onsite demonstrations <ul style="list-style-type: none"> • Ellucian Banner • Campus Management/Workday • Oracle PeopleSoft ➤ Reviewed and updated vendor requirement scripts
February 2012	<ul style="list-style-type: none"> ➤ Finalized and released requirements scripts to vendors ➤ Scheduled six (6) day vendor demos for each vendor
March 2012	<ul style="list-style-type: none"> ➤ First of three (3) on-site 6 day vendor demonstrations



Timeline for AIS Procurement Activities

April 2012	<ul style="list-style-type: none"> ➤ Remaining two (2) on-site vendor demonstrations ➤ Prepare and release to vendors Request for Pricing Proposal
May 2012	<ul style="list-style-type: none"> ➤ Complete technology review of three (3) vendors finalists ➤ Received, reviewed and summarized Pricing Proposals ➤ Met with twelve (12) PCC AIS evaluation teams to evaluate the vendor demonstrations ➤ Summarized vendor demonstration evaluations ➤ Reviewed vendor evaluations and initial pricing with Steering Committee ➤ Steering Committee selected two (2) vendors and requested Best and Final Pricing proposals <ul style="list-style-type: none"> ➤ Ellucian Banner ➤ Oracle PeopleSoft
June 2012	<ul style="list-style-type: none"> ➤ Steering Committee unanimous in recommending Ellucian Banner solution to Board of Trustees based on PCC functional and technical evaluation and revised Best and Final pricing



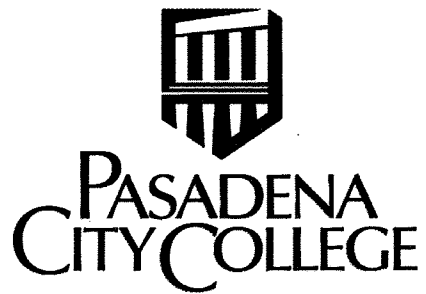
Primary consideration in choosing the finalist

- **Functionality:** Vendor software must meet the functionality requirements of Administrators, Staff, and Faculty. Vendor must support the needs of Credit, Non-Credit and Not for Credit programs.
- **Strong Web-based Self Service Strategy:** Vendor must have a strong web based self-service solution to allow students and faculty to conduct college business via the internet.
- **Experience with California Community Colleges:** Vendor must have a solid, existing installation base at other California Community Colleges.
- **Robust Reporting and Analytic Tools:** Vendor must have a solid reporting and data analytic tools to allow for easy end-user access to data for decision making.



Results of Functional Evaluation of Vendors

Pasadena City College AIS Evaluation Summary Voting									
Evaluation Team	Campus Management/Workday			Eflucian - Banner Solution			Oracle - PeopleSoft Solution		
	Preferred	Acceptable	Unacceptable	Preferred	Acceptable	Unacceptable	Preferred	Acceptable	Unacceptable
Catalog and Schedule	0	0	8	7	1	0	0	8	0
CRM	0	0	9	8	1	0	0	8	1
Admission	0	0	9	8	1	0	0	8	1
Registration/Academic Records	0	0	9	8	1	0	0	8	1
Advising and Degree Audit	0	0	8	7	1	0	1	7	0
Student Services	0	0	8	7	1	0	1	7	0
Financial Aid	0	1	5	6	0	0	0	5	1
Finance (GL/COA/Budget)	1	0	5	5	1	0	0	5	1
Finance (JE/Closing/Grants)	1	0	5	5	1	0	0	5	1
Purchasing and Accts Payable	1	0	5	5	1	0	0	5	1
Human Resources/Payroll	0	1	4	2	3	0	3	2	0
Student Accounts Receivable	1	0	5	5	1	0	0	5	1
General Reporting and IR	0	0	7	7	0	0	0	7	0
Web Self-Service and Portal	0	0	9	8	1	0	1	8	0
Technology and Security	0	0	7	6	1	0	1	6	0
Summary Totals	4	2	103	94	15	0	7	94	8
	3.67%	1.83%	94.50%	86.24%	13.76%	0.00%	6.42%	86.24%	7.34%



What Will We Get With New AIS Solution

Software

Student Information System

- Recruiting & admissions, catalog and schedule development, student biographical and demographical data tracking, support for international student population, registration, flexible registration, student accounts receivable and billing, payment gateway, academic records and transcripts

Strategic Enrollment Management

- Including early alert and warning systems for at risk students, degree audit and student education planning tools.

Financial Aid

- Fully functional Financial Aid system integrated with student accounts receivables and finance systems for improved funds tracking and monitoring.



What Will We Get With New AIS Solution

Software (cont.)

Finance and Accounting

- Chart of accounts, general ledger and subsidiary ledger support, requisitioning, purchasing, accounts payable and receiving, fixed asset functionality, on-line budgeting, grant accounting, travel and expense

Human Resources and Payroll

- Talent management, recruiting and onboarding, benefits management, position control and position budgeting, time and leave management, payroll processing and reporting

Self- Service Portal

- Fully functional self-service portal supporting single sign-on to other college systems, provides web access to student, faculty and staff to perform day to day business with the college.



What Will We Get With New AIS Solution

Software (cont.)

Reporting and Operational Data Store

- Argos reporting tools, operational data store to support analytical and longitudinal reporting, ad-hoc reporting tools

Other

- Integrated document management and imaging systems, workflow tools to automate and streamline business processes, address verification software, forms management and check formatting, integration for our learning management system with registration systems, robust relational database platform.



What Will We Get With New AIS Solution

Services

Software installation and support

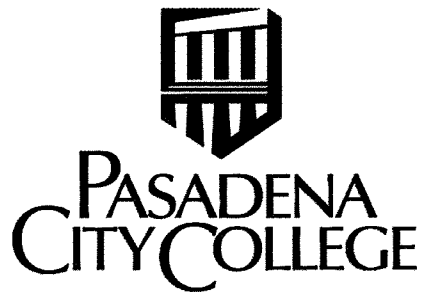
- Remote database management support and system administration support

Training

- Web based training materials and self paced training tools

Implementation

- 18 month full time project management, 4 additional full time consultants one for each major module for 12 months each and one to support technology and portal solutions, additional consulting resources available on a hourly bases to complete the 18 month implementation timeline.



What Will We Get With New AIS Solution

Infrastructure

Hosted Solution

- All systems will be hosted off site at a secure facility with the vendor providing primary support and administration of all hardware, operating systems and application software with appropriate service level agreements (SLAs) in place and disaster recovery plans and resources included.



Vendor Recommendation

After this rigorous, due-diligent procurement process, recommendation for the AIS vendor is :

ellucian™

Banner Solution



Key Reasons for Recommending Ellucian *BANNER*

- **Functionality:** Banner was the overwhelming choice based on the functionality of the software, by Administrators and Staff.
- **Basic Technology:** Strong technology and the ability to provide hosted services to augment PCC IT resources.
- **Web Portal:** Luminis Portal and robust support for web self-service functionality for students, faculty and staff
- **Experience with California Community Colleges:** Ellucian has made the largest commitments to California Community Colleges unique needs by opening a California Community College Service Center in San Diego which ensures that MIS, State and Chancellor's office data collection and reporting are part of the baseline support software.



Cost



Cost Assumptions

Pricing was designed to include the following system components:

- **Base AIS software:**
 - ✓ Appropriate user licensing to cover campus-wide use
- **Database software:**
 - ✓ Current and scalable relational database technology
- **Web/Portal software:**
 - ✓ Licensing for internal development and customization
- **Hosting of hardware needed to run the environment effectively:**
 - ✓ Includes planning for Disaster Recovery and Business Continuity



Cost Assumptions (continued)

Additional system components:

- **Implementation and Training Services:**
 - ✓ Includes Data Conversion and Migration
- **Project Management**
- **On-going system support and maintenance**



Cost Assumptions (continued)

Pricing should also follow these principles:

Include a project contingency budget

- Built-in contingency funding based on 15% of vendor recommended services.
- If we don't need to use it, we won't spend it.
- Include 5 year cost of ownership

Use a "Best And Final Offer (BAFO)" Strategy

- Competitive negotiations with both vendors before final decision to achieve best pricing.

Result of "Best And Final Offer"

- **Ellucian came in \$2.9M lower than other vendor**



Five Year Total Cost of Ownership

Best and Final Pricing
Pasadena City College - 5/30/2012

Year 1	Year 2	Year 3	Year 4	Year 5	Total
FY1213	FY1314	FY1415	FY1516	FY1617	

Ellucian 5 Year Cash Outlay for AIS Project - Hosted by Ellucian

Relational Database Management Software	\$1,089,214	\$0	\$0	\$0	\$0	\$1,089,214
Application Software	\$1,920,572	\$0	\$0	\$0	\$0	\$1,920,572
Total Software Costs	\$3,009,786	\$0	\$0	\$0	\$0	\$3,009,786
RDBMS Software Maintenance	\$268,891	\$279,647	\$290,833	\$302,466	\$314,564	\$1,456,400
Application Software Maintenance	\$426,227	\$593,185	\$610,682	\$629,342	\$648,750	\$2,908,186
Total Software Maintenance Costs	\$695,118	\$872,832	\$901,514	\$931,808	\$963,314	\$4,364,587
Hosting Services	\$560,472	\$537,111	\$563,967	\$592,165	\$621,773	\$2,875,488
Implementation, Training and Project Management Svcs	\$1,296,601	\$1,296,601	\$288,134	\$0	\$0	\$2,881,335
Total Services Costs	\$1,296,601	\$1,296,601	\$288,134	\$0	\$0	\$2,881,335
Travel Expenses (estimate)	\$132,939	\$132,939	\$29,542	\$0	\$0	\$295,420
Total Miscellaneous Estimated Costs	\$132,939	\$132,939	\$29,542	\$0	\$0	\$295,420
SUBTOTAL	\$5,694,916	\$2,839,483	\$1,783,157	\$1,523,973	\$1,585,087	\$13,426,616
Contingency (15% of Services)	\$194,490	\$194,490	\$43,220	\$0	\$0	\$432,200
TOTALS	\$5,889,406	\$3,033,973	\$1,826,377	\$1,523,973	\$1,585,087	\$13,858,816



What's Next

- **2 Phase - 18 month implementation of all software**
- **12 month expedited implementation of Student information systems to be in place for Fall 2013**

2 Phase - 18 Month Implementation



PASADENA
CITY COLLEGE

Solutions	Pasadena City College 18 Month ERP Project Timeline																					
	2012						2013															
	J	A	S	O	N	D	J	A	M	A	M	J	J	A	S	O	N	D				
	College-Wide Best Practices Phase																					
Project Management																						
Initiation																						
Planning																						
Implementation																						
Achievement																						
Banner Student																						
System Configuration																						
Student System Education																						
Student Data Migrations																						
Student Data Migration Validation																						
Mock Registrations																						
End User Training																						
Student Go Live / Summer 2013																						
Student Best Practices Applied																						
WorkFlow																						
DegreeWorks																						
Kick Off																						
Scribing of Catalog																						
User Training																						
Institutional Customization																						
Testing																						
Go-Live / Summer 2013																						
Financial Aid																						
System Configuration																						
System Education																						
Financial Aid Data Migration																						
Mock Cycles / Mock Registration																						
Download 2013-14 ISIRs																						
Begin 2013-14 Aid Year Processing																						
ODS / EDW																						
Reporting Analysis/Assessment																						
User-User Training																						
Banner SS Reporting (Argos) Training																						
Begin imports from Production																						
End-user training																						
Deploy solution																						
Finance																						
Human Resources																						
Advancement/Foundation																						

In this scenario the following temporary budgets will be needed:

1. Banner Student Aid to PCC Existing AR
2. Banner Financial Aid to PCC Existing Financials
3. LACOE to Banner Finance
4. PCC Existing Financial Aid to Banner Financial Aid

July 9, 2012

FY2012-2013 Budget Development

Path to \$10.5M Reduction and Board Adopted Budget at Meeting of September 5, 2012

Budget Reduction Math

2011-2012 trigger cut	\$2.5M	Now a permanent reduction of base in 2012-2013
2012-2013 base cut	\$6.7M	Per signed state budget, June 30, 2012
<u>Repay dental fund loan</u>	<u>\$1.3M</u>	One time loan to balance 2011-12 budget

Total Reduction 2012-2013 \$10.5M

ACTIONS WE ARE ABLE TO TAKE NOW

1. Reduction in force of hourly and temporary unclassified workers of 50%	\$3.0M
2. State mandated workload reduction. Apportionment enrollment revenue reduced by 1,487 FTES; equivalent to a reduction of 578 sections. (4777 sections in 2012-2013)	\$3.0M
3. GASB-OPEB (Other Post Employment Benefits) one year deferral of payment.	\$1.0M
4. Ten day furlough for all non-faculty. Scheduled for after January 1, 2013. No furlough if November ballot initiative passes. (Furlough must be negotiated with non-faculty unions.) No classes in winter session 2013. Administrators, staff take one week furlough at start of winter and one week furlough at spring break. Pay reduction in six installments January-June.	\$1.0M
5. Eliminate all non-contractual faculty release time.	\$500,000
SUBTOTAL	\$8.5M
6. TRAN (External Loan) Taxpayer Revenue Anticipation Note from Los Angeles County. Collateralized by receivable of state deferred payments. Must be repaid within one year.	\$2M
TOTAL	\$10.5

Note: If the November tax initiative passes, the 2012-2013 budget cut of \$6.7M will be restored but the cash payment will be deferred until June of 2013. Therefore, the state chancellor's office advises districts to budget the cuts in their 2012-2013 adopted budgets. If the ballot initiative passes and the funds are restored, all of the \$6.7M will be added to the Graduation Fund to add high demand classes for students beginning in Summer 2013.

FURTHER ACTIONS WE MUST NEGOTIATE WITH PCC FACULTY ASSOCIATION

1. Freeze step/column pay raises for faculty. \$740,000 savings (includes staff)
2. Eliminate Winter Session 2013/Recalendar \$1M savings
(If FA accepts district proposal, savings used to add 200 sections to Summer 2013.)
 - a. Trimester Calendar and convert to Carnegie Hour
3. Eliminate Faculty Overload Entitlement \$4M total expense; \$2M in savings.

ACTIONS WE MUST ARRIVE AT MUTUAL AGREEMENT WITH ACADEMIC SENATE

1. Increase average class size by 20% from 29 to 35. \$2.75M savings
2. Norm PCC course unit value for English, math, science \$1M
and all disciplines to CSU/IGETC course values.
3. Increase SB1440 associate degree programs. TBA
4. Continue FYE development so that basic skills courses TBA
are competency based rather than credit based.

ACTIONS FOR INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION COMPLAINE:

Outcomes-based program review of all instructional programs: Transfer, CTE, CEC and noncredit, Extended Education. Outcomes-based program review of all business services: bookstore.

NOTE ON OTHER HIRING COSTS

- In 2012-2013, the District will approve **new faculty positions** to comply with our FFON obligation.
- There are **no SERP "savings"**. The SERP costs the District an additional \$1.75M per year to fund the annuities for retirees. All of the dollars of vacated positions have flowed to the bottom line of the District budget. These dollars have been applied to the previous state budget reductions in each of the last two fiscal years. This has lessened and delayed the worst of the impact of the state budget cuts and cash deferrals, now clearly upon us.
- In 2012-2013, the District intends to **hire and replace** approximately forty essential administrators and staff in essential areas such as business and fiscal services, facilities, instruction and student services. Source of funds will be additional cost reductions in discretionary spending and contributions from grants.

REVENUE POSSIBILITIES

- Add international students. An additional 1,000 international students adds \$5M in revenue at the top line and increases the number of seats available for District resident students.
- Foundation fundraising and contributions from assets.
- Expand successful grants program.
- Expand contract education.

Note on Review by College Budget Resources and Allocation Committee (BRAC)

On July 12, 2012, the Superintendent-President presented and reviewed this document with BRAC. BRAC's response:

- Support for recommendation #2, Workload Reduction (FTES/Section Reductions)
- Support for recommendation #3, GASB Loan
- Support for recommendation #6, TRAN loan
- Can repayment of last year's dental fund loan be delayed, all or in part?
- Do not support reduction in force for unclassified staff nor furloughs for non-faculty (#1, #4)

Off the Table for Now

1. General Salary Reduction

A general salary reduction for all employees of 7% would meet most of the required budget reduction and would have the significant benefit of permanently restructuring the salary base, nearly 90% of our operating budget. It would have the further benefit of saving jobs and being the fairest to all so that all employees participated and higher paid employees would contribute more.

However, such a reduction would have to be negotiated with all unions. Moreover, a salary reduction would have the effect of permanently reducing the base salary calculated for retirement benefits. Thus a furlough, if needed, would temporarily reduce the salary expense without long term effects on employees' retirement benefits.

2. Health Care Cost Containment

The District is virtually the last remaining district with 100% paid PPO health benefits for employee, spouse *and* family, with no deductibles, even for prescriptions. The District's per employee premium is \$16,000 per year, regardless of salary.

This does not include additional costs for dental and eye insurance benefits; nor does it include the rapidly increasing cost of funding health benefits for retirees age 55-65; nor does it include the annual \$1500 per year payment to all retirees after age 65.

These health care costs, with their rapid uncontrolled increase, are financially unsustainable for the District.

Since these benefits also are a matter of negotiation with our unions, the administration has previously proposed beginning a minor curtailment of costs by continuing to cover the employee 100% but require a small contribution for spouse and family; or to designate a base benefit HMO plan and then to require an employee contribution if one opts for the PPO plan. The Board correctly decided last January—before the February surprise and the additional budget cuts—to defer such negotiation for this year in the hope that this would foster a climate for agreements on other budget reduction measures.

The administration continues to call for health care cost containment and therefore the immediate establishment of a permanent Joint Benefits Committee comprised of trustees, administrators and union representatives to review this issue and to make recommendations for health care cost containment by December 31, 2012, for implementation in FY2013-14.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item I: Adopt Resolution No. 494 to Authorize and Approve the Borrowing of Funds for Fiscal Year 2012-2013; the Issuance and Sale of a 2012-2013 Tax and Revenue Anticipation Note Therefor and Participation in the Los Angeles County Schools Pooled Financing Program - Tax and Revenue Anticipation Notes

Board Meeting: July 18, 2012

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, adopt Resolution No. 494 to authorize and approve the borrowing of funds for Fiscal Year 2012-2013; the issuance and sale of a 2012-2013 Tax and Revenue Anticipation Note therefor and participation in the Los Angeles County Schools Tax and Revenue Anticipation Notes (TRANS) Program.

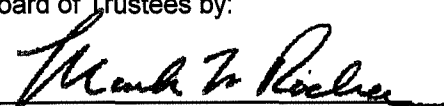
Fiscal Implications: None.

Background: The adoption of Resolution No. 494 does not obligate or commit the District to participate in the Los Angeles County Schools TRANS Program; however, this action will allow the District to take advantage of the program in the future if the District needs to borrow funds during fiscal year 2012-2013 to satisfy our fiscal obligations in an amount not to exceed \$10 million.

Recommended for Approval:


Vice President, Administrative Services

Approved for Submission to the
Board of Trustees by:


Superintendent/President

RESOLUTION NO. 494

RESOLUTION OF THE BOARD OF TRUSTEES OF THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REQUESTING THE ISSUANCE OF 2012-2013 TAX AND REVENUE ANTICIPATION NOTES FOR THE DISTRICT BY THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES

WHEREAS, pursuant to Sections 53850 *et seq.*, of the Government Code of the State of California (the "Code") contained in Title 5, Division 2, Part 1, Chapter 4, Article 7.6 thereof, on or after the first day of any fiscal year, the Pasadena Area Community College District (the "District") may borrow money by issuing notes to be designated "Pasadena Area Community College District 2012-2013 Tax and Revenue Anticipation Notes" (the "Notes") in anticipation of the receipt of taxes, income, revenue, cash receipts and other moneys to be received by the District attributable to its fiscal year ending June 30, 2013 (the "Repayment Fiscal Year"), for any purpose for which the District is authorized to expend moneys, including but not limited to current expenses, capital expenditures and the discharge of any obligation or indebtedness of the District; and

WHEREAS, Section 53853 of the Code provides that such notes may be issued by the appropriate County Board of Supervisors on behalf of the District upon the authority of a resolution of the governing board of the District; and

WHEREAS, this Board of Trustees (the "Governing Board"), being the governing board of the District, desires the assistance of the Board of Supervisors of the County of Los Angeles (the "County Board") in the borrowing of not to exceed Ten Million Dollars (\$10,000,000), at an interest rate not exceeding twelve percent (12%) per annum, and an underwriters' discount not exceeding one percent (1%) of the principal amount of the Notes described below; and

WHEREAS, pursuant to the Code, the Notes shall be payable no more than 12 months after the date of issue, and the Notes shall be payable only from revenue received or accrued during the fiscal year in which the Notes were issued; and

WHEREAS, pursuant to Section 53856 of the Code, the District may pledge any taxes, income, revenue, cash receipts or other moneys deposited in inactive or term deposits, excepting funds of the District otherwise restricted, to the repayment of the Notes, which shall be issued as a general obligation of the District, and to the extent not paid from the taxes, income, revenue, cash receipts and other moneys of the District pledged for the payment thereof, shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as required by Section 53857 of the Code; and

WHEREAS, the Notes to be issued hereunder in Fiscal Year 2012-2013 when added to the interest payable thereon, may not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including but not limited to revenue from state and federal governments), cash receipts and other moneys of the District which will be available for the payment of principal of the Notes and the interest thereon, as required by Section 53858 of the Code; and

WHEREAS, upon satisfaction of certain conditions, it may be in the best interests of the District to participate in the Los Angeles County Schools Pooled Financing 2012-2013 Tax and Revenue Anticipation Notes Program (the "Pooled Program"), in order to achieve the highest possible rating, the lowest possible interest rate for the Notes and savings in costs of issuance and to improve the marketability of the Notes; and

WHEREAS, upon satisfaction of certain conditions, it may be in the best interests of the District for the Treasurer and Tax Collector of the County of Los Angeles (the "Treasurer and Tax Collector") to provide for the execution and delivery of participation certificates, evidencing proportionate interests in the Notes for sale to the general public on a pooled basis with the tax and revenue anticipation notes of other school districts and/or community college districts located within the County of Los Angeles (the "County"), in order to achieve savings in costs of issuance and to improve the marketability of the Notes; and

WHEREAS, the Los Angeles County Office of Education has approved the selection of underwriters who will purchase any Notes issued under the Pooled Program (the "Pooled Program Notes") and the selection of Bond Counsel who will provide the approving opinion on the Notes, and the Governing Board desires to have any Pooled Program Notes or, in the alternative, to have its individual Notes purchased by such underwriters upon such terms as may be approved by an authorized representative of the District;

NOW, THEREFORE, this Board of Trustees of the Pasadena Area Community College District hereby determines and resolves as follows:

Section 1. Governing Board Determination. All of the recitals set forth herein are true and correct, and this Governing Board so finds and determines.

Section 2. Authorization of Issuance of Notes; Terms Thereof. This Governing Board hereby authorizes the issuance of its Notes in a principal amount not to exceed Ten Million Dollars (\$10,000,000), under Section 53850, *et seq.*, of the Code to be designated "Pasadena Area Community College District, 2012-2013 Tax and Revenue Anticipation Notes," the final principal amount to be set forth in the Purchase Contract (hereinafter defined) and Notes. The Notes are to be numbered from one consecutively upward in order of issuance, to be in denominations of \$5,000, or integral multiples thereof, as determined by the Treasurer and Tax Collector; to be dated the date of delivery thereof; to mature (without option of prior redemption) 12 months after their date of issue; and to bear interest, payable at maturity and computed on a 30-day month/360-day year basis, at the rate or rates determined at the time of sale thereof, but not in excess of twelve percent (12%) per annum. The Notes may be issued for purchase by the Pooled Program, whereby the District and certain school districts and community college districts (collectively, with respect to any one series of participation certificates, the "Participants") located within the County of Los Angeles, will simultaneously issue (or will have issued by the County on their behalf) tax and revenue anticipation notes to secure participation certificates, evidencing proportionate and undivided interests in the Notes of all Participants (the "Participation Certificates"), which may be divided into two or more series of Participation Certificates, as provided in Section 7 below.

Both the principal of and interest on the Notes shall be payable in lawful money of the United States of America at the principal office of The Bank of New York Mellon Trust Company, N.A. (the "Certificate Agent"), as provided under the Trust Agreement to be entered into by and between the County and the Certificate Agent (the "Trust Agreement"). The Treasurer and Tax Collector is hereby requested to act as a trustee, fiscal agent, dissemination agent and/or presentation agent (the "Fiscal Agent") in connection with the Notes and the Participation Certificates, and the County may appoint an agent or other third party to perform any or all of such duties.

Section 3. Form of Notes. The Notes shall be issued in fully registered form (except as otherwise provided herein), and shall be substantially in the form and substance set forth in Exhibit A, as attached hereto and by this reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures, or with appropriate modifications to such form as may be appropriate for an issue of the District's Notes outside the Pooled Program as the Treasurer and Tax Collector may determine and approve. There shall be delivered with the Notes a legal opinion of Bond Counsel (as defined in Section 8 below) respecting the validity of said Notes and the exclusion from gross income of

the interest thereon for federal income tax purposes and the exemption of interest thereon from present State of California personal income taxes.

Section 4. Deposit of Note Proceeds; No Arbitrage. The proceeds of sale of the Notes (net of costs of issuance) shall be deposited in or to the credit of the general fund of the District or otherwise as directed by the Authorized Officer (as defined in Section 7 below), to be withdrawn and expended for any lawful purpose for which the District is authorized to expend moneys, including, but not limited to, current expenses, capital expenditures and the discharge of any obligations or indebtedness of the District. The District hereby covenants that it will comply with the requirements of the Tax Certificate to be executed by the District with respect to the Notes and any other instructions requested by or otherwise provided by Bond Counsel.

Section 5. Payment of Notes.

(A) **Source of Payment.** The principal amount of the Notes, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District during, or are attributable to, the Repayment Fiscal Year and which are available therefor. The Notes shall be a general obligation of the District, and to the extent the Notes are not paid from the Pledged Revenues defined below, the Notes shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as provided herein and by law.

(B) **Pledged Revenues.** As security for the payment of the principal of and interest on the Notes, the District hereby pledges from the first unrestricted revenues received by the District (such pledged amounts being hereinafter called the "Pledged Revenues") as more fully described in the Purchase Contract and Notes. The term "unrestricted revenues" shall mean taxes, income, revenue, cash receipts, and other money of the District as provided in Section 53856 of the Code, which are intended as receipts for the general fund of the District and which are generally available for the payment of current expenses and other obligations of the District. The principal of the Notes and the interest thereon shall be a first lien and charge against and shall be payable from the moneys received by the District from such Pledged Revenues, as provided by law.

In order to effect the pledge referred to in the preceding paragraph, the District agrees to the establishment of the Repayment Fund (hereinafter defined) and the District agrees to cause to be deposited, and shall request specific amounts from the District's funds on deposit with the Treasurer and Tax Collector for such purpose, directly therein the first unrestricted revenues received by the District in the months and dates set forth in the Purchase Contract and the Notes (each individual month a "Repayment Month" and collectively, the "Repayment Months") and any amount thereafter attributable to the Repayment Fiscal Year, until the amount on deposit in such fund, taking into consideration anticipated investment earnings thereon to be received by the Maturity Date (as specified in the Purchase Contract and Notes) is equal to the percentages of the principal of and interest due on the Notes at maturity as specified in the Purchase Contract and the Notes. Such Repayment Months and Pledged Revenues may be changed (as approved by the Underwriters) as directed in a certificate of the District that may be delivered on or before the date of delivery of the Notes.

In the event that on the last Business Day (as defined in the Trust Agreement) of any Repayment Month, the District has not received sufficient unrestricted revenues to permit the deposit into the Repayment Fund of the full amount of Pledged Revenues to be deposited in the Repayment Fund from said unrestricted revenues in said month, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the payment of the principal of the Notes and the interest thereon, as and when such other moneys are received or are otherwise legally available.

None of the Pledged Revenues shall be available for the payment of principal of and interest due on any tax and revenue anticipation notes attributable to any Participant other than the District, and the District acknowledges and agrees that by participation in the Pooled Program, it shall not be entitled to

any payment of principal of and interest on the Notes from the revenues of any Participant other than the District.

In accordance with this Section 5(B) and to effect the pledge contained herein, the District shall and does hereby authorize and instruct the Los Angeles County Auditor-Controller (the "Auditor-Controller") to intercept Pledged Revenue as set forth in the Purchase Contract and Notes (or as modified as provided in the Certificate that may be delivered by the District on or before the issuance of the Notes), and place such amounts on deposit each Repayment Month with the Treasurer and Tax Collector directly in the Repayment Fund held by the Fiscal Agent with a designation to the Certificate Agent of the amounts to be credited for the District. Upon such deposit, such funds will not be available to the District. The District shall and does hereby authorize and instruct that, in the event that there have been insufficient Pledged Revenues received by the District by the third Business Day prior to the day on which Pledged Revenues are to be deposited into the Repayment Fund (the "Pledge Date") to permit the deposit into its Repayment Fund of the full amount of the Pledged Revenues required to be deposited with respect to such Pledge Date, the Auditor-Controller shall collect the amount of any deficiency for deposit in the Repayment Fund in such amount as may be directed by the Treasurer and Tax Collector from any other unrestricted moneys of the District lawfully available for the payment of the principal of the Notes and the interest thereon on such Pledge Date or thereafter on a daily basis, when and as such Pledged Revenues and unrestricted moneys are received by the Participant and will deposit said moneys with the Treasurer and Tax Collector for credit directly to the Repayment Fund.

(C) Deposit of Pledged Revenues in Repayment Fund. The Pledged Revenues shall be held by the County in a separate and special fund designated as the "Pasadena Area Community College District, 2012-2013 Tax and Revenue Anticipation Notes Repayment Fund" (herein called the "Repayment Fund") and the County will administer the Pledged Revenues through and including the maturity date of the Notes and apply such funds as directed in this resolution. Any moneys deposited in the Repayment Fund shall be for the sole benefit of the owners of the Notes and until the Notes and all interest thereon are paid, or until provision has been made for the payment of the Notes and all interest thereon in accordance with their terms, the moneys in the Repayment Fund shall be applied only for the purposes for which the Repayment Fund is created. The Treasurer and Tax Collector is directed to deposit all Pledged Revenues subject to deposit as provided in this Section 5(C) when and as received directly into the Repayment Fund, without further instruction by the District. From the dates of receipt by the Treasurer and Tax Collector of any of the Pledged Revenues subject to such deposit, the District shall have no right, title or interest therein.

(D) Disbursement and Investment of Moneys in Repayment Fund. All Pledged Revenues shall be deposited into the Repayment Fund upon receipt. After such date as the amount of Pledged Revenues on deposit in the Repayment Fund shall be sufficient to pay in full the principal of and interest on the Notes, when due, any moneys in excess of such amount remaining in or accruing to the Repayment Fund shall be transferred to the general fund of the District or otherwise as directed by the Authorized Officer. On the maturity date of the Notes, the moneys in the Repayment Fund shall be used, to the extent necessary, to pay the principal of and interest on the Notes.

Moneys in the Repayment Fund, to the greatest extent possible, shall be invested in Permitted Investments (as defined in the Trust Agreement) as directed by the Treasurer and Tax Collector or by the Authorized Officer in consultation with the Los Angeles County Office of Education, which may include, but not be limited to, a guaranteed investment contract and the Los Angeles County Pooled Investment Fund or any other investment which the Authorized Officer in consultation with the Los Angeles County Office of Education deems prudent. The Treasurer and Tax Collector (who is hereby designated as agent of the District for these purposes) is hereby requested to invest and/or to direct the investment of the proceeds of the Notes and the Participation Certificates and any other funds held under the Trust Agreement in accordance with the Trust Agreement and County policy governing the investment of such funds.

(E) **Defaults in the Repayment of the Notes.** If the Notes as evidenced and represented by a series of Participation Certificates are not paid at maturity, or are paid in whole or in part by a draw under or claim upon a form of credit support for the Notes or such series of Participation Certificates ("Credit Enhancement") which draw or claim is not fully reimbursed on such date, they shall become Defaulted Notes (as defined in the Trust Agreement), and the unpaid portion thereof (or the portion thereof with respect to which Credit Enhancement applies for which reimbursement on a draw or claim has not been fully made) shall be deemed outstanding and shall continue to bear interest at the default rate specified in the Trust Agreement (the "Default Rate"). If the Notes as evidenced and represented by a series of Participation Certificates are not secured by Credit Enhancement in whole or in part and are not fully paid at maturity, the unpaid portion thereof (or the portion thereof to which no Credit Enhancement applies which is unpaid) shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate. In each case set forth in the preceding two sentences, the obligation of the District with respect to such Defaulted Notes or unpaid Notes shall not be a debt or liability of the District prohibited by Article XVI, Section 18 of the California Constitution and the District shall not be liable thereon except to the extent of any available revenues attributable to the Repayment Fiscal Year as provided in Section 5(B) above.

Section 6. Execution of Notes. The District hereby requests the Treasurer and Tax Collector, or his designated deputy, and the appropriate officers of the County Board to execute the Notes by their manual or facsimile signatures and to affix a facsimile of the seal of the County thereon; and said officers shall be authorized to cause the blank spaces thereof to be filled in prior to initial delivery as may be appropriate.

Section 7. Approval of Sale of Notes. In order to retain maximum flexibility and secure interest cost savings for the District, this Governing Board hereby delegates to the President of the Governing Board, to the Superintendent of the District, or such other authorized person (each, an "Authorized Officer"), the right, on behalf of the District, to elect to have the District participate in the Pooled Program upon satisfaction of the following conditions: the District will participate in the Pooled Program unless its participation would result in (a) an issuance of Notes after the date of the primary cash flow deficit of the District, or (b) a delay in the issuance of the Notes which delay would likely, in the judgment of the Authorized Officer in consultation with the Los Angeles County Office of Education, increase the interest rate applicable to the Notes. The Treasurer and Tax Collector shall, within the limitations set forth below, be authorized and directed, on behalf of the District, to enter into a contract of purchase (the "Purchase Contract") with the Underwriters for the purchase of the Notes.

If the Authorized Officer shall elect to have the District participate in the Pooled Program, the Notes shall be deposited into a trust to be established under and pursuant to the Trust Agreement, creating a trust estate, which shall contain the Notes and the tax and revenue anticipation notes of the other Participants in such series. It is hereby recognized, acknowledged and agreed that the Certificate Agent appointed pursuant to the Trust Agreement, may execute and deliver Participation Certificates on behalf of the District and the other Participants, each representing the proportional, undivided ownership interest of the registered owner thereof in the Notes. The District agrees to recognize each registered owner of the Participation Certificates as the beneficial owner of its Notes to the extent of such registered owner's proportional, undivided interest in the Notes. If, for purposes of obtaining the highest possible rating and the lowest possible interest rate for the Notes, it shall be advisable for the District to participate in a Pooled Program to be divided into two or more series of Participation Certificates, the Authorized Officer shall approve the participation by the District in one such series. The Authorized Officer is hereby authorized to execute and deliver any documents and to take such other action as may be necessary or proper to carry out the interest of the provisions hereof. The participation by the District in the Pooled Program and the execution and delivery of Participation Certificates under the Trust Agreement, defined herein, shall not cause the District to be liable for payments of principal of or interest on the notes attributable to any other Participant.

The Authorized Officer is further authorized to determine the maximum principal amount of Notes to be lodged with the Certificate Agent in exchange for the execution and delivery of the Participation Certificates, not to exceed Ten Million Dollars (\$10,000,000), and to deliver the Notes to the County, if the conditions set forth in this resolution are satisfied.

Section 8. Authorization and Approval of Preliminary Official Statement and Official Statement. In connection with the Pooled Program, the Los Angeles County Office of Education, with the concurrence of this District, has appointed RBC Capital Markets Corporation, as representative of itself and any co-underwriter the Los Angeles County Office of Education may appoint as Underwriters (the "Underwriters"), and Hawkins Delafield & Wood LLP, or such other counsel as the Los Angeles County Office of Education may appoint, as bond counsel ("Bond Counsel"). The officers of the District are authorized to provide information regarding the District in connection with the preparation of such document or documents. The proposed form of Preliminary Official Statement with respect to Participation Certificates in the form on file with this Governing Board is hereby approved. The Underwriters are hereby authorized to prepare and distribute a Preliminary Official Statement and an Official Statement relating to the Pooled Program. The Authorized Officer is hereby authorized and directed to provide the Underwriters with such information relating to the District as the Underwriters shall reasonably request for inclusion in the Preliminary Official Statement. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement is, except for certain omissions permitted by Rule 15c2-12 of the U.S. Securities and Exchange Commission (the "SEC") promulgated under the Securities Exchange Act of 1934, as amended (the "Rule"), hereby deemed final within the meaning of the Rule; provided that no representation is made as to the information contained in the Preliminary Official Statement relating to the other Participants or any municipal bond insurer. If, at any time prior to the execution of the Purchase Contract by the County, any event occurs as a result of which the information contained in the Preliminary Official Statement relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriters.

Section 9. Continuing Disclosure.

(A) As required by the Rule, the District covenants with the beneficial owners of the Participation Certificates that it will, and hereby authorizes its appropriate officers and employees to provide, in a timely manner, to the MSRB (hereinafter defined), for the benefit of the beneficial owners of the Participation Certificates, notice of any of the following events with respect to the Notes, if material:

- (1) principal and interest payment delinquencies;
- (2) non-payment related defaults;
- (3) unscheduled draws on the debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to perform;
- (6) adverse tax opinions or events affecting the tax-exempt status of the securities;
- (7) modifications to rights of security holders;
- (8) bond calls;
- (9) defeasances;
- (10) release, substitution, or sale of property securing repayment of the securities; and
- (11) rating changes.

Unless otherwise required by the MSRB or the SEC, all notices, documents and information provided to the MSRB shall be provided to the EMMA System (hereinafter defined), the current internet address of which is www.emma.msrb.org. All notices, documents and information provided to the MSRB shall be provided in an electronic format as prescribed by the MSRB and shall be accompanied by identifying information as prescribed by the MSRB.

Notwithstanding any other provision herein, failure of the District to perform in accordance with this Section 9(A) shall not constitute a default under this resolution and may be enforced only as provided in this Section 9.

(B) Each Material Event Notice shall be so captioned and shall prominently state the title, date and CUSIP numbers of the affected Participation Certificates.

(C) The District represents that since July 3, 1995, it has not failed to comply in any material respect with any previous undertaking in a written contract or agreement specified in paragraph (b)(5)(i) of the Rule.

(D) (1) This Section may be amended, by written agreement of the parties, without the consent of the holders of the Participation Certificates (except to the extent required under clause (d) below), if all of the following conditions are satisfied: (a) such amendment is made in connection with a change in circumstances that arises from a change in legal (including regulatory) requirements, a change in law (including rules or regulations) or in interpretations thereof, or a change in the identity, nature or status of the District or the type of business conducted thereby; (b) this Section as so amended would have complied with the requirements of the Rule as of the date of this resolution, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; (c) the District shall have delivered to the County an opinion of Bond Counsel, addressed to the District and the County, to the same effect as set forth in clause (b) above; (d) either (i) the District shall have delivered to the County an opinion of Bond Counsel or a determination by a person, in each case unaffiliated with the District (such as Bond Counsel or the County) and acceptable to the District, addressed to the District and the County, to the effect that the amendment does not materially impair the interests of the holders of the Participation Certificates or (ii) the holders of the Participation Certificates consent to the amendment to this Section pursuant to the same procedures as are otherwise required for amendments; and (e) the District shall have delivered copies of such opinion(s) and amendment to the MSRB.

(2) In addition to Section 9(D)(1) above, this Section may be amended and any provision of this Section may be waived, by written agreement of the parties, without the consent of the holders of the Participation Certificates, if all of the following conditions are satisfied: (a) an amendment to the Rule is adopted, or a new or modified official interpretation of the Rule is issued, after the effective date of this Section which is applicable to this Section; (b) the District shall have delivered to the County an opinion of Bond Counsel, addressed to the District and the County, to the effect that performance by the District and the County under this Section as so amended or giving effect to such waiver, as the case may be, will not result in a violation of the Rule; and (c) the District shall have delivered copies of such opinion and amendment to the MSRB.

(E) (1) The provisions of this Section shall inure solely to the benefit of the holders from time to time of the Participation Certificates, except that beneficial owners of Participation Certificates shall be third-party beneficiaries of this Section.

(2) Except as provided in this Section 9(E)(2), the provisions of this Section shall create no rights in any person or entity. The obligations of the District to comply with the provisions of this Section shall be enforceable in the case of enforcement of obligations to provide notices, by any Registered Owner of outstanding Certificates, or by the Fiscal Agent and Certificate Agent on behalf of the Registered Owners of outstanding Certificates; *provided, however*, that the Fiscal Agent and Certificate Agent shall not be required to take any enforcement action except at the direction of the

Registered Owners of not less than a majority in aggregate principal amount of the Certificates at the time outstanding who shall have provided the Certificate Agent with adequate security and indemnity. The Registered Owners', Fiscal Agent's and Certificate Agent's rights to enforce the provisions of this Section shall be limited solely to a right, by action in mandamus or for specific performance, to compel performance of the District's obligations under this Section. In consideration of the third-party beneficiary status of beneficial owners of Certificates pursuant to Section 9(E)(1) of this Section, beneficial owners shall be deemed to be Registered Owners of Certificates for purposes of this Section 9(E).

(F) For the purposes of this resolution, unless the context otherwise requires, the terms defined in this Section 9(F) shall, for all purposes of this resolution, have the meanings specified herein:

"Bond Counsel" means an attorney or firm of attorneys of nationally recognized standing in matters pertaining to the validity of, and tax-exempt nature of interest on, obligations issued by states and their political subdivisions.

"EMMA System" means the MSRB's Electronic Municipal Market Access system.

"Material Event" means any of the events with respect to the Notes, set forth in Section 9(A) above.

"Material Event Notice" means notice of a Material Event.

"MSRB" means the Municipal Securities Rulemaking Board established pursuant to Section 15B(b)(1) of the Securities Exchange Act of 1934, or any successor thereto or to the functions of the MSRB contemplated herein.

"Register" means the book or book of registration kept by the Registrar in which are maintained the names and addresses and principal amounts registered to each Registered Owner.

"Registered Owner" means the Person in whose name a Certificate is registered on the Register.

"Registrar" means the Certificate Agent, or a substitute Registrar.

Section 10. Delivery of Notes. The proper officers of the County Board are hereby requested to deliver the Notes to the Treasurer and Tax Collector upon payment therefor in accordance herewith and in accordance with the terms of the Purchase Contract executed in connection with the Notes or the Participation Certificates, as appropriate, and the Trust Agreement. All actions heretofore taken by the officers and agents of the District and the County Board with respect to the Notes are hereby approved, confirmed and ratified, and the officers of the District and the County Board are hereby authorized and directed to do any and all things and take any and all actions including but not limited to those described herein, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Notes in accordance with this resolution and any resolutions hereafter adopted by this Governing Board.

Section 11. Non-Negotiability of Notes. In the event that the Authorized Officer shall elect to issue the District's Notes within the Pooled Program, such Notes shall be lodged in trust with the Certificate Agent and maintained in such trust until their scheduled maturity and payment in full. The Notes shall not be transferable or assignable by the Certificate Agent. Notwithstanding the foregoing, in the event that the Notes should be lost, stolen, destroyed or mutilated prior to their stated maturity, the District shall cause to be issued a new Note or Notes of the same tenor, term and maturity as the original to replace the same upon such reasonable terms and conditions, including the payment of costs and the posting of a surety bond, as may from time to time be determined and prescribed by the Authorized Officer in consultation with the Los Angeles County Office of Education.

Section 12. Authorization for Credit Enhancement for Pooled Program. In the event the District participates in the Pooled Program in accordance with the provisions of Section 7 above, this Governing Board acknowledges and agrees that it shall be obligated to pay its *pro rata* share of the cost of any Credit Enhancement required for the Pooled Program, and this Governing Board specifically finds and determines that the acquisition of such Credit Enhancement will benefit the District by reducing the interest cost associated with the Notes. The Authorized Officer is hereby authorized and directed to execute such reimbursement or other financing agreement as may be necessary in order to obtain said Credit Enhancement for the District's participation in the Pooled Program, and the District agrees to perform its obligations pursuant to such reimbursement or other financing agreement.

Section 13. Authorization to Attest. Any Authorized Officer or the Secretary of the Governing Board is hereby authorized and directed to attest to the signature of any other Authorized Officer, whenever required or advisable for the transactions contemplated by this resolution. Each Authorized Officer is authorized and directed to execute and attest such further documents, instruments and certificates as may be deemed necessary or advisable by Bond Counsel, in order to accomplish the purposes of this resolution.

Section 14. Further Actions Authorized. It is hereby covenanted that the District, and its appropriate officials, have duly taken all proceedings necessary to be taken by them, and will take any additional proceedings necessary to be taken by them, for the levy, collection and enforcement of the taxes and other revenues pledged under this resolution in accordance with the law and for carrying out the provisions of this resolution. The Authorized Officers, and other officers and staff of the District are hereby directed to take such further action as may be necessary to carry out the intent and purpose of this resolution and to execute and deliver any and all agreements, certificates and other documents that they or Bond Counsel may deem necessary or advisable to effectuate the purposes of this resolution without further approval of this Governing Board.

Section 15. Costs and Expenses. The District covenants and agrees to pay its *pro rata* share of the costs and expenses incurred in connection with the execution and delivery of the Notes, the Participation Certificates and the administration of the Pooled Program, in the event that its Authorized Officer should elect to participate in the Pooled Program.

Section 16. Limited Liability. Notwithstanding anything to the contrary contained herein or in the Notes or in any other document mentioned herein, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 5 hereof and the County is not liable for payment on the Notes or any other obligation of the District hereunder.

Section 17. Subordinated Notes. The District may issue tax and revenue anticipation notes as subordinated notes ("Subordinated Notes") payable and secured by a lien on unrestricted revenues received or attributable to Fiscal Year 2010-11 only on a basis junior and subordinate in all respects to the lien of the Notes authorized under this Resolution. The Subordinated Notes shall be subject to the provisions set forth in the form of such Subordinated Notes and in the resolution of the Governing Board of the District authorizing the issuance of the Subordinated Notes. The Subordinated Notes shall not mature prior to the Notes or be subject to redemption prior to the Maturity Date. The Subordinated Notes, may be issued only if there is on deposit in the Repayment Fund with respect to the Notes then outstanding an amount equal to or greater than the sum of (A) the then unpaid principal amount of the Notes and (B) any then unpaid interest due or to become due on such series of the Notes. No deposit to any account established for the repayment of the Subordinated Notes shall be made on any date until the District has satisfied each monthly set-aside requirement in the Repayment Fund for the Notes pursuant to Section 5. Subsequent to the deposit of all Pledged Revenues into the Repayment Fund, the District may deposit moneys into the repayment account established for the Subordinated Notes.

Section 17. Effective Date. This resolution shall take effect immediately.

PASSED AND ADOPTED by the Pasadena Area Community College District this July 18, 2012,
by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

By: _____
President of the Board of Trustees
Pasadena Area Community College District

Attest:

Secretary, Board of Trustees
Pasadena Area Community College District

EXHIBIT A

FORM OF 2012-2013 TAX AND REVENUE ANTICIPATION NOTE

PASADENA AREA COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA
2012-2013 TAX AND REVENUE ANTICIPATION NOTE

No. R-1 _____, 2012

Principal Amount: \$ _____

Interest Rate: ____%

FOR VALUE RECEIVED, the Pasadena Area Community College District (the "District"), County of Los Angeles, State of California, acknowledges itself indebted to and promises to pay to the TREASURER AND TAX COLLECTOR OF THE COUNTY OF LOS ANGELES, the principal amount stated above in lawful money of the United States of America, on _____, 2012, together with interest thereon at the interest rate stated above, calculated on the basis of a 360-day year of twelve 30-day months, in like lawful money of the United States of America from the date hereof until maturity. Both the principal of and interest on this Note shall be payable only upon surrender of this Note as the Note shall fall due.

It is hereby certified, recited and declared that this Note is made, executed and given pursuant to and by authority of a resolution duly passed and adopted by the Board of Trustees of the District, and of a resolution duly passed and adopted by the Board of Supervisors of the County of Los Angeles on July 18, 2012, under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5, of the California Government Code, and that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this Note have existed, happened and been performed in regular and due time, form and manner as required by law, and that this Note, together with all other indebtedness and obligations of the District, does not exceed any limit prescribed by the Constitution or laws of the State of California.

The principal amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District during, or are attributable to, Fiscal Year 2012-2013 and which are lawfully available therefor. As security for the payment of the principal of and interest on the Note, the District has pledged an amount equal to ____% of the principal amount of the Note from the first unrestricted revenues received by the District in the month of _____ 20__, plus an amount equal to ____% of the principal amount of the Note, plus an amount sufficient to pay interest on the Note, from the first unrestricted revenues received by the District in the month of _____ 20__ (the "Pledged Revenues"), and the principal of the Note and the interest thereon shall be payable from the Pledged Revenues, and to the extent not so paid shall be paid from any other moneys of the District lawfully available therefor.

In the event of the nonpayment of this Note on the maturity date hereof, the balance due shall accrue interest at a default rate of one and one-half percent (1.5%) per annum above the next Business Day, 1-Year Treasury Constant Maturities yield in Federal Reserve Statistical Release H-15 (or successor publication) and the first Business Day of each month thereafter until paid in full. Such interest to be calculated based on a 360-day year of twelve 30-day months.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Note to be executed by its Chair and by the Treasurer and Tax Collector of the County of Los Angeles and countersigned by the Executive Officer-Clerk of the Board of Supervisors, or their duly designated deputies, which signatures may be facsimile signatures (provided that one of such signatures must be

manually affixed) and has caused a facsimile of its official seal to be printed hereon this ____ day of _____
2012.

By: _____
Chair

By: _____
Treasurer and Tax Collector

Countersigned:

By: _____
Executive Officer-Clerk of
the Board of Supervisors

ASSIGNMENT

For value received, the undersigned do(es) hereby sell, assign and transfer unto The Bank of New York Mellon Trust Company, N.A., acting as Certificate Agent, the within Note and do(es) hereby irrevocably constitute and appoint _____ as the undersigned's attorney to transfer such Note on the registration books of the Certificate Agent, with full power of substitution in the premises.

**TREASURER AND TAX COLLECTOR OF THE
COUNTY OF LOS ANGELES**

Dated: _____, 2012

Note: The signature(s) to this Assignment must correspond with the name(s) as written on the face of the within Certificate in every particular, without alteration or enlargement or any change whatsoever.

Social Security Number,
Taxpayer Identification Number
or other Identifying Number of Assignee:

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item J: Authorize and Approve the RFQ/RFP for External Line of Credit

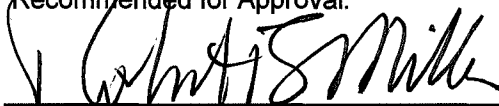
Board Meeting: July 18, 2012

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize and approve the RFQ/RFP for an external line of credit.

Fiscal Impact: None

Background: The Pasadena Area Community College District is seeking proposals from qualified Banking Institutions, Lending Agencies or Credit Unions to consider applying for a full and expansive line of credit.

Recommended for Approval:

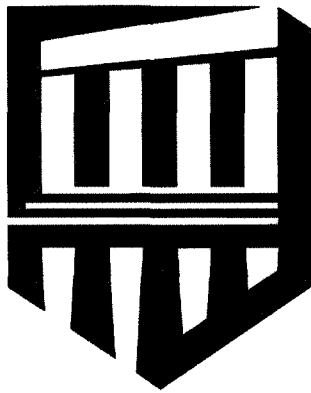


Vice President, Administrative Services

Approved for Submission to the
Board of Trustees by:



Superintendent/President



PASADENA CITY COLLEGE

Revolving Line of Credit

Request for Proposals (RFP100-1)

Submission Deadline: Friday, August 31, 2012

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
1570 East Colorado Boulevard
Pasadena, California 91106
(626) 585-7665**

**ACTING VICE PRESIDENT, ADMINISTRATIVE SERVICES
Robert B. Miller**

**REVOLVING LINE OF CREDIT
REQUEST FOR PROPOSAL
(RFP100-1)**

SUBMISSION DEADLINE: NOVEMBER 12, 2012 AT 3:00 pm

The Pasadena Area Community College District (District) is seeking proposals from qualified Banking Institutions, Lending Agencies or Credit Unions to fund a full and expansive line of credit.

BACKGROUND

The Pasadena Area Community College District has a single college campus Pasadena City College, and is one of California's 109 community colleges in 72 districts. Pasadena City College is the third largest single campus community college district in the California. The Credit/Non-Credit course sections offered for 2011-2012 was approximately 5,200. **Fall 2011** enrollment was approximately 29,000 credit and non-credit students. The number of employees was numbered at 420 faculty, librarians, counselors, and administrators, 685 adjunct faculty, 399 maintenance trades professionals, clerical and management personnel. The campus size is 53 acres with 30 buildings.

The main address of the District is 1570 East Colorado Boulevard, Pasadena, CA 91106-2003. The Community Education Center (CEC) is located at 3035 East Foothill Boulevard, Pasadena, CA 91107. The address of the Child Development Center (CDC) is 1324 East Green Street, Pasadena, CA 91106 and the Warehouse address is 2268 East Foothill Boulevard, Unit #2, Pasadena, CA, 91107.

SCOPE OF WORK

The District requires the Banking or Lending Institution to:

This RFP is asking for qualified lenders to provide terms for a secured line of credit. Pasadena City College may choose to use current reserves to fund this project, in which case we would like to establish a holding account that we can access to provide short-term cash flow needs to offset our seasonal revenues, if needed.

If you would like to submit a proposal for a line of credit for our college please provide the following information for both \$10,000,000.00 and \$20,000,000.00

- Interest rate and it's corresponding index
- Closing costs
- Facility fee
- Appraisal or other costs
- We would like to be able to annually renew this line of credit for each of the next five (5) years.
- Financial re-qualification each year is not preferred but may be acceptable.

- Any other information you believe would be helpful for the college to have in making our decision.

You can find audited financial statements at www.pasadena.edu/purchasing, by selecting the RFP section of our website for this RFP. A brief description of existing college debt can be found at this site. If you are interested in responding to this RFP and have questions please refer them to Robert B. Miller, Acting Vice President, Administrative Services, via email at rbmiller@pasadena.edu by the deadline indicated in the timeline below.

PROCEDURE FOR SUBMITTING RESPONSES

- I. Time and Place for Submitting responses and How to submit responses
- A. All responses must be signed by a person authorized to act on behalf of the firm and be delivered or mailed to the Purchasing Services office, Room C202 at Pasadena Area Community College District, 1570 E. Colorado Blvd., Pasadena, California 91106 to the attention of Robert B. Miller, Acting Vice President Administrative Services.
- B. **The responses must be sealed and received no later than 3:00 p.m. on Friday, August 31, 2012** Accompanying proposals, fee schedule(s) to be submitted in a separate and sealed envelope marked FEES. Responses submitted solely by facsimile or electronically will not be accepted. **ALL PROPOSALS MUST BE TIME STAMPED IN ROOM C202.**
- C. Evaluation of Responses and Selection Process: All responses submitted in a timely manner will be analyzed. The District may interview responsive firms and select a firm (or firms) to which a contract may be awarded.
- D. The District's selection will be based on its evaluation of which response(s) will provide the package most beneficial to the District, including qualifications, experience and reference checks. The lending agency selected may not necessarily be those with the lowest fees.
- E. Please send an e-mail to Robert B. Miller, Acting Vice President Administrative Services at rbmiller@pasadena.edu informing him of your intension to submit an RFP by **August 31, 2012**. A second e-mail should be sent when you have submitted the completed RFP.
- II. Timeline : Pasadena City College reserves the right to modify this timeline at any time. Any changes will be posted to the PCC Purchasing Departments website as soon as the information is available. All times are Pacific Standard Time (PST)

1. Issue Date	7-20-12	3:00 PM
2. Questions Due from Prospective Vendor (via email)	8-3-12	3:00 PM
3. Addendum Released with Answers To Outstanding Questions	8-15-12	3:00 PM
4. Request For Proposals (RFP) Due	8-31-12	3:00 PM

5. Target Award Date	10-1-12	3:00 PM
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III. Instructions to Proposers

- PCC endeavors to provide a uniform distribution of information to vendors and conduct a fair selections process. We ask that you please follow all of these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any Addendums cannot be considered by the Selection Committee.
- Proposing firms must submit the following for its Proposal to be considered:
 - Terms of your line as described in the Introduction section above. You may submit via an Excel spreadsheet, Word Document or PDF file.
There is no bid sheet for this RFP.
 - Electronic copies of relevant marketing and product explanation materials, if necessary. Active links to websites are fine. Please submit as much as necessary but as little information as possible.
 - Number of years in business and general description of your ownership structure (public, private equity participation, employee owned, etc.) Do not feel compelled to respond with confidential information.
 - Valid email address for inclusion in this RFP's email distribution list (optional)
 - Completed Signature Block.

**** Note:** To protect the competitive position of each of our prospective partners in this process it will be PCC's position to NOT disclose individual lender's terms including interest rate, closing costs and suggested structure. However, in some cases relevant information may become public. Please clearly mark anything that you believe may impair your competitive position as PROPRIETARY.

CONDITIONS

I. Contingencies

It must be understood that this Request for Proposal (RFP) does not commit the District to accept any response submitted. The District reserves the right to accept or reject any or all of the responses, to negotiate with selected Lending Agencies, or to cancel the Revolving Line of Credit RFP in part or in its entirety. All responses will become part of the District's official files without obligation on its part. The lack of response to this RFP would not prevent inclusion in future requests. However, we do appreciate that you communicate to us in writing in case you do not intend to submit a response.

II. Incurred Costs

This Revolving Line of Credit RFP does not commit the District to pay any costs incurred by responders in preparation of the responses to this RFP and responding agencies agree that all costs incurred by them in developing this response are the responders own responsibility.

III. Submission

To be considered, all responses must be submitted in the manner set forth in this Revolving Line of Credit RFP. It is the responder's responsibility to ensure that its response arrives on or before the specified time. The response should be addressed to: Robert B. Miller, Acting Vice President Administrative Services, Pasadena City College, Room C-221, Pasadena, CA 91106. For any questions related to this RFP, Robert B. Miller can be reached at 626-585-7665 or through e-mail: rbmiller@pasadena.edu. All responses must be received by the deadline given under "Procedure B" for submitting responses.

IV. Right to Negotiate and/or Reject Responses

The District reserves the right to negotiate any price or provision, accept any part or all of any responses, waive any irregularities, and to reject any and all, or parts of any and all responses, whenever, in the sole opinion of the District, such action shall, serve its best interests and those of the tax-paying public. Lending Agencies are encouraged to submit their best prices in their responses, and the District intends to negotiate only with the firm(s) whose response most closely meet(s) the District's requirements at the lowest estimated cost. The Contract, if any is awarded, will go to the banking agency whose response best meets the District's requirements.

V. Addenda

The District may modify this RFP before the date scheduled for submission of responses by issuance of addenda to all parties who received the RFP for the purpose of submitting a response. The PCC website www.pasadena.edu/purchasing will always be the official source of information on this RFP.

VI. Independent Contractor Status

It is expressly understood that the Lending Agency named in any contract entered into by the District is acting as an "independent contractor" and not as an agent or employee of the District.

VII. Interviews

Responses may' be so similar in quality that oral interviews may have to be arranged to assist in making the final selection. **The interviews will be with the prospective agency (people) who will actually perform the services.**

VIII. Contract Period

The Contract shall cover the period of three years starting from October 1, 2012 or any subsequent date determined by the District.

IX. Proposal Evaluation Criteria

All submitted RFP's will be checked initially to determine if the requested information has been provided in its entirety. If any proposal that was submitted and determined to be not complete, no further consideration will be given to such proposal. The decision of the District to set aside any proposal from further consideration shall be deemed final on the issue of completeness of the required information.

Our selection committee for this project will evaluate submittals to identify the best value for the College. Specifically, the selection committee will select the winning proposer based on the following criteria in **no order of importance or weighting:**

- A. Quality of submittal
 - B. Company experience and other indications of qualification
 - C. Pricing and other economic factors, including closing costs and interest rates
 - D. References and list of current clients similar to Pasadena City College
 - E. Lender financial strength and/or third party financial ratings
- *Criteria may be modified in subsequent Addendums.*

INFORMATION REQUIRED

I. The response should contain information responsive to each of the following areas:

A. Firm Organization

- 1. State the legal status of the Lending Agency, i.e., general partnership, LLP, LLC, etc.
- 2. Length of time the agency has been in existence.
- 3. Location of the agencies main office and, if applicable, all Southern and Central California offices.
- 4. Name, title, address, and phone number of the person(s) authorized to make representations for the agency.
- 5. Size of the agency, including the total number of attorneys state-wide and the size of any Southern and Central Valley offices.

II. Terms & Conditions

- A. Submittal Instructions: All submittals must adhere to the instructions provided above to be considered by the Selection Committee. Responses that do not address ANY of the required items requested in this RF's introduction section (III) above CANNOT BE CONSIDERED.

- B. **Proprietary Information:** If you are submitting any information you consider proprietary, please clearly mark it "Proprietary Information." If the Contract Specialist concurs, this information will not be considered public information. At the discretion of the Contract Specialist submittal information may be posted to the College Purchasing website upon award. Please do not submit anything that you do not want posted publicly without clear indication to our Purchasing Department. Notwithstanding the prior statement, the Contract Specialist may make your entire submittal public information at his discretion. Pasadena City College will take all reasonable steps to avoid distributing any information that may impair a submitter's competitive position.
- C. **Signature Block:** All proposals must be signed by an authorized agent of your agency. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this Request for Proposal (RFP).
- D. **Refusal:** Pasadena City College reserves the right to refuse any and/or all proposals, or any part thereof.
- E. **Withdraw Proposal:** You may withdraw your proposal at any time prior to the date and time set for closing.
- F. **Discussions/Negotiations:** Pasadena City College reserves the right to conduct discussions with Proposers, to accept or not accept revisions of Proposals, and to negotiate price changes and other terms at the sole discretion of the Acting Vice President of Administrative Services. During this discussion period, PCC will not disclose any information regarding Proposal submittals other than (in some cases) the number of qualified proposals the College received and the name of the Proposer.
- G. **Award:** Awards shall be made to all responsible proposers whose submittals are determined to be advantageous to Pasadena City College based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. PCC reserves the right to ask for the "Best and Final Offer" from any or all Proposers. Pasadena Area Community College's Board of Trustees is the final authority on any and all contracts administered by the District.
- H. **Pre-award Presentations:** The College may ask highly ranking firms to attend one or more interviews.
- I. **Contract:** The successful proposer is expected to enter into a standard contract with Pasadena Area Community College District that will include the District's standard terms and conditions attached to all purchase orders.
- J. **Indemnification:** Successful Proposers shall indemnify and save Pasadena City College harmless, to the extent permitted by law, from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Proposer in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents

required by PCC in conjunction therewith, and shall defend all suits, in the name of PCC where applicable, and shall pay all costs and judgments which may issue thereon.

III. Signature Block

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- the receipt of _____ addendums
- familiarization with all terms, conditions and specifications herein stated
- vendor is qualified to perform work and services as proposed
- that the proposal is valid until _____ (date)

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip Code

Title

Federal Employer ID Number

Phone Number

Type of Entity (S-Corp, LLC, etc.)

Official EMAIL Address

URL Web Site

RFP Solicitation Number

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item K: Authorize and Approve the Hiring Plan for 2012-2013


Board Meeting: July 18, 2012

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize and approve the Hiring Plan for 2012-2013.

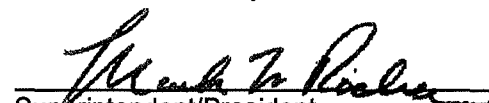
Fiscal Impact: Funds are provided in the 2012-2013 operating budget.

Background: The Pasadena Area Community College District is seeking to fill 41 positions according to the attached list of positions for posting.

Recommended for Approval:


Vice President, Administrative Services

Approved for Submission to the
Board of Trustees by:


Superintendent/President

2012/13 Hiring Plan
Approved Positions for Posting

41 total positions

7 new; 35 budgeted

Administrative Services

No new unbudgeted positions

1. Controller, Executive Director, Fiscal Services –Executive
2. Executive Director, Business Services - Executive
3. Executive Director, Facilities – Executive
4. Executive Director, Human Resources – Executive

Two new positions; one existing.

5. **Supervisor, Human Resources – Classified Mgmt.**
6. Human Resources Technician III - Class. (upgraded existing position)
7. **Benefits Technician – Class. (Fiscal Svcs./Payroll)**

Conversion of overtime to permanent positions.

8. Police Sergeant – Class.
9. Police Officer – Class.
10. Police Officer – Class.

Conversion of hourlies to permanent.

11. Custodian – Class.
12. Custodian – Class.
13. Custodian – Class.
14. Custodian – Class.
15. Custodian – Class.

President/Board of Trustees

1. **Internal Auditor/Compliance Officer – Executive (new)**

Information Technology

Funding Source: Capital Outlay, Fund 41

1. Director, Enterprise Applications Services – Classified Mgmt.
2. Director, Technical Services – Classified Mgmt.
3. Information Security Analyst – Class.
4. Business Analyst – Process Improvement, Change Mgmt./Training Coordinator – Class.
5. Business Analyst – Student Services – Class.
6. Business Analyst – Financial Aid – Class.
7. Business Analyst – Fiscal Services – Class.
8. Business Analyst – Human Resources – Class.

Instruction and Student Learning Services

1. **Dean of Faculty – Certificated Mgmt. (new)**
2. Dean, Career and Technical Education – Certificated Mgmt. (budgeted)
3. **Director, Workforce Education – Certificated Mgmt. (new)**
4. Dean, Student Enrollment Services – Certificated Management (budgeted)
5. Dean, Student Affairs – Certificated Management (budgeted)
6. Dean, Student and Learning Services – Certificated Management (budgeted)
7. **Dean, International Education – Certificated Management (budgeted if internal transfer)**
8. Dean, Educational Technology and Library Services – Certificated Mgmt. (Interim Internal)
9. **Assistant Dean, Library Services – Certificated Management – (Interim Internal)**

Educational Services

1. Associate Dean, General Education and Program Review – Certif. Mgmt. (interim internal)
2. Associate Dean, Teaching and Learning Center – Certif. Mgmt. (interim internal)

Executive Assistants, Confidential

Replacements or conversions from interims to permanents.

1. Office of the Supt./President
2. Office of Instruction
3. Office of Student and Learning Services
4. Office of Administrative and Educational Services
5. Office of Information Technology Services
6. Office of the General Counsel

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approval of Student Travel -
Math/Science Upward Bound Program
Long Beach and San Diego, CA
July 30-August 2, 2012

Board Meeting Date: July 18, 2012

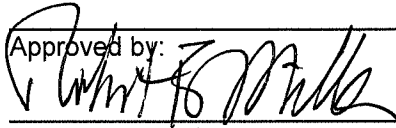
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following student travel:

GROUP:	Math/Science Upward Bound Program
NUMBER:	46 (40 Students, 6 Staff)
DATES & DESTINATIONS:	Long Beach and San Diego College Tours Long Beach State University University of San Diego and Sea World San Diego State University UC San Diego, La Jolla
EVENT:	College Tours and Activities July 30-August 2, 2012
TRANSPORTATION:	District-arranged vehicles
ADVISOR(S):	Math/Science Upward Bound Program Staff
NOT TO EXCEED:	\$21,868.47
EMP:	D1, D3

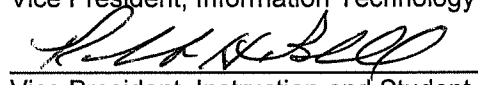
FISCAL IMPLICATIONS: Funds for these activities are budgeted in 2011-2012 Math/Science Upward Bound Program Cost Center: 03-5250-5301-0000 (to include the months of July and August 2012). Cost categories and amounts include: transportation, \$4,800.00 (1,200.00 x 1 Charter Bus x 4 Days); lodging, \$9,170.07 (\$235.13 x 13 rooms x 3 days); meals, \$4,600.00 (\$25.00 x 46 participants x 4 days); activity fees \$2,923.40 (Sea World tickets \$53.30 x 40 students = \$2,132.00, 59.85 x 4 staff = \$239.40 and 2 free tickets, and film tickets \$12 x 46 students and staff = \$552.00); parking fees, \$75.00 (\$25.00 x 3 days); and \$300.00 necessary out-of-pocket expenses incurred by staff for students.

BACKGROUND: The Math/Science Upward Bound Program is a federally funded TRIO program. The program is designed to provide comprehensive academic, recreational, social and cultural activities for participating high school students. These activities support student success in secondary education and facilitate enrollment and success in higher education and careers in the fields of math and science. This activity is a component of the Math/Science Upward Bound Summer Program. This field studies experience provides students the opportunity to contextualize their learning in the areas of marine biology, astronomy, and geology.

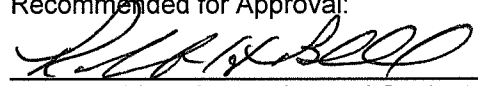
Approved by:


Vice President, Educational Services

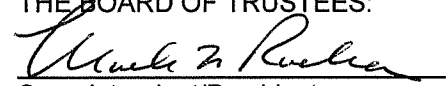
Vice President, Information Technology


Vice President, Instruction and Student & Learning Services

Recommended for Approval:


Vice President, Instruction and Student & Learning Services
(Requires two signatures)

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approval of Student Travel -
PCC Pep Squad to USA Spirit Camp
Anaheim, CA July 28-30, 2012

Board Meeting Date:

July 18, 2012

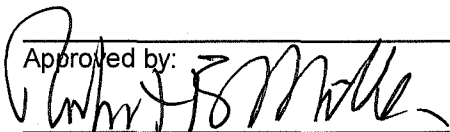
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following student trip:

GROUP:	PCC Pep Squad
NUMBER:	28 (26 Students and 2 Advisors)
DATE(S):	July 28-30, 2012
TIME(S):	Various
DESTINATION(S):	Anaheim Resort Anaheim, CA
EVENT:	Annual USA Spirit Camp
TRANSPORTATION:	District vehicles
ADVISOR(S):	Pep Squad Staff
NOT TO EXCEED:	\$11,336.00
EMP:	E1

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2012-2013 Flea Market Board of Directors Annual Budget, Pep Squad Trust and Agency Account and participants. Cost categories and amounts include: Registration fees, lodging, meals, transportation, and supplies; not to exceed \$11,336.00 for 28 participants.

BACKGROUND: This activity provides members of the Pasadena City College Pep Squad with opportunities to learn expected standards of performance, new choreographed routines, new dance steps, and safety guidelines in a professional environment.

Approved by:



Vice President, Educational Services

Vice President, Information Technology

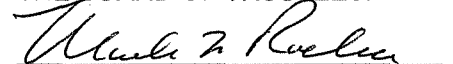


Vice President, Instruction and Student & Learning Services

Recommended for Approval:



Vice President, Instruction and Student & Learning Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Welcome Day Activities
August 24, 2012

Board Meeting Date: July 18, 2012

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

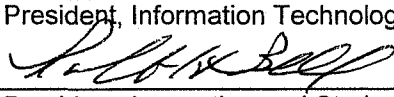
APPROVE: August 24, 2012 – Welcome Day at Pasadena City College. Anticipated expenses for Welcome Day are not to exceed \$21,400.00 for postage, duplicating, printing, supplies, staging services, tables, tablecloths and refreshments for approximately 2,000 participants and volunteers. *EMP: E1*


FISCAL IMPLICATIONS: Funds for this activity will be budgeted for in cost center 01-5210-1016-0000.

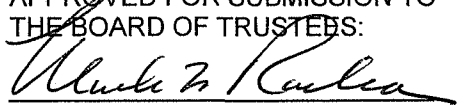
BACKGROUND: Welcome Day introduces students and their families to Pasadena City College through exciting events and informational tours and workshops.

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Instruction and Student & Learning Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approval of Organizations for Membership, 2012-13
Fiscal Year

Board Meeting Date: July 18, 2012

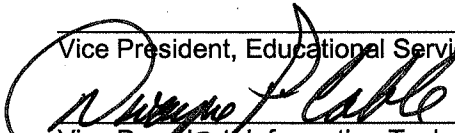
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the attached list of organizations for institutional membership in Fiscal Year 2012-13. *EMP: L*

FISCAL IMPLICATIONS: Funds for these memberships will be contained in the 2012-13 Adopted Budget under object code 5310 in the appropriate cost center.

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

Approved by:

Vice President, Educational Services



Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Vice President, Instruction and Student & Learning Services

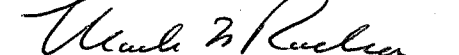
Recommended for Approval



Vice President, Administrative Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

INSTITUTIONAL MEMBERSHIPS 2012 – 2013

<u>Name of Organization</u>	<u>Amount</u>	<u>Office</u>
Access Text Network (ATN)	360	DSP&S
Assn for Advancement of Sustainability in Higher Ed (AASHE)	500	Administrative Services
Academic Senate for California Community Colleges	5,141	Academic Senate
AIIGA/Professional Assn. for Design	730	Multimedia/Entertainment Initiative
Altadena Chamber of Commerce	60	Superintendent/President
American Association for Paralegal Education	450	VTEA - Paralegal
American Association of Community Colleges (AACC)	16,540	Supt./Pres. & Institutional Advancement
American Assn of Hispanics in Higher Education (AAHHE)	1,500	Superintendent/President
American Association of University Women	130	Superintendent/President
American Bar Association	900	Business & Computer Technology
American College Health Association	775	Student Health Center
American Dental Education Association (ADEA)	945	Health Sciences
American Mathematical Association of Two-Year Colleges	455	Mathematics
Arcadia Chamber of Commerce	100	Superintendent/President
Arroyo Seco Library Network of the Library of California	N/C	Library
Associate Degree Nursing Program, Southern California Directors	100	Health Sciences
Assn of Chief HR Officers/EEO Officers (ACHRO/EEO)	200	Human Resources
Association of College and University Telecommunications Administrators (ACUTA)	703	Telecommunications
Association of Colleges for Tutoring and Learning Assistance (ACTLA)	35	Learning Assistance Center
Association of Community College Trustees	6,318	Board of Trustees
Automotive Engine Rebuilders Association (AERA)	232	Engineering & Technology
Bookshare™	N/C	Student Services
California Association for Local Economic Development (CALED)	80	Economic Development/SGV Consortium
California Association of Community College Registrars & Admissions Officers	200	Admissions & Records
California Community College Mental Health & Wellness Association	200	Student Health Services
California Community Colleges Chief Instructional Officers (CCCCIO)	300	Instructional Administration
California Community Colleges Classified Senate	100	Classified Senate
California Community Colleges Chief Student Services Administrators Association (4C2S2A)	300	Student Services
California Community Colleges Council for Staff Development (4CSD)	100	Human Resources - Staff Development
California Community Colleges Software Consortium - Santa Rosa (CCCSC)	40,000	Management Information Services
California College & Universities Police Chief Association (CCUPCA)	100	Police & Safety Office
California Fashion Association	500	Business & Computer Technology
California Placement Association	100	Career Planning & Placement
California Psychology Internship Council (CAPIC)	375	Special Services
Churchill Forum, Churchill Center for Learning Disabilities	N/C	Special Services
Commission On Athletics	8,340	Athletics
Community College Internal Auditors	N/C	Fiscal Services
Community College League of California	24,966	Superintendent/President

INSTITUTIONAL MEMBERSHIPS 2012 - 2013

<u>Name of Organization</u>	<u>Amount</u>	<u>Office</u>
Council for Higher Education Accreditation	1,520	Superintendent/President
Council for Opportunity in Education (COE)	3,469	Student Support Services/Upward Bound
Council for Research Development	540	Administrative Services & External Relation
Council of Chief Librarians	150	Library
EDUCAUSE	3,800	Information Technology
English Council of California Two-Year Colleges	250	English
Equal Employment, Diversity & Equity Consortium	250	Human Resources – Staff Diversity
Foundation for California Community Colleges – Umoja Community Consortium	1,000	Counseling
Health Services Association of California Community Colleges	150	Student Health Center
Hispanic Association of Colleges & Universities (HACU)	9,120	Student Services
Honors Transfer Council (Long Beach C.C.)	90	Student Services
La Cañada Flintridge Chamber of Commerce	85	Superintendent/President
League for Innovation/Alliance for Community Colleges/Leadership Institute	1,350	Superintendent/President
Learning Ally	N/C	DSP&S
Learning Resources Network (LERN)	395	Extended Learning
Instructional Technology Council (ITC)	450	Academic Support
Los Angeles County School Trustees Association (LACSTA)	140	Board of Trustees
Los Angeles Economic Development Corp. (LAEDC)	2,500	Career/Technical Education
National Association of Colleges & Employers (NACE)	400	Career Planning & Placement
National Association of Dental Laboratories (NADL)	350	Health Sciences
National Association of Foreign Student Advisors (NAFSA)	370	Counseling/Guidance Services
National Association of Student Financial Aid Administrators (NASFAA)	2,306	Scholarships & Financial Aid
National Council for Marketing & Public Relations (NCMPR)	395	Public Relations
National Tutoring Association	100	Learning Assistance Center
New Media Centers Consortium	2,500	Economic Development/MEI
Pasadena Chamber of Commerce	415	Superintendent/President
Recording for Blind & Dyslexic	500	DSP&S
RP Group for CCC	350	Institutional Planning & Research
San Gabriel Foothill Community Colleges Consortium	500	Superintendent/President
San Gabriel Valley Economic Partnership	5,000	Superintendent/President
San Marino Chamber of Commerce	270	Superintendent/President
Screen Printing Association International (aka SGIA)	25	Engineering & Technology
Second Nature	2,000	Superintendent/President
South Coast Conference	5,700	Athletics
South Pasadena Chamber of Commerce	100	Superintendent/President
Southern 30 Information Exchange Consortium	200	Human Resources
Southern California Biomedical Council	750	Center for Applied Biological Technologies
Southern California Broadcasters Association (SCBA)	40	Public Relations

INSTITUTIONAL MEMBERSHIPS 2012 - 2013

<u>Name of Organization</u>	<u>Amount</u>	<u>Office</u>
Southern California Football Association	1,800	Athletics
Southern California Intersegmental Visual Articulation Council (SCIAC)	75	Counseling/Career Services
Western Association for College Admissions Counseling (WACAC)	45	Transfer Center
<u>ANNUAL GRAND TOTAL:</u>		160,880

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve Purchasing Transactions

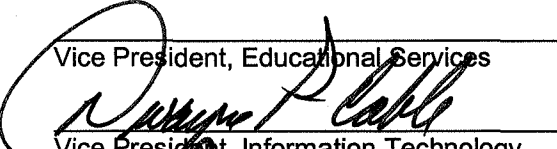
Board Meeting Date: July 18, 2012

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 P12-03331 through P12-03373. *EMP: L*

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2012-2013 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 over \$500.


Approved by:



Vice President, Educational Services



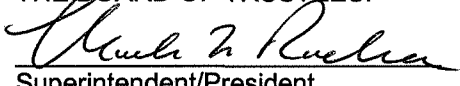
Vice President, Information Technology



Vice President, Instruction and Student & Learning Services

Recommended for Approval



Vice President, Administrative Services
*(Requires two signatures)*APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Consent Item No. 2-B
July 18, 2012

PURCHASE ORDERS OVER \$500

PO Number	Vendor Name	Description	Requestor	Total Fund
FUND 01 UNRESTRICTED GENERAL FUND				
P12-03346	* PASADENA EMBROIDERY	ADVERTISING	CAREER	810.19
P12-03340	COLTER & PETERSON	REPAIRS	COMMUNITY EDUCATION CENTER	557.72
P12-03358	CLARUS CORPORATION	SERVICE FEES/PROFESSIONAL SVS	EDUCATIONAL SERVICES	7,500.00
P12-03341	DWP GRAPHIC SERVICE	REPAIRS	ENG/TECH	1,159.91
P12-03352	AIRGAS WEST	INDUSTRIAL ARTS SUP. & EQUIP.	ENG/TECH	1,646.08
P12-03367	LYNDE ORDWAY COMPANY INC.	REPAIRS	ENG/TECH	821.06
P12-03368	EAGLE MACHINERY MOVERS	SERVICE FEES/PROFESSIONAL SVS	ENG/TECH	950.00
P12-03349	PORTER BOILER SERVICE	SERVICE FEES/PROFESSIONAL SVS	FACILITIES	812.98
P12-03360	JOHNSTONE SUPPLY	AIR CONDITIONING SYS/SERVICE	FACILITIES	841.31
P12-03335	DAVIS CO: F.A.	BOOKS	HEALTH SCI	1,918.00
P12-03338	JOBELEPHANT.COM	SERVICE FEES/PROFESSIONAL SVS	HUMAN RESOURCES	2,166.50
P12-03366	ALL STATE POLICE EQUIP CO.	SAFETY & FIRE SUP. & EQUIP.	POLICE	4,605.35
FUND 03 RESTRICTED GENERAL FUND (INCLUDING GRANTS)				
P12-03348	O'NEIL PRODUCT DEVELOPMENT	OFFICE SUP. & EQUIP.	POLICE	991.80
P12-03350	> STAPLES	OFFICE SUP. & EQUIP.	POLICE	541.43
P12-03364	CART MASTERS	VEHICLES/TRUCKS PURCHASE/LEASE	POLICE	4,089.00
P12-03365	* PASADENA PROMOS	OFFICE SUP. & EQUIP.	STUDENT ACTIVITIES	829.89
FUND 41 CAPITAL OUTLAY FUND				
P12-03353	* CONSOLIDATED ELEC. DIST.(CED)	LIGHTING	FACILITIES	9,052.57
P12-03371	CONCRETE CORING COMPANY	SERVICE FEE/PROFESSIONAL SVS	FACILITIES	1,535.00
P12-03372	ANAS IRON SUPPLIES	BUILDING MATERIALS	FACILITIES	5,230.88
FUND 43 SCHEDULED MAINTENANCE FUND				
P12-03345	GRADY ELECTRIC COMPANY	SERVICE FEES/PROFESSIONAL SVS	FACILITIES	14,354.25
		Campus electrical and controls upgrade		
P12-03347	GRADY ELECTRIC COMPANY	SERVICE FEES/PROFESSIONAL SVS	FACILITIES	17,564.15
		Materials for IT Building lights, switches and electrical panels		
FUND 62 SELF-INSURANCE FUND - PROPERTY DAMAGE AND PUBLIC LIABILITY				
P12-03343	KEENAN & ASSOCIATES	SERVICE FEES/PROFESSIONAL SVS	OFFICE OF GENERAL COUNSEL	4,995.19
			Total	82,973.26

* 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

CHANGE ORDERS

\$500 OR MORE

Consent Item No. 2-B

July 18, 2012

<u>PO Number</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Requestor</u>	<u>Change</u>	<u>New Total</u>
FUND 01 UNRESTRICTED GENERAL FUND					
P12-00123	KARUKAS: JAMES	INCREASE PO PER THE DEPT.	PERFORMING AND COMM ARTS	1,065.00	9,065.00
P12-00124	HOME DEPOT	INCREASE PO PER THE DEPT.	PERFORMING AND COMM ARTS	822.00	2,822.00
P12-00285	FOOTHILL SMOG & AUTO REPAIR	INCREASE PO PER THE DEPT.	POLICE	600.00	25,600.00
P12-00324	WALNUT HILL CAR WASH	INCREASE PO PER THE DEPT.	POLICE	1,000.00	5,000.00
P12-00346	LIGHTING RESOURCES, LLC.	INCREASE PO PER THE DEPT.	POLICE	500.00	12,500.00
P12-00347	ENVIRONMENTAL MANAGEMENT TECH.	INCREASE PO PER THE DEPT.	POLICE	30,000.00	55,000.00
		Blanket order for packaging, disposal and transporation of hazardous waste			
P12-00637	AIRGAS DUARTE	INCREASE PO PER THE DEPT.	VISUAL ARTS & MEDIA STUDIES	797.00	1,797.00
P12-01216	CODE 3 LIFE SUPPORT EDUCATION	INCREASE PO PER THE DEPT.	POLICE	500.00	3,200.00
P12-03140	ELSERVIER SCIENCE PUBLISHING CO.	INCREASE PO PER THE DEPT.	HEALTH SCI	4,083.78	7,096.16
P12-03197	WALTER'S WHOLESALE ELECTRIC CO.	INCREASE PO PER THE DEPT.	ENG/TECH	1,145.43	3,645.43
P12-03208	GANAHL LUMBER COMPANY	INCREASE PO PER THE DEPT.	ENG/TECH	865.11	1,709.64
FUND 03 RESTRICTED GENERAL FUND (INCLUDING GRANTS)					
P12-00280	PACIFIC PARKING SYSTEMS, INC.	INCREASE PO PER THE DEPT.	POLICE	500.00	23,100.00
P12-00281	TOM'S CLOTHING AND UNIFORMS	INCREASE PO PER THE DEPT.	POLICE	1,050.00	17,050.00
P12-00327	BAGHDASSARIAN'S AUTOMOTIVE REPAIR	INCREASE PO PER THE DEPT.	POLICE	3,200.00	19,200.00
P12-00492	ALLIED AUTO SUPPLY OF PASADENA	INCREASE PO PER THE DEPT.	ENG/TECH	900.00	4,900.00
P12-00501	UNDERCAR PLUS	INCREASE PO PER THE DEPT.	ENG/TECH	965.00	3,965.00
P12-00503	O'REILLY AUTO PARTS	DECREASE PO PER THE DEPT	ENG/TECH	-800.00	200.00
P12-03054	ATI, LLC.	DECREASE PO PER THE DEPT	CAREER AND TECHNICAL EDU	-5,700.00	5,250.00

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve Information Technology Purchasing Transactions

Board Meeting Date: July 18, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Information Technology orders from purchasing transactions P12-03331 through P12-03373. *EMP: L*

FISCAL IMPLICATIONS: Funds for this purpose are provided in the 2012-2013 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 to provide for Information Technology Services (ITS). ITS supports and maintains the components of a campus wide network communications backbone, and networked PCs in classrooms, labs and offices throughout the campus. These purchases will ensure that the campus have the information technology tools and infrastructure necessary to carry out the academic mission of the college.

Approved by:

Vice President, Educational Services



Vice President, Information Technology

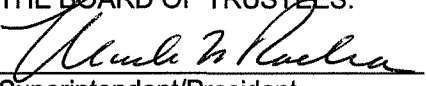
Vice President, Instruction and Student & Learning Services

Recommended for Approval:



Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Consent Item No. 3-B
July 18, 2012

INFORMATION TECHNOLOGY
PURCHASE ORDERS OVER \$500

PO Number	Vendor Name	Description	Requestor	Total Fund
FUND 01 UNRESTRICTED GENERAL FUND				
P12-03344	APPLE COMPUTER	COMPUTER EQUIP. 32GB iPad for Matt Jordan	COMMUNITY EDUCATION CENTER	900.44
FUND 03 RESTRICTED GENERAL FUND (INCLUDING GRANTS)				
P12-03344	APPLE COMPUTER	COMPUTER EQUIP. 13 16GB iPads for use at the CEC	COMMUNITY EDUCATION CENTER	8,110.59
P12-03373	DIGITAL NETWORKS GROUP	AUDIO/VISUAL SUP. & EQUIP. Audio and video equipment for a smart classroom at CEC	COMMUNITY EDUCATION CENTER	16,725.59
P12-03357	COMPANSOL	SOFTWARE Blumen Online Plan license for contact management	STUDENT ACTIVITIES	6,950.00
FUND 41 CAPITAL OUTLAY FUND				
P12-03333	DELL, INC.	COMPUTER EQUIP. Dell Latitude E6230 Laptop for Robert Miller	INFORMATION TECHNOLOGY SVS	2,243.75
Total				<u>34,930.37</u>

* 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: July 18, 2012

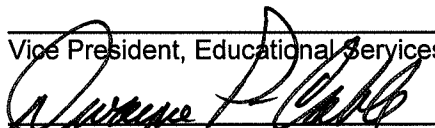
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the reimbursement of the Pasadena Area Community College District Revolving Cash Fund in the amount of \$4,482.40. *EMP: L*

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

<u>DATE</u>	<u>WARRANT NUMBER</u>	<u>AMOUNT</u>
06/12/12	19816251	\$ 1,466.86
06/20/12	19833337	\$ 1,972.94
06/22/12	19840469	\$ 1,042.60
		<u>\$ 4,482.40</u>

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.

Approved by: _____

Vice President, Educational Services


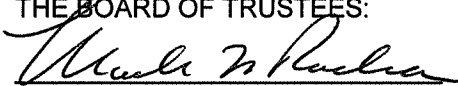
Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval


Vice President, Administrative Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


Superintendent/President

**REVOLVING FUND REIMBURSEMENT
JUNE 2012 EXPENSE SUMMARY**

<u>DATE</u>	<u>WARRANT NUMBER</u>		<u>AMOUNT</u>
6/12/2012	19816251		\$1,466.86
		Supplies	\$1,372.34
		Postage	\$47.52
		Repairs	\$25.00
		Activity fee	\$10.00
		ASB refunds	\$1.00
		Health fee refunds	\$13.00
		Transcripts refunds	\$3.00
		Processing fee	<u>-\$5.00</u>
			\$1,466.86
6/20/2012	19833337		\$1,972.94
		Supplies	\$1,689.55
		Dry cleaning	\$117.49
		Postage	\$5.90
		Enrollment fee refunds	\$144.00
		Course fee refunds	\$20.00
		Transcripts	\$6.00
		Processing fee	<u>-\$10.00</u>
			\$1,972.94
6/22/2012	19840469		\$1,042.60
		Supplies	<u>\$1,042.60</u>
			\$1,042.60
		Grand Total:	<u><u>\$4,482.40</u></u>

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

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

Board Meeting Date: July 18, 2012

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 \$ 45,009.14. *EMP: L*

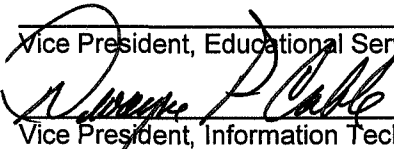
FISCAL IMPLICATIONS: The funds were expended for Medical, Travel, Legal, and Benefit Payments.

<u>DATE</u>	<u>WARRANT NUMBERS</u>	<u>AMOUNT</u>
06-20-12	19833357	\$22,633.22
06-20-12	19833358	<u>\$22,375.92</u>
		<u>\$ 45,009.14</u>
	Medical	\$25,542.73
	Legal	\$ 8,571.93
	Benefit Payments	<u>\$10,894.48</u>
		<u>\$45,009.14</u>

BACKGROUND: Effective April 1, 1988, Keenan and Associates handle 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.

Approved by: _____

Vice President, Educational Services



Vice President, Information Technology


Vice President, Instruction and Student & Learning Services

Recommended for Approval: _____



Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

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

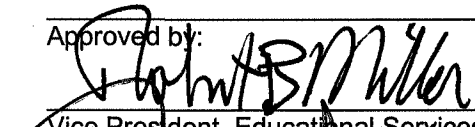
Board Meeting Date: July 18, 2012

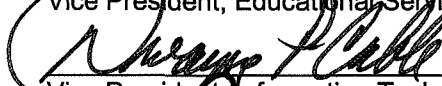
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify/amend/renew the contracts listed on the attached pages.

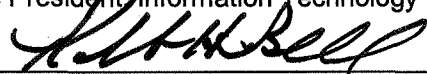
FISCAL IMPLICATIONS: Funds for this purpose are or will be budgeted in the cost centers shown.

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

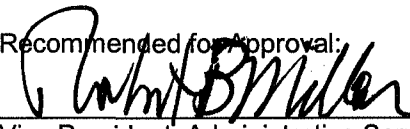
Approved by:


Vice President, Educational Services

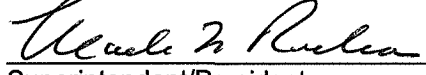

Vice President, Information Technology


Vice President, Instruction and Student & Learning Services

Recommended for Approval:


Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


Superintendent/President

(Requires two signatures)

REVIEW OF TRANSACTIONS AND CONTRACTS

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Contract Number	Contractor	Amount	Description of Articles or Services	Department	Account Number
<u>NO COST TO DISTRICT</u>					
<u>Approve</u>					
B-98163-3	Huntington Medical Research Institutes	No cost to District	To provide clinical experience for Radiologic Technology students. <i>EMP: D4</i> 8/26/12 until terminated	Health Sciences Division	N/A
<u>Ratify</u>					
B-98161-3	Merrill Lynch	No cost to District	To provide career sector training and professional development internships for PCC students. <i>EMP: D4</i> , 7/09/12 thru 8/24/12	Career and Technical Education Collaborative	N/A
B-98169-3	California Community College Chancellor's Office	\$3,900.00 per year	To comply with Federal reporting requirements of the Student-Right-to-Know Act for an amount not-to-exceed \$11,700.00. <i>EMP: C</i> 7/01/12 thru 6/30/15	Information Technology 4700-0000	01-5820
<u>FUND 01 – UNRESTRICTED FUND</u>					
<u>Approve</u>					
B-98162-3	Village Presbyterian Church	\$4,131.00	To provide classroom space for Parent Education classes. <i>EMP: J1</i> 8/27/12 thru 6/30/13	CEC: Human Services 1153-0000	01-5660
Consent Item No. 6-B July 18, 2012					Page <u>1</u> of <u>5</u>

REVIEW OF TRANSACTIONS AND CONTRACTS

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Contract Number	Contractor	Amount	Description of Articles or Services	Department	Account Number
B-98163-3	PeopleAdmin, Inc.	\$35,000.00	To provide a true software-as-a-services product for Human Resources that includes recruiting management with specialized functions for faculty recruiting and search committee management, onboarding, data management, and reporting. <i>EMP: C</i> 7/19/12 thru 6/30/13	Human Resources 4300-0000	01-5810
B-98171-3	OCLC Worldshare Management Services	\$47,275.00	To provide a hosted, scalable, web-based platform for all basic library management functionality. <i>EMP: C</i> 7/19/12 thru 7/18/13	Instruction 1000-0000	01-5810
B-98173-3	The Piras Group	\$34,000.00 including approved travel expenses	To provide leadership training for management, faculty and staff. <i>EMP: B1</i> 7/19/12 thru 12/31/12	President's Office 4000-0000	01-5120
<u>Ratify</u>					
B-98164-3	James Shankwiler, MD	\$4,500.00 per year	To provide services as team physician for Athletics programs. <i>EMP: A1, A2</i> 7/01/12 thru 6/30/17	Athletics 1602-0000	01-5150
B-98165-2	Vicenti, Lloyd, Stutzman, LLP	Various hourly rates	To provide forensic auditing consulting services for the District for an amount not-to-exceed \$57,000.00. <i>EMP: L</i> 6/07/12 thru 12/31/12	Administrative Services 3000-0000	01-5720

REVIEW OF TRANSACTIONS AND CONTRACTS

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Contract Number	Contractor	Amount	Description of Articles or Services	Department	Account Number
<u>Amend</u>					
B-98155-2	Vicenti, Lloyd & Stutzman, LLP	Various hourly rates	To provide auditing services related to oversight and direction in the year-end closing process and assistance with development of the 2012-2013 budget for an amount not-to-exceed \$59,000.00. <i>EMP: L</i> 6/07/12 thru 12/31/12	Administrative Services 3000-0000	01-5720
B-98148-2	AP Screen	\$75.00 per search plus additional fees	To amend agreement to include additional court access fees and multiple-county residential search fees. <i>EMP: L</i>	Human Resources 4301-0000	01-5150
B-97684-0	Gary Pickavet	\$598.00	To increase amount of agreement for additional problem resolution and special design and analysis services as required to support the College's automated financial systems and interfaces for an amount not-to-exceed \$10,598.00. <i>EMP: C1.2</i>	Information Technology 4700-0000	01-5120
<u>Renew</u>					
B-97070-2	Sierra Madre United Methodist Church	\$7,076.25	To provide classroom space for Parent Education classes. <i>EMP: J1</i> 8/27/12 thru 6/30/13	CEC: Human Services 1153-0000	01-5660
B-97384-9	Pasadena Christian Church	\$2,730.00	To provide classroom space for Parent Education classes. <i>EMP: J1</i> 8/27/12 thru 6/30/13	CEC: Human Services 1153-0000	01-5660
B-97598-0	Christ the Shepard Lutheran Church	\$5,648.00	To provide classroom space for Parent Education classes. <i>EMP: J1</i> 8/27/12 thru 6/30/13	CEC: Human Services 1153-0000	01-5660
Consent Item No. 6-B July 18, 2012					Page <u>3</u> of <u>5</u>

REVIEW OF TRANSACTIONS AND CONTRACTS

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Contract Number	Contractor	Amount	Description of Articles or Services	Department	Account Number
B-97969-2	Temple City Westminster Presbyterian Church	\$6,808.00	To provide classroom space for Parent Education classes. <i>EMP: J1</i> 8/27/12 thru 6/30/13	CEC: Human Services 1153-0000	01-5660
B-98072-2	Church of Truth	\$3,325.00	To provide classroom space for Parent Education classes. <i>EMP: J1</i> 8/27/12 thru 6/30/13	CEC: Human Services 1153-0000	01-5660
<u>FUND 03 – RESTRICTED FUND</u>					
<u>Approve</u>					
B-98166-3	University of California Regents, UC San Diego, Conference Services	\$5,880.00	To provide housing and meals for TRIO Talent Search Program for fifty high school students for university tours. <i>EMP: D1, D3</i> 8/01/12 thru 8/03/12	Talent Search Program 5330-0000	03-5250
<u>Ratify</u>					
B-98167-3	WestEd	\$89,125.00	To provide services to conduct research on multiple measures and course placement as requested by the Chancellor's Office. <i>EMP: I</i> 7/01/12 thru 12/01/12	Statewide Matriculation Project 5401-0000	03-5120
B-98172-3	Ideal Youth	\$5,000.00 per month	To provide services to subsidize student interns from PUSD for industry sector training with the City of Pasadena for an amount not-to-exceed \$10,000.00. <i>EMP: D4, K3</i> 7/01/12 thru 8/30/12	Career and Technology Education Collaborative 5125-0000 & 5130-0000	03-5120
Consent Item No. 6-B July 18, 2012					

REVIEW OF TRANSACTIONS AND CONTRACTS

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Contract Number	Contractor	Amount	Description of Articles or Services	Department	Account Number
<u>FUND 41 – CAPITAL OUTLAY</u>					
<u>Amend</u>					
B-98074-2	Sierra ITS, Inc.	\$110.00 per hour	To increase amount of agreement by \$24,420.00 for additional project consulting services for project planning and management related to the selection and implementation of new Administrative Information System (AIS) for an amount not-to-exceed \$114,420.00 and extend the term to 8/31/12 <i>EMP: C</i>	C/O Technology Upgrade 7116-0000	41-5120
C-3100-5	Global Modular, Inc.	N/A	To amend agreement to extend term from 6/17/12 to 10/31/12. <i>EMP: L</i>	C/O Replace U Building	N/A
<u>FUND 42 – BUILDING FUND</u>					
<u>Approve</u>					
B-98168-3	Sonitus	\$44,000.00 plus \$7,000.00 for approved reimbursables	To provide consulting, design and commissioning services for a new recording and mixing studio for the Center for the Arts Building. <i>EMP: L</i> 7/19/12 thru 12/31/13	M/P Center for the Arts Building 7404-0000	42-6218
Consent Item No. 6-B July 18, 2012					

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Adoption of Resolution #492 - Renewal Agreement--
Child Care and Development Services

Board Meeting Date: July 18, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, adopt the attached Resolution and authorize the Vice President for Administrative Services to renew an agreement with the California State Department of Education for a Child Care and Development Grant for the purpose of providing child care and development services. The term of the agreement shall be July 1, 2012 through June 30, 2013.

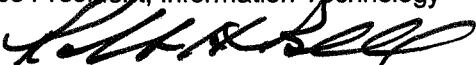
FISCAL IMPLICATIONS: The District shall receive from the California State Department of Education, Thirty-Four Dollars and Thirty-Eight Cents (\$34.38) per child per day of full-time enrollment for an amount not-to-exceed One Hundred Eighty Three Thousand Fourteen Dollars (\$183,014.00).

BACKGROUND: This grant is intended to provide greater child care access to infants, toddlers, and five-year old children of low-income families.

Approved by:


Vice President, Educational Services

Vice President, Information Technology



Vice President, Instruction and Student & Learning Services

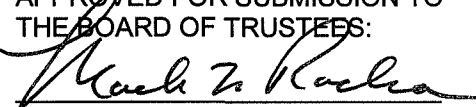
Recommended for Approval:



Vice President, Administrative Services

(Requires two signatures)

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

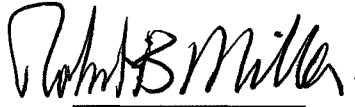
RESOLUTION NO. 492

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2012/2013.**

=====

RESOLUTION

BE IT RESOLVED that the Governing Board of the Pasadena Area Community College District authorizes entering into local agreement number CSPP-2231 and that the person who is listed below, is authorized to sign the transaction for the Governing Board.

<u>Name</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Robert B. Miller</u>	<u>Vice President Administrative Services</u>	

PASSED AND ADOPTED THIS 18th day of July, 2012, by the Governing Board of the Pasadena Area Community College District of Los Angeles County, California.

I, Anthony Fellow, Clerk of the Governing Board of the Pasadena Area Community College District of Los Angeles County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.


(Clerk's Signature)

July 18, 2012
(Date)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Adoption of Resolution #493 - Renewal Agreement--
Child Care and Development Services

Board Meeting Date: July 18, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, adopt the attached Resolution and authorize the Vice President for Administrative Services to renew an agreement with the California State Department of Education for a Child Care and Development Grant for the purpose of providing child care and development services. The term of the agreement shall be July 1, 2012 through June 30, 2013.

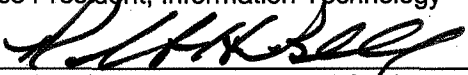
FISCAL IMPLICATIONS: The District shall receive from the California State Department of Education, Thirty-Four Dollars and Thirty-Eight Cents (\$34.38) per child per day of full-time enrollment for an amount not-to-exceed One Hundred Eighty-Three Thousand Fourteen Dollars (\$183,014.00).

BACKGROUND: This grant is intended to provide greater child care access to three- and four-year old children of low-income families.

Approved by:

Vice President, Educational Services

Vice President, Information Technology



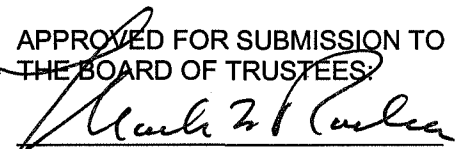
Vice President, Instruction and Student & Learning Services

Recommended for Approval:



Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires two signatures)


RESOLUTION NO. 493

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2012/2013.**

=====

RESOLUTION

BE IT RESOLVED that the Governing Board of the Pasadena Area Community College District authorizes entering into local agreement number CCTR-2121 and that the person who is listed below, is authorized to sign the transaction for the Governing Board.

<u>Name</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Robert B. Miller</u>	<u>Vice President Administrative Services</u>	

PASSED AND ADOPTED THIS 18th day of July, 2012, by the Governing Board of the Pasadena Area Community College District of Los Angeles County, California.

I, Anthony Fellow, Clerk of the Governing Board of the Pasadena Area Community College District of Los Angeles County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.


(Clerk's Signature)

July 18, 2012
(Date)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve Change Orders, Restroom Upgrade – R Building

Board Meeting Date: July 18, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Number One (1) to SBS Corporation for Contract Number C-3100-8. As part of the agreement between SBS Corporation and the District, change orders may be related to the contract, labor, equipment and/or materials.

Change Order #1: Add for Two (2) 24" x 24" plaster access panels and credit for Two (2) 12" x 12" access panels, pursuant to Bulletin 2. The total cost of this change order is Seventy-Two Dollars (\$72.00).

Add to furnish and install Dal-Tile, Ayers Rock 13" x 13" slate tiles at restroom walls and floors, pursuant to changes in Bulletin 4. The total cost of this change order is Six Thousand Four Hundred Ninety-Three Dollars (\$6,493.00).

Add to remove existing steel studs and reframe wall to accommodate new door opening. The total cost of this change order is One Thousand Nine Hundred Eighty-Three Dollars (\$1,983.00).

FISCAL IMPLICATIONS: The total amount of this change order is Eight Thousand Five Hundred Forty-Eight Dollars (\$8,548.00). Funds for this purpose are provided in the 2012-2013 District Budget under the following Measure P cost centers shown:

42-6250-7415-4000 (Bldg: Const/M/P Asbestos)

42-6250-7412-4000 (Bldg: Const/M/P Restroom Upgrade)

BACKGROUND: Periodic change orders to the original upgrade contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the contract up to ten percent (10%) of the original contract amount. On December 14, 2011, the Board awarded Bid 874 to SBS Corporation and authorized the issuance of Contract Number C-3100-8.

Approved by:

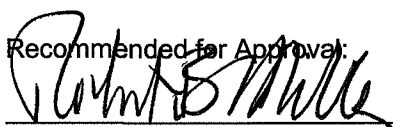
Vice President, Educational Services



Vice President, Information Technology

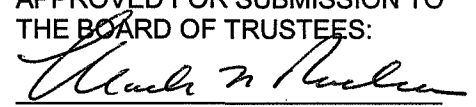
Vice President, Instruction and Student & Learning Services

Recommended for Approval:



Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve Change Orders, Measure P Project, Center for the Arts

Board Meeting Date: July 18, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Numbers Seven (7) through Nine (9) to Edge Development, Inc. for Contract Number C-3100-3, Measure P Center for the Arts. As part of the agreement between Edge Development, Inc. and the District, change orders may be related to the contract, labor, equipment and/or materials.

Change Order #7: Add for increased mechanical duct sizes, ducts, exhaust fans, fan coils, dampers, and valves. The total cost of this change order is Three Hundred Ninety-Two Thousand Seven Hundred Ninety-Two Dollars (\$392,792.00).

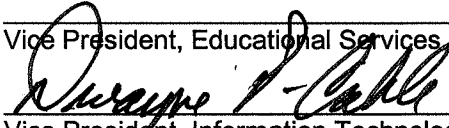
Add to provide the "Mountains and Waves" pattern to the exterior walls to create a contiguous look around the outside of the building. The total cost of this change order is Three Thousand Five Hundred Seventy-Nine Dollars (\$3,579.00).

Add for mastic to the vapor barrier where the slab on grade meets the foundation. The total cost of this change order is Two Thousand Seven Hundred Ninety-Eight Dollars (\$2,798.00).


Change Order #8: Add for the installation of darkroom and photo finish equipment. This equipment was originally to be provided through a Furniture, Fixtures and Equipment (FF&E) procurement. However, in order to coordinate plumbing rough-ins with ongoing construction, this equipment is being provided by the contractor at wholesale. The total cost of this change order is Fifteen Thousand Three Hundred Sixty-Three Dollars (\$15,363.00).

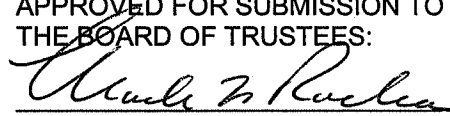
Add to increase the strength of backing at the phenolic ceilings. This change was due to the phenolic manufacturer's recommendation that backing be 16 gauge in lieu of 25 gauge as specified. The total cost of this change order is Twenty-Two Thousand Seven Hundred Seventy-Six Dollars (\$22,776.00).

Approved by:

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)

Consent Item No. 10-B

July 18, 2012

Page 2 of 2

Change Order #9: Add a steel hoist beam for the elevator per plan check corrections from the Division of the State Architect. The total cost of this change order is One Thousand Six Hundred Ninety-Three Dollars (\$1,693.00).

Add for miscellaneous steel attachments at the third floor digital labs, roof, and western exterior terrace. Materials, including installation, consist of bottom tracks and strengthening of the top attachment for the oversize rolling tack boards, tieback eyebolts and pipe sleeves. The total cost of this change order is Twenty-Seven Thousand Four Hundred Ten Dollars (\$27,410.00).

Add a 250 Amp circuit breaker to an electric panel. This change was required to capture a breaker that had no circuiting shown. The total cost of this change order is One Thousand Five Hundred Six Dollars (\$1,506.00).

FISCAL IMPLICATIONS: The total amount of these change orders is Four Hundred Sixty-Seven Thousand Nine Hundred Seventeen Dollars (\$467,917.00). Funds for this purpose are provided in the 2012-2013 District Budget in the funds indicated and charged to the cost center shown:

42-6250-7404-0000 (M/P Center for the Arts Building)

BACKGROUND: Periodic change orders to the original upgrade contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the contract up to ten percent (10%) of the original contract amount. The Facilities Master Plan 2010 includes the construction of the Center for the Arts. On December 15, 2010, the Board awarded Bid 871 to Edge Development, Inc. and authorized the issuance of Contract Number C-3100-3.



**CENTER FOR THE ARTS
CHANGE ORDER RECORD
EDGE DEVELOPMENT, INC.**



ORIGINAL CONTRACT AWARD	\$28,240,007
ORIGINAL PROJECT CONTINGENCY	\$ 2,824,001
BUDGET ADJUSTMENTS	

CO #	DATE	DESCRIPTION	C.O. AMOUNT	
1	05/05/11	Deduct from the contract scope removal, boxing, maintenance, and replanting of an existing olive tree.	\$ (6,151)	\$ 2,830,152
2	05/05/11	Add to the contract for California State Water Resources Board's updated code requirements for permitting Storm Water Prevention Plan.	\$ 15,785	\$ 2,814,367
3	08/29/11	Add to the contract for repair of an existing sewer manhole. Add to the contract for closure of the two steam tunnel ends. Add to the contract for extended ductwork and grille. Deduct from the contract for inspection overtime services.	\$ 10,107	\$ 2,804,260
4	10/13/11	Add to the contract for the removal and relocation of storm drain lines. Add to the contract for the additional demolition and reconstruction of a high voltage electrical duct bank, partial sewer and water line relocation and new gas sleeve. Deduct from the contract total for temporary utilities provided by the District and barricades which were not required in the Project.	\$ 138,736	\$ 2,665,524
5	10/13/11	Add to the contract for the temporary and permanent power required to maintain electricity to the Sculpture Garden. Add to the contract for the addition of conduit for future electrical connections to the northeast side of the campus. Add to the contract for the termination of an existing water line which encroached into the new building footprint.	\$ 44,560	\$ 2,620,964
6	01/13/12	Add to the contract for increased steel beam sizes, added steel beams to restrain mechanical screen posts, added bent plate, L angle, and welding for additional slab edge support and interior stud attachments, added steel reinforcements at exterior footing curbs, and grade beams. These revisions are due to conditions not shown in the contract documents. This change order excludes mechanical and electrical at this time. Add to the contract for added steel reinforcement at exterior column footings not noted on contract documents.	\$ 39,824	\$ 2,581,140
7	03/19/12	Add to the contract for increased mechanical duct sizes, added ducts, added exhaust fans, added fan coils, added dampers, and added valves. Add to contract for changes to add the "Mountain and Waves" pattern to the exterior walls to create a contiguous look around the outside of the building. Add to contract for the labor and material to add mastic to the vapor barrier where the slab on grade meets the foundation.	\$ 399,169	\$ 2,162,535
8	06/12/12	Add to the Contract for material and installation of darkroom and photo finish equipment. This equipment was originally to be provided through the furniture, fixtures and equipment (FF&E). Due to installation/coordination issues this equipment is required now. The contractor agreed to provide the material at wholesale prices. Add to the Contract for increasing the strength of the backing required to hold the Phenolic Ceiling Panels. This is a change from 25 ga steel to 16 ga steel.	\$ 38,139	\$ 2,124,396
9	06/12/12	Add to the Contract for the labor and material to add a steel hoist beam for the elevator. This change came about due to a DSA plan-check comment. Add to the Contract for adding miscellaneous steel attachments at the third floor digital labs, roof and western exterior terrace. Add to the Contract for adding a 250 amp circuit breaker to an electrical panel not previously shown in the contract documents.	\$ 30,609	\$ 2,093,787

VALUE OF EXECUTED CHANGE ORDERS	\$710,778
CONTRACT AMOUNT WITH EXECUTED CHANGE ORDERS	\$28,950,785
REMAINING PROJECT CONTINGENCY	\$2,113,223
PERCENTAGE OF IMPACT BY CHANGE ORDERS TO OVERALL CONTRACT	2.46%

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Authorization to Destroy Records

Board Meeting Date: July 18, 2011

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize destruction of Class 3 (Disposable) records listed below according to California Code of Regulations, Section 59025. Authority cited: Sections 66700 and 70901, Education Code. *EMP: L.*

FISCAL YEAR 2004-2005

Paid Contracts - Vendor
Expenditure Vouchers & Related Vendor Invoices & Purchase Order Copies
Time Sheets
Verification of Service Invoices & Overtime Cards
Paid in Full Assigned or Cancelled National Defense/Direct/Perkins and Nursing Student/Loan Files
Payroll Deduction Registers
Federal & State Grants

FISCAL YEAR 2006-2007

Department Time Reports
Employee Absence Reports

FISCAL YEAR 2007-2008

Cash Collection Reports
Collection Receipts
Journal Vouchers
Paid District Invoices
County Documents
Charge Back Logs
Payroll Labor Distribution Reports
Stores Requisitions and Cards
Warrant Cancellation Requests

Page 1 of 2

Approved by:

 Vice President, Educational Services

 Vice President, Information Technology

 Vice President, Instruction and Student & Learning Services

Recommended for Approval:

 Vice President, Administrative Services
APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

 Superintendent/President

(Requires two signatures)

FISCAL YEAR 2008-2009

Bank Reconciliations and Canceled Checks
Bank Deposit Slips
NSF Paid Folders/Cards
In-House Accts. Payable "B" Warrant Reports
In-House Registration Refund Reports
In-House Financial Aid "B" Warrant Reports

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

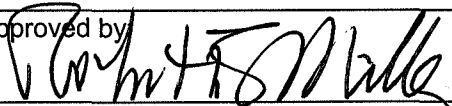
CONSENT ITEM TITLE:
Approve/Ratify Stipends for Academic Personnel

Board Meeting Date: July 18, 2012

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 2012-13, 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.

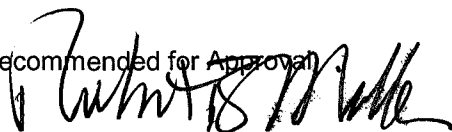
FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

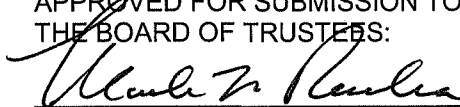
BACKGROUND: The assignment shall be determined by College need.

Approved by

Vice President, Educational Services

Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval

Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)

<u>NAME</u>	<u>STIPEND</u>	<u>SPECIAL PROJECT</u>
Arenson, Lauren	3,500.00	Social Sciences Division—coordinate the operation of the Social Sciences Learning Lab for summer 2012, <i>EMP: A2</i>
Armstrong, Alan	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Bird, Deborah	500.00	Educational Services—coach in the Program Redesign and Implementation Bootcamp to support the college in attainment of The Project 90 Goals; coach will serve as the point of first contact for the faculty team, monitor their progress and provide guidance, <i>EMP: A2, B1, B2.1</i>
Bird, Deborah	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Carlisi, Karen	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Cheeseman, Bonnie	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Cho, Jay	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Courter, Rebecca	3,000.00	Mathematics Division—facilitate all Math Jam activities: planning, tutor training and instruction, <i>EMP: A1, A2,D2, E1, E2</i>
Crook, Mary Erin	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Curtis, Carol	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Davila, Salomon	500.00	Educational Services—coach in the Program Redesign and Implementation Bootcamp to support the college in attainment of The Project 90 Goals; coach will serve as the point of first contact for the faculty team, monitor their progress and provide guidance, <i>EMP: A2, B1, B2.1</i>
Davila, Salomon	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Davis-Anderson, Cecile	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Duran, Armando	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>

Dwyer, Janis	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Endore, Gita	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Faccuseh, Maria	3,000.00	Mathematics Division—facilitate all Math Jam activities: planning, tutor training and instruction, <i>EMP: A1, A2,D2, E1, E2</i>
Fimbres, Fred	6,833.18	Kinesiology, Health, and Athletics Division—to continue assignment within division, 7-1-12 to 7-30-12 <i>EMP: A2</i>
Foster, Valerie	500.00	Educational Services—coach in the Program Redesign and Implementation Bootcamp to support the college in attainment of The Project 90 Goals; coach will serve as the point of first contact for the faculty team, monitor their progress and provide guidance, <i>EMP: A2, B1, B2.1</i>
Gallardo, Robert	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Griffith, Coleman	11,813.00	Engineering and Technology Division—Faculty Coordinator 2-21-12 to 6-15-12 <i>EMP: A2</i>
Hanvey, Dustin	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Hintzman, Linda	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Hogan, Monica	500.00	Educational Services—coach in the Program Redesign and Implementation Bootcamp to support the college in attainment of The Project 90 Goals; coach will serve as the point of first contact for the faculty team, monitor their progress and provide guidance, <i>EMP: A2, B1, B2.1</i>
Kasfy, Hassan	10,000.00	Mathematics Division—Math Path Coordinator for the fiscal year; oversee the running of the program, <i>EMP: A2.1, A3.1, A3.2 B1.3, D2.4</i>
Kristen, Jens	3,000.00	Mathematics Division—facilitate all Math Jam activities: planning, tutor training and instruction, <i>EMP: A1, A2,D2, E1, E2</i>
Lucko, Wendy	5,056.00	Engineering and Technology Division—instructional support for Automotive Technology Program in relation to Bernardino Rodriguez, 3-26-12 to 6-15-12 <i>EMP: A3.1</i>
Maraghy, Shannon	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Milne, Derek	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Monn, Rachel	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Nagy-Shadman, Elizabeth	8,883.00	Natural Sciences—project coordinator of the Carleton College Contract, convene the planning groups, collaborate the material development, assist in the identification of goals <i>EMP: D3, B1.3, B1.3</i>

Nguyen, Phu	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Ogden, Kirsten	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i> <i>EMP: D3, B1.3,B1.4</i>
Riojas, Tomas	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Rivas-Gomez, Elsie	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Rose, Shelagh	500.00	Educational Services—coach in the Program Redesign and Implementation Bootcamp to support the college in attainment of The Project 90 Goals; coach will serve as the point of first contact for the faculty team, monitor their progress and provide guidance, <i>EMP: A2, B1, B2.1</i>
Sachtjen, Tracy	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Savas, Diana	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Starbird, Carrie	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.</i>
Tate, Beverly	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Tate, Beverly	500.00	Educational Services—coach in the Program Redesign and Implementation Bootcamp to support the college in attainment of The Project 90 Goals; coach will serve as the point of first contact for the faculty team, monitor their progress and provide guidance, <i>EMP: A2, B1, B2.1</i>
Thongthiraj, Took Took	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Underwood, Shane	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
West, Christopher	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>
Yang, Roger	1,000.00	Educational Services—Program Redesign and Implementation Bootcamp, develop and implement a significant programmatic or Curricular innovation to support the college in attainment of the Project 90 Goals, <i>EMP: A2, B1, B2.1</i>

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve/Ratify Employment and Separation of Academic Employees

Board Meeting Date: July 18, 2012

RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the following employment and separation pertaining to academic employees. *EMP: A2, A3.1*

<u>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</u>	<u>CLASS & STEP</u>	<u>ASSIGNMENT BASIS</u>	<u>EFFECTIVE DATE</u>
EMPLOYMENT			
Fields, Lana Coordinator CalWORKs Temporary – Funded	C-17	100% - 3 months	07/01/12 – 10/01/12
Woods, Johnny Division Athletic Coordinator Kinesiology, Health & Athletics Temporary	M-3	100% - 6 months	07/01/12 – 12/31/12
SEPARATION			
Lastimado, Benedict Vice President Human Resources	Contract	Resignation	07/01/12
van Pelt, Richard Vice President Administrative Services	Contract	Termination	06/20/12

FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

BACKGROUND: Routine personnel transactions.

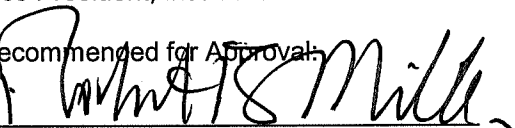
Approved by:


Vice President, Educational Services

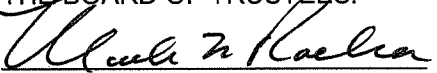
Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:


Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Employment, Changes and Ratify Separation of Employee

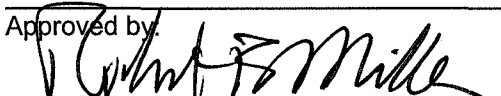
Board Meeting Date: July 18, 2012

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following changes pertaining to the following classified service employees. All changes were in accordance with Pasadena City College applicable policies and procedures and California Government Codes. *EMP: E2, E4*

<u>NAME, CLASSIFICATION AND DEPARTMENT</u>	<u>RANGE & STEP</u>	<u>ASSIGNMENT BASIS</u>	<u>EFFECTIVE DATE</u>
<u>EMPLOYMENT</u>			
Horn, LaTonya Data Controller II Community Education Center Funded position	39E	100% - 12 mo.	07/01/12-06/30/13
Reed, Theresa Educational Advisor Community Education Center Funded position under Foster Care	50F	100% - 12 mo.	07/01/12-06/30/13
Marsh, James Job Developer CalWORKs Funded position under CalWORKs program	46F**	100% - 3 mo.	07/01/12-10/01/12

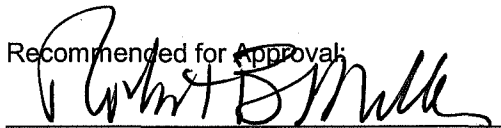
FISCAL IMPLICATIONS: Funds are budgeted in respective cost centers.

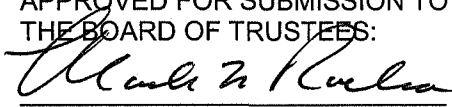
BACKGROUND: Routine personnel transactions.

Approved by:

 Vice President, Educational Services

 Vice President, Information Technology

 Vice President, Instruction and Student & Learning Services

Recommended for Approval:

 Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
 THE BOARD OF TRUSTEES:

 Superintendent/President

(Requires two signatures)

CHANGES

Estrada, Marcy Secretary II Child Development Center	40F*	From: 80% -11 mo. To: 100% - 11 mo.	07/01/12-06/30/13
Moreno, Sylvia Intermediate Clerk II Community Education Center	36F	From: 100% - 10 mo. To: 100% - 12 mo.	07/01/12-06/30/13
Shimasaki, Bonnie Learning Resources/Distance Learning Assistant Educational Services	41F**	From: 100% - 12 mo. To: 75% - 12 mo.	07/01/12-06/30/13
Oshin, Karami Air Conditioning Refrigeration/ Ventilation Technician Facilities Services	52D	From: 75% - 12 mo. To: 100% - 12 mo	06/19/12

SEPARATION

Hutchings, Alfred Supervisor, Facilities Services Facilities Services		Termination	06/20/12
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* Includes 15 years of service
** Includes 10 years of service

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Salary Compensation Factors—Large Group Instruction

Board Meeting Date: July 18, 2012

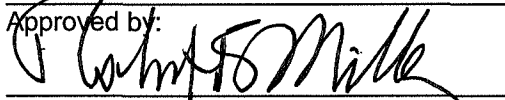
RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve the following named instructors to be paid as indicated below for teaching a large group instruction (LGI) section during the summer intersession 2012. *EMP: A3.1*

<u>INSTRUCTOR</u>	<u>DIVISION</u>	<u>SECTION</u>	<u>HOURS/WEEK</u>
Arenson, Lauren	Social Sciences	8974	3
Kiotas, A. Julie	Social Sciences	8373	3
Lopez, Gena	Counseling	8088	1
Price, Paul	Social Sciences	8554	3
Sachtjen, Tracy	Social Sciences	8872	3
Yamauchi, Kent	Social Sciences	8030	3

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

BACKGROUND: In conformance with the agreement with the Pasadena City College Faculty Association, Article 5.6.2.

Approved by:

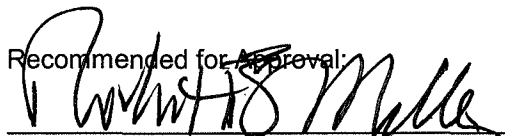


Vice President, Educational Services

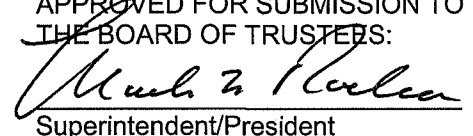
Vice President, Information Technology

Vice President, Instruction and Student & Learning Services

Recommended for Approval:



Vice President, Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


Superintendent/President

(Requires two signatures)