



**Wednesday, February 20, 2019
Regular Business Meeting No. 11**

**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: Public Employee Appointment [Dean, Performing and Communication Arts]
Meeting	Feb 20, 2019 - Regular Business Meeting No. 11
Category	B. CLOSED SESSION
Type	Closed Session

Subject	2. Government Code § 54956.9(a): Conference with Legal Counsel regarding Existing Workers' Compensation Litigation, Name of case: Manuel Rendon v. Pasadena Area Community College District, et al. Case No. ADJ8567925, ADJ8567935
Meeting	Feb 20, 2019 - Regular Business Meeting No. 11
Category	B. CLOSED SESSION
Type	Closed Session

Background:

Fiscal Implications:

Recommendation:

Subject	3. Government Code § 54957: Evaluation of Employee (Superintendent-President)
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Meeting Feb 20, 2019 - Regular Business Meeting No. 11
Category B. CLOSED SESSION
Type Closed Session

C. OPEN SESSION (7:00 pm)

Subject 1. ROLL CALL

Meeting Feb 20, 2019 - Regular Business Meeting No. 11
Category C. OPEN SESSION (7:00 pm)
Type Procedural

Subject 2. PLEDGE OF ALLEGIANCE

Meeting Feb 20, 2019 - Regular Business Meeting No. 11
Category C. OPEN SESSION (7:00 pm)
Type Procedural

Subject 3. APPROVAL/REORDERING OF AGENDA ITEMS

Meeting Feb 20, 2019 - Regular Business Meeting No. 11
Category C. OPEN SESSION (7:00 pm)
Type Action

Subject 4. INTRODUCTIONS AND RECOGNITIONS

Meeting Feb 20, 2019 - Regular Business Meeting No. 11
Category C. OPEN SESSION (7:00 pm)
Type Procedural

Subject **5. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

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. 8, January 16, 2019**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category C. OPEN SESSION (7:00 pm)

Type Action, Minutes

Subject **7. CERTIFICATION OF SIGNATURES**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category C. OPEN SESSION (7:00 pm)

Type Action

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

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, authorize the following individuals or positions to sign documents on behalf of the District:

1. Board President, Board Vice President, and Board Clerk to sign contracts, warrants, and documents without limitation.
2. Erika Endrijonas, Superintendent-President to sign contracts, warrants/checks, and documents without limitation.
3. Erika Endrijonas, Superintendent-President to sign orders for salary payments and notices of employment.
4. Chedva Weingart, Executive Director, Fiscal Services, Marina Minasian, Controller, and Brigitte Norsworthy, Supervisor, Grants Accounting, to sign warrants.
5. Chedva Weingart, Executive Director, Fiscal Services, and George Chidiac, Director, Purchasing and Contracts Administration, to sign up to, but not to exceed, the amounts specified in Public Contract Code Section 20651 for contracts and purchase orders.

6. In the extended absence of Erika Endrijonas, Superintendent-President, the Superintendent-President has delegated authority to Assistant Superintendent, Vice President of Instruction Terry Giugni to sign contracts.

D. CONSENT ITEMS - STUDENTS (S)

Subject 1. APPROVAL OF 'S' CONSENT ITEMS

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category D. CONSENT ITEMS - STUDENTS (S)

Type Action

Subject 2. Amend Consent Item D.8. October 17, 2018 "Approve Leadership Retreat for High School Senior Participants of Pasadena Unified School District and El Monte Unified School District TRIO Program"

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category D. CONSENT ITEMS - STUDENTS (S)

Type Action (Consent)

Background: The PCC TRIO Upward Bound Math-Science (UBMS) 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 a two-day/one night leadership experience including team building exercises and a skill building retreat designed as a culminating experience for high school senior participants.

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

Grant 1 - 215301-525000-6490 (50%) and Grant 2 - 215334-533400-2500-6490 (50%)

Recommendation: It is recommended that the Board of Trustees, Governing Board of the Pasadena Area Community College District of Los Angeles County, California, amend Consent Item D.8, approved by the Board of Trustees on October 17, 2018, for the following travel: EMP: D.1

GROUP: PCC Upward Bound Math-Science Program

NUMBER: ~~30~~ **40** (~~26~~ **36** students and 4 staff)

LOCATION: Pali Mountain Retreat, Running Springs, CA

DATE(S): February 2 - February 3, 2019

TIME(S): Various

EVENT: Upward Bound Math-Science Senior Leadership Retreat

TRANSPORTATION: District arranged vehicles

CHARGES: Lodging/Meals ~~\$2,820~~ **\$4,080**; Charter Bus \$2,000; Activity ~~\$1,500~~ **\$2,200**

STAFF / ADVISORS: ~~Dr. Ofelia R. Arellano~~ **Oronne C. Nwaneri**, Jordan Hernandez, Nathaniel Carbajal **Jahi Vaughns**

NOT TO EXCEED: ~~\$6,500~~ **\$8,280**

Subject 3. Approval of Student Travel-Chemistry Club

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category D. CONSENT ITEMS - STUDENTS (S)

Type Action (Consent)

Background: American Chemical Society (ACS) hold annual meetings that are well-known to the scientific community. This meeting offers professionals in industry and academia an opportunity speak and present their

research or other current scientific pursuits in chemistry. The meeting presents a great opportunity to students where members in the student chapters can present a poster and discuss their achievements done throughout the academic year. The American Chemical Society National meeting also provides undergraduate workshops where students can gain insights to possible educational and career paths.

Fiscal Implications: Funds for this activity are provided by the 2018-2019 Student Activity Fee and participants. Cost categories and amounts include: lodging, transportation, and meals.

GROUP: Chemistry Club
NUMBER: 3 (2 Students and 1 Advisor)
DATES: March 29, 2019-April 2, 2019
TIMES: Various
DESTINATION: Orange County Convention Center
 9800 International Drive, Orlando, FL 32819
EVENT: Annual American Chemical Society National Meeting
TRANSPORTATION: Air and shuttles
ADVISOR(S): Veronica Jaramillo
NOT TO EXCEED: \$3750.00

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,A3, E1 and J1.

E. CONSENT ITEMS - INSTRUCTION (I)

Subject 1. APPROVAL OF 'I' CONSENT ITEMS

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category E. CONSENT ITEMS - INSTRUCTION (I)

Type Action

Subject 2. Approve Instructional Trip for BUILD PODER Grant Experimental Biology Conference

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category E. CONSENT ITEMS - INSTRUCTION (I)

Type Action (Consent)

Background: The Experimental Biology Conference is held in Orlando, Florida in April 2019. This is a conference that supports research in the life sciences and biomedical research. PCC Natural Science students with support from PCC faculty members will be traveling to the conference to present their research in Possible behavior modulation in Drosophila and Bio conjugates of Protein "A" to Gold Nanoparticles. All work has been supported through the BUILD PODER Grant in the Natural Sciences Division. This instructional trip is requested by the Dean of the Natural Sciences Division.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-2019 proposed BUILD PODER Grant Budget in the account number shown 03-215355-535500-525000-0400 in the Natural Sciences Division.

GROUP: BUILD PODER Grant Faculty and Students
NUMBER: 11 (8 STUDENTS, 2 FACULTY, 1 STAFF)
LOCATION: Hyatt Regency Orlando
 9801 International Drive
 Orlando, FL 32819
DATES: April 5-9, 2019
TIMES: 7:30 am-7:30 pm
EVENT: Experimental Biology Conference

TRANSPORTATION: Airlines
 ADVISOR(S): PCC Faculty-Jared Ashcroft, Jorge Iniguez, Brandon Rodriguez
 CHARGES: Registration:\$2100.00, Food:\$2255.00, Lodging:\$7000.00, Travel:\$4400.00, Rental
 Cars:\$800.00
 ACCOUNT#: 03-215355-535500-525000-0400 (BUILD PODER GRANT)
 NOT TO EXCEED: \$16,555.00

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve student/faculty travel for the event listed above. EMP: A1, B1, C1, D4, J2.

Subject **3. Approve instructional trip for Marching Percussion Ensemble Competition in Las Vegas, NV**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category E. CONSENT ITEMS - INSTRUCTION (I)

Type Action (Consent)

Background: Winter Guard International (WGI) is a non-profit youth organization that produces competitions for indoor percussion ensembles. Indoor percussion marries elements of music performance, marching, and theater. Through competition, PCC students will be encouraged to achieve high artistic standards in percussion ensemble performance. They will perform in several rounds of the competition as well as observe outstanding performances from other colleges and high schools. As a collegiate ensemble in an event that draws both college and high school ensembles from southern California, these performances also serve in recruitment for the PCC Music Department and help maintain PCC's reputation as a leader in music education.

Fiscal Implications: Funds for this purpose are budgeted in account 100000-525000-155500-0000 and/or 2018-19 Student Activity Fee/Music.

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: MUSC 053/067 (Marching Percussion Ensemble)

NUMBER: 40 (36 students, 4 staff)

LOCATION: Desert Pines High School 3800 E. Harris Ave, Las Vegas, NV 89110

DATES: March 1, 2019-March 3, 2019

TIMES: Various

EVENT: Winterguard International, Las Vegas Regional Percussion Competition

TRANSPORTION: School Bus or School Vans; PCC Box Truck

ADVISORS: PCC Faculty Charles Tad Carpenter; College Assistants Luis Garcia, Jorge Melendez, Aaron Bond.

CHARGES: Vans (3) \$1,350; Bus, \$900; Lodging, \$3500;

ACCOUNT NUMBER: 01 5250 1555 000 and Student Services Fund/MUSIC

NOT TO EXCEED: \$5700.00

Subject **4. Approve Instructional Trip to the ACS National Conference for Chemistry Students and Faculty**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category E. CONSENT ITEMS - INSTRUCTION (I)

Type Action (Consent)

Background: The ACS National Conference is held in Orlando, Florida in March 2019. This is a conference that supports research and education in Chemistry. PCC Natural Sciences students with support from PCC faculty member Dr. Veronica Jaramillo has their research "Investigative comparison between drinking water quality and socioeconomic status in Los Angeles County" and "Correlating dissolved oxygen concentration with dissolved organic matter", accepted to present during the undergraduate poster sections. All work has been supported through the

BUILD PODER Grant and the eCURE Grant in the Natural Sciences Division. This instructional trip is requested by the Dean of the Natural Sciences Division.

Fiscal Implications: Funds for this purpose are budgeted in the 2018-2019 proposed BUILD PODER Grant Budget and the eCURE NSF ATE Grant Budget in the account numbers: 03-215355-535500-525000-0400 and 03-215361-536100-525000-6020.

GROUP: Natural Sciences Chemistry Club Students and Faculty
 NUMBER: 5 (3 Students and 2 Faculty)
 LOCATION: HILTON ORLANDO
 6001 Destination Parkway
 Orlando, FL 32819
 DATES: MARCH 29-APRIL 2, 2019
 TIMES: VARIOUS
 EVENT: ACS National Conference
 TRANSPORTATION: Airlines
 ADVISOR(S): PCC Faculty Veronica Jaramillo, and Benson Ngo
 CHARGES: \$12,367.00 (Registration-\$(1375.00), Food-\$992.00, Lodging-\$6400.00, Travel-\$3000.00, Taxi/Parking-\$600.00)
 ACCOUNT: eCURE GRANT-03-215361-536100-525000-6020, AND BUILD PODER GRANT-03-215355-535500-525000-0400
 NOT TO EXCEED: \$12,367.00

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve student/faculty travel for the event listed above. EMP: A1, B1, C1, D4, J2.

F. CONSENT ITEMS - BUSINESS (B)

Subject 1. APPROVAL OF 'B' CONSENT ITEMS

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action

Subject 2. Amend Consent Item F.2., approved July 18, 2018 - Approval of Organizations for Membership, 2018-2019 Fiscal Year

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: This request is to amend the 2018-2019 Organizational Membership list by adding the membership below.

<u>Name of Organization</u>	<u>Amount</u>	<u>Office</u>
EDUCAUSE Services	\$1515.83	Information Technology

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

100000-470000-531000-6780

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, amend Consent Item F-2, approved on July 18, 2018 to include the above addition to the 2018-2019 Organizational Membership list. *EMP: L*

Subject **3. Spring 2019 Budget Retreat**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: The Budget Retreat is the final step in the resource request prioritization process. Members of the Strategic Planning Standing committee, BRAC, and the Institutional Effectiveness Committee (IEC), in addition to supplemental representatives from the Academic Senate, Management Association, Associated Students, and the Classified Senate meet to review resource allocation requests generated through the Annual Update process.

Fiscal Implications:

Funds for this purpose are budgeted in the 2018-2019 Office of Institutional Effectiveness budget for a total not-to-exceed amount of three thousand dollars (\$3000.00). Office of Institutional Effectiveness: 100000-420300-521000-6600

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve funds for food and beverages for the Spring 2019 Budget Retreat, scheduled on March 1, 2019.

Subject **4. Authorize the Rejection of RFP 18019 for Educational Master Plan and Facilities Master Plan Preparation Services and the Re-solicitation of Proposals for Facilities Master Plan Preparation Services.**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: At its Board meeting of July 18, 2018, Consent Item F.8, the Board of Trustees, governing board of the Pasadena Area Community College District authorized the solicitation of proposals for Educational Master Plan and Facilities Master Plan Preparation Services. Fourteen vendors were solicited, and the Request for Proposals was advertised in a local newspaper and on the District's Website. Six proposals were submitted in response to the RFP. Following review and evaluation, the District has elected to reject all proposals, revise the Scope of Work, and re-solicit proposals for Facilities Master Plan Preparation Services.

Fiscal Implications: No fiscal obligation is created by the authorization to re-solicit proposals.

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, reject the current proposals for Educational Master Plan and Facilities Master Plan Preparation Services, and authorize the re-solicitation of proposals for Facilities Master Plan Preparation Services.

Subject **5. Reporting and Approval of Self-Insurance Fund Reimbursement, Worker's Compensation**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

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: Funds for this purpose are budgeted in the 2018-2019 Adopted District Budget in Organizational code 401500 (Worker's Compensation).

DATE	WARRANT	AMOUNT
01/08/2019	25014954	\$ 74,288.16
01/16/2019	25033727	\$ 82,707.96
01/23/2019	25044700	<u>\$ 59,317.31</u>
		\$ 216,313.43
	Medical	\$ 148,392.01
	Mileage	\$ 263.78
	Legal	\$ 15,959.57
	Benefits	<u>\$ 51,698.07</u>
		\$ 216,313.43

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 \$216,313.43. EMP: L

Subject 6. Approve Budget Augmentation - Scheduled Maintenance

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

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:

Scheduled Maintenance Augmentation 2018-2019: EMP: L3			
2018-2019 Adopted District Budget:	Increase #1	Increase #2	2018-2019
\$ 796,590	\$ 116,512	\$128,674	\$ 1,041,776
=====	=====	=====	=====

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.

File Attachments
[02-20-19 Scheduled Maintenance.pdf \(121 KB\)](#)

Subject **7. Approve Budget Augmentation - Small Business Development Center**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: Recently, we learned that the Small Business Development Department funded by the Federal Government awarded Pasadena City College an increase in funding. The adopted budget represents the last nine months of the grants calendar year for 2018 (7/1/2018 to 03/31/2019). As a result, the District is updating its budget both on the revenue and expense sides. This increase is based on the most recent information available.

Fiscal Implications:

SMALL BUSINESS DEVELOPMENT CENTER Augmentation 2018-2019: EMP: D4

2018-2019 Adopted District Budget:	Increase	2018-2019
\$120,419	\$40,000	\$160,419
=====	=====	=====

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 and programs listed below.

File Attachments
[02-20-19 Small Business Development Center.pdf \(118 KB\)](#)
[02-20-19 SBDC Agreement.pdf \(52 KB\)](#)

Subject **8. Approve Budget Augmentation - Gig Economy Project**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: Recently, we were awarded grant funding from Solano Community College District to provide preparation for community college students to become freelancers and independent contractors in the growing Gig Economy through the Pathways in Gig Economy pilot project as a part of the greater Strong Workforce initiative. As a result, the District is updating its budget both on the revenue and expense sides.

Fiscal Implications:

Gig Economy Project – State 2018-2019: EMP: A1, A2, D4, D4.3

2018-2019 Adopted District Budget:	Increase	2018-2019
\$0	\$15,000	\$15,000
=====	=====	=====

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
02-20-19 Gig Economy Project.pdf (138 KB)

Subject **9. Receive and Reject Claim: Ani Abcarians**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: Ms. Abcarians is alleging breach of contract, promissory estoppel, negligent infliction of emotional distress and intentional infliction of emotional distress.

Fiscal Implications: The amount of Ms. Abcarians' claim has not yet been determined. The District is self-insured and a member of the joint powers authority, Statement Association of Community Colleges (SWACC) with a \$50,000.00 member retained limit.

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

Subject **10. Approve Piggybackable Contracts**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

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.

Western Contracting Alliance

Waxie., for janitorial supplies. WAC Contract No. 8505, expires September 26, 2019

County of Orange

G-M Business Interiors., for office furniture COO Contract No. RCA-017-18010014, expires November 14, 2019
Interior Office Solutions Inc., for office furniture COO Contract No. RCA-017-18010014, expires November 14, 2019

Los Angeles Office of Education (LAOCE)

Office Depot., for office supplies. LACOE Contract No. 17/18-1607, expires April 12, 2020
Liberty Paper., for paper goods. LACOE Contract No. 17/18-1607, expires April 12, 2020

Western States Contracting Alliance-National Association of State Procurement Officials (WSCA-NASPO)
AT & T., for wireless telecommunications services and equipment. WSCA-NASPO Contract No. 7-11-70-17
expires July 30, 2019

T Mobile., for wireless telecommunications services and equipment. WSCA-NASPO Contract No. 7-11-70-17,
expires July 30, 2019

Sprint Solutions., for wireless telecommunications services and equipment. WSCA-NASPO Contract No. 7-11-70-17,
expires July 30, 2019

California Multiple Award Schedule (CMAS)

CCS Presentation., for projectors and supplies. CMAS Contract No. 3-13-58-153 e, expires November 30, 2019

Mohawk Commercial, Inc. for flooring. CMAS Contract 4-18-00-0085 B, expires February 16, 2020

Foundation for California Community Colleges (FCCC)

Krueger International., for office furniture. FCCC Contract No. CB-145-18, expires September 24, 2022

Build-LACCD

Veritiv., for paper goods. Build LACCD Contract No. 43483, expires September 1, 2020

Grainger., for power tools. Build LACCD Contract No. 40339, expires June 30, 2023

Subject **11. Approve/Ratify Purchasing Transactions**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

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 P1901355 through P1901470. *EMP: L*

File Attachments

[Feb 20-B Purchasing Transactions.pdf \(49 KB\)](#)

[Feb20-B Change Order List.pdf \(16 KB\)](#)

Subject **12. Approve/Ratify Information Technology Purchasing Transactions**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

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.

centers:

437245-724500-625000-7100

410000-712300-621000-7100

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. C190008 to R2BUILD, as the lowest responsive, responsible bidder meeting all requirements of Bid No. 1004 "LL Building Fountain Removal and Deck Waterproofing" for the amount of one hundred seventeen thousand nine hundred dollars (\$117,900.00).

It is also recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize an additional 10% contingency allowance to construction Contract No. C190008 for unforeseen conditions and/or District requested modification(s), thus expediting the construction process and delivery of services.

Subject **15. Ratify Amendment No. 01 to Contract No. CCTR-8111, with the California Department of Education for the General Childcare and Development Programs**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: At its meeting of July 18, 2018, Consent Item F.14, the Board of Trustees, governing board of the Pasadena Area Community College District authorized an agreement with the California Department of Education (CDE), Contract No. CCTR-8111, for child care and development services providing a Maximum Reimbursable Amount (MRA) of \$45.44 payable per child per day of full-time enrollment for an amount not-to-exceed \$237,788.00. Amendment No. 01 increases the MRA to \$47.98 for a not-to-exceed total of \$299,222.00. The minimum Child Days of Enrollment requirement also increased from 5,233.0 to 6,237.0 and the Minimum Days of Operation requirement of 211.0 remains unchanged.

Fiscal Implications: The District shall receive from the California Department of Education an additional reimbursable amount of \$61,434.00.

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, ratify Amendment No. 01 to Contract No. CCTR-8111 with the California Department of Education for child care and development services.

Subject **16. Authorization to Solicit Bids for: Smart Room Refresh (13 Instructional Spaces).**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: In support of the Pasadena Area Community College District Educational Master Plan, C2.3, and Technology Master Plan recommendation #2, Information Technology Services is seeking to upgrade/install audio-visual technology in 13 instructional spaces (C-108, CC-233, CEC-201, IT-113, IT-116, IT-140, IT-212, IT-214, IT-215, LL-306, LL-311, R-502, and R-508). Twelve are located at the Colorado campus and one is located at the Foothill campus.

Fiscal Implications: The estimated cost of this project is two hundred forty thousand dollars (\$240,000.00). Funds for this purpose are provided in the 2018-2019 District Approved Budget under the following cost center:

220500-420000-641000-6410

100000-420000-641000-6410

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 solicitation of bids for the Smart Room Refresh project.

Subject **17. Authorization to Dispose of Surplus Equipment**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: Through normal operation and/or modernization, the District generates surplus furnishings and equipment that are no longer suitable for District use due to damage and/or obsolescence. On a regular basis, items that are no longer usable in the District are declared surplus. State Law requires School Board approval for District Property to be designated as surplus under Education Code Sections 81450-81460.

Fiscal Implications: No Financial obligation is created by this action

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 disposal of District generated surplus furnishings and equipment listed on the attached.

File Attachments
[SALVAGE 2-20-19.xlsx \(14 KB\)](#)

Subject **18. Approve/Ratify Contracts**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

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
Feb 20-B Contract Log Final.pdf (45 KB)

Subject **19. Approve Change Order No. 8 to Construction Contract No. C180011, with 1st California Construction, Inc.**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: On March 21, 2018, Consent Item F13., the Board of Trustees awarded Bid No. 962R to 1st California Construction, Inc., and approved Contract Number C180011 in the amount of \$1,317,910.00 for the Geology Lab/"E" Building Basement and Restrooms Upgrade, plus the 10% contingency of the original contract price. Change orders one thru seven to the construction project as shown below and requested by the District exceeded the awarded bid amount by \$342,430.00 or 25.99% of the original contract price, thus augmenting the original 10% authorized contingency by an additional 15.99%.

Change Order No. 8 provides the District a credit of (\$350.00) for not installing the second car charging station. This item was to be owner provided, and contractor installed but is not available for installation at this time. The district will have the second car charger installed at a later date.

<u>Change Order No.</u>	<u>Order Amount</u>	<u>Board Approval Date</u>
1	\$16,592.00	May 23, 2018, Consent Item F26
2	\$45,008.00	July 18, 2018, Consent Item F7
3	\$50,575.00	July 18, 2018, Consent Item F20
4	\$10,469.00	September 12, 2018, Consent Item F13
5	\$6,607.00	September 12, 2018, Consent Item F13
6	\$88,134.00	September 12, 2018, Consent Item F13
7	\$125,045.00	October 17, 2018, Consent Item F4
8	__(\$350.00)	February 20, 2019
Change Orders Total: \$342,080.00		

Fiscal Implications: No additional financial obligation is created by this action.

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District, approve Change Order No. 8 to Contract No. C180011 to 1st California Construction, Inc., for the Geology Lab / E-Building Basement and Restroom Upgrade.

File Attachments
Change Order #8.pdf (432 KB)

Subject **20. Notice of Completion for 1st California Construction, Inc., Contract Number C180011 (Geology Lab / E-building Basement and Restroom Upgrade Project)**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category F. CONSENT ITEMS - BUSINESS (B)

Type Action (Consent)

Background: At its meeting on March 21, 2018, (Consent Item F-13), the Board of Trustees approved Contract Number C180011 for the Geology Lab / E-building Basement and Restroom Upgrade Project. Per the terms and

specifications of Contract Number C180011, Facilities and Construction Services, and Measure P, now identify this Project as complete.

Fiscal Implications: No additional financial obligation is created by this action.

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, accept as complete work on Contract Number C180011 to 1st California Construction, Inc., for Geology Lab / E-building Basement and Restroom Upgrade Project.

File Attachments
[Notice of Completion.pdf \(329 KB\)](#)

G. CONSENT ITEMS - PERSONNEL (P)

Subject 1. APPROVAL OF 'P' CONSENT ITEMS

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

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 Feb 20, 2019 - Regular Business Meeting No. 11

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

Reinhart, Liesel	
Dean, Performing and Communication Arts	M-1 100%-12 mo. 02/25/19
Performing and Communication Arts	

Replacing: James Arnwine

Changes

None at this time.

Separations

Graham, Danielle Instructor Social Sciences	Resignation	01/10/19
Quintanar, Evangelina Counselor Counseling Services	Deceased	01/24/19

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

Flores, Yesenia Custodian Facilities Services Replacing: Corinthian Bates	32A 100%-12 mo.	02/22/19
Huynh, Dan Research and Planning Analyst Institutional Effectiveness Replacing: Patricia Quinones	54B 100%-12 mo.	03/01/19

Changes

Diaz, Rocio Police Dispatcher Police and Safety Services 5% increase for special assignment	36C 100%-12 mo	01/28/19-04/30/19
Zamora, Cristina Human Resources Technician II/Confidential Human Resources 5% working out of classification	44C 100%-12 mo	01/08/19-02/20/19
Zamora, Cristina From: Human Resources Technician II/Confidential To: Benefits and Wellness Coordinator Human Resources	44C 100%-12 mo 61B 100%-12 mo	02/21/19

Separations

Miller, Ronald
Locksmith
Facilities and Construction Services

Deceased 01/21/19

Amend Consent Item 1/16/2019

Maccanico, Iris
Administrative Assistant II 45F 100% - 12 mo. 10/24/18 - ~~06/30/19~~
Human Resources 10/24/18 - 01/31/19
5% working out of classification

Valencia, Linda
From: Key Control Clerk 56F 100% - 12 mo.
To: Acting, Facilities Space ~~50A~~ 100% - 12 mo. 01/17/19 - 06/30/19
Modification Coordinator 48B
Facilities Services

Hourly Unclassified Employees

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

See attachment below for Student Workers.

File Attachments
[College Assistants Professional Expert Short-Term Substitute Instructional Aide and Volunteers Feb 20.pdf \(48 KB\)](#)
[Adjunct credit list board report-February 2019.pdf \(102 KB\)](#)

Subject 3. Approve/Ratify Additional Compensation for Academic Personnel

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

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 February 2019.pdf \(23 KB\)](#)

Subject 4. Salary Compensation Factors-Large Group Instruction

Meeting Feb 20, 2019 - Regular Business Meeting No. 11
 Category G. CONSENT ITEMS - PERSONNEL (P)
 Type Action (Consent)

Background: The District offers Large Group Instruction (LGI) class sections to help meet student demand for various courses. In conformance with the current agreement with the Pasadena City College Faculty Association, Article 5.7.2 faculty receive additional compensation for teaching these LGI sections.

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

Recommendation: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve the named instructors on the attached list to be paid for teaching a Large Group Instruction (LGI) section during the Winter Intersession 2019. EMP: A3.1

File Attachments
[LGI Winter 2019.pdf \(94 KB\)](#)

Subject 5. Authorization to Reimburse Applicants

Meeting Feb 20, 2019 - Regular Business Meeting No. 11
 Category G. CONSENT ITEMS - PERSONNEL (P)
 Type Action (Consent)

Public Content

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
[February 20, 2019 Reimbursement.pdf \(8 KB\)](#)

H. ACTION ITEMS RECOMMENDED FOR APPROVAL

Subject 1. AUTHORIZATION TO TRANSMIT SECOND QUARTERLY FINANCIAL STATUS REPORT

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category H. ACTION ITEMS RECOMMENDED FOR APPROVAL

Type Action

Background: The Second Quarterly Financial Status Report contains no significant changes from the 2018-2019 Adopted Budget.

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, authorize transmittal of the 2018-2019 Second Quarterly Financial Status Report to the Chancellor's Office, California Community Colleges, as required by AB2910.

File Attachments
311Q-2nd Quarter.pdf (1,137 KB)

Subject **2. APPROVE 2019-2020 NON-RESIDENT TUITION FEE, EDUCATION CODE SECTION 76141**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category H. ACTION ITEMS RECOMMENDED FOR APPROVAL

Type Action

Background: Education Code Section 76140 requires each district board to establish the non-resident tuition fee no later than February 1st for the succeeding fiscal year. Recent legislation, AB 3255, signed into law September 18, 2018, extended the adoption date for the nonresident tuition fee from February 1 to March 1. In addition to the non-resident tuition fee, pursuant to Education Code Section 76141, a district may also charge non-resident students a capital outlay fee. This portion of the Education Code was amended by AB947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to **any** non-resident student **except** for "AB540" (qualified undocumented) students, who will continue to be exempt for this fee.

Based on an analysis of District costs, statewide costs, and surveys of nearby colleges, administration is recommending a non-resident tuition fee of \$265 per semester unit and a capital outlay fee of \$13 per semester unit. The non-resident tuition fee of \$265 is based on the statewide average cost per unit. Of the colleges surveyed, 100% will be setting the non-resident tuition fee at \$265, 0% will be above the statewide average, and 0% will be below the statewide average. The capital outlay fee varies from year to year and is based on actual capital outlay expenses from the previous year. The total non-resident fee of \$278 per semester unit represents an \$12 increase over fiscal year 2018-2019.

Fiscal Implications: The non-resident tuition and capital outlay fees per semester unit for fiscal year 2019-2020 will be \$265 and \$13 respectively.

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 non-resident tuition fee (including capital outlay fee) of \$278 per semester unit for fiscal year 2019-2020. EMP: L

Subject **3. RECEIVE THE INITIAL SUNSHINE PROPOSAL FOR NEGOTIATIONS FOR THE SUCCESSOR AGREEMENT FOR 2019 - 2020 ACADEMIC YEAR FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category H. ACTION ITEMS RECOMMENDED FOR APPROVAL

Type Action

Background: Article 8, Section 3547 of the Government Code State:

All initial proposals of exclusive representative and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

Meeting and negotiating shall not take place on any proposal until reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

Fiscal Implications: The fiscal impact will depend upon the final outcome of negotiations between the Pasadena City College Faculty Association and representatives of the District.

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 Initial Sunshine Proposal for Negotiations from the Pasadena City College Faculty Association to the Pasadena Area Community College District for the 2019 - 2020 academic year.

File Attachments
[PCCFA - PCC initial sunshine.pdf \(20 KB\)](#)

Subject **4. APPROVAL OF ADDITION TO THE CREDIT CURRICULUM**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category H. ACTION ITEMS RECOMMENDED FOR APPROVAL

Type Action

Background: The credit modification has been approved by the Curriculum and Instruction Committee and has been recommended by the Assistant Superintendent/Vice President of Instruction.

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, approve the attached Pasadena City College credit curriculum modification.

File Attachments
[TVR rename memo 2018-12-06.pdf \(47 KB\)](#)

I. INFORMATION ITEMS

Subject **1. SUPERINTENDENT-PRESIDENT'S REPORT**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category I. INFORMATION ITEMS

Type Information

J. ANNOUNCEMENTS

Subject **1. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category J. ANNOUNCEMENTS

Type Information

Subject **2. PROPOSED FUTURE BOARD BUSINESS MEETING DATES**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category J. ANNOUNCEMENTS

Type Information

File Attachments
[CALENDAR BOT July 2018-June 2019.pdf \(297 KB\)](#)

Subject **3. PROPOSED FUTURE AGENDA ITEMS**

Meeting Feb 20, 2019 - Regular Business Meeting No. 11

Category J. ANNOUNCEMENTS

Type Information

File Attachments
Future Agenda Items - PACCD.pdf (309 KB)

K. ADJOURNMENT

Subject	1. ADJOURN MEETING
Meeting	Feb 20, 2019 - Regular Business Meeting No. 11
Category	K. ADJOURNMENT
Type	Procedural