



**Wednesday, January 16, 2019
Regular Business Meeting No. 10**

**Board of Trustees
Pasadena Area Community College District**

**6:00 p.m. Closed Session
7:00 p.m. Open Regular Session**

**Pasadena City College
Creveling Lounge
1570 E. Colorado Blvd. Pasadena, CA 91106**

**A. CALL TO ORDER, ROLL CALL AND PUBLIC COMMENT ON CLOSED SESSION
AGENDA ITEMS (6:00 pm)**

B. CLOSED SESSION

Subject **1. Government Code § 54957: Evaluation of Employee (Superintendent-President)**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category B. CLOSED SESSION

Type Closed Session

Subject **2. Conference with Labor Negotiator Pursuant to Government Code § 54957.6
Agency Representative: Anthony R. Fellow, Ph.D., Board President Unrepresented
Employee: Superintendent-President**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category B. CLOSED SESSION

Type Closed Session

Subject **3. Public Employee Appointment Pursuant to Government Code § 54957(b):
Superintendent-President**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category B. CLOSED SESSION

Type Closed Session

C. OPEN SESSION (7:00 pm)

Subject **1. ROLL CALL**
Meeting Jan 16, 2019 - Regular Business Meeting No. 10
Category C. OPEN SESSION (7:00 pm)
Type Procedural

Subject **2. PLEDGE OF ALLEGIANCE**
Meeting Jan 16, 2019 - Regular Business Meeting No. 10
Category C. OPEN SESSION (7:00 pm)
Type Procedural

Subject **3. APPROVAL/REORDERING OF AGENDA ITEMS**
Meeting Jan 16, 2019 - Regular Business Meeting No. 10
Category C. OPEN SESSION (7:00 pm)
Type Action

Subject **4. INTRODUCTIONS AND RECOGNITIONS**
Meeting Jan 16, 2019 - Regular Business Meeting No. 10
Category C. OPEN SESSION (7:00 pm)
Type Procedural

Subject **5. PUBLIC COMMENT ON NON-AGENDA ITEMS**
Meeting Jan 16, 2019 - Regular Business Meeting No. 10
Category C. OPEN SESSION (7:00 pm)
Type Procedural

The Brown Act prohibits the Board from discussing or taking action on any item not on the 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 of Trustees" form and give it to the Board Secretary prior to the beginning of the meeting. No public comment cards will be accepted after the start of the meeting. Individual speakers are limited to three minutes; total audience participation on any agenda item is limited to thirty minutes.

Subject **6. APPROVAL OF MINUTES - Regular Business Meeting No. 9, December 12, 2018**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category C. OPEN SESSION (7:00 pm)

Type Action, Minutes

D. CONSENT ITEMS - STUDENTS (S)

Subject **1. APPROVAL OF 'S' CONSENT ITEMS**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category D. CONSENT ITEMS - STUDENTS (S)

Type Action

Subject **2. Approval of Student Travel-ASPCC Lobby Committee**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category D. CONSENT ITEMS - STUDENTS (S)

Type Action (Consent)

Background: This activity involves travel to an annual leadership statewide conference focusing on leadership development. This conference will host various workshops on leadership and student success.

Fiscal Implications: Funds for this purpose are provided by the 2018-2019 Associated Students Lobby Fee Fund. Cost categories and amounts include: Airfare, ground transportation, lodging, meals, duplicating, stipends, registration fees, miscellaneous, and materials.

GROUP: Associated Students of Pasadena City College (ASPCC) Lobby Committee

NUMBER: 9 (8 Students and 1 Advisors)

DATE(S): January 27-28, 2019

TIME(S): Various

DESTINATION(S): Sheraton Grand Hotel
Sacramento, CA 92270

EVENT: Community College League of California Annual Conference

TRANSPORTATION: Air, shuttles, taxi

ADVISOR(S): Student Affairs Staff

NOT TO EXCEED: \$12,000.00

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: EMP A1, A2, 12

Subject **3. Amend Consent Item D.3., September 12, 2018: Approval of Properties of Motions Physics Lab/Disney Youth Education Series for El Monte Unified School District Students**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category D. CONSENT ITEMS - STUDENTS (S)

Type Action (Consent)

Background: The PCC TRIO Upward Bound Math-Science program is a federally funded TRIO program designed to provide comprehensive academic, social, and cultural activities for participating high school students. High school students will participate in the Properties of Motions Physics Lab/Disney Youth Education Series. Students will perform hands-on experiments to test the relationship between physics and Disney attractions.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-2019 proposed district budget in the account numbers shown:

215334-533400-52500-6490

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 amended travel: EMP: D.1

GROUP: PCC Upward Bound Math-Science Program

NUMBER: 55 (50 students and 5 staff)

LOCATION: Disneyland, Anaheim, CA

DATE(S): January 12, 2019

TIME(S): 7:00 am – 11:00 pm

EVENT: Upward Bound Math-Science Disney Youth Education Series

TRANSPORTATION: District arranged vehicles

CHARGES: Tickets \$4,565; Meals \$2,490; Yellow School Bus ~~\$950~~ **\$1,100**; Parking \$30; Shipping of tickets \$10; Miscellaneous incidentals \$100; supplies \$600.00

STAFF/ADVISORS: ~~Dr. Ofelia R. Arellano~~ **Crista Casillas**, Jordan Hernandez

NOT TO EXCEED: ~~\$8,145~~ **\$8,895**

Subject **4. Amend Consent Item D.2, September 12, 2018: Approval of Properties of Motions Physics Lab/Disney Youth Education Series for Pasadena Unified School District Students**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category D. CONSENT ITEMS - STUDENTS (S)

Type Action (Consent)

Background: The PCC TRIO Upward Bound Math-Science program is a federally funded TRIO program designed to provide comprehensive academic, social, and cultural activities for participating high school students. High school

students will participate in the Properties of Motions Physics Lab/Disney Youth Education Series. Students will perform hands-on experiments to test the relationship between physics and Disney attractions.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-2019 proposed district budget in the account numbers shown:

215301-530100-52500-6490

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 amended travel: EMP: D.1

GROUP: PCC Upward Bound Math-Science Program

NUMBER: 55 (50 students and 5 staff)

LOCATION: Disneyland, Anaheim, CA

DATE(S): January 19, 2019

TIME(S): 7:00 am – 11:00 pm

EVENT: Upward Bound Math-Science Disney Youth Education Series

TRANSPORTATION: District arranged vehicles

CHARGES: Tickets ~~\$4,565~~ **\$5,210**; Meals \$2,490; Yellow School Bus ~~\$950~~ **\$1,100**; Parking \$30; Shipping of tickets \$10; Miscellaneous incidentals \$100; supplies \$600.00

STAFF/ADVISORS: ~~Dr. Ofelia R. Arellano~~ **Crista Casillas, Nathaniel Carbajal** Jahi Vaughns

NOT TO EXCEED: ~~\$8,145~~ **\$9,540**

Subject **5. Amend Consent Item D.5., September 12, 2018: TRIO Talent Search Disney Leadership Academy Trip**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category D. CONSENT ITEMS - STUDENTS (S)

Type Action (Consent)

Background: PCC TRIO Talent Search Students have attend the Disney Youth Education Series, Leadership Session for the past ten years. This year we hope to continue participating in this event provide students the opportunity to develop skills, build relationships with other young people engaged in leadership training, and engage in reflective exercises that will help them develop a critical lens by which they can make decisions.

Website: <https://www.disneyyouth.com/programs/education/education-series/creating-a-leadership-legacy-disneyland/pricing/>

Description: ~~40~~ **80** students will participate in the Disneyland Youth Education Series. Students learn how to develop their own leadership legacy to become confident in their ability to accomplish goals and be motivated to achieve the impossible.

Fiscal Implications: Funds for this purpose are to be budgeted in the 2018-2019 proposed Trio Talent Search Budget in the account number shown:

2135330-533000-521000-6490 (Trio Talent Search Grant 1)

2135360-536000-521000-6490 (Trio Talent Search Grant 2)

GROUP: PCC Student Services / Trio Talent Search

NUMBER: ~~205~~ **92** (~~200~~ **80** students, ~~5~~ **12** staff)

LOCATION: Disneyland, Anaheim, California

DATE(S): January 19, 2018~~9~~

EVENT: Pasadena City College Trio Talent Search Disney Leadership Academy Trip

STAFF: William Syms; Jahvry Bailous; Brenda Medina; **Max Gonzales**; Ariadi Isidro, **Natalie Harris, Elvia Flores, Marlon Madrid, Ishmael Bracy, Araceli Flores,** Francisco Perez

CHARGES: Tickets ~~\$3600~~ **\$8,800.00**; Transportation ~~\$600.00~~ **\$1,310.00**; Food ~~\$800.00~~ **\$2,150.00** Total: ~~\$5000.0~~ **\$12,260.00**

NOT TO EXCEED: Not to Exceed ~~\$5500.00~~ **\$12,500.00**

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 above amended expenses and travel associated with the event. *EMP: D.1*

Subject **6. Approve Student Travel to A2MEND Conference in Los Angeles, CA**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category D. CONSENT ITEMS - STUDENTS (S)

Type Action (Consent)

Background: The African American Male Education Network and Development aims to foster institutional change in the educational system in order to improve successful academic and professional outcomes among young African American males. The African American Male A2MEND Conference brings together administrators, faculty, and students to learn innovative ways to support the success of African American men in education. This year, Student Equity will send 25 students to the A2MEND conference in order to bring strategies back to our college to address the equity gaps experienced by African American students across all five success indicators. The conference runs from March 7th - March 8th, 2019. Shuttle travel to and from Los Angeles, CA will take place on Thursday, March 7th and Friday, March 8th, 2019. Three staff advisors will chaperone the student group. The cost of the trip is not to exceed \$12,464.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-2019 District budget in the following accounts:
225337-533700-525000-6320 - Student Travel (\$10,518)
225337-533700-521000-6320 - Staff Advisor Travel (\$1,946)

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 student travel to the A2MEND 12th Annual Conference - "Protecting our Throne: Building on Black Identity to Create Academic Success" - in Los Angeles, CA. *EMP: A:1, A:2, A:3.*

E. CONSENT ITEMS - INSTRUCTION (I)

Subject **1. APPROVAL OF 'I' CONSENT ITEMS**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category E. CONSENT ITEMS - INSTRUCTION (I)

Type Action

Subject **2. Approve Instructional Trip to the California Community College Forensics Association State Championship Tournament**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category E. CONSENT ITEMS - INSTRUCTION (I)

Type Action (Consent)

Background: The California Community College Forensics Association invites all qualifying community college students participating in speech and debate to compete at the State Championship Tournament. PCC students will exhibit the oratorical skills that they have been honing at regional tournaments throughout the competitive season, including debate, platform speaking, interpretation of literature and limited preparation speeches.

Fiscal Implications: Funds for the purpose are budgeted in the 2018-19 Student Activity Fee/Forensics and 100000-155200-525000-100

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve student travel for the following event listed below. EMP A1, A2

GROUP: SPCH 005 - Forensics
NUMBER: 30 (25 students, 3 faculty and 2 staff)
LOCATION: Warner Center Marriott, 21850 Oxnard St. Woodland Hills, CA 91367
DATES: March 5-10, 2019
TIMES: various
EVENT: California Community College Forensics Association State Championship Tournament
TRANSPORTATION: 2 School Vans or PCC Bus
ADVISORS: Allan Axibal-Cordero, Jay Arntson, Brianna Broady, Alicia Batice, Stephanie Mu
CHARGES: Vans, \$428; Hotel, \$7,370; Meals, \$7,560; Registration Fees, \$3,000;
ACCOUNT NO: SAF/Forensics and 10000-155200-525000-1000
NOT TO EXCEED: \$18,358

Subject **3. Approve Instructional Trip to the Phi Rho Pi National Speech and Debate Tournament**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category E. CONSENT ITEMS - INSTRUCTION (I)

Type Action (Consent)

Background: The Phi Rho Pi National Organization invites all qualifying community college students participating in speech and debate to compete at the State Championship Tournament. PCC students will exhibit the oratorical skills that they have been honing at regional tournaments throughout the competitive season, including debate, platform speaking, interpretation of literature and limited preparation speeches.

Fiscal Implications: Funds for the purpose are budgeted in the 2018-19 Student Activity Fee/Forensics and 100000-155200-525000-100

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve student travel for the following event listed below. EMP A1, A2

GROUP: SPCH 005 - Forensics
NUMBER: 20 (15 students, 3 faculty and 2 staff)
LOCATION: Nugget Casino Resort, 1100 Nugget Ave., Reno, NV 89431
DATES: April 6-14, 2019
TIMES: various
EVENT: California Community College Forensics Association State Championship Tournament
TRANSPORTATION: School Van
ADVISORS: Allan Axibal-Cordero, Jay Arntson, Brianna Broady, Alicia Batice, Stephanie Mu
CHARGES: Van, \$2,700; Parking, \$360, Hotel, \$9,787; Meals, \$7,560; Registration Fees, \$2,000;
ACCOUNT NO: SAF/Forensics and 10000-155200-525000-1000
NOT TO EXCEED: \$22,050

Subject **4. Approve Instructional Trip to Las Vegas for Association for Collegiate Educators in Radiologic Technology**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category E. CONSENT ITEMS - INSTRUCTION (I)

Type Action (Consent)

Background: ACERT is a non-profit professional organization that supports Radiologic technology both in the instructor and student capacity. The three day conference is an annual event which includes new techniques, new equipment, and new teaching technologies. Faculty receive a reduced registration as part of an instructional membership to encourage rad tech students to go further in their studies. Further reductions are made for the student's attendance.

Fiscal Implications: Funds for this purpose are budgeted in account CTEA Rad Tech 215107-510700-521000-1200

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve student travel for the following event listed below. EMP A1,A2

GROUP: Association of Collegiate Educators in Radiologic Technology (ACERT)
NUMBER: 14, (12 students, 2 faculty)
LOCATION: The Orleans, 4500 W Tropicana Ave, Las Vegas, NV 89103
DATES: February 5-8, 2019
TIMES: Various
EVENT: Association of Collegiate Educators in Radiologic Technology (ACERT) 44th Annual Conference
TRANSPORTATION: Providing Own Transportation
ADVISORS: PCC Faculty, Barbara Kissel
CHARGES: Registration Fee, \$150 per student, \$425 per faculty Total \$2,650;
ACCOUNT NO: CTEA Rad Tech 215107-510700-521000-1200
NOT TO EXCEED: \$2,650

Subject **5. Approve Instructional Trip for American College Dance Association Baja Regional Conference**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category E. CONSENT ITEMS - INSTRUCTION (I)

Type Action (Consent)

Background: The ACDA Baja Regional Conference supports and affirms dance in higher education. It fosters creative potential and promotes excellence in choreography and performance for students and faculty. Conference activities including classes, presentations, adjudication of student choreography and dance performances, concerts, feedback sessions, and opportunities for faculty and student exchange. Each day, students will attend up to four dance classes, perform in adjudicated dance competitions, and attend evening performances of other collegiate ensembles and professional dance companies.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-19 Student Activity Fee/Dance

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles Count, California, approve student travel for the following event listed below. EMP A1, A2

GROUP: DANC 022A/B (Dance Production classes)
NUMBER: 18 (15 students, 3 faculty)
LOCATION: University of California Irvine, Irvine, CA 92697
DATES: March 27-30, 2019
TIMES: various
EVENT: ACDA - American College Dance Association Baja Regional Conference, 2019
TRANSPORTATION: School Vans
ADVISORS: PCC Faculty, Cheryl Banks-Smith, Roberta Shaw, Sarah Leddy
CHARGES: Vans \$400, Hotel \$1,957, Registration Fees \$2,790, Miscellaneous Instructional Expenses \$450, Parking, \$160
ACCOUNT NO: Student Activity Fee/Dance Funds, Dance T&A Account
NOT TO EXCEED: \$6,017

Subject **6. Approve Instructional Trip for the Vocal Jazz Ensemble to the Reno Jazz Festival**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category E. CONSENT ITEMS - INSTRUCTION (I)

Type Action (Consent)

Background: The Reno Jazz Festival is the most widely attended and prestigious competitive jazz festival in the western United States. PCC students will be given the opportunity to perform in front of and hear the performances of the best college jazz bands and vocal jazz ensembles in America. The festival offers students three days of clinics, masterclasses and performances by leading professionals and some of the biggest names in jazz today.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-19 Student Activity Fee/Music and the Jazz T&A Account.

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve student travel for the event listed below. EMP A1, A2

GROUP: Musc 056 (Vocal Jazz Ensemble)
NUMBER: 21 (20 students, =1 staff)
LOCATION: University of Nevada, Reno, 1664 N Virginia St, Reno, NV 89557
DATES: April 25-28, 2019
TIMES: Various
EVENT: Reno Jazz Festival
TRANSPORTATION: School Vans
ADVISORS: Andreas Preponis
CHARGES: Vans, \$1,200; Hotel, \$2,862; Registration, \$723
ACCOUNT NO: Student Activity Fee-Music and or Jazz T&A Account
NOT TO EXCEED: \$4,785

F. CONSENT ITEMS - BUSINESS (B)

Subject **1. APPROVAL OF 'B' CONSENT ITEMS**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action

Subject **2. Approve Piggybackable Contracts**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action

Background: Pursuant to Public Contract Code Sections 20118 and 20652, authorization of the Board of Trustees is required to piggyback on the listed contracts. The Contracts will allow the District to purchase equipment, maintenance and services for Fiscal Year 2018-2019 without conducting a formal bid, thereby taking advantage of the same terms and conditions of the contract and its competitive pricing structure.

Fiscal Implications: No fiscal obligation is created by the authorization to utilize the piggybackable agreements.

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve for Fiscal Year 2018-2019, the purchase of supplies, material and equipment using the following piggybackable contracts. California Public Contract Code Sections 20118, 20652 allow bid and/or contracts that are of the same nature to be used by other school districts when utilizes piggybackable agreement.

Los Angeles Office of Education (LAOCE)

Staples Advantage., school supplies. LACOE Contract No. 17/18-1607. expires April 12, 2019

California Multiple Award Schedule (CMAS)

Computer Comforts Inc., for office furniture. CMAS Contract No. 4-13-71-0110B. expires April 30, 2022

General Services Administration (GSA)

LPKF and Electronics North America., for non technology equipment, software and services. GSA Contract No. GS-35F-0359T, expires March 19, 2021

Folsom Lake Ford., for "Ford" police vehicle. GSA Contract No. 1-18-23-14A. expires June 6, 2020

Foundation for California Community Colleges (FCCC)

Bentley Mills., for flooring and materials. FCCC Contract No. CB-233-17, expires January 31, 2020

B&H Photo., for photo, audio-visual, computer, and IT peripherals equipment and supplies. FCCC Contract No. CB-241-18, expires June 6, 2019

CDW-G., for IT equipment and peripherals. FCCC Contract No. CB-185-17, expires June 1, 2020

Shi., for software and hardware, FCCC Contract No. CB-194-16 expires December 31, 2019

Teknion., for office furniture. FCCC Contract No. CB-255.18 through authorized distributor Blues Space Interiors., expires May 7, 2021

Western States Contracting Alliance-National Association of State Procurement Officials (WSCA-NASPO)

Dell EMC Corporation., for IT equipment, storage and peripherals services. WSCA-NASPO Master Agreement Contract No. MNWNC-109, expires March 31, 2020

Sourcewell

CDW-G., for technology security and communications solutions. Contract No. 100614-CDW, expires November 18, 2019

National IPA

Teknion., for office furniture. Contract No. R142214 through authorized distributor Blue Space Interiors., expire April 30, 2019

Subject **3. Authorize Award: Contract No. B190263 to Viatron Systems, Inc., for RFP No. 18021 "Scanning, Archiving, and Indexing Records Services"**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: At its Board meeting of August 15, 2018, Consent Item F.14, the Board of Trustees, governing board of the Pasadena Area Community College District authorized the solicitation of proposals for "Scanning, Archiving, and Indexing Records Services."

RFP No. 18021 for "Scanning, Archiving, and Indexing Records Services" was issued to address the large amount of stored files and records for several of the District's departments, including Human Resources, Purchasing, Fiscal Services, and Payroll. Scanning, Archiving, and Indexing Records Services is a recommended solution to convert the bulk of the District's hard copy documents to an electronic format. This will allow the District's departments the use of a secure storage, ease of access to files and records, and will scale down the overflow of files and storage needs.

Five (5) firms were solicited, the ad was posted in the newspaper and on the District's website. The three (3) firms listed below submitted proposals, and the Source Selection Committee evaluated each proposal and concluded that Viatron Systems, Inc. proposed the best overall value to the District.

Viatron Systems, Inc.
Imagenet, LLC
Exela Technologies Inc.

Fiscal Implications: The estimated cost of solicited project is one hundred thousand dollars (\$100,000.00). Funds for this purpose are provided in the 2018-2019 District Approved Budget in the following cost center:
100000-3000000-582000-6600

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize the award of Contract No. B190263 to Viatron Systems, Inc., as the responsive, responsible proposer providing the best overall value and meeting all requirements of RFP No. 18021, "Scanning, Archiving, and Indexing Records Services," for the amount of one hundred thousand dollars (\$100,000.00).

Subject 4. Increase Mileage Reimbursement Rate

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: The Internal Revenue Service increased the standard mileage reimbursement rate to 58 cents per mile effective 01-01-2019. Mileage reimbursements to employees for business use of personal automobiles, which are made at a rate no greater than the standard IRS rate, are not reported on employee W-2 statements.

Fiscal Implications: Funds are provided in the 2018-2019 Budget.

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, authorize an increase in mileage reimbursement to employees from 54.5 cents per mile to 58 cents per mile, effective January 1, 2019. EMP: L

Subject 5. Approve Budget Augmentation - Build Poder

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: Recently, we learned that we were granted an increase in funding for an ongoing Federal grant, sub-granted from California State University, Northridge. As a result, the District is updating its budget both on the revenue and expense sides.

Fiscal Implications:

Build Poder Augmentation 2018-2019: EMP: A1 & D2.3
Building Infrastructure Leading to Diversity
Promoting Opportunities for Diversity in Education and Research

2018-2019 Adopted District Budget:	Increase	2018-2019
\$ 69,405	\$ 10,188	\$ 79,593
=====	=====	=====

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Budget Augmentation to the 2018-2019 Adopted District Budget for the grant listed below.

File Attachments
[01-16-19 Build Poder.pdf \(10 KB\)](#)

Subject **6. Approve Budget Augmentation - Strong Workforce Program**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: Recently, we learned that the Strong Workforce Grant funding from the State has been increased. As a result, the District is updating its budget both on the revenue and expense sides.

Fiscal Implications:

Strong Workforce Program – State 2018-2019: EMP: A2.2

2018-2019 Adopted District Budget:	Increase	2018-2019
\$2,127,049	\$1,781,995	\$3,909,044
=====	=====	=====

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Budget Augmentation to the 2018-2019 Adopted District Budget for the item listed below.

File Attachments
[01-16-19 5128 SWP-Local Budget Aug Narrative 18-20.pdf \(12 KB\)](#)

Subject **7. Approve Budget Augmentation - Child Development**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: Recently, we learned that certain grant funding from State and Federal agencies were increased. As a result, the District is updating its budget both on the revenue and expense sides. These increases are based on the most recent information available from the Chancellor's Office and the Department of Education.

Fiscal Implications:

CHILD DEVELOPMENT GENERAL CARE DEVELOPMENT PROGRAM Augmentation 2018-2019: EMP: E1.1

2018-2019 Adopted District Budget:	Increase	2018-2019
\$ 237,788	\$ 61,434	\$ 299,222
=====	=====	=====

CHILD DEVELOPMENT PRESCHOOL PROGRAM Augmentation 2018-2019: EMP: E1.1

2018-2019 Adopted District Budget:	Increase	2018-2019
\$ 216,714	\$ 10,866	\$ 227,580
=====	=====	=====

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Budget Augmentation to the 2018-2019 Adopted District Budget for the items listed above.

File Attachments
01-16-19 General Care.pdf (13 KB)
01-16-19 Preschool Program.pdf (10 KB)

Subject 8. Reporting and Approval of Self-Insurance Fund Reimbursement, Worker’s Compensation

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: Effective April 1, 1988, Keenan and Associates handles Claims Administration for our Self-Insurance Fund Worker’s Compensation Program per action by the Board of Trustees on March 17, 1988. The fund is administered by the District.

Fiscal Implications:

DATE	WARRANT	AMOUNT
12/05/2018	24963975	\$ 25,764.56
12/10/2018	24973739	\$ <u>32,952.32</u>
		\$ 58,716.88
		=====
	Medical	\$ 25,833.90
	Mileage	\$ 61.52
	Legal	\$ 4,468.60
	Benefits	\$ <u>28,352.86</u>
		\$ 58,716.88
		=====

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 Worker’s Compensation Self-Insurance Fund bank account in the amount of \$58,716.88. EMP: L

Subject 9. Reporting and Approval of Revolving Fund Reimbursement

Meeting Jan 16, 2019 - Regular Business Meeting No. 10
 Category F. CONSENT ITEMS - BUSINESS (B)
 Type Action (Consent)

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 Executive Director of Fiscal Services.

Fiscal Implications: Funds for this purpose are expended in the 2018-2019 Adopted District Budget in the Revolving Cash Fund.

DATE	WARRANT		AMOUNT
11/07/2018	24916405	\$	678.15
11/16/2018	24935580	\$	145.06
11/16/2018	24935579	\$	912.24
11/19/2018	24938353	\$	104.46
11/26/2018	24944076	\$	375.66
11/28/2018	24949557	\$	370.14
11/30/2018	24956042	\$	111.10
12/05/2018	24963960	\$	16.43
12/10/2018	24973701	\$	26.72
12/11/2018	24977010	\$	558.77
12/17/2018	24989205	\$	801.22
12/20/2018	24997948	\$	897.16
		\$	
Total			4,997.11

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, accept the reporting and approval of Revolving Fund Reimbursement for the Pasadena Area Community College District Revolving Cash Fund in the amount of \$4,997.11. EMP: L

File Attachments
[Revolving Fund Details.pdf \(83 KB\)](#)

Subject 10. Approve/Ratify Purchasing Transactions

Meeting Jan 16, 2019 - Regular Business Meeting No. 10
 Category F. CONSENT ITEMS - BUSINESS (B)
 Type Action (Consent)

Background: Purchase orders have been issued in accordance with legal requirements and attached hereto.

Fiscal Implications: Funds for this purpose are budgeted in the District's 2018-2019 Adopted Budget in the funds indicated and charged to the requesters' cost center.

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College of Los Angeles County, California, approve/ratify purchase orders P1901194 through P1901354. EMP: L

File Attachments

[Jan16-B Purch Xactions List.pdf \(79 KB\)](#)[Jan16-B Change Order List.pdf \(11 KB\)](#)**Subject** **11. Approve/Ratify Information Technology Purchasing Transactions**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: Orders have been issued in accordance with legal requirements and attached hereto. The purchase orders listed on the attached report consist of orders for Information Technology Services (ITS). ITS supports and maintains the components of a campus wide network communications backbone, and networked computers in classrooms, labs and offices throughout the campus. These purchases will ensure that the campus has the information technology tools and infrastructure necessary to carry out the academic mission of the college.

Fiscal Implications: Funds for this purpose are provided in the 2018-2019 Adopted District Budget, in the funds indicated and charged to the requestors' cost center.

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 Information Technology purchase orders P1901194 through P1901354.

File Attachments

[Jan16-B IT Purch Xactions List.pdf \(22 KB\)](#)**Subject** **12. Approve Professional Conference Attendance**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: District Policy BP-7400 reserves to the Board of Trustees approval of any professional conference attendance outside of the United States or with anticipated cost in excess of \$2,500.00. In accordance with District Procedure BP-7400, the below requested trips have been recommended by the College President.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-2019 Adopted District Budget, in the account numbers shown.

APPROVE:

ATTENDEE: Cynthia Olivo

LOCATION: 2019 Community College Futures Assembly, San Antonio, Texas

DATES: February 2-5, 2019*

PURPOSE: Learn from elite group of colleges on addressing critical issues facing community colleges through applicable research and promotion and replication of best practices

CHARGES: \$2,719.00

ACCOUNT NO: 215271-527100-521000-6490

RECOMMENDED BY: Rajen Vurdien

EMP: A1, A2, A3

* February 1 - additional travel day

ATTENDEE: Dootsdeemalachanok Thongthiraj

LOCATION: The Chair Academy, Phoenix, Arizona

DATES: February 4-8, 2019

PURPOSE: Leadership development for myself and to share strategies with colleagues who are interested in building leadership skills

CHARGES: \$2,800.00

ACCOUNT NO: 100000-116000-521000-6750

RECOMMENDED BY: Rajen Vurdien

EMP: B1

* February 3 - additional travel day

ATTENDEE: Mariella Baldo

LOCATION: Commission on Adult Basic Education (COABE), New Orleans, Louisiana

DATES: March 31 - April 3, 2019*

PURPOSE: The conference directly relates to adult education in the areas of Career Technical Education and Basic Skills that will help improve the programs. Collaborate with academic counterparts from other states.

CHARGES: \$2,825.00

ACCOUNT NO: 225281-528100-521000-4900

RECOMMENDED BY: Robert Bell

EMP: B1

* March 30 and April 4 - additional travel days

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 professional conference attendance outside the United States and/or with anticipated cost in excess of \$2,500.00.

Subject 13. Approve Budget Augmentation - Instructional Equipment

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: Recently, we learned that the above item from the State was increased. As a result, the District is updating its budget both on the revenue and expense sides. These increases are based on the most recent information available from the Chancellor’s Office.

Fiscal Implications:

Instructional Equipment Augmentation 2018-2019: EMP: L3		
2018-2019 Adopted District Budget:	Increase	2018-2019
\$ 835,069	\$ 245,186	\$ 1,080,255
=====	=====	=====

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Budget Augmentation to the 2018-2019 Adopted District Budget for the items listed below.

<p>File Attachments</p> <p>01-16-2019 Instructional Equipment.pdf (10 KB)</p>

Subject **14. Approve/Ratify Contracts**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: The contracts have been requested by the area organizational managers and reviewed for compliance with legal requirements and with District policies.

Fiscal Implications: Funds for this purpose are budgeted in the Fiscal Years 2018-2019 Adopted District Budget in the account numbers shown.

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 contracts and amendments listed on the attached.

File Attachments Jan 16-B Contract Log.pdf (42 KB)

G. CONSENT ITEMS - PERSONNEL (P)

Subject **1. APPROVAL OF 'P' CONSENT ITEMS**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category G. CONSENT ITEMS - PERSONNEL (P)

Type Action

There is no advisory vote on P Consent Items.

Subject **2. Employment, Changes of Status and Separations**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category G. CONSENT ITEMS - PERSONNEL (P)

Type Action (Consent)

Background: Routine personnel transactions.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-2019 Adopted District Budget.

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the following employment, changes of status and separations pertaining to the following academic, classified, and part-time temporary employees. All changes are in accordance with Pasadena City College applicable policies and procedures and California Government Codes. EMP: A2, E2, E4

Academic Personnel

Employment

Endrijonas, Erika
 Superintendent-President Contract 01/22/19
 President's Office
 Replacing: Ramalingum (Rajen) Vurdien

Changes

Futtner, Joseph
 From: Dean, Visual Arts & Media Studies M1 100% - 12 mo.
 To: Instructor C-26 100% - 10 mo. 07/01/19
 Visual Arts & Media Studies

Separations

Van Corva, Claudia
 Professor Retirement 02/16/19
 Natural Sciences 28.5 years of service

Wu, Rouyi Retirement 06/18/19
 Professor 17 years of service
 English

Adjunct Faculty

These adjunct faculty are being hired for the 2018-2019 academic. The length of time of the employment/ratify and the assignment shall be determined by the needs of the College.

See attachment below for Adjunct faculty.

Classified Personnel**Employment**

Bentley, Claudette
 Web Developer 61C 100% - 12 mo. 01/18/19
 Strategic Communications
 and Marketing
 Replacing: Dave Smith

Regalado, Silvestre
 Senior Clerk 39C 100% - 12 mo. 01/18/19
 Counseling
 Replacing: Rosa Villegas

Wong, Annie
 Administrative Assistant I 43C 100% - 12 mo. 01/18/19
 Small Business Development Center
 Grant Funded Position

Changes

Kiaman, Diana
 From: Admissions and Records 36F 75% - 12 mo.
 Clerk II
 To: Evaluator Specialist 50B 100% - 12 mo. 01/17/19
 Admissions and Records
 New position

Klein, Stephanie
 Intermediate Clerk II 36B 100% - 12 mo. 12/4/18 - 06/30/19
 Human Resources
 5% working out of classification

Maccanico, Iris
 Administrative Assistant II 45F 100% - 12 mo. 10/24/18 - 06/30/19
 Human Resources
 5% working out of classification

Valencia, Linda
 From: Key Control Clerk 36F 100% - 12 mo.
 To: Acting, Facilities Space 50A 100% - 12 mo. 01/17/19-06/30/19
 Modification Coordinator
 Facilities Services

Separations

Storti, Richard
 Assistant Superintendent, Vice President Resignation 01/11/19
 Business & College Services

Vurdien, Ramalingum (Rajen)
 Superintendent-President Retirement 02/04/19
 President's Office

Hourly Unclassified Employees

See attachment below for College Assistants, Instructional Aides and Volunteers.

See attachment below for Student Workers.

File Attachments
[Adjunct credit list board report-January 2019.pdf \(73 KB\)](#)
[Professional Expert Jan 16.pdf \(80 KB\)](#)

Subject 3. Approve/Ratify Additional Compensation for Academic Personnel

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category G. CONSENT ITEMS - PERSONNEL (P)

Type Action (Consent)

Background: The assignment shall be determined by College need.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-2019 Adopted District Budget.

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 fiscal year 2018-19, 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.

See attachment below for additional compensation for academic personnel.

File Attachments
[Stipend Board Report January 2019.pdf \(43 KB\)](#)

Subject **4. Authorization to Reimburse Applicants**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category G. CONSENT ITEMS - PERSONNEL (P)

Type Action (Consent)

Background: Travel reimbursement for first, second and final interviews for faculty and management positions.**Fiscal Implications:** Reimbursement is restricted to travel, lodging, car rental, gas, parking, and meal expenses. Funds for this purpose are budgeted in the following cost center: 100000-430000-521000-0000 (Staff Diversity).**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 to the applicants listed on the attached for costs associated with interviewing at Pasadena City College for the purpose of obtaining a full-time position. Costs related to reimbursement shall not exceed the amount shown. EMP: A3.1

File Attachments January 16, 2019 Reimbursement.pdf (25 KB)
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H. ACTION ITEMS RECOMMENDED FOR APPROVAL

Subject **1. APPROVE THE SUPERINTENDENT-PRESIDENT SALARY SCHEDULE EFFECTIVE JANUARY 1, 2019**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category H. ACTION ITEMS RECOMMENDED FOR APPROVAL

Type Action

Background: Routine personnel transaction.**Fiscal Implications:** Funds for this purpose are budgeted in the 2018-2019 fiscal year District budget.**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 Superintendent-President salary schedule effective January 1, 2019.

File Attachments President Salary 1-1-19.pdf (141 KB)
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Subject **2. SUPERINTENDENT-PRESIDENT'S CONTRACT**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category H. ACTION ITEMS RECOMMENDED FOR APPROVAL

Type Action

Background: Routine personnel transaction.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-2019 adopted District budget.

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 Superintendent/President contract. This is in accordance with Pasadena City College applicable policies and procedures and California Government Codes.

File Attachments
[Endrijonas, Erika contract 1-22-19 to 6-30-22.pdf \(652 KB\)](#)

Subject **3. ADOPT RESOLUTION No. 580 - AUTHORIZATION FOR TEMPORARY INTERFUND CASH BORROWING**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category H. ACTION ITEMS RECOMMENDED FOR APPROVAL

Type Action

Background: The District may temporarily find that it does not have enough cash to meet its fiscal obligations in the general or other operating funds. The Board's authorization would ensure that business operations would be performed according to schedule.

Fiscal Implications: The District will lose interest as the cash is depleted.

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. 580 to authorize the Assistant Superintendent/Vice President, Business and Administrative Services to transfer an aggregate cash balance among all unrestricted District funds if the need arises in Fiscal Year 2018-2019.

File Attachments
[Resolution NO. 580.pdf \(36 KB\)](#)

Subject **4. RECEIPT OF FISCAL YEAR 2017-2018 PASADENA CITY COLLEGE FOUNDATION AUDIT**

Meeting Jan 16, 2019 - Regular Business Meeting No. 10

Category H. ACTION ITEMS RECOMMENDED FOR APPROVAL

Type Action

Background: The Fiscal Year 2017-2018 Pasadena City College Foundation Audit has been prepared by the firm of Vavrinek, Trine, Day & Co., LLP. The audit has been reviewed by staff and there were no audit findings or recommendations. Copies of the audit were sent to the Office of the Chancellor, California Community Colleges, as required, prior to December 31, 2018.

Fiscal Implications: None.

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, receive the 2017-2018 Foundation Audit.

File Attachments

Pasadena City College Foundation Final Audit Report.pdf (283 KB)

Pasadena City College Foundation Final Communication Letter.pdf (175 KB)

Subject	5. NOMINATIONS FOR CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD
Meeting	Jan 16, 2019 - Regular Business Meeting No. 10
Category	H. ACTION ITEMS RECOMMENDED FOR APPROVAL
Type	Action

File Attachments

CCCT Board Election 2019.pdf (1,413 KB)

I. INFORMATION ITEMS

Subject	1. SUPERINTENDENT-PRESIDENT'S REPORT
Meeting	Jan 16, 2019 - Regular Business Meeting No. 10
Category	I. INFORMATION ITEMS
Type	Information
State of the College based on progress towards Board goals for the President 2016-2019.	

File Attachments

Board Goals_Final_Update_January 2019.pdf (327 KB)

J. ANNOUNCEMENTS

Subject	1. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES
Meeting	Jan 16, 2019 - Regular Business Meeting No. 10
Category	J. ANNOUNCEMENTS
Type	Information

Subject	2. PROPOSED FUTURE BOARD BUSINESS MEETING DATES
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Meeting Jan 16, 2019 - Regular Business Meeting No. 10
Category J. ANNOUNCEMENTS
Type Information

File Attachments
CALENDAR BOT July 2018-June 2019.pdf (297 KB)

Subject 3. PROPOSED FUTURE AGENDA ITEMS

Meeting Jan 16, 2019 - Regular Business Meeting No. 10
Category J. ANNOUNCEMENTS
Type Information

File Attachments
Future Agenda Items - PACCD.pdf (308 KB)

K. ADJOURNMENT

Subject 1. ADJOURN MEETING

Meeting Jan 16, 2019 - Regular Business Meeting No. 10
Category K. ADJOURNMENT
Type Procedural