



NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, August 17, 2016

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

MEETING NO. 17
REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for **Meeting No. 17, a Regular Business Meeting**. The Open Session will begin at 6:00 p.m. with the Call To Order, Roll Call and Public Comment on Closed Session Agenda items. Closed Session will follow. Open Session will resume at the end of Closed Session. The Board will meet in Creveling Lounge, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 17
Wednesday, August 17, 2016**

4:30 P.M. -- 6:00 P.M. BoardDocs Training (Creveling)

6:00 P.M. Closed Session

7:00 P.M. Open Regular Session

Pasadena City College

Creveling Lounge

1570 East Colorado Boulevard, Pasadena, California 91106

AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a "Request to Address the Board 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.

I. CALL TO ORDER, ROLL CALL and PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS (6:00 P.M.)

II. CLOSED SESSION

Government Code § 54957.6

Conference with Labor Negotiators

**Agency designated representative: Dr. Rajen Vurdien,
Superintendent-President**

Employee Organizations: PCC-CFT; CSEA 777; POA

Government Code § 54957.6

Conference with Labor Negotiators

**Agency designated representative: Dr. Rajen Vurdien,
Superintendent-President**

**Unrepresented Employees: Management Association;
Confidentials**

Government Code §54957

Public Employee Appointments: Psychology (2)

III. OPEN SESSION (7:00 P.M.)

A. PLEDGE OF ALLEGIANCE

B. APPROVAL/REORDERING OF AGENDA ITEMS

C. INTRODUCTIONS AND RECOGNITIONS

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.

E. APPROVAL OF MINUTES

Meeting No. 15, Regular Business Meeting, July 20, 2016

F. APPROVAL OF CONSENT ITEMS (see page 4, attached)

ACTION ITEMS RECOMMENDED FOR APPROVAL

- G. AUTHORIZATION TO TRANSMIT FOURTH QUARTERLY FINANCIAL STATUS REPORT [Superintendent-President Vurdien]
- H. APPROVAL OF THE TENTATIVE AGREEMENT BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA CHAPTER 777) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REGARDING THE SUCCESSOR COLLECTIVE BARGAINING AGREEMENT FOR THE 2014/15-2016/17 ACADEMIC YEARS [Superintendent-President Vurdien]
- I. ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REGARDING HEALTH INSURANCE PLAN ENHANCEMENT FOR DENTAL AND VISION COVERAGE [Superintendent-President Vurdien]
- J. ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE PASADENA CITY COLLEGE CALIFORNIA FEDERATION OF TEACHERS (PCC-CFT) LOCAL 6525 AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REGARDING HEALTH INSURANCE PLAN ENHANCEMENT FOR DENTAL AND VISION COVERAGE [Superintendent-President Vurdien]
- K. ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE PASADENA CITY COLLEGE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 777 AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REGARDING HEALTH INSURANCE PLAN ENHANCEMENT FOR DENTAL AND VISION COVERAGE [Superintendent-President Vurdien]
- L. ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE PASADENA CITY COLLEGE POLICE OFFICERS ASSOCIATION (POA) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REGARDING HEALTH INSURANCE PLAN ENHANCEMENT FOR DENTAL AND VISION COVERAGE [Superintendent-President Vurdien]
- M. ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE PASADENA CITY COLLEGE MANAGEMENT ASSOCIATION AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REGARDING HEALTH INSURANCE PLAN ENHANCEMENT FOR DENTAL AND VISION COVERAGE [Superintendent-President Vurdien]
- N. ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE PASADENA CITY COLLEGE CONFIDENTIAL ASSOCIATION AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REGARDING HEALTH INSURANCE PLAN ENHANCEMENT FOR DENTAL AND VISION COVERAGE [Superintendent-President Vurdien]
- O. AUTHORIZATION TO EXPEND MEASURE P FUNDS [Superintendent-President Vurdien]
- P. DUAL ENROLLMENT AGREEMENT BETWEEN PASADENA CITY COLLEGE AND TEMPLE CITY UNIFIED SCHOOL DISTRICT [Superintendent-President Vurdien]
- Q. DUAL ENROLLMENT AGREEMENT BETWEEN PASADENA CITY COLLEGE AND EL MONTE UNION HIGH SCHOOL DISTRICT [Superintendent-President Vurdien]
- R. DUAL ENROLLMENT AGREEMENT BETWEEN PASADENA CITY COLLEGE AND THE PASADENA UNIFIED SCHOOL DISTRICT [Superintendent-President Vurdien]

INFORMATION ITEMS

- S. PRESIDENT'S ADVISORY COUNCIL ON EDUCATION/FACILITIES MASTER PLANNING
- T. SUPERINTENDENT-PRESIDENT'S REPORT

ANNOUNCEMENTS

U. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

V. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

Wednesday, September 7, 2016

6:00 P.M. Regular Business Meeting

Wednesday, September 21, 2016

6:00 P.M. Study Session

Wednesday, October 19, 2016

6:00 P.M. Regular Business Meeting

Wednesday, November 2, 2016

6:00 P.M. Regular Business Meeting

Wednesday, November 30, 2016

6:00 P.M. Regular Business Meeting

Wednesday, December 14, 2016

6:00 P.M. Regular Business Meeting and Annual Organizational Meeting

W. PROPOSED FUTURE AGENDA ITEMS

IV. ADJOURNMENT

Pasadena City College and Creveling Lounge are wheelchair accessible. Reasonable accommodation services are available when requests are made by 4:00 pm of the Monday before the Board meeting. Please contact Mary Thompson at 626.585.7202 if you need assistance in order to participate in a public meeting or if you need agenda and public documents modified as required by the Americans with Disabilities Act.

CONSENT ITEMS

- 4-S Ratify Student Travel: Associated Students Executive Board Annual Retreat
- 8-I Approve Extension Independent Contractors/Instructors
- 29-B Accept Grant Awards, U.S. Department of Education – Talent Search Program
- 30-B Approve/Ratify Contracts
- 31-B Reporting and Approval of Self-Insurance Fund Reimbursement, Worker's Compensation
- 32-B Reporting and Approval of Revolving Fund Reimbursement
- 33-B Approval of Contract Renewal – Chancellor's Office Tax Offset Program
- 34-B Approve/Ratify Purchasing Transactions
- 35-B Approve/Ratify Information Technology Purchasing Transactions
- 36-B Approve Piggybackable Agreements
- 37-B Accept Notice of Completion for P1303098 – Chipman Relocation Company – Moving and Relocation Services
- 38-B Approve Change Order: JR Universal C160010
- 39-B Authorize Award Bid 957R Architecture Classroom Relocation and Remodel – Contract Number C170001
- 40-B Authorize Award Bid 931 Janitorial Services – Approve Contract Numbers C170002, C170003, C170004
- 41-B Approve/Ratify Classified Senate Staff and Professional Development Activities for 2016-2017 Fiscal Year
- 42-B Authorization to Solicit Bids: Lab Volt DC & AC Power Circuits Training System
- 43-B Accept Notice of Completion for P1601581, Pasadena Builders, Inc.
- 44-B Accept Notice of Completion for P1601112, Pasadena Builders, Inc.
- 45-B Accept Notice of Completion for P1601924, Pasadena Builders, Inc.
- 46-B Accept Notice of Completion for P1601925, Fraijo Brothers, Inc.
- 47-B Authorization to Solicit Bids: Swimming Pool Maintenance and Services
- 8-P Approve/Ratify Compensation for Academic Personnel
- 9-P Employment of Hourly Faculty, 2016-17
- 10-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2016-2017
- 11-P Employment of Hourly Unclassified Employees, Student Workers for 2016-2017
- 12-P Employment, Change of Status and Separation of Academic Employees
- 13-P Salary Compensation Factors – Large Group Instruction
- 14-P Authorization to Reimburse Applicants
- 15-P Employment, Change of Status and Separation of Classified Employees

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 15
Wednesday, July 20, 2016**

**6:00 P.M. Closed Session
7:00 P.M. Open Regular Session
Pasadena City College
Creveling Lounge
1570 East Colorado Boulevard, Pasadena, California 91106**

**For the full deliberation of the Board, please go to www.pasadena.edu/board, and click on
"Audio and Video of Meetings".**

Meeting No. 15

Page 1

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 15 on Wednesday, July 20, 2016, in Pasadena City College, Creveling Lounge, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

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

ROLL CALL

Trustees Present

Ms. Linda Wah, President
Ross Selvidge, Ph.D., Vice President
Dr. Anthony Fellow, Clerk
Ms. Berlinda Brown
Mr. Hoyt Hilsman
Mr. James Osterling
Ms. Nune Garipian, Student Trustee

Trustees Absent

Mr. John Martin

Administrative Officers in Attendance

Rajen Vurdien, Ph.D., Superintendent-President
Dr. Robert Bell, Assistant Superintendent, Senior Vice President,
Non-Credit and Offsite Campuses
Dr. Terry Guigni, Assistant Superintendent, Vice President, Instruction
Dr. Richard Storti, Assistant Superintendent, Vice President, Business
and Administrative Services
Dr. Cynthia Olivo, Vice President, Student Services
Dr. Lisa Norman, Vice President, Human Resources
Ms. Bobbi Abram, Executive Director, Foundation

The Management Association was represented by Mr. Joseph Futtner.

The Academic Senate was represented by Dr. Valerie Foster.

The Classified Senate was represented by Felisia Mitchell.

The Associated Students Board was represented by Ms. Julia Russo.

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

There was no public comment.

MOTION: **ON MOTION OF** Dr. Fellow and seconded by Mr. Hilsman, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to adjourn to Closed Session.
Advisory Vote: Aye

Ms. Wah adjourned the Board to Closed Session at 6:02 p.m.

II. CLOSED SESSION

Government Code § 54957.6	Conference with Labor Negotiators Agency Designated Representatives: Linda Wah, Board President; Ross Selvidge, Ph.D., Board Vice President Unrepresented Employee: Superintendent-President
Government Code § 54957	Evaluation of Employee (Superintendent-President)
Government Code § 54957.6	Collective Bargaining (PCCFA) Designated Negotiator: Dr. Rajen Vurdien, Superintendent-President
Government Code § 54957	Employee Discipline, Dismissal, Release (one employee)
Government Code § 54957	Public Employee Appointments: Chief of Police & Safety Services. Instructors: Business Retail Management & Merchandising Emphasis (1); Mathematics (2); Restorative Dental Technology (1); Kinesiology Education/Men & Women's Cross Country and Track & Field Coach (1); English (1); Music – Choral (1); Television & Radio (1); Kinesiology Education/Women's Volleyball Coach (1). Temporary Instructors: English (1); Business Math (1).
Government Code § 54957.6	Conference with Labor Negotiators Agency designated representative: Dr. Rajen Vurdien, Superintendent-President Employee Organizations: PCC-CFT; CSEA 777; POA
Government Code § 54957.6	Conference with Labor Negotiators Agency designated representative: Dr. Rajen Vurdien, Superintendent-President Unrepresented Employees: Management Association; Confidentials
Government Code § 54956.9 (d)(2)	Conference with Legal Counsel – Anticipated Litigation (one case)

III. OPEN SESSION

Ms. Wah reconvened Open Session at 7:18 p.m. and stated that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE

Ms. Garipian led the Pledge of Allegiance.

B. APPROVAL/REORDERING OF AGENDA ITEMS

MOTION: **ON MOTION OF** Dr. Fellow and seconded by Mr. Osterling, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve the order of the agenda items.
Advisory Vote: Aye

C. INTRODUCTIONS AND RECOGNITIONS

Anthony Portantino and Felicia Williams, members of the Measure P Citizens' Oversight Committee, were recognized for their service.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was public comment from Martin Enriques.

E. APPROVAL OF MINUTES

Meeting No. 14, Regular Business Meeting, June 15, 2016

MOTION: **ON MOTION OF** Ms. Brown and seconded by Mr. Hilsman, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve the Minutes of Regular Business Meeting No. 14, June 15, 2016.
Advisory Vote: Aye

F. APPROVAL OF CONSENT ITEMS

MOTION: **ON MOTION OF** Ms. Brown and seconded by Mr. Osterling, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve Consent Items 1-S through 3-S; 1-I through 7-I; 1-B through 29-B; and 1-P through 7-P.
Advisory Vote: Aye

G. CERTIFICATION OF SIGNATURES

MOTION: **ON MOTION OF** Dr. Fellow and seconded by Mr. Osterling, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve the Certification of Signatures.
Advisory Vote: Aye

H. APPOINTMENT TO MEASURE P CITIZENS' OVERSIGHT COMMITTEE

MOTION: **ON MOTION OF** Dr. Selvidge and seconded by Dr. Fellow, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve the Appointment of Jeffrey Wang, representing Trustee Area #1, to the Measure P Citizens' Oversight Committee.
Advisory Vote: Aye

I. APPROVAL OF AMENDED AND RESTATED EMPLOYMENT AGREEMENT FOR SUPERINTENDENT-PRESIDENT

MOTION: **ON MOTION OF** Ms. Brown and seconded by Dr. Fellow, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve the Amended and Restated Employment Agreement for Superintendent-President.
Advisory Vote: Aye

J. RECEIVE THE INITIAL SUNSHINE PROPOSAL FOR NEGOTIATIONS FOR THE 2016-2017 YEAR FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION

MOTION: **ON MOTION OF** Dr. Fellow and seconded by Dr. Selvidge, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve to Receive the Initial Sunshine Proposal for Negotiations for the 2016-2017 Year from the Pasadena Area Community College District to the Pasadena City College Faculty Association.
Advisory Vote: Aye

K. PUBLIC HEARING REGARDING THE INITIAL SUNSHINE PROPOSAL FOR NEGOTIATIONS FOR THE 2016-17 YEAR FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION

MOTION: **ON MOTION OF** Dr. Selvidge and seconded by Mr. Osterling, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve the opening of the public hearing for the Initial Sunshine Proposal for Negotiations for the 2016-2017 Year from the Pasadena Area Community College District to the Pasadena City College Faculty Association.
Advisory Vote: Aye

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

L. RECEIVE THE INITIAL SUNSHINE PROPOSAL FOR NEGOTIATIONS FOR THE 2016-2017 YEAR FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT

MOTION: **ON MOTION OF** Mr. Hilsman and seconded by Dr. Fellow, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve to Receive the Initial Sunshine Proposal for Negotiations for the 2016-2017 Year from the Pasadena City College Faculty Association to the Pasadena Area Community College District.
Advisory Vote: Aye

M. PUBLIC HEARING REGARDING THE INITIAL SUNSHINE PROPOSAL FOR NEGOTIATIONS FOR THE 2016-17 YEAR FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT

MOTION: **ON MOTION OF** Dr. Fellow and seconded by Mr. Hilsman, the Board voted by unanimous vote of the six members present

[ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve the opening of the public hearing for the Initial Sunshine Proposal for Negotiations for the 2016-2017 Year from the Pasadena City College Faculty Association to the Pasadena Area Community College District

Advisory Vote: Aye

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

N. APPROVAL OF CREATION OF EDUCATIONAL/FACILITIES MASTER PLAN BOARD SUBCOMMITTEE AND DISBANDING OF THE AD HOC COMMITTEE FOR THE CENTENNIAL FACILITIES MASTER PLAN

Dr. Fellow made a motion, seconded by Ms. Brown, to approve the Creation of an Educational/Facilities Master Plan Board Subcommittee and the disbanding of the Ad Hoc Committee for the Centennial Facilities Master plan.

Mr. Osterling made a motion to table this item. There was no second, so motion died.

Dr. Vurdien suggested an additional provision that there could be an advisory council to the college president which would be comprised of at least three board members and a member selected by each board member from his/her district plus two faculty members, two classified members and two management members, to meet on a quarterly basis. The three members of the subcommittee would be members of the President's advisory council.

Mr. Hilsman made an amendment: to have the president advise the Board at the next Board meeting on the proposed composition of the Educational/Facilities Master Plan advisory committee to the president. Dr. Fellow accepted the amendment.

MOTION: **ON AMENDED MOTION OF** Dr. Fellow and seconded by Ms. Brown, the Board voted by five affirmative votes [ayes: Brown, Fellow, Hilsman, Selvidge, Wah] and one negative vote [nay: Osterling; absent: Martin] to approve the creation of an Educational/Facilities Master Plan Board Subcommittee and the disbanding of the Ad Hoc Committee for the Centennial Facilities Master Plan, and to have the president advise the Board at the next Board meeting on the proposed composition of the Educational/Facilities Master Plan advisory committee to the president.

Advisory Vote: Aye

O. VETERANS' HEALTH CLINIC: APPROVAL OF RELEASE OF NON-PRIVILEGED SUMMARY OF LCW LEGAL OPINION

There was public comment from Lynda Bybee, Christopher M. Villalobos, Joseph Amador, Mark Castanor and Cesar Jimenez Jr.

MOTION: **ON MOTION OF** Dr. Selvidge and seconded by Dr. Fellow, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve the Release of the Non-Privileged Summary of the LCW (Liebert Cassidy Whitmore) Legal Opinion regarding the Veterans' Health Clinic.

Advisory Vote: Aye

P. APPROVAL OF BOARD OF TRUSTEES MEETING DATE CHANGE

MOTION: **ON MOTION OF** Mr. Osterling and seconded by Dr. Fellow, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve the cancellation of the November 16, 2016 Board of Trustees meeting and the scheduling of a Board of Trustees meeting on November 30, 2016.
Advisory Vote: Aye

Q. APPROVAL OF BOARD OF TRUSTEES SELF-EVALUATION INSTRUMENT

MOTION: **ON MOTION OF** Dr. Selvidge and seconded by Dr. Fellow, the Board voted by unanimous vote of the six members present [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; absent: Martin] to approve the Board of Trustees Self-Evaluation Instrument subject to the changes suggested by the Board.
Advisory Vote: Aye

R. SUPERINTENDENT-PRESIDENT'S REPORT

Dr. Vurdien presented his report.

S. BoardDocs IMPLEMENTATION PLAN

The implementation plan was included in Dr. Vurdien's report above.

T. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

a. SHARED GOVERNANCE REPRESENTATIVES

Ms. Julia Russo, Associated Students

- Working on Welcome Day, changing name to New Student Success Day and Open House, August 26, workshops for students and a convocation from Dr. Vurdien. Welcome Week will take place the following week. Thank you on behalf of students for the Welcome Center in Harbeson Hall.

Ms. Felisia Mitchell, Classified Senate

- Classified Senate attended CLI last month. Elections today and new president of Classified Senate is Jeannie Sullivan, Vice President is Graciela Caringella and she will continue to be the Board of Trustees meeting representative.

Mr. Joe Futtner, Management Association

- Thanked the Board and executive team, fellow managers and Dr. Vurdien who made Classified Appreciation Day a very successful event.

Dr. Valerie Foster, Academic Senate

- Executive Committee has met with Dr. Giugni to discuss faculty issues; flex advisory committee has been collaborating with equity committee to design Flex Day in the fall.

b. BOARD OF TRUSTEES

Ms. Nune Garipian, Student Trustee

- Associated Students voted to approve working with Dean Cobb and Metro to offer a new Upass program to students.

Mr. Hoyt Hilsman, Trustee

- Congratulated the work on Metro and the Open Source for textbooks.

Ross Selvidge, Ph.D., Trustee

- Observations 2014-15 is an extraordinary document, good graphics. Extremely informative about what we are teaching and the demographics. Highly recommends the trustees to look through this document.

Dr. Anthony Fellow, Trustee

- Will be at ACCT leadership conference in Washington DC August 1-3. Welcomed new executive team. Thanked Dr. Vurdien for his first year.

Mr. James Osterling, Trustee

- Welcomed the new members of the administration who were introduced. Thanked the outgoing members of Measure P committee and the newest member of the committee. Trustee Selvidge and he will attend a master plan workshop for community college trustees in Berkeley.

Ms. Linda Wah, Trustee

- She will be at the DNC next week.

U. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

Saturday, August 13, 2016

9:00 A.M. Summer Retreat

Wednesday, August 17, 2016

6:00 P.M. Regular Business Meeting

Wednesday, September 7, 2016

6:00 P.M. Regular Business Meeting

Wednesday, September 21, 2016

6:00 P.M. Study Session

Goal setting will be placed on this agenda.

V. PROPOSED FUTURE AGENDA ITEMS

There were no proposed future agenda items.

IV. ADJOURNMENT

Ms. Wah adjourned meeting No. 15 at 8:38 p.m.

MOTIONS CARRIED AT MEETING NO. 15 – June 20, 2016

1. Approval to adjourn to Closed Session.
2. Approval of the order of the agenda items.
3. Approval of the Minutes of Regular Business Meeting No. 14, June 15, 2016.
4. Approval of Consent Items 1-S through 3-S; 1-I through 7-I; 1-B through 29-B; and 1-P through 7-P.
5. Approval of the Certification of Signatures.
6. Approval of the Appointment of Jeffrey Wang, representing Trustee Area #1, to the Measure P Citizens' Oversight Committee.
7. Approval of the Amended and Restated Employment Agreement for Superintendent-President.
8. Approval to Receive the Initial Sunshine Proposal for Negotiations for the 2016-2017 Year from the Pasadena Area Community College District to the Pasadena City College Faculty Association.
9. Approval of the opening of the public hearing for the Initial Sunshine Proposal for Negotiations for the 2016-2017 Year from the Pasadena Area Community College District to the Pasadena City College Faculty Association.
10. Approval to Receive the Initial Sunshine Proposal for Negotiations for the 2016-2017 Year from the Pasadena City College Faculty Association to the Pasadena Area Community College District.
11. Approval of the opening of the public hearing for the Initial Sunshine Proposal for Negotiations for the 2016-2017 Year from the Pasadena City College Faculty Association to the Pasadena Area Community College District.
12. Approval of the creation of an Educational/Facilities Master Plan Board Subcommittee and the disbanding of the Ad Hoc Committee for the Centennial Facilities Master Plan, and to have the president advise the Board at the next Board meeting on the proposed composition of the Educational/Facilities Master Plan advisory committee to the president.
13. Approval of the Release of the Non-Privileged Summary of the LCW (Liebert Cassidy Whitmore) Legal Opinion regarding the Veterans' Health Clinic.
14. Approval of the cancellation of the November 16, 2016 Board of Trustees meeting and the scheduling of a Board of Trustees meeting on November 30, 2016.
15. Approval of the Board of Trustees Self-Evaluation Instrument subject to the changes suggested by the Board.

Submitted by:

Rajen Vurdien, Secretary
Board of Trustees

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR BUSINESS MEETING NO. 15
Wednesday, July 20, 2016**

**6:00 P.M. Closed Session
7:00 P.M. Open Regular Session
Pasadena City College
Creveling Lounge
1570 East Colorado Boulevard, Pasadena, California 91106**

AGENDA

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

II. CLOSED SESSION

Government Code § 54957.6	Conference with Labor Negotiators Agency Designated Representatives: Linda Wah, Board President; Ross Selvidge, Ph.D., Board Vice President Unrepresented Employee: Superintendent-President
Government Code § 54957	Evaluation of Employee (Superintendent-President)
Government Code § 54957.6	Collective Bargaining (PCCFA) Designated Negotiator: Dr. Rajen Vurdien, Superintendent-President
Government Code § 54957	Employee Discipline, Dismissal, Release (one employee)
Government Code § 54957	Public Employee Appointments: Chief of Police & Safety Services. <i>Instructors:</i> Business Retail Management & Merchandising Emphasis (1); Mathematics (2); Restorative Dental Technology (1); Kinesiology Education/Men & Women's Cross Country and Track & Field Coach (1); English (1); Music – Choral (1); Television & Radio (1); Kinesiology Education/Women's Volleyball Coach (1). <i>Temporary Instructors:</i> English (1); Business Math (1).
Government Code § 54957.6	Conference with Labor Negotiators Agency designated representative: Dr. Rajen Vurdien, Superintendent-President Employee Organizations: PCC-CFT; CSEA 777; POA
Government Code § 54957.6	Conference with Labor Negotiators Agency designated representative: Dr. Rajen Vurdien, Superintendent-President

**Unrepresented Employees: Management Association;
Confidentials**

Government Code § 54956.9 (d)(2) Conference with Legal Counsel – Anticipated Litigation (one case)

III. OPEN SESSION (7:00 P.M.)

- A. PLEDGE OF ALLEGIANCE**
- B. APPROVAL/REORDERING OF AGENDA ITEMS**
- C. INTRODUCTIONS AND RECOGNITIONS**
 - **Measure P Citizens' Oversight Committee**
- D. PUBLIC COMMENT ON NON-AGENDA ITEMS**
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.
- E. APPROVAL OF MINUTES**
Meeting No. 14, Regular Business Meeting, June 15, 2016
- F. APPROVAL OF CONSENT ITEMS** (see page 4, attached)

ACTION ITEMS RECOMMENDED FOR APPROVAL

- G. CERTIFICATION OF SIGNATURES [Superintendent-President Vurdien]**
- H. APPOINTMENT TO MEASURE P CITIZENS' OVERSIGHT COMMITTEE [Superintendent-President Vurdien]**
- I. APPROVAL OF AMENDED AND RESTATED EMPLOYMENT AGREEMENT FOR SUPERINTENDENT-PRESIDENT [Board of Trustees President]**
- J. RECEIVE THE INITIAL SUNSHINE PROPOSAL FOR NEGOTIATIONS FOR THE 2016-2017 YEAR FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION [Superintendent-President Vurdien]**
- K. PUBLIC HEARING REGARDING THE INITIAL SUNSHINE PROPOSAL FOR NEGOTIATIONS FOR THE 2016-17 YEAR FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE PASADENA CITY COLLEGE FACULTY ASSOCIATION [Superintendent-President Vurdien]**
- L. RECEIVE THE INITIAL SUNSHINE PROPOSAL FOR NEGOTIATIONS FOR THE 2016-2017 YEAR FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT [Superintendent-President Vurdien]**
- M. PUBLIC HEARING REGARDING THE INITIAL SUNSHINE PROPOSAL FOR NEGOTIATIONS FOR THE 2016-17 YEAR FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT [Superintendent-President Vurdien]**
- N. APPROVAL OF CREATION OF EDUCATIONAL/FACILITIES MASTER PLAN BOARD SUBCOMMITTEE AND DISBANDING OF THE AD HOC COMMITTEE FOR THE CENTENNIAL FACILITIES MASTER PLAN [Superintendent-President Vurdien]**
- O. VETERANS' HEALTH CLINIC: APPROVAL OF RELEASE OF NON-PRIVILEGED SUMMARY OF LCW LEGAL OPINION [Superintendent-President Vurdien]**

- P. APPROVAL OF BOARD OF TRUSTEES MEETING DATE CHANGE [Superintendent-President Vurdien]
- Q. APPROVAL OF BOARD OF TRUSTEES SELF-EVALUATION INSTRUMENT [Superintendent-President Vurdien]

INFORMATION ITEMS

- R. SUPERINTENDENT-PRESIDENT'S REPORT
- S. BoardDocs IMPLEMENTATION PLAN

ANNOUNCEMENTS

- T. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES
- U. PROPOSED FUTURE BOARD BUSINESS MEETING DATES

Saturday, August 13, 2016
9:00 A.M. Summer Retreat

Wednesday, August 17, 2016
6:00 P.M. Regular Business Meeting

Wednesday, September 7, 2016
6:00 P.M. Regular Business Meeting

Wednesday, September 21, 2016
6:00 P.M. Study Session

- V. PROPOSED FUTURE AGENDA ITEMS

IV. ADJOURNMENT

Pasadena City College and Creveling Lounge are wheelchair accessible. Reasonable accommodation services are available when requests are made by 4:00 pm of the Monday before the Board meeting. Please contact Mary Thompson at 626.585.7202 if you need assistance in order to participate in a public meeting or if you need agenda and public documents modified as required by the Americans with Disabilities Act.

CONSENT ITEMS

- 1-S Approve/Ratify CIRM Bridges to Stem Cell Program Annual Meeting 2016
- 2-S Approve/Ratify Department Retreat Counselors and Staff from EOP&S/CARE CAFYES and Foster Youth Programs
- 3-S Approve/Ratify Professional Development Activities for Student Equity Program

- 1-I Ratify and Approve Professional learning Activities for CSULA STEM Educational Consortium
- 2-I Approve/Ratify Instructional Activities and Staff Development Activities for CTE Programs
- 3-I Approve/Ratify CA Career pathways Trust Program Conferences, Workshops and Activities
- 4-I Approve/Ratify Title V – Design Tech Pathways Conferences, Workshops and Activities
- 5-I Approve/Ratify the Advanced Manufacturing Engineering Technology Link Learning Consortium (AMETLL) Conferences, Workshops and Activities
- 6-I Approve/Ratify the CTE Enhancement Funds – Instructional Activities and Staff Development Activities for CTE Programs
- 7-I Amend to Consent Item 30-I, Approve/Ratify Extension Independent Contractors/Instructors

- 1-B Approve of Organizations for Membership, 2016-17 Fiscal Year
- 2-B Approve/Ratify Contracts
- 3-B Approve/Ratify Purchasing Transactions
- 4-B Approve/Ratify Information Technology Purchasing Transactions
- 5-B Approve/Ratify Professional Conference Attendance
- 6-B Adoption of Resolution No. 557, Approve Agreement for General Childcare and Development Programs
- 7-B Adoption of Resolution No. 558, Approve Agreement for California State Preschool Program
- 8-B Approve/Ratify Classified Appreciation Day Event on June 30, 2016
- 9-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
- 10-B Reporting and Approval of Revolving Fund Reimbursement
- 11-B Renewal of Services for Student Loan Billing & Accounting System, Xerox Education Services, Inc.
- 12-B Authorization to Destroy Records
- 13-B Approve Budget Augmentation
- 14-B Approve Budget Augmentation
- 15-B Approve Budget Augmentation
- 16-B Authorization to Ratify and Accept Non-Cash Gifts
- 17-B Accept Notice of Completion for P1601631 – 1st California Construction – Modify Fiscal Services
- 18-B Accept Notice of Completion for C140104 – Pars Arvin Construction, Inc. – Miscellaneous Remodeling, Time and Material – Bid 900
- 19-B Accept Notice of Completion for C140109 – Pars Arvin Construction, Inc. – Miscellaneous Remodeling, Time and Material – Measure P – Bid 902
- 20-B Approve Managers' Retreat – August 12, 2016
- 21-B Authorize the Rejection and Rebidding of RFP 16001 Microsoft Systems Integration
- 22-B Approve Change Order, Golden Star Technology C160007
- 23-B Accept Notice of Completion for C160001 – Los Angeles Air Conditioning, Inc., Air Handler Units for Sexson Auditorium – Bid 923R
- 24-B Approve Change Order, Sierra Group, Inc., C160009
- 25-B Approve Change Order, JR Universal, C160010
- 26-B Approve Amendment No. 3 to Agreement No. B150287 with El Monte Union High School District
- 27-B Approve Amendment No. 3 to Agreement No. B150286 with Pasadena Unified School District
- 28-B Approve Amendment No. 3 to Agreement No. B150285 with Pasadena Unified School District
- 29-B Approve Change Order, Color New Company C150013

- 1-P Approve/Ratify Compensation for Academic Personnel
- 2-P Employment of Hourly Faculty, 2015-16
- 3-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2015-2016 and 2016-2017
- 4-P Employment of Hourly Unclassified Employees, Student Workers for 2015-2016 and 2016-2017
- 5-P Employment, Change of Status and Separation of Academic Employees
- 6-P Authorization to Reimburse Applicants
- 7-P Employment, Change of Status and Separations of Classified Employees

**AUTHORIZATION TO TRANSMIT FOURTH
QUARTERLY FINANCIAL STATUS
REPORT**

TAB G

**APPROVAL OF TENTATIVE AGREEMENT
CSEA CHAPTER 777 AND THE PACCD**

TAB H

MOU BETWEEN PCCFA AND PACCD

TAB I

MOU BETWEEN PCC-CFT AND PACCD

TAB J

**MOU BETWEEN CSEA CHAPTER 777 AND
PACCD**

TAB K

MOU BETWEEN POA AND PACCD

TAB L

**MOU BETWEEN MANAGEMENT
ASSOCIATION AND PACCD**

TAB M

**MOU BETWEEN CONFIDENTIAL
ASSOCIATION AND PACCD**

TAB N

**AUTHORIZATION TO EXPEND MEASURE
P FUNDS**

TAB O

**DUAL ENROLLMENT AGREEMENT
BETWEEN PCC AND TEMPLE CITY USD**

TAB P

**DUAL ENROLLMENT AGREEMENT
BETWEEN PCC AND EL MONTE UNION
HSD**

TAB Q

**DUAL ENROLLMENT AGREEMENT
BETWEEN PCC AND PUSD**

TAB R

**PRESIDENT’S ADVISORY COUNCIL ON
EDUCATION/FACILITIES MASTER
PLANNING**

TAB S

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item G: Authorization to Transmit Fourth Quarterly Financial Status Report

Board Meeting: August 17, 2016

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 2015-2016 Fourth Quarterly Financial Status Report to the Chancellor's Office, California Community Colleges, as required by AB2910.

Fiscal Implications: None

Background: The Fourth Quarterly Financial Status Report contains no significant changes from the 2015-2016 Adopted Budget.

Approved for Submission to the
Board of Trustees by:


Superintendent/President

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2015-2016

District: (770) PASADENA

Quarter Ended: (Q4) Jun 30, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	112,913,597	123,520,027	128,582,492	154,579,806
A.2	Other Financing Sources (Object 8900)	10,233	15,652	7,074	2,838
A.3	Total Unrestricted Revenue (A.1 + A.2)	112,923,830	123,535,679	128,589,566	154,582,644
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	111,677,918	125,616,453	134,861,682	140,023,832
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	155,858	366,649	630,803	5,903,227
B.3	Total Unrestricted Expenditures (B.1 + B.2)	111,833,776	125,983,102	135,492,485	145,927,059
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,090,054	-2,447,423	-6,902,919	8,655,585
D.	Fund Balance, Beginning	20,707,748	21,797,802	19,350,379	12,447,460
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	20,707,748	21,797,802	19,350,379	12,447,460
E.	Fund Balance, Ending (C. + D.2)	21,797,802	19,350,379	12,447,460	21,103,045
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	19.5%	15.4%	9.2%	14.5%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,138	21,061	22,974	23,501
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-2016
H.1	Cash, excluding borrowed funds		13,897,333	25,854,704	40,665,724
H.2	Cash, borrowed funds only		10,000,000	0	0
H.3	Total Cash (H.1+ H.2)	29,087,866	23,897,333	25,854,704	40,665,724

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	147,875,444	152,519,396	154,579,806	101.4%
I.2	Other Financing Sources (Object 8900)	5,000	5,000	2,838	56.8%
I.3	Total Unrestricted Revenue (I.1 + I.2)	147,880,444	152,524,396	154,582,644	101.3%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	139,570,705	143,576,358	140,023,832	97.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,617,500	5,925,251	5,903,227	99.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	144,188,205	149,501,609	145,927,059	97.6%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	3,692,239	3,022,787	8,655,585	
L.	Adjusted Fund Balance, Beginning	12,447,460	12,447,460	12,447,460	
L.1	Fund Balance, Ending (C. + L.2)	16,139,699	15,470,247	21,103,045	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	11.2%	10.3%		

V. Has the district settled any employee contracts during this quarter? NO

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

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

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

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

VII.Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)



CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

District: (770) PASADENA

CHANGE THE PERIOD

Fiscal Year: 2015-2016

Quarter Ended: (Q4) Jun 30, 2016

Your Quarterly Data is ready for certification.

Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name: Richard S. Storti, Ed.D.

CBO Phone: Use format 999-555-1212
626-585-3096

CBO Signature:
Date Signed: 8-9-16

Chief Executive Officer Name: Ramalingum Yurdien Ph.D

CEO Signature:
Date Signed: 5-10-16

Electronic Cert Date:

District Contact Person

Name: Chedva Weingart

Title: Controller

Telephone: Use format 999-555-1212
626-585-7454

Fax: Use format 999-555-1212
626-585-7968

E-Mail: cweingart@pasadena.edu

Certify This Quarter

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atalig (916)327-5772 atalig@cccco.edu or Tracy Britten (916)324-9794 tbritten@cccco.edu
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item H: Approval of the Tentative Agreement between the California School Employees Association (CSEA Chapter 777) and the Pasadena Area Community College District regarding the successor collective bargaining agreement for the 2014/15 – 2016/17 Academic Years

Board Meeting: August 17, 2016

Recommendation: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Action Item H, Adoption of the Tentative Agreement Between the California School Employees Association (CSEA Chapter 777) and the Pasadena Area Community College District regarding the successor collective bargaining agreement for the 2014/15 – 2016/17 academic years.

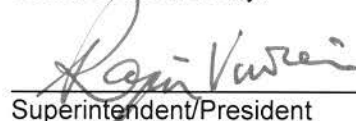
Fiscal Implications: Funding to meet this contract obligation is included in the 2016-17 Tentative District Budget.

Background: On March 5, 2014, the Board of Trustees conducted a hearing and adopted re-opener proposals for the agreement between the District and CSEA Chapter 777. After many months of negotiations, on July 29, 2016 CSEA Chapter 777 and the Pasadena Area Community College District came to this agreement. The Tentative Agreement is being presented for approval.

Highlights of this agreement include:

- Modification to union rights clause to include language on agency shop
- Modifications to leave provisions to update for recent legal changes
- Clarification of workers' compensation procedures
- Revision and clarification of "call back time"
- Modifications and improvements of evaluation process and forms
- Revised discipline procedures
- Addition of a provision for District provided uniforms and cleaning and maintenance of those uniforms
- Addition of a 3% shift differential for employees on sunrise shift
- Addition of a five minute wash-up period prior to meal breaks and end of shift

Approved for Submission to the
Board of Trustees by:


Superintendent/President

TENTATIVE AGREEMENT
Between the
PASADENA AREA COMMUNITY COLLEGE DISTRICT
And the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
And its
PASADENA CHAPTER 777
July 25, 2016

ARTICLE 1 – AGREEMENT

- 1.1 This Agreement is made and entered into this ~~9th day of September 2007~~ **25th day of July 2016** between the PASADENA AREA COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "District") and CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION **and its PASADENA CHAPTER 777** (hereinafter referred to as "CSEA").

ARTICLE 4 – EMPLOYEE AND UNION RIGHTS

- 4.1 **Except as otherwise set forth in this Article, the parties mutually recognize the rights of all employees covered hereby to join and participate in the activities of CSEA, or to have CSEA represent them in their employee relations with the District, or to refuse to join or participate in the activities of CSEA, or any other employee organization. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against because of the exercise of these rights.**

4.2 **Organizational Security**

4.2.1 Agency Shop

~~As a condition of continuing employment any employee in the unit who is or who becomes a member of CSEA on or after the effective date of this agreement shall maintain his/her membership in CSEA, subject only to the right of such employee, during the period from June 1, 2001 through June 30, 2001, or beginning 30 days from the expiration of the Agreement to withdraw from such membership. Every unit member shall be required to either join CSEA or pay CSEA a fair share service fee. The amount of the fee shall not exceed the dues that are payable by members of the employee organization, and shall cover the cost of negotiation, contract administration, and other activities of the employee organization that are germane to its functions as the exclusive bargaining representative. Upon notification to the employer by the exclusive representative, the amount of the fee shall be deducted by the employer from the wages or salary of the employee and paid to the employee organization.~~

4.3 **Payroll Deductions, Remittance to CSEA**

~~Members of CSEA may request that the District make payroll deductions for their CSEA dues, and all such dues collected by the District shall be remitted to CSEA on a monthly basis.~~

4.3.1 CSEA shall have the sole and exclusive right to payroll deduction of regular membership dues and fair share service fees at the CSEA established rate.

4.3.2 The District shall put into effect any new or changed payroll deduction for dues or fees no later than the pay period commencing thirty days after such submission.

4.3.3 The District shall put into effect payroll deduction for dues or fees for a new unit member no later than thirty days after the date of hire. There shall be no charge to CSEA for such dues or service fee deductions.

4.3.4 With respect to all sums deducted by the District, whether for membership dues or fair share service fees, the District shall remit such monies to CSEA no later than ten days after the payroll deduction has been made, accompanied by an alphabetical list of unit members for whom such deductions have been made, categorizing them as to CSEA membership or service fee status, and indicating any changes in personnel from the list previously furnished.

4.3.5 Such list shall include the name and home address of each member of the bargaining unit, regardless of when that employee commences employment, so that CSEA can send out required legal notices.

4.3.6 Rescission and Reinstatement

The procedures for rescission and reinstatement of the agency fee provisions of this Article are described in Government Code Section 3456(d).

4.3.7 In the event of an election successfully rescinding statutory fair share, organizational security contract provisions of this Article shall be in effect immediately.

4.3.8 Advisory Arbitration

In the event of a dispute between CSEA and the District over enforcement of the District's obligations under this Article, CSEA or the District shall have the right to refer the matter to advisory arbitration, and follow the rules of advisory arbitration as established in Article 16.6, herein. The decision of the arbitrator shall not be final. The arbitrator shall have no power to add to, subtract from, or modify the terms of this Agreement.

4.7 The District shall release one designated CSEA officer or steward from duty for the purpose of grievance meetings, disciplinary meetings and evaluation appeal meetings as the employee's representative. All release time use shall be noticed to and coordinated with the user's supervisor-Executive Director, Facilities and Construction Services or his/her designee prior to use on the District approved form. Meetings will be rescheduled to accommodate District needs.

4.9 During the ~~2002-03-year~~ **term of this Agreement**, CSEA will maintain records of the use of chargeable release time under Section 4.4 of this article. The parties will review those records and will review the current amount of CSEA chargeable release time at the end of that year.

4.10 As used herein "working day" means days on which the District Administrative Offices are open for business.

ARTICLE 6 - PERSONNEL FILES

6.1 ~~An employee covered by this Agreement, or a Union representative possessing written authorization from such employee to examine such employee's central personnel file, shall have access to such personnel file of such employee during regular business hours of the District in the manner and to the extent otherwise provided by law.~~ **The District will make the personnel file of an employee available to the employee for inspection upon written request, pursuant to the California Labor Code and any other applicable provisions of law.**

ARTICLE 7 – PROBATION AND PERFORMANCE EVALUATION

7.1 Probationary Employees - The first six (6) months of employment in any classification will be a probationary period, during which time the employee has an opportunity to demonstrate efficient job performance. **During the probationary period, the probationary employee's status is at will. An probationary employee attains permanency with evaluation of work and progress during the probationary period in a new classification.** A new **probationary** employee will be evaluated by the supervisor after the first three (3) months of employment and again during the sixth (6) month **of employment before the expiration of the probationary period.**~~the permanency is attained.~~

Under certain circumstances, the six-month probationary period may be extended ~~upon~~ **at** the recommendation of the supervisor with the **written approval concurrence** of the **Executive Director of Facilities and Construction Services and the Executive Director of Human Resources.** ~~appropriate Vice President and the Dean of Human Resources.~~ An additional evaluation will be made during the eleventh (11) month for one-year probationary periods. An extension of the probationary period is not grievable. ~~but must be made at least five working days prior to date of permanency.~~ **Denial of an extension is not grievable. An extension of the**

probationary period must be approved no less than five working days prior to the expiration of the initial six month probationary period. The Union will be notified of any extension.

- 7.4 Permanent Employees - Effective January 1, 2001 Permanent employees will be evaluated during ~~January 1 to March 31~~ period **by June 30** each year, on a form developed by the District (Appendix "D" and "D-1") ~~The results of the evaluation are which shall not be~~ subject to the grievance procedure. Non-annual evaluations may occur for permanent employees. Evaluations will be reviewed and discussed with each employee. Employees are encouraged to comment in the space provided, or to attach an addendum. Nothing herein shall be deemed to make the contents of any evaluation subject to the provisions of the Grievance Article of this Agreement. Information contained in the employee's formal evaluation instrument shall not be the sole source of negative information used to discipline unit members.

The original ~~A copy~~ of the evaluation is forwarded to Human Resources to be maintained in the employee's personnel file. The employee shall have the right to review and respond to any negative evaluation. The employee shall have ten (10) working days to attach a written response to the evaluation. for review and distribution. It is the policy to retain the original in the employee's personnel folder along with any sheets of comments by the supervisor and/or employee. No additional comments may be added to the evaluation after it is signed by the employee the 10th working day.

ARTICLE 8 – SALARY, CAREER ADVANCEMENT, AND CLASSIFICATION

- 8.1 ~~Effective July 1, 2006, the salary schedule applicable to employees covered by this Agreement shall be increased by 6.4% for employees in a paid status as of or after July 1, 2006, provided; however, that any employee who was terminated for cause between July 1, 2006, and the date of ratification of this agreement, shall not receive such pay increase. Unless the District settles with both of the other two recognized classified bargaining units for the 2007/08 academic year without the same exclusion from retroactive pay, the exclusion in this Agreement shall be eliminated and any former employees who did not receive the 6.4% increase referred to above will receive such increase.~~

~~CSEA unit members will receive salary increases equal to the highest increase, if any, paid to employees of any other bargaining unit for the 2006/07 academic year, excluding adjunct~~

~~faculty, even if agreement on a wage increase has been previously negotiated between the District and CSEA.~~

~~The 2006-07 Salary Schedule shall be added to this Agreement as Appendix "A" and "A-1".~~

Effective for the term of this agreement, the salary schedule applicable to employees covered by this Agreement shall be increased by 3% for 2014-2015 fiscal year, 3% for 2015-2016 fiscal year and 2% plus 50% of state funded COLA for 2016-2017 fiscal year. The term of this agreement Salary Schedule shall be added to Appendix "A" and "A-1".

- 8.2 Promotion-Career Advancement - ~~Career opportunities personnel bulletins will inform the staff when applications are to be filed and when examinations are to be given.~~ **All job opportunities are posted on the District's Human Resources webpage.** Any employee has the opportunity to compete for higher-level positions if the minimum qualifications of education and experience are possessed. Employees interested in such advancements should arrange to complete the minimum requirements so that they will be prepared for future examinations. When making final appointment decisions, skill and ability being equal, a current permanent employee will be given preference over ~~nonemployed~~ external applicants. Ties between current employees will be determined by seniority.

- 8.4 Transfer - Employees under certain conditions may transfer to a position with the same classification in another department. If an employee wishes to transfer, the matter should be discussed with the ~~Dean~~ **Executive Director** of Human Resources.

Supervisors frequently transfer employees to the other comparable work assignments within the department to broaden the employee's knowledge and skills and increase flexibility of staff.

Added to title only:

8.7 Anniversary Date Step Adjustment –

ARTICLE 9 – ATTENDANCE ACCOUNTING PROCEDURE

9.1 Attendance for all employees will be accounted for by using the following procedure:

- A. ~~Occurrences will be calculated as follows:~~

Absence

Occurrence

Each day of unexcused absence

1 Each day of unexcused absence connected to any vacation

Day and/or holiday	2
Tardy more than 10 minutes but 4 hours or less	½
Tardy more than 4 hours	1
Leaving early more than 10 minutes but 4 hours or less	½
Leaving early more than 4 hours	1

B. Absence is defined as time away from one's work during a scheduled workday. Absence shall be excused for the following reasons:

1. scheduled or approved vacation
2. holiday
3. jury duty
4. bereavement leave
5. injury or illness for which Workers' Compensation benefits are received
6. injury or illness for which an employee is hospitalized or continual outpatient treatment directly related to the hospitalized injury or illness.
7. authorized compensatory time
8. layoff
9. authorized leave of absence
10. Any absence due to illness for which the employee provides a verifiable doctor's excuse. ~~Verifiable doctor's excuses must be submitted to the employee's supervisor within five (5) days of the employee's return to work.~~
11. The first two days of sick leave used in any of the first two years of employment with the District.
12. ~~Approved AB 109 leave, as provided in Article 17, Section 17.23.~~

13. Approved Family Medical Leave Act (FMLA) leave and California Family Rights Act (CFRA) leave, as provided in Article 17, Sections 17.11 through Section 17.20.

14. During each fiscal year (July 1 – June 30) one emergency tardiness of more than 10 minutes, but not more than 30 minutes, provided the time missed at the beginning of the work day is made up at the end of that work day, if approved by the supervisor, or personal necessity leave is used for the time the employee was tardy. For purposes of this section, emergency is defined as an unexpected and situation for which a person cannot plan in advance or take prudent action to avoid, such as a traffic accident or emergency on the road, or a sudden illness of a dependent, or a sudden unexpected need for child care.

C. For illnesses lasting more than one day:

1. If the employee returns with a verifiable doctor's excuse for outpatient treatment directly related to a hospitalized injury or illness or outpatient surgery or procedure, no additional occurrence will be charged.
2. Verifiable doctor's excuses must be submitted to the employee's supervisor within five (5) days of the employee's return to work.

D. An employee will reduce the number of occurrences he/she has accumulated as follows:

1. 22 consecutive scheduled workdays worked with no occurrence = 1 reduction
2. If an employee's point total is at two or less, 11 consecutive scheduled workdays worked with no occurrence = 1/2 reduction
3. 66 consecutive scheduled workdays worked with no occurrence = 1 bonus reduction
4. Prorated for 9/80 alternate workweek

9.2 Discipline Resulting from Unsatisfactory Attendance - Unsatisfactory attendance will be determined by the Attendance Accounting Procedure described in Section 9.1 above. All employees with less than 18 days of paid sick leave on the books will be subject to the following progressive discipline process resulting from unsatisfactory attendance:

3 occurrences - Written warning

6 occurrences - Minor suspension, five (5) days

9 occurrences - Major suspension, ten (10) days

12 occurrences - Recommendation for termination

An employee who has two (2) major suspensions within a two-year period will automatically move to 12 occurrences and a recommendation for termination.

~~9.4 The District will send CSEA a copy of any notices to employees under this Article. In addition, the District will send CSEA a written notice when any employee accrues five (5) and/or eight (8) points.~~

Change to:

9.1 Attendance for all employees will be accounted for by using the following procedure:

A. Points will be charged for the following incidents:

Incident	Points Charged
Each day of unexcused absence	
1 Each day of unexcused absence connected to any vacation	
Day and/or holiday	2
Tardy more than 5 minutes but 4 hours or less	½
Tardy more than 4 hours	1
Leaving early more than 5 minutes but 4 hours or less	½
Leaving early more than 4 hours	1

B. Absence is defined as time away from one's work during a scheduled workday. Absence shall be excused for the following reasons:

1. scheduled or approved vacation
2. holiday

3. jury duty
 4. bereavement leave
 5. injury or illness for which Workers' Compensation benefits are received
 6. injury or illness for which an employee is hospitalized or continual outpatient treatment directly related to the hospitalized injury or illness.
 7. authorized compensatory time
 8. layoff
 9. authorized leave of absence
 10. Any absence due to illness for which the employee provides **medical documentation. Medication documentation** must be submitted to **the Office of Human Resources within five (5) days** of the employee's return to work.
 11. The first two days of sick leave used in any of the first two years of employment with the District.
 12. Approved Family Medical Leave Act (FMLA) leave, California Family Rights Act (CFRA) leave, as provided in Article 17, Sections 17.11 through Section 17.20, and **Pregnancy Disability Leave (PDL)**
- C. During each fiscal year (July 1 – June 30) one emergency tardiness of more than 10 minutes, but not more than 30 minutes, provided the time missed at the beginning of the work day is made up at the end of that work day, if approved by the supervisor, or personal necessity leave is used for the time the employee was tardy. For purposes of this section, emergency is defined as an unexpected and situation for which a person cannot plan in advance or take prudent action to avoid, such as a traffic accident or emergency on the road, or a sudden illness of a dependent, or a sudden unexpected need for child care.
- D. For illnesses lasting more than **two** days:
1. If the employee returns with verifiable **medical documentation** for injury or illness , no additional **points** will be charged.

2. Verifiable **medical documentation** must be submitted to **Human Resources** upon the employee's return to work.

E. An employee will reduce the number of points he/she has accumulated as follows:

1. 22 consecutive scheduled workdays worked with no **incident** – **employee will receive a reduction of one (1) point**
2. If an employee's point total is at two or less, 11 consecutive scheduled workdays worked with no **incidents** – **employee will receive a reduction of one half (1/2) point**
3. 66 consecutive scheduled workdays worked with no occurrence = 1 bonus reduction
4. **The above calculations shall be prorated for alternate workweek.**

9.2 Discipline Resulting from Unsatisfactory Attendance - Unsatisfactory attendance will be determined by the Attendance Accounting Procedure described in Section 9.1 above. All employees with less than **15 days or 120 hours of accrued** sick leave will be subject to the following progressive discipline process resulting from unsatisfactory attendance:

3 points - Written warning

6 points - Minor suspension, five (5) **working** days

9 points – Recommendation for major suspension, ten (10) **working** days

12 points - Recommendation for termination

An employee who has two (2) major suspensions within a two-year period **may be recommended** for termination.

9.4 **The District shall notify all CSEA members that they have the right to allow a copy of any notices issued to the employee under this Article, be sent to the chapter president and/or labor relations representative. Request shall be submitted by marking the appropriate box on the form. Appendix B**

ARTICLE 10 – WORKING HOURS

10.2 Time-Clock Procedures - Employees are expected to be dressed and ready to begin work at the start of their shift.

10.3 Lunch Period - Each employee in the unit who works a shift of more than five (5) hours shall receive a thirty-minute, duty-free meal period. Such meal period to be scheduled by the employee's supervisor as close as practicable to the middle of the scheduled shift, unless otherwise agreed to by the supervisor and the employee. ~~When boiler operators are required to maintain visual contact with the boilers during their lunch periods, the lunch period shall be compensated at the applicable rate.~~

10.4 ~~If an emergency requires that an employee work through his/her scheduled meal period, and an alternate meal period cannot be scheduled more than two (2) hours prior to the end of the employee's scheduled shift, the meal period shall be counted as time worked for the workday in which such meal period was missed, provided that an employee's observance and monitoring of equipment or work in process during his/her scheduled meal period shall not be considered as time worked for the purpose of this Article.~~

~~Each employee shall receive a reasonable period of time, not to exceed five (5) minutes, for wash-up prior to the above-mentioned meal period and end of shift.~~

10.5 Coffee Breaks - Each employee in the unit who is scheduled to work four (4) or more consecutive hours shall receive a paid **coffee** break of twenty (20) minutes approximately midway during each such four-hour period.

Changed to:

10.2 Time-Clock Procedures - Employees are expected to be dressed and ready to begin work at the start of their shift. **As part of this Agreement, the District and CSEA agree to the terms set forth in the Memorandum of Understanding executed by the parties on August 30, 2012 attached as Appendix F.**

10.3 Lunch Period - Each employee in the unit who works a shift of more than five (5) hours shall receive a thirty-minute, duty-free meal period. Such meal period to be scheduled by the employee's supervisor as close as practicable to the middle of the scheduled shift, unless otherwise agreed to by the supervisor and the employee.

10.4 If an emergency requires that an employee work through his/her work day without a lunch period, the employee shall be compensated for the missed meal period at the applicable rate.

10.5 Rest Period - Each employee in the unit who is scheduled to work four (4) or more consecutive hours shall receive a paid rest break of twenty (20) minutes approximately midway during each such four-hour period.

10.6 Clean Up Period - Each employee shall receive a reasonable period of time, not to exceed five (5) minutes, for wash-up prior to the meal period and end of shift.

ARTICLE 12 – SAFETY

~~12.4 Injuries~~ – An injury must be reported to the supervisor immediately, even though it may not be considered serious. The injured employee must fill out an Industrial Accident Report. This report can be obtained from the office of Facilities Services. The cost of necessary medical care and hospitalization is covered by the District Workers' Compensation Insurance, should the need arise. The employer has the right to specify the doctor or hospital for treatment, but employees may designate their own doctor by filing the appropriate District form in advance. The doctor should be advised to send his report and bill to District Insurance. If an extended period of absence must be taken as a result of the accident, the employee should apply for Industrial Accident Leave. In such cases the employee must clear with his/her physician before returning to work.

New Language Added/Change to:

12.4 Injuries- An employee injured on the job must report the injury to his/her supervisor immediately, even though it may not be considered serious. If the injury requires medical attention, the injured employee must fill out an Industrial Accident Report, which may be obtained from the Risk Management Office.

The cost of necessary medical care and hospitalization may be covered by the District Workers' Compensation Insurance, should the need arise. The employer has the right to specify the doctor or hospital for treatment, unless the employee designated his/her own doctor in advance by submitting the appropriate form to the Office of Risk Management. Regular employees eligible for workers' compensation who are absent from duty because of illness or injury directly resulting from an industrial accident/illness may be granted a paid industrial accident/illness leave from the fourth day up to and including the last day of such

absence, not to exceed sixty (60) working days for the same accident. If an employee is unable to return to work after using all paid industrial accident/illness leave, the employee's absence will be charged against his/her accumulated sick leave.

Payments for wages lost on any day shall not, when added to an award granted the employee under the Workers' Compensation laws of this state, exceed the normal wage for the day.

The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this Section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to the Workers' Compensation award, provides for a day's pay at the regular rate of pay.

ARTICLE 13 – DISCIPLINARY PROCEDURE

- 13.1 The disciplinary procedure set forth below shall apply to major disciplinary action, **including but not limited to, discharge, suspension, demotion or termination** taken against permanent, non-probationary employees ~~including discharge, suspension, or demotion.~~

13.2 Informal Hearing Prior to Disciplinary Action

A. Notice. Prior to imposing major disciplinary action, the District will provide the employee with a written notice of the proposed action, the specific charges or materials on which the action is based, and the reasons for the proposed action. The written notice will also advise the employee of the right to request a hearing on the proposed action ("**Skelly hearing**") and will include a Request for Hearing form, which is to be returned by a specified date which shall be no less than five (5) working days after service of the written notice. An employee's failure to return the request for hearing form within the time specified shall constitute a waiver of the right to a hearing before the initial imposition of disciplinary action.

B. Hearing. At the hearing the employee shall be given the right to respond verbally or in writing to a person with authority (**Hearing Officer**) to make the final decision regarding the proposed disciplinary action or to recommend what final decision should be made. If the employee's response is heard by a person with authority to recommend, the employee's response shall be fully and fairly communicated to the ~~District authority~~ **Superintendent-President** who makes the decision regarding the proposed action.

C. Association Representative. Upon the employee's request, the employee shall have the right to have a CSEA representative present at the hearing. Within ten (10) working days after the employee's response is heard, the employee shall be advised in writing of the **hearing officer's decision** ~~District's decision and its effective date.~~

D. Exception. The only exceptions to this procedure ~~are~~ is when the District believes that the employee's conduct creates a danger to the public, **students**, other employees, or the District, or when the employee may be suspended for the (10) days or less. In these cases, a disciplinary suspension may begin before the employee receives a notice of intent and informal hearing.

E. Decision. The hearing officer's decision shall be presented to the Superintendent/President who shall present the recommendation to the Board of Trustees with any other pertinent information at its next regular business meeting, subject to the notice requirements of the Brown Act. The employee shall be advised in writing of the District's decision and the effective date.

F. Right to Formal Hearing. When the employee is advised of the District's decision and its effective date, the employee shall also be advised of his/her right to obtain a formal hearing ~~before a review panel~~. If the employee desires such a hearing, the employee must submit a written request within five (5) working days after receiving notification of the District's decision. The employee's request shall be submitted on a form provided by the District to the Office of Human Resources. The formal hearing may, but need not, occur prior to initial imposition of discipline.

13.3 Formal Hearing

A. **Selection of Hearing Officer** ~~Composition of Review Panel~~

The review panel shall **be conducted by a single hearing officer.** ~~consist of three (3) members, one to be selected by the affected employee, one to be selected by the Superintendent-President or his designee, and one to be selected by the two (2) review panel members as designated above. In the event the two review panel members cannot reach agreement on the third review panel member to be selected within five (5) working days,~~ The State Mediation and Conciliation Service will be asked to appoint the **hearing officer third member.** ~~The third member of the review panel will chair all meetings of the panel.~~

~~The review panel~~ **hearing officer** shall set the time for the hearing on the matter and shall give the employee at least five (5) working days' notice in writing of the date and place of the hearing.

B. Rights of Parties Before **Hearing Officer Review Panel**

The employee shall attend any hearing unless excused by the **hearing officer** ~~review panel~~. The employee and the District shall be entitled to the following rights at the hearing:

1. To be represented by counsel or any other person at the hearing. The name of the employee's representative shall be given in writing to the Office of Human Resources at least three (3) working days in advance of the scheduled hearing so that a folder of the formal exhibits can be prepared for the representative. The formal exhibits shall consist of notice of proposed action; the employee's initial request for a hearing (if any); the District's written decision; and the employee's request. The folder of formal exhibits shall be given to the employee's representative at least two (2) days before the scheduled hearing.
2. To testify under oath.
3. To compel the attendance of other employees of the District to testify. To arrange for attendance during working hours, the names of such employees must be provided to the Office of Human Resources no later than ~~two (2)~~ **three (3)** working days before the scheduled hearing.
4. To cross-examine all witnesses and all employees of the District whose reports are offered in evidence before the **hearing officer** ~~review panel~~.
5. To impeach any witness.

6. To present such affidavits, exhibits, and other evidence as the **hearing officer review panel** deems pertinent to the inquiry.
7. To argue the case.

C. Procedure for Hearing Before **Hearing Officer Review Panel**

The ~~review panel~~ hearing shall be conducted in the manner most conducive to determination of the truth, and neither the District nor the **hearing officer review panel** shall be bound by technical rules of evidence. The **hearing officer review panel** shall determine the relevancy, weight, and credibility of the testimony and evidence. At the **hearing officer review panel's** discretion, irrelevant and repetitious evidence may be excluded. The burden of proof shall be on the District.

Each party will be permitted an opening statement, with the District or its designated representative opening first. The District and its designated representative shall present its witnesses and evidence to sustain its charges, and the employee will then present witnesses and evidence in defense. Each party will be allowed to cross-examine witnesses.

The **hearing officer review panel** may exclude witnesses not under examination except the employee and the party attempting to substantiate the charges against the employee and their respective counsel or representative.

D. Findings and Recommendations of **Hearing Officer Review Panel**

The **hearing officer review panel** shall ~~deliberate on its decision in closed session excluding all persons other than members of the review panel.~~ The review panel shall issue ~~his or her~~ its findings and recommendations within ~~thirty (30) five (5) working calendar~~ days after the conclusion of the hearing. The **hearing officer review panel** may sustain or reject any or all of the charges filed against the employee and may recommend modifications of the disciplinary action proposed by the District. The findings and recommendations of the **hearing officer review panel** shall be served on all parties and their designated representatives.

E. Post-Hearing Procedure

The Superintendent-President shall review the findings and recommendations submitted by the **hearing officer review panel** and make a final recommendation to the Board of Trustees. The Superintendent-President's recommendation may not contain a penalty greater than that proffered

in the original charges. The Superintendent-President shall notify the affected employee and his/her designated representative of the Superintendent-President's recommendation no later than five (5) working days prior to the meeting of the Board of Trustees at which the matter will be considered.

An employee wishing to present oral argument to the Board of Trustees concerning the Superintendent-President's recommendation must notify the Superintendent-President at least twenty-four (24) hours prior to the meeting at which the Board of Trustees is scheduled to review the findings and recommendations and render a decision. The Board of Trustees shall make a final decision within thirty (30) **calendar** days after said meeting. The Board of Trustees shall not impose a penalty greater than that proffered in the original charges. In the event the Board of Trustees makes a final decision to modify or reverse the initial action taken by the District and the discipline has already been imposed, the employee shall be entitled to such make-whole relief as the Board of Trustees deems appropriate. Notice of the Board's decision shall be mailed to the employee and his/her counsel or other representative.

ARTICLE 14 – GRIEVANCE PROCEDURE

14.3 Step 3 If the grievant is not satisfied with the reply in Step 2, the grievant may, within ten (10) working days after the receipt of the written reply, present the written grievance to the Vice President **of Human Resources or designee for Administrative Services. The Vice President who** shall issue his/her written determination within the (10) working days thereafter.

14.6 Reasonable Released Time - Grievance meetings normally will be scheduled by the District so as not to conflict with student services. However, if the meeting is expected to be of such duration that it would extend beyond the normal business hours of the District's central office, the District shall provide released time with no loss of pay to one authorized employee representative of CSEA so that the session can be accommodated within such business hours. This shall constitute "reasonable periods of released time" within the meaning of the **applicable provisions of the California** Government Code ~~Section 3543.1(c)~~

ARTICLE 16 -- HOLIDAYS

16.1 Holidays for which employees covered by this Agreement may be eligible are:

New Year's Eve

New Year's Day (~~plus one additional day~~)

Martin Luther King, Jr. Day

Lincoln Day

Washington Day

Cesar Chavez Day

Friday of Spring Vacation Week

Memorial Day

Independence Day

Labor Day

California Admission Day (**Floating Holiday**)

Veterans' Day

Thanksgiving Day

The day after Thanksgiving

Christmas Eve Day

Christmas Day

Winter Break Day Floating Holiday #1

Winter Break Day Floating Holiday #2

Winter Break Day Floating Holiday #3

New Language:

16.7 Floating holidays

1. The three (3) Winter Break Day Floating Holidays shall be used prior to the end of the fiscal year.

2. California Admission day floating holiday must be linked to a weekend.

ARTICLE 17 – LEAVES

~~17.1 Sick Leave~~ Employees covered by this Agreement shall earn paid sick leave at the rate of one day (eight hours) for each calendar month in which such employee is in paid status for eleven (11) or more working days. Part-time employees covered by this Agreement shall receive such sick leave on a pro-rata basis.

~~A. There shall be unlimited accrual of sick leave for all employees covered by this Agreement.~~

~~B. An employee utilizing paid sick leave may be required to provide such medical proof as management may require to justify the use of such leave.~~

~~C. Employees who are absent because of illness of a non-job injury, will be paid:~~

~~1. Full salary if the length of the absence does not exceed the unused portion of current and accumulated sick leave benefits.~~

~~2. After attaining permanency, half salary for 100 days minus the number of days of current and accumulated sick leave previously used in that fiscal year.~~

~~3. At the beginning of the fiscal year (July 1) employees who have attained permanency will~~

~~be credited with the number of sick days to which they are entitled for that fiscal year.~~

~~After six months of employment, a new employee will be advanced additional sick leave~~

~~in the amount of one day per month for the remaining months in the fiscal year.~~

~~Absenteeism Must be Reported to the Supervisor by the Employee or Some Other Person – If sick leave occurs on the working day immediately before and/or after a legal holiday, the legal holiday is not charged against the sick leave, whether or not the sick leave is on full pay or half pay.~~

General Conditions:

~~1. Employees who are absent in excess of five (5) consecutive days must arrange for their attending physician to send a report on a District form to the Office of Human Resources stating the nature and anticipated duration of the illness. Before returning to work, the~~

~~employee must report to the office of Human Resources with a written statement confirming the ability to resume the regular duties as of a specified date. The supervisor may not permit the employee to return to work without the clearance from the Office of Human Resources. Failure to comply with the Article may lead to unpaid leave until such clearance is obtained. If an employee establishes excessive absenteeism, the supervisor may require such clearance for shorter periods of time.~~

~~2. Absence required because of the employee's dental or medical appointments may be charged against sick leave.~~

~~3. If the employee has a physician's written statement which defines the period of illness, the employee is relieved of reporting in ill each day, providing that the physician's statement has been received in the Human Resources Office.~~

~~17.2 Personal Necessity Leave Employees entitled to accrue sick leave benefits under this~~

~~Agreement shall have the right to utilize unused sick leave for following purposes:~~

~~A. The death of a member of the employee's immediate family, when number of days of absence exceeds the limit provided in the Bereavement Policy. "Member of the employee's immediate family" as used in this policy means the husband, wife, son, daughter, father, mother, brother, sister, father in law, mother in law, grandparents, grandchildren of the employee or of the spouse of the employee, son in law, daughter in law or any relative living in the immediate household of the employee, or any other person for whom the employee is legally responsible.~~

~~B. An accident involving the employee's person, not otherwise chargeable to an illness or injury leave, or to an industrial injury or industrial illness leave. Such accident must be serious in nature, involve circumstances the employee cannot reasonably be expected to disregard and require the attention of the employee during the assigned hours of service.~~

~~C. An accident involving the employee's property or the person or property of a member of the employee's immediate family. "Member of the employee's immediate family" is defined in paragraph "A" above. Such accident must be serious in nature, involve circumstances the employee cannot reasonably be expected to disregard, and require the attention of the employee during his or her assigned hours of service.~~

~~D. An appearance of the employee in court as a litigant or as a witness under an official order.~~

~~The employee must return to work in cases where it is not necessary for the employee to be absent beyond the lunch hour.~~

~~E. An illness of a member of the employee's immediate family as defined in paragraph "A" above, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during assigned hours of service.~~

~~F. The birth of a child making it necessary for an employee who is the father of the child to be absent from his position during his assigned hours of service.~~

~~G. Imminent danger to the home of an employee, occasioned by a factor such as flood or fire, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during the assigned hours of service.~~

~~H. Personal necessity of a nature that cannot be transacted outside of assigned working hours for which there is not alternative as to person, time, or place for its transaction. The nature of such business must not involve payment for the employee's service.~~

~~17.3 Utilization—Unused sick leave for personal necessity shall be subject to the following limitations and conditions:~~

~~1. The total number of days allowed in the fiscal year for such leaves shall not exceed seven (7).~~

~~2. The days allowed shall be deducted from and may not exceed the number of full days of accrued sick leave to which the employee is entitled.~~

~~3. The personal necessity leave shall not be granted during a scheduled vacation or a leave of absence.~~

~~4. Payment for such absence shall be made only upon certification by the employee's supervisor that the absence was due to a situation designated as a personal necessity within the meaning of this section. The employee will complete the Employee Absence Report and state the nature of such necessity. The form shall be approved for payment by the proper supervisor and will be filed with the Director of Fiscal Services.~~

~~5. Personal Necessity Leave may not be used for any activity that is contrary to law.~~

~~17.4 Maternity Leave~~ Upon written recommendation of the attending physician, the District will approve a maternity leave to begin not earlier than four weeks prior to the anticipated date of confinement and to extend not more than six weeks beyond the date of birth. If complications should arise before or after the birth of the baby, additional time off will be granted upon the recommendation of the attending physician and if the physician certifies that such complication renders the employee unable to perform the duties of her assignment. Maternity leave is to be charged to accumulated and extended sick leave.

~~17.5 Jury Duty or Subpoena Leave~~ When an employee is absent because of a mandatory court appearance, except as litigant, the employee shall suffer no monetary loss by reason of this service.

- ~~1. Fees, exclusive of mileage, paid by the court, or part requiring the employee's appearance shall be paid to the District unless the fees are greater than employee's salary in which case the employee may retain the fees and be listed as absent because of personal business without pay.~~
- ~~2. A copy of the subpoena or a certificate from the clerk of the court must be filed with the absence report.~~
- ~~3. Absence of an employee for a legal action in which the employee is a litigant may be charged to sick leave under the provisions for personal necessity leave if the individual so elects.~~
- ~~4. If an employee reports for jury duty and is released by noon, the employee is expected to return to work for the remainder of the day.~~

~~17.6 Military Leave~~ Such leave will be granted for active required duty only, and is without pay except for personnel who have been employed one year or more by the District. They will receive their regular compensation the first thirty (30) calendar days of said leave if this time falls within the employee's usual work period. This includes orders to report for military or veteran's physical examinations and service in the Reserve Corps.

~~17.7 Bereavement Leave~~ Any employee is allowed a leave of absence, not to exceed three (3) consecutive working days five (5) consecutive working days if the funeral is to be held more than 250 miles from the College, on full pay when such absence is occasioned by reason of death in the immediate family (husband, wife, son, daughter, father, mother, brother, sister, father in-

law, mother in law, grandparents, grandchildren, of the employee or of the spouse of the employee, son in law, daughter in law or any relative living in the immediate household of the employee or any other person for whom the employee is legally responsible). Bereavement leave is not applicable when an employee is on unpaid leave of absence or during unscheduled work days for employees on less than twelve (12) month assignments. Bereavement leave is allowable if bereavement immediately precedes or immediately follows such absence.

Up to one day's time off with pay will be granted for an employee to make funeral arrangements and/or to attend the funeral of relatives not listed above or living in the immediate household.

Up to one half day with pay will be granted to attend the funeral of a friend. Additional leave may be granted as outlined under "Personal Necessity Charged Against Sick Leave."

~~17.8 Unpaid Leaves of Absence~~ Employees in permanent status may be granted an unpaid leave of absence not to exceed six (6) months for the following:

- ~~1. Recuperation from illness or injury (after expiration of sick leave).~~
- ~~2. Personal Business.~~
- ~~3. Extended travel.~~
- ~~4. Dependent's care or care for close relative. The request for leave of absence, together with the supervisor's approval, should reach Human Resources at least two (2) weeks before the effective date of leave, except in circumstances which make this deadline impossible. If possible, Human Resources is to be notified at least two (2) weeks prior to the date when the employee will be available to return to work. If such leave exceeds one (1) month, the employee's anniversary date will be adjusted by the number of months of unpaid status. When an employee returns from unpaid leave, the employee must reinstate all voluntary deductions with Fiscal Services except for CSEA dues deductions which will automatically be reinstated in accordance with this agreement.~~

~~17.9 Personal Absence~~ If an employee is unable to report for duty on any scheduled working day, it is the employee's obligation to see that the Facilities Office/supervisor is informed of such absence within fifteen (15) minutes prior to the beginning of his/her scheduled shift. Failure to appear for duty without notifying the supervisor shall be considered a personal absence without pay for the time not at work, and may be considered an "abandonment of the position" if notification is not

provided within three (3) working days of the absence and may be cause for termination.

~~17.10 Absences for Religious Holidays~~ It is illegal for the District to pay for religious holidays that are not board declared holidays. Employees may arrange in advance with the supervisor to avail themselves of alternative methods of absence such as personal leave without pay or vacation.

~~17.11 Family and Medical Care Leave~~ As required by State and Federal law, the District will provide family and medical care leave for eligible employees. The following provisions set forth unit members' rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA"), and the regulations of the California Fair Employment and Housing Commission implementing the California Family Rights Act ("CFRA") (Government Code § 12945.2). Unless otherwise provided by this Article, "Leave" under this article shall mean leave pursuant to the FMLA and CFRA.

~~17.12 Members Eligible for FMLA Leave~~ A member is eligible for leave if the member:

- ~~a. Has been employed for at least 12 months; and~~
- ~~b. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.~~

~~17.13 Reasons for FMLA Leave~~ Leave is only permitted for the following reasons:

- ~~a. The birth of a child or to care for a newborn of a member;~~
- ~~b. The placement of a child with a member in connection with the adoption or foster care of a child;~~
- ~~c. Leave to care for a child, parent, or a spouse who has a serious health condition; or~~
- ~~d. Leave because of a serious health condition that makes the member unable to perform the functions of his/her position.~~

A "serious health condition" includes an illness, injury impairment, or physical or mental condition that involves:

- ~~1. Any period of incapacity or treatment in connection with a hospital, hospice, or residential medical care facility;~~
- ~~2. Any period of incapacity requiring absence from work, of more than three calendar days;~~

that

also involves continuing treatment by (or under the supervision of) a health-care provider;

3. Continuing treatment of a health-care provider for a chronic or long-term health condition that

is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or

4. For prenatal care by a health provider.

"Continuing treatments" include:

1. Two or more visits to a health-care provider;

2. Two or more treatments by a health-care practitioner (e.g., physical therapist) on referral from or under the direction of a health-care provider; or

3. A single visit to a health-care provider that results in a regimen of continuing treatment under the supervision of the health-care provider.

~~17.14 Amount of FMLA Leave~~ Eligible members are entitled to a total of 12 workweeks of leave during any 12-month period. A member's entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the birth or placement.

~~The 12-month period for calculating leave entitlement will be a "rolling period" measured backward from the date leave is taken and continues with each additional leave day taken. Thus, whenever a member requests leave, the District will look back over the previous 12-month period to determine how much leave has been used in determining how much leave a member is entitled to.~~

~~17.15 Member Benefits While on FMLA Leave~~ Leave under this Article is unpaid. In addition, while on leave, members will continue to be covered by the District's medical insurance.

~~However, members will not continue to be covered under the District's non-health benefit plans unless members make the appropriate contributions for continued coverage. If a member fails to return to work after his/her leave entitlement has been exhausted or expires, the District shall have the right to recover its share of health-plan premiums for the entire leave period, unless the member does not return because of the continuation, recurrence, or onset of a serious health~~

condition which would entitle the member to leave. The District shall have the right to recover premiums through deduction from any sums due the District (e.g., unpaid wages, vacation pay, etc.)

~~17.16 Use of Other Accrued Leaves While on FMLA Leave * * * If a member utilizes FMLA leave for themselves or the care of others, any other paid leave the member has accrued shall be paid during the FMLA leave concurrently, according to State and Federal law.~~

~~17.17 Medical Certification Members who request leave for their own serious health condition or to care for a child, parent, or a spouse who has a serious health condition must provide written certification from the health care provider of the individual requiring care. If the leave is requested because of the member's own serious health condition, the certification must include a statement that the member is unable to perform the essential functions of his/her position. If the District has reason to doubt the validity of a certification, the District may require a medical opinion of a second health care provider chosen by the District. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the member. The opinion of the third provider will be binding. If a member requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, the member must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.~~

~~17.18 Member Notice of FMLA Leave Although the District recognizes that emergencies arise which may require members to request immediate leave, members are required to give as much notice as possible of their need for leave. If leave is foreseeable, at least 30 days' notice is required. In addition, if a member knows that he/she will need leave in the future, but does not know the exact date(s) (e.g. for the birth of a child or to take care of a newborn), the member shall inform his/her supervisor as soon as possible that such leave will be needed. If the District determines that a member's notice is inadequate or the member knew about the requested leave in advance of the request, the District may delay the granting of the leave until it can, in its discretion, adequately cover the position with a substitute.~~

~~17.19 Reinstatement Upon Return from FMLA Leave~~ Upon expiration of leave, a member is entitled to be restored to the position of employment held when the leave commenced, or to an equivalent or comparable position. As a condition of restoration of a member whose leave was due to the member's own serious health condition, which made the member unable to perform his/her job, the member shall obtain and present a fitness-for-duty certification from the health care provider that the member is able to resume work. Failure to provide such certification will result in denial of restoration.

~~17.20 Required Forms~~ Members must fill out the following applicable forms in connection with leave under this Article:

- ~~1. "Request For Family or Medical Leave Form" prepared by the District to be eligible for leave;~~
- ~~2. Medical certification either for the member's own serious health condition or for the serious health condition of a child, parent, or spouse;~~
- ~~3. Authorization for payroll deductions for benefit plan coverage continuation; and~~
- ~~4. Fitness for duty to return from leave form.~~

~~17.21 Family Partnership Act~~ Employees may take up to forty (40) hours per calendar year to participate in the school activities of their children. Such leave will be subject to the following limitations:

- ~~a. Such leave will be charged to vacation, compensatory time off, or personal necessity leave at the discretion of the employee.~~
- ~~b. No more than eight (8) hours per calendar month can be used under this section.~~
- ~~c. Employees will give five (5) working days' notice of the need to take such leave.~~
- ~~d. If both parents of a child are employed by the District, time off will be granted to the first employee who requests the leave, regardless of bargaining unit affiliation.~~
- ~~e. If requested, the employee will provide documentation from the school as proof that he or she participated in school activities on a specified date and at a particular time.~~

~~17.22 Catastrophic Leave~~ The District and other bargaining units have agreed to a Catastrophic Illness/Injury Leave Donation Plan. The policy is found in Appendix E to this Agreement.

~~17.23 AB 109 Leave - As required by state law (AB 109 and SB 1471, Labor Code Sections 233 and~~

~~234) twelve (12) month employees are permitted to use up to seven (7) days of their available personal necessity leave, in any fiscal year without accruing any points under Article 9, for illness of family members, under the following circumstances:~~

- ~~1. A family member is a child (including biological, foster or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis), a parent (a biological, foster, or adoptive parent, a stepparent, or a legal guardian), spouse, or domestic partner of an employee).~~
- ~~2. If the employee has fewer than eighteen (18) days of accrued sick leave on the date(s) for which s/he is requesting the use of AB 109 leave, s/he must provide an appropriate verifiable doctor's excuse to his/her supervisor for the use of AB 109 leave within five (5) calendar days of the employee's return to work.~~
- ~~3. This leave does not expand the amount of personal necessity leave to which an employee is entitled under Section 17.2 of this agreement.~~

Change to:

17.1 Sick Leave - Employees covered by this Agreement shall accrue paid sick leave at the rate of one (1) day (eight hours) per calendar month, not to exceed the total number of months of the employee's assignment. Employees who work less than a full fiscal year shall earn sick leave on a pro rated basis. A new employee may be advanced a maximum of six (6) days, or proportionate amount to which he/she is entitled, for use prior to the completion of six (6) months of active service at the discretion of the Executive Director.

- A. Unused sick leave shall accrue from year to year. Employees who previously worked for another community college district or county school, shall be entitled to transfer accrued leave from that district.**
- B. An employee utilizing paid sick leave may be required to provide such medical proof as management may require to justify the use of such leave.**
- C. Additional (Extended) Leave - Classified employees are entitled to additional paid accident and illness leave for a period of up to 100 days (less the employee's annual sick leave**

allotment) at a rate of fifty percent (50%) of their regular salary. The employee must exhaust all paid sick leave and provide a medical certification of the need for extended sick leave from his/her medical provider before he/she will be paid under this provision (Ed Code 45196).

When an employee has used all accrued full-pay sick leave, he/she may be eligible for extended sick leave paid at fifty (50) percent of the employee's regular rate of pay. During the fiscal year, extended sick leave is provided up to a maximum of one hundred (100) working days of paid leave, including full-pay sick days. Part-time employees will be afforded these same rights on a pro rata basis for one hundred (100) days. When an employee has used all accrued full-pay sick leave and becomes eligible for extended sick leave, he/she may use accrued vacation or comp time to supplement the extended sick leave pay in order to achieve fully paid days.

An employee, who wishes to use the extended sick leave benefit, shall provide to the Office of Human Resources verifiable medical documentation directly related to the illness or injury which required absence from duty during the period of extended sick leave. Failure to submit medical documentation will subject the employee to discipline for unsatisfactory attendance as determined by the attendance accounting procedures described in Article 9.1. The District reserves the right to require proof of illness and may refer any claims for extended sick leave benefits to the District physician whose decision as to the employee's eligibility shall be final.

If a verifiable sick leave absence occurs on the working day immediately before and/or after a legal holiday, the legal holiday will not be charged against the sick leave or extended leave.

- D. Responsibility to Report Absences – If an employee is unable to report work for any scheduled shift, it is the employee's responsibility to call the facility department sick-line prior to the start of the shift, no less than 30 minutes before the start of his/her shift to report the absence. If the absence occurs on the work day immediately before and/or after a legal holiday, the legal holiday is not charged against the employee's sick leave accrual.

E. General Conditions:

1. Employees who are absent at least five (5) consecutive workdays must provide to the Office of Human Resources a written documentation of illness from the employee's medical provider, which confirms the time off and the employee's ability to resume his/her regular duties as of a specified date. The supervisor may not permit the employee to return to work without the clearance from the Office of Human Resources. Failure to comply with this Article may result in unpaid leave until such clearance is obtained. If an employee exhibits a pattern of excessive absenteeism, the supervisor may require such clearance for shorter periods of time.
4. Absence required because of the employee's dental or medical appointments may be charged against sick leave.
5. If the employee has a physician's written statement which defines the period of illness, the employee is relieved of reporting in ill each day, providing that the physician's statement has been received in the Human Resources Office.

17.2 Personal Necessity Leave - The District shall provide seven (7) days of unpaid Personal Necessity Leave in accordance with applicable state and federal laws (Labor Code 233 and 234) which may be supplemented by up to a maximum of seven (7) days of the employees accrued paid sick leave each fiscal year for any of the following reasons:

1. additional bereavement leave due to the death in the immediate family only (employee's spouse, child, stepchild, parent, sibling, father-in-law, mother-in-law, grandparent, grandchild, son-in-law, daughter-in-law or any relative living in the immediate household of the employee)
2. appearance in court or any administrative forum as a litigant, party or witness under subpoena
3. to care for an immediate family member (as defined in #1 above)
4. the birth of a child to supplement unpaid leave provided by FMLA or CFRA
5. imminent danger to the employee's home, such as by flood, fire, or a serious nature under which the employee could not reasonably be expected to disregard.

17.3 Utilization - Use of sick leave for personal necessity shall be subject to the following limitations and conditions:

1. The total number of days allowed in a fiscal year for such leaves shall not exceed seven (7) days.
2. The days used will be deducted from, and may not exceed, the number of full days of accrued sick leave to which the employee is entitled.
3. Personal necessity leave shall not be granted during a scheduled vacation or a leave of absence.

Allocation of sick leave shall be made only upon certification that the absence was due to a situation designated as a personal necessity within the meaning of this section.

17.4 Unpaid Pregnancy Disability Leave (PDL) - The District shall provide unpaid Pregnancy Disability Leave in accordance with applicable state (California Family Rights Act – CFRA) and federal (Family and Medical Leave Act - FMLA) laws. The employee may use any accrued and available paid sick leave to supplement the unpaid pregnancy disability leave.

An employee who is disabled and physically unable to work because of pregnancy, childbirth, or a pregnancy-related medical condition shall be entitled to up to four (4) months unpaid Pregnancy Disability Leave. The leave can be taken before or after the birth, during any period the employee's medical provider designates as time off needed due to a pregnancy-related disability. All leave taken in connection with a specific pregnancy counts toward computation of the four-month period.

The employee may be granted Pregnancy Disability Leave in addition to any leave she may be entitlement under FMLA and CFRA. Pregnancy Disability Leave shall run concurrently with any leave the employee may be entitled under FMLA. The employee may apply for Pregnancy Disability Leave by contacting the Office of Human Resources.

17.5 Jury Duty or Subpoena Leave – The District shall provide paid time off for jury duty or subpoena leave for an unlimited number of days in accordance with Education Code 87035 and 87036. The District may grant a leave of absence to a classified employee to appear as a witness in court, other than as a litigant, or to respond to an official order from another governmental

jurisdiction for reasons not brought about through the connivance or misconduct of the employee.

The classified employee granted jury duty or subpoena leave, shall be paid up to the amount of the difference between the employee's regular salary earnings and any amount he or she receives for jury or witness fees.

- 17.6 Military Leave** – Military leave shall be granted to employees who volunteer or are enlisted for duty with the armed forces of the United States. Such leave shall be granted in accordance with provision of the law. Compensation shall be in accordance with the California Military and Veterans Code.

A copy of the employee's military orders must be presented to the Office of Human Resources when requesting leave.

Classified employees who have been employed with the District for at least one (1) year immediately prior to the date on which the military leave of absence begins will receive regular compensation the first thirty (30) calendar days of said leave if this time falls within the employee's usual work period. This includes orders to report for military or veteran's physical examinations and service in the Reserve Corps.

- 17.7 Bereavement Leave** – Any employee is allowed a leave of absence for bereavement leave, not to exceed three (3) consecutive working days, or five (5) consecutive working days if the employee attends a funeral more than 250 miles from the College, on full pay when such absence is occasioned by reason of death in the immediate family (employee's spouse, child, stepchild, parent, sibling, father-in-law, mother-in-law, grandparent, grandchild, son-in-law, daughter-in-law or any relative living in the immediate household of the employee). The District may require the employee to provide proof of eligibility for bereavement leave. Bereavement leave is not applicable when an employee is on unpaid leave of absence or during unscheduled work days for employees on less than twelve-(12) month assignments. Bereavement leave is allowable if bereavement immediately precedes or immediately follows such absence.

Up to one day's time off with pay will be granted for bereavement leave for the death of relatives not listed above or living in the immediate household. Up to one-half day with pay

will be granted for bereavement leave for the death of a friend. This leave shall be limited to one time per fiscal year. Additional leave may be granted as outlined under "Personal Necessity Charged Against Sick Leave."

17.8 Unpaid Leave of Absence - The District may grant classified employees an unpaid leave of absence, not to exceed six (6) months for the following reasons:

5. to recuperate from illness or injury (after expiration of sick leave),
6. for personal not-for-profit business,
7. for extended travel, and
8. in accordance with the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).

17.9 Personal Absence - If an employee is unable to report for duty on any scheduled work day, it is the employee's obligation to inform the employee's supervisor of such absence within 30 minutes prior to the beginning of his/her scheduled shift via the facility department sick-line. Failure to appear for duty without notifying the supervisor in such time shall be considered an unpaid absence for the time not at work and subject to occurrence points under the attendance accounting procedure. If employee fails to contact his/her supervisor or the Office of Human Resources within three (3) work days, the absence may be considered "job abandonment" and may result in termination of employment.

17.10 Absences for Religious Holidays – The District Employee shall grant leave of absence for religious holidays in accordance with the California Fair Employment and Housing Act.

17.11 Family and Medical Leave Act – The District is not required to provide employees time off for religious holidays, except those that are board authorized. Employee who observe recognized religious holidays shall be granted time off as an accommodation in accordance with California state law.

Qualified classified employees shall be granted unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

FMLA Eligibility - Eligible employees are entitled to up to twelve (12) workweeks of unpaid leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job; a "serious health condition" is defined as an injury, illness or hospital stay resulting in an absence of in excess of three (3) consecutive workdays (four (4) or more workdays).
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" OR

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

17.12 California Family Right Act – The District shall comply with the California Family Right Act.

Qualified classified employees shall be granted unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

CFRA Eligibility - Eligible employees are entitled to up to twelve (12) workweeks of unpaid leave in a 12-month period to:

- to care for or bond with a newborn, adopted or foster child within one year of birth or placement of the child in the employee's home;
- to care for the employee's spouse, child, parent, or domestic partner who has a serious health condition; and
- for employees own serious health condition.

17.13 Family Engagement & Kinicare Leave - The District shall comply with the California laws governing this subject matter.

Classified employees, that are the parent, guardian, or grandparent with custody of one or more children in kindergarten or grades 1 to 12, shall be provided up to forty (40) hours unpaid leave each fiscal year, not to exceed eight (8) hours in any calendar month, to participate in activities of the school or licensed child daycare facility of his/her children. To receive pay for days off under this provision the employee may utilize accrued vacation leave, personal necessity leave, or compensatory time.

The employee shall provide reasonable notice to his/her supervisor, prior to taking the time off for planned absence for activities under this provision. Regardless of the number of children in the employee has, he/she can only take off up to 40 hour per fiscal year.

The employee, if requested by his/her supervisor, shall provide documentation from the school or licensed child daycare facility as proof that he or she participated in school or licensed child daycare facility activities on a specific date and at a particular time.

Employees shall be permitted to use in any calendar year an amount not less than the sick leave that would be accrued during six months at the employee's then current rate of entitlement for the following purposes:

- I. Diagnosis, care, or treatment of an existing health condition or, or preventative care for, an employee or an employee's family member; or
- ii. For an employee who is a victim of domestic violence, sexual assault or stalking.

17.14 Catastrophic Leave – Employees may participate in the catastrophic leave program, which permits employees to donate accrued vacation or sick leave to the catastrophic leave bank.

An eligible employee who is, or whose family member is, suffering from a catastrophic illness or injury may requests a donation of vacation and/or sick leave from the leave bank by submitting a request and providing verification of the catastrophic injury or illness to the Office of Human Resources for consideration by the Catastrophic Illness or Injury Committee (see Appendix E).

- 17.15 Industrial Accident or Illness Leave - An employee suffering an injury or illness arising out of and in the course of his/her employment shall be entitled to a leave not exceeding sixty (60) work days in any one fiscal year for the same accident or illness. The leave shall not be accumulated from year to year, and when the leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

Payments for wages lost on any day shall not, when added to an award granted the employee under the Workers' Compensation laws of this state, exceed the normal wage for the day.

The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this Section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to the Workers' Compensation award, provides for a day's pay at the regular rate of pay.

ARTICLE 18 - VACATION

- 18.1 Annual Vacation Earnings Rate: Full-time employees who are covered by this Agreement, and who are in paid status for eleven (11) or more days in each relevant calendar month, shall earn vacation as follows:

- a. One through three years of continuous service: one day per month.

Annual Vacation Earning Rate: 12 days

- b. Four through ~~seven~~ years of continuous service: one and one-quarter days per month. Annual Vacation Rate: 15 days

- c. ~~Eight~~ through ~~eleven~~ years of continuous service: one and one-half days per month. Annual Vacation Rate: 18 days

- d. ~~Twelve~~ or more years of continuous service: one and three-quarter days per month. Annual Vacation Rate: 21 days

18.2 Earning Limit: Employees earn vacation according to the Annual Vacation Earnings Rate described in Article 18.1. An individual employee may never ~~earn~~ more than two (2) times his or her Annual Vacation Earnings Rate.

18.3- (no changes)

18.4 The District will provide each employee with a ~~quarterly~~ statement of vacation accrual, sick leave accrual, and compensatory time accrual. Vacation time may not be taken in the month in which it is earned.

18.5 Insofar as practicable and consistent with the needs of the District, vacation shall be granted at times most desired by employees. Vacation requests shall be granted on a first-come, first-serve basis. If conflicting vacation requests of employees in a department must be reconciled, preference shall be given to the timely requests of employees having the most continuous service with the District.

Vacation requests for the Winter Break period shall be ~~held, and processed together,~~ giving preference to those requests from employees who did not have such vacation in the preceding year(s)

Employees may use ~~earned~~ vacation time in minimum increments of one hour.

Any vacation must be requested at least three (3) working days in advance of the proposed commencing of vacation.

18.6 No deduction shall be made from the ~~earned~~ vacation balance of any employee for holidays occurring during the approved vacation of the employee.

Change to:

18.1 Annual Vacation Earnings Rate: Full-time employees who are covered by this Agreement, and who are in paid status for eleven (11) or more days in each relevant calendar month, shall earn vacation as follows:

a. One through three years of continuous service: one day per month.

Annual Vacation Earning Rate: 12 days

b. Four through **six** years of continuous service: one and one-quarter days per month.

Annual Vacation Rate: 15 days

c. **Seven** through **ten** years of continuous service: one and one-half days per month.

Annual Vacation Rate: 18 days

d. Eleven or more years of continuous service: one and three-quarter days per month. Annual Vacation Rate: 21 days

18.2 Earning Limit: Employees earn vacation according to the Annual Vacation Earnings Rate described in Article 18.1. An individual employee may never **accrue** more than two (2) times his or her Annual Vacation Earnings Rate.

18.3 (no changes)

~~18.4 The District will provide each employee with an annual statement of vacation accrual, sick leave accrual, and compensatory time accrual. Vacation time may not be taken in the month in which it is earned.~~

18.4 Insofar as practicable and consistent with the needs of the District, vacation shall be granted at times most desired by employees. Vacation requests shall be granted on a first-come, first-serve basis. If conflicting vacation requests of employees in a department must be reconciled, preference shall be given to the timely requests of employees having the most continuous service with the District.

Vacation requests for the Winter Break period shall be **given** preference to those requests from employees who did not have such vacation in the preceding year(s).

Employees may use **accrued** vacation time in minimum increments of one hour.

Any vacation must be requested at least three (3) working days in advance of the proposed commencing of vacate

18.5 No deduction shall be made from the **accrued** vacation balance of any employee for holidays occurring during the approved vacation of the employee.

ARTICLE 20 – SHIFT DIFFERENTIAL

20.1 Swing, Sunrise and Graveyard - An employee regularly assigned to the swing shift or to the graveyard shift shall receive a shift differential of 5% above his/her base rate of pay for each day

worked on such shift and an additional 1% for the graveyard shift. For new employees as of the date of final ratification by both parties, an employee regularly assigned to the sunrise shift shall receive a shift differential of 3% above his/her base rate of pay for each day worked on such shift.

ARTICLE 21 – OVERTIME AND COMPENSATORY TIME

21.1 Overtime - ~~It is sometimes necessary for the supervisor to require that the employee work more than forty (40) hours in one week. There are also occasions when employees request to work overtime hours in order to complete necessary tasks. When such requests are for work to be performed more than two hours in the future, employees shall request such time utilizing Facilities Services Request forms in advance. When such requests are for work that is less than two hours in the future, employees are to get verbal approval either from their own supervisor, or in the absence of that supervisor, any other supervisor.~~ Overtime includes any time the employee is required to work in excess of eight (8) hours in one (1) workday for employees with a regular 40-hour workweek; or in excess of ten (10) hours in one (1) workday for employees with an alternative work schedules of four (4) days per week with a regular 40-hour workweek; or in excess of twelve (12) hours in one (1) workday for employees with an alternative work schedules of four (4) days per week with a regular 48-hour workweek. An employee whose regular work schedule is less than 40-hours, is entitled to be paid for the extra hours at his/her regular rate of pay up to 40 hours work. Hours worked by an employee whose regular schedule is less than 40-hours shall be paid overtime for all hours worked in excess of 40 hours. Supervisors may require an employee to work overtime to complete a task. An employee must request to work any overtime to complete a necessary task, at least two hours before the end of his/her shift or when it becomes apparent that a particular task will not be completed by the end of the employees shift.

Employees shall not work overtime without the **verbal or written** approval of a supervisor. In the event that an employee is called by non-Facilities Services personnel, such as Campus Police, another manager, or administrator, the employee will have been deemed to have received work authorization. If such a call is received outside of regular work hours, the provisions of Article 22 (Call-Back Pay) shall apply. All employees will provide current and accurate contact information (for contact outside of the workplace) to their supervisor in order that communications can be optimized. Pay for any such overtime work will be the overtime rate which is 1 ½ times the hourly rate of the employee's salary or compensating time of 1 ½ hours off for each additional hour worked.

21.2 Compensatory Time - ~~Employees may request to receive compensation for overtime hours worked in excess of eight (8) in a workday or forty (40) in a five (5) day per week workweek; in excess of ten (10) hours in a workweek or forty (40) in a four (4) day per week workweek; or in excess of nine (9) hours or forty (40) in a nine (9) day two week workweek in the form of compensatory time off in lieu of overtime pay.~~ Compensatory time is accrued at the rate of one and one-half (1 ½) hours for each overtime hour worked. Compensatory time may be earned and used only with prior approval of the employee's immediate supervisor, or the Director ~~(or his/her designee)~~ of **Facilities services**. Normal use of such time off is to be requested in writing at least three (3) working days in advance, and must be approved by a supervisor. "Emergency" use of compensatory time off (not with three days' advanced notice) shall be requested by the employee as soon as possible, and approval of such time shall be granted at the sole discretion of the Director of Facilities, ~~or~~ **or** his/her designee. Any use of compensatory time shall be subject to the operational needs of the District. Compensatory time must be used within twelve (12) calendar months after the time was earned, or it shall be paid at the applicable overtime

rate. Upon termination of employment, the employee will receive payment for all accrued, unused compensatory time calculated based on the employee's regular rate at the time of termination.

ARTICLE 22 – CALL BACK PAY

~~22.1 An employee who is called back to work after the employee's regular shift or on such employee's regularly scheduled day off shall be paid for all hours worked on such call back but not less than four (4) hours pay at the applicable rate. This guarantee shall not apply to overtime which is consecutive with the employee's regularly scheduled shift or to cases where the employee did not work his/her regularly scheduled shift preceding the call back. The employee and the District may agree to compensatory time in lieu of overtime pay for overtime hours worked on a call back in accordance with Article 21 of this agreement.~~

Change to:

22.1 A unit member who is called to campus to perform work outside of his/her regular daily work schedule ("call back time") shall be guaranteed a minimum of four (4) hours of work. Call back time that results in overtime shall be paid at the applicable rate.

In the case of time that the unit member is called to work but is performed off campus (such as by remote device), the unit member shall be guaranteed a minimum of one (1) hour of work. These guarantees shall not apply to overtime which is consecutive with the employee's regularly scheduled shift or to cases where the employee did not work his/her regularly scheduled shift preceding the call-back.

ARTICLE 24 – DISTRICT SPONSORED INSURANCE PLANS AND BENEFITS

During the term of this Agreement, the District will pay the cost of a comprehensive program including health, dental, vision, and life insurance for employees (on a 75% or more assignment) and their dependents. ~~Effective the first day of the month which is at least sixty (60) days from the date the Board approves this agreement, the District shall pay for the cost of a vision plan~~

~~for all bargaining unit employees and dependents on a 75% or more assignment.~~ These plans become effective at once, if the employee starts to work on the first day of the month; otherwise they are effective on the first day of the following month. A change of health-plan is permissible during the annual open-enrollment period in September for an effective date of October 1. Supplemental Term Life Insurance, on the employee only, may be purchased at time of employment or during the annual open-enrollment week in September. Membership in any of these group plans will continue as long as the employee is in paid status.

New Language

- 24.1 The maximum dental benefits shall be \$2,000.
- 24.2 The maximum income protection plan will be \$3,000 per month.
- 24.3 "Eligible" as used in this Article shall mean those unit members who have an average assignment of seventy-five (75%) percent or greater during the monthly period of service.
- 24.4 An employee may change his/her health plan during the annual open enrollment period, which is usually the month of September.
- 24.5 When on approved unpaid leave of absence, an employee may continue health and life insurance plans by paying the monthly premiums to the District by personal check by the first (1st) day of the month for which coverage is to continue.
- 24.6 An employee on paid sick leave continues to be covered by the District-sponsored insurance plans. Employees on unpaid sick leave may continue health, dental insurance, and employee assistance program for as long as the District indicates the employee is eligible for reemployment. In order to continue such insurance, the employee must transmit monthly contributions to the District in the manner set forth in paragraph VI above. Continuation of life insurance may be possible. Employees must meet eligibility and payment requirements of the plan.
- 24.7 In lieu of District coverage for an individual's health insurance plan (for those with dual coverage) the District will provide during a ten-(10) month period an amount equal to one-half (1/2) the cost of an individual premium of the District's lowest-cost health plan for each member electing this option provided that:
 - A. This option may be selected only during the open enrollment period for health insurance or at the time of initial employment.

- B. Requests to change to health insurance coverage from the cash option may be made only during the open enrollment period.
- C. Cash benefits provided under this plan must comply with Internal Revenue Service Section 125.
- D. Those choosing this option must submit evidence of coverage and sign a form provided by the Benefits Office in Fiscal Services.
- E. If this option is chosen, District paid medical insurance coverage will be canceled effective October 1 of the year of the election of this option and will be available again only at the next regular open enrollment period.

24.8 Medical/Dental Insurance - for Retirees

- A. Eligible retirees may elect to continue coverage under District-sponsored medical and dental plans on the same terms, including District-paid premium contributions, as coverage is offered to full-time employees of the District, through the month in which the retiree reaches age sixty-five (65).
- B. In order to be eligible for this benefit, the retiree must meet the following criteria:
 - 1. Must have retired from District employment under the Public Employees' Retirement System or the State Teachers' Retirement System.
 - 2. Must be at least fifty-five (55) years of age at the time of retirement.
 - 3. Must have completed at least fourteen (14) years of service with the District.
 - 4. Must have been eligible to receive District-sponsored medical and dental benefits in his/her last full year of employment.
 - 5. Must be eligible for coverage under the District's medical and dental plans.
- C. If, following retirement, the retiree ceases to be eligible for receipt of retirement benefits under PERS or STRS, the benefit described in this Article will also cease.
- D. Early retirees who have not been employed by the District fourteen (14) years but who have completed a minimum of five (5) years of service may elect to retain group coverage under the District-sponsored medical and dental plans by paying the monthly

premiums to the District. For employees hired on or after July 1, 2011, the minimum service required will be ten (10) years. Such premiums must be received by the District by the first (1st) day of the month for coverage during that month.

- E. For retirees who satisfy conditions 1 and 3 of Paragraph B of this Article, and who have attained the age of sixty-five (65), the District will pay \$1,440 annually, intended to help cover the cost of Medicare supplementary insurance.

Language removed because it only pertains to salaried employees.

~~24.2 Tax Sheltered Annuities The Board of Trustees has made it possible for salaried persons to purchase tax sheltered annuities as approved by the Internal Revenue Service. These annuities are purchased by amendment to the employment contract, reducing the employee's salary by the specified amount requested. The amount deducted for this purpose is not reported to the Internal Revenue Service or the Franchise Tax Board as taxable income during the year such annuities are purchased. Income taxes are deferred until the contributions are withdrawn. A reduction in salary for the purchase of tax sheltered annuities does not reduce the gross salary reported to the Public Employees' Retirement System. Further information is available in the Office of Fiscal Services.~~

ARTICLE 25 – UNIFORMS

- 25.1 Uniforms - Employees are required to wear a uniform during work hours consisting of a specified shirt and pants. The District has purchased uniforms for use by employees during the term of this Agreement. The District shall bear the expense of cleaning and maintenance of uniforms. Employees shall deliver uniforms requiring clearing to a designated location each week, on a weekday to be designated by the District. Repair or replacement of uniforms damaged in the course of performance of the employee's job duties shall be at the expense of the District. Any damage to a uniform during the course of performance of the employee's job duties shall be immediately reported to the employee's supervisor. An employee may elect to clean his/her own uniforms at his/her own expense and risk.

ARTICLE 32 - TERM

~~31.1~~ The term of this Agreement shall commence when the Board of Trustees has completed all action necessary for its implementation. This Agreement shall continue in effect ~~through June 30, 2009, and from year to year thereafter unless alteration or amendment is requested in writing,~~

~~{deleted}~~

~~{deleted}~~

~~31.2 In the event that either party hereto desires to negotiate the provisions of a successor agreement, such party shall serve upon the other during the period March 1, 2009 to March 31, 2009, its written request to commence negotiations. Its full and entire written proposal for such successor agreement shall follow within a reasonable time. Upon receipt of this written notice, arrangements shall be made for meeting and negotiating to commence after adherence to the Public Notice provision of the Educational Employment Relations Act. The parties agree to reopen the agreement for the 2007/08 term on wages, plus two (2) other Articles per party and for the 2008/09 term to reopen the agreement on wages, plus two (2) other Articles per party.~~

Change to:

32.1 The term of this Agreement shall commence when the Board of Trustees has completed all action necessary for its implementation. This Agreement shall continue in effect **from July 1, 2014 through June 30, 2017.**

32.2 Negotiations for a successor agreement shall begin by delivery by either party to the other a written proposal which shall be placed on the agenda of the Board of Trustee's next regular business meeting in accordance with applicable public notice requirements.

If there is a change in a state or federal statute after the ratification of this Agreement, which results in a direct conflict with any specific and expressed term of this Agreement, either party may request to negotiate a replacement. If mutually determined, the parties agree to open two articles on the Agreement. Otherwise, the District retains one reopener on the subject of health insurance plan designs/coverage's/carriers during the term of this Agreement.

Dated: July 25, 2016

PASADENA CITY COLLEGE - CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION (CSEA) AND ITS PASADENA
CHAPTER 777

By: Richard Harsha
Richard Harsha, President

By: Rudy Perez
Rudy Perez, Negotiations Team

By: Christopher Lucas
Christopher Lucas, Negotiations Team

By: Astrid Campos
Astrid Campos, Labor Relations Representative

Dated: July 29, 2016

PASADENA AREA COMMUNITY COLLEGE DISTRICT

By: Dr. Rajen Vurdien
Dr. Rajen Vurdien
Superintendent/President

AGREEMENT

BETWEEN

PASADENA AREA COMMUNITY COLLEGE DISTRICT

AND

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,
And its Pasadena Chapter (CSEA 777)**

**JULY 1, ~~2006~~2014
THROUGH
JUNE 30, ~~2009~~2017**

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LEGEND

bold type	=	new language
***	=	deleted language
[deleted]	=	entire paragraph deleted

1 ARTICLE 1 – AGREEMENT

2 1.1 This Agreement is made and entered into this 1st day of July, 2014 through June 30, 2017~~19th day of~~
3 ~~September—2007~~ _____ between the PASADENA AREA
4 COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "District") and CALIFORNIA
5 SCHOOL EMPLOYEES ASSOCIATION, an-d its Pasadena Chapter 777 (hereinafter referred to as
6 "CSEA").
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1 ARTICLE 2 - RECOGNITION

2 2.1 The District recognizes the CSEA as an exclusive representative for those classified employees of
3 the District in the classifications listed in Exhibit "A" hereto.

4 2.2 The appropriate unit placement of any newly created classification which the CSEA claims should be
5 **accredited** to the unit, or any existing classification or employees which the District claims should be
6 removed from the unit, shall be discussed between the parties hereto, and if no agreement is reached,
7 the dispute may be submitted to PERB proceedings. Any other adjustments to the unit composition
8 may be made upon mutual written agreement, provided that nothing herein shall preclude the
9 complete elimination of jobs or job classifications for lack of work or lack of funds.

1 ARTICLE 3 - ACCESS

2 3.1 Official nonemployee representatives of CSEA shall have the right of reasonable access to
3 employees in the unit.

4 3.2 Such access shall not be utilized in a manner that will disturb, disrupt or otherwise interfere with the
5 work of any employee of the District or the education of any students in the District.

6 3.3 Any such representative may be required to provide District management with reasonable advance notice
7 of his/her intended presence at a District facility for the purpose of such access, and appropriate
8 identification and credentials may be required in instances when Management at a work site do not
9 know or have reason to know of such representative's identity and affiliation.

10 3.4 Such representatives may utilize District facilities for group meetings with District employees during such
11 employee's nonworking time. Requests to utilize such facilities shall be made upon forms to be
12 prescribed by the District, and shall be subject to reasonable regulations concerning prior use, user
13 fees, and other such matters as set forth in the California Education Code.

1 ARTICLE 4 - EMPLOYEE AND UNION RIGHTS

2 4.1 Except as otherwise set forth in this Article, the parties mutually recognize the rights of all employees
3 covered hereby to join and participate in the activities of CSEA, or to have CSEA represent them in
4 their employee relations with the District, or to refuse to join or participate in the activities of CSEA,
5 or any other employee organization. No employee shall be interfered with, intimidated, restrained,
6 coerced, or discriminated against because of the exercise of these rights.

7
8 4.2 Organizational Security

9 4.2.1 Agency Shop

10 ~~As a condition of continuing employment any employee in the unit who is or who becomes a member~~
11 ~~of CSEA on or after the effective date of this agreement shall maintain his/her membership in CSEA,~~
12 ~~subject only to the right of such employee, during the period from June 1, 2001 through June 30,~~
13 ~~2001, or beginning 30 days from the expiration of the Agreement to withdraw from such membership.~~
14 Every unit member shall be required to either join CSEA or pay CSEA a fair share service fee. The
15 amount of the fee shall not exceed the dues that are payable by members of the employee
16 organization, and shall cover the cost of negotiation, contract administration, and other activities of
17 the employee organization that are germane to its functions as the exclusive bargaining
18 representative. Upon notification to the employer by the exclusive representative, the amount of the
19 fee shall be deducted by the employer from the wages or salary of the employee and paid to the
20 employee organization.

21 4.3 Payroll Deductions, Remittance to CSEA

22 ~~Members of CSEA may request that the District make payroll deductions for their CSEA dues, and~~
23 ~~all such dues collected by the District shall be remitted to CSEA on a monthly basis.~~

24
25 4.3.1 CSEA shall have the sole and exclusive right to payroll deduction of regular membership
26 dues and fair share service fees at the CSEA established rate.

27 4.3.2 The District shall put into effect any new or changed payroll deduction for dues or fees no
28 later than the pay period commencing thirty days after such submission.

4.3.3 The District shall put into effect payroll deduction for dues or fees for a new unit member no later than thirty days after the date of hire. There shall be no charge to CSEA for such dues or service fee deductions.

4.3.4 With respect to all sums deducted by the District, whether for membership dues or fair share service fees, the District shall remit such monies to CSEA no later than ten days after the payroll deduction has been made, accompanied by an alphabetical list of unit members for whom such deductions have been made, categorizing them as to CSEA membership or service fee status, and indicating any changes in personnel from the list previously furnished.

4.3.5 Such list shall include the name and home address of each member of the bargaining unit, regardless of when that employee commences employment, so that CSEA can send out required legal notices.

4.3.6 Rescission and Reinstatement

The procedures for rescission and reinstatement of the agency fee provisions of this Article are described in Government Code Section 3456(d).

4.3.7 In the event of an election successfully rescinding statutory fair share, organizational security contract provisions of this Article shall be in effect immediately.

4.3.8 Advisory Arbitration

In the event of a dispute between CSEA and the District over enforcement of the District's obligations under this Article, CSEA or the District shall have the right to refer the matter to advisory arbitration, and follow the rules of advisory arbitration as established in Article 16.6, herein. The decision of the arbitrator shall not be final. The arbitrator shall have no power to add to, subtract from, or modify the terms of this Agreement.

4.4 The District shall release one designated CSEA officer or steward from duty for the purpose of grievance meetings, disciplinary meetings and evaluation appeal meetings as the employee's representative. All release time use shall be noticed to and coordinated with the ~~user's supervisor~~ Executive Director, Facilities and Construction Services or his/her designee prior to use on the District approved form. Meetings will be rescheduled to accommodate District needs.

4.5 During the 2002-03 year term of this Agreement, CSEA will maintain records of the use of chargeable release time under Section 4.4 of this article. The parties will review those records and will review the current amount of CSEA chargeable release time at the end of that year.

4.6 As used herein "working day" means days on which the District Administrative Offices are open for business.

~~4.1 Except as otherwise set forth in the Article, the parties mutually recognize the rights of all employees covered hereby to join and participate in the activities of CSEA, or to have CSEA represent them in their employee relations with the District, or to refuse to join or participate in the activities of CSEA, or any other employee organization. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against because of the exercise of these rights.~~

~~4.2 As a condition of continuing employment, any employee in the unit who is or who becomes a member CSEA on or after the effective date of this Agreement shall maintain his/her membership in CSEA, subject only to the right of such employee, during the period Term of this Agreement from June 1, 2001 through June 30, 2001, or beginning 30 days from the expiration of the Agreement to withdraw from such membership.~~

~~4.3 Members of CSEA may request that the District make payroll deductions for their CSEA dues, and all such dues collected by the District shall be remitted to CSEA on a monthly basis.~~

~~4.4 During each fiscal year the District shall grant CSEA 40 hours of release time, useable in one (1) hour increments to be designated as "chargeable release time". Use will be noticed to the user's supervisor prior to use on the District approved form bearing the signature of the CSEA President or his designee. Additionally, the District shall grant CSEA two hours of release time for the CSEA Safety Committee Chair to prepare for the CSEA Safety Committee meetings. Such release time shall be granted only for each meeting actually held. Maximum release time for a fiscal year shall be twenty-four (24) hours.~~

~~4.5 CSEA shall have the right to use all District bulletin boards normally used for the posting of notices to employees in the unit. Any such posting shall be on official CSEA letterhead, or otherwise prepared in a manner to indicate that they are authorized and approved by CSEA. CSEA shall have the right to use inter-district mail, employee mailboxes, e-mail, and the incidental or occasional use of Fax machines for the purpose of official communications bearing the CSEA designation. CSEA shall have~~

~~access to reproduction equipment and/or services subject to CSEA reimbursing the District for any costs incurred.~~

1 ~~4.6 The District shall release one employee at no loss of pay for up to five days for the purpose of~~
2 ~~attending the CSEA annual conference.~~

3 ~~4.7 The District shall release one designated CSEA officer or steward from duty for the purpose of grievance~~
4 ~~meetings, disciplinary meetings and evaluation appeal meetings as the employee's representative.~~
5 ~~All release time use shall be noticed to and coordinated with the Executive Director, Facilities and~~
6 ~~Construction Services or his/her designee user's supervisor prior to use on the District approved form.~~
7 ~~Meetings will be rescheduled to accommodate District needs.~~

8 ~~4.8 All bargaining unit members shall have the right to adjust their lunch period for the purpose of attending~~
9 ~~the monthly CSEA meeting. All bargaining unit members shall be released from duty up to one hour~~
10 ~~for the purpose of attending a contract ratification meeting. These release times and hours~~
11 ~~adjustments shall be granted only if the meeting falls within the employee's working hours and if the~~
12 ~~time is consistent with and not conflicting with District needs as determined by scheduling with the~~
13 ~~Director of Facilities or his designee. All release time in this section shall be accounted for on the~~
14 ~~District approved form.~~

15 ~~4.9 During the term of this Agreement 2002-03 year, CSEA will maintain records of the use of chargeable~~
16 ~~release time under Section 4.4 of this article. The parties will review those records and will review the~~
17 ~~current amount of CSEA chargeable release time at the end of that year.~~

18 ~~4.10 As used herein "working day" means days on which the District Administrative Offices are~~
19 ~~open for business.~~

1 ARTICLE 5 - DISTRICT RIGHTS

2 5.1 Except as limited by the terms of this Agreement and by applicable law, it is understood and agreed that
3 the District retains all of its powers and authority to direct, manage, and control to the full extent of
4 the law. Included in, but not limited to those duties and powers, are the exclusive right to determine
5 its organization; direct the work of its employees; determine the times and hours of operation;
6 determine the kinds and levels of services to be provided and the means of providing them; establish
7 its educational policies, goals, and objectives; ensure the rights and educational opportunities of
8 students; determine staffing patterns; determine the kinds and number of personnel required;
9 maintain the efficiency of District operations; determine the curricula; build, move, or modify facilities;
10 establish budget procedures and determine budgetary allocation; determine the methods of raising
11 revenue; take action on any matter in the event of an emergency; and to hire, classify, assign,
12 evaluate, promote, terminate, and for cause, discipline employees.

13 5.2 Reduction in Hours - The District shall have the right to reduce the hours of employees in the bargaining
14 unit by up to four (4) hours per workweek per employee, with a commensurate reduction in pay **due**
15 **to lack of funds or lack of work**. The reduction in hours need not be uniform among employees or
16 classification in the bargaining unit. During the term of this Agreement, the District agrees that prior
17 to laying off any employee in a classification, **the District will first reduce the hours of employees**
18 **in that classification** by up to four (4) hours per workweek. The District agrees to meet with the
19 Union prior to reducing employee hours.

20 5.3 Examinations and Eligibility Lists - Persons who possess the minimum requirements for the open
21 positions are invited to take the competitive examination. The examinations consist of at least two of
22 the following parts: evaluation of the application, written test, interview and/or performance
23 demonstration.

24 When business necessity dictates, a position may be filled on a promotional basis only, with District
25 employees competing for the promotional position.

26 California Code of Regulations (CCR) Title 5V section regulation-53001 defines business necessity
27 as circumstances where an open recruitment would result in substantial additional financial cost to
28 the District or pose a significant threat to human life or safety. Business necessity requires

1 greater financial cost than does mere business convenience. Business necessity does not exist
2 where there is an alternative that will serve business needs equally well.

3 Absence for Examinations - Employees may take any examination for a position for which they qualify
4 with the District during working hours without loss of pay. However, the supervisor should be notified
5 at least two working days prior to the date of the examination if possible. Time off to take the
6 examination for other organizations may be taken under Personal Necessity Leave.

7 Eligibility Lists - The District shall establish eligibility lists not to exceed six (6) months duration from
8 which vacancies will be staffed. All classifications will use eligibility lists.

ARTICLE 6 - PERSONNEL FILES

1 6.1 ~~An employee covered by this Agreement, or a Union representative possessing written authorization~~
2 ~~from such employee to examine such employee's central personnel file, shall have access to such~~
3 ~~personnel file of such employee during regular business hours of the District in the manner and to~~
4 ~~the extent otherwise provided by law.~~ The District will make the personnel file of an employee
5 available to the employee for inspection upon written request, pursuant to the California Labor Code
6 and any other applicable provisions of law.
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ARTICLE 7 - PROBATION AND PERFORMANCE EVALUATION

7.1 Probationary Employees - The first six (6) months of employment in any classification will be a probationary period, during which time the employee has an opportunity to demonstrate efficient job performance. During the probationary period, the probationary employee's status is at will. A probationary employee may become classified~~attains permanency~~ with evaluation of work and progress during the probationary period ~~in a new classification~~. A new probationary employee will be evaluated by the supervisor after the first three (3) months of employment and again during the sixth (6) month of employment before the expiration of the probationary period~~the permanency is attained~~.

Under certain circumstances, the six-month probationary period may be extended upon the recommendation of the supervisor with the written approval~~concurrence~~ of the Executive Director of Facilities and Construction Services and the Executive Director of Human Resources~~appropriate Vice President and the Dean of Human Resources~~. An additional evaluation will be made during the eleventh (11) month for one-year probationary periods. An extension of the probationary period is not grievable. Denial of an extension is not grievable. An extension of the probationary period must be approved no less than~~but must be made at least~~ five working days prior to the expiration of the initial six month probationary period~~date of permanency~~. The Union will be notified of any extension.

7.2 Temporary employment time shall be credited toward employee probationary period if the temporary employment exceeds three (3) months of full-time work and the temporary person is hired without a break in service.

7.3 An employee who is serving a new probationary period due to transfer to another classification is subject to demotion during the probationary period at the sole discretion of the District without recourse to the grievance or disciplinary procedures of their Agreement.

7.4 Permanent Employees - ~~Effective January 1, 2001~~Permanent employees will be evaluated by June 30~~during January 1 to March 31 period~~ each year, on a form developed by the District (Appendix "D" and "D-1"). The results of the evaluation are~~which shall not be subject to the grievance procedure~~. Non-annual evaluations may occur for permanent employees. Evaluations will be reviewed and discussed with each employee. Employees are encouraged to comment in the space provided, or to attach an addendum. Nothing herein shall be deemed to make the contents of

1 any evaluation subject to the provisions of the Grievance Article of this Agreement. Information
2 contained in the employee's formal evaluation instrument shall not be the sole source of negative
3 information used to discipline unit members. In order to receive a "needs improvement" rating in a
4 particular rating category, the unit member must have a previous notice on file that the area needed
5 improvement. The notice must have been presented to the employee for signature indicating it has
6 been received and was discussed with him or her.

7 The original~~A copy of the~~ evaluation is forwarded to Human Resources to be maintained in the
8 employee's personnel file and a copy shall be provided to the employee.~~for review and distribution.~~
9 ~~It is the policy to retain the original in the employee's personnel folder along with any sheets of~~
10 ~~comments by the supervisor and/or employee.~~ The employee shall have the right to review and
11 respond to any negative evaluation. The employee shall have ten (10) working days to attach a written
12 response to the evaluation. No additional comments may be added to the evaluation after the 10th
13 working day. it is signed by the employee.

1 ARTICLE 8 - SALARY, CAREER ADVANCEMENT, AND CLASSIFICATION

2 ~~8.1 Effective July 1, 2006, the salary schedule applicable to employees covered by this Agreement shall~~
3 ~~be[H2] increased by 6.4% for employees in a paid status as of or after July 1, 2006, provided,~~
4 ~~however, that any employee who was terminated for cause between July 1, 2006, and the date~~
5 ~~of ratification of this agreement, shall not receive such pay increase. Unless the District settles~~
6 ~~with both of the other two recognized classified bargaining units for the 2007/08 academic~~
7 ~~year without the same exclusion from retroactive pay, the exclusion in this Agreement shall~~
8 ~~be eliminated and any former employees who did not receive the 6.4% increase referred to~~
9 ~~above will receive such increase.~~

10 ~~CSEA unit members will receive salary increases equal to the highest increase, if any, paid to employees~~
11 ~~of[H3] any other bargaining unit for the 2006/07 academic year, excluding adjunct faculty, even if~~
12 ~~agreement on a wage increase has been previously negotiated between the District and CSEA.~~

13 ~~The 2006-07 Salary Schedule shall be added to this Agreement as Appendix "A" and "A-1".~~

14 8.2 Promotion-Career Advancement — All job opportunities are posted on the District's Human Resources
15 webpage. ~~Career opportunities personnel bulletins will inform the staff when applications are to be~~
16 ~~filed and when examinations are to be given.~~ Any employee has the opportunity to compete for higher-
17 level positions if the minimum qualifications of education and experience are possessed. Employees
18 interested in such advancements should arrange to complete the minimum requirements so that they
19 will be prepared for future examinations. When making final appointment decisions, skill and ability
20 being equal, a current permanent employee will be given preference over ~~nonemployed~~ external
21 applicants. Ties between current employees will be determined by seniority.

22 8.3 Acting Appointments - Appointments on an "acting" basis may be made in certain emergency
23 situations such as:

- 24 1. If an employee is on sick leave for more than five working days or has been granted an unpaid
25 leave of absence, a District employee familiar with the duties of the position may be appointed
26 on an "acting" basis to perform the duties.
27

2. If an employee is granted an extended leave because of illness or for personal reasons and it is not in the best interest of the department to reassign another employee on an "acting" basis, a qualified applicant may be appointed on an "acting" basis to serve until the employee returns from the leave of absence.

3. If a position becomes vacant and the distinct nature of the position requires that there should be no interruption in the performance of duties, a qualified applicant may be appointed to that position on an "acting" basis pending the completion of the examination process.

8.4 Transfer - Employees under certain conditions may transfer to a position with the same classification in another department. If an employee wishes to transfer, the matter should be discussed with the ~~Dean~~ Executive Director of Human Resources.

Supervisors frequently transfer employees to the other comparable work assignments within the department to broaden the employee's knowledge and skills and increase flexibility of staff.

8.5 Pay Days - Pay days are on the 10th and the 25th of each month. The check issued on the 25th is considered an earned salary advance (ESA) toward that month's net earnings. The check issued on the 10th represents the net balance due for the preceding month accompanied by a statement listing voluntary and involuntary deductions. If the 10th or the 25th falls on a Saturday, Sunday, or a holiday, employees are paid on the preceding work day. (Voluntary deductions are not made for the months of July and August.)

8.6 Entering Salaries - Entering salaries depend upon the experience level of the persons being hired, based on the following table:

Less than three years applicable experience	Step A
Three to five years applicable experience	Step B
More than five years applicable experience	Step C

8.7 Anniversary Date Step Adjustment - On the first of the month following the initial six months of employment, subject to satisfactory performance evaluation, the employee will receive a salary adjustment of one step above the hiring rate. The first month of employment will be included in the probationary period if the employee was in paid status at least 15 working days. The date of this adjustment is known as the "anniversary date." Step increases occur on this same date each year,

1 subject to favorable performance evaluation, until the employee reaches the maximum step in the
2 salary range.

3 Ordinarily, an employee advances from the first to the sixth step in 4 ½ years. If an employee
4 advances to a higher position in a higher classification, the salary will be adjusted to the first step in
5 that range or to a salary in the new range which is at least one step above the present salary,
6 whichever is more. If an employee is promoted before reaching the fifth step of the current range, the
7 anniversary date remains unchanged. If an employee has reached the sixth step of the assigned
8 range, a new anniversary date is established which would be twelve (12) months from the date of the
9 promotion.

10 8.8 Personal/Professional Growth Benefit - Bargaining unit members will be eligible for a
11 Personal/Professional Growth Benefit when three (3) or more semester units are completed at a
12 school accredited by a regional accrediting association. The benefit will consist of \$175.00 for
13 completing three (3) or more semester units of lower-division credit or \$425.00 for completing three
14 (3) or more semester units of upper-division or graduate credit with a grade of "C" or better.

15 Only one of the above benefits may be earned each year. Application for the Personal/Professional
16 Growth Benefit must be submitted within one (1) semester following the same year that course work
17 is completed. Transcript must accompany application. The form for claiming this benefit is attached
18 as Appendix B.

ARTICLE 9 - ATTENDANCE ACCOUNTING PROCEDURE

9.1 Attendance for all employees will be accounted for by using the following procedure:

A. ~~Points~~~~Occurrences~~ will be charged for the following incidents~~calculated as follows:~~

<u>Incident</u> Absence	<u>Points Charged</u> Occurrence
Each day of unexcused absence	1
Each day of unexcused absence connected to any vacation	
D ay and/or holiday	2
Tardy more than <u>5</u> 40 minutes but 4 hours or less	½
Tardy more than 4 hours	1
Leaving early more than <u>5</u> 40 minutes but 4 hours or less	½
Leaving early more than 4 hours	1

B. Absence is defined as time away from one's work during a scheduled workday.

Absence shall be excused for the following reasons:

1. scheduled or approved vacation
2. holiday
3. jury duty
4. bereavement leave
5. injury or illness for which Workers' Compensation benefits are received
6. injury or illness for which an employee is hospitalized or continual outpatient treatment directly related to the hospitalized injury or illness.
7. authorized compensatory time
8. layoff
9. authorized leave of absence
10. Any absence due to illness for which the employee provides medical documentation~~a verifiable doctor's excuse~~. Medication documentation~~Verifiable doctor's excuses~~ must be submitted to the Office of Human Resources ~~the employee's supervisor~~ within five (5) days of~~upon~~ within five (5) days of the employee's return to work.

11. The first two days of sick leave used in any of the first two years of employment with the

12. ~~Approved AB 109 leave, as provided in Article 17, Section 17.23.~~

43.12. ~~Approved Family Medical Leave Act (FMLA) leave, and California Family Rights Act (CFRA) leave, as provided in Article 17, Sections 17.11 through Section 17.20, and Pregnancy Disability Leave (PDL).~~

44. C. During each fiscal year (July 1 – June 30) one emergency tardiness of more than 10 minutes, but not more than 30 minutes, provided the time missed at the beginning of the work day is made up at the end of that work day, if approved by the supervisor, or personal necessity leave is used for the time the employee was tardy. For purposes of this section, emergency is defined as an unexpected and situation for which a person cannot plan in advance or take prudent action to avoid, such as a traffic accident or emergency on the road, or a sudden illness of a dependent, or a sudden unexpected need for child care.

~~C.~~ D. For illnesses lasting more than ~~two~~ one days:

1. If the employee returns with a verifiable ~~medical documentation~~ doctor's excuse for outpatient treatment directly related to a hospitalized injury or illness or outpatient surgery or procedure, no additional ~~point~~ occurrence will be charged.
2. Verifiable ~~medical documentation~~ doctor's excuses must be submitted to Human Resources ~~the employee's supervisor~~ within five (5) days of the employee's return to work.

~~D.~~ E. An employee will reduce the number of ~~point~~ occurrences he/she has accumulated as follows:

1. 22 consecutive scheduled workdays worked with no ~~incident~~ occurrence – employee will receive a reduction of one (1) point ~~= 1 reduction~~
2. If an employee's point total is at two or less, 11 consecutive scheduled workdays worked with no ~~incident~~ occurrence – employee will receive a reduction of — one half (1/2) point ~~reduction~~
3. 66 consecutive scheduled workdays worked with no occurrence = 1 bonus reduction
4. The above calculations shall be p ~~Prorated for 9/80~~ alternate workweek

9.2 Discipline – Resulting from Unsatisfactory Attendance - Unsatisfactory attendance will be

determined by the Attendance Accounting Procedure described in Section 9.1 above. All employees with less than ~~158~~ days or 120 hours of accrued paid-sick leave on the books will be subject to the following progressive discipline process resulting from unsatisfactory attendance:

3 points occurrences- Written warning

6 point occurrences - Minor suspension, five (5) working days

9 point occurrences — Recommendation for mMajor suspension, ten (10) working days

12 point occurrences - Recommendation for termination

An employee who has two (2) major suspensions within a two-year period may be recommended will automatically move to 12 occurrences and a recommendation for termination.

9.3 Regardless of the number of full-pay sick days maintained by an employee, the District retains the right, following one (1) warning to the employee and five (5) working days' written notification to the employee, to place the employee under the Progressive Discipline Process resulting from unsatisfactory performance when the District determines that such action is warranted by the employee's attendance and tardiness record. The District's determination **to place the employee under the Progressive Disciplinary Process** shall not be subject to the grievance or disciplinary procedures of this Agreement. If the District thereafter has not removed the employee from the system after one (1) year of continuous service during which the employee has continued to maintain at least eighteen (18) full-pay sick days, the employee may file a grievance to protest continued placement under the system. The District's decision at Step Three of the grievance procedure shall be final and binding.

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9.4 Upon written request of an employee, ~~t~~The District will send CSEA a copy of any notices to the employees under this Article. ~~In addition, the District will send CSEA a written notice when any employee accrues five (5) and/or eight (8) points.~~ Upon written warning at the five (5) and/or eight (8) points, the employee shall have the opportunity to authorize the District to allow the notification to CSEA. ~~The written request shall be submitted to his or her supervisor.~~

9.4. CSEA members reserve the right to submit a written or verbal request that a copy of any notices issued to the employee under this Article, be sent to the CSEA president and/or labor relations representative. Written request shall be submitted to the member's supervisor.

1 ARTICLE 10 - WORKING HOURS

2 Working Hours - The usual workweek is forty hours, composed of five, eight-hour days, Monday
3 through Friday, or Tuesday through Saturday, usually from 6:00 a.m. to 2:30 p.m. or 6:30 a.m. to
4 3:00 p.m. There are also part-time assignments with variable working hours. If a position requires
5 that 50% or more of any employee's assigned time must be worked after 4:00 p.m.; or if, at the
6 request of the District, assigned hours are substantially different from the usual regular workweek,
7 the employee is entitled to a shift differential * * * .

8 This differential is included in the employee's gross monthly rate. If an employee is temporarily
9 assigned to a second or third shift, such assignment shall be compensated from the first day.

10 10.1 Alternate Workweek - The District may establish an eighty-(80) hour, nine-(9) day workweek or a four-
11 (4) day workweek in accordance with Educational Code Sections 88031 and 88039. The District and
12 unit member must each agree to the alternative work schedule. The District or employee may
13 terminate participation in the alternative workweek with the provision of a thirty-(30) day notice.

14 10.2 Time-Clock Procedures - Employees are expected to be dressed and ready to begin work at the start
15 of their shift. As part of this Agreement, the District and CSEA agree to the terms set forth in the
16 Memorandum of Understanding executed by the parties on August 30, 2012 attached as Appendix
17 "F".

18 10.3 Lunch Period - Each employee in the unit who works a shift of more than five (5) hours shall
19 receive a thirty-minute, duty-free meal period. Such meal period to be scheduled by the employee's
20 supervisor as close as practicable to the middle of the scheduled shift, unless otherwise agreed to
21 by the supervisor and the employee.

22 ~~When boiler operators are required to maintain visual contact with the boilers during their lunch periods, the~~
23 ~~lunch period shall be compensated at the applicable rate considered to be working while eating and~~
24 ~~shall be compensated for a thirty-(30) minute lunch break in conformance with FSLA section 785.19.~~

25 -10.4 If an emergency requires that an employee work through his/her work day without a lunch period, the
26 employee shall be compensated for the missed meal period at the applicable rate. ~~scheduled meal~~
27 ~~period, and an alternate meal period cannot be scheduled more than two (2) hours prior to the end~~
~~of the employee's scheduled shift, the meal period shall be counted as time worked for the workday~~

~~in which such meal period was missed, provided that an employee's observance and monitoring of~~
~~Each employee shall receive a reasonable period of time, not to exceed five (5) minutes, for wash-~~
~~up prior to the above mentioned meal period and end of shift.~~

10.5 Rest Period~~Coffee Breaks~~ - Each employee in the unit who is scheduled to work four (4) or more consecutive hours shall receive a paid rest ~~coffee~~-break of twenty (20) minutes approximately midway during each such four-hour period.

10.6 Clean Up Period - Each employee shall receive a reasonable period of time, not to exceed five (5) minutes, for wash-up prior to the meal period and end of shift.

1 ARTICLE 11 - CLASSIFICATION

2 11.1 Classification - All positions are classified on the basis of the actual duties performed rather than the
3 person performing the duties. This process of job analysis results in a written "class description" for
4 each position which lists typical duties and the minimum qualifications. The class description provides
5 an objective means of assignment of title and range and furnishes a tangible basis for comparison
6 with similar positions found in other organizations.

7 11.2 Classification Review - If there are significant changes in the assigned duties and/or responsibilities, the
8 employee may request a review in order to determine whether the position should be reclassified. To
9 do this, a "duties statement" must be completed. This form should be obtained by the supervisor from
10 the Human Resources Office. The employee will be visited at the work site, and the total assignment
11 will be reviewed.

12 Reclassification procedures commence in February of each year and approved changes are effective
13 July 1, for the succeeding fiscal year. Reclassification will be reviewed by the administration in
14 consultation with the employee (and CSEA). The decisions of the Executive Committee are final. The
15 employee may request a written rationale for denials.

16 11.3 Class descriptions shall be provided to employees upon hire and upon request. Class descriptions shall
17 be dated whenever revised and no revision shall occur without the concurrence of CSEA except as
18 determined by the College Executive Committee in the case of a reclassification.
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ARTICLE 12 - SAFETY

12.1 It is the District's responsibility to provide the employees in the unit with a safe work environment, and it is the responsibility of each employee in the unit to observe all applicable safety rules and regulations.

12.2 Facilities Services Safety Committee shall be composed of an equal number of employees (not to exceed four), selected by CSEA, and supervisors or managers (not to exceed four) selected by the District. In addition, the Director, Business Services; Supervisor, Office Services; and a Business Representative appointed by CSEA may act as ex-officio members of the Committee. A CSEA member shall serve as Chairperson.

The Safety Committee normally shall meet once each six-(6) weeks or at the call of its chairperson, but in no event on less than five-(5) days' notice unless such meeting is required to deal with a safety emergency. The Committee's function shall be to investigate complaints of unsafe working conditions for members of the unit and to advise the District's Safety Committee and/or the affected employees regarding such conditions and any proposed corrective actions.

12.3 The District shall continue its provision of such safety equipment as was provided prior to the execution of this Agreement.

~~Injuries~~ 12.4 Industrial Accident/Illness Leave - An employee injured on the job must report the injury to his/her supervisor immediately, even though it may not be considered serious. If the injury requires medical attention, the injured employee must fill out an Industrial Accident Report, which may be obtained from the Risk Management Office.

The cost of necessary medical care and hospitalization may be covered by the District Workers' Compensation Insurance, should the need arise. The employer has the right to specify the doctor or hospital for treatment, unless the employee designated his/her own doctor in advance by submitting the appropriate form to the Office of Risk Management.

Regular employees eligible for workers' compensation who are absent from duty because of illness or injury directly resulting from an industrial accident/illness may be granted a paid industrial accident/illness leave from the fourth day up to and including the last day of such absence, not to exceed sixty (60) working days for the same accident. If an employee is unable to return to work after using all paid industrial accident/illness leave, the employee's absence will be charged against his/her accumulated sick leave.

OR

An employee suffering an injury or illness arising out of and in the course of his/her employment shall be entitled to a leave not exceeding sixty (60) work days in any one fiscal year for the same accident or illness. The leave shall not be accumulated from year to year, and when the leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

Payments for wages lost on any day shall not, when added to an award granted the employee under the Workers' Compensation laws of this state, exceed the normal wage for the day.

The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this Section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to the Workers' Compensation award, provides for a day's pay at the regular rate of pay.

12.4 Injuries—An injury must be reported to the supervisor immediately, even though it may not be considered serious. The injured employee must fill out an Industrial Accident Report. This report can be obtained from the office of Facilities Services.

The cost of necessary medical care and hospitalization may be covered by the District Workers' Compensation Insurance, should the need arise. The employer has the right to specify the doctor or hospital for treatment, but the employees may designate his/her their own doctor by filing the appropriate District form in advance. The doctor should be advised to send his report and bill to the District Risk Management Department Insurance. If an extended period of absence must be taken as a result of the accident, applicable leaves under federal and state law, the employee should apply for

Industrial Accident Leave. In such cases the employee must obtain clearance from with his/her physician before he/she may be permitted to returning to work.

1 ARTICLE 13 - DISCIPLINARY PROCEDURE

2 13.1 The disciplinary procedure set forth below shall apply to major disciplinary action taken against
3 permanent, non-probationary employees including discharge, suspension, or demotion.

4 13.2 Informal Hearing Prior to Disciplinary Action - Prior to imposing major disciplinary action, the District will
5 provide the employee with a written notice of the proposed action, the specific charges or materials
6 on which the action is based, and the reasons for the proposed action. The written notice will also
7 advise the employee of the right to request a hearing on the proposed action ("Skelly hearing") and
8 will include a request for hearing form which is to be returned by a specified date which shall be no
9 less than five (5) working days after service of the written notice. An employee's failure to return the
10 request for hearing form within the time specified shall constitute a waiver of the right to a hearing
11 before the initial imposition of disciplinary action.

12 At the hearing the employee shall be given the right to respond verbally or in writing to a person with
13 authority to make the final decision regarding the proposed disciplinary action or to recommend what
14 final decision should be made. If the employee's response is heard by a person with authority to
15 recommend, the employee's response shall be fully and fairly communicated to the District authority
16 who makes the decision regarding the proposed action.

17 Upon the employee's request, the employee shall have the right to have a CSEA representative
18 present at the hearing. Within ten (10) working days after the employee's response is heard, the
19 employee shall be advised in writing of the hearing officer's decision on the District's
20 recommendation~~decision and its effective date.~~

21 The only exceptions to this procedure are when the District believes that the employee's conduct
22 creates a danger to the public, other employees, or the District, or when the employee may be
23 suspended for the (10) days or less. In these cases, a disciplinary suspension may begin before the
24 employee receives a notice of intent and informal hearing.

25 The hearing officer's decision shall be presented to the Superintendent/President who shall ~~may~~
26 present the recommendation to the Board of Trustees with any other pertinent information at its next
27 regular business meeting, subject to the notice requirements of the Brown Act. The employee shall
be advised in writing of the District's decision and its effective date.

When the employee is advised of the District's decision and its effective date, the employee shall also be advised of his/her right to obtain a formal hearing ~~before a review panel~~. If the employee desires such a hearing, the employee must submit a written request within five (5) working days after receiving notification of the District's decision. The employee's request shall be submitted on a form provided by the District to the Office of Human Resources. The formal hearing may, but need not, occur prior to initial imposition of discipline.

13.3 Formal Hearing

A. Selection of Hearing Officer~~Composition of Review Panel~~

The review ~~shall be conducted by a single hearing officer~~ ~~panel shall consist of three (3) members, one to be selected by the affected employee, one to be selected by the Superintendent-President or his designee, and one to be selected by the two (2) review panel members as designated above. In the event the two review panel members cannot reach agreement on the third review panel member to be selected within five (5) working days, I~~ the State Mediation and Conciliation Service will be asked to appoint the hearing officer ~~third member. The third member of the review panel will chair all meetings of the panel.~~ Selection shall be made by alternate strike procedure, the employee or his or her representative to strike first.

The hearing officer ~~review panel~~ shall set the time for the hearing on the matter and shall give the employee at least five (5) working days' notice in writing of the date and place of the hearing.

B. Rights of Parties Before Hearing Officer~~Review Panel~~

The employee shall attend any hearing unless excused by the hearing officer ~~review panel~~. The employee and the District shall be entitled to the following rights at the hearing:

1. To be represented by counsel or any other person at the hearing. The name of the employee's representative shall be given in writing to the Office of Human Resources at least three (3) working days in advance of the scheduled hearing so that a folder of the formal exhibits can be prepared for the representative. The formal exhibits shall consist of notice of proposed action; the employee's initial request for a hearing (if any); the District's written decision; and the employee's request. The folder of formal exhibits shall be given to the employee's representative at least two (2) days before the scheduled hearing.
2. To testify under oath.
3. To compel the attendance of other employees of the District to testify. To arrange for attendance during working hours, the names of such employees must be provided to the Office of Human Resources no later than two working days before the scheduled hearing.

4. To cross-examine all witnesses and all employees of the District whose reports are offered in evidence before the hearing officer~~review panel~~.
5. To impeach any witness.
6. To present such affidavits, exhibits, and other evidence as the hearing officer~~review panel~~ deems pertinent to the inquiry.
7. To argue the case.

C. Procedure for Hearing Before Hearing Officer~~Review Panel~~

The ~~review panel~~ hearing shall be conducted in the manner most conducive to determination of the truth, and neither the District nor the hearing officer~~review panel~~ shall be bound by technical rules of evidence. The hearing officer~~review panel~~ shall determine the relevancy, weight, and credibility of the testimony and evidence. At the hearing officer~~review panel~~'s discretion, irrelevant and repetitious evidence may be excluded. The burden of proof shall be on the District.

Each party will be permitted an opening statement, with the District or its designated representative opening first. The District and its designated representative shall present its witnesses and evidence to sustain its charges, and the employee will then present witnesses and evidence in defense. Each party will be allowed to cross-examine witnesses.

The hearing officer ~~review panel~~ may exclude witnesses not under examination except the employee and the party attempting to substantiate the charges against the employee and their respective counsel or representative.

D. Findings and Recommendations of Hearing Officer~~Review Panel~~

The hearing officer ~~review panel~~ shall ~~deliberate on its decision in closed session excluding all persons other than members of the review panel.~~ The review panel shall issue his or her findings and recommendations within thirtyfive (305) calendar~~working~~ days after the conclusion of the hearing. The hearing officer ~~review panel~~ may sustain or reject any or all of the charges filed against the employee and may recommend modifications of the disciplinary action proposed by the District. The findings and recommendations of the hearing officer ~~review panel~~ shall be served on all parties and their designate representatives.

1 E. Post-Hearing Procedure

2 The Superintendent-President shall review the findings and recommendations submitted by the
3 ~~hearing officer review panel~~ and make a final recommendation to the Board of Trustees. The
4 Superintendent-President's recommendation may not contain a penalty greater than that proffered
5 in the original charges. The Superintendent-President shall notify the affected employee and
6 his/her designated representative of the Superintendent-President's recommendation no later
7 than five (5) working days prior to the meeting of the Board of Trustees at which the matter will be
8 considered.

9 An employee wishing to present oral argument to the Board of Trustees concerning the
10 Superintendent-President's recommendation must notify the Superintendent-President at least
11 twenty-four (24) hours prior to the meeting at which the Board of Trustees is scheduled to review
12 the findings and recommendations and render a decision. The Board of Trustees shall make a
13 final decision within thirty (30) calendar days after said meeting. The Board of Trustees shall not
14 impose a penalty greater than that proffered in the original charges. In the event the Board of
15 Trustees makes a final decision to modify or reverse the initial action taken by the District and the
16 discipline has already been imposed, the employee shall be entitled to such make-whole relief as
17 the Board of Trustees deems appropriate. Notice of the Board's decision shall be mailed to the
18 employee and his/her counsel or other representative.

1 ARTICLE 14 - GRIEVANCE PROCEDURE

2 14.1 Complaints - A complaint is any misunderstanding or dispute as to the interpretation or application of
3 District policies, rules, and regulations and shall be processed in the same manner as a grievance
4 but without a specific grievance form and without the option of advisory arbitration.

5 14.2 Grievance - A grievance is an allegation that a specific Article of this Agreement has been violated by
6 the District. Grievances shall be processed in accordance with the procedure set forth below.

7 It is understood and agreed that most problems that might otherwise give rise to grievances can be
8 resolved by an informal, one-on-one discussion between the affected employee and that employee's
9 immediate supervisor, and it is the intent of the parties that the grievance procedure set forth below
10 not be utilized until reasonable attempts have been made, in all appropriate cases, to resolve
11 problems by such informal discussion.

12 14.3 If informal discussion as set forth above is not successful in resolving any complaint, misunderstanding,
13 or dispute as to the interpretation or application of this Agreement, a formal written grievance may be
14 processed in the following manner:

15 Step 1 The aggrieved employee may utilize the District's written grievance form to present his/her
16 grievance to his/her immediate supervisor within the (10) working days after he/she first knew or by
17 reasonable diligence should have known of the occurrence giving rise to the grievance. The
18 immediate supervisor shall respond in writing to the written grievance within ten (10) working days
19 after it has been submitted to such supervisor.

20 Step 2 If the grievant is not satisfied with in the reply in Step 1, within the (10) working days after
21 such reply, the grievance may be presented in writing to the Director of Facilities Services. The
22 Director of Facilities Services shall reply in writing ten (10) working days thereafter.

23 Step 3 If the grievant is not satisfied with the reply in Step 2, the grievant may, within ten (10)
24 working days after the receipt of the written reply, present the written grievance to the Assistant
25 Superintendent/Senior Vice President of Business & College for Administrative Services who-

26 _____The Vice President shall issue his/her written
27 determination within the (10) working days thereafter.

1 Step 4 If the grievant is not satisfied with the reply in Step 3, the grievant may, within the (10) working
2 days after the receipt of the written reply, present the written grievance to the Superintendent-
3 President of the College. The Superintendent-President shall issue his/her final written determination
4 within the (10) working days thereafter.

5 14.4 Each of the formal requirements and time limitations stated herein for the processing of grievances shall
6 be strictly adhered to provided, however, that any such limits may be extended by the express written
7 agreement of the parties. If the District's authorized representative fails to answer a grievance within
8 the time limit specified in any step of the grievance procedure, the grievant shall have the right to
9 appeal the grievance immediately to the next step of the grievance procedure. If the grievant fails to
10 appeal the grievance to the next step of the grievance procedure within the time limit specified in any
11 step of the grievance procedure, the grievance shall be deemed waived and terminated.

12 14.5 During any meeting with management for the processing of a grievance and during any hearing on such
13 grievance, an individual grievant may attend without loss of normal compensation or benefits.

14 14.6 Advisory Arbitration - If the grievant is not satisfied with the Superintendent-President's decision at Level
15 4, the employee may request CSEA to submit the grievance to advisory arbitration. The parties will
16 split the fees and expenses of the arbitrator. However, in the event that the District overturns an
17 advisory arbitration award made in favor of the employee, the District will pay the entire fees and
18 expenses of the arbitrator.

19 Selection of Arbitrator - As soon as possible, the parties shall attempt to select a mutually acceptable
20 arbitrator. If the parties are unable to agree upon an arbitrator within ten (10) days of the request for
21 arbitration, a request for a list of arbitrators may be submitted to the California State Conciliation
22 Service. The conduct of the arbitration hearing shall be governed by the voluntary labor arbitration
23 rules of the American Arbitration Association.

24 Motions to Dismiss - If the District claims that a grievance should be dismissed because, for example,
25 it falls outside the scope of the procedure, or was filed or processed in an untimely manner, or that
26 the dispute has become moot, or that a party has breached the confidentiality
27
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1 provisions, such a claim shall, at the option of the District, after the Level 4 decision, and without
2 prejudice, be heard and ruled upon: (a) along with the merits of the case by the same arbitrator; or
3 (b) have the claim first submitted to a separate arbitrator to determine whether or not the issue is
4 arbitralarbitrable; and if so, the grievance shall be returned to Level I of this procedure for further
5 processing. In such instances a suitable stay/continuance between such a ruling and any further
6 proceedings shall be granted as may be reasonably necessary.

7 Limitation Upon Arbitrator - The arbitrator shall have no power to alter, amend, change, add to, or
8 subtract from any of the terms of this Agreement but shall determine only whether or not there has
9 been a violation of this Agreement alleged in the grievance. The decision of the arbitrator shall be
10 based solely upon the evidence and arguments presented to him/her by the respective parties in the
11 presence of each other and upon arguments presented in written briefs.

12 The arbitrator shall not have authority, nor shall he/she consider it his/her function to decide any issue
13 not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have
14 been the intent of the parties as determined by generally accepted rules of contract construction.

15 The arbitrator shall not render any decision or award merely because in his/her opinion such decision
16 or award is fair or equitable. The arbitrator shall have no power to render an award on any grievance
17 occurring before or after the term of this Agreement. The arbitrator may hear and determine only one
18 (1) grievance at a time unless the District expressly agrees otherwise.

19 Board Review of Arbitrator's Decision - If the advisory decision of the arbitrator is acceptable to the
20 District, the Superintendent-President shall take any necessary action to implement the decision. If
21 the Superintendent-President fails to implement an advisory award made in favor of the employee,
22 the grievant may appeal, in writing, to the Board of Trustees within ten (10) days of receipt of the
23 advisory award, or within then (10) days of the Superintendent-President's written notification to the
24 parties of his/her action to set aside the advisory decision.

25 If upon review of the written record the Board of Trustees determines that it is unable to render a
26 decision on appeals made, it may reopen the record in Executive Session to the parties of interest for
27 the purpose of taking testimony.
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1 The Board shall, in instances of appeals filed pursuant to section 14.6 above, communicate a decision
2 within thirty (30) days after receiving said appeal. The decision of the Board shall be final and binding
3 on the parties.

4 Failure to Meet Time Limits - If the grievant and Union agree to the District's remedy in accordance
5 with the time limits set forth in this Article, it shall not be subject to Level III review and shall be
6 considered settled on the basis of the decision last made by the District. If the District fails to respond
7 to the grievance in a timely manner at any level, the running of its time limit shall be deemed a denial
8 of the grievance and termination of the level involved, and the grievant may proceed to the next step.
9 Time limits hereunder may be lengthened or shortened in any particular case only by mutual, written
10 agreement. The parties will attempt in good faith to adjust time-limit problems which occur above level
11 I as a result of the summer recess.

12 Union Representation - The grievant shall be entitled upon request to representation by CSEA at all
13 grievance meetings as provided for in this Article. In situations where CSEA has not been invited to
14 represent the grievant, the District shall not agree to a final resolution of the grievance until CSEA
15 has received a copy of the grievance and the proposed resolution has been given the opportunity to
16 state its views on the matter.

17 Reasonable Released Time - Grievance meetings normally will be scheduled by the District so as not
18 to conflict with student services. However, if the meeting is expected to be of such duration that it
19 would extend beyond the normal business hours of the District's central office, the District shall
20 provide released time with no loss of pay to one authorized employee representative of CSEA so that
21 the session can be accommodated within such business hours. This shall constitute "reasonable
22 periods of released time" within the meaning of the applicable provisions of the California Government
23 Code, Section 3543.1(c)

24 Confidentiality - In order to encourage a professional and harmonious disposition of unit member's
25 complaints, it is agreed that from the time a grievance is filed until it is processed through arbitration,
26 neither the grievant, nor CSEA, nor the District shall make public either the grievance or evidence
27 regarding the grievance.

1 No Reprisal - There shall be no reprisal against a unit member for filing a grievance or assisting a
2 grievant in the above procedures.

3 Grievance Files - The District's records developed for the filing and processing of a grievance shall
4 be maintained separately from the grievant's personnel file.

5 Notification of Witnesses - The grievant, or CSEA on his/her behalf, shall give the District forty-eight
6 (48) hours' advance written notice of any witnesses that will be reasonably necessary to present
7 testimony on behalf of the grievant at any formal level of this procedure.

1 ARTICLE 15 - SEPARATION~~TERMINATION~~ OF EMPLOYMENT

2 Resignation - If an employee wishes to resign, a letter of resignation should be sent to Human
3 Resources with a copy to the supervisor at least two weeks before the last day of employment. The
4 letter of resignation should include the following:

- 5 1. The reason
- 6 2. The last day of work

7 Exit Interview - Employees resigning from the District~~leaving the College~~ for any reason should
8 contact~~telephone~~ the Human Resources Office ~~to arrange for an appointment with the Dean of~~
9 ~~Human Resources~~ no later than two weeks before separation from employment~~the last week of work~~.
10 ~~This interview is necessary to satisfactorily complete and close the personnel records.~~

ARTICLE 16 - HOLIDAYS

16.1 Holidays for which employees covered by this Agreement may be eligible are:

New Year's Day (plus one additional day)

Martin Luther King, Jr. Day

Lincoln Day

Washington Day

Cesar Chavez Day

Friday of Spring Vacation Week

Memorial Day

Independence Day

Labor Day

California Admission Day

Veterans' Day

Thanksgiving Day

The day after Thanksgiving

Christmas Eve Day

Christmas Day

16.1 Holidays for which employees covered by this Agreement may be eligible are:

<u>New Year's Day</u>	<u>Veteran's Day</u>
<u>Martin Luther Kind, Jr. Day</u>	<u>Thanksgiving Day</u>
<u>Lincoln's Birthday</u>	<u>The Day after Thanksgiving Day</u>
<u>Washington's Birthday</u>	<u>Christmas Eve Day</u>
<u>Cesar Chavez Day</u>	<u>Christmas Day</u>
<u>Spring Vacation Day</u>	<u>Winter Break Day #1*</u>
<u>Memorial Day</u>	<u>Winter Break Day #2*</u>
<u>Independence Day</u>	<u>Winter Break Day #3*</u>
<u>Labor Day</u>	<u>California Admission Day Floating Holiday</u>

* Alternative days may be observed for members required to work during this time.

In addition, any days designated by the Board of Trustees as holidays in response to either state

or nationally declared proclamation will be observed on a one-time basis only.

16.2 When any holiday or alternative observance day falls on a scheduled work day, a regular full-time employee covered by this Agreement shall receive such holiday at his/her full regular rate of pay. Any part-time employee covered by this Agreement may receive prorated holiday pay if such holiday falls on the day of his/her regular work assignment.

16.3 To be eligible for holiday pay, an employee must be in paid status on the last working day before the holiday and the first working day following the holiday.

16.4 If an employee is required to work on a holiday, he/she shall receive his/her regular rate of pay, plus additional compensation at the rate of one and one-half times his/her regular rate of pay for each hour worked on such holiday.

16.5 If, for any academic year during the term of this Agreement, the governing board of the District determines that California Admission Day is to become a scheduled day of instruction on the District's academic calendar, such holiday shall be converted to a floating holiday for employees in the unit. An employee's utilization of such holiday must create at least a three-day weekend within the academic year in which the holiday accrues; is subject to the employee providing his/her supervisor with not less than fourteen (14) days' notice of the anticipated date of such holiday; and is subject to the scheduling needs of the District.

16.6 Substitute Holiday If an employee works a workweek other than Monday through Friday and as a result loses a holiday to which he/she would otherwise be entitled, the District will provide a substitute holiday of the number of hours to which the employee would have been entitled had the holiday fallen within the employee's normal work schedule. In advance of a scheduled holiday, the supervisor and the employee will determine substitute holiday arrangements for each employee who is eligible for a substitute holiday.

In the case of a holiday that occurs adjacent to a weekend (Saturday or Sunday), the intent is to provide the employee the opportunity for an equivalent length holiday weekend as Monday-Friday employees receive.

Such accrued time must be taken within twelve (12) full months following the earning of the time, and is subject to the operational needs of the District.

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16.7 Floating Holiday

- California Admission day is linked to weekend
- Winter break day floating holidays shall be taken during the fiscal year

ARTICLE 17 – LEAVES

17.1 Sick Leave - Employees covered by this Agreement shall accrue paid sick leave at the rate of one (1) day (eight hours) per calendar month each fiscal year, not to exceed the total number of months of the employees assignment. Employees who work less than a full fiscal year shall earn sick leave on a pro rated basis. A new employee is entitled to use six days of sick leave after six months of employment.

A. Unused sick leave shall accrue from year to year. Employees who previously worked for another community college district or county school, shall be entitled to transfer accrued leave from that district.

B. An employee utilizing paid sick leave may be required to provide such medical proof as management may require to justify the use of such leave.

C. Additional (Extended) Leave - Classified employees are entitled to additional paid accident and illness leave for a period of up to 100 days (less the employees annual sick leave allotment) at a rate of fifty percent (50%) of their regular salary. The employee must exhaust all paid sick leave and provide a medical certification of the need for extended sick leave from his/her medical provider before he/she will be paid under this provision and. (Ed Code 45196)

D. Responsibility to Report Absences – If an employee is unable to report work for any scheduled shift, it is the employee's responsibility to contact his/her supervisor/facility department sick-line 30 minutes prior to the start of the shift. ~~no less than one (1) hour before the start of his/her shift to report the absence.~~ If the absence occurs on the work day immediately before and/or after a legal holiday, the legal holiday is not charged against the employee's sick leave accrual. .

E. General Conditions:

1. In accordance with federal and state law, eEmployees who are absent in excess of five (5) ~~three (3)~~ (meaning ~~four (4)~~ five (5) or more) consecutive workdays must provide to the Office of Human Resources a written documentation of illness from the employee's medical provider, which confirms the time off and the employee's ability to resume his/her regular duties as of a specified date. The supervisor may not permit the employee to return to work without the clearance from the Office of Human Resources. Failure to comply with the Article may lead to unpaid leave until such clearance is obtained. If an employee establishes

excessive absenteeism, the supervisor may require such clearance for shorter periods of time.

2. Absence required because of the employee's dental or medical appointments may be charged against sick leave.

3. If the employee has a physician's written statement which defines the period of illness, the employee is relieved of reporting in ill each day, providing that the physician's statement has been received in the Human Resources Office.

17.2 Unpaid Personal Necessity Leave - The District shall provide seven (7) days of unpaid Personal Necessity Leave in accordance with applicable state and federal laws (Labor Code 233 and 234) for any of the following reasons:

1. additional bereavement leave due to the death in the immediate family only (employee's spouse, child, stepchild, parent, sibling, father-in-law, mother-in-law, grandparent, grandchild, son-in-law, daughter-in-law or any relative living in the immediate household of the employee)

2. appearance in court or any administrative forum as a litigant, party or witness under subpoena

3. to care for an immediate family member (as defined in #1 above)

4. the birth of a child to supplement unpaid leave provided by FMLA or CFRA

5. imminent danger to the employee's home, such as by flood, fire, or a serious nature under which the employee could not reasonably be expected to disregard.

17.3 Utilization - Use of sick leave for personal necessity shall be subject to the following limitations and conditions:

1. The total number of days allowed in a fiscal year for such leaves shall not exceed seven (7) days.

2. The days used will be deducted from, and may not exceed, the number of full days of accrued sick leave to which the employee is entitled.

3. Personal necessity leave shall not be granted during a scheduled vacation or a leave of absence.

Allocation of sick leave shall be made only upon certification that the absence was due to a situation designated as a personal necessity within the meaning of this section.

17.4 Unpaid Pregnancy Disability Leave (PDL) - The District shall provide unpaid Pregnancy Disability Leave in accordance with applicable state (California Family Rights Act – CFRA) and federal (Family and Medical Leave Act - FMLA) laws. The employee may use any accrued and available paid sick leave to supplement the unpaid pregnancy disability leave.

An employee who is disabled and physically unable to work because of pregnancy, childbirth, or a pregnancy-related medical condition shall be entitled to up to four (4) months unpaid Pregnancy Disability Leave. The leave can be taken before or after the birth, during any period the employee's medical provider designates as time off needed due to a pregnancy-related disability. All leave taken in connection with a specific pregnancy counts toward computation of the four-month period.

The employee may be granted Pregnancy Disability Leave in addition to any leave she may be entitlement under FMLA and CFRA. Pregnancy Disability Leave shall run concurrently with any leave the employee may be entitlement under FMLA. The employee may apply for Pregnancy Disability Leave by contacting the Office of Human Resources.

17.5 Jury Duty or Subpoena Leave – The District shall provide paid time off for jury duty or subpoena leave for an unlimited number of days in accordance with Education Code 87035 and 87036. The District may grant a leave of absence to a classified employee to appear as a witness in court, other than as a litigant, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee.

The classified employee granted jury duty or subpoena leave, shall be paid up to the amount of the difference between the employee's regular salary earnings and any amount he or she receives for jury or witness fees.

17.6 Military Leave – The District shall provide military leave in accordance with the California Ed Code 44800, and state and fFederal Law.

Every District probationary or permanent employee who enters the active military service of the United States of America or of the Sstate of California shall be entitled to a leave of absence from his/her duties as an employee of the District. A copy of the employee's military orders must be presented to the Office of Human Resources when requesting leave.

Within six months of an honorable discharge, The employee has the right to his/her former position and pay.

Classified employees who have been employed with the District for at least one (1) year immediately prior to the date on which the military leave of absence begins will receive regular compensation the first thirty (30) calendar days of said leave if this time falls within the employee's usual work period. This includes orders to report for military or veteran's physical examinations and service in the Reserve Corps.

17.7 Bereavement Leave - Any employee is allowed a leave of absence for bereavement leave, not to exceed three (3) consecutive working days, or five (5) consecutive working days if the employee attends a funeral more than 250 miles from the College, on full pay when such absence is occasioned by reason of death in the immediate family (employee's spouse, child, stepchild, parent, sibling, father-in-law, mother-in-law, grandparent, grandchild, son-in-law, daughter-in-law or any relative living in the immediate household of the employee). The District may require the employee to provide proof of eligibility for bereavement leave. Bereavement leave is not applicable when an employee is on unpaid leave of absence or during unscheduled work days for employees on less than twelve-(12) month assignments. Bereavement leave is allowable if bereavement immediately precedes or immediately follows such absence.

Up to one day's time off with pay will be granted for bereavement leave for the death of relatives not listed above or living in the immediate household. Up to one-half day with pay will be granted for bereavement leave for the death of a friend. This leave shall be limited to one time per fiscal year. Additional leave may be granted as outlined under "Personal Necessity Charged Against Sick

Leave."

17.8 Unpaid Leave of Absence - The District may grant classified employees an unpaid leave of absence, not to exceed six (6) months for the following reasons:

1. to recuperate from illness or injury (after expiration of sick leave),
2. for personal not-for-profit business,
3. for extended travel, and
4. in accordance with the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).

17.9 Personal Absence - If an employee is unable to report for duty on any scheduled work day, it is the employee's obligation to inform the ~~employee's supervisor of such absence within one (1) hour prior to the beginning of his/her scheduled shift~~ facility department sick-line 30 minutes prior to the start of the shift. Failure to appear for duty without notifying the supervisor in such time shall be considered an unpaid absence for the time not at work and subject to occurrence points under the attendance accounting procedure. If employee fails to contact his/her supervisor or the Office of Human Resources within three (3) work days, the absence may be considered "job abandonment" and may result in termination of employment.

17.10 Absences for Religious Holidays – The District Employee shall grant leave of absence for religious holidays in accordance with the California Fair Employment and Housing Act.

17.11 Family and Medical Leave Act – The District shall comply with the federal Family and Medical Leave Act (FMLA) of 1993.

Qualified classified employees shall be granted unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

FMLA Eligibility - Eligible employees are entitled to up to twelve (12) workweeks of unpaid leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;

- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job; a "serious health condition" is defined as an injury, illness or hospital stay resulting in an absence of in excess of three (3) consecutive workdays (four (4) or more workdays).
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" OR
Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

17.12 California Family Right Act – The District shall comply with the California Family Right Act.

Qualified classified employees shall be granted unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

CFRA Eligibility - Eligible employees are entitled to up to twelve (12) workweeks of unpaid leave in a 12-month period to:

- to care for or bond with a newborn, adopted or foster child within one year of birth or placement of the child in the employee's home;
- to care for the employee's spouse, child, parent, or domestic partner who has a serious health condition; and
- for employees own serious health condition.

17.13 Family Engagement & Kinicare Leave-School Partnership Act - The District shall comply with the California Family School Partnership Act (Labor Code 230.8)-laws governing this subject matter.

Classified employees, that are the parent, guardian, step parent, foster parent, ~~or~~ grandparent with custody of one or more children, or a person who stands in loco parentis of a child, in kindergarten or grades 1 to 12, shall be provided up to forty (40) hours unpaid leave each fiscal year, not to exceed eight (8) hours in any calendar month, to participate in activities of the school or licensed child daycare facility of his/her children. To receive pay for days off under this provision the employee may utilize accrued vacation leave, personal necessity leave, or compensatory time.

The employee shall provide reasonable notice to his/her supervisor, prior to taking the time off for planned absence for activities under this provision. Regardless of the number of children in the employee has, he/she can only take off up to 40 hour per fiscal year.

The employee, if requested by his/her supervisor, shall provide documentation from the school or licensed child daycare facility as proof that he or she participated in school or licensed child daycare facility activities on a specific date and at a particular time.

B. Employees shall be permitted to use in any calendar year an amount not less than the sick leave that would be accrued during six months at the employee's then current rate of entitlement for the following purposes:

i. Diagnosis, care, or treatment of an existing health condition or, or preventative care for, an employee or an employee's family member; or

ii. For an employee who is a victim of domestic violence, sexual assault or stalking.

17.14 Catastrophic Leave – Employees may participate in the catastrophic leave program, which permits employees to donate eligible leave credits to an employee when that employee or a member of his/her family suffers from a catastrophic illness or injury.

An employee who is, or whose family member is, suffering from a catastrophic illness or injury may requests that eligible leave credits be donated to him/her, by submitting a request and providing verification of the catastrophic injury or illness to the Office of Human Resources for consideration by the Catastrophic Illness or Injury Committee (see Appendix E).

1 ARTICLE 17 — LEAVES

2 ~~17.1 Sick Leave — Employees covered by this Agreement shall earn paid sick leave at the rate of one day~~
3 ~~(eight hours) for each calendar month in which such employee is in paid status for eleven (11) or~~
4 ~~more working days. Part-time employees covered by this Agreement shall receive such sick leave on~~
5 ~~a pro-rata basis.~~

6 ~~C. There shall be unlimited accrual of sick leave for all employees covered by this Agreement.~~

7 ~~D. An employee utilizing paid sick leave may be required to provide such medical proof as~~
8 ~~management may require to justify the use of such leave.~~

9 ~~E. Employees who are absent because of illness of a non-job injury, will be paid:~~

10 ~~6. Full salary if the length of the absence does not exceed the unused portion of current and~~
11 ~~accumulated sick leave benefits.~~

12 ~~7. After attaining permanency, half salary for 100 days minus the number of days of current~~
13 ~~and accumulated sick leave previously used in that fiscal year.~~

14 ~~8. At the beginning of the fiscal year (July 1) employees who have attained permanency will~~
15 ~~be credited with the number of sick days to which they are entitled for that fiscal year.~~

16 ~~After six months of employment, a new employee will be advanced additional sick leave~~
17 ~~in the amount of one day per month for the remaining months in the fiscal year.~~

18 ~~Absenteeism Must be Reported to the Supervisor by the Employee or Some Other Person — If sick~~
19 ~~leave occurs on the working day immediately before and/or after a legal holiday, the legal holiday is~~
20 ~~not charged against the sick leave, whether or not the sick leave is on full pay or half pay.~~

21 ~~General Conditions:~~

22 ~~1. Employees who are absent in excess of five (5) consecutive days must arrange for their~~
23 ~~attending physician to send a report on a District form to the Office of Human Resources~~
24 ~~stating the nature and anticipated duration of the illness. Before returning to work, the~~
25 ~~employee must report to the office of Human Resources with a written statement confirming~~
26 ~~the ability to resume the regular duties as of a specified date. The supervisor may not permit~~
27 ~~the employee to return to work without the clearance from the Office of~~
28

Human Resources. Failure to comply with the Article may lead to unpaid leave until such clearance is obtained. If an employee establishes excessive absenteeism, the supervisor may require such clearance for shorter periods of time.

15. Absence required because of the employee's dental or medical appointments may be charged against sick leave.

16. If the employee has a physician's written statement which defines the period of illness, the employee is relieved of reporting in ill each day, providing that the physician's statement has been received in the Human Resources Office.

17.2 Personal Necessity Leave Employees entitled to accrue sick leave benefits under this

Agreement shall have the right to utilize unused sick leave for following purposes:

S. The death of a member of the employee's immediate family, when number of days of absence exceeds the limit provided in the Bereavement Policy. "Member of the employee's immediate family" as used in this policy means the husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, grandparents, grandchildren of the employee or of the spouse of the employee, son-in-law, daughter-in-law or any relative living in the immediate household of the employee, or any other person for whom the employee is legally responsible.

T. An accident involving the employee's person, not otherwise chargeable to an illness or injury leave, or to an industrial injury or industrial illness leave. Such accident must be serious in nature, involve circumstances the employee cannot reasonably be expected to disregard and require the attention of the employee during the assigned hours of service.

U. An accident involving the employee's property or the person or property of a member of the employee's immediate family. "Member of the employee's immediate family" is defined in paragraph "A" above. Such accident must be serious in nature, involve circumstances the employee cannot reasonably be expected to disregard, and require the attention of the employee during his or her assigned hours of service.

1 V. ~~An appearance of the employee in court as a litigant or as a witness under an official order. The~~
2 ~~employee must return to work in cases where it is not necessary for the employee to be absent~~
3 ~~beyond the lunch hour.~~

4 W. ~~An illness of a member of the employee's immediate family as defined in paragraph "A" above,~~
5 ~~serious in nature, which under the circumstances the employee cannot reasonably be expected~~
6 ~~to disregard, and which requires the attention of the employee during assigned hours of service.~~

7 X. ~~The birth of a child making it necessary for an employee who is the father of the child to be~~
8 ~~absent from his position during his assigned hours of service.~~

9 Y. ~~Imminent danger to the home of an employee, occasioned by a factor such as flood or fire, serious~~
10 ~~in nature, which under the circumstances the employee cannot reasonably be expected to~~
11 ~~disregard, and which requires the attention of the employee during the assigned hours of service.~~

12 Z. ~~Personal necessity of a nature that cannot be transacted outside of assigned working hours for~~
13 ~~which there is not alternative as to person, time, or place for its transaction. The nature of such~~
14 ~~business must not involve payment for the employee's service.~~

15 17.3 ~~Utilization~~ ~~Unused sick leave for personal necessity shall be subject to the following limitations and~~
16 ~~conditions:~~

17 28. ~~The total number of days allowed in the fiscal year for such leaves shall not exceed seven (7).~~

18 29. ~~The days allowed shall be deducted from and may not exceed the number of full days of~~
19 ~~accrued sick leave to which the employee is entitled.~~

20 30. ~~The personal necessity leave shall not be granted during a scheduled vacation or a leave of~~
21 ~~absence.~~

22 31. ~~Payment for such absence shall be made only upon certification by the employee's supervisor~~
23 ~~that the absence was due to a situation designated as a personal necessity within the meaning~~
24 ~~of this section. The employee will complete the Employee Absence Report and~~

1 state the nature of such necessity. The form shall be approved for payment by the proper
2 supervisor and will be filed with the Director of Fiscal Services.

3 ~~33. Personal Necessity Leave may not be used for any activity that is contrary to law.~~

4 ~~17.4 Maternity Leave~~ Upon written recommendation of the attending physician, the District will approve a
5 maternity leave to begin not earlier than four weeks prior to the anticipated date of confinement and
6 to extend not more than six weeks beyond the date of birth. If complications should arise before or
7 after the birth of the baby, additional time off will be granted upon the recommendation of the attending
8 physician and if the physician certifies that such complication renders the employee unable to perform
9 the duties of her assignment. Maternity leave is to be charged to accumulated and extended sick
10 leave.

11 ~~17.5 Jury Duty or Subpoena Leave~~ When an employee is absent because of a mandatory court appearance,
12 except as litigant, the employee shall suffer no monetary loss by reason of this service.

13 ~~36. Fees, exclusive of mileage, paid by the court, or part requiring the employee's appearance shall~~
14 ~~be paid to the District unless the fees are greater than employee's salary in which case the~~
15 ~~employee may retain the fees and be listed as absent because of personal business without pay.~~

16 ~~37. A copy of the subpoena or a certificate from the clerk of the court must be filed with the absence~~
17 ~~report.~~

18 ~~38. Absence of an employee for a legal action in which the employee is a litigant may be charged~~
19 ~~to sick leave under the provisions for personal necessity leave if the individual so elects.~~

20 ~~40. If an employee reports for jury duty and is released by noon, the employee is expected to~~
21 ~~return to work for the remainder of the day.~~

22 ~~17.6 Military Leave~~ Such leave will be granted for active required duty only, and is without pay except for
23 personnel who have been employed one year or more by the District. They will receive their regular
24 compensation the first thirty (30) calendar days of said leave if this time falls within the employee's
25 usual work period. This includes orders to report for military or veteran's physical examinations and
26 service in the Reserve Corps.

1 ~~17.7 Bereavement Leave~~ Any employee is allowed a leave of absence for bereavement leave, not to exceed
2 three (3) consecutive working days, or five (5) consecutive working days if the employee attends a
3 funeral is to be held more than 250 miles from the College, on full pay when such absence is
4 occasioned by reason of death in the immediate family (husband, wife, son, daughter, father, mother,
5 brother, sister, father-in-law, mother-in-law, grandparents, grandchildren, of the employee or of the
6 spouse of the employee, son-in-law, daughter-in-law or any relative living in the immediate household
7 of the employee or any other person for whom the employee is legally responsible). Bereavement
8 leave is not applicable when an employee is on unpaid leave of absence or during unscheduled work
9 days for employees on less than twelve (12) month assignments. Bereavement leave is allowable if
10 bereavement immediately precedes or immediately follows such absence.

11 Up to one day's time off with pay will be granted for bereavement leave for the death of an employee
12 to make funeral arrangements and/or to attend the funeral of relatives not listed above or living in
13 the immediate household.

14 Up to one-half day with pay will be granted for bereavement leave for the death of to attend the
15 funeral of a friends. This leave shall be limited to _____ times per fiscal year. Additional leave may be
16 granted as outlined under "Personal Necessity Charged Against Sick Leave."

17 ~~17.8 Unpaid Leaves of Absence~~ Employees in permanent status may be granted an unpaid leave of
18 absence not to exceed six (6) months for the following:

19 47. ~~Recuperation from illness or injury (after expiration of sick leave).~~

20 48. ~~Personal Business.~~

21 49. ~~Extended travel.~~

22 50.5. ~~Dependent's care or care for close relative.~~ The request for leave of absence, together with
23 the supervisor's approval, should reach Human Resources at least two (2) weeks before the
24 effective date of leave, except in circumstances which make this deadline impossible. If
25 possible, Human Resources is to be notified at least two (2) weeks prior to the date when the
26 employee will be available to return to work. If such leave exceeds one (1) month, the
27 employee's anniversary date will be adjusted by the number of months of unpaid status. When
28 an employee returns from unpaid leave, the employee must reinstate all voluntary deductions.

with Fiscal Services except for CSEA dues deductions which will automatically be reinstated in accordance with this agreement.

~~17.9 Personal Absence—If an employee is unable to report for duty on any scheduled working day, it is the employee's obligation to see that the Facilities Office/supervisor is informed of such absence within fifteen (15) minutes prior to the beginning of his/her scheduled shift. Failure to appear for duty without notifying the supervisor shall be considered a personal absence without pay for the time not at work, and may be considered an "abandonment of the position" if notification is not provided within three (3) working days of the absence and may be cause for termination.~~

~~17.10 Absences for Religious Holidays—It is illegal for the District to pay for religious holidays that are not board-declared holidays. Employees may arrange in advance with the supervisor to avail themselves of alternative methods of absence such as personal leave without pay or vacation.~~

~~17.11 Family and Medical Care Leave—As required by State and Federal law, the District will provide family and medical care leave for eligible employees. The following provisions set forth unit members' rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA"), and the regulations of the California Fair Employment and Housing Commission implementing the California Family Rights Act ("CFRA") (Government Code § 12945.2). Unless otherwise provided by this Article, "Leave" under this article shall mean leave pursuant to the FMLA and CFRA.~~

~~17.12 Members Eligible for FMLA Leave—A member is eligible for leave if the member:~~

- ~~a. Has been employed for at least 12 months; and~~
- ~~b. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.~~

~~17.13 Reasons for FMLA Leave—Leave is only permitted for the following reasons:~~

- ~~a. The birth of a child or to care for a newborn of a member;~~
- ~~—The placement of a child with a member in connection with the adoption or foster care of a child;~~
- ~~b. Leave to care for a child, parent, or a spouse who has a serious health condition; or~~

d. Leave because of a serious health condition that makes the member unable to perform the functions of his/her position.

A "serious health condition" includes an illness, injury impairment, or physical or mental condition that involves:

— Any period of incapacity or treatment in connection with a hospital, hospice, or residential medical care facility;

1. — Any period of incapacity requiring absence from work, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider;

1. — Continuing treatment of a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or

1. — For prenatal care by a health provider.

"Continuing treatments" include:

0. — Two or more visits to a health care provider;

0. — Two or more treatments by a health care practitioner (e.g. physical therapist) on referral from or under the direction of a health care provider; or

0. — A single visit to a health care provider that results in a regimen of continuing treatment under the supervision of the health care provider.

17.14 Amount of FMLA Leave — Eligible members are entitled to a total of 12 workweeks of leave during any 12-month period. A member's entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the birth or placement.

The 12-month period for calculating leave entitlement will be a "rolling period" measured backward from the date leave is taken and continues with each additional leave day taken. Thus, whenever a member requests leave, the District will look back over the previous 12-month period to determine how much leave has been used in determining how much leave a member is entitled to.

17.15 Member Benefits While on FMLA Leave — Leave under this Article is unpaid. In addition, while on leave, members will continue to be covered by the District's medical insurance. However,

1 members will not continue to be covered under the District's non-health benefit plans unless members
2 make the appropriate contributions for continued coverage. If a member fails to return to work after
3 his/her leave entitlement has been exhausted or expires, the District shall have the right to recover its
4 share of health plan premiums for the entire leave period, unless the member does not return because
5 of the continuation, recurrence, or onset of a serious health condition which would entitle the member
6 to leave. The District shall have the right to recover premiums through deduction from any sums due
7 the District (e.g., unpaid wages, vacation pay, etc.)

8 ~~17.16 Use of Other Accrued Leaves While on FMLA Leave~~ * * * ~~If a member utilizes FMLA leave for~~
9 ~~themselves or the care of others, any other paid leave the member has accrued shall be paid~~
10 ~~during the FMLA leave concurrently, according to State and Federal law.~~

11 ~~17.17 Medical Certification~~ Members who request leave for their own serious health condition or to care for
12 a child, parent, or a spouse who has a serious health condition must provide written certification from
13 the health care provider of the individual requiring care. If the leave is requested because of the
14 member's own serious health condition, the certification must include a statement that the member is
15 unable to perform the essential functions of his/her position. If the District has reason to doubt the
16 validity of a certification, the District may require a medical opinion of a second health care provider
17 chosen by the District. If the second opinion is different from the first, the District may require the
18 opinion of a third provider jointly approved by the District and the member. The opinion of the third
19 provider will be binding. If a member requests leave intermittently (a few days or hours at a time) or
20 on a reduced leave schedule to care for an immediate family member with a serious health condition,
21 the member must provide medical certification that such leave is medically necessary. "Medically
22 necessary" means there must be a medical need for leave and that the leave can best be
23 accomplished through an intermittent or reduced leave schedule.

24 ~~17.18 Member Notice of FMLA Leave~~ Although the District recognizes that emergencies arise which may
25 require members to request immediate leave, members are required to give as much notice as
26 possible of their need for leave. If leave is foreseeable, at least 30 days' notice is required. In addition,
27 if a member knows that he/she will need leave in the future, but does not know the exact
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1 date(s) (e.g. for the birth of a child or to take care of a newborn), the member shall inform his/her
2 supervisor as soon as possible that such leave will be needed. If the District determines that a
3 member's notice is inadequate or the member knew about the requested leave in advance of the
4 request, the District may delay the granting of the leave until it can, in its discretion, adequately cover
5 the position with a substitute.

6 ~~17.19 Reinstatement Upon Return from FMLA Leave~~ Upon expiration of leave, a member is entitled to be
7 restored to the position of employment held when the leave commenced, or to an equivalent or
8 comparable position. As a condition of restoration of a member whose leave was due to the member's
9 own serious health condition, which made the member unable to perform his/her job, the member
10 shall obtain and present a fitness-for-duty certification from the health care provider that the member
11 is able to resume work. Failure to provide such certification will result in denial of restoration.

12 ~~17.20 Required Forms~~ Members must fill out the following applicable forms in connection with leave under
13 this Article:

14 — "Request For Family or Medical Leave Form" prepared by the District to be eligible for leave;

15 1. ~~Medical certification~~ either for the member's own serious health condition or for the serious
16 health condition of a child, parent, or spouse;

17 1. ~~Authorization for payroll deductions for benefit plan coverage continuation; and~~

18 1. ~~Fitness for duty to return from leave form.~~

19 ~~17.21 Family Partnership Act~~ Employees may take up to forty (40) hours per calendar year to participate in
20 the school activities of their children. Such leave will be subject to the following limitations:

21 — ~~Such leave will be charged to vacation, compensatory time off, or personal necessity leave at~~
22 ~~the discretion of the employee.~~

23 — ~~No more than eight (8) hours per calendar month can be used under this section.~~

24 — ~~Employees will give five (5) working days' notice of the need to take such leave.~~

25 — ~~If both parents of a child are employed by the District, time off will be granted to the first~~
26 ~~employee who requests the leave, regardless of bargaining unit affiliation.~~

1 e. If requested, the employee will provide documentation from the school as proof that he or she
2 participated in school activities on a specified date and at a particular time.

3 ~~17.22 Catastrophic Leave~~ The District and other bargaining units have agreed to a Catastrophic
4 Illness/Injury Leave Donation Plan. The policy is found in Appendix E to this Agreement.

5 ~~17.23 AB 109 Leave~~ — As required by state law (AB 109 and SB 1471, Labor Code Sections 233 and
6 234) twelve (12) month employees are permitted to use up to ~~seven (7)~~ days of their available
7 personal necessity leave, in any fiscal year without accruing any points under Article 9, for illness
8 of family members, under the following circumstances:

9 — A family member is a child (including biological, foster or adopted child, a stepchild, a legal ward,
10 a child of a domestic partner, or a child of a person standing in loco parentis), a parent (a biological,
11 foster, or adoptive parent, a stepparent, or a legal guardian), spouse, or domestic partner of an
12 employee).

13 1. ~~If the employee has fewer than eighteen (18) days of accrued sick leave on the date(s) for which~~
14 ~~s/he is requesting the use of AB 109 leave, s/he must provide an appropriate verifiable doctor's~~
15 ~~excuse to his/her supervisor for the use of AB 109 leave within five (5) calendar days of the~~
16 ~~employee's return to work.~~

17 1. ~~This leave does not expand the amount of personal necessity leave to which an employee is~~
18 ~~entitled under Section 17.2 of this agreement.~~

ARTICLE 18 – VACATION

18.1 Annual Vacation Earnings Rate: Full-time employees who are covered by this Agreement, and who are in paid status for eleven (11) or more days in each relevant calendar month, shall earn vacation as follows:

- a. One through three years of continuous service: one day per month.

Annual Vacation Earning Rate: 12 days

- b. Four through ~~six~~seven years of continuous service: one and one-quarter days per month. **Annual Vacation Rate: 15 days**

- c. ~~Seven~~Eight through ~~tene~~eleven years of continuous service: one and one-half days per month. **Annual Vacation Rate: 18 days**

- d. ~~Eleven~~Twelve or more years of continuous service: one and three-quarter days per month. **Annual Vacation Rate: 21 days**

18.2 Earning Limit: Employees earn vacation according to the Annual Vacation Earnings Rate described in Article 18.1. An individual employee may never ~~accrue~~earn more than two (2) times his or her Annual Vacation Earnings Rate.

18.3 Part-time employees covered by this Agreement shall earn vacation on a pro rata basis, in such proportion as their regular assignment bears to a full-time assignment.

18.4 ~~By _____ of each year, t~~The District will provide each employee with an annual quarterly statement of vacation accrual, sick leave accrual, and compensatory time accrual. Vacation time may not be taken in the month in which it is earned.

18.5 Insofar as practicable and consistent with the needs of the District, vacation shall be granted at times most desired by employees. Vacation requests shall be granted on a first-come, first-serve basis. If conflicting vacation requests of employees in a department must be reconciled, preference shall be given to the timely requests of employees having the most continuous service with the District.

Vacation requests for the Winter Break period shall be givenheld, ~~and processed together,~~ giving preference to those requests from employees who did not have such vacation in the preceding year(s).

1 Employees may use ~~earned~~accrued vacation time in minimum increments of one hour.

2 Any vacation must be requested at least three (3) working days in advance of the proposed
3 commencing of vacation.

4 [deleted]

5 [deleted]

6 **18.6 No deduction shall be made from the accruedearned vacation balance of any employee for**
7 **holidays occurring during the approved vacation of the employee.**

1 ARTICLE 19 - HIGHER JOB CLASSIFICATION PAY

2 19.1 Any employee in the unit who is required by Management to perform the duties of a higher-unit
3 classification for more than five (5) working days within a fifteen (15) calendar-day period shall receive
4 the extra compensation of the higher classification for each day in which the duties of such higher
5 classification have been performed. Such pay shall be not less than the rate that the employee would
6 receive if he/she had been promoted to such higher classification.

1 ARTICLE 20 - SHIFT DIFFERENTIAL

2 20.1 Swing, Sunrise and Graveyard - An employee regularly assigned to the swing shift or to the graveyard
3 shift shall receive a shift differential of 5% above his/her base rate of pay for each day worked on
4 such shift and an additional 1% for the graveyard shift. For new employees as of the date of final
5 ratification by both parties, aAn employee regularly assigned to the sunrise shift shall receive a shift
6 differential of 3% above his/her base rate of pay for each day worked on such shift.

7 20.2 Sunday Work - If a position requires that an employee work a regularly assigned schedule which
8 includes an eight-hour shift on Sunday, the employee is entitled to a differential payment of one-step
9 (approximately 5%).
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1 ARTICLE 21 - OVERTIME AND COMPENSATORY TIME

2 21.1 Overtime * * * - It is sometimes necessary for the supervisor to require that the employee work more
3 than forty (40) hours in one week. There are also occasions when employees request to work
4 overtime hours in order to complete necessary tasks. When such requests are for work to be
5 performed more than two hours in the future, employees shall request such time utilizing
6 Facilities Services Request forms in advance. When such requests are for work that is less
7 than two hours in the future, employees are to get verbal approval either from their own
8 supervisor, or in the absence of that supervisor, any other supervisor. Employees shall not
9 work overtime without the approval of a supervisor. In the event that an employees is called
10 by non-Facilities Services personnel, such as Campus Police, another manager, or
11 administrator, the employee will have been deemed to have received work authorization. If
12 such a call is received outside of regular work hours, the provisions of Article 22 (Call-Back
13 Pay) shall apply. All employees will provide current and accurate contact information (for
14 contact outside of the workplace) to their supervisor in order that communications can be
15 optimized. Pay for any such overtime work will be the overtime rate which is 1 ½ times the hourly
16 rate of the employee's salary or compensating time of 1 ½ hours off for each additional hour worked.

17 * * *

18 21.2 Compensatory Time - Employees may request to receive compensation for overtime hours worked in
19 excess of eight (8) in a workday or forty (40) in a five-(5) day per week workweek; in excess of ten
20 (10) hours in a workweek or forty (40) in a four-(4) day per week workweek; or in excess of nine (9)
21 hours or forty (40) in a nine-(9) day two-week workweek in the form of compensatory time off in lieu
22 of overtime pay. Compensatory time is accrued at the rate of one and one-half hours for each overtime
23 hour worked. * * * **Compensatory time may be earned and used only with prior approval of the**
24 **employee's immediate supervisor, or the Director (or his/her designee). Normal use of such**
25 **time off is to be requested in writing at least three (3) working days in advance, and must be**
26 **approved by a supervisor. "Emergency" use of compensatory time off (not with three days'**
27 **advanced notice) shall be requested by the employee as soon as possible, and approval of**
28 **such time shall be granted at the sole**

discretion of the Director of Facilities, of his/her designee. Any use of compensatory time shall be subject to the operational needs of the District. * * * Compensatory time must be used within twelve (12) calendar months after the time was earned, or it shall be paid at the applicable overtime rate. Upon termination of employment, the employee will receive payment for all accrued, unused compensatory time calculated based on the employee's regular rate at the time of termination.

1 ARTICLE 22 - CALL-BACK PAY

2 22.1 ~~An employee who is called back to work after the employee's regular shift or on such employee's~~
3 ~~regularly scheduled day-off shall be paid for all hours worked on such call-back but not less than four~~
4 ~~(4) hours pay at the applicable rate. This guarantee shall not apply to overtime which is consecutive~~
5 ~~with the employee's regularly scheduled shift or to cases where the employee did not work his/her~~
6 ~~regularly scheduled shift preceding the call-back. The employee and the District may agree to~~
7 ~~compensatory time in lieu of overtime pay for overtime hours worked on a call-back * * * in~~
8 ~~accordance with Article 21 of this agreement.~~

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10 A unit member who is called to campus to perform work outside of his/her regular daily work
11 schedule ("call back time") shall be guaranteed a minimum of four (4) hours of work. Call
12 back time that results in overtime shall be paid at the applicable rate.

13 In the case of time that the unit member is called to work but is performed off campus
14 (such as by remote device), the unit member shall be guaranteed a minimum of one (1)
15 hour of work. These guarantees shall not apply to overtime which is consecutive with
16 the employee's regularly scheduled shift or to cases where the employee did not work
17 his/her regularly scheduled shift preceding the call-back.
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1 ARTICLE 23 - SERVICE INCREMENT

2 23.1 A service increment of one additional salary range will be granted after an employee has completed
3 seven (7) years of continuous service; a second additional salary range will be granted upon
4 completion of ten (10) years of continuous service; a third additional salary range will be granted upon
5 the completion of fifteen (15) years of continuous service; a fourth additional salary range will be
6 granted upon the completion of twenty (20) years of continuous service; a fifth additional salary range
7 will be granted upon the completion of twenty-five (25) years of continuous service; a sixth additional
8 salary range will be granted upon the completion of thirty (30) years of continuous service.

1 ARTICLE 24 - DISTRICT-SPONSORED INSURANCE PLANS AND BENEFITS

2 During the term of this Agreement, the District will pay the cost of a comprehensive program including
3 health, dental, and life insurance for employees (on a 75% or more assignment) and their
4 dependents. **Effective the first day of the month which is at least sixty (60) days from the date**
5 **the Board approves this agreement,** the District shall pay for the cost of a vision plan for all
6 bargaining unit employees **and dependents** on a 75% or more assignment. These plans become
7 effective at once, if the employee starts to work on the first day of the month; otherwise they are
8 effective on the first day of the following month. A change of health-plan is permissible during the
9 annual open-enrollment period in September for an effective date of October 1. Supplemental Term
10 Life Insurance, on the employee only, may be purchased at time of employment or during the annual
11 open-enrollment week in September. Membership in any of these group plans will continue as long
12 as the employee is in paid status.

13 ~~TA - Re-openers on health insurance plan/coverage/carriers.~~

14 In lieu of District coverage for an individual's health insurance plan (for those with dual coverage), the
15 District will provide an annual amount equal to one-half of the District annual payment for the lowest
16 cost medical insurance for each unit member electing this option.

17 CSEA shall designate a representative to serve on the District Health Benefits Committee. 24.1

18 Medical/Dental Insurance

19 A. Eligible retirees may elect to continue coverage under District-sponsored medical and dental
20 plans on the same terms, including District-paid premium contributions, as coverage is offered to full-
21 time employees of the District, through the month in which the retiree reaches age sixty-five (65).

22 B. In order to be eligible for this benefit, the retiree must meet the following criteria:

- 23 1. Must have retired from District employment under the Public Employees'
24 Retirement System (PERS), or the State Teachers' Retirement System (STRS).
25 2. Must be at least fifty-five (55) years of age at the time of retirement.
26 3. Must have completed at least fourteen (14) years of service with the District.
27 4. Must have been eligible to receive District- sponsored medical and dental benefits in
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1 in his/her last full year of employment.

2 5. Must be eligible for coverage under District's medical and dental plans.

3 C. If, following retirement, the retiree ceases to be eligible for receipt of retirement benefits
4 under PERS or STRS, the benefit described in this Article will also cease.

5 D. Early retirees who have not been employed by the District fourteen (14) years but who have
6 completed a minimum of five (5-) years of service may elect to retain group coverage under the
7 District-sponsored medical and dental plans by paying the monthly premiums to the District.
8 Such premiums must be received by the District by the first (1st) day of the month for coverage
9 during that month.

10 E. For retirees who satisfy conditions 1 and 3 of Paragraph B of this Article, and ho have attained
11 the age of sixty- five (65), the District will pay \$1,440 annually, intended to help cover the cost
12 of Medicare supplementary insurance.

13 24.2 Wellness Incentive Program - All employees shall be eligible for the Wellness Incentive Program. For
14 110 consecutive, scheduled workdays worked with no attendance occurrence, or portion thereof, an
15 employee will be awarded \$150.00. After the award is earned, the 110-day period shall begin to run
16 again.

17 "Scheduled workday" means a day on which the employee is scheduled to work. It does not include
18 days when the employee is on scheduled or approved vacation, holiday, jury duty, bereavement
19 leave, personal necessity leave, industrial accident or injury leave, layoff or authorized leave of
20 absence. The \$150.00 incentive will be included in the employee's regular salary warrant.

21 24.2 Tax-Sheltered Annuities - ~~The Board of Trustees has made it possible for salaried persons to purchase~~
22 ~~tax-sheltered annuities as approved by the Internal Revenue Service. These annuities are purchased~~
23 ~~by amendment to the employment contract, reducing the employee's salary by the specified amount~~
24 ~~requested. The amount deducted for this purpose is not reported to the Internal Revenue Service or~~
25 ~~the Franchise Tax Board as taxable income during the year such annuities are purchased. Income~~
26 ~~taxes are deferred until the contributions are withdrawn. A reduction in salary for the purchase of tax-~~
27 ~~sheltered annuities does not reduce the gross salary reported to the~~
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1 Public Employees' Retirement System. Further information is available in the Office of Fiscal
2 Services.

3 24.3 Computer Loan Program - Eligible employees are all regular monthly employees with PCC for one year
4 and eligible for benefits. The maximum loan amount is \$4,000. There can be only one loan
5 outstanding. The initial loan must be repaid in full before a subsequent loan can be processed. The
6 maximum repayment period is two (2) years. There is no interest charged for this loan. The repayment
7 method is through payroll deduction. A promissory note must be executed by the employee prior to
8 funds being released to the vendor.

ARTICLE 25 – UNIFORMS

25.1 Uniforms Employees are required to wear a uniform during work hours consisting of a specified shirt and pants. The District has purchased uniforms for use by employees during the term of this Agreement. The District shall bear the expense of cleaning and maintenance of uniforms. Employees shall deliver uniforms requiring clearing to a designated location each week, on a weekday to be designated by the District. Repair or replacement of uniforms damaged in the course of performance of the employee's job duties shall be at the expense of the District. Any damage to a uniform during the course of performance of the employee's job duties shall be immediately reported to the employee's supervisor. An employee may elect to clean his/her own uniforms at his/her own expense and risk.

1 ARTICLE 265 - SENIORITY

2 265.1 Where the experience, training, ability and qualifications of applicants for open positions in
3 classifications covered by this Agreement are equal, assignment to open positions shall be made on
4 the basis of seniority as defined in Section 25.2 below. The District's determination as to the relative
5 experience, training, ability and qualifications of applicants shall not be subject to the grievance
6 procedure of this Agreement.

7 265.2 Seniority shall be defined as length of continuous service in paid status with the District in classifications
8 covered by this Agreement, dating from the employee's most recent date of hire. A probationary
9 employee shall not accrue seniority during the probationary period, but shall acquire seniority credit
10 retroactively for the probationary period upon satisfactory completion thereof.

11 265.3 An employee who is serving a new probationary period due to transfer to another classification is
12 subject to demotion during the probationary period at the sole discretion of the District without
13 recourse to the grievance or disciplinary procedures of the Agreement.

14 265.4 Following completion of the probationary period, an employee's seniority and employee status may
15 be lost for any of the following reasons:

- 16 a. Voluntary termination
17 b. Discharge
18 c. Absence for two (2) consecutive workdays without notice to the District, except for explanation
19 acceptable to the District
20 d. Failure or inability to report to work or assume assigned duties upon expiration of an authorized
21 leave of absence
22 e. Layoff following expiration of the reemployment rights under Section 26.6 of this Agreement
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1 ARTICLE 26 - EFFECTS OF LAYOFFS AND REEMPLOYMENT

2 26.1 Whenever a classified employee is laid off, the order of layoff within the class shall be determined by
3 the total number of hours worked. The employee who has worked the least number of hours in the
4 class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff
5 so that employees with the highest seniority shall be rehired first. Hours worked shall not be
6 interpreted to mean any service performed prior to entering into a probationary status or to any hours
7 worked on overtime.

8 26.2 All employees in an acting capacity shall be laid off first before any probationary employees are laid
9 off.

10 26.3 Any probationary employee who had permanency in another class shall be returned to the class in
11 which permanency was attained, replacing the last hired in that class with less seniority. All
12 probationary employees in a class shall be laid off before any permanent employee in the class is
13 laid off.

14 26.4 The order of layoff of permanent employees shall be the employee with the least number of hours
15 worked in the class, plus higher classes, being laid off first. Subsequent layoffs shall continue in that
16 order.

17 26.5 Employees laid off have displacement rights (which must be calculated for each individual). The first
18 right is to move into a vacant position in the affected class. If there are no vacancies, the next right is
19 to move into the position occupied by the employee with the least seniority in the class. If the person
20 laid off is the least senior in the affected class, that person may displace into a lower class in which
21 he/she had previously served, displacing the least senior in that class.

22 26.6 A reemployment list shall be established and maintained by the District for 39 months. Names of
23 employees laid off from the District shall be placed on the list in reverse order of layoff. Employees
24 on disability leave of absence shall be merged into the list on the basis of the total number of hours
25 accrued at the time they went on leave. Employees who have accepted voluntary reduction in hours
26 or classification shall have an additional 24 months (for a total of 63 months) of reemployment rights.
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1 26.7 Employees on the reemployment list must be willing to accept reemployment in class within five (5)
2 days after notification of the offer. If the offer is declined, the next person on the list shall be called.

3 An employee may decline three (3) offers of reemployment. After the third refusal, no additional offers
4 need be made unless the employee requests, in writing, that he/she wishes to be reactivated.

5 26.8 Absence due to layoff shall be considered as unpaid leave and shall not constitute a break in service.

6 26.9 Reemployment - Regular employees who have resigned their employment with the District may be
7 eligible for reemployment in any class for which they apply and possess the necessary qualifications.
8 Regular employees who are reemployed within six (6) months of the date of resignation may be
9 eligible for the following:

- 10 1. An employee who is reemployed in the same class may be reinstated at the same salary
11 without examination unless the requirements of the position have changed.
 - 12 2. An employee who is reemployed in a different class may be placed at the appropriate step of the
13 salary range based on the employee's skills, experience, and the requirements of the position.
 - 14 3. Following reemployment, vacation may be earned at the rate established during former District
15 employment. The step increase and service increment dates will be adjusted to compensate for
16 the months the employee was not employed. An employee who is re-employed more than six (6)
17 months after resignation will be considered a new employee. An employee who is reemployed
18 following a layoff will not have the layoff considered as a break in service if the employee returns
19 within the statutory period of thirty-nine (39) months from the date of layoff.
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1 ARTICLE 27 - CSEA VICTORY CLUB CONTRIBUTIONS

2 27.1 The District agrees to deduct from the paychecks of employees covered by this Agreement voluntary
3 contributions to the Victory Club, a political action committee fund, in addition to and with CSEA
4 membership dues. CSEA shall provide the District with written payroll deduction authorization signed
5 by the employee and shall notify the District of the amount designated by the contributing employee
6 that is to be deducted from his/her paycheck each month. The District shall transmit along with and
7 in the same transaction as dues, such voluntary contributions on behalf of employees. CSEA shall
8 indemnify and hold harmless the District from any and all loss or liability including reasonable
9 attorney's fees resulting from the District's compliance with the terms of this section.

ARTICLE 28 - SAVINGS

28.1 In the event that any provision of this Agreement shall at any time be declared invalid by the final judgment of any administrative agency or court of competent jurisdiction, such decision shall not invalidate any other provision of this Agreement, and all remaining provisions shall remain in full force and effect.

28.2 The terms "District" and "District Management" as utilized in this Agreement shall be deemed to be synonymous, and shall, as appropriate, include the District as an entity, the Board of Trustees, the Superintendent-President, and all other members of District Management, including management at the level of the work site.

28.3 The inclusion within this Agreement of any matter not within the scope of representation pursuant to California Government Code Section 3543.2 is without precedent as to any future position by the District concerning the negotiability or non-negotiability of such matter, and the District expressly reserves the right to refuse or negotiate or renegotiate any written agreement on matters determined to not be within the scope of representation pursuant to California Government Code Section 3543.2

28.4 The parties agree that it is to their mutual benefit to encourage the resolution of differences through the processes provided by this Agreement. Therefore, it is agreed that CSEA will support this Agreement for its terms and will not appear before any public body or bodies to seek change or improvement in any matter subject to the meet- and-negotiate process, except by mutual, written agreement of the District and CSEA.

1 ARTICLE 29 - CONCERTED ACTIVITIES

2 29.1 CSEA, its agents and the employees it represents agree that there shall be no strike, work stoppage, or
3 any other concerted interference with the operations of the District, or any picketing, or any refusal to
4 enter upon any District premises for any reason whatever during the term of this Agreement.

5 29.2 CSEA, its agents, and the employees represented by it further understand and agree that there shall
6 **not be** strike, slowdown, stoppage of work, or any acts of any nature, including picketing, that tend
7 to interfere with the operations of the District of any other government agency or body, whether such
8 acts be related to or in sympathy with another group of employees or employee organization wholly
9 within the District.

10 29.3 The inclusion of this Article in this Agreement shall in no way be deemed to preclude or stop the District
11 from seeking any form of legal relief to which it may be entitled during the term of this Agreement or
12 at any other time.

13 29.4 There shall be no responsibility and/or liability on the part of CSEA on account of any violation of any of
14 the foregoing provisions of this Article by any individual member or members in any case where the
15 activity or conduct constituting such violation is not encouraged by CSEA or the CSEA's authorized
16 officer, agent, representative, or employee acting within the scope of his/her authority. CSEA,
17 however, in any such case shall, at the request of the District, do everything within its power to
18 influence the member or members engaging therein to cease and desist there from.

19 29.5 The District agrees that it will not cause a lockout of the employees during the term of this Agreement.

20 29.6 Should differences arise between the District and CSEA or its members as to the meaning and/or
21 application of any of the provisions of this Agreement, there shall be no suspension of work on
22 account of such differences but an earnest effort shall be made to settle such differences in
23 accordance with the terms and provisions of this Agreement.

1 ARTICLE 30 - EFFECTS OF AGREEMENT

2 30.1 It is the intention of the parties that this Agreement set forth the full and entire understanding of the
3 parties regarding all matters set forth herein, and any prior or existing understanding or agreements
4 by or between the parties, whether formal or informal, and any all existing District rules, regulations,
5 and policies regarding any such matters are hereby superseded and terminated in their entirety as to
6 the employees in the unit.

7 30.2 Unless otherwise specifically provided herein, it is agreed and understood that each party hereto
8 voluntarily waives and unqualifiedly relinquishes its right to meet and negotiate with respect to any
9 subject or matter covered herein, or with respect to any matter not covered herein, even though such
10 subject or matter may not have been within the knowledge or contemplation of either or both of the
11 parties at the time they met and negotiated this Agreement, and even though any such subject or
12 matter was proposed and later withdrawn.

13 30.3 Any Agreement, alteration, understanding, variation, waiver, or modification of any of the terms or
14 provisions contained herein shall not be binding upon the parties unless made and executed in writing
15 by all parties hereto.
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1 ARTICLE 31 - TERM

2 31.1 The term of this Agreement shall commence when the Board of Trustees has completed all action
3 necessary for its implementation. This Agreement shall continue in effect from July 1, 2014 through
4 June 30, 2017~~2009~~, and from year to year thereafter unless alteration or amendment is requested
5 in writing. ~~[deleted]~~ [GSC4]

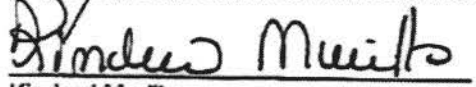
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7 ~~31.2~~ Negotiations for a successor agreement shall begin by delivery by either party to the other a
8 ~~In~~ [H5] ~~the event that either party hereto desires to negotiate the provisions of a successor~~
9 ~~agreement, such party shall serve upon the other during the period March 1, 2009 to March 31,~~
10 ~~2009, its written request to commence negotiations. Its full and entire written proposal which~~
11 ~~shall be placed on the agenda of the Board of Trustee's next regular business meeting in~~
12 ~~accordance with applicable public notice requirements by March of each year for such~~
13 ~~successor agreement shall follow within a reasonable time. Upon receipt of this written notice,~~
14 ~~arrangements shall be made for meeting and negotiating to commence after adherence to the~~
15 ~~Public Notice provision of the Educational Employment Relations Act. The parties agree to~~
16 ~~annually reopen the agreement of for the 201507/0168 term on wages, plus two (2) other~~
17 ~~Articles per party, and for the 201608/1709 term to reopen the agreement on wages, plus two~~
18 ~~(2) other Articles per party~~ [H6], [H7]

Executed this 19th day of September, 2007, at Pasadena, California.

PASADENA AREA COMMUNITY
COLLEGE DISTRICT

Jorge C. Guffiga, J.D., Dean of Human
Resources and Chief District Negotiator


Kindred Murillo
Vice President of Administrative Services

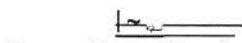
Richard van Pelt, D.
Director of Facilities Services

Sarah Flores
Facilities Supervisor

Ratified by the Board of Trustees
Pasadena Area Community College
District, September 19, 2007

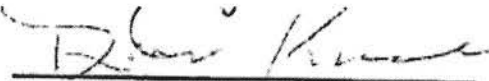
Dr. Paulett-J. Perfino
Superintendent President
and Secretary to the Board

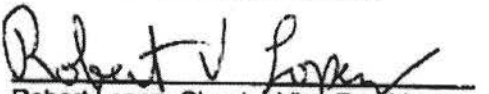
CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER 777



Dvora Mayer, Senior Labor Relations
Representative and
Chief CSEA
Negotiator

Manuel Estrada

or Relations


Dave Krause, Chapter President


Robert Lopez, Chapter Vice President


Carl Jackson, Team member


Dean Sao, Team member

Ratified by California School
Employees Association
Chapter 777, August 16, 2007

Dvora Mayer
Senior Labor Relations Representative

APPENDIX A



Pasadena Area Community College District
Official Classified Monthly Salary Schedule
 Effective July 1, 2016
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
 Chapter 777

Range	Classification
47	Air Conditioning Refrigeration & Ventilation Mechanic
52	Air Conditioning, Refrigeration and Ventilation Technician
51	Carpenter
53	Controls Technician and Computer Programmer
32	Custodian
35	Custodian Engineer
52	Electrician
35	Gardener
47	Heating and Ventilation Equipment Mechanic
52	Heating and Ventilation Equipment Technician
55	Heating, Ventilation and Air Conditioning Engineer
36	Laundry Worker/Custodian
36	Lead Custodian
50	Locksmith
53	Low Voltage Electrician/Technician
43	Maintenance Worker
50	Office Machine Mechanic
50	Painter
52	Plumber
35	Power Sweeper Operator
44	Skilled Trades Worker
48	Skilled Trades Worker II
52	Welder-Metal Worker

Range	A	B	C	D	E	F
29	2,857.11	2,995.95	3,149.95	3,307.46	3,471.74	3,646.48
	16.48	17.31	18.17	19.08	20.03	21.04
30	2,928.50	3,074.93	3,228.72	3,390.16	3,559.66	3,737.61
	16.90	17.74	18.63	19.56	20.54	21.56
31	2,995.95	3,149.95	3,307.46	3,472.83	3,646.48	3,828.79
	17.31	18.17	19.08	20.04	21.04	22.09
32	3,074.93	3,228.72	3,390.16	3,559.66	3,737.61	3,924.49
	17.74	18.63	19.56	20.54	21.56	22.64
33	3,149.95	3,307.46	3,472.83	3,646.48	3,828.79	4,020.25
	18.17	19.08	20.04	21.04	22.09	23.19
34	3,228.72	3,390.16	3,559.66	3,737.61	3,924.49	4,120.71
	18.63	19.56	20.54	21.56	22.64	23.77

Pasadena City College – Human Resources Office – CSEA 777
 1570 East Colorado Boulevard - Pasadena, CA 91106-2003 - 626.585.7388
 2% salary increase effective July 1, 2016 and Board approved August 5, 2015

Range	A	B	C	D	E	F
35	3,307.46	3,472.83	3,646.48	3,828.79	4,020.25	4,221.25
	19.08	20.04	21.04	22.09	23.19	24.35
36	3,390.16	3,559.66	3,737.61	3,924.49	4,120.71	4,326.80
	19.56	20.54	21.56	22.64	23.77	24.96
37	3,472.83	3,646.48	3,828.79	4,020.25	4,221.25	4,432.34
	20.04	21.04	22.09	23.19	24.35	25.57
38	3,559.66	3,737.61	3,924.49	4,120.71	4,326.80	4,543.10
	20.54	21.56	22.64	23.77	24.96	26.21
39	3,646.48	3,828.79	4,020.25	4,221.25	4,432.34	4,653.95
	21.04	22.09	23.19	24.35	25.57	26.85
40	3,737.61	3,924.49	4,120.71	4,326.68	4,543.10	4,770.29
	21.56	22.64	23.77	24.96	26.21	27.52
41	3,828.79	4,020.25	4,221.25	4,432.34	4,653.95	4,886.62
	22.09	23.19	24.35	25.57	26.85	28.19
42	3,924.49	4,120.71	4,326.80	4,543.10	4,770.29	5,008.78
	22.64	23.77	24.96	26.21	27.52	28.90
43	4,020.25	4,221.25	4,432.34	4,653.95	4,886.62	5,130.96
	23.19	24.35	25.57	26.85	28.19	29.60
44	4,120.71	4,326.80	4,543.10	4,770.29	5,008.78	5,259.22
	23.77	24.96	26.21	27.52	28.90	30.34
45	4,221.25	4,432.34	4,653.95	4,886.62	5,130.96	5,387.50
	24.35	25.57	26.85	28.19	29.60	31.08
46	4,326.80	4,543.10	4,770.29	5,008.78	5,259.22	5,522.17
	24.96	26.21	27.52	28.90	30.34	31.86
47	4,432.34	4,653.95	4,886.62	5,130.96	5,387.50	5,656.88
	25.57	26.85	28.19	29.60	31.08	32.64
48	4,543.10	4,770.29	5,008.78	5,259.22	5,522.17	5,798.30
	26.21	27.52	28.90	30.34	31.86	33.45
49	4,653.95	4,886.62	5,130.96	5,387.50	5,656.88	5,939.72
	26.85	28.19	29.60	31.08	32.64	34.27
50	4,770.29	5,008.78	5,259.22	5,522.17	5,798.30	6,088.23
	27.52	28.90	30.34	31.86	33.45	35.12
51	4,886.62	5,130.96	5,387.50	5,656.88	5,939.72	6,236.69
	28.19	29.60	31.08	32.64	34.27	35.98
52	5,008.78	5,259.22	5,522.17	5,798.30	6,088.23	6,392.61
	28.90	30.34	31.86	33.45	35.12	36.88
53	5,130.96	5,387.50	5,656.88	5,939.72	6,236.69	6,548.52
	29.60	31.08	32.64	34.27	35.98	37.78

Pasadena City College – Human Resources Office – CSEA 777
1570 East Colorado Boulevard - Pasadena, CA 91106-2003 - 626.585.7388
2% salary increase effective July 1, 2016 and Board approved August 5, 2015

Range	A	B	C	D	E	F
54	5,259.22	5,522.17	5,798.30	6,088.23	6,392.61	6,712.25
	30.34	31.86	33.45	35.12	36.88	38.72
55	5,387.50	5,656.88	5,939.72	6,236.69	6,548.52	6,875.96
	31.08	32.64	34.27	35.98	37.78	39.67
56	5,522.17	5,798.30	6,088.23	6,392.61	6,712.25	7,047.82
	31.86	33.45	35.12	36.88	38.72	40.66
57	5,656.88	5,939.72	6,236.69	6,548.52	6,875.96	7,219.75
	32.64	34.27	35.98	37.78	39.67	41.65
58	5,798.30	6,088.23	6,392.61	6,712.25	7,047.82	7,400.21
	33.45	35.12	36.88	38.72	40.66	42.69
59	5,938.79	6,236.69	6,548.52	6,875.96	7,219.77	7,580.74
	34.26	35.98	37.78	39.67	41.65	43.74
60	6,088.23	6,392.61	6,712.25	7,047.82	7,400.21	7,770.26
	35.12	36.88	38.72	40.66	42.69	44.83
61	6,236.69	6,548.52	6,875.96	7,219.77	7,580.74	7,959.76
	35.98	37.78	39.67	41.65	43.74	45.92
62	6,392.61	6,712.25	7,047.82	7,400.21	7,770.26	8,158.78
	36.88	38.72	40.66	42.69	44.83	47.07
63	6,548.52	6,875.96	7,219.77	7,580.74	7,959.76	8,357.78
	37.78	39.67	41.65	43.74	45.92	48.22
64	6,712.25	7,047.82	7,400.21	7,770.26	8,158.78	8,566.73
	38.72	40.66	42.69	44.83	47.07	49.42
65	6,875.96	7,219.77	7,580.74	7,959.76	8,357.78	8,775.65
	39.67	41.65	43.74	45.92	48.22	50.63
66	7,047.82	7,400.21	7,770.26	8,158.78	8,566.73	8,995.02
	40.66	42.69	44.83	47.07	49.42	51.89
67	7,219.77	7,580.74	7,959.76	8,357.78	8,775.65	9,214.47
	41.65	43.74	45.92	48.22	50.63	53.16
68	7,400.21	7,770.26	8,158.78	8,566.73	8,995.02	9,444.79
	42.69	44.83	47.07	49.42	51.89	54.49
69	7,580.74	7,959.76	8,357.78	8,775.65	9,214.47	9,675.15
	43.74	45.92	48.22	50.63	53.16	55.82
70	7,770.26	8,158.78	8,566.73	8,995.02	9,444.79	9,917.04
	44.83	47.07	49.42	51.89	54.49	57.21
71	7,959.76	8,357.78	8,775.65	9,214.47	9,675.15	10,158.96
	45.92	48.22	50.63	53.16	55.82	58.61

Pasadena City College -- Human Resources Office -- CSEA 777
1570 East Colorado Boulevard - Pasadena, CA 91106-2003 - 626.585.7388
2% salary increase effective July 1, 2016 and Board approved August 5, 2015

Range	A	B	C	D	E	F
72	8,158.78	8,566.73	8,995.02	9,444.79	9,917.04	10,412.88
	47.07	49.42	51.89	54.49	57.21	60.07
73	8,357.78	8,775.65	9,214.47	9,675.15	10,158.96	10,666.87
	48.22	50.63	53.16	55.82	58.61	61.54
74	8,566.73	8,995.02	9,444.79	9,917.04	10,412.88	10,933.54
	49.42	51.89	54.49	57.21	60.07	63.08
75	8,775.65	9,214.47	9,675.15	10,158.96	10,666.87	11,200.17
	50.63	53.16	55.82	58.61	61.54	64.62
76	8,995.02	9,444.79	9,917.04	10,412.88	10,933.54	11,480.21
	51.89	54.49	57.21	60.07	63.08	66.23
77	9,214.47	9,675.15	10,158.96	10,666.87	11,200.17	11,760.20
	53.16	55.82	58.61	61.54	64.62	67.85
78	9,444.79	9,917.04	10,412.88	10,933.54	11,480.21	12,054.19
	54.49	57.21	60.07	63.08	66.23	69.54
79	9,675.15	10,158.96	10,666.87	11,200.17	11,760.20	12,348.24
	55.82	58.61	61.54	64.62	67.85	71.24
80	9,917.04	10,412.88	10,933.54	11,480.21	12,054.19	12,656.93
	57.21	60.07	63.08	66.23	69.54	73.02

Pasadena City College – Human Resources Office – CSEA 777
1570 East Colorado Boulevard - Pasadena, CA 91106-2003 - 626.585.7388
2% salary increase effective July 1, 2016 and Board approved August 5, 2015

APPENDIX A

UNIT CLASSIFICATIONS AND SALARY RANGES

Classifications

Range
No.

A. CUSTODIAL

Custodian	32
Lead Custodian	36
Custodian Engineer	35
Laundry Worker/Custodian	36

B. GARDENING

Power Sweeper Operator	35
Gardener	35

C. HEATING AND REFRIGERATION

Heating, Ventilation & Air Conditioning Engineer	55
Air Conditioning Refrigeration & Ventilation Technician	52
Heating & Ventilation Equipment Technician	52
Air Conditioning Refrigeration & Ventilation Mechanic	47
Heating & Ventilation Equipment Mechanic	47

D. MAINTENANCE AND CONSTRUCTION

Maintenance Worker	43
Skilled Trades Worker	44
Skilled Trades Worker II	48
Carpenter	51
Electrician	52
Low Voltage Electrician/Technician	53
Locksmith	50
Office Machine Mechanic	50
Painter	50
Plumber	52
Welder-Metal Worker	52
Drafter	43



APPENDIX A-1

UNIT SALARY SCHEDULE

Pasadena Area Community College District
 Official Classified Monthly Salary Schedule
Effective July 1, 2006¹
CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION
 Chapter 777

Range	Classification
47-52	Air Conditioning, Refrigeration and Ventilation Mechanic-Air
51	Conditioning, Refrigeration and Ventilation Technician
32	Carpenter
35-	Custodian-Custodian
43	Engineer
52	Drafter
35-	Electrician-Gardener
55	
47-	Heating, Ventilation and Air Conditioning Engineer
52	Heating and Ventilation Equipment Mechanic
36-	Heating and Ventilation Equipment Technician
36-	Laundry Worker/Custodian
50	Lead Custodian
5	Locksmith
3	Low Voltage Electrician/Technician
43-	Maintenance Worker
50-	Office Machine Mechanic
50-	Painter
52-	Plumber
35	Power Sweeper Operator
44-	Skilled Trades Worker
48	Skilled Trades Worker II
52	Welder-Metal Worker

	A	B	C	D	E	F
Range						2397.97
029	2517.87	2643.76	2775.96	2914.74	3060.49	
	13.85	14.55	15.26	16.05	16.83	17.66
030	2457.89	2580.79	2709.87	2845.36	2987.62	3136.98
	14.19	14.92	15.65	16.46	17.28	18.12
031	2517.87	2643.76	2775.96	2914.74	3060.49	3213.51
	14.55	15.26	16.05	16.83	17.66	18.57

	Range	A	B	C	D	E	F
1	032	2580.79	2709.87	2845.36	2987.62	3136.98	3293.84
2		14.92	15.65	16.46	17.28	18.12	19.05
3	033	2643.76	2775.96	2914.74	3060.49	3213.51	3374.20
4		15.26	16.05	16.83	17.66	18.57	19.48
5	034	2709.87	2845.36	2987.62	3136.98	3293.84	3458.51
6		15.65	16.46	17.28	18.12	19.05	19.96
7	035	2775.96	2914.74	3060.49	3213.51	3374.20	3542.89
8		16.05	16.83	17.66	18.57	19.48	20.45
9	036	2845.36	2987.62	3136.98	3293.84	3458.51	3631.49
10		16.46	17.28	18.12	19.05	19.96	20.97
11	037	2914.74	3060.49	3213.51	3374.20	3542.89	3720.07
12		16.83	17.66	18.57	19.48	20.45	21.46
13	038	2987.62	3136.98	3293.84	3458.51	3631.49	3813.03
14		17.28	18.12	19.05	19.96	20.97	22.00
15	039	3060.49	3213.51	3374.20	3542.89	3720.07	3906.08
16		17.66	18.57	19.48	20.45	21.46	22.56
17	040	3136.98	3293.84	3458.51	3631.49	3813.03	4003.70
18		18.12	19.05	19.96	20.97	22.00	23.13
19	041	3213.51	3374.20	3542.89	3720.07	3906.08	4101.35
20		18.57	19.48	20.45	21.46	22.56	23.69
21	042	3293.84	3458.51	3631.49	3813.03	4003.70	4203.88
22		19.05	19.96	20.97	22.00	23.13	24.25
23	043	3374.20	3542.89	3720.07	3906.08	4101.35	4306.42
24		19.48	20.45	21.46	22.56	23.69	24.86
25	044	3458.51	3631.49	3813.03	4003.70	4203.88	4414.08
26		19.96	20.97	22.00	23.13	24.25	25.49
27	045	3542.89	3720.07	3906.08	4101.35	4306.42	4521.73
28		20.45	21.46	22.56	23.69	24.86	26.12
29	046	3631.49	3813.03	4003.70	4203.88	4414.08	4634.76
30		20.97	22.00	23.13	24.25	25.49	26.77
31	047	3720.07	3906.08	4101.35	4306.42	4521.73	4747.83
32		21.46	22.56	23.69	24.86	26.12	27.42
33	048	3813.03	4003.70	4203.88	4414.08	4634.76	4866.52
34		22.00	23.13	24.25	25.49	26.77	28.10
35	049	3906.08	4101.35	4306.42	4521.73	4747.83	4985.21
36		22.56	23.69	24.86	26.12	27.42	28.74
37	50	4003.70	4203.88	4414.08	4634.76	4866.52	5109.86
38		23.13	24.25	25.49	26.77	28.10	29.48
39	51	4101.35	4306.42	4521.73	4747.83	4985.21	5234.47
40		23.69	24.86	26.12	27.42	28.74	30.24

1	Range	A	B	C	D	E	F
2	052	4203.88	4414.08	4634.76	4866.52	5109.86	5365.32
3	053	24.25	25.49	26.77	28.10	29.48	30.96
4	054	4306.42	4521.73	4747.83	4985.21	5234.47	5496.19
5	055	24.86	26.12	27.42	28.74	30.24	31.72
6	056	4414.08	4634.76	4866.52	5109.86	5365.32	5633.60
7	057	25.49	26.77	28.10	29.48	30.96	32.52
8	058	4521.73	4747.83	4985.21	5234.47	5496.19	5771.01
9	059	26.12	27.42	28.74	30.24	31.72	33.31
10	060	4634.76	4866.52	5109.86	5365.32	5633.60	5915.26
11	061	26.77	28.10	29.48	30.96	32.52	34.15
12	062	4747.83	4985.21	5234.47	5496.19	5771.01	6059.57
13	063	27.42	28.74	30.24	31.72	33.31	34.96
14	064	4866.52	5109.86	5365.32	5633.60	5915.26	6211.02
15	065	28.10	29.48	30.96	32.52	34.15	35.86
16	066	4985.21	5234.47	5496.19	5771.01	6059.57	6362.53
17	067	28.74	30.24	31.72	33.31	34.96	36.75
18	068	5109.86	5365.32	5633.60	5915.26	6211.02	6521.59
19	069	29.48	30.96	32.52	34.15	35.86	37.64
20	070	5234.47	5496.19	5771.01	6059.57	6362.53	6680.65
21	071	30.24	31.72	33.31	34.96	36.75	38.53
22	072	5365.32	5633.60	5915.26	6211.02	6521.59	6847.68
23	073	30.96	32.52	34.15	35.86	37.64	39.56
24	074	5496.19	5771.01	6059.57	6362.53	6680.65	7014.69
25	075	31.72	33.31	34.96	36.75	38.53	40.51
26	076	5633.60	5915.26	6211.02	6521.59	6847.68	7190.08
27	077	32.52	34.15	35.86	37.64	39.56	41.51
28	078	5771.01	6059.57	6362.53	6680.65	7014.69	7365.42
	079	33.31	34.96	36.75	38.53	40.51	42.51
	080	5915.26	6211.02	6521.59	6847.68	7190.08	7549.54
							34.15
		35.86	37.64	39.56	41.51	43.58	

APPENDIX B

Pasadena Area Community College District

**APPLICATION FOR PERSONAL/PROFESSIONAL GROWTH BENEFIT
CSEA CONTRACT**

Name _____ Social Security No. _____

Department _____ Contract Year 20 _____

~~CSEA~~

I hereby apply for the following benefit (check appropriate area):

NOTE: As a benefit, these amounts will be subject to payroll deductions.

_____ \$175.00 for completing three (3) or more semester units of lower-division credit at a school accredited by the Western Association of Schools and Colleges

_____ \$425.00 for completing three (3) or more semester units of upper-division or graduate credit at a school accredited by the Western Association of Schools and Colleges

I certify that

I have attached a transcript as proof of satisfactory completion. (unofficial copy acceptable)

The units were completed during the current contract year.

The units were earned on my own time at no District expense.

I earned a grade of "C" or better on the applicable units.

I understand that I may earn only one of the above benefits each contract year.

I understand that an application for the Personal/Professional Growth Benefit must be submitted within one semester following the same year that course work is completed.

Signature _____

Date _____

SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE (C204)

Human Resources
Benefit Amount
Transcript Verified

Contract Year Earned Approved for Payment

cc: Fiscal Services
Employee

APPENDIX C

Pasadena Area Community College District
California School Employees Association

GRIEVANCE REPORT FORM

STEP 1

Name of grievant _____

Date grievance filed _____

Current assignment of grievant _____

Specific article(s) and provision(s) of the Agreement allegedly violated, misapplied or misinterpreted by the District: _____

Statement of grievance (must be clear and concise indicating all circumstances involved and any decision at the Informal level):

Remedy sought _____

Grievant's Signature

Grievant's Representative
(if applicable)

Date received by the immediate supervisor _____

Distribution: Grievant; Association

Pasadena Area Community College District
California School Employees Association

GRIEVANCE REPORT FORM
RESPONSE AT STEP 1

4 Name of grievant _____

5 Date grievance filed _____

6 Name of immediate supervisor _____

7 Decision of immediate supervisor and reason(s) therefore:
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Pasadena Area Community College District
California School Employees Association

GRIEVANCE REPORT FORM
STEP 2

Name of grievant _____

Date Step 2 filed _____

Statement of reasons for appeal of decision to Step 2 (must attach copy of original grievance and copy of decision at Step 1, if any):

Grievant's Signature

Grievant's Representative
(if applicable)

Date received by Superintendent/President or designee _____

Distribution: Grievant; Association

Pasadena Area Community College District
California School Employees Association

GRIEVANCE REPORT FORM
RESPONSE AT STEP 2

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4 Name of grievant _____

5 Date Step 2 filed _____

6 Name of appropriate Assistant Superintendent/Dean _____

7 Decision of appropriate Assistant Superintendent/Dean or designee and reason(s) therefore:

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22 Appropriate Assistant Superintendent/Dean or Designee's Signature

Pasadena Area Community College District
California School Employees Association

GRIEVANCE REPORT FORM
STEP 3

Name of grievant _____

Date Step 3 filed _____

Statement of reasons for appeal of decision to Step 3 (must attach copy of original grievance and copy of decisions at Step 2, if any):

Grievant's Signature

Grievant's Representative
(if applicable)

Date received by Superintendent/President or designee _____
Distribution: Grievant; Association

Pasadena Area Community College District
California School Employees Association

GRIEVANCE REPORT FORM
RESPONSE AT STEP 3

Name of grievant _____

Date Step 3 filed _____

Decision of Superintendent/President or designee and reason(s) therefore:

Superintendent/President's or Designee's Signature

Date

Distribution: Grievant; Association

Pasadena Area Community College District
California School Employees Association

GRIEVANCE REPORT FORM
STEP 4

Name of grievant _____

Date Step 4 filed _____

Statement of reasons for appeal of decision to Step 4 (must attach copy of original grievance and copy of decisions at Step 3, if any):

Grievant's Signature

Grievant's Representative
(if applicable)

Date received by Superintendent/President
or designee

Distribution: Grievant; Association

Pasadena Area Community College District
California School Employees Association
GRIEVANCE REPORT FORM
RESPONSE AT STEP 4

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Name of grievant _____

Date Step 4 filed _____

Decision of Superintendent/President or designee and reason(s) therefore:

Superintendent/President's or Designee's Signature

APPENDIX D

Pasadena Area Community College District Classified Employee Evaluation Form

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CLASSIFIED EMPLOYEE EVALUATION

Facilities Service

V Annual

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E ee

Classification

7esPrdes

(Instructions to the Rater: When rating each category show the column you think most appropriate. If the employee is in the "Needs Improvement" column, the rater must discuss the employee's performance in the "Needs Improvement" column. If the employee is in the "Meets Expectations" column, the rater must discuss the employee's performance in the "Meets Expectations" column. If the employee is in the "Exceeds Expectations" column, the rater must discuss the employee's performance in the "Exceeds Expectations" column. The completed evaluation MUST be discussed with the employee. The employee may make comments in the section. EMPLOYEE COMMENTS. The department head is to review and sign the form in the proper space. After the employee signs the form, this form should be returned to Human Resources to be placed into the employee's file. The department should make one copy for the employee, and one copy to the department file.

CRITERIA	EVALUATION			RATER COMMENTS
	Needs Improvement	Meets Expectations	Exceeds Expectations	
QUANTITY OF WORK				
Accuracy				
Neatness				
WORK HABITS				
Assoacts rom t fun yit: s: n				
Safety Pre tions				
#r. letive				
..A EJDANCE				
Attendance Pscorn				
Puno'us It/				
WarkSnedcs_ J_a_ ce				

ATTITUDES	Relations with Public	Relations with Staff	Acceptance of Change	

Additional Rater Remarks	Rater Signature: Date
Department Head Remarks	Department Head Signature/Date

I hereby certify that this evaluation has been discussed with the employee and that this response, in full, is the employee's response to the evaluation. The employee's response is on file in addition to the evaluation. The employee also receives a copy of this evaluation.

Employee Remark _____ Employee Signature/Date _____

APPENDIX D-1

Pasadena Area Community College District Classified Employee Performance Improvement Plan



CLASSIFIED EMPLOYEE EVALUATION PERFORMANCE IMPROVEMENT PLAN ~acillt es Services

Employee				Classification
0 Un'eculed	0 3 mo.	0 6 o	0 _a mo. PrObat:pr1e	

(Instructions to the

Rater: If the employee reco-ved a "Needs Improvement rating, state the 'a'..re c t-e emblem, along with coecete steps that :het -oUfDVeB needs to take in order to receive a'Meets Sx_e_ a:o^s' rat[rr .

CRITERIA		IMPROVEMENTS NEEDED
QUANTITY		
OF WORK		
QUALITY	<input type="checkbox"/> Accuracy <input type="checkbox"/> Thoroughness <input type="checkbox"/> Neatness	
OF WORK		
WORK		
HANTS	Compliance, ... a	
-ATTENDANCE .o;/v		
	<input type="checkbox"/> Punctuality <input type="checkbox"/> Work Schedules Observance	
ATTITUDES	<input checked="" type="checkbox"/> Relations with Public <input type="checkbox"/> Relations with Staff <input type="checkbox"/> Acceptance of Change	

Rater Signature/Date

Department Heat -S nature/Date

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Employee Signature!-Date

Emp:oyee Remarks

APPENDIX E

Pasadena Area Community College District

CATASTROPHIC ILLNESS/INJURY LEAVE DONATION PLAN

I. ABOUT THE PLAN

The purpose of this plan is to permit an employee, if he or she or a dependent member of his/her immediate household has a catastrophic illness or injury to solicit individual donations of vacation and/or sick leave from fellow employees or to request the use of catastrophic leave days from the Leave Bank. The intent is:

- A. to ensure that the employee continues to receive medical benefits during the catastrophic illness or injury period, and
- B. to enable the employee to continue receiving the regular salary.

Catastrophic leave is not intended to replace other options available to an employee or dependent whose illness or injury continues after a year of such leave, except in limited circumstances, as pre-approved under this plan.

II. DEFINITIONS/BASIC PRINCIPLES

- A. Catastrophic Illness or Injury: As defined in AB 2114, a catastrophic illness or injury is one that is expected to incapacitate the employee or a dependent in his or her household for an extended time off work creates a financial hardship for the employee because he or she has exhausted all full-pay sick leave and other paid time off. Examples include life threatening injury or illness, cancer, AIDS, heart surgery, stroke, etc.
- B. CII Committee: The Catastrophic Illness/Injury Committee is comprised of representatives from CTA (1), CSEA (1), ISSU (1), POA (1), Confidential employees (1), and the Management Association (1) and is chaired by the Dean of Human Resources as a nonvoting member. These members will be appointed each academic year and will be available to consider requests within five (5) working days of a request for leave being received.
- C. Call for Donations: A District solicitation for donations of leave to either an individual employee or to the Leave Bank.
- D. Duration: Per AB 2114, all donated leave is available for a maximum of twelve (12) months.
- E. Extension: In unusual circumstances and upon request to the CII Committee, an additional one (1) year of leave use may be considered.
- F. Grievances: Nothing in this plan is grievable.
- G. Individual Requests: Employees meeting conditions of this plan may ask the Office of Human Resources to solicit donations from eligible, participating employees.
- H. Irrevocability: Once leave is donated, the donor cannot retrieve any portion of the donated leave.
- I. Leave: Vacation or sick leave accrued to the donating employee. A donating employee must retain no fewer than 30 days of sick leave on record (after the donation) to be eligible to

1 donate sick leave days. There is no limitation on the number of days of vacation leave which an
2 employee may donate.

- 3 J. Leave Bank: Unused donated day revert to the Leave Bank for use by other catastrophically ill or
4 injured employees. Employees may also donate days specifically to a Leave Bank, when the
5 District solicits such days. The Leave Bank permits those employees who do not wish to request
6 individual donations to use donated leave privately and anonymously.
- 7 K. Medical Determinations: AB 2114, requires that the District determine that the employee is
8 unable to work due to a catastrophic illness or injury.
- 9 L. Medical Verifications: AB 2114 requires medical verification of catastrophic illness or injury from
10 a physician at no cost to the District.
- 11 M. Requests: AB 2114 specifies that an employee who is suffering from a catastrophic illness or
12 injury or the employee's representative (authorized in writing) must request catastrophic leave.
13 Donations cannot be accepted or approved without this request.

14 III. PROCESS FOR EMPLOYEES SUFFERING FROM A CATASTROPHIC ILLNESS OR INJURY An

15 employee requesting catastrophic leave needs to follow this process and meet these guidelines:

- 16 A. To be eligible for catastrophic leave an employee must have:
- 17 1. used all available forms of paid leave (full-pay sick leave or vacation) except for 50% sick
18 leave, and
 - 19 2. been incapacitated or absent for no fewer than 30 consecutive calendar days.
- 20 B. The employee submits a letter to the Dean of Human Resources requesting catastrophic leave.
21 Someone authorized in writing by the donee may also file the request. The request must include
22 the following:
- 23 1. a statement indicating whether the employee wishes to use days in the Leave Bank
24 anonymously or to solicit donations specifically for his/her need,
 - 25 2. medical verification of the catastrophic illness or injury (the District may require additional
26 medical verification from a physician selected by the District and at the expense of the
27 District), and
 - 28 3. it is the responsibility of the employee or his/her authorized representative to submit sufficient
information (as required by this plan) to the CII Committee for approval; insufficient
information may be grounds for denial.
- 29 C. As required in AB 2114, the District determines that the employee is unable to work due to
the catastrophic illness or injury.
- 30 D. Once that determination is made, the Dean of Human Resources will convene the CII
Committee and submit the employee request to the Committee with the appropriate
information. The Committee will only be provided the name of the requesting employee if the
requester has authorized that disclosure in writing. The CII Committee will review the request
and, if appropriate, approve it. The Dean will notify the requesting employee in writing of the
decision of the CII Committee.
- 31 E. Employees may use donated days as half or whole days. Days may be used retroactively.
There are two choices for the use of donated days as half-days:

1. half-day (using 50% sick leave) plus half-day donated leave equals full pay

2. half-day donated leave only resulting in full-health benefits coverage and half day (for use after 50% sick leave is exhausted)

F. Employees must use all donated leave within a 12-month period after the leave is credited to them. Leave days will be placed in a special donated leave account for the requesting employee for up to one year. After one year of CII Leave, and in unusual circumstances, if an employee requests additional leave, he/she follows the process in items 1-3 above. As a part of the medical determination, the District will seek appropriate medical opinion concerning the employee's or dependent's anticipated recovery date.

G. If the employee returns to work and has a reoccurrence of the same or related catastrophic illness or injury occurs within one year of the date the employee returned to work, the unused donated days will revert to the District's Leave Bank.

H. Days donated to a specific individual for a specified catastrophic illness or injury may be used only for that illness or injury. A different catastrophic illness or injury must be handled as a separate or second incident.

I. Donated sick leave or vacation days are charged on the basis of day-to-day, regardless of the classification and/or salary of either the donee or donor.

J. When it is anticipated that an employee's leave will end in less than three months or less for an illness or injury of the employee, the Dean of Human Resources will assist the employee with exploring other options, such as a disability allowance from PERS or STRES, and/or a Social Security disability allowance.

K. NOT COVERED: Stress-related illness, elective surgery, normal pregnancy, Workers' Compensation claims, disabilities resulting from alcoholism or drug addition unless the drugs are administered by a physician, intentionally self-inflicted injuries, pre-existing physical maladies (unless a pre-existing malady has been in remission or inactive and the employee suffers another episode of the same or similar malady), or normal illness such as colds, flu, allergies, headaches, etc.

IV. **LEAVE BANK** These are the processes and guidelines for the Leave Bank:

A. The District annually, or as needed, will promote a "call-for-leave donations" for the Leave Bank.

B. Unused donated days reverting to the Leave Bank or days specifically donated to the Leave Bank make up the Leave Bank.

C. Requests for Leave Bank days are subject to availability. The District is not responsible for filling requests from the Leave Bank if no days are available.

V. **USE OF LEAVE BANK DAYS IN LIEU OF SOLICITING DONATIONS**

A. When the District approves an employee's request for Catastrophic Leave and the employee has asked that the District solicit donations of sick leave and/or vacation days, excess days in the Leave Bank will be used before donations are solicited. This will occur when the Leave Bank contains at least 220 days of unused leave at the time the employee requests the solicitation of donations. In such a case, days in the Leave Bank in excess of 220 shall first be used for that employee's Catastrophic Illness/Injury Leave.

1 B. The use of days from the Leave Bank under these circumstances will not increase the amount
2 of leave to which the employee is otherwise entitled under this plan.

3 C. When the Leave Bank balance is anticipated to fall to 220 days within three weeks, the District
4 will then solicit individual donations for the requesting employee if the need for catastrophic leave
5 is anticipated to continue beyond the date the Leave Bank will reach a 220-day balance.

6 **VI. REVIEW OF PLAN**

7 All parties to this plan understand and agree that it will be reviewed at the end of three years from its effective
8 date. If at that time any party does not wish to continue the existing policy after that date, that party will notify
9 the others in writing and the plan will be submitted to the negotiations' process (or meetand-confer process,
10 as appropriate) for the individual groups and will only continue (with possible modifications) for each group if
11 mutually agreed upon in the negotiations' or meet-and-confer process.
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item I: Adoption of Memorandum of Understanding between the Pasadena City College Faculty Association (PCCFA) and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage

Board Meeting: August 17, 2016

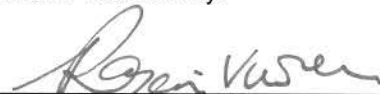
Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve agenda item I – Adoption of Memorandum of Understanding between the Pasadena City College Faculty Association (PCCFA) and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage.

Fiscal Implications: Funds for this purpose are provided in the 2016-2017 Tentative District Budget.

Background: The District's Benefits Committee, with representatives from all constituency groups, has recommended that the District enhance the vision plan benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option. The Committee also recommended that the District offer two dental plan options that employees may choose between. The first is the currently offered plan, which is a dental PPO plan offered through Delta Dental. The second is a dental HMO plan offered through MetLife. This additional plan will provide coverage for dental implants and orthodontia benefits for children and adults, benefits which are not available under the Delta Dental PPO plan. There is a minimum enrollment of 49 employees needed for MetLife to approve offering the plan.

The Pasadena Area Community College District came to this agreement with the PCCFA on August 8, 2016.

Approved for Submission to the
Board of Trustees by:


Superintendent/President



**TENTATIVE AGREEMENT
BETWEEN THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION**

This Tentative Agreement is made and entered into this August 5, 2016, between the Pasadena Area Community College District ("District") and the Pasadena City College Faculty Association ("PCCFA") collectively ("the parties").

WHEREAS, Fringe Benefits was negotiated under Article 4;

WHEREAS, the parties have negotiated enhanced vision and dental care services.

THEREFORE, effective October 1, 2016:

- a. **ARTICLE 4.1.b - Dental Care Insurance:** During the 2016-17 open enrollment, members may select one (1) of the two dental plan options, which includes the following:

Option 1: (current plan) – Delta Dental (PPO – no changes)

Option 2: (Enhanced Plan) – Metlife (HMO – includes orthodontia & dental implants)


Details on the plan benefits are available in the Benefits Enrollment Guide which is available on the District website at <http://www.pasadena.edu/hr/benefits/benefits-enrollment-forms.php/>.

- b. **ARTICLE 4.1.c - Vision Care Insurance:** Vision care insurance - MES Plan 1 with zero copayment. For unit members covered under Kaiser, this coverage will supplement their existing eye care. **In addition, during the 2016-17 open enrollment, members will be provided with an enhanced benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option.**

This tentative agreement is subject to approval by both parties and shall be included in the next successor agreement, as applicable to the relevant article changes.

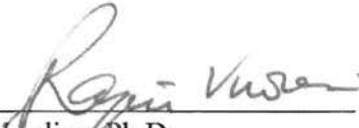
Dated: August 8, 2016

PASADENA CITY COLLEGE FACULTY
ASSOCIATION

By: 
Mark Whitworth, President

Dated: August 8, 2016

PASADENA AREA COMMUNITY COLLEGE
DISTRICT

By: 
Rajen Vurdien, Ph.D.
Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item J: Adoption of Memorandum of Understanding between the Pasadena City College California Federation of Teachers (PCC-CFT) Local 6525 and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage

Board Meeting: August 17, 2016

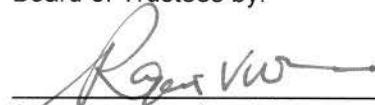
Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve agenda item J – Adoption of Memorandum of Understanding between the Pasadena City College California Federation of Teachers (PCC-CFT) Local 6525 and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage.

Fiscal Implications: Funds for this purpose are provided in the 2016-2017 Tentative District Budget.

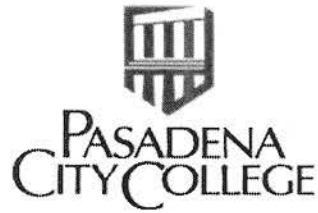
Background: The District's Benefits Committee, with representatives from all constituency groups, has recommended that the District enhance the vision plan benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option. The Committee also recommended that the District offer two dental plan options that employees may choose between. The first is the currently offered plan, which is a dental PPO plan offered through Delta Dental. The second is a dental HMO plan offered through MetLife. This additional plan will provide coverage for dental implants and orthodontia benefits for children and adults, benefits which are not available under the Delta Dental PPO plan. There is a minimum enrollment of 49 employees needed for MetLife to approve offering the plan.

The Pasadena Area Community College District came to this agreement with the PCC-CFT on July 29, 2016.

Approved for Submission to the
Board of Trustees by:



Superintendent/President



MEMORANDUM OF UNDERSTANDING
BETWEEN THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND THE
PASADENA CITY COLLEGE CALIFORNIA FEDERATION OF TEACHERS (PCC-CFT)
LOCAL 6525

This Memorandum of Understanding (MOU) is made and entered into this July 21, 2016, between the Pasadena Area Community College District ("District") and the Pasadena City College California Federation of Teachers, Local 6525 ("Association") collectively ("the parties").

During the 2016-17 year, as a part of the District paid health insurance plan, as defined under Article 9: Health and Welfare Benefits, enhancements have been offered under the ancillary services of vision and dental insurance for all unit members. The enhancements have been discussed and agreed upon as stated below:

Effective October 1, 2016:

Dental Care Insurance

1. During the 2016-17 open enrollment, members may select one (1) of the two dental plan options, which includes the following:
 - a. **Option 1** (current plan) – Delta Dental (PPO – no changes)
 - b. **Option 2** (Enhanced Plan) – Metlife (HMO – includes orthodontia & dental implants)
2. The District will continue to incur the costs for the coverage provided by either plan, selected by the member, as identified under Article 9: Health and Welfare Benefits.
3. Details on the plan benefits are available in the Benefits Enrollment Guide which is available on the District website at <http://www.pasadena.edu/hr/benefits/benefits-enrollment-forms.php/>.

Vision Care Insurance

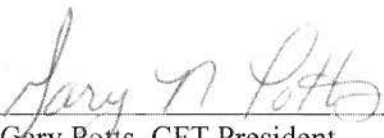
1. In addition, during the 2016-17 open enrollment, members will be provided with an enhanced benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option.
2. The District will continue to incur the costs for the vision plan coverage, inclusive of the enhancement as defined under Article 9: Health and Welfare Benefits.

This MOU is subject to approval and/or ratification by both parties.

Dated: July 22, 2016

PASADENA CITY COLLEGE CALIFORNIA
FEDERATION OF TEACHERS (PCC-CFT), LOCAL 6525

By:

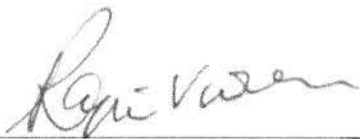


Gary Potts, CFT President

Dated: July 21, 2016

PASADENA AREA COMMUNITY COLLEGE
DISTRICT

By:



Rajen Vurdien, Ph.D.
Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item K: Adoption of Memorandum of Understanding between the Pasadena City College California School Employees Association (CSEA) Chapter 777 and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage

Board Meeting: August 17, 2016

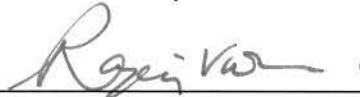
Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve agenda item K – Adoption of Memorandum of Understanding between the Pasadena City College California School Employees Association (CSEA) Chapter 777 and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage.

Fiscal Implications: Funds for this purpose are provided in the 2016-2017 Tentative District Budget.

Background: The District's Benefits Committee, with representatives from all constituency groups, has recommended that the District enhance the vision plan benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option. The Committee also recommended that the District offer two dental plan options that employees may choose between. The first is the currently offered plan, which is a dental PPO plan offered through Delta Dental. The second is a dental HMO plan offered through MetLife. This additional plan will provide coverage for dental implants and orthodontia benefits for children and adults, benefits which are not available under the Delta Dental PPO plan. There is a minimum enrollment of 49 employees needed for MetLife to approve offering the plan.

The Pasadena Area Community College District came to this agreement with the CSEA Chapter 777 on July 19, 2016.

Approved for Submission to the
Board of Trustees by:



Superintendent/President



MEMORANDUM OF UNDERSTANDING
BETWEEN THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,
AND ITS PASADENA CHAPTER 777

This Memorandum of Understanding (MOU) is made and entered into this July 15, 2016, between the Pasadena Area Community College District ("District") and the California School Employees Association, and Its Pasadena Chapter 777 ("Association") collectively ("the parties").

During the 2016-17 year, as a part of the District paid health insurance plan, as defined under Article 24: District-Sponsored Insurance Plans and Benefits, enhancements have been offered under the ancillary services of vision and dental insurance for all unit members. The enhancements have been discussed and agreed upon as stated below:

Effective October 1, 2016:

Dental Care Insurance

1. During the 2016-17 open enrollment, members may select one (1) of the two dental plan options, which includes the following:
 - a. **Option 1** (current plan) – Delta Dental (PPO – no changes)
 - b. **Option 2** (Enhanced Plan) – Metlife (HMO – includes orthodontia & dental implants)
2. The District will continue to incur the costs for the coverage provided by either plan, selected by the member, as identified under Article 24: District-Sponsored Insurance Plans and Benefits.
3. Details on the plan benefits are available in the Benefits Enrollment Guide which is available on the District website at <http://www.pasadena.edu/hr/benefits/benefits-enrollment-forms.php/>.

Vision Care Insurance

1. In addition, during the 2016-17 open enrollment, members will be provided with an enhanced benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option.
2. The District will continue to incur the costs for the vision plan coverage, inclusive of the enhancement as defined under Article 24: District-Sponsored Insurance Plans and Benefits.

This MOU is subject to approval and/or ratification by both parties.

Dated: July 15, 2016


CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,
CHAPTER 777

By: 
Richard Harsha, CSEA President

By: 
Astrid Campos, CSEA LRR

Dated: July 19, 2016

PASADENA AREA COMMUNITY COLLEGE
DISTRICT

By: 
Rajen Vurdien, Ph.D.
Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item L: Adoption of Memorandum of Understanding between the Pasadena City College Police Officers Association (POA) and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage

Board Meeting: August 17, 2016

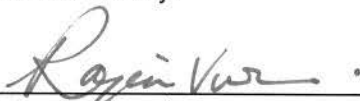
Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve agenda item L – Adoption of Memorandum of Understanding between the Pasadena City College Police Officers Association (POA) and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage.

Fiscal Implications: Funds for this purpose are provided in the 2016-2017 Tentative District Budget.

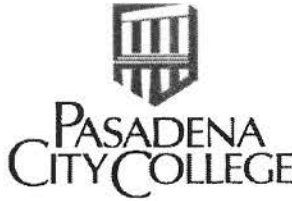
Background: The District's Benefits Committee, with representatives from all constituency groups, has recommended that the District enhance the vision plan benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option. The Committee also recommended that the District offer two dental plan options that employees may choose between. The first is the currently offered plan, which is a dental PPO plan offered through Delta Dental. The second is a dental HMO plan offered through MetLife. This additional plan will provide coverage for dental implants and orthodontia benefits for children and adults, benefits which are not available under the Delta Dental PPO plan. There is a minimum enrollment of 49 employees needed for MetLife to approve offering the plan.

The Pasadena Area Community College District came to this agreement with the POA on July 29, 2016.

Approved for Submission to the
Board of Trustees by:



Superintendent/President



MEMORANDUM OF UNDERSTANDING
BETWEEN THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND THE
PASADENA CITY COLLEGE POLICE OFFICERS ASSOCIATION

This Memorandum of Understanding (MOU) is made and entered into this July 22, 2016, between the Pasadena Area Community College District ("District") and the Pasadena City College Police Officers Association ("Association") collectively ("the parties").

During the 2016-17 year, as a part of the District paid health insurance plan, as defined under Article 25: Health and Welfare, enhancements have been offered under the ancillary services of vision and dental insurance for all unit members. The enhancements have been discussed and agreed upon as stated below:

Effective October 1, 2016:

Dental Care Insurance

1. During the 2016-17 open enrollment, members may select one (1) of the two dental plan options, which includes the following:
 - a. **Option 1** (current plan) – Delta Dental (PPO – no changes)
 - b. **Option 2** (Enhanced Plan) – Metlife (HMO – includes orthodontia & dental implants)
2. The District will continue to incur the costs for the coverage provided by either plan, selected by the member, as identified under Article 25: Health and Welfare.
3. Details on the plan benefits are available in the Benefits Enrollment Guide which is available on the District website at <http://www.pasadena.edu/hr/benefits/benefits-enrollment-forms.php/>.

Vision Care Insurance

1. In addition, during the 2016-17 open enrollment, members will be provided with an enhanced benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option.

2. The District will continue to incur the costs for the vision plan coverage, inclusive of the enhancement as defined under Article 9: Health and Welfare Benefits.

This MOU is subject to approval and/or ratification by both parties.

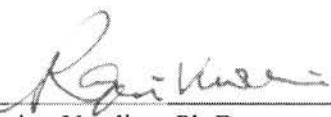
Dated: July 25, 2016

PASADENA CITY COLLEGE POLICE OFFICERS
ASSOCIATION

By: 
Michael DeSpain, President

Dated: July 29, 2016

PASADENA AREA COMMUNITY COLLEGE
DISTRICT

By: 
Rajen Vurdien, Ph.D.
Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item M: Adoption of Memorandum of Understanding between the Pasadena City College Management Association and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage

Board Meeting: August 17, 2016

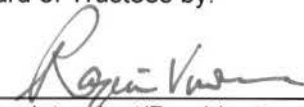
Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve agenda item M – Adoption of Memorandum of Understanding between the Pasadena City College Management Association and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage.

Fiscal Implications: Funds for this purpose are provided in the 2016-2017 Tentative District Budget.

Background: The District's Benefits Committee, with representatives from all constituency groups, has recommended that the District enhance the vision plan benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option. The Committee also recommended that the District offer two dental plan options that employees may choose between. The first is the currently offered plan, which is a dental PPO plan offered through Delta Dental. The second is a dental HMO plan offered through MetLife. This additional plan will provide coverage for dental implants and orthodontia benefits for children and adults, benefits which are not available under the Delta Dental PPO plan. There is a minimum enrollment of 49 employees needed for MetLife to approve offering the plan.

The Pasadena Area Community College District came to this agreement with the Management Association on July 21, 2016.

Approved for Submission to the
Board of Trustees by:



Superintendent/President



MEMORANDUM OF UNDERSTANDING
BETWEEN THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT MANAGEMENT
ASSOCIATION

This Memorandum of Understanding (MOU) is made and entered into this July 20, 2016, between the Pasadena Area Community College District ("District") and the Pasadena Area Community College District Management Association ("Association") collectively ("the parties").

During the 2016-17 year, as a part of the District paid health insurance plan, enhancements have been offered under the ancillary services of vision and dental insurance for all management employees. The enhancements have been discussed and agreed upon as stated below:

Effective October 1, 2016:

Dental Care Insurance

1. During the 2016-17 open enrollment, employees may select one (1) of the two dental plan options, which includes the following:
 - a. **Option 1** (current plan) – Delta Dental (PPO – no changes)
 - b. **Option 2** (Enhanced Plan) – Metlife (HMO – includes orthodontia & dental implants)
2. The District will continue to incur the costs for the coverage provided by either plan, selected by the employee.
3. Details on the plan benefits are available in the Benefits Enrollment Guide which is available on the District website at <http://www.pasadena.edu/hr/benefits/benefits-enrollment-forms.php/>.

Vision Care Insurance

1. In addition, during the 2016-17 open enrollment, members will be provided with an enhanced benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option.


2. The District will continue to incur the costs for the vision plan coverage, inclusive of the enhancement.

Approval of this MOU is subject to ratification by the Board of Trustees.

Dated: July 27, 2016

PASADENA AREA COMMUNITY COLLEGE DISTRICT
MANAGEMENT ASSOCIATION

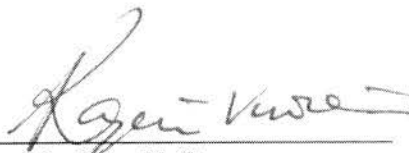
By:


Joe Futtner, President

Dated: July __, 2016

PASADENA AREA COMMUNITY COLLEGE
DISTRICT

By:


Rajen Vurdien, Ph.D.
Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item N: Adoption of Memorandum of Understanding between the Pasadena City College Confidential Association and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage

Board Meeting: August 17, 2016

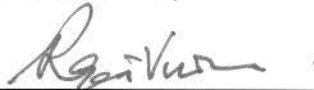
Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve agenda item N – Adoption of Memorandum of Understanding between the Pasadena City College Confidential Association and the Pasadena Area Community College District regarding health insurance plan enhancement for dental and vision coverage.

Fiscal Implications: Funds for this purpose are provided in the 2016-2017 Tentative District Budget.

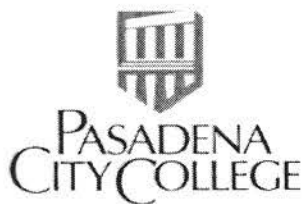
Background: The District's Benefits Committee, with representatives from all constituency groups, has recommended that the District enhance the vision plan benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option. The Committee also recommended that the District offer two dental plan options that employees may choose between. The first is the currently offered plan, which is a dental PPO plan offered through Delta Dental. The second is a dental HMO plan offered through MetLife. This additional plan will provide coverage for dental implants and orthodontia benefits for children and adults, benefits which are not available under the Delta Dental PPO plan. There is a minimum enrollment of 49 employees needed for MetLife to approve offering the plan.

The Pasadena Area Community College District came to this agreement with the Confidential Association on July 19, 2016.

Approved for Submission to the
Board of Trustees by:



Superintendent/President



MEMORANDUM OF UNDERSTANDING
BETWEEN THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT CONFIDENTIAL
ASSOCIATION

This Memorandum of Understanding (MOU) is made and entered into this July 19, 2016, between the Pasadena Area Community College District ("District") and the Pasadena Area Community College District Confidential Association ("Association") collectively ("the parties").

During the 2016-17 year, as a part of the District paid health insurance plan, enhancements have been offered under the ancillary services of vision and dental insurance for all confidential employees. The enhancements have been discussed and agreed upon as stated below:

Effective October 1, 2016:

Dental Care Insurance

1. During the 2016-17 open enrollment, employees may select one (1) of the two dental plan options, which includes the following:
 - a. **Option 1** (current plan) – Delta Dental (PPO – no changes)
 - b. **Option 2** (Enhanced Plan) – Metlife (HMO – includes orthodontia & dental implants)
2. The District will continue to incur the costs for the coverage provided by either plan, selected by the employee.
3. Details on the plan benefits are available in the Benefits Enrollment Guide which is available on the District website at <http://www.pasadena.edu/hr/benefits/benefits-enrollment-forms.php/>.

Vision Care Insurance

1. In addition, during the 2016-17 open enrollment, members will be provided with an enhanced benefit from a 24/24/24 option for exams/lenses/frames to a 12/12/12 option.

2. The District will continue to incur the costs for the vision plan coverage, inclusive of the enhancement.

Approval of this MOU is subject to ratification by the Board of Trustees.

Dated: July 19, 2016

PASADENA AREA COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL ASSOCIATION

By: _____

Danny Alonzo, Vice President

Dated: July 19, 2016

PASADENA AREA COMMUNITY COLLEGE
DISTRICT

By: _____

Rajen Vurdien, Ph.D.
Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item O: Authorization to Expend Measure P Funds

Board Meeting: August 17, 2016

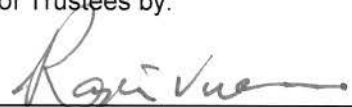
Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, approve Agenda Item O, Authorization to Expend Measure P Funds on air handler upgrades and access compliance site improvements.

Fiscal Implications: Authorize the expenditure of \$1,253,919 from the Measure P construction holding account.

Background: During the March 2002 general election, Pasadena Area Community College District voters approved Measure P, \$150 million in General Obligation Bonds at interest, to repair and rehabilitate its facilities to meet current health, safety, accessibility and instructional standards, replace worn-out plumbing, upgrade existing electrical systems to better access technology, replace aging heating, ventilating and air conditioning systems, renovate outdated classrooms and other vocational training facilities, and construct other facilities to relieve overcrowding.

Agenda Item O seeks approval to expend the remaining unallocated balance of the Measure P construction holding account on air handler upgrades in the R building at a projected cost of \$1,100,000 and certain access compliance site improvements at a projected cost of \$153,919.

Approved for Submission to the
Board of Trustees by:



Superintendent/President

Pasadena City College

Project Timeline - Air Handler Replacement & Access Compliance Site Work

Project	Projected Cost	Duration	Start	End
Partial Replacement of Air Handlers in Building R	1,100,000	10 months	8/29/2016	6/2/2017
Project Development (plans & specifications)		1 month	8/29/2016	9/23/2016
Bid and Award		2 months	9/26/2016	11/18/2016
Construction		7 months	11/21/2016	6/2/2017
Access Compliance Site Work	153,919	10 months	8/29/2016	6/2/2017
Project Development (plans & specifications)		1 month	8/29/2016	9/23/2016
Bid and Award		2 months	9/26/2016	11/18/2016
Construction		7 months	11/21/2016	6/2/2017

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item P: Temple City Unified School District MOU with Pasadena City College


Board Meeting: August 17, 2016

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize Pasadena City College to enter into a Memorandum of Understanding for Dual Enrollment with Temple City Unified School District. These documents were created in conjunction with Atkinson, Andelson, Loya, Ruud & Romo (AALRR).

Fiscal Implications: Administrative Support

Background: Dual Enrollment benefits students, parents and educators in the K-12 and community college setting by increasing access to college at no cost to students; increasing the likelihood of completion of an Associate's Degree, Career Technical Education Certificate or Transfer to a four year university; and increasing career awareness.

Approved for Submission to the
Board of Trustees by:



Superintendent/President

**TEMPLE CITY UNIFIED SCHOOL DISTRICT AND
PASADENA AREA COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT
FOR 2016-17 TO 2018-19**

WHEREAS, the Temple City Unified School District (TCUSD or DISTRICT) maintains a dual enrollment program entitled the Pasadena Academic and Career Trust (The PACT) with Pasadena Area Community College District (PCC or COLLEGE), which benefits TCUSD students, PCC students and the public at-large; and

WHEREAS, this effort is intended to support the 21st century idea that career and workforce readiness are in alignment with academic preparedness and will incorporate experiential learning opportunities to help young people compete in this new economy, realize their full potential, increase high school graduation rates, increase college attendance rates and college completion rates while helping families in our region to prosper through higher education; and

WHEREAS, pursuant to Education Code section 76004(a), the PCC and TCUSD may enter into a partnership that is governed by an AB 288 College and Career Access Pathways (CCAP) Partnership Agreement (Agreement) approved by the governing boards of both districts; and

WHEREAS, TCUSD and PCC desire to continue the collaborative effort of the PACT, within the guidelines of an AB 288 College and Career Access Pathways (CCAP) Partnership Agreement for the purpose of expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education and preparation for transfer, improving high school graduation rates, and helping high school pupils achieve college and career readiness; and

WHEREAS, the operational aspects of the CCAP partnership are incorporated into this CCAP Agreement, the provisions of which establish adherence to various education code requirements pertaining to, among other things, allowances, apportionments, and enrollment.

This Agreement is made and entered into as of the date written below by and between the Pasadena Area Community College District; 1570 E. Colorado Blvd.; Pasadena, CA 91106 and Temple City Unified School District, 9700 Las Tunas Drive, Temple City, CA 91780

TERMS OF AGREEMENT

1. TERM OF AGREEMENT

1.1 The term of this Agreement shall be September 12, 2016 to June 30, 2019.

2. ADMISSIONS AND REGISTRATION

2.1 Admissions and registration shall be coordinated by the CCAP Agreement conditions for enrollment and all other applicable policies and procedures established by the COLLEGE.

- 2.2 Prior to registering for a dual enrollment course, students shall complete and submit a Dual Enrollment Application in the form provided as **Exhibit 1** attached to this Agreement.
- 2.3 Prior to a pupil's enrollment in a COLLEGE course pursuant to this Agreement, DISTRICT shall confirm in writing to COLLEGE that each pupil applying to enroll in a COLLEGE course, including COLLEGE summer session course(s), has received the necessary approvals required pursuant to Education Code section 48800 et. seq. to attend a COLLEGE course. Written confirmation of approval for a pupil to attend a COLLEGE course(s) may be evidenced by documentation from the DISTRICT governing board, the pupil's principal or the county board of education, approving pupil's attendance in the COLLEGE course(s) for which the pupil is applying for enrollment. DISTRICT shall also confirm in writing to COLLEGE prior to a pupil's enrollment in a COLLEGE course, that the parent or guardian of a pupil applying for enrollment in a COLLEGE course has consented to such enrollment.
- 2.4 The DISTRICT shall pay the total cost of books and materials for TCUSD students who enroll in a dual enrollment course.
- 2.5 Registration and access to all dual enrolled courses scheduled at the DISTRICT shall be open to the general public, except those courses which are held on a closed high school campus and limited to high school students in accordance with Education Code section 76004.
- 2.6 All dual enrollment courses shall meet the enrollment requirements as set forth by the COLLEGE.

3. COURSES

- 3.1 Courses offered pursuant to this CCAP Agreement shall go through the approval process which includes review and consideration by the DISTRICT liaison before submitting the Course Request Form to the COLLEGE. The form for approval of the courses is attached as **Exhibit 2** to this Agreement.
- 3.2 Courses offered pursuant to this CCAP Agreement shall be of the same quality and rigor as those offered on the COLLEGE campus.
- 3.3 Courses offered pursuant to this CCAP Agreement shall be COLLEGE catalogued courses with the same department designations, course descriptions, numbers, titles and credits.
- 3.4 Courses offered pursuant to this CCAP Agreement shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE.

- 3.5 Site visits by one or more representatives of the COLLEGE shall be permitted by the DISTRICT to ensure that courses offered pursuant to this CCAP Agreement at a DISTRICT location are the same as the courses offered on the COLLEGE campus.
- 3.6 Dual enrollment courses offered pursuant to this CCAP Agreement shall include, but not be limited to, Career and Technical Education courses and courses in the Intersegmental General Education Transfer Curriculum.
- 3.7 A pupil may receive COLLEGE credit and high school credit for COLLEGE courses that he or she completes, as determined to be appropriate by the governing boards of the DISTRICT and COLLEGE, and in accordance with Education Code sections 48802 and §76001(c) and other state and federal laws.

4. CCAP COURSE INSTRUCTORS

- 4.1 Instructors teaching a course pursuant to this CCAP Agreement shall be COLLEGE approved teachers.
- 4.2 The COLLEGE may select instructors from DISTRICT personnel. DISTRICT personnel selected to be an instructor pursuant to this CCAP Agreement remain employees of the DISTRICT, notwithstanding the provisions set forth in section 4.5 below.
- 4.3 The DISTRICT shall be solely responsible for all salaries, wages, and benefits due to instructors teaching a course pursuant to this CCAP Agreement who are DISTRICT employees.
- 4.4 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to instructors teaching a course pursuant to this CCAP Agreement who are COLLEGE employees.
- 4.5 An instructor provided by the DISTRICT and any instructor that is not a paid employee of COLLEGE shall meet the discipline-specific minimum qualifications established by the COLLEGE and must complete an Instructional Service Agreement for the COLLEGE requiring that attendance and FTES be reported by the instructor as required by COLLEGE and stating that COLLEGE shall have the primary right to control and direct the instructional activities of the instructor providing instruction in a course pursuant to this CCAP Agreement.
- 4.6 An instructor provided by the DISTRICT will be expected to participate in all professional development activities sponsored by the COLLEGE and shall be encouraged to participate in ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 4.7 Prior to teaching a course pursuant to this CCAP Agreement, an instructor provided by the DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria,

pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.

- 4.8 An instructor provided by the DISTRICT who does not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach courses provide pursuant to this CCAP Agreement.
- 4.9 Instructor's performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for part-time faculty of the COLLEGE and by the DISTRICT using the adopted evaluation process for teachers employed by the DISTRICT.
- 4.10 Instructors who teach dual enrollment courses must be under the immediate supervision and control of an employee of COLLEGE who has met the minimum qualifications for instruction in the course in a California community college.
- 4.11 Instructors who teach dual enrollment courses must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. The instructor must be physically present in the classroom or laboratory or within line-of-sight of the students.
- 4.12 Instructors teaching courses under this CCAP Partnership Agreement shall not have any other assigned duty while course instruction is taking place.
- 4.13 This CCAP Agreement specifies that the DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 4.14 Instructor performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of PCC.
- 4.15 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.

5. LIAISON

- 5.1 The COLLEGE shall appoint an educational administrator who will serve as liaison, and who will approve all dual enrollment instructors in consultation with the academic department of the COLLEGE.

College Liaison: Dr. Ofelia R. Arellano Telephone: 626-585-7481

Email: orarellano@pasadena.edu

- 5.2 The COLLEGE liaison shall provide initial and ongoing training for instructors teaching a course pursuant to this CCAP Agreement, conduct site visits, perform

COLLEGE performance evaluations for instructors teaching courses pursuant to this CCAP Agreement, and strengthen communication between essential elements of the DISTRICT, the COLLEGE, academic departments and student affairs.

- 5.3 The COLLEGE liaison will also keep instructors teaching a course pursuant to this CCAP Agreement informed of new curriculum developments, pedagogic innovations, textbook adoptions, educational outcomes, assessment of learning, grading standards, proficiency expectations and syllabus components.
- 5.4 The DISTRICT shall appoint an educational administrator who will serve as a liaison between DISTRICT and COLLEGE to facilitate coordination and cooperation between DISTRICT and COLLEGE in conformity with DISTRICT policies and standards.

District Liaison: Kevin Herington Telephone: 626-548-5104

Email: kherington@tcusd.net

6. ON-SITE SUPERVISION

- 6.1 Courses offered pursuant to this CCAP Agreement and students shall be under the direct supervision of the administrator designated by the COLLEGE as the liaison as provided in Section 5.1.

7. STUDENTS

- 7.1 Students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalogue before enrolling in a dual enrollment course pursuant to this CCAP Agreement, including, but not limited to, obtaining a satisfactory score on any required placement test, or filing a "Pasadena City College Pre-requisite/Co-requisite/Enrollment Limitation Challenge" and providing documentation evidencing knowledge or ability to succeed in the course or program despite not meeting the pre-requisite or co-requisite.
- 7.2 Grades earned by students enrolled in courses pursuant to this CCAP Agreement will be posted on official COLLEGE transcripts; Students are eligible to request a Request for Pass/No Pass or Credit/No Credit if the course is eligible for this as noted in the college catalog, or audit COLLEGE course (if space is available).
- 7.3 Students enrolled in courses pursuant to this CCAP Agreement will be directed to the official catalogue of the COLLEGE.
- 7.4 Students enrolled in courses pursuant to this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE and DISTRICT.

- 7.5 Students who withdraw from a course pursuant to this CCAP Agreement will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines.
- 7.6 A dropped class within the COLLEGE drop date will not appear on the high school transcript as a COLLEGE course. A student may complete the course to receive high school credit. High school drop date for a course is within the first five-week period of the class.
- 7.7 Students enrolled in CCAP courses pursuant to this CCAP Agreement are exempt from payment of COLLEGE enrollment fees pursuant to Education Code sections 49011 and 76004(f).

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in dual enrollment courses shall be held to the same standards of achievement as students on the COLLEGE campus.
- 8.2 Students enrolled in dual enrollment courses shall be held to the same grading standards as those expected of students in campus COLLEGE sections.
- 8.3 Students enrolled in dual enrollment courses shall be assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on campus COLLEGE sections.
- 8.4 Students enrolled in dual enrollment courses shall be held to the same behavioral standards as those expected of students in campus COLLEGE sections.
- 8.5 COLLEGE shall establish the criteria for pupils to benefit from CCAP courses offered under this Agreement, and that criteria shall be set forth in **Appendix A** hereto, entitled Course and Instruction Agreement.

9. EVALUATION

- 9.1 The COLLEGE and the DISTRICT may conduct end-of-term student evaluations for each dual enrollment course offered in the DISTRICT in accordance with established guidelines approved by COLLEGE.
- 9.2 The COLLEGE and the DISTRICT may survey and collect data on students and alumni of dual enrollment courses after they graduate from the DISTRICT.
- 9.3 The COLLEGE and the DISTRICT may annually conduct surveys of participating DISTRICT instructors, principals, and guidance counselors.
- 9.4 The COLLEGE and the DISTRICT shall share survey data for the purpose of informing practice, making adjustments, and improving the quality of dual enrollment course delivery.

10. STUDENT RECORDS AND PRIVACY

- 10.1 Records of student attendance and achievement for all DISTRICT students who enroll in a dual enrollment course shall be maintained by the DISTRICT on AERIES and by the COLLEGE electronic records system LancerPoint or other equivalent and mutually agreed upon systems through the course instructor.
- 10.2 COLLEGE and DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code sections 49064 and 49076. COLLEGE and DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code sections 49064 and 49076.)
- 10.3 Limitation on Use. COLLEGE DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to federal and state law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code section 49076.)
- 10.4 Recordkeeping Requirements. COLLEGE and DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code section 49064 as applicable.
- 10.5 Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and DISTRICT hereby acknowledge that they had been provided with the notice required under 34 C.F.R. § 99.33(d) that they are strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

11. REIMBURSEMENT

- 11.1 If the course instructor is an employee of DISTRICT then COLLEGE shall reimburse DISTRICT at an amount to be agreed upon in writing by COLLEGE and DISTRICT and set forth in the Course and Instruction Agreement.

12. FACILITIES USE

- 12.1 The DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to PCC or students. DISTRICT agrees to clean, maintain, and safeguard

DISTRICT's premises. DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

12.2 The DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all DISTRICT students. The parties understand that such equipment and materials are DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code section 49011.

12.3 The COLLEGE facilities may be used subject to mutual agreement by the parties.

13. INDEMNIFICATION

13.1 The DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its officers, agents, and employees from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance of or in connection with this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the DISTRICT, its officers and employees.

13.2 The COLLEGE agrees to and shall Indemnify, save and hold harmless the DISTRICT and its officers, agents, and employees from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance of or in connection with this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE, its officers and employees.

14. INSURANCE

14.1 The DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this Agreement, shall secure and maintain in force during the entire term of this Agreement, an insurance policy or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per occurrence with a reliable insurance carrier authorized to do such public liability and property damage insurance business in the state of California. Said policy of insurance or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

14.2 The COLLEGE, in order to protect the DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of

or in any manner connected with the performance and operation of the terms of this Agreement, shall secure and maintain in force during the entire term of this Agreement, an insurance policy or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per occurrence with a reliable insurance carrier authorized to do such public liability and property damage insurance business in the state of California. Said policy of insurance or program of self-insurance shall expressly name the DISTRICT, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the DISTRICT.

15. APPORTIONMENT/ADA

- 15.1 The DISTRICT may report and receive payment for all average daily attendance (ADA) which complies with the current requirements for receiving ADA under applicable California law.
- 15.2 The COLLEGE may include the students enrolled in the CCAP courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments, so long as the CCAP courses comply with current requirements for dual enrollment under applicable California law.

16. CERTIFICATIONS

- 16.1 COLLEGE certifies that any community college instructor teaching a course at the DISTRICT high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- 16.2 DISTRICT certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the COLLEGE campus.
- 16.3 COLLEGE certifies that a community college course offered for college credit at the DISTRICT high school campus does not reduce access to the same course offered at the partnering community college campus.
- 16.4 COLLEGE certifies that a community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP Partnership Agreement.
- 16.5 COLLEGE certifies that participation in the CCAP Partnership Agreement is consistent with the core mission of the community colleges pursuant to Education Code section 66010.4, and that pupils participating in the CCAP Partnership

Agreement will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE.

- 16.6 The parties certify that any remedial course taught by community college faculty (which includes a qualified high school teacher teaching a college course as an “employee” of the community college district pursuant to C.C.R. Title 5 Section 58058(b)) at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both based on an interim assessment in grade 10 or 11, as determined by the DISTRICT, and that the delivery of these remedial courses shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student’s junior or senior year to ensure the student is prepared for college-level work upon high school graduation.
- 16.7 The parties certify that both the school district and the community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the school district teacher or community college faculty member teaching a CCAP Partnership Agreement course offered for high school credit.
- 16.8 The COLLEGE certifies that it does not receive full compensation for the direct education costs of the CCAP courses from any public or private agency, individual or group.
- 16.9 The DISTRICT certifies that the instructional activity to be conducted pursuant to this Agreement will not be fully funded by other sources.
- 16.10 The COLLEGE certifies that any COLLEGE instructor teaching a course on a DISTRICT campus has not been convicted of any sex offense as defined in Education Code section 87010 or as amended, or any controlled substance offense as defined in Education Code section 87011 or as amended.
- 16.11 COLLEGE and DISTRICT agree that as a condition of and prior to the adoption of this Partnership Agreement, the governing board of COLLEGE and the governing board of DISTRICT, at an open public meeting of each respective board, shall present the CCAP Partnership Agreement as an informational item. COLLEGE and DISTRICT further agree that the governing board of COLLEGE and the governing board of DISTRICT at a subsequent open public meeting of each respective board shall take testimony from the public and shall approve or disapprove the CCAP Partnership Agreement.

17. NON-DISCRIMINATION

- 17.1 Neither the DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, gender identity, gender expression, nationality, physical or mental disability, sexual orientation, religion, or any other characteristic that is contained in the definition of hate crimes set forth in the California Penal Code.

18. TERM OF AGREEMENT

18.1 The term of this Agreement shall be September 12, 2016 to June 30, 2019.

19. TERMINATION OR CHANGES

19.1 Either party may terminate this Agreement at any time by providing 30-days' written notice to the other party. Written notice of termination or changes to this Agreement shall be addressed to the responsible person listed in item 19 below.

19.2 Upon termination of this Agreement, the DISTRICT shall develop a COLLEGE approved teach-out plan that enables students to complete the CCAP Partnership course they are enrolled in.

20. DATA SHARING

20.1 To accomplish the purpose state above the District and the College will share student

level data for purposes of program evaluation and enhancement. The College and District will work jointly to determine the provisions of the student database requirements. The District will provide data to the College as requested. The College will ensure that all data is protected.

21. NOTICES

21.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U. S. Mail, postage to be prepaid, to the following addresses:

TEMPLE CITY UNIFIED SCHOOL DISTRICT

Kathy Perini, Superintendent
Temple City Unified School District
9700 Las Tunas Drive
Temple City, CA 91780

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Dr. Rajen Vurdien, Superintendent - President
Pasadena Area Community College District
1570 E. Colorado Blvd.
Pasadena, CA 91106

22. INTEGRATION

22.1 This Agreement sets forth the entire Agreement between the Parties relating to the CCAP Partnership Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

23. MODIFICATION AND AMENDMENT

23.1 No modifications or amendments of any of the terms or provisions of this Agreement shall be binding unless made in writing and signed by the Parties.

24. GOVERNING LAWS

24.1 This Agreement shall be interpreted according to the laws of the State of California.

25. SEVERABILITY

25.1 This Agreement shall be considered severable, such that if any provision or part of the Agreement is ever held invalid under any law or ruling, that provision or part of the Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1 This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

27. SIGNATURE OF THE PARTIES

TEMPLE CITY UNIFIED SCHOOL
DISTRICT

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Kathy Perini, Superintendent

Dr. Rajen Vurdien Superintendent - President

Date: _____

Date: _____

**PASADENA AREA COMMUNITY COLLEGE DISTRICT AND
TEMPLE CITY UNIFIED SCHOOL DISTRICT**

**APPENDIX A – COURSE AND INSTRUCTION AGREEMENT FOR
THE COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP**

1. GENERAL PROVISIONS

- 1.1 This Course and Instruction Agreement Regarding Dual Enrollment (“Agreement”) is between the Pasadena Area Community College District (“COLLEGE”) and the Temple City Unified School District (“DISTRICT”) hereinafter referred to collectively as (“the Parties”).
- 1.2 The terms of this Agreement are consistent with and incorporate by reference the terms of the College and Career Access Pathways Partnership Agreement signed by the Pasadena Area Community College District and the Temple City Unified School District (“CCAP Partnership Agreement”). In the event of any inconsistency between the CCAP Partnership Agreement and this Agreement, the terms of the Partnership Agreement will prevail.
- 1.3 The term of this Agreement shall be for a period of time commencing on September 12, 2016 and terminating on June 30, 2019. This Agreement may be extended for additional periods of one (1) year upon written agreement by all parties. Notwithstanding the foregoing, COLLEGE may terminate this Agreement with or without cause, upon thirty (30) days written notice to DISTRICT. This agreement may be terminated upon the (30) days prior written notice to COLLEGE from the DISTRICT or from the Instructor. No cause shall be required for the COLLEGE, the DISTRICT, or the Instructor to terminate this Agreement. Termination of the CCAP Partnership Agreement for any cause results in the termination of this Agreement.
- 1.4 This CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- 1.5 The courses listed below will be provided pursuant to this Agreement. The following information must be provided for each course to be taught under the CCAP Partnership Agreement. Please submit an additional separate page for each course that will be taught pursuant to the CCAP Partnership Agreement.
- 1.6 The Instructor agrees to be assigned to the COLLEGE as an at-will employee and the instructor will competently provide instruction for classes offered by the COLLEGE in cooperation with the DISTRICT.

Course Name and Number: _____

Location where Course will be offered and how Course is advertised:	
If this Course is being offered as part of a sequenced, pathway-aligned program, name the pathway and primary high school site lead:	
Time the Course will be offered:	
Dates Course will be offered:	
Method for addressing schedule alignment (If any):	
Performance Objectives of course:	
Cost of books and materials required for course:	
Learning Assessment Criteria:	
Number of educational hours of course:	
College credits offered for Course:	
Number of high school students to be served by Course:	
Number of Full-time Equivalent Students (FTES) projected to be claimed by the community college district:	
Name of Instructor/on-site Supervisor:	
Criteria to assess the ability of students to benefit from course offered pursuant to AB 288 CCAP Partnership Agreement :	
Additional support services including tutoring:	
Name of CCAP Party that will be the employer of record for the CCAP Instructor:	
Name of CCAP Party that will assume reporting responsibilities pursuant to federal teacher quality mandates. (Ed. Code, § 76004(l)):	
Other specifics related to CCAP Course:	

2. DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the DISTRICT have been approved in accordance with the policies and guidelines of COLLEGE and applicable law.
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.”
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California.

3. APPLICATION, ENROLLMENT AND REGISTRATION

- 3.1 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school.
- 3.2 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness.
- 3.3 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term, provided that the units constitute no more than four community college courses per term and are part of an academic program that is part of this CCAP Partnership Agreement and designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.4 Minimum School Day - The DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code sections 46141 and 46142.
- 3.5 The COLLEGE will be responsible for processing student applications.
- 3.6 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

- 3.7 The DISTRICT agrees to assist COLLEGE in the admission and registration of DISTRICT students as may be necessary and requested by COLLEGE.
- 3.8 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121.

4. CCAP AGREEMENT COURSES AND INSTRUCTORS

- 4.1 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are DISTRICT employees.
- 4.2 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering DISTRICT, and shall involve collaborative effort between the DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.
- 4.3 The Instructor shall be professionally and specially trained and competent to provide the instructional services that the COLLEGE requires. The Instructor meets the minimum qualifications for the academic position of Instructor as established and determined by the COLLEGE. The minimum qualifications required for this position are attached as Exhibit A and incorporated here by reference.
- 4.4 While performing the required instructional services for the COLLEGE, the instructor is under the COLLEGE's direct control and direction and may not have any other assigned duty during the instructional activity. The instructor is an at-will employee, and the COLLEGE retains the sole right to select, assign, evaluate, discipline or terminate the services of Instructor at any time while performing the duties of the instructor. The Instructor acknowledges that he or she has received an orientation from the COLLEGE and has been provided with the instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services which the COLLEGE provides to all instructors.

5. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 5.1 The COLLEGE will provide DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under the CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with COLLEGE procedures and academic standards.
- 5.2 The DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and

college applications, the enrollment of eligible students and other related services as deemed necessary.

- 5.3 The DISTRICT's personnel will perform services specified in 5.2 as part of their regular assignment. DISTRICT personnel performing these services will be employees of DISTRICT, subject to the authority of DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 5.4 In accordance with Education Code section 76004(t)(1) DISTRICT and COLLEGE shall file an annual report with the Office of the Chancellor of the California Community Colleges containing the following information:
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants.

6. REIMBURSEMENT

- 6.1 If the CCAP Course instructor is an employee of the DISTRICT then COLLEGE shall reimburse DISTRICT the following amount, inclusive of all costs, including but not limited to salary, taxes, benefits and all costs and expenses in the amount of _____ and for the term beginning on _____ and ending on _____.

7. PROGRAM IMPROVEMENT

- 7.1 The COLLEGE and the DISTRICT may annually conduct surveys of participating DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

8. SEVERABILITY

- 8.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

9. COUNTERPARTS

- 9.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

10. NOTICES

- 10.1 Notices. All notices required or permitted to be given under this Agreement shall be deemed duly given and effective if in writing and personally delivered or deposited in the U.S. Mail, postage to be prepaid, sent by reputable overnight courier service (with package tracking capability), or sent by certified mail, return receipt requested, first class postage prepaid, addressed to the following:

College: _____

District: _____

Instructor: (Name) _____

11. ENTIRE AGREEMENT

- 11.1 This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties agreement pursuant to the Coe of Civil Procedure, section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.

12. RATIFICATION BY GOVERNING BOARD

- 12.1 The Parties have jointly negotiated this Agreement, which shall be construed as a whole according to its fair meaning and not strictly for or against any of the Parties. Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against the College unless and until College's Board of Trustees has approved or ratified this agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

Executed on _____ 2016

TEMPLE CITY UNIFIED SCHOOL DISTRICT

By: _____

Print Name: _____

Title: _____

Date: _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT

By: _____

Print Name: Cynthia D. Olivo, Ph.D.

Title: Vice President, Student Services

Date: _____

Board Date: _____

INSTRUCTOR

By: _____

Print Name: _____

Title: _____

Date: _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item Q: El Monte Union High School District MOU with Pasadena City College

Board Meeting: August 17, 2016

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize Pasadena City College to enter into a Memorandum of Understanding for Dual Enrollment with El Monte Union High School District. These documents were created in conjunction with Atkinson, Andelson, Loya, Ruud & Romo (AALRR).

Fiscal Implications: Administrative Support

Background: Dual Enrollment benefits students, parents and educators in the K-12 and community college setting by increasing access to college at no cost to students; increasing the likelihood of completion of an Associate's Degree, Career Technical Education Certificate or Transfer to a four year university; and increasing career awareness.

Approved for Submission to the
Board of Trustees by:



Superintendent/President

**EL MONTE UNION HIGH SCHOOL DISTRICT AND
PASADENA AREA COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT**

FOR 2016 - 2017 to 2018 - 2019

WHEREAS, the EMUHSD School District (EMUHSD or DISTRICT) maintains a dual enrollment program entitled the Pasadena Academic and Career Trust (The PACT) with Pasadena Area Community College District (PCC or COLLEGE), which benefits EMUHSD students, PCC students and the public at-large; and

WHEREAS, this effort is intended to support the 21st century idea that career and workforce readiness are in alignment with academic preparedness and will incorporate experiential learning opportunities to help young people compete in this new economy, realize their full potential, increase high school graduation rates, increase college attendance rates and college completion rates while helping families in our region to prosper through higher education; and

WHEREAS, pursuant to Education Code section 76004(a), the PCC and EMUHSD may enter into a partnership that is governed by an AB 288 College and Career Access Pathways (CCAP) Partnership Agreement (Agreement) approved by the governing boards of both DISTRICT and COLLEGE districts; and

WHEREAS, EMUHSD and PCC desire to continue the collaborative effort of the PACT, within the guidelines of an AB 288 College and Career Access Pathways (CCAP) Partnership Agreement for the purpose of expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education and preparation for transfer, improving high school graduation rates, and helping high school pupils achieve college and career readiness; and

WHEREAS, the operational aspects of the CCAP partnership are incorporated into this CCAP Agreement, the provisions of which establish adherence to various education code requirements pertaining to, among other things, allowances, apportionments, and enrollment.

This Agreement is made and entered into as of the date written below by and between the Pasadena Area Community College District; 1570 E. Colorado Blvd.; Pasadena, CA 91106 and El Monte Union High School District, 3537 Johnson Avenue, El Monte, CA 91731.

TERMS OF AGREEMENT

1. TERM OF AGREEMENT

1.1 The term of this Agreement shall be September 12, 2016 to June 30, 2019.

2. ADMISSIONS AND REGISTRATION

- 2.1 Admissions and registration shall be coordinated by the CCAP Agreement conditions for enrollment and all other applicable policies and procedures established by the COLLEGE.
- 2.2 Prior to registering for a dual enrollment course, students shall complete and submit a Dual Enrollment Application in the form provided as **Exhibit 1** attached to this Agreement.
- 2.3 Prior to a pupil's enrollment in a COLLEGE course pursuant to this Agreement, DISTRICT shall confirm in writing to COLLEGE that each pupil applying to enroll in a COLLEGE course, including COLLEGE summer session course(s), has received the necessary approvals required pursuant to Education Code section 48800 et. seq. to attend a COLLEGE course. Written confirmation of approval for a pupil to attend a COLLEGE course(s) may be evidenced by documentation from the DISTRICT governing board, the pupil's principal or the county board of education, approving pupil's attendance in the COLLEGE course(s) for which the pupil is applying for enrollment. DISTRICT shall also confirm in writing to COLLEGE prior to a pupil's enrollment in a COLLEGE course, that the parent or guardian of a pupil applying for enrollment in a COLLEGE course has consented to such enrollment.
- 2.4 The DISTRICT shall pay the total cost of books and materials for EMUHSD students who enroll in a dual enrollment course.
- 2.5 Registration and access to all dual enrolled courses scheduled at the DISTRICT shall be open to the general public, except those courses which are held on a closed high school campus and limited to specified high school students in accordance with Education Code section 76004.
- 2.6 All dual enrollment courses shall meet the enrollment requirements as set forth by the COLLEGE.

3. COURSES

- 3.1 Courses offered pursuant to this CCAP Agreement shall go through the approval process which includes review and consideration by the DISTRICT liaison before submitting the Course Request Form to the COLLEGE. The form for approval of the courses is attached as **Exhibit 2** to this Agreement.
- 3.2 Courses offered pursuant to this CCAP Agreement shall be of the same quality and rigor as those offered on the COLLEGE campus.
- 3.3 Courses offered pursuant to this CCAP Agreement shall be COLLEGE catalogued courses with the same department designations, course descriptions, numbers, titles and credits.

- 3.4 Courses offered pursuant to this CCAP Agreement shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE.
- 3.5 Site visits by one or more representatives of the COLLEGE shall be permitted by the DISTRICT to ensure that courses offered pursuant to this CCAP Agreement at a DISTRICT location are the same as the courses offered on the COLLEGE campus.
- 3.6 Dual enrollment courses offered pursuant to this CCAP Agreement shall include, but not be limited to, Career and Technical Education courses and courses in the Intersegmental General Education Transfer Curriculum.
- 3.7 A pupil may receive COLLEGE credit and high school credit for COLLEGE courses that he or she completes, as determined to be appropriate by the governing boards of the DISTRICT and COLLEGE, and in accordance with Education Code sections 48802 and §76001(c) and other state and federal laws.

4. CCAP COURSE INSTRUCTORS

- 4.1 Instructors teaching a course pursuant to this CCAP Agreement shall be COLLEGE approved teachers.
- 4.2 The COLLEGE may select instructors from DISTRICT personnel. DISTRICT personnel selected to be an instructor pursuant to this CCAP Agreement remain employees of the DISTRICT, notwithstanding the provisions set forth in section 4.5 below.
- 4.3 The DISTRICT shall be solely responsible for all salaries, wages, and benefits due to instructors teaching a course pursuant to this CCAP Agreement who are DISTRICT employees.
- 4.4 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to instructors teaching a course pursuant to this CCAP Agreement who are COLLEGE employees.
- 4.5 An instructor provided by the DISTRICT and any instructor that is not a paid employee of COLLEGE shall meet, the discipline-specific minimum qualifications established by the COLLEGE and must complete an Instructional Service Agreement for the COLLEGE requiring that attendance and FTES be reported by the instructor as required by COLLEGE and stating that COLLEGE shall have the primary right to control and direct the instructional activities of the instructor providing instruction in a courses pursuant to this CCAP Agreement.
- 4.6 An instructor provided by the DISTRICT will be expected to participate in all professional development activities sponsored by the COLLEGE and shall be encouraged to participate in ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research and development in the field.

- 4.7 Prior to teaching a course pursuant to this CCAP Agreement, an instructor provided by the DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 4.8 An instructor provided by the DISTRICT who does not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach courses provide pursuant to this CCAP Agreement.
- 4.9 Instructor's performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for part-time faculty of the COLLEGE and by the DISTRICT using the adopted evaluation process for teachers employed by the DISTRICT.
- 4.10 Instructors who teach dual enrollment courses must be under the immediate supervision and control of an employee of COLLEGE who has met the minimum qualifications for instruction in the course in a California community college.
- 4.11 Instructors who teach dual enrollment courses must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. The instructor must be physically present in the classroom or laboratory or within line-of-sight of the students.
- 4.12 Instructors teaching courses under this CCAP Partnership Agreement shall not have any other assigned duty while course instruction is taking place.
- 4.13 This CCAP Agreement specifies that the DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 4.14 Instructor performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of PCC.
- 4.15 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.
- 4.16 The COLLEGE shall be the employer of record for purposes of assignment monitoring and reporting to the county office of education.

5. LIAISON

- 5.1 The COLLEGE shall appoint an educational administrator who will serve as liaison, and who will approve all dual enrollment instructors in consultation with the academic department of the COLLEGE.

College Liaison: Dr. Ofelia R. Arellano Telephone: 626-585-7481

Email: orarellano@pasadena.edu

- 5.2 The COLLEGE liaison shall provide initial and ongoing training for instructors teaching a course pursuant to this CCAP Agreement, conduct site visits, perform COLLEGE performance evaluations for instructors teaching courses pursuant to this CCAP Agreement, and strengthen communication between essential elements of the DISTRICT, the COLLEGE, academic departments and student affairs.
- 5.3 The COLLEGE liaison will also keep instructors teaching a course pursuant to this CCAP Agreement informed of new curriculum developments, pedagogic innovations, textbook adoptions, educational outcomes, assessment of learning, grading standards, proficiency expectations and syllabus components.
- 5.4 The DISTRICT shall appoint an educational administrator who will serve as a liaison between DISTRICT and COLLEGE to facilitate coordination and cooperation between DISTRICT and COLLEGE in conformity with DISTRICT policies and standards.

District Liaison: Edward A. Zuniga

Telephone: 626-444-9005

Email: edward.zuniga@emuhdsd.org

6. ON-SITE SUPERVISION

- 6.1 Courses offered pursuant to this CCAP Agreement and students shall be under the direct supervision of the administrator designated by the COLLEGE as the liaison as provided in Section 5.1.

7. STUDENTS

- 7.1 Students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalogue before enrolling in a dual enrollment course pursuant to this CCAP Agreement, including, but not limited to, obtaining a satisfactory score on any required placement test, or filing a "Pasadena City College Pre-requisite/Co-requisite/Enrollment Limitation Challenge" and providing documentation evidencing knowledge or ability to succeed in the course or program despite not meeting the pre-requisite or co-requisite.
- 7.2 Grades earned by students enrolled in courses pursuant to this CCAP Agreement will be posted on official COLLEGE transcripts; Students are eligible to request a Request for Pass/No Pass or Credit/No Credit if the course is eligible for this as noted in the college catalog, or audit COLLEGE course (if space is available).
- 7.3 Students enrolled in courses pursuant to this CCAP Agreement will be directed to the official catalogue of the COLLEGE.

- 7.4 Students enrolled in courses pursuant to this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE and DISTRICT.
- 7.5 Students who withdraw from a course pursuant to this CCAP Agreement will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines.
- 7.6 A dropped class within the COLLEGE drop date will not appear on the high school transcript as a COLLEGE course. A student may complete the course to receive high school credit. High school drop date for a course is within the first five-week period of the class.
- 7.7 Students enrolled in CCAP courses pursuant to this CCAP Agreement are exempt from payment of COLLEGE enrollment fees pursuant to Education Code sections 49011 and 76004(f).

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in dual enrollment courses shall be held to the same standards of achievement as students on the COLLEGE campus.
- 8.2 Students enrolled in dual enrollment courses shall be held to the same grading standards as those expected of students in campus COLLEGE sections.
- 8.3 Students enrolled in dual enrollment courses shall be assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on campus COLLEGE sections.
- 8.4 Students enrolled in dual enrollment courses shall be held to the same behavioral standards as those expected of students in campus COLLEGE sections.
- 8.5 COLLEGE shall establish the criteria for pupils to benefit from CCAP courses offered under this Agreement, and that criteria shall be set forth in **Appendix A** hereto, entitled Course and Instruction Agreement.

9. EVALUATION

- 9.1 The COLLEGE and the DISTRICT may conduct end-of-term student evaluations for each dual enrollment course offered in the DISTRICT in accordance with established guidelines approved by COLLEGE.
- 9.2 The COLLEGE and the DISTRICT may survey and collect data on students and alumni of dual enrollment courses after they graduate from the DISTRICT.
- 9.3 The COLLEGE and the DISTRICT may annually conduct surveys of participating DISTRICT instructors, principals, and guidance counselors.

- 9.4 The COLLEGE and the DISTRICT shall share survey data for the purpose of informing practice, making adjustments, and improving the quality of dual enrollment course delivery.

10. STUDENT RECORDS AND PRIVACY

- 10.1 Records of student attendance and achievement for all DISTRICT students who enroll in a dual enrollment course shall be maintained by the DISTRICT on AERIES and by the COLLEGE electronic records system LancerPoint or other equivalent and mutually agreed upon systems through the course instructor.
- 10.2 COLLEGE and DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code sections 49064 and 49076. COLLEGE and DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code sections 49064 and 49076.)
- 10.3 Limitation on Use. COLLEGE and DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to federal and state law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code section 49076.)
- 10.4 Recordkeeping Requirements. COLLEGE and DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code section 49064 as applicable.
- 10.5 Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and DISTRICT hereby acknowledge that they had been provided with the notice required under 34 C.F.R. § 99.33(d) that they are strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

11. REIMBURSEMENT

- 11.1 If the course instructor is an employee of DISTRICT then COLLEGE shall reimburse DISTRICT at an amount to be agreed upon in writing by COLLEGE and DISTRICT and set forth in the Course and Instruction Agreement.

12. FACILITIES USE

- 12.1 The DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to PCC or students. DISTRICT agrees to clean, maintain, and safeguard DISTRICT's premises. DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 12.2 The DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all DISTRICT students. The parties understand that such equipment and materials are DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code section 49011.
- 12.3 The COLLEGE facilities may be used subject to mutual agreement by the parties.

13. INDEMNIFICATION

- 13.1 The DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its Board of Trustees, officers, agents, employees, volunteers, and representative(s) from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance of or in connection with this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the sole active negligence and gross negligence of the DISTRICT, its officers, agents, employees, volunteers, and representatives.
- 13.2 The COLLEGE agrees to and shall indemnify, save and hold harmless the DISTRICT and its Board of Trustees, officers, agents, employees, volunteers, and representative(s) from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance of or in connection with this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the sole active negligence and gross negligence of the COLLEGE, its officers, and agents, employees, volunteers, and representatives.

14. INSURANCE

- 14.1 The DISTRICT, in order to protect the COLLEGE, its Board of Trustees agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this Agreement, shall secure, from a California licensed insurer with an "A" minus (A-), VII, or better rating from A.M. Best, and maintain in force during the entire term of this Agreement, an insurance policy or an approved program of self-insurance sufficient to cover all claims, damages, liabilities, costs and expenses (including counsel fees) as follows:

- a) Commercial Form General Liability Insurance, including both bodily injury and property damage in the following limits;
 - \$1,000,000 per occurrence
 - \$ 100,000 fire damage
 - \$ 5,000 medical expenses
 - \$1,000,000 personal and advertising injury
 - \$3,000,000 general aggregate
- b) Business Auto Liability Insurance for owned scheduled, non-owned or hired automobiles with a combined single limit of no less than \$1,000,000 per occurrence.
- c) Workers' Compensation and Employers Liability Insurance in a form and amount covering District's full liability under the California Worker's Compensation Insurance and Safety Act and in accordance with applicable state and federal laws. A waiver of subrogation endorsement shall be provided. The waiver of subrogation shall state that the insurer will waive its right of subrogation against the District, its Trustees, and their officials, employees, volunteers, and agents with respect to any losses paid under the terms of the workers' compensation and employer's liability insurance policy which arise from work performed by the Named Insured for the District.

Part A – Statutory Limits

Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employers Liability

- d) Errors & Omissions (Professional Liability) coverage, when applicable, with the following limits:
 - \$1,000,000 per occurrence/\$1,000,000 aggregate
- e) Sexual Misconduct Liability Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$3 million per occurrence and claims for negligent employment investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

The policies of insurance providing the coverages referred to in clauses above shall name the College and the Board of Trustees as additional insured.

14.2 The College, in order to protect the District, its Board of Trustees, agents, employees, officers and volunteers against claims and liabilities for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this Agreement, shall secure, from a California licensed insurer with an "A" minus (A-), VII, or better rating from A.M. Best, and maintain in force during the entire Term of this Agreement, an insurance policy or an approved program of self-insurance sufficient to cover all claims, damages, liabilities, costs and expenses (including counsel fees) as follows:

- a) Commercial Form General Liability Insurance, including both bodily injury and property damage in the following limits;

\$1,000,000 per occurrence

\$ 100,000 fire damage

\$ 5,000 medical expenses

\$1,000,000 personal and advertising injury

\$3,000,000 general aggregate

- b) Business Auto Liability Insurance for owned scheduled, non-owned or hired automobiles with a combined single limit of no less than \$1,000,000 per occurrence.

- c) Workers' Compensation and Employers Liability Insurance in a form and amount covering District's full liability under the California Worker's Compensation Insurance and Safety Act and in accordance with applicable state and federal laws. A waiver of subrogation endorsement shall be provided. The waiver of subrogation shall state that the insurer will waive its right of subrogation against the District, its Trustees, and their officials, employees, volunteers, and agents with respect to any losses paid under the terms of the workers' compensation and employer's liability insurance policy which arise from work performed by the Named Insured for the District.

Part A – Statutory Limits

Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employers Liability

- d) Errors & Omissions (Professional Liability) coverage, when applicable, with the following limits:

\$1,000,000 per occurrence/\$1,000,000 aggregate

- e) Sexual Misconduct Liability Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$3 million per occurrence and claims for negligent employment investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

The policies of insurance providing the coverages referred to in clauses above shall name the District and the Board of Trustees as additional insured with respect to any potential tort liability.

15. APPORTIONMENT/ADA

- 15.1 The DISTRICT may report and receive payment for all average daily attendance (ADA) which complies with the current requirements for receiving ADA under applicable California law.
- 15.2 The COLLEGE may include the students enrolled in the CCAP courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments, so long as the CCAP courses comply with current requirements for dual enrollment under applicable California law.

16. CERTIFICATIONS

- 16.1 COLLEGE certifies that any community college instructor teaching a course at the DISTRICT high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- 16.2 DISTRICT certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the COLLEGE campus.
- 16.3 COLLEGE certifies that a community college course offered for college credit at the DISTRICT high school campus does not reduce access to the same course offered at the partnering community college campus.
- 16.4 COLLEGE certifies that a community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP Partnership Agreement.
- 16.5 COLLEGE certifies that participation in the CCAP Partnership Agreement is consistent with the core mission of the community colleges pursuant to Education Code section 66010.4, and that pupils participating in the CCAP Partnership Agreement will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE.

- 16.6 The parties certify that any remedial course taught by community college faculty (which includes a qualified high school teacher teaching a college course as an "employee" of the community college district pursuant to C.C.R. Title 5 Section 58058(b)) at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both based on an interim assessment in grade 10 or 11, as determined by the DISTRICT, and that the delivery of these remedial courses shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon high school graduation.
- 16.7 The parties certify that both the school district and the community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the school district teacher or community college faculty member teaching a CCAP Partnership Agreement course offered for high school credit.
- 16.8 The COLLEGE certifies that it does not receive full compensation for the direct education costs of the CCAP courses from any public or private agency, individual or group.
- 16.9 The DISTRICT certifies that the instructional activity to be conducted pursuant to this Agreement will not be fully funded by other sources.
- 16.10 The COLLEGE certifies that any COLLEGE instructor teaching a course on a DISTRICT campus has not been convicted of any sex offense as defined in Education Code section 87010 or as amended, or any controlled substance offense as defined in Education Code section 87011 or as amended.
- 16.11 COLLEGE and DISTRICT agree that as a condition of and prior to the adoption of this Partnership Agreement, the governing board of COLLEGE and the governing board of DISTRICT, at an open public meeting of each respective board, shall present the CCAP Partnership Agreement as an informational item. COLLEGE and DISTRICT further agree that the governing board of COLLEGE and the governing board of DISTRICT at a subsequent open public meeting of each respective board shall take testimony from the public and shall approve or disapprove the CCAP Partnership Agreement.

17. NON-DISCRIMINATION

- 17.1 Neither the DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, gender identity, gender expression, nationality, physical or mental disability, sexual orientation, religion, or any other characteristic that is contained in the definition of hate crimes set forth in the California Penal Code.

18. TERM OF AGREEMENT

- 18.1 The term of this Agreement shall be September 12, 2016 to June 30, 2019.

19. TERMINATION OR CHANGES

- 19.1 Either party may terminate this Agreement at any time by providing 30 days' written notice to the other party. Written notice of termination or changes to this Agreement shall be addressed to the responsible person listed in item 21 below.
- 19.2 Upon termination of this Agreement, the DISTRICT shall develop a COLLEGE approved teach-out plan that enables students to complete the CCAP Partnership course they are enrolled in.

20. DATA SHARING

20.1 To accomplish the purpose stated above, the DISTRICT and the COLLEGE will share student level data for purposes of program evaluation and enhancement. The COLLEGE and DISTRICT will work jointly to determine the provisions of the student database requirements. The DISTRICT will provide data to the COLLEGE as requested. The COLLEGE will provide data to the DISTRICT as requested. COLLEGE and DISTRICT must ensure that all data is protected and shall not use student level data in any manner that will permit the personal identification of students to persons or entities other than authorized representatives of the COLLEGE. In the event of a security breach, the COLLEGE shall notify the DISTRICT and the DISTRICT shall notify the COLLEGE in writing of the breach, take all reasonable actions to mitigate the effects of such breach, and provide timely written notification to all affected students of the breach. COLLEGE and DISTRICT shall destroy all student level data obtained or learned in connection with the purposes described in this Agreement when no longer needed for program evaluation purposes. Upon the DISTRICT's request, the COLLEGE will promptly certify in writing that this destruction has occurred, and upon the College's request, the DISTRICT will promptly certify in writing that this destruction has occurred.

21. NOTICES

- 21.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U. S. Mail, postage to be prepaid, to the following addresses:

EL MONTE UNION HIGH SCHOOL DISTRICT

Edward Zuniga, Interim Superintendent
El Monte Union High School District
3537 Johnson Avenue
El Monte, CA 91731

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Dr. Rajen Vurdien, Superintendent - President
Pasadena Area Community College District
1570 E. Colorado Blvd.
Pasadena, CA 91106

22. INTEGRATION

22.1 This Agreement sets forth the entire Agreement between the Parties relating to the CCAP Partnership Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

23. MODIFICATION AND AMENDMENT

23.1 No modifications or amendments of any of the terms or provisions of this Agreement shall be binding unless made in writing and signed by the Parties.

24. GOVERNING LAWS

24.1 This Agreement shall be interpreted according to the laws of the State of California.

25. SEVERABILITY

25.1 This Agreement shall be considered severable, such that if any provision or part of the Agreement is ever held invalid under any law or ruling, that provision or part of the Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1 This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

27. SIGNATURE OF THE PARTIES

EL MONTE UNION HIGH SCHOOL
DISTRICT

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Edward Zuniga, Interim Superintendent

Dr. Rajen Vurdien Superintendent - President

Date: _____

Date: _____

**PASADENA AREA COMMUNITY COLLEGE DISTRICT AND
EL MONTE UNION HIGH SCHOOL DISTRICT**

**APPENDIX A – COURSE AND INSTRUCTION AGREEMENT FOR
THE COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP**

1. GENERAL PROVISIONS

- 1.1 This Course and Instruction Agreement Regarding Dual Enrollment (“Agreement”) is between the Pasadena Area Community College District (“COLLEGE”), the El Monte Union High School District (“DISTRICT”), and the Instructor teaching a course pursuant to the College and Career Access Pathways Partnership Agreement between the COLLEGE and the DISTRICT (“INSTRUCTOR”), hereinafter referred to collectively as (“the Parties”).
- 1.2 The terms of this Agreement are consistent with and incorporate by reference the terms of the College and Career Access Pathways Partnership Agreement signed by the Pasadena Area Community College District and the El Monte Union High School District (“CCAP Partnership Agreement”). In the event of any inconsistency between the CCAP Partnership Agreement and this Agreement, the terms of the CCAP Partnership Agreement will prevail.
- 1.3 The term of this Agreement shall be for a period of time commencing on September 12, 2016 and terminating on June 30, 2019. This Agreement may be extended for additional periods of one (1) year upon written agreement by all parties. Notwithstanding the foregoing, COLLEGE may terminate this Agreement with or without cause, upon thirty (30) days written notice to DISTRICT. This agreement may be terminated upon thirty (30) days prior written notice to COLLEGE from the DISTRICT or from the INSTRUCTOR. No cause shall be required for the COLLEGE, the DISTRICT, or the INSTRUCTOR to terminate this Agreement. Termination of the CCAP Partnership Agreement for any cause results in the termination of this Agreement.
- 1.4 This CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- 1.5 The courses listed below will be provided pursuant to this Agreement. The following information must be provided for each course to be taught under the CCAP Partnership Agreement. Please submit an additional separate page for each course that will be taught pursuant to the CCAP Partnership Agreement.
- 1.6 The INSTRUCTOR agrees to be assigned to the COLLEGE as an at-will employee and the INSTRUCTOR will competently provide instruction for classes offered by the COLLEGE in cooperation with the DISTRICT.

Course Name and Number: _____

Location where Course will be offered and how Course is advertised:	
If this Course is being offered as part of a sequenced, pathway-aligned program, name the pathway and primary high school site lead:	
Time the Course will be offered:	
Dates Course will be offered:	
Method for addressing schedule alignment (If any):	
Performance Objectives of course:	
Cost of books and materials required for course:	
Learning Assessment Criteria:	
Number of educational hours of course:	
College credits offered for Course:	
Number of high school students to be served by Course:	
Number of Full-time Equivalent Students (FTES) projected to be claimed by the community college district:	
Name of Instructor/on-site Supervisor:	
Criteria to assess the ability of students to benefit from course offered pursuant to AB 288 CCAP Partnership Agreement :	
Additional support services including tutoring:	
Name of CCAP Party that will be the employer of record for the CCAP Instructor:	
Name of CCAP Party that will assume reporting responsibilities pursuant to federal teacher quality mandates. (Ed. Code, § 76004(l)):	
Other specifics related to CCAP Course:	

2. DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the DISTRICT have been approved in accordance with the policies and guidelines of COLLEGE and applicable law.
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.”
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California.

3. APPLICATION, ENROLLMENT AND REGISTRATION

- 3.1 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school.
- 3.2 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness.
- 3.3 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term, provided that the units constitute no more than four community college courses per term and are part of an academic program that is part of this CCAP Partnership Agreement and designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.4 Minimum School Day - The DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code sections 46141 and 46142.
- 3.5 The COLLEGE will be responsible for processing student applications.
- 3.6 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

- 3.7 The DISTRICT agrees to assist COLLEGE in the admission and registration of DISTRICT students as may be necessary and requested by COLLEGE.
- 3.8 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121.

4. CCAP AGREEMENT COURSES AND INSTRUCTORS

- 4.1 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are DISTRICT employees.
- 4.2 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering DISTRICT, and shall involve collaborative effort between the DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.
- 4.3 The INSTRUCTOR shall be professionally and specially trained and competent to provide the instructional services that the COLLEGE requires. The INSTRUCTOR meets the minimum qualifications for the academic position of INSTRUCTOR as established and determined by the COLLEGE. The minimum qualifications required for this position are attached as Exhibit A and incorporated here by reference.
- 4.4 While performing the required instructional services for the COLLEGE, the INSTRUCTOR is under the COLLEGE's direct control and direction and may not have any other assigned duty during the instructional activity. The INSTRUCTOR is an at-will employee, and the COLLEGE retains the sole right to select, assign, evaluate, discipline or terminate the services of INSTRUCTOR at any time while performing the duties of the INSTRUCTOR. The INSTRUCTOR acknowledges that he or she has received an orientation from the COLLEGE and has been provided with the instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services which the COLLEGE provides to all instructors.

5. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 5.1 The COLLEGE will provide DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under the CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with COLLEGE procedures and academic standards.
- 5.2 The DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and

college applications, the enrollment of eligible students and other related services as deemed necessary.

- 5.3 The DISTRICT's personnel will perform services specified in 5.2 as part of their regular assignment. DISTRICT personnel performing these services will be employees of DISTRICT, subject to the authority of DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 5.4 In accordance with Education Code section 76004(t)(1) DISTRICT and COLLEGE shall file an annual report with the Office of the Chancellor of the California Community Colleges containing the following information:
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants.

6. REIMBURSEMENT

- 6.1 If the CCAP Course INSTRUCTOR is an employee of the DISTRICT then COLLEGE shall reimburse DISTRICT the following amount, inclusive of all costs, including but not limited to salary, taxes, benefits and all costs and expenses in the amount of _____ and for the term beginning on _____ and ending on _____.

7. PROGRAM IMPROVEMENT

- 7.1 The COLLEGE and the DISTRICT may annually conduct surveys of participating DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

8. SEVERABILITY

- 8.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

9. COUNTERPARTS

- 9.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

10. NOTICES

- 10.1 Notices. All notices required or permitted to be given under this Agreement shall be deemed duly given and effective if in writing and personally delivered or deposited in the U.S. Mail, postage to be prepaid, sent by reputable overnight courier service (with package tracking capability), or sent by certified mail, return receipt requested, first class postage prepaid, addressed to the following:

College: _____

District: _____

Instructor: (Name) _____

11. ENTIRE AGREEMENT

- 11.1 This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties agreement pursuant to the Coe of Civil Procedure, section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.

12. RATIFICATION BY GOVERNING BOARD

The Parties have jointly negotiated this Agreement, which shall be construed as a whole according to its fair meaning and not strictly for or against any of the Parties. Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against the College unless and until College's Board of Trustees has approved or ratified this agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

Executed on _____ 2016

EL MONTE UNION HIGH SCHOOL DISTRICT

By: _____

Print Name: _____

Title: _____

Date: _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT

By: _____

Print Name: Cynthia D. Olivo, Ph.D.

Title: Vice President, Student Services

Date: _____

Board Date: _____

INSTRUCTOR

By: _____

Print Name: _____

Title: _____

Date: _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item R: Pasadena Unified School District MOU with Pasadena City College


Board Meeting: August 17, 2016

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, authorize Pasadena City College to enter into a Memorandum of Understanding for Dual Enrollment with Pasadena Unified School District. These documents were created in conjunction with Atkinson, Andelson, Loya, Rudd & Romo (AALRR).

Fiscal Implications: Administrative Support

Background: Dual Enrollment benefits students, parents and educators in the K-12 and community college setting by increasing access to college at no cost to students; increasing the likelihood of completion of an Associate's Degree, Career Technical Education Certificate or Transfer to a four year university; and increasing career awareness.

Approved for Submission to the
Board of Trustees by:



Superintendent/President

**PASADENA UNIFIED SCHOOL DISTRICT AND
PASADENA AREA COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT**

FOR 2016 -2017 to 2018 - 2019

WHEREAS, the Pasadena Unified School District (PUSD or DISTRICT) maintains a dual enrollment program entitled the Pasadena Academic and Career Trust (The PACT) with Pasadena Area Community College District (PCC or COLLEGE), which benefits PUSD students, PCC students and the public at-large; and

WHEREAS, this effort is intended to support the 21st century idea that career and workforce readiness are in alignment with academic preparedness and will incorporate experiential learning opportunities to help young people compete in this new economy, realize their full potential, increase high school graduation rates, increase college attendance rates and college completion rates while helping families in our region to prosper through higher education; and

WHEREAS, pursuant to Education Code section 76004(a), the PCC and PUSD may enter into a partnership that is governed by an AB 288 College and Career Access Pathways (CCAP) Partnership Agreement (Agreement) approved by the governing boards of both DISTRICT and COLLEGE; and ~~districts; and~~

WHEREAS, PUSD and PCC desire to continue the collaborative effort of the PACT, within the guidelines of an AB 288 College and Career Access Pathways (CCAP) Partnership Agreement for the purpose of expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education and preparation for transfer, improving high school graduation rates, and helping high school pupils achieve college and career readiness; and

WHEREAS, the operational aspects of the CCAP partnership are incorporated into this CCAP Agreement, the provisions of which establish adherence to various education code requirements pertaining to, among other things, allowances, apportionments, and enrollment.

This Agreement is made and entered into as of the date written below by and between the Pasadena Area Community College District; 1570 E. Colorado Blvd.; Pasadena, CA 91106 and Pasadena Unified School District; 351 S. Hudson Avenue; Pasadena, CA 91101.

TERMS OF AGREEMENT

1. TERM OF AGREEMENT

1.1 The term of this Agreement shall be September 12, 2016 to June 30, 2019

2. ADMISSIONS AND REGISTRATION

- 2.1 Admissions and registration shall be coordinated by the CCAP Agreement conditions for enrollment and all other applicable policies and procedures established by the COLLEGE.
- 2.2 Prior to registering for a dual enrollment course, students shall complete and submit a Dual Enrollment Application.
- 2.3 Prior to a pupil's enrollment in a COLLEGE course pursuant to this Agreement, DISTRICT shall confirm in writing to COLLEGE that each pupil applying to enroll in a COLLEGE course, including COLLEGE summer session course(s), has received the necessary approvals required pursuant to Education Code section 48800 et. seq. to attend a COLLEGE course. Written confirmation of approval for a pupil to attend a COLLEGE course(s) may be evidenced by documentation from the DISTRICT governing board, the pupil's principal or the county board of education, approving pupil's attendance in the COLLEGE course(s) for which the pupil is applying for enrollment. DISTRICT shall also confirm in writing to COLLEGE prior to a pupil's enrollment in a COLLEGE course, that the parent or guardian of a pupil applying for enrollment in a COLLEGE course has consented to such enrollment.
- 2.4 The DISTRICT shall pay the total cost of books and materials for PUSD students who enroll in a dual enrollment course. When possible, the COLLEGE will provide flexibility.
- 2.5 Registration and access to all dual enrolled courses scheduled at the DISTRICT shall be open to the general public, except those courses which are held on a closed high school campus and limited to specified high school students in accordance with Education Code section 76004.
- 2.6 All dual enrollment courses shall meet the enrollment requirements as set forth by the COLLEGE.

3. COURSES

- 3.1 Courses offered pursuant to this CCAP Agreement shall go through the approval process which includes review and consideration by the DISTRICT liaison before submitting the Course Request Form to the COLLEGE.
- 3.2 Courses offered pursuant to this CCAP Agreement shall be of the same quality and rigor as those offered on the COLLEGE campus.
- 3.3 Courses offered pursuant to this CCAP Agreement shall be COLLEGE catalogued courses with the same department designations, course descriptions, numbers, titles and credits.

- 3.4 Courses offered pursuant to this CCAP Agreement shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE.
- 3.5 Site visits by one or more representatives of the COLLEGE shall be permitted by the DISTRICT to ensure that courses offered pursuant to this CCAP Agreement at a DISTRICT location are the same as the courses offered on the COLLEGE campus.
- 3.6 Dual enrollment courses offered pursuant to this CCAP Agreement shall include, but not be limited to, Career and Technical Education courses and courses in the Intersegmental General Education Transfer Curriculum.
- 3.7 A pupil may receive COLLEGE credit and high school credit for COLLEGE courses that he or she completes, as determined to be appropriate by the governing boards of the DISTRICT and COLLEGE, and in accordance with Education Code sections 48802 and §76001(c) and other state and federal laws.

4. CCAP COURSE INSTRUCTORS

- 4.1 Instructors teaching a course pursuant to this CCAP Agreement shall be COLLEGE approved teachers.
- 4.2 The COLLEGE may select instructors from DISTRICT personnel. DISTRICT personnel selected to be an instructor pursuant to this CCAP Agreement remain employees of the DISTRICT, notwithstanding the provisions set forth in section 4.5 below.
- 4.3 The DISTRICT shall be solely responsible for all salaries, wages, and benefits due to instructors teaching a course pursuant to this CCAP Agreement who are DISTRICT employees.
- 4.4 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to instructors teaching a course pursuant to this CCAP Agreement who are COLLEGE employees.
- 4.5 An instructor provided by the DISTRICT and any instructor that is not a paid employee of COLLEGE shall meet, the discipline-specific minimum qualifications established by the COLLEGE and must complete an Instructional Service Agreement for the COLLEGE requiring that attendance and FTES be reported by the instructor as required by COLLEGE and stating that COLLEGE shall have the primary right to control and direct the instructional activities of the instructor providing instruction in a courses pursuant to this CCAP Agreement.
- 4.6 An instructor provided by the DISTRICT will be expected to participate in all professional development activities sponsored by the COLLEGE and shall be encouraged to participate in ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research and development in the field.

- 4.7 Prior to teaching a course pursuant to this CCAP Agreement, an instructor provided by the DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 4.8 An instructor provided by the DISTRICT who does not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach courses provide pursuant to this CCAP Agreement.
- 4.9 Instructor's performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for part-time faculty of the COLLEGE and by the DISTRICT using the adopted evaluation process for teachers employed by the DISTRICT.
- 4.10 Instructors who teach dual enrollment courses must be under the immediate supervision and control of an employee of COLLEGE who has met the minimum qualifications for instruction in the course in a California community college.
- 4.11 Instructors who teach dual enrollment courses must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. The instructor must be physically present in the classroom or laboratory or within line-of-sight of the students.
- 4.12 Instructors teaching courses under this CCAP Partnership Agreement shall not have any other assigned duty while course instruction is taking place.
- 4.13 This CCAP Agreement specifies that the DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 4.14 Instructor performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of PCC.
- 4.15 The COLLEGE shall determine the number of instructors, the ratio of instructors to students
- 4.16 The COLLEGE shall be the employer of record for purposes of assignment.

5. LIAISON

- 5.1 The COLLEGE shall appoint an educational administrator who will serve as liaison, and who will approve all dual enrollment instructors in consultation with the academic department of the COLLEGE.

College Liaison: Dr. Ofelia R. Arellano Telephone: 626-585-7481

Email: orarellano@pasadena.edu

- 5.2 The COLLEGE liaison shall provide initial and ongoing training for instructors teaching a course pursuant to this CCAP Agreement, conduct site visits, perform COLLEGE performance evaluations for instructors teaching courses pursuant to this CCAP Agreement, and strengthen communication between essential elements of the DISTRICT, the COLLEGE, academic departments and student affairs.
- 5.3 The COLLEGE liaison will be also keep instructors teaching a course pursuant to this CCAP Agreement informed of new curriculum developments, pedagogic innovations, textbook adoptions, educational outcomes, assessment of learning, grading standards, proficiency expectations and syllabus components.
- 5.4 The DISTRICT shall appoint an educational administrator who will serve as a liaison between DISTRICT and COLLEGE to facilitate coordination and cooperation between DISTRICT and COLLEGE in conformity with DISTRICT policies and standards.

District Liaison: Dr. Marisa Sarian Telephone: (626) 346-3600 Ext. 88216

Email: sarian.marisa@pusd.us

6. ON-SITE SUPERVISION

- 6.1 Courses offered pursuant to this CCAP Agreement and students shall be under the direct supervision of the administrator designated by the COLLEGE as the liaison as provided in Section 5.1.

7. STUDENTS

- 7.1 Students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalog before enrolling in a dual enrollment course pursuant to this CCAP Agreement, including, but not limited to, obtaining a satisfactory score on any required placement test, or filing a "Pasadena City College Pre-requisite/Co-requisite/Enrollment Limitation Challenge" and providing documentation evidencing knowledge or ability to succeed in the course or program despite not meeting the pre-requisite or co-requisite.
- 7.2 Grades earned by students enrolled in courses pursuant to this CCAP Agreement will be posted on official COLLEGE transcripts; Students are eligible to request a Request for Pass/No Pass or Credit/No Credit if the course is eligible for this as noted in the college catalog, or audit COLLEGE course (if space is available).
- 7.3 Students enrolled in courses pursuant to this CCAP Agreement will be directed to the official catalog of the COLLEGE.

- 7.4 Students enrolled in courses pursuant to this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE and DISTRICT.
- 7.5 Students who withdraw from a course pursuant to this CCAP Agreement will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines.
- 7.6 A dropped class within the COLLEGE drop date will not appear on the high school transcript as a COLLEGE course. A student may complete the course to receive high school credit.
- 7.7 Students enrolled in CCAP courses pursuant to this CCAP Agreement are exempt from payment of COLLEGE enrollment fees pursuant to Education Code sections 49011 and 76004(f).

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in dual enrollment courses shall be held to the same standards of achievement as students on the COLLEGE campus.
- 8.2 Students enrolled in dual enrollment courses shall be held to the same grading standards as those expected of students in campus COLLEGE sections.
- 8.3 Students enrolled in dual enrollment courses shall be assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on campus COLLEGE sections.
- 8.4 Students enrolled in dual enrollment courses shall be held to the same behavioral standards as those expected of students in campus COLLEGE sections.

9. EVALUATION

- 9.1 The COLLEGE and the DISTRICT may conduct end-of-term student evaluations for each dual enrollment course offered in the DISTRICT in accordance with established guidelines approved by COLLEGE.
- 9.2 The COLLEGE and the DISTRICT may survey and collect data on students and alumni of dual enrollment courses after they graduate from the DISTRICT.
- 9.3 The COLLEGE and the DISTRICT may annually conduct surveys of participating DISTRICT instructors, principals, and guidance counselors.
- 9.4 The COLLEGE and the DISTRICT shall share survey data for the purpose of informing practice, making adjustments, and improving the quality of dual enrollment course delivery.
- 9.5 To accomplish the purpose stated above, the DISTRICT and the COLLEGE will

share student level data for purposes of program evaluation and enhancement. The COLLEGE and DISTRICT will work jointly to determine the provisions of the student database requirements. The DISTRICT will provide data to the COLLEGE as requested. The COLLEGE will provide data to the DISTRICT as requested. The COLLEGE will ensure that all data is protected and shall not use student level data in any manner that will permit the personal identification of students to persons or entities other than authorized representatives of the COLLEGE. In the event of a security breach, the COLLEGE shall notify the DISTRICT in writing of the breach, take all reasonable actions to mitigate the effects of such breach, and provide timely written notification to all affected students of the breach. COLLEGE shall destroy all student level data obtained or learned in connection with the purposes described in this Agreement when no longer needed for program evaluation purposes. Upon the DISTRICT's request, the COLLEGE will promptly certify in writing that this destruction has occurred.

10. STUDENT RECORDS AND PRIVACY

- 10.1 Records of student attendance and achievement for all DISTRICT students who enroll in a dual enrollment course shall be maintained by the DISTRICT on AERIES and by the COLLEGE electronic records system LancerPoint or other equivalent and mutually agreed upon systems through the course instructor.
- 10.2 COLLEGE and DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code sections 49064 and 49076. COLLEGE and DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code sections 49064 and 49076.)
- 10.3 Limitation on Use. COLLEGE and DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to federal and state law, as maybe as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code section 49076.)
- 10.4 Recordkeeping Requirements. COLLEGE and DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code section 49064 as applicable.
- 10.5 Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and DISTRICT

hereby acknowledge that they had been provided with the notice required under 34 C.F.R. § 99.33(d) that they are strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

11. REIMBURSEMENT

- 11.1 If the course instructor is an employee of DISTRICT then COLLEGE shall reimburse DISTRICT at an amount to be agreed upon in writing by COLLEGE and DISTRICT and set forth in the Instructional Agreement.

12. FACILITIES USE

- 12.1 The DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to COLLEGE. DISTRICT agrees to clean, maintain, and safeguard DISTRICT's premises. DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 12.2 The DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all DISTRICT students. The parties understand that such equipment and materials are DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code section 49011.
- 12.3 The COLLEGE facilities may be used subject to mutual agreement by the parties.

13. INDEMNIFICATION

- 13.1 The DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its Board of Trustees, agents, employees, volunteers, and representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance of or in connection with this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence and omission of the DISTRICT, its officers, employees, volunteers, and representatives.
- 13.2 The COLLEGE agrees to and shall Indemnify, save and hold harmless the DISTRICT and its officers, agents, and employees from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance of or in connection with this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence or omission of the COLLEGE, its officers, employees, volunteers, and representatives

14. INSURANCE

- 14.1 The DISTRICT, in order to protect the COLLEGE, its Board of Trustees, agents, employees and officers and volunteers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this Agreement, shall secure, from a California licensed insurer with an "A" minus (A-) VII, or better rating from A.M. Best, and maintain in force during the entire term of this Agreement, an insurance policy or an approved program of self-insurance to cover all claims, damages, liabilities, costs and expenses (including counsel fees) as follows:

\$1,000,000 per occurrence

\$ 100,000 fire damage

\$ 5,000 medical expenses

\$1,000,000 personal and advertising injury

\$3,000,000 general aggregate

- a) Business Auto Liability Insurance for owned scheduled, non-owned or hired automobiles with a combined single limit of no less than \$1,000,000 per occurrence.
- b) Workers' Compensation and Employers Liability Insurance in a form and amount covering District's full liability under the California Worker's Compensation Insurance and Safety Act and in accordance with applicable state and federal laws.

Part A – Statutory Limits

Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employers Liability

- c) Errors & Omissions (Professional Liability) coverage, when applicable, with the following limits:

\$1,000,000 per occurrence/\$1,000,000 aggregate

The policies of insurance providing the coverages referred to in clauses above shall name the College and the Board of Trustees as additional insured with respect to any potential tort liability.

- 14.2 The COLLEGE, in order to protect the DISTRICT, its Board of Education, agents, employees, offices and volunteers against claims and liabilities for death, injury, loss and

damage arising out of or in any manner connected with the performance and operation of the terms of this Agreement, shall secure, from a California licensed insurer with an "A" minus (A-), VII, or better rating from A.M. Best, and maintain in force during the entire Term of this Agreement, an insurance policy or an approved program of self-insurance sufficient to cover all claims, damages, liabilities, costs and expenses (including counsel fees) as follows:

\$1,000,000 per occurrence

\$ 100,000 fire damage

\$ 5,000 medical expenses

\$1,000,000 personal and advertising injury

\$3,000,000 general aggregate

- d) Business Auto Liability Insurance for owned scheduled, non-owned or hired automobiles with a combined single limit of no less than \$1,000,000 per occurrence.
- e) Workers' Compensation and Employers Liability Insurance in a form and amount covering District's full liability under the California Worker's Compensation Insurance and Safety Act and in accordance with applicable state and federal laws.

Part A – Statutory Limits

Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employers Liability

- f) Errors & Omissions (Professional Liability) coverage, when applicable, with the following limits:

\$1,000,000 per occurrence/\$1,000,000 aggregate

The policies of insurance providing the coverages referred to in clauses above shall name the College and the Board of Trustees as additional insured with respect to any potential tort liability.

15. APPORTIONMENT/ADA

- 15.1 The COLLEGE may include the students enrolled in the CCAP courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments, so long as the CCAP courses comply with current requirements for dual enrollment under applicable California law.

16. CERTIFICATIONS

- 16.1 COLLEGE certifies that any community college instructor teaching a course at the DISTRICT high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- 16.2 DISTRICT certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the COLLEGE campus.
- 16.3 COLLEGE certifies that a community college course offered for college credit at the DISTRICT high school campus does not reduce access to the same course offered at the partnering community college campus.
- 16.4 COLLEGE certifies that a community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP Partnership Agreement.
- 16.5 COLLEGE certifies that participation in the CCAP Partnership Agreement is consistent with the core mission of the community colleges pursuant to Education Code section 66010.4, and that pupils participating in the CCAP Partnership Agreement will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE.
- 16.6 The parties certify that any remedial course taught by community college faculty (which includes a qualified high school teacher teaching a college course as an “employee” of the COLLEGE district pursuant to C.C.R. Title 5 Section 58058(b)) at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both based on an interim assessment in grade 10 or 11, as determined by the DISTRICT, and that the delivery of these remedial courses shall involve a collaborative effort between DISTRICT and COLLEGE faculty to deliver an innovative remediation course as an intervention in the student’s junior or senior year to ensure the student is prepared for college-level work upon high school graduation.
- 16.7 The parties certify that both the DISTRICT and the COLLEGE partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the school district teacher or community college faculty member teaching a CCAP Partnership Agreement course offered for high school credit.
- 16.8 The COLLEGE certifies that it does not receive full compensation for the direct education costs of the CCAP courses from any public or private agency, individual or group.
- 16.9 The DISTRICT certifies that the instructional activity to be conducted pursuant to this Agreement will not be fully funded by other sources.

16.10 The COLLEGE certifies that any COLLEGE instructor teaching a course on a DISTRICT campus has not been convicted of any sex offense as defined in Education Code section 87010 or as amended, or any controlled substance offense as defined in Education Code section 87011 or as amended.

16.11 COLLEGE and DISTRICT agree that as a condition of and prior to the adoption of this Partnership Agreement, the governing board of COLLEGE and the governing board of DISTRICT, at an open public meeting of each respective board, shall present the CCAP Partnership Agreement as an informational item. COLLEGE and DISTRICT further agree that the governing board of COLLEGE and the governing board of DISTRICT at a subsequent open public meeting of each respective board shall take testimony from the public and shall approve or disapprove the CCAP Partnership Agreement.

17. NON-DISCRIMINATION

17.1 Neither the DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, gender identity, gender expression, nationality, physical or mental disability, sexual orientation, religion, or any other characteristic that is contained in the definition of hate crimes set forth in the California Penal Code.

18. TERM OF AGREEMENT

18.1 The term of this Agreement shall be September 12, 2016 to June 30, 2019.

19. TERMINATION OR CHANGES

19.1 Either party may terminate this Agreement at any time by providing 30-days' written notice to the other party. Written notice of termination or changes to this Agreement shall be addressed to the responsible person listed in item 21 below.

19.2 Upon termination of this Agreement, the DISTRICT and COLLEGE shall develop a COLLEGE approved teach-out plan that enables students to complete the CCAP Partnership course they are enrolled in.

20.0 NOTICES

21.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered to the following addresses:

PASADENA UNIFIED SCHOOL DISTRICT

Dr. Brian McDonald, Superintendent
Pasadena Unified School District
351 S. Hudson Avenue
Pasadena, CA 91101

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Dr. Rajen Vurdien, Superintendent - President
Pasadena Area Community College District
1570 E. Colorado Blvd.
Pasadena, CA 91106

20. INTEGRATION

20.1 This Agreement sets forth the entire Agreement between the Parties relating to the CCAP Partnership Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

21. MODIFICATION AND AMENDMENT

21.1 No modifications or amendments of any of the terms or provisions of this Agreement shall be binding unless made in writing and signed by the Parties.

22. GOVERNING LAWS

22.1 This Agreement shall be interpreted according to the laws of the State of California.

23. SEVERABILITY

23.1 This Agreement shall be considered severable, such that If any provision or part of the Agreement is ever held invalid under any law or ruling, that provision or part of the Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

24. COUNTERPARTS

24.1 This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

25. SIGNATURE OF THE PARTIES

PASADENA UNIFIED SCHOOL DISTRICT

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Dr. Brian McDonald, Superintendent

Dr. Rajen Vurdien Superintendent - President

Date: _____

Date: _____

**PASADENA AREA COMMUNITY COLLEGE DISTRICT AND
PASADENA UNIFIED SCHOOL DISTRICT**

**APPENDIX A – COURSE AND INSTRUCTION AGREEMENT FOR
THE COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP**

1. GENERAL PROVISIONS

- 1.1 This Course and Instruction Agreement Regarding Dual Enrollment (“Agreement”) is between the Pasadena Area Community College District (“COLLEGE”) and the Pasadena Unified School District (“DISTRICT”) hereinafter referred to collectively as (“the Parties”).
- 1.2 The terms of this Agreement are consistent with and incorporate by reference the terms of the College and Career Access Pathways Partnership Agreement signed by the Pasadena Area Community College District and the Pasadena Unified School District (“CCAP Partnership Agreement”). In the event of any inconsistency between the CCAP Partnership Agreement and this Agreement, the terms of the Partnership Agreement will prevail.
- 1.3 The term of this Agreement shall be for a period of time commencing on September 12, 2016 and one terminating on June 30, 2019. This Agreement may be extended for additional periods of one (1) year upon written agreement by all parties. Notwithstanding the foregoing, COLLEGE may terminate this Agreement with or without cause, upon thirty (30) days written notice to DISTRICT.
- 1.4 This CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- 1.5 The courses listed below will be provided pursuant to this Agreement. The following information must be provided for each course to be taught under the CCAP Partnership Agreement. Please submit an additional separate page for each course that will be taught pursuant to the CCAP Partnership Agreement:
- 1.6 The Instructor agrees to be assigned to the College as an at-will, instructor competently provide instruction for classes offered by the College in cooperation with the District, and,

Course Name and Number: _____

Location where Course will be offered and how Course is advertised:	
If this Course is being offered as part of a sequenced, pathway-aligned program, name the pathway and primary high school site lead:	
Time the Course will be offered:	
Dates Course will be offered:	
Method for addressing schedule alignment (If any):	
Performance Objectives of course:	
Cost of books and materials required for course:	
Learning Assessment Criteria:	
Number of educational hours of course:	
College credits offered for Course:	
Number of high school students to be served by Course:	
Number of Full-time Equivalent Students (FTES) projected to be claimed by the community college district:	
Name of Instructor/on-site Supervisor:	
Criteria to assess the ability of students to benefit from course offered pursuant to AB 288 CCAP Partnership Agreement :	
Additional support services including tutoring:	
Name of CCAP Party that will be the employer of record for the CCAP Instructor:	
Name of CCAP Party that will assume reporting responsibilities pursuant to federal teacher quality mandates. (Ed. Code, § 76004(l)):	
Other specifics related to CCAP Course:	

2. DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the DISTRICT have been approved in accordance with the policies and guidelines of COLLEGE and applicable law.
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.”
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California.

3. APPLICATION, ENROLLMENT AND REGISTRATION

- 3.1 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school.
- 3.2 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness.
- 3.3 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term, provided that the units constitute no more than four community college courses per term and are part of an academic program that is part of this CCAP Partnership Agreement and designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.4 Minimum School Day - The DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code sections 46141 and 46142.
- 3.5 The COLLEGE will be responsible for processing student applications.
- 3.6 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

- 3.7 The DISTRICT agrees to assist COLLEGE in the admission and registration of DISTRICT students as may be necessary and requested by COLLEGE.
- 3.8 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121.

4. CCAP AGREEMENT COURSES AND INSTRUCTORS

- 4.1 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are DISTRICT employees.
- 4.2 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering DISTRICT, and shall involve collaborative effort between the DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.
- 4.3 The Instructor is and shall continue to be an employee of the District. If at any time during a course the Instructor is no longer an employee of the District, this Agreement is null and void.
- 4.4 The Instructor is professionally and specially trained and competent to provide the instructional services that the College requires. The Instructor meets the minimum qualifications for the academic position of Instructor as established and determined by the College. The minimum qualifications required for this position are attached as Exhibit A and incorporated here by reference.
- 4.5 While performing the required instructional services for the College, the Instructor is under the College's direct control and direction and may not have any other assigned duty during the instructional activity. The Instructor is an at-will employee, and the College retains the sole right to select, assign, evaluate, ~~discipline~~ or terminate the services of Instructor at any time while performing the duties of the Instructor. The Instructor acknowledges that he or she has received an orientation from the College and has been provided with the instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services which the College provides to all instructors.
- 4.6 This Agreement will commence on the date shown above and may be terminated at any time by the College. This agreement may be terminated upon the (30) days prior written notice to the College from the District or from the Instructor. No cause shall be required for the College, the District, or the Instructor to terminate this Agreement. Termination of the Memorandum of Understanding for Dual Enrollment for any cause results in the termination of this Agreement.

5. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 5.1 The COLLEGE will provide DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under the CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with COLLEGE procedures and academic standards.
- 5.2 The DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 5.3 The DISTRICT's personnel will perform services specified in 5.2 as part of their regular assignment. DISTRICT personnel performing these services will be employees of DISTRICT, subject to the authority of DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 5.4 In accordance with Education Code section 76004(t)(1) DISTRICT and COLLEGE shall file an annual report with the Office of the Chancellor of the California Community Colleges containing the following information:
 - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants.

6. REIMBURSEMENT

- 6.1 If the CCAP Course instructor is an employee of the DISTRICT then COLLEGE shall reimburse DISTRICT the following amount, inclusive of all costs, including but not limited to salary, taxes, benefits and all costs and expenses in the amount of _____ and for the term beginning on _____ and ending on _____.

7. PROGRAM IMPROVEMENT

- 7.1 The COLLEGE and the DISTRICT may annually conduct surveys of participating DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of

informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

8. SEVERABILITY

8.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

9. COUNTERPARTS

9.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

10. NOTICES

10.1 Notices. All notices required or permitted to be given under this Agreement shall be deemed duly given and effective if in writing and personally delivered or deposited in the U.S. Mail, postage to be prepaid, sent by reputable overnight courier service (with package tracking capability), or sent by certified mail, return receipt requested, first class postage prepaid, addressed to the following:

College: _____

District: _____

Instructor: (Name) _____

11. ENTIRE AGREEMENT

11.1 This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties agreement pursuant to the Coe of Civil Procedure, section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.

12. RATIFICATION BY GOVERNING BOARD

12.1 The Parties have jointly negotiated this Agreement, which shall be construed as a whole according to its fair meaning and not strictly for or against any of the Parties. Pursuant to Education Code Section 81655, this Agreement is not valid and does not

constitute an enforceable obligation against the College unless and until College's Board of Trustees has approved or ratified this agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

Executed on _____ 2016

PASADENA UNIFIED SCHOOL DISTRICT

By: _____

Print Name: _____

Title: _____

Date: _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT

By: _____

Print Name: Cynthia D. Olivo, Ph.D.

Title: Vice President, Student Services

Date: _____

Board Date: _____

INSTRUCTOR

By: _____

Print Name: _____

Title: _____

Date: _____

Board meeting date: August 17, 2016

Re: President's Advisory Council on Education/Facilities Master Planning

Background:

At its July 20, 2016, board meeting, the board of trustees approved the creation of a three-member subcommittee as follows:

Education/Facilities Master Plan Subcommittee

The role of the Education/Facilities Master Plan Subcommittee is to provide strategic direction and policy oversight of the college's Education/Facilities Master Plan. This includes review and approval of key project milestones, including the final master planning document and project priorities list, as well as any proposed major changes in operations that might affect the execution of the plan.

The motion approved by the board also directed the disbanding of the ad hoc committee for the Centennial Facilities Master Plan.

Further Action:

The motion to approve was amended (Hilsman) with a direction that the administration report at the August 17, 2016, board meeting on the creation, composition, and purpose of a President's Advisory Council on Education/Facilities Master Planning. This non-Board body would provide input and strategic direction on master planning documents and strive to engage community partners, staff, faculty, and college leadership in open, collegial dialogue.

Creation

This body shall serve as an Advisory Council, modeled after the following groups:

- President's African American Advisory Committee
- President's Latino Advisory Committee
- President's Asian & Pacific Islander Advisory Committee
- Parent, Teacher and Student Association
- Retirees Association
- PCC Neighbors Committee

As such, its creation is at the direction of administration and does not require board action. It is proposed that this body meet on a quarterly basis.

Composition

The President's Advisory Council on Education/Facilities Master Planning shall consist of the following membership:

- Three (3) members of the Board of Trustees, serving concurrently on the Board Education/Facilities Master Plan Subcommittee
- Seven (7) members of the general community, one chosen by each Trustee from the residents of his or her Trustee district

- Four (4) members of the Faculty Senate, chosen by the Faculty Senate Board
- Two (2) members of the Classified Staff, chosen by the Classified Senate Board
- Four (4) members of the Management Association, chosen by the Management Association Board
- Any additional members chosen at the discretion of the Superintendent-President

Purpose

The purpose of the President's Advisory Council on Education/Facilities Master Planning shall be to provide input and strategic direction on matters pertinent to the creation, review, and publication of educational and facilities master plans. The Council shall serve as a broad-based forum bringing together many of the college's constituents in an atmosphere of collegiality and collaboration, therefore providing an avenue for college administrators to engage the college community in questions relating to the institution's long-term planning processes.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Ratify Student Travel: Associated Students Executive Board Annual Retreat

Board Meeting Date: August 17, 2016


RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the following student travel: *EMP: E1, F3, and H4*

FISCAL IMPLICATIONS: Funds for this activity are provided by the 2016-2017 PCC Associated Students Executive Board Annual Budget. Cost categories and amounts include: lodging, transportation, supplies, and meals.

GROUP:	PCC Associated Students Executive Board
NUMBER:	14 (12 Students, 2 Advisors)
DATES:	August 8-12, 2016
TIMES:	Various
DESTINATION:	Residence Inn and UCLA Arcadia, CA and Los Angeles, CA
EVENT:	PCC Associated Students Executive Board Annual Retreat
TRANSPORTATION:	District-arranged vehicles and personal
ADVISOR(S):	Rebecca Cobb and Carrie Afuso
NOT TO EXCEED:	\$8,060.00

BACKGROUND: The purpose for this activity involves travel to the annual Associated Students Executive Board leadership development retreat. Newly elected members of the ASPCC Executive board will participated in orientation workshops and activities addressing topics such as group dynamics, personal leadership development, ethics, diversity, communication, goal setting, personal philosophy development, and citizenship.

Approved by:


Associate Vice President, Student Affairs

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


Superintendent/President

(Requires all signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve Extension Independent
Contractors/Instructors

Board Meeting Date: August 17, 2016

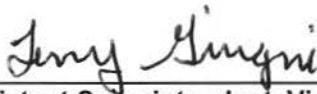
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve the following independent contractors/instructors on the attached list for Extension Fee classes on the designated dates. *EMP: 14*

FISCAL IMPLICATIONS: There is no cost to the District. Extension independent contractors/instructors are paid from participants' fees.

BACKGROUND: The services of the independent contractors/instructors are requested by the Director of Extension.

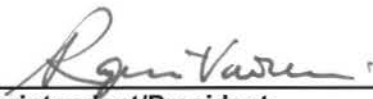
Page 1 of 3

Approved by: *7/24/16*



Assistant Superintendent, Vice President
Instruction

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**



Superintendent/President

(Requires all signatures)

APPROVE: August 30, 2016 – June 30, 2017: Extension fee classes independent contractors/instructors.

INSTRUCTORS

Adney, Curtis
Adney, Curtis
Binder, Farla
Brinegar Vocal Arts
CEO Services Group
Chen, Charlotte
Chen, Charlotte
Chou, Kathy Chyan
Christensen, Bobbie
Cotter, Craig
Dever, Thomas
Enkelis, Liane
Fight Academy of Pasadena, Inc.
Goeller, Jessica
Goeller, Jessica
Good Times Travel, Inc.
Good Times Travel, Inc.
Good Times Travel, Inc.
Good Times Travel, Inc.
Good Times Travel, Inc.
Good Times Travel, Inc.
Good Times Travel, Inc.
Hollywood Film Institute
Hueckel, Pamela
Jones, Morris
June Chandler, Inc.
June Chandler, Inc.
Klein, Karyn
Manzanilla, Mario
Martinez, Francisco
Martinez, Francisco
Mehra, Raka
Pappas, Margaret
Pawley, Tim
Pawley, Tim
Pawley, Tim
Peavyhouse, Thomas
PianoFly Music Studio Inc.
Prange, Rebecca
Prange, Rebecca
Ragland, Doria
Robinson, Pamela
Robinson, Pamela
Rueby, Kathryn
Schwartz, Bryan
Schwert, Cynthia
Sinskul, Benj
Townsend, Judith
Vance, John
Vance, John

CLASS NAME

Natural A's (Ages 10-17)
What Were You Born to Do?
Special Event or Wedding Planner Workshop
The Donald Brinegar Singers (Music 166)
Start a Nonprofit/Community Service Organization
Landscape Design
Mount and Mat Your Artwork
Tai-Chi Chuan and Sword
Building Your Financial Portfolio on \$50 a Month
Poetry Workshop
Writing a Film for a Microbudget
Photograph the Diverse Cultures of L.A.
Introduction to Brazilian Jiu-Jitsu
Writing Short Fiction
Your Novel: From Idea to Plan
A "Colossal" Adventure
All Aboard For Avocados!
Christmas Past & Present
Ghosts & Gravestones
Solvang Danish Christmas
Sweet, Salty & Wild
Take A Second Bite Out of L.A.!
Tribute to Huell Howser
Certificated (2-Day) Film School
Guided Autobiography
Bridge I
Acting Career Launching Pad
For the Love of Acting
The Highs and Woes of Internet Dating
Understanding Reverse Mortgages
Ballroom Dancing
Salsa I
Introduction to Indian Cooking
Quiet the Chatter in Your Mind
Advanced Tennis
High Performance Tennis
Youth Tennis
Loan Signing Specialist
Piano Ensemble (Music 43)
Leather Zip Pouch
Sewing Project Workshop
Leather Wrap Bracelet
Qualified Longevity Annuity Contract
Savvy IRA Planning for Boomers
Piano II
College Funding - Beating the High Cost of College
Savvy Social Security for Boomers
Qigong Regulation Exercise
Singers - Your Body is Your Instrument
Divorce Workshop for Women
The Election, Taxes, and Your Money

INSTRUCTORS

Wade Institute
Wade Institute
Wade Institute
Yarbrough, Jeffrey
Yarbrough, Jeffrey

CLASS NAME

Marketing Made Easy on a Small Budget
The ABCs of Starting a Business
You Need a Business Plan!
Hip Hop & Funk Dance
Self-Defense and the Workplace

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Accept Grant Awards, U.S. Department of Education-
Talent Search Program

Board Meeting Date: August 17, 2016

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, accept two grants awarded to Pasadena City College by the U.S. Department of Education under the Talent Search Program. Grant funds will be used to provide Talent Search services to 1,000 eligible students (low-income, potential first-generation college students and/or individuals with a high risk for academic failure) at eight feeder high schools. The programs will offer academic tutoring, advice in secondary and postsecondary course selection, and assistance in completing college financial aid and admissions applications. Objectives are to increase the number of students at the target high schools who persist to the next grade level, graduate with a regular diploma, complete a rigorous program of study, enroll in college, and complete a college program within six years. *EMP: D1, E1, E5* Awards include:

Grant 1 (Serving 500 students):
Continues offering Talent Search at Blair, Muir,
Pasadena, and Rosemead High Schools

Grant 2 (Serving 500 students):
Begins offering Talent Search at Arroyo, Mountain
View, El Monte, and South El Monte High Schools

FISCAL IMPLICATIONS: For each of the two grants, the College will receive \$240,000 per year over five years, for a total award of \$1,200,000 per grant. The total combined award for both grants will be \$2,400,000. Funding includes indirect costs at 8%. No cost sharing or matching funds are required.

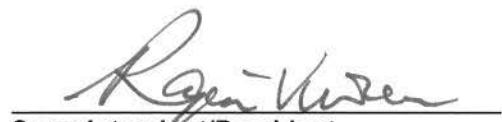
BACKGROUND: Talent Search is one of eight federal TRIO Programs offered by the U.S. Department of Education's Office of Postsecondary Education. The TRIO Programs are outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. They are targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post-baccalaureate studies. The Talent Search Program provides grants to institutions of higher education, public and private agencies and organizations, community-based organizations, and secondary schools to operate projects that serve qualified individuals from disadvantaged backgrounds and encourage them to complete secondary school and enroll in postsecondary education.

Approved by:



Assistant Superintendent/Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve/Ratify Contracts

Board Meeting Date: August 17, 2016

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 listed on the attached.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the Adopted 2015-2016 and Approved Tentative 2016-2017 District Budgets, in the account numbers shown.

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

Approved by:



Assistant Superintendent/Senior Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
REVIEW OF CONTRACTS

Contract No.	Contractor	Amount	Description of Services	Dates of Services	Department	Account No.
NO-COST TO DISTRICT						
APPROVE						
B170056	Temple City Unified School District	No Cost	To enter into a partnership that is governed by an AB 288 College and Career Access Pathways Partnership Agreement through a dual enrollment program entitled the "Pasadena Academic and Career Trust" for the purpose of expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education. <i>EMP: A, D, K</i>	8/22/16 thru 6/30/19	Office of Student Affairs	N/A
B170066	Covina Public Library	No Cost	To provide LIB106 Library Technology Internship. <i>EMP: K1, D4</i>	8/18/16 thru 8/17/21	Library	N/A
B170080	Lineage Dance Company	No Cost	To provide use of space/area to conduct lifelong learning classes. <i>EMP: I4</i>	8/28/16 thru 8/27/21	PCC Extension	N/A
B170081	Stardancers	No Cost	To provide use of space/area to conduct lifelong learning classes. <i>EMP: I4</i>	8/28/16 thru 8/27/21	PCC Extension	N/A
B170082	Fight Academy of Pasadena, Inc.	No Cost	To provide use of space/area to conduct lifelong learning classes. <i>EMP: I4</i>	8/28/16 thru 8/27/21	PCC Extension	N/A
B170085	Behavioral Health Care Alhambra Hospital	No Cost	Affiliation agreement to provide clinical experience for Nursing students. <i>EMP: K1</i>	8/30/16 thru 8/29/21	School of Health Sciences	N/A
B170089	Keck Hospital of USC	No Cost	Affiliation agreement to provide clinical experience for Nursing students. <i>EMP: K1</i>	10/14/16 thru 10/13/21	School of Health Sciences	N/A
B170091	Los Angeles County Metropolitan Transportation Authority	No Cost	To participate in the Metro Universal Pass Pilot Program to reduce the cost of public transportation for PCC students. <i>EMP: A2</i>	8/29/16 thru 8/30/17	Office of Student Life/Associated Students	N/A
RATIFY						
B160151	Jet Propulsion Laboratory	No Cost	Amendment No. 1, to receive an additional \$1,700.00 and increase advance payment amount from \$5,000.00 to \$6,700.00 for basic research as described in the proposal entitled Seeking Young Planets' Signature in Protostellar Disks with James Web Space Telescope. <i>EMP: B2</i>	10/1/15 thru 10/1/16	Astronomy	N/A
B160195	Margaret Ayala	No Cost	Amendment No. 1, to extend the contract from June 30, 2016 to December 31, 2016 to complete the projects for District's Emergency Response and Business Continuity Plan. <i>EMP: D5</i>	7/1/16 thru 12/31/16	Business Services	N/A
B170061	Feather River Community College District	No Cost	To provide feedback on digital badging platform, training effectiveness, and track students who are learning 21st Century Skills in tandem with work based learning. <i>EMP: A</i>	7/1/16 thru 2/28/17	Economic and Workforce Development	N/A
B150094	Methodist Hospital of Southern California	No Cost	Amendment No. 1, to extend affiliation agreement for clinical experience for Nursing students from July 19, 2016 to July 19, 2018. <i>EMP: K1</i>	7/20/16 thru 7/19/18	School of Health Sciences	N/A

PASADENA AREA COMMUNITY COLLEGE DISTRICT
REVIEW OF CONTRACTS

Contract No.	Contractor	Amount	Description of Services	Dates of Services	Department	Account No.
B170078	Long Beach Community College District	No Cost	To provide high quality business and economic development assistance to small businesses and nascent entrepreneurs in order to promote growth, expansion, innovation, increased productivity and management improvement to maximize the economic impact to local areas, and region serviced by the Small Business Development Center service areas, as per Long Beach Community College District Agreement CN99733.5 for a not-to-exceed total grant funding of \$210,000.00. <i>EMP: I2, I8</i>	1/1/16 thru 12/31/16	Small Business Development Center	N/A
B170083	Atherton Baptist Home	No Cost	Affiliation agreement to provide clinical experience for Nursing students. <i>EMP: K1</i>	7/1/16 thru 6/30/21	School of Health Sciences	N/A
B170084	Aurora Healthcare Las Encinas Hospital	No Cost	Affiliation agreement to provide clinical experience for Nursing students. <i>EMP: K1</i>	7/1/16 thru 6/30/21	School of Health Sciences	N/A
B170086	Good Samaritan Hospital	No Cost	Affiliation agreement to provide clinical experience for Nursing students. <i>EMP: K1</i>	8/3/16 thru 8/2/21	School of Health Sciences	N/A
B170087	Huntington Memorial Hospital	No Cost	Affiliation agreement to provide clinical experience for Nursing students. <i>EMP: K1</i>	8/16/16 thru 8/15/21	School of Health Sciences	N/A
B170088	Solheim Lutheran Home	No Cost	Affiliation agreement to provide clinical experience for Nursing students. <i>EMP: K1</i>	7/1/16 thru 6/30/21	School of Health Sciences	N/A
UNRESTRICTED GENERAL FUND						
APPROVE						
B170079	Evisions, Inc.	\$7,355.00	To provide Argos Software Support for a not-to-exceed total of \$7,355.00. <i>EMP: C1-3</i>	9/1/16 thru 8/31/17	Information Technology Services	100000-470000-581000-6780
RATIFY						
B983983	Vicenti, Lloyd & Stutman, LLP	\$95,000.00 \$99,400.00	REVISE Consent Item 2-B, July 20, 2016. Amendment No. 5, to extend contract through December 31, 2018 December 31, 2017 , and increase the not-to-exceed total of \$245,579.15 to a not-to-exceed total of \$340,579.15 \$344,979.15 , an increase of \$95,000.00 \$99,400.00 to conduct the District's audit of Financial Statements for Fiscal Year 2015-2016. <i>EMP: E</i>	7/1/15 thru 12/31/18 7/1/13 thru 12/31/17	Fiscal Services	100000-410000-572000-6600
B983983	Vicenti, Lloyd & Stutman, LLP	\$102,350.00	Amendment No. 6, to increase the not-to-exceed total of \$344,979.15 to a not-to-exceed total of \$447,329.15, an increase of \$102,350.00 to conduct the District's audit of Financial Statements for Fiscal Year 2016-2017. <i>EMP: E</i>	7/1/13 thru 12/31/17	Fiscal Services	100000-410000-572000-6600
B160057	Liebert, Cassidy, Whitmore (LCW)	\$29,256.50	Amendment No. 1, to increase the not-to-exceed total of \$150,000.00 to a not-to-exceed total of \$179,256.50, an increase of \$29,256.50 for legal services. <i>EMP: F</i>	7/1/15 thru 6/30/16	Office of General Counsel	100000-401300-573000-6600
B170067	Tony Au	\$36,000.00	To provide graphic web design work for both print and media for a not-to-exceed total of \$48,000.00, \$36,000.00 is paid out of general fund and \$12,000.00 is paid out of Student Equity Fund. <i>EMP: B1.3, C3.1, E1</i>	7/1/16 thru 6/30/17	Strategic Communications and Marketing	100000-440100-582000-6790

PASADENA AREA COMMUNITY COLLEGE DISTRICT
REVIEW OF CONTRACTS

Contract No.	Contractor	Amount	Description of Services	Dates of Services	Department	Account No.
B170069	Currier and Hudson	\$50,000.00	To provide legal services and representation to the District regarding various matters and litigation in the area of employer/employee relations, labor relations, personnel administration, pupil rights and responsibilities, general operations, and educational and related issues for a not-to-exceed total of \$50,000.00. <i>EMP: F</i>	7/1/16 thru 6/30/17	Human Resources	100000-401300-582000-6730
B170064	Meltwater News US, Inc.	\$12,000.00	To provide media monitoring services and media outreach database for Public Relations, for a not-to-exceed total of \$12,000.00. <i>EMP: B1.3, C3.1, E1</i>	8/1/16 thru 7/31/17	Strategic Communications and Marketing	100000-440100-582000-6790
B170068	Mackey Creative Lab, LLC	\$80,000.00	To provide on-going web content, layout services, creation and delivery of training materials and lessons on OmniUpdate System for a not-to-exceed total of \$80,000.00. <i>EMP: B1, C3.1, E1</i>	7/1/16 thru 6/30/17	Strategic Communications and Marketing	100000-440100-582000-6790
B170011	Walter Johnson and Associates, Inc.	\$20,000.00 \$10,000.00	REVISE Consent Item 235-B, June 1, 2016. To provide investigation services on an as needed basis for a not-to-exceed total of \$20,000.00 \$10,000.00 . <i>EMP: F</i>	7/1/16 thru 6/30/17	Human Resources	100000-430000-512000-6730
B170012	Liebert, Cassidy, Whitmore (LCW)	\$10,000.00	REVISE Consent Item 235-B, June 1, 2016. To provide 4 days of Equal Employment Opportunity training workshop, consultation, development and printing of written material provided to attendees at the training workshops for a not-to-exceed total of \$10,000.00. <i>EMP: C</i>	7/1/16 thru 6/30/17	Human Resources	100000-430000-512000-6730 100000-401300-582000-6730
B170013	Liebert, Cassidy, Whitmore (LCW)	\$4,500.00	REVISE Consent Item 235-B, June 1, 2016. To provide 4 days of Equal Employment Opportunity group training workshop, consultation, development and printing of written material provided to attendees at the training workshops for a not-to-exceed total of \$4,500.00. <i>EMP: C</i>	7/1/16 thru 6/30/17	Human Resources	100000-430000-512000-6730 100000-401300-582000-6730
B170014	Renne Sloan Holtzman Sakai LLP	\$42,500.00 \$25,000.00	REVISE Consent Item 235-B, June 1, 2016. To conduct the required position reviews and provide documented finding and recommendations as a work product pursuant to the College's collective bargaining agreement that employees may request position reviews annually for a not-to-exceed total of \$42,500.00 \$25,000.00 . <i>EMP: E, F</i>	7/1/16 thru 6/30/17	Human Resources	100000-430000-512000-6730
TOTAL UNRESTRICTED GENERAL FUND		\$321,361.50				
RESTRICTED FUND						
RATIFY						
B170055	We Are	\$319,819.55	To develop a pilot app/game based platform that empowers students to engage in a self-guided journey of life skills, for use by educators and administrators in academic settings, and for the LA Tech Hire professional development program for a not-to-exceed total of \$319,819.55. <i>EMP: A</i>	7/13/16 thru 10/31/16	Workforce and Economic Development	225132-513200-582000-6490

PASADENA AREA COMMUNITY COLLEGE DISTRICT
REVIEW OF CONTRACTS

Contract No.	Contractor	Amount	Description of Services	Dates of Services	Department	Account No.
B160332	Lexmark Enterprise Software, LLC	\$495,000.00	To provide and implement an Enterprise Content Management (ECM) solution using Lexmark's Perceptive brand ECM product suite. Lexmark's Professional Services team is responsible for the planning, solution design, installation, configuration, and testing of the proposed ECM solution for a not-to-exceed total of \$495,000.00. <i>EMP: C</i>	8/2/16 thru 2/28/17	Admissions and Records	225337-533700-582000-6320
B170058	Professional Thinking Partners	\$10,600.00	To provide Professional Speaking Engagement to managers of Pasadena City College on August 12, 2016 for the Mandatory Management Retreat at University Club for a not-to-exceed total of \$10,600.00/ <i>EMP: A1, A3</i>	8/11/16 thru 8/12/16	Student Equity	225337-533700-514000-6320
B170065	Mark Garcia	\$6,000.00	To provide consultation services for DegreeWorks for a not-to-exceed total of \$6,000.00. <i>EMP: C</i>	7/7/16 thru 8/12/16	Counseling	220010-531700-582000-6320
B170067	Tony Au	\$12,000.00	To provide graphic web design work for both print and media for a not-to-exceed total of \$48,000.00, \$36,000.00 is paid out of general fund and \$12,000.00 is paid out of Student Equity Fund. <i>EMP: B1.3, C3.1, E1</i>	7/1/16 thru 6/30/17	Strategic Communications and Marketing	225337-533700-512000-6320
B170059	Jennifer McCart	\$3,600.00	To provide Psychological Services: individual and crisis counseling, workshops, and psychological assessments for a not-to-exceed total of \$3,600.00. <i>EMP: E</i>	8/15/16 thru 7/31/17	Special Services	232601-260100-512000-6440
B170060	Dustin Weissman	\$3,600.00	To provide Psychological Services: individual and crisis counseling, workshops, and psychological assessments for a not-to-exceed total of \$3,600.00. <i>EMP: E</i>	8/15/16 thru 7/31/17	Special Services	232601-260100-512000-6440
B170071	Sabio Enterprises, Inc.	\$30,000.00	To provide custom training for web development scripting, student coding and supporting activities and workshops to increase employability of high tech workers for a not-to-exceed total of \$30,000.00. <i>EMP: D1, D4.3</i>	8/1/16 thru 12/30/16	Economic and Workforce Development	226382-638200-582000-6490
B170070	Jobs for the Future	\$139,489.00	To assist in the re-design initiative in support of underprepared learners and provide development, coordination, implementation, and evaluation of professional learning programs for a not-to-exceed total of \$139,489.00. <i>EMP: D1, D4.1, D4.2, D4.3</i>	7/21/16 thru 6/30/17	Economic and Workforce Development	215265-526500-582000-6490
B170073	Lawrence Reynauld Johnson	\$12,500.00	To provide business advising and training services as per Long Beach Community College District and GO BIZ 2016-2017 Grant/Cooperative Agreement No. CN99727.3 for a not-to-exceed total of \$12,500.00. <i>EMP: I2, I8.</i>	7/1/16 thru 6/30/17	Small Business Development Center	225508-550800-512000-7090
B170074	Astrid Daniela Galvez	\$3,000.00	To provide business advising and training services as per Long Beach Community College District and GO BIZ 2016-2017 Grant/Cooperative Agreement No. CN99727.3 for a not-to-exceed total of \$3,000.00. <i>EMP: I2, I8.</i>	7/1/16 thru 6/30/17	Small Business Development Center	225508-550800-512000-7090

PASADENA AREA COMMUNITY COLLEGE DISTRICT
REVIEW OF CONTRACTS

Contract No.	Contractor	Amount	Description of Services	Dates of Services	Department	Account No.
B170075	Lindsey Heisser	\$8,000.00	To provide business advising and training services as per Long Beach Community College District and GO BIZ 2016-2017 Grant/Cooperative Agreement No. CN99727.3 for a not-to-exceed total of \$8,000.00. <i>EMP: I2, I8.</i>	7/1/16 thru 6/30/17	Small Business Development Center	225508-550800-512000-7090
B170076	Mike Miller	\$8,000.00	To provide business advising and training services as per Long Beach Community College District and GO BIZ 2016-2017 Grant/Cooperative Agreement No. CN99727.3 for a not-to-exceed total of \$8,000.00. <i>EMP: I2, I8.</i>	7/1/16 thru 6/30/17	Small Business Development Center	225508-550800-512000-7090
B170077	Albert Napoli	\$12,500.00	To provide business advising and training services as per Long Beach Community College District and GO BIZ 2016-2017 Grant/Cooperative Agreement No. CN99727.3 for a not-to-exceed total of \$12,500.00. <i>EMP: I2, I8.</i>	7/1/16 thru 6/30/17	Small Business Development Center	225508-550800-512000-7090
B160211	Donald Loewel	\$10,000.00	Amendment No. 2, to extend the contract through August 31, 2016 and increase the not-to-exceed total of \$20,000.00 to a not-to-exceed total of \$30,000.00, an increase of \$10,000.00 for business advising and training services as per Long Beach Community College District and GO BIZ 2016-2017 Grant/Cooperative Agreement No. CN99727.3 <i>EMP: I2, I8.</i>	7/1/15 thru 8/31/16	Small Business Development Center	225508-550800-512000-7090
B170072	Lisa Marie Rollins	\$3,101.00	To provide workshop on Justice, Black Lives Matter and Self Care in a Time of War for a not-to-exceed total of \$3,101.00. <i>EMP: A</i>	8/2/16 thru 8/2/16	Student Equity	225337-533700-514000-6320
B170092	Donald Loewel	\$21,000.00	To provide business advising and training services as per Long Beach Community College District and GO BIZ 2016-2017 Grant/Cooperative Agreement No. CN99727.3 for a not-to-exceed total of \$21,000.00. <i>EMP: I2, I8.</i>	7/1/16 thru 6/30/17	Small Business Development Center	225508-550800-512000-7090
TOTAL RESTRICTED GENERAL FUND		\$1,098,209.55				
CAPITAL OUTLAY FUND						
RATIFY						
B160215	CF Environmental, Inc.	\$75,000.00	Amendment No. 2, to extend the contract through June 30, 2017 and increase the not-to-exceed total of \$45,000.00 to a not-to-exceed total of \$120,000.00, an increase of \$75,000.00 for hazardous material testing and monitoring services as needed. <i>EMP: L</i>	11/18/15 thru 6/30/17	Facilities Services	410000-712300-621400-7100
TOTAL CAPITAL OUTLAY FUND		\$75,000.00				
BUILDING FUND						
APPROVE						
B170062	SAA Associates	\$40,000.00	To provide services for cost estimating for Project/Construction Management for a not-to-exceed total of \$40,000.00. <i>EMP: L</i>	8/18/16 thru 6/30/17	Project Center	420000-740100-621800-7100
TOTAL BUILDING FUND		\$40,000.00				

PASADENA AREA COMMUNITY COLLEGE DISTRICT
 REVIEW OF CONTRACTS

Contract No.	Contractor	Amount	Description of Services	Dates of Services	Department	Account No.
SELF-INSURANCE FUND (Property and Liability)						
RATIFY						
B170063	Keenan & Associates	\$75,000.00	To provide administrative services for District's self-insurance program for a not-to-exceed total of \$25,000 per year. <i>EMP: L</i>	7/1/16 thru 6/30/19	Property and Liability	620000-401600-515000-6770
B170078	Keenan & Associates	\$75,000.00	To provide Loss Control Services intended to promote safety awareness, assist in the identification of conditions which may pose a risk of bodily injury and/or property damage, and offer recommendations and/or suggestions to help mitigate District's risk of loss for a not-to-exceed total of \$25,000.00 per year. <i>EMP: L</i>	7/1/16 thru 6/30/19	Property and Liability	620000-401600-515000-6770
TOTAL SELF-INSURANCE FUND		<u>\$150,000.00</u>				
(Property and Liability)						
FUNDS GRAND TOTAL		<u><u>\$1,684,571.05</u></u>				

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

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

Board Meeting Date: August 17, 2016

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 \$67,642.53. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015-2016 Adopted District Budget in Organizational code 401500 (Worker's Compensation).


<u>DATE</u>	<u>WARRANT NUMBER</u>	<u>AMOUNT</u>
07/08/2016	23100292	\$ 67,642.53
		<u>\$ 67,642.53</u>
	Medical	\$ 53,823.65
	Mileage	\$ 30.78
	Benefits	\$ 13,788.10
		<u>\$ 67,642.53</u>

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.

Approved by:

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**


Assistant Superintendent/Vice President
Business and Administrative Services


Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Reporting and Approval of Revolving Fund
Reimbursement

Board Meeting Date: August 17, 2016

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 \$4,602.57. EMP: L

FISCAL IMPLICATIONS: Funds for this purpose are expended in the 2015-2016 Adopted District Budget in the Revolving Cash Fund.

<u>DATE</u>	<u>WARRANT NUMBER</u>	<u>AMOUNT</u>
06/27/2016	23076136	\$ 96.00
06/30/2016	23086361	\$ 1,493.47
07/16/2016	23097567	\$ 1,481.76
07/07/2016	23100278	\$ 1,531.34
		<u>\$ 4,602.57</u>

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

Page 1 of 2

Approved by:

Assistant Superintendent/Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President

REVOLVING FUND REIMBURSEMENT
EXPENSE SUMMARY

<u>DATE</u>	<u>WARRANT NUMBER</u>		<u>AMOUNT</u>
06/27/2016	23076136		\$ 96.00
		Student Financial Aid	\$ 96.00
			<u>\$ 96.00</u>
06/30/2016	23086361		\$ 1,493.47
		Supplies	\$ 939.38
		Student Travel	\$ 165.48
		Other Student Aid - Books/Supplies	\$ 189.61
		Other Student Aid - Other Services	<u>\$ 199.00</u>
			<u>\$ 1,493.47</u>
07/06/2016	23097567		\$ 1,481.76
		Books, Magazines and Periodicals	\$ 117.15
		Supplies	\$ 1,251.20
		Duplicating	<u>\$ 113.41</u>
			<u>\$ 1,481.76</u>
07/07/2016	23100278		\$ 1,531.34
		Supplies	\$ 1,504.59
		Other Student Aid - Books/Supplies	<u>\$ 26.75</u>
			<u>\$ 1,531.34</u>
Grand Total:			<u><u>\$ 4,602.57</u></u>

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approval of Contract Renewal – Chancellor's Office
Tax Offset Program

Board Meeting Date: August 17, 2016

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 renewal of the Chancellor's Office Tax Offset Program (COTOP) contract with the Chancellor's Office and to authorize the execution and delivery of related documents and actions.

FISCAL IMPLICATIONS: No Fiscal Implications.

BACKGROUND: Pasadena Area Community College District has successfully utilized the Chancellor's Office Tax Offset Program (COTOP) to collect delinquent student obligations owed to the District.

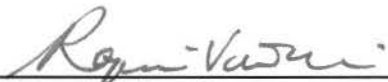
Renewal of the contract will authorize the Chancellor's Office and the State Controller to continue to collect any outstanding student financial aid obligations and debt, on behalf of the District, by offsetting the amount in default against any money the State may owe the student such as a State Income Tax refund or lottery winnings. There is no incurred cost to the district to participate in the COTOP program, the State deducts twenty-five percent (25%) of the amounts collected as an administrative fee before remitting the funds to the District. The term of this contract is from October 1, 2016 through December 20, 2017.

Approved by:



**Assistant Superintendent/Vice President
Business and Administrative Services**

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**



Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve/Ratify Purchasing Transactions

Board Meeting Date: August 17, 2016

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 purchase orders, P1602785 through P1700222. *EMP: L*


FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the Adopted 2015-2016 and Approved Tentative 2016-2017 District Budgets, in the funds indicated and charged to the requestors' cost center.

BACKGROUND: Purchase orders of any amount have been issued in accordance with legal requirements and attached hereto.

Approved by:



Assistant Superintendent/Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
PASADENA CITY COLLEGE

PURCHASE ORDER TRANSACTIONS

PURCHASE ORDER TRANSACTIONS				Vendor
				YTD Total
PO Number	Vendor Name	Description	Requestor	PO Amount
UNRESTRICTED GENERAL FUND				
P1601646	Pasadena Educational Foundation	Conferences, Seminars, Workshops, R Advancement for various activities and events	College Advancement	7,965.58
P1601646	Pasadena Educational Foundation	Duplicating Advancement for various activities and events	College Advancement	1,241.45
P1601646	Pasadena Educational Foundation	Multiuser Software License Advancement for various activities and events	College Advancement	2,797.80
P1601646	Pasadena Educational Foundation	Postage Advancement for various activities and events	College Advancement	874.22
P1601646	Pasadena Educational Foundation	Supplies and Materials Advancement for various activities and events	College Advancement	673.96
P1602785	Ace Business Machines	Other Services Annual service agreement for automatic check signer machine	Fiscal	425.00
P1602786	Ace Business Machines	Other Services Annual service agreement for Rapid Print Time and Date Stamp machine	Fiscal	135.00
P1602787	Baker & Hostetler LLP	Repair and Maintenance of Equipment	Business Services Office	105.00
P1602800	Ascension	Insurance/Registration	International Student Services	1,620.00
P1602803	Jobelephant.com Inc	Other Services Ad on National Association for Foreign Student Advisors Job Registry	International Student Services	385.00
P1700001	Orvac Electronics	Supplies and Materials Blanket order for electronic supplies as needed	Electronic Maintenance	3,500.00
P1700002	Home Depot	Supplies and Materials Blanket order for supplies and materials as needed	Electronic Maintenance	1,000.00
P1700003	Learning Resources Network	Dues and Membership	PCC Extension	695.00
P1700006	Respondus Inc	Multiuser Software License	Distance Education	745.00
P1700007	Ebsco	Media Supplies/Materials	LIB: Shatford Library	1,510.70
P1700008	Instructure	Multiuser Software License	Distance Education	1,000.00
P1700009	Online Learning Consortium	Dues and Membership	Distance Education	695.00
P1700012	Rawlings Sporting Goods	Supplies and Materials	PE: Physical Education	3,219.54
P1700013	Buddies All Stars	Supplies and Materials Sports balls	PE: Physical Education	4,016.65
P1700015	Ken's Sporting Goods	Supplies and Materials Fivepocket and integrated girdles	PE Athletics	3,149.12
P1700017	BSN Sports	Supplies and Materials	PE Athletics	767.99
P1700019	McMaster-Carr Supply Company	Supplies and Materials Parts for Chicago faucets	Facilities Trades	553.18
P1700020	Anderson Business Technology	Repair and Maintenance of Equipment Maintenance agreement for Facilities Xerox 7830 Machine	Facilities Modification	2,747.50
P1700021	Pacific Telemanagement Services	Telephone	Telephone Services	1,236.00
P1700022	Tennant Company	Repair and Maintenance of Equipment	Facilities Modification	5,000.00
P1700023	* Consolidated Electrical Distributors	Supplies and Materials Electrical supplies	Building Services	1,342.46
P1700026	Knorr Systems Inc	Supplies and Materials Pump and valve for swimming pool	Facilities Trades	543.20
P1700027	United Interiors	Supplies and Materials	Information Tech Services	430.55
P1700029	Red Star Fire Protection	Repair and Maintenance of Equipment	Facilities Modification	7,766.31
P1700031	* PCC Bookstore	Supplies and Materials	NS: Physical Sciences	545.00
P1700032	Home Depot	Supplies and Materials Blanket order for supplies and materials as needed	NS: Physical Sciences	1,090.00
P1700033	La Canada Flintridge Chamber of Comm	Dues and Membership	Public Relations	95.00
P1700035	National Council for Marketing and PR	Dues and Membership	Public Relations	500.00
P1700036	Freestyle Photographic Supplies	Supplies and Materials	Public Relations	1,000.00
P1700037	* PCC Bookstore	Supplies and Materials Blanket order for supplies and materials as needed	Public Relations	500.00
P1700038	* Pasadena Chamber of Commerce	Dues and Membership	Public Relations	485.00
P1700039	The Ligature	Printing	Public Relations	3,000.00

* Indicates Vendor is located within the Pasadena Area Community College District.
POs may appear more than once due to multiple funding sources.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
PASADENA CITY COLLEGE

PURCHASE ORDER TRANSACTIONS

PO Number	Vendor Name	Description	Requestor	Total	Vendor
				PO Amount	YTD Total PO Amount
P1700040	South Pasadena Chamber of Commerce	Dues and Membership	Public Relations	100.00	100.00
P1700041	CACCRAO	Dues and Membership	Public Relations	175.00	175.00
P1700042	* Samy's Camera	Supplies and Materials	Public Relations	750.00	750.00
P1700043	Hemostat Laboratories	Supplies and Materials	NS: Biological Sciences	500.00	500.00
P1700044	Constant Contact	Advertising	PCC Extension	714.00	714.00
P1700050	Di-No Computers	Supplies and Materials	NS: Physical Sciences	763.00	763.00
P1700051	Protek Color Lab Professional Imaging	Supplies and Materials	Public Relations	300.00	300.00
P1700052	Orvac Electronics	Supplies and Materials	NS: Physical Sciences	654.00	6,603.86
		Blanket order for supplies and materials as needed			
P1700053	Automatic Sync Technologies	Supplies and Materials	Public Relations	4,000.00	4,000.00
P1700054	* Charter Business	Telephone	Telephone Services	4,500.00	4,500.00
P1700055	* California Corporate College	Dues and Membership	Contract Education	500.00	500.00
P1700056	Staples	Supplies and Materials	Office of General Counsel	500.00	38,000.00
P1700057	Porter Boiler Service	Repair and Maintenance of Equipment	Building Services	3,245.37	3,245.37
P1700059	* Pasadena Graphic Arts	Printing	Public Relations	15,000.00	15,000.00
P1700060	* House of Printing	Printing	Public Relations	25,000.00	25,000.00
P1700061	California Marketing Inc	Printing	Public Relations	25,000.00	25,000.00
P1700064	Instructional Technology Council	Dues and Membership	Distance Education	495.00	495.00
P1700065	AT&T	Telephone	Telephone Services	75,000.00	75,000.00
P1700066	Miguel & Son Sweeper Company	Repair/Upkeep Bldgs and Grounds	Facilities Modification	32,670.00	32,670.00
P1700067	Buddies All Stars	Supplies and Materials	PE: Physical Education	1,973.99	5,990.64
		Basketballs and Softballs			
P1700070	Unisan Products	Supplies and Materials	Facilities Custodial Services	1,152.95	1,152.95
P1700071	South Coast Air Quality Mgmt District	Other Services	Facilities Modification	1,585.04	1,850.48
		South Coast Air Quality Management District Fees			
P1700072	McMaster-Carr Supply Company	Supplies and Materials	Facilities Trades	451.66	1,004.84
		Parts for eye wash station			
P1700073	* Arrowhead Puritas Waters Inc	Supplies and Materials	Receiving/Warehouse Services	400.00	400.00
P1700074	Quality Matters	Conferences, Seminars, Workshops, R	Distance Education	221.00	221.00
P1700076	Airgas Duarte	Supplies and Materials	Facilities Trades	1,500.00	7,200.00
		Blanket order for rental of water dispenser and bottled water for off campus warehouse			
P1700077	Athletic Field Specialists	Repair/Upkeep Bldgs and Grounds	Facilities Modification	5,000.00	5,000.00
P1700078	Battery System	Supplies and Materials	Facilities Services Office	1,000.00	1,000.00
P1700079	Bestway Laundry Solutions	Repair and Maintenance of Equipment	Facilities Custodial Services	500.00	500.00
P1700081	City Wholesale Electric Co	Supplies and Materials	Building Services	500.00	500.00
P1700082	Cruz Containers Inc	Toxic Waste Disposal	Hazardous Materials	500.00	500.00
P1700083	Community College Search Services	Consultants	Human Resources Office	22,000.00	52,640.00
P1700086	Lexis Nexis	Other Services	Office of General Counsel	143.00	1,287.00
P1700087	Jobelephant.com Inc	Advertising	Human Resources Office	45.00	34,776.17
		Job advertisement for facilities			
P1700088	Montgomery Hardware Company	Supplies and Materials	Facilities Trades	3,815.00	3,815.00
P1700089	Arco Business Solutions	Fuel	Transportation Services	50,000.00	50,000.00
P1700090	Champion Chemical Co	Supplies and Materials	Facilities Custodial Services	905.79	905.79
P1700091	Grainger Inc	Supplies and Materials	Facilities Custodial Services	301.36	849.38
		Whiteboard cleaner			
P1700092	South Coast Air Quality Mgmt District	Other Services	Facilities Modification	265.44	1,850.48
		Refrigeration systems for the main campus and Community Education Center			
P1700093	Hilti Inc	Supplies and Materials	Facilities Trades	237.99	237.99
P1700095	Ferguson Enterprises Inc #1350	Supplies and Materials	Facilities Trades	1,405.83	1,405.83
P1700096	Acoustical Material Services	Supplies and Materials	Facilities Trades	111.18	1,111.18
		Parts for Campus Center kitchen			
P1700097	* Foothill Smog & Auto Repair	Repair and Maintenance of Equipment	Transportation Services	15,000.00	15,000.00
P1700098	* Consolidated Electrical Distributors	Supplies and Materials	Building Services	5,000.00	10,842.46
		Blanket order for electrical supplies and materials as needed			
P1700099	Springshare LLC	Other Services	LIB: Shafford Library	999.00	999.00
P1700101	Lexipol LLC	Other Services	Emergency Operations	3,688.00	3,688.00

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POs may appear more than once due to multiple funding sources.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
PASADENA CITY COLLEGE

PURCHASE ORDER TRANSACTIONS

PO Number	Vendor Name	Description	Requestor	Total	Vendor
				PO Amount	YTD Total PO Amount
P1700102	Grainger Inc	Supplies and Materials Floor mount door stops	Facilities Trades	381.90	849.38
P1700104	Airgas Duarte	Supplies and Materials Blanket order for gas as needed	NS: Biological Sciences	5,450.00	7,200.00
P1700106	SC Fuels	Fuel	Facilities Trades	1,150.00	1,150.00
P1700107	Ken's Sporting Goods	Supplies and Materials Nike's men soccer shorts	PE Athletics	1,115.89	4,265.01
P1700110	Vista Paint Corporation	Supplies and Materials	Facilities Trades	500.00	500.00
P1700111	Walter's Wholesale Electric Co	Supplies and Materials Blanket order for electrical supplies and materials as needed	Building Services	500.00	1,224.37
P1700112	Air Cold Supply Inc	Supplies and Materials	Building Services	500.00	500.00
P1700113	Dunn-Edwards Corp	Supplies and Materials	Facilities Trades	500.00	500.00
P1700114	Discount Two Way Radio	Repair and Maintenance of Equipment	Building Services	1,000.00	1,000.00
P1700118	State of CA Dept Industrial Relations	Repair and Maintenance of Equipment	Facilities Modification	8,000.00	8,000.00
P1700119	Walter's Wholesale Electric Co	Supplies and Materials Lamps for Lot 1	Building Services	724.37	1,224.37
P1700120	Sigler Wholesale Distributors	Supplies and Materials	Building Services	229.76	229.76
P1700121	* Ganahl Lumber Company	Supplies and Materials	Facilities Trades	5,000.00	5,000.00
P1700122	Marx Bros. Fire Extinguisher Co	Other Services	Facilities Modification	5,000.00	5,000.00
P1700123	Norman's Nursery Inc	Supplies and Materials	Facilities Grounds	500.00	500.00
P1700124	* Paulson Propane	Supplies and Materials	Facilities Trades	1,000.00	1,000.00
P1700126	Knorr Systems Inc	Supplies and Materials Guard rail support	Facilities Trades	435.15	978.35
P1700127	Pacwest Air Filter LLC	Supplies and Materials	Building Services	564.27	564.27
P1700128	Aire Filter Products LA LLC	Supplies and Materials	Building Services	4,167.12	4,167.12
P1700129	Thermal Combustion Innovators	Toxic Waste Disposal	Facilities Modification	5,000.00	5,000.00
P1700130	Dept of Toxic Substances Control	Toxic Waste Disposal	Hazardous Materials	500.00	500.00
P1700131	Empire Floor Machine Company	Repair and Maintenance of Equipment	Facilities Custodial Services	3,000.00	3,000.00
P1700132	Pape Material Handling Inc	Repair and Maintenance of Equipment	Facilities Modification	1,500.00	1,500.00
P1700134	Air Cleaning Technology	Repair and Maintenance of Equipment	Facilities Modification	922.94	922.94
P1700135	Better Beverages Inc	Other Services	Facilities Modification	10,000.00	10,000.00
P1700136	Cleantech Environmental	Toxic Waste Disposal	Hazardous Materials	6,000.00	6,000.00
P1700137	* Lawn Mower Corner	Repair/Upkeep Bldgs and Grounds	Facilities Grounds	4,000.00	4,000.00
P1700138	Leslie's Pool Supplies Inc	Supplies and Materials	Building Services	200.00	200.00
P1700139	* PCC Bookstore	Supplies and Materials Blanket order for supplies and materials as needed	Facilities Services Office	300.00	30,670.00
P1700147	Anderson Business Technology	Repair and Maintenance of Equipment Maintenance for copy machine	PCA: Theater	500.00	7,747.50
P1700149	U.S. Postal Service	Postage	Office Services	120,000.00	120,000.00
P1700150	Federal Express Corp	Postage	Office Services	7,500.00	7,500.00
P1700151	Neopost Hasler	Rentals	Office Services	2,500.00	2,500.00
P1700152	Los Angeles Grinding	Repair and Maintenance of Equipment	Office Services	400.00	400.00
P1700153	Canon Solutions America	Repair and Maintenance of Equipment Maintenance for Canon 6055 located in C129	Office Services	2,000.00	23,692.00
P1700154	Canon Solutions America	Repair and Maintenance of Equipment Maintenance for Canon 6055 located in D300	Office Services	2,000.00	23,692.00
P1700155	Canon Solutions America	Repair and Maintenance of Equipment Maintenance for Copier IR5055	Office Services	6,500.00	23,692.00
P1700156	* Kelly Paper	Supplies and Materials	Copy Clearing Center	10,000.00	10,000.00
P1700157	Southwest Binding Company	Supplies and Materials	Copy Clearing Center	2,000.00	2,000.00
P1700158	* PCC Bookstore	Supplies and Materials Blanket order for supplies and materials as needed	Board of Trustees	150.00	30,670.00
P1700159	Priority Neopost	Postage	Office Services	2,000.00	2,000.00
P1700160	* PCC Bookstore	Supplies and Materials Blanket order for supplies and materials as needed	President's Office	150.00	30,670.00
P1700161	* Earthlink Inc	Other Services	Board of Trustees	288.00	288.00

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PASADENA AREA COMMUNITY COLLEGE DISTRICT
PASADENA CITY COLLEGE

PURCHASE ORDER TRANSACTIONS

PO Number	Vendor Name	Description	Requestor	Total	Vendor
				PO Amount	YTD Total
P1700162	Staples	Supplies and Materials	President's Office	2,000.00	38,000.00
P1700163	United Parcel Service	Postage	Office Services	2,500.00	2,500.00
P1700166	Canon Financial Services	Equipment Lease Purchases	Copy Clearing Center	29,757.12	64,114.64
		Lease for color copier located in C129			
P1700167	Canon Financial Services	Equipment Lease Purchases	Copy Clearing Center	28,901.52	64,114.64
		Lease for Varioprint6250 Copier/Scanner			
P1700168	Canon Financial Services	Equipment Lease Purchases	Copy Clearing Center	2,556.00	64,114.64
		Lease for Copier IR5055			
P1700169	Canon Financial Services	Equipment Lease Purchases	Copy Clearing Center	2,900.00	64,114.64
		Lease for Copier IR6055 located in C129			
P1700170	Ricoh Americas Corporation	Equipment Lease Purchases	Copy Clearing Center	14,000.00	19,000.00
		Lease for Ricoh Copier located in C129			
P1700171	Canon Solutions America	Repair and Maintenance of Equipment	Copy Clearing Center	5,292.00	23,692.00
		Maintenance for color copier located in C129			
P1700172	Canon Solutions America	Repair and Maintenance of Equipment	Copy Clearing Center	7,800.00	23,692.00
		Maintenance for Varioprint6250 Copier/Scanner			
P1700173	Ricoh Americas Corporation	Repair and Maintenance of Equipment	Copy Clearing Center	5,000.00	19,000.00
		Maintenance for Ricoh Copier located in C129			
P1700174	Samuel French Inc	Other Services	PCA: Theater	525.00	525.00
P1700175	American Foothill Publishing Co Inc	Other Services	VAMS: Media Studies	15,000.00	15,000.00
P1700176	Arise Hospitality Solutions	Supplies and Materials	PCA: Division Office	350.00	350.00
P1700177	San Gabriel Valley Tribune Inc	Supplies and Materials	President's Office	175.00	175.00
P1700179	Staples	Supplies and Materials	Academic Senate	1,000.00	38,000.00
P1700181	Knowledge Unlimited Inc	Supplies and Materials	CEC: Human Services	279.00	279.00
P1700182	Kodak Alaris Inc.	Repair and Maintenance of Equipment	CEC: Non Credit Program	1,562.00	1,562.00
P1700183	Staples	Other Services	Academic and Student Affairs Office	500.00	38,000.00
P1700184	Xerox Corporation	Repair and Maintenance of Equipment	CEC: Non Credit Program	1,128.24	3,769.68
		Maintenance for Copier WC245			
P1700185	Xerox Corporation	Repair and Maintenance of Equipment	CEC: Non Credit Program	1,919.40	3,769.68
		Maintenance for Copier W5675			
P1700186	Xerox Corporation	Repair and Maintenance of Equipment	CEC: Non Credit Program	722.04	3,769.68
		Maintenance for CopyCentre CC35C			
P1700190	Verizon Wireless	Telephone	Campus Use Office	300.00	300.00
P1700197	Anderson Business Technology	Repair and Maintenance of Equipment	Business Services Office	4,500.00	7,747.50
		Maintenance for Copier 7855 located in C221			
P1700198	Staples	Supplies and Materials	Facilities Services Office	1,000.00	38,000.00
P1700199	Staples	Supplies and Materials	Information Tech Services	3,000.00	38,000.00
P1700201	* Office Depot Business	Supplies and Materials	Public Relations	2,000.00	2,098.00
		Blanket order for supplies and materials as needed			
P1700202	Staples	Supplies and Materials	Public Relations	2,000.00	38,000.00
P1700204	Baker & Hostetler LLP	Other Service	Business Services Office	262.50	262.50
P1700207	Los Angeles Air Conditioning, Inc.	Repair and Maintenance of Equipment	Building Services	8,950.00	8,950.00
P1700209	Uline	Supplies and Materials	HS: Dental Lab Tech	282.27	282.27
P1700211	* PCC Bookstore	Supplies and Materials	Financial Aid and Scholarships	225.00	30,670.00
		Blanket order for supplies and materials as needed			
P1700213	Pearson Dental Supply Co	Supplies and Materials	HS: Dental Lab Tech	2,250.00	2,250.00
P1700214	West Valley Dental Supply	Supplies and Materials	HS: Dental Lab Tech	81.75	81.75
P1700219	Staples	Supplies and Materials	Human Resources Office	500.00	38,000.00
P1700220	* PCC Bookstore	Supplies and Materials	LIB: Shattford Library	300.00	30,670.00
		Blanket order for supplies and materials as needed			
P1700221	CCLC/CCCAA	Other Services	LIB: Shattford Library	50,710.53	50,710.53
P1700222	Garvey Schubert Barer	Consultants	Business Services Office	690.20	690.20
Total Unrestricted General Fund				796,973.78	
RESTRICTED GENERAL FUND (Including Grants)					
P1602797	US Bank	Other Services	Matriculation	2,000.00	14,407.59

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PASADENA AREA COMMUNITY COLLEGE DISTRICT
PASADENA CITY COLLEGE

PURCHASE ORDER TRANSACTIONS

PO Number	Vendor Name	Description	Requestor	Total	Vendor
				PO Amount	YTD Total
P1602799	Digi-Key Corporation 773174	Supplies and Materials	BCT: Business Education	872.00	1,967.05
P1602795	* Crown Promotions	Other Payments to Students Other Se	CARE Program	5,450.00	64,682.75
P1602788	Brookside Golf Club	Other Services	Student Financia Aid Admin-Augment:	1,400.65	2,801.30
P1602801	KI	New Equipment \$5,000 or Greater	Foster Youth Services	6,952.01	45,256.89
P1602791	M3	New Equipment \$5,000 or Greater	CAFYES: Coop Agn Foster Yth Ed Sp	4,377.71	113,681.94
		Office furniture			
P1602792	M3	New Equipment \$5,000 or Greater	CAFYES: Coop Agn Foster Yth Ed Sp	4,768.52	113,681.94
		Public seating			
P1700011	* Fedex Kinkos	Printing	Bridges to Stem Cell Research	735.16	735.16
P1700028	JM Microscopes	Supplies and Materials	Bridges to Stem Cell Research	354.25	354.25
P1700030	* Smart & Final	Supplies and Materials	Student Health Center-PCC	600.00	1,600.00
		Blanket order for food supplies as needed			
P1700034	* Crown Promotions	Supplies and Materials	Upward Bound	3,367.01	3,367.01
P1700045	Pyramed Health Systems	Other Services	Student Health Center-PCC	1,500.00	1,500.00
P1700046	Health Svs Assoc of CA Community Coll	Dues and Membership	Student Health Center-PCC	150.00	150.00
P1700047	Airgas Duarte	Supplies and Materials	Student Health Center-PCC	250.00	7,200.00
		Blanket order for oxygen tank refill as needed			
P1700048	Mediquip	Repair and Maintenance of Equipment	Student Health Center-PCC	600.00	600.00
P1700049	* PCC Bookstore	Supplies and Materials	Student Health Center-PCC	500.00	30,670.00
		Blanket order for supplies and materials as needed			
P1700058	* PCC Bookstore	Supplies and Materials	Pathways to Completion, Title V	2,000.00	30,670.00
		Blanket order for supplies and materials as needed			
P1700063	College Health Services LLC	Other Services	Student Health Center-PCC	3,980.00	3,980.00
P1700084	* PCC Bookstore	Books, Magazines and Periodicals	Title V - HSI STEM	2,000.00	30,670.00
		Blanket order for books and supplies as needed			
P1700085	* Smart & Final	Supplies and Materials	Title V - HSI STEM	1,000.00	1,600.00
		Blanket order for supplies and materials as needed			
P1700105	Staples	Supplies and Materials	NS: Biological Sciences	10,000.00	38,000.00
P1700116	* I-8 Food Services	Other Services	Student Equity Program	10,000.00	10,000.00
P1700117	* PCC Bookstore	Supplies and Materials	Student Equity Program	10,000.00	30,670.00
		Blanket order supplies and materials as needed			
P1700141	McKesson General Medical	New Equipment between \$500-4999	CTE: Enhancement Funds	8,500.47	8,795.38
		Electrocardiogram (ECG) Spirometry Module			
P1700141	McKesson General Medical	Supplies and Materials	CTE: Enhancement Funds	294.91	8,795.38
		ECG cart and 4-wheel baskets			
P1700142	Techni-Tool Inc	New Equipment between \$500-4999	CTE: Enhancement Funds	4,961.15	29,019.03
		Fluke Insulation Tester and Instek Meter			
P1700142	Techni-Tool Inc	Supplies and Materials	CTE: Enhancement Funds	6,310.00	29,019.03
		Drill drivers, drill bits and sockets			
P1700143	Techni-Tool Inc	Supplies and Materials	CTE: Enhancement Funds	17,747.88	29,019.03
		Quantum Storage tip out bins			
P1700144	Hu-Friedy	Supplies and Materials	CTE: Enhancement Funds	3,747.98	3,747.98
P1700145	Henry Schein Orthodontics	Supplies and Materials	CTE: Enhancement Funds	6,298.70	6,298.70
P1700146	CDW Government Inc	Supplies and Materials	CTE: Enhancement Funds	3,106.50	12,421.47
		Metrologic Voyager Hand Held Scanner			
P1700148	Staples	Supplies and Materials	Pathways to Completion, Title V	5,000.00	38,000.00
P1700164	* Office Depot Business	Supplies and Materials	MATH: Mathematics	98.00	2,098.00
		Blanket order for office supplies as needed			
P1700178	Rio Grande	Supplies and Materials	VAMS: Art	1,031.10	1,031.10
P1700180	eSafety Supplies, Inc.	Supplies and Materials	VAMS: Art	468.81	468.81
P1700187	Staples	Supplies and Materials	CEC: Non Credit Program	7,000.00	38,000.00
P1700191	Tri Star Gases LLC	Supplies and Materials	E&T: Engineering Technology	2,000.00	2,000.00
P1700192	* Allied Auto Supply of Pasadena	Supplies and Materials	E&T: Engineering Technology	2,000.00	2,000.00
P1700193	Industrial Pipe and Steel	Supplies and Materials	E&T: Engineering Technology	2,180.00	2,180.00
P1700194	Bonillas Mechanical	Supplies and Materials	E&T: Engineering Technology	545.00	545.00
P1700195	Orvac Electronics	Supplies and Materials	E&T: Engineering Technology	500.00	6,603.86

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PASADENA AREA COMMUNITY COLLEGE DISTRICT
PASADENA CITY COLLEGE

PURCHASE ORDER TRANSACTIONS

PO Number	Vendor Name	Description	Requestor	Total	Vendor
				PO Amount	YTD Total PO Amount
		Blanket order for electronic supplies and materials as needed			
P1700200	Staples	Supplies and Materials	Student Health Center-PCC	500.00	38,000.00
P1700205	Staples	Supplies and Materials	Title V - HSI STEM	5,000.00	38,000.00
P1700206	* PCC Bookstore	Library Books	LIB: Shatford Library	10,000.00	30,670.00
		Blanket order for Financial Outreach Supplies			
P1700210	Pharmedix RPK Pharmaceuticals Inc	Supplies and Materials	Student Health Center-PCC	2,000.00	2,000.00
P1700212	Orvac Electronics	Supplies and Materials	ASE (High School)	449.86	6,603.86
		Materials to complete work in CEC222			
P1700215	4IMPRINT	Supplies and Materials	Student Financial Aid Admin-Augment:	6,545.54	6,545.54
P1700216	* PCC Bookstore	Supplies and Materials	Student Financial Aid Admin-Augment:	4,000.00	30,670.00
		Blanket order for supplies and materials as needed			
Total Restricted General Fund (Including Grants)				173,143.21	
CAPITAL OUTLAY FUND					
P1700024	Robert Brooke & Assoc	Construction and Modifications	C/O Facility Renovations	335.83	335.83
P1700025	Shiffler Equipment Sales	Construction and Modifications	C/O Facility Renovations	245.84	245.84
P1700075	Acoustical Material Services	Construction and Modifications	C/O Facility Renovations	1,000.00	1,111.18
		Blanket order for building materials as needed			
P1700080	* Consolidated Electrical Distributors	Construction and Modifications	C/O Facility Renovations	4,500.00	10,842.46
		Blanket order for electrical supplies as needed			
P1700094	Hirsch Pipe and Supply	Construction and Modifications	C/O Facility Renovations	1,026.70	1,026.70
P1700115	Promevo LLC	Multuser Software License	C/O Virtualization/Lab Upgrade	654.00	654.00
P1700125	Tire Pros Pasadena	Repair and Maintenance of Equipment	C/O Facility Renovations	1,200.00	1,200.00
P1700133	Cart Masters	Repair/Upkeep Bldgs and Grounds	C/O Facility Renovations	7,000.00	7,000.00
P1700203	* Pasadena Builders Inc	Construction and Modifications	C/O Facility Renovations	42,352.00	42,352.00
P1700218	Custom Craft Flooring Contractors	Construction and Modifications	C/O Facility Renovations	1,697.14	1,697.14
Total Capital Outlay Fund				60,011.51	
BUILDING FUND					
P1602789	Division of the State Architects	Plan Checking	M/P Construction Management	787.25	20,254.58
P1700014	* McDaniel: Robert L	Construction/Modifications \$100,000	M/P Classroom Conversions	1,250.00	1,250.00
P1700016	* Pasadena Courier Inc	Buildings Construction Management \$	M/P Construction Management	500.00	500.00
P1700100	Solar Art Window Film - Sun Tech	Construction/Modifications \$100,000	M/P 2nd Spc Proj: Math Ctr	621.30	621.30
Total Building Fund				3,158.55	
IDENTITY FUND					
P1700108	State of California Department of Justice	Other Services	Identity Services	25,000.00	25,000.00
Total Identity Fund				25,000.00	
SELF INSURANCE - LIABILITY AND PROPERTY FUND					
P1700189	Congress Medical Associates Inc	Property & Liability Ins	Property Damage & Public Liability	4,422.00	4,422.00
P1700196	Keenan & Associates	Property & Liability Ins	Property Damage & Public Liability	13,077.97	13,077.97
Total Self Insurance - Liability and Property Fund				17,499.97	
Total				\$1,075,787.02	

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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve/Ratify Information Technology Purchasing Transactions

Board Meeting Date: August 17, 2016

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 P1602785 through P1700222. *EMP: L*

FISCAL IMPLICATIONS: Funds for this purpose are provided in the Adopted 2015-2016 and Approved Tentative 2016-2017 District Budgets in the funds indicated and charged to the requestors' cost center.


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 PCs 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.

Approved by:



Assistant Superintendent/Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
PASADENA CITY COLLEGE

INFORMATION TECHNOLOGY
PURCHASE ORDER TRANSACTIONS

INFORMATION TECHNOLOGY PURCHASE ORDER TRANSACTIONS				Vendor
			Total	YTD Total
PO Number	Vendor Name	Description	PO Amount	PO Amount
UNRESTRICTED GENERAL FUND				
P1700004	Educause	Other Services	40.00	40.00
		Annual fee for pasadena.edu domain		
P1700005	Orvac Electronics	Supplies and Materials	1,500.00	6,603.86
		Blanket order for electronic supplies as needed		
P1700010	Advanced System Group	Repair and Maintenance of Equipment	10,330.00	36,029.00
		Annual maintenance for ITS servers		
P1700217	Computerland of Silicon Valley	Multiuser Software License	53,922.00	53,922.00
		Creative Cloud Enterprise Site License		
Total Unrestricted General Fund			65,792.00	
RESTRICTED GENERAL FUND (Including Grants)				
P1602794	Best Buy Gov LLC	New Equipment between \$500-4999	714.01	1,142.61
		Frigidaire 18.1 cu ft top freezer		
P1602790	Best Buy Gov LLC	New Equipment between \$500-4999	175.47	1,142.61
		Full size microwave 2.0 cu ft		
P1602796	Computer Comforts	New Equipment \$5,000 or Greater	6,537.30	108,709.74
		Computer furniture		
P1700068	Dell Inc	Computer Equipment between \$500-4999	2,623.35	2,623.35
		Optiplex 3040 desktop systems		
P1700103	Apple Computer Higher Education	Noninstructional Reassigned	10,912.25	12,829.17
		Mac Pro Z0P8		
Total Restricted General Fund (Including Grants)			20,962.38	
CAPITAL OUTLAY FUND				
P1700140	CDW Government Inc	Supplies and Materials	9,314.97	12,421.47
		20 Lenovo Thinkpad Chromebooks		
P1700208	Apple Computer Higher Education	Computer Equipment between \$500-4999	1,916.92	12,829.17
		Macbook Air 13 inch for ITS		
Total Capital Outlay Fund			11,231.89	
Total			\$97,986.27	

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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve Piggybackable Agreements

Board Meeting Date: August 17, 2016

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 purchase of supplies, materials and equipment using the following piggybackable contracts. California Public Contract Code Sections 20118, 20652 allow bids and/or contracts that are of the same nature to be used by other school Districts when it utilizes piggybackable agreement.

National Joint Power Alliance (NJPA)

CDW Government, LLC for Technology, Security and Communications Solutions
Contract 100614-CDW. Expiring November 18, 2018.

Staples Advantage, for office supplies. NJPA Contract No. 010615-SCC. Expires August 1, 2019.

California Multiple Award Schedule (CMAS)

Computer Comforts, Inc. for furniture. CMAS Contract Number 4-13-71-0110B
Expires February 28, 2017.

Digital Networks Group, Inc. for information and technology products and related services. CMAS Contract Number 4-14-58-0074A. Expiring October 31, 2017.

Digital Networks Group, Inc. for information and technology products and related services. CMAS Contract Number 3-12-70-207F. Expiring April 30, 2017.

Kimball Office, Inc., for furniture and non-information technology goods. CMAS Contract Number 4-11-71-0013F. Expiring April 30, 2017.

Comp-View, Inc. for information and technology goods & services. CMAS Contract Number 3-07-70-0943F. Expires April 30, 2017.

Extron Electronics, for information technology equipment. CMAS Contract Number 3-07-70-2382A. Expires September 30, 2017.

Los Angeles County Office of Education

Veritiv Corporation, for copy paper. Bid No. 14/15-1543. Expires April 12, 2017.

Page 1 of 2

Approved by:



Assistant Superintendent/Senior Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President

(Requires two signatures)

FISCAL IMPLICATIONS: No fiscal obligation is created by the authorization to utilize the piggybackable contract.

BACKGROUND: Pursuant to Education Code Section 38110, Public Contract Code Sections 20118 and 20652, authorization of the Board of Trustees is required to piggyback on the listed contract. The contracts will allow the District to purchase equipment for the 2015-2016 fiscal year without conducting a formal bid, thereby taking advantage of the same terms and conditions of the contract and its competitive pricing structure.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Accept Notice of Completion for P1303098 –
Chipman Relocation Company – Moving and
Relocation Services

Board Meeting Date: August 17, 2016

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 Purchase Order P1303098 to Chipman Relocation Company for Moving and Relocation Services. *EMP: L*

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

BACKGROUND: At its Board meeting of June 5, 2013, Consent Item 157-B, the Board of Trustees approved Purchase Order P1303098 to Chipman Relocation Company for Moving and Relocation Services. Chipman Relocation Company provided moving and relocation of furniture, fixtures and equipment for PCC John Muir, Fiscal Services, Electronic Maintenance and the Foundation. Moving Services under Purchase Order P1303098 is now considered complete.

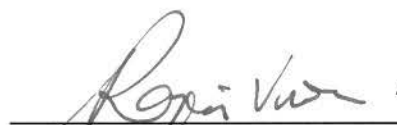
Recommended for Approval:

Approved by:



Assistant Superintendent/Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires all signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve Change Order, JR Universal, C160010

Board Meeting Date: August 17, 2016

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve Change Order Number Five (5) for Contract Number, C160010, for the Dental Laboratory Renovations as part of the agreement between JR Universal Construction and the District. Change Orders may be related to the contract labor, equipment and/or material.
EMP:L

Change Order # 5: Provides for labor and material to demolish the existing HVAC control wiring and pneumatic tubing in the north ceiling; add gas line from fourth floor to teachers' workstation in R517; add access door for ductwork chase in R517; install two vision windows in new doors between R517 and R519; install stainless steel counter tops cabinets; and enclose existing plumbing drain lines not located on plans. The total cost of this change is Fifteen Thousand Two Hundred Seventy-Nine Dollars (\$15,279.00).

FISCAL IMPLICATIONS: Funds for this purpose are in the 2016-2017 Tentative District Budget in the account number:

420000-7425000-625000-7100 (M/P 2nd Space Project: Dental Program)

BACKGROUND: Periodic change orders to the original contract are common in a project of this magnitude. Public Contract Code 20659 allows the Board to make changes in the contract up to ten percent (10%) of the original amount. On April 6, 2016, Consent item 214-B, the Board awarded Bid 945 to JR Universal Construction and approved contract number C160010 for Dental Laboratory Renovations.

Recommended for Approval:

Approved by:



Assistant Superintendent / Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent / President

(Requires all signatures)



DENTAL LABORATORY RENOVATION
CHANGE ORDER RECORD



ORIGINAL CONTRACT AWARD			\$445,635	
ORIGINAL PROJECT CONTINGENCY (maximum of 10%)			\$ 44,564	
BUDGET ADJUSTMENTS				
CO #	DATE	DESCRIPTION	C.O. AMOUNT	
1	05/25/16	Add to the Contract for labor and materials to provide a new Fire Alarm Control Panel in the basement of the R-bldg. The existing Fire Alarm panel is too small to accommodate the new fire alarm points for the Dental Laboratory Project.	\$ 11,954	\$ 32,610
2	06/02/16	Add to the Contract for labor and materials to add a wall between R-519 and R-521 (R-521 is an existing classroom). The wall was added to create a more uniform finish in the classroom as well as added sound protection from the new Dental Lab.	\$ 3,814	\$ 28,796
3	06/10/16	Change to extend the completion date to August 31, 2016 for time only.	\$ -	\$ -
4	06/16/16	Add to the Contract for labor and materials to add specialty hinges, closers, blank-off plates and door stops. This work was not part of the original plans.	\$ 6,064	\$ 22,732
5	06/29/16	Add to the Contract for labor to demolish the existing HVAC control wiring and control pneumatic tubing under the existing duct work and above the new t-bar ceiling of R-517/519. Add to the Contract for labor and materials to add a 3/4" gas line from the fourth floor up to the new teachers workstation in R-517. Add to the Contract for labor and materials to add an 18" x 18" access door for the ductwork chase on the north wall of R-517. The access is required for installation of a smoke detector. Add to the contract for labor and materials to install two vision windows in the two new doors between R-517 and R-519. This was a request by the instructors for student observations. Add to the Contract for labor and materials to install a new 16' stainless steel counter top over an existing set of reused base cabinets. Add to the Contract for labor and materials to enclose existing plumbing drain lines that were not located where the construction plans indicated.	\$ 15,279	\$ 7,453
VALUE OF EXECUTED CHANGE ORDERS			\$37,111	
CONTRACT AMOUNT WITH EXECUTED CHANGE ORDERS			\$482,746	
REMAINING PROJECT CONTINGENCY			\$7,453	
PERCENTAGE OF IMPACT BY CHANGE ORDERS TO OVERALL CONTRACT (of 10%)			0.076874795	

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Authorize Award Bid 957R Architecture Classroom
Relocation and Remodel – Contract Number
C170001

Board Meeting Date: August 17, 2016

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 Bid 957R to JLCC Construction as the lowest responsive, responsible bidder meeting all requirements for the Base Bid amount of Two Hundred Twenty-Eight Thousand Dollars (\$228,000.00). It is also recommended that the Board of Trustees approve Contract Number C170001 for labor and material for Architectural Classroom Relocation and Remodel services. Furthermore, it is recommended that the Board authorize an additional ten percent (10%) contingency allowance for unforeseen conditions and/or District requested modification(s), thus expediting the project and delivery of services. *EMP: L*

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Tentative District Budget in the account number shown:

420000-740900-625000-7100 (Classroom Conversion)

BACKGROUND: At its Board meeting of June 15, 2016, Consent Item 260-B, the Board of Trustees approved the rebidding of Bid 957 Architecture Classroom Relocation and Remodel. Six (6) vendors attended the District's mandatory job and three (3) Bidders submitted responsive bid proposals as follows:

CONTRACTORS	Base Bid Amount
JLCC Construction	\$228,000.00
JR Universal	\$256,000.00
1 st California Construction	\$274,440.00

It is recommended that the District award Bid 957 R Architecture Classroom Relocation and Remodel to JLCC Construction as the lowest, responsive, responsible bidder meeting bid requirements.

Recommended for Approval:

Approved by:



Assistant Superintendent/Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires all signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Pasadena City College

CONSENT ITEM TITLE:

Authorize Award Bid 931 Janitorial Supplies –
 Approve Contract Numbers C170002, C170003,
 C170004

Board Meeting Date: August 17, 2016

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 Bid 931 Janitorial Supplies as follows: Category 1 (paper products) to Unisan, Category 2 (chemical products) to Waxie Sanitary Supply, and Category 3 (plastic products) to P & R Paper. These Bidders are the lowest responsive, responsible Bidders meeting all requirements for each category. It is also recommended that the Board approve Contract Number C170002 to Unisan, Contract Number C170003 to Waxie Sanitary Supply and Contract Number C170004 to P & R Paper. *EMP: L*

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Tentative District Budget in the account number shown:

100000-370300-430100-6530 (Supplies and Materials)

BACKGROUND: At its Board meeting of January 21, 2015, Consent Item 117-B, the Board of Trustees approved the bidding for Bid 931 Janitorial Supplies. Eighteen (18) items were identified and categorized by paper, chemical, or plastic. It was identified that the District would award items by category and/or by item for low bidder. Nine (9) Bidders submitted bid responses. The recommended award is to the following Bidders at the case prices identified:

Unisan		Waxie		P & R Paper Supply	
Category 1 - Paper		Category 2 - Chemical Products		Category 3 - Plastic Products	
Products					
Toilet Paper	\$ 31.00	White Board Cleaner	\$ 32.13	Urinal Screens	\$112.96
Paper				24 X 24 Trash	
Towels	\$ 35.14	Neutral Cleaner	\$144.61	Liners	\$ 11.64
Neat Seat				33 X 40 Trash	
Covers	\$ 33.21	Bathroom Cleaner	\$ 58.64	Liners	\$ 23.24
		Multi-Purpose Cleaner	\$ 56.21	Gloves, Extra Large	\$ 39.39
		Multi Surface Cleaner	\$ 60.59	Gloves, Large	\$ 39.39
		Gre-Sa-Way	\$ 41.34	Gloves, Medium	\$ 39.39
		Lime-up	\$ 34.66	Gloves Small	\$ 39.39

Recommended for Approval:

Approved by:

Assistant Superintendent/Vice President
 Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Superintendent/President

(Requires all signatures)

Clea Foam Soap (Category 2) is recommended for awarding to Unisan at their bid of \$29.05 per case as they were the only bidder for this product. The recommendation for award for Bid 931 Janitorial Supplies is to: Unisan for category 1, Waxie for category 2 and P and R Paper Supply for category 3 as the lowest responsive, responsible bidders meeting bid requirements.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve/ratify Classified Senate Staff and Professional Development Activities for 2016-2017 Fiscal Year

Board Meeting Date: August 17, 2016

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 Classified Senate Staff and Professional Development activities listed below. *EMP: A and B*

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Tentative District Budget in the account number shown.


225304-530400-521000-6430 (Classified Senate)

APPROVE:

August 3, 2016 to June 30, 2017: Classified Senate Staff Development Activities, workshops, and seminars for the Classified Senate and Classified Staff at Pasadena City College and local venues. Anticipated expenses are not-to-exceed Twenty Five Thousand Dollars (\$25,000) for rentals, materials, supplies, food and refreshments for approximately 10-500 participants per activity.

BACKGROUND: Staff Development activities are designed to enhance excellence and enable staff to meet a need of changing student population. Training sessions, retreats and workshops are held on various topics.

Approved by:



Assistant Superintendent/Vice President
Business and Administrative Services

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**



Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Authorization to Solicit Bids: Lab Volt DC & AC Power
Circuits Training System

Board Meeting Date: August 17, 2016

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 Lab Volt DC and AC Power Circuits Training System. *EMP: C1-3*

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit bids. However, it is anticipated that the cost of the currently needed equipment is Eighty-Five Thousand Dollars (\$85,000.00). Funds for this purpose are provided in the 2016-2017 Approved Tentative District Budget under the following cost centers shown:

225132-513200-641200-6490 (CTE Enhancement Fund)

225132-513200-641000-6490 (CTE Enhancement Fund)

BACKGROUND: Lab Volt DC & AC Power Circuits Training Systems are industry-standard and power tools that will increase Electrical Technology teaching overall efficiency. These training equipment and systems will allow more hands-on projects in the electrical technology laboratories allowing to be at level with current tool sets used in the electrical industries. The funds are from the Career and Technology Education (CTE) Enhanced Funds, which are directed to equipment upgrades of CTE programs addressing labor market needs.

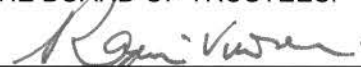
Current electrical technology tools are from different vendors, missing or broken. Maintenance of such equipment is beginning to become cost prohibited and required components would merit a new equipment.

Approved by:



Assistant Superintendent/Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/ President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Accept Notice of Completion for P1601581,
Pasadena Builders, Inc.

Board Meeting Date: August 17, 2016

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 Purchase Order Number, P1601581, to Pasadena Builders, Inc., for Building Modification for the UU Building. *EMP: L3*

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

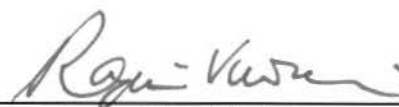
BACKGROUND: At its Board meeting of February 3, 2016, Consent Item 148-B, the Board of Trustees approved Purchase Order Number P1601581 for the Building Modification of the UU Building. The Facilities Services Department has now identified this project as complete.

Approved by:



Assistant Superintendent/Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires two signatures)

Consent Item No.

44-B

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Accept Notice of Completion for P1601112
Pasadena Builders Inc.

Board Meeting Date: August 17, 2016

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, purchase order P1601112 to Pasadena Builders Inc., for Building Modifications for the IT Building, Room 206 /230.

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

BACKGROUND: At its meeting of March 16, 2016, Consent Item 186-B, the Board of Trustees approved purchase order P1601112 for the Building Modifications for the IT Building, Room 206 / 230. The Facilities Services Department has identified this project as complete.

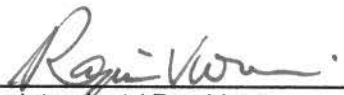
Recommended for Approval:

Approved by:



Assistant Superintendent / Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent / President

(Requires all signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Accept Notice of Completion for P1601924,
Pasadena Builders, Inc.

Board Meeting Date: August 17, 2016

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 Purchase Order Number, P1601924, to Pasadena Builders, Inc., for Building Modification for the IT Building Room 206. *EMP: L3*

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

BACKGROUND: At its Board meeting of March 16, 2016, Consent Item 186-B, the Board of Trustees approved Purchase Order Number P1601924 for the Building Modification of IT Building Room 206. The Facilities Services Department has now identified this project as complete.

Approved by:



Assistant Superintendent/Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Accept Notice of Completion for P1601925, Fraijo Brothers, Inc.

Board Meeting Date: August 17, 2016

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 Purchase Order Number, P1601925, to Fraijo Brothers, Inc., for the clean out of sewer lines at Harbeson Hall. *EMP: L3*

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

BACKGROUND: At its Board meeting of March 16, 2016, Consent Item 186-B, the Board of Trustees approved Purchase Order Number P1601925 for the sewer service. The Facilities Services Department has now identified this project as complete.

Approved by:



Assistant Superintendent/Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires two signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Authorization to Solicit Bids: Swimming Pool
Maintenance and Services

Board Meeting Date: August 17, 2016

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 for bids for Swimming Pool Maintenance and Services. *EMP: L*

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit bids. However, the anticipated cost is Seventy Thousand Dollars (\$70,000.00) per year. Funds for this purpose are provided in the 2016 – 2017 Approved Tentative District Budget, under the following cost center:

100000-370100-563000-6510 (Building Services)

BACKGROUND: The upkeep of the District's 50 meter pool necessitates regular and routine maintenance services.

Recommended for Approval:

Approved by:



Assistant Superintendent / Vice President
Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent / President

(Requires all signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve/Ratify Compensation for Academic Personnel

Board Meeting Date: August 17, 2016

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 2015-16 and 2016-17, unless otherwise indicated, or any portion thereof, as stated in the contract. The length of time of the employment and the assignment shall be determined by College need.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2015-2016 Adopted District Budget and 2016-17 Tentative District Budget.

BACKGROUND: The assignment shall be determined by College need.

Approved by:



Vice President, Human Resources

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires 2 signatures)

FUND 01

<u>NAME</u>	<u>COMPENSATION</u>	<u>SPECIAL PROJECT</u>
Dunbar, Geoff	100.00	Accreditation—SLO work for the Performing Arts Division, 07-11-16, <i>EMP: A3.1</i>
Keller, James	300.00	Academic Affairs—SLO assessment for three language classes, 05-01-16 to 05-30-16, <i>EMP: A3.1</i>
McKay, Yolanda	150.00	Instruction—reviewed adjunct faculty applications for sculpture/studio arts interviews, 06-14-16 to 06-15-16, <i>EMP: A1</i>
Pedrini, Michelle	125.00	Instruction—served on the adjunct foreign languages hiring committee, 07-05-16, <i>EMP: A2</i>
Persaud, Loknath	125.00	Instruction—served on the adjunct foreign languages hiring committee, 07-05-16, <i>EMP: A2</i>
Rose, Shelagh	9,310.00	Professional Development—facilitate fall and spring new faculty orientation program, 08-29-16 to 06-18-17, <i>EMP: B2.1, B2.2</i>
Rose, Shelagh	3,000.00	Professional Development—development of new faculty orientation, facilitation of summer new faculty orientation programming for new full time and adjunct faculty, 08-18-16 to 09-18-16, <i>EMP: B2.1, B2.2</i>
Salazar-Romo, Cristina	3,000.00	Professional Development—development of new faculty orientation, facilitation of summer new faculty orientation programming for new full time and adjunct faculty, 08-18-16 to 09-18-16, <i>EMP: B2.1, B2.2</i>
Sumitomo, Miki	100.00	Instruction—served on the adjunct foreign languages hiring committee, 07-05-16, <i>EMP: A2</i>
Tull, David	100.00	Academic Affairs—SLO assessment for MUSC 116, 05-01-16 to 05-30-16, <i>EMP: A3.1</i>
Yamashita, Lulu	5,000.00	Academic Support-First Year Pathways—complete all Math Jam faculty lead responsibilities, including instruction and tutor oversight, 08-18-16 to 08-26-16, <i>EMP: A, D E</i>

FUND 03

Baldo, Mariella	9,000.00	Adult Education Block Grant—work on two new noncredit certificates that will provide students with additional skills needed to serve as possible pathways from noncredit to credit, 07-01-16 to 06-30-17, <i>EMP: A2.2</i>
Crosby, Jeff	3,000.00	Adult Education Block Grant—revise courses (ESLN reading and vocabulary) and create a second course in this targeted skill to provide differentiated instruction according to language level and to more effectively achieve student learning, 07-21-16 to 12-31-16, <i>EMP: A2, A2.2, B1</i>
Hanna, Nabeela	1,500.00	Adult Education Block Grant—revise course (ESLN conversation) and create a second course in this targeted skill to provide differentiated instruction according to language level and to more effectively achieve student learning, 07-21-16 to 12-31-16, <i>EMP: A2, A2.2, B1</i>

Jess, Siobhan	1,500.00	Adult Education Block Grant—revise course (ESLN grammar) and create a second course in this targeted skill to provide differentiated instruction according to language level and to more effectively achieve student learning, 07-21-16 to 12-31-16, <i>EMP: A2, A2.2, B1</i>
Khalel, Mimi	1,500.00	Adult Education Block Grant—revise course (ESLN grammar) and create a second course in this targeted skill to provide differentiated instruction according to language level and to more effectively achieve student learning, 07-21-16 to 12-31-16, <i>EMP: A2, A2.2, B1</i>
Maraghy, Shannon	1,500.00	Adult Education Block Grant—revise course (ESLN conversation) and create a second course in this targeted skill to provide differentiated instruction according to language level and to more effectively achieve student learning, 07-21-16 to 12-31-16, <i>EMP: A2, A2.2, B1</i>
Mecom, Alice	500.00	Basic Skills Initiative Grant—participate in the noncredit to credit ESL bridge event, 07-01-16 to 08-31-16, <i>EMP: A1, A1.1, A3, D2, D2.1, E4.1</i>
Segovia, Eric	1,500.00	Adult Education Block Grant—revise course (ESLN writing) and create a second course in this targeted skill to provide differentiated instruction according to language level and to more effectively achieve student learning, 07-21-16 to 12-31-16, <i>EMP: A2, A2.2, B1</i>

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Employment of Hourly Faculty, 2016-17

Board Meeting Date: August 17, 2016

RECOMMENDATION: It is recommended that the Board of Trustees of the Pasadena Area Community College District of Los Angeles County, California, approve the employment of the persons listed on the attached list for 2016-2017. The length of time of the employment/ratify and the assignment shall be determined by the needs of the College. All employment is in accordance with Pasadena City College Hiring Policies and Procedures and applicable California Government Codes. *EMP: A3.1*

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Tentative District Budget.

BACKGROUND: The assignment shall be determined by College need.

Approved by:

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Vice President, Human Resources



Superintendent/President

(Requires 2 signatures)

FUND 01

<u>NAME</u>	<u>POSITION</u>	<u>CLASS</u>	<u>STEP</u>	<u>DIVISION</u>
Bishop-Magallanes, Melissa	Adjunct Faculty	A	1	English English
Canton, Jessica	Adjunct Faculty	A	1	English English
Chambers, Patricia	Adjunct Faculty	A	1	English English
Gonzalez, Manuel	Adjunct Faculty	E	1	English English
Hernandez, Adrianna	Adjunct Faculty	A	1	English English
Kaur, Davinder	Adjunct Faculty	E	7	English English
Lamph, Samantha	Adjunct Faculty	A	1	English English
Leonor, Henry	Adjunct Faculty	A	1	English English
Okubo, Emi	Adjunct Faculty	A	1	Kinesiology, Health and Athletics Physical Education
Parada, Sonia	Adjunct Faculty	A	1	Engineering & Technology & Economic and Workforce Development Design Technology
Sherif, Jaimie	Adjunct Faculty	A	1	Languages and ESL French
Wulff, Joyce	Adjunct Librarian	B	7	Library Librarian

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Employment of Hourly
Unclassified Employees, College Assistants and
Volunteers for 2016-2017

Board Meeting Date: August 17, 2016

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 attached list of hourly unclassified employees, college assistants, volunteers, and instructional aides hired for fiscal year 2016-2017.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Tentative District Budget.

BACKGROUND: The assignment shall be determined by College need.

Approved by:



Vice President, Human Resources

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

COLLEGE ASSISTANT

NAME

DIVISION/DEPARTMENT

Aguilar, Sandra	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Aguilar-Torres, Brenda	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Alas, Kenya	Student Affairs SSSP <i>EMP:E5</i>
Alatorre, Ana Paulina	Police and Safety Services Police and Safety <i>EMP:E1</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Alatorre, Michelle Giavanna	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Altamirano, Teresa Guadalupe	Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Alvarado, Katherine Sofia	Campus Use Identity Services <i>EMP: I1</i>
Alvarado, Natalia Paola	Social Sciences Child Developmental Center <i>EMP:E1</i>
Alvarez Figueroa, Silvia	Facilities Services Custodial Services <i>EMP:L2</i>
Alvarez Quinonez, Joel Nahum	Information Technology Services Information Technology <i>EMP:E1</i>
Alvarez, Diana R.	Student Affairs Mas Program <i>EMP:E1</i>
Alvarez, Jessica Maria Manrique	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Amaya, Maria P	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Anderson, Arthur Melvin	Facilities Services Custodial Services <i>EMP:L2</i>
Andrade, Arlene	Social Sciences Child Developmental Center <i>EMP:E1</i>
Ang, Ernest V	Library, Learning Resources & Distance Education Shatford Library <i>EMP:E1</i> Student Affairs Student Equity <i>EMP:E1</i>
Angelopoulos, Angela	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Angon, Jasmin Bridgette	Student Affairs Mas Program <i>EMP:E1</i>

Anguiano, Ana Karen

Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Business Services
Civic Center *EMP:E1, J1, J2*

Anthony, Terese Katrine Thirup

Student Affairs
SSSP *EMP:E5*

Antonio, Erwin

Outreach, Degree & Transfer Services
Degree Transfer Center *EMP:E5*

Apontti, Therese-Angelina C

Outreach, Degree & Transfer Services
Degree Transfer Center *EMP:E5*

Armendariz, Elizabeth

Non-Credit Division
Non Credit Program *EMP:A3.1*

Arroba, Graciela

Non-Credit Division
Non Credit Program *EMP:A3.1*

Avakian, Serge

Business Services
Civic Center *EMP:E1, J1, J2*

Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Awuma, Angel Alhambra

Non-Credit Division
Non Credit Program *EMP:A3.1*

Babayan, Rafael

Business Services
Civic Center *EMP:E1, J1, J2*

Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Baghdassarian, Karen Kalmoune

Police and Safety Services
Police and Safety *EMP:E1*

Baghoomian, Raimond

Business Services
Civic Center *EMP:E1, J1, J2*

Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Banh, Melvin Chinpo

Library, Learning Resources & Distance Education
Shatford Library *EMP:E1*

Student Affairs
Student Equity *EMP:E1*

Baroody, Albert M

Financial Aid
Student Financial Aid Admin Augment *EMP:E3*

Barrientos, Maria De La Cruz

Student Affairs
SSSP *EMP:E5*

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Barrow, Orrin Landsbury

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Barrozo, Martha Patricia

Social Sciences
Child Developmental Center *EMP:E1*

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Bautista, Andy Catarino	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Becerra, Alyssa Cathleen	Social Sciences Child Developmental Center <i>EMP:E1</i>
Becerra, Myriam F	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Bernal, Santiago	Outreach, Degree & Transfer Services Degree Transfer Center <i>EMP:E5</i>
Bing, Lisa	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Blamo, Patricia K	Student Affairs SSSP <i>EMP:E5</i>
Bonyad, Adrineh	Natural Sciences Bridges to Stem Cell Research <i>EMP: E1</i>
Borst, Zachary Paul	EOP&S Trio-Talent Search <i>EMP:D1</i>
	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Bradford, Tremeal Sharif Dwain	Outreach, Degree & Transfer Services Degree Transfer Center <i>EMP:E5</i>
Briano, Marcos	Student Affairs Student Equity <i>EMP:E1</i>
Brown, Athalene Gray	Outreach, Degree & Transfer Services Degree Transfer Center <i>EMP:E5</i>
Brown, Carol A	Financial Aid Student Financial Aid Admin Augment <i>EMP:E3</i>
Brown, Lashea Terrell	EOP&S EOP&S <i>EMP: A2</i>
Cabanillas, Allen Bernard	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Calderon, Eric Eduardo	Academic Affairs Rosemead Campus <i>EMP:E, K3</i>
Callaway, Kennedy Diana	Extension and Contract Education Extension <i>EMP:E1</i>
Camacho Castro, Maria Caren	Business Services Civic Center <i>EMP:E1, J1, J2</i>
Canales, Marlene	Business Services Civic Center <i>EMP:E1, J1, J2</i>
	Business Services Staging Services <i>EMP:J1, J2</i>
	EOP&S Trio-Talent Search <i>EMP:D1</i>
Cardenas, Katherine Anne	Social Sciences Child Developmental Center <i>EMP:E1</i>
	Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>

Carpio, Leslie Edith	Language and ESL Division Office <i>EMP:E1</i>
Castillo, Kevin	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Castrillon, Rosario	Business Services Parking Shuttle Services <i>EMP:E1, J1, J2</i>
Castro, Elizabeth Anne	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Castro, Francisco	Library, Learning Resources and Distance Education Distance Education <i>EMP:E1</i>
Cervantes, Adriana	EOP&S Trio-Talent Search <i>EMP:D1</i>
Cervantes, Luis Rafael	Student Affairs Safe Zone <i>EMP:E1</i>
Champo ,Alyssa	Business Services Staging Services <i>EMP:J1, J2</i> Business Services Civic Center <i>EMP:E1, J1, J2</i>
Chan, Mei Ki	Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Chao, Beverley Kam-Yin	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Chen, Chia En	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Cheng, Mayor W	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Chilian, Nanor	Financial Aid Student Financial Aid Admin Augment <i>EMP:E3</i>
Chiodo, Michael	Extension and Contract Education Extension <i>EMP:E1</i>
Chipix, Jeffrey Steve	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Chiu, Chi Yeung	Engineering Technology & Economic and Workforce Development Economic and Workforce Development <i>EMP: E3</i>
Cobian, Nancy Lynn	Facilities Services Facilities Custodial Cleaning <i>EMP:L2</i>
Contreras Estrada, Manuel A	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Cooper, Christine Beckhardt	Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>

Cornelious, Ashlee Nicole	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Corona-Ramirez, Desiree	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Correa, Cesar	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Correa, Marcos	Business Services Civic Center <i>EMP:E1, J1, J2</i>
Corwin, Darcy Luquin	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Covarrubias, Lizette Victoria	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Crenshaw, Angelica C	Student Affairs SSSP <i>EMP:E5</i>
Cruz, Jose Vicente	Engineering Technology & Economic and Workforce Development Office of Career & Technical Education <i>EMP:E1</i>
Dale Taylor, Shanica Charlene	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
D'Arcangelo, Dominic	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Dastaryan, Mari	Business Carl Perkins Career & Tech Education Act <i>EMP:E5</i>
Dauria, John M	Business Services Parking Shuttle Services <i>EMP:E1, J1, J2</i>
Davis, Kimberly Leanne	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Davis, Mia Nate	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Davoodianes, Leo	Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i> Business Services Civic Center <i>EMP:E1, J1, J2</i>
Decker, Timothy James	Visual Arts and Media Studies Art <i>EMP:A1, A2</i>
Del Val, Anabel	Business Services Parking Shuttle Services <i>EMP:E1, J1, J2</i>
Delarosa, Veronica	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Delena, Patricia Elizabeth	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Delgadillo, Elan Maceo	Library, Learning Resources & Distance Education Shatford Library <i>EMP:E1</i> Student Affairs Student Equity <i>EMP:E1</i>

Delgado Lozano, Eugenia

Non-Credit Division
Non Credit Program *EMP:A3.1*

Devries, Natalia

Engineering Technology & Economic and Workforce Development
Title V - Design Technology Pathways *EMP:E1*

Diaz, Carlos

Business Services
Civic Center *EMP:E1, J1, J2*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Diaz, Melenie

Social Sciences
Child Developmental Center *EMP:E1*
Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Djaradjian, Alexander Seth

Business Services
Civic Center *EMP:E1, J1, J2*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Dominguez, Vladimir Ernesto

Police and Safety Services
Police and Safety *EMP:E1*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Duong, Eric

Facilities Services
Hazardous Material *EMP:L2*

Enamorado, Alexa G

Counseling
Counseling Office *EMP:A1;A2;F2;K5*
Upward Bound
Upward Bound: Math & Science *EMP:D1*

England, Alex Phillip

Business Services
Civic Center *EMP:E1, J1, J2*
Business Services
Staging Services *EMP:J1, J2*

Escalante, Jennifer J

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Escobar, Debanhi

Student Affairs
SSSP *EMP:E5*

Espanta, Earl Xavier Wijangco

Non-Credit Division
Non Credit Program *EMP:A3.1*

Esparza, Abran

Financial Aid
Student Financial Aid Admin Augment *EMP:E3*

Esparza, Jose Luis

Student Affairs
SSSP *EMP:E5*

Espinoza, Alfred Joseph

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Esquivel, Albert Louis

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Farrar, Celeste Alexandria

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Fazli, Suzon A.	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Feltis, Jonathan James	Business Carl Perkins Career & Tech Education Act <i>EMP:E5</i>
Fennessy, Shannel Evoleht	Outreach, Degree & Transfer Services Degree Transfer Center <i>EMP:E5</i>
Fiehler, Laura Y	English Writing Center <i>EMP:E1, E5</i>
Fierro, Stephanie Lisa	Student Affairs SSSP <i>EMP:E5</i>
Fischelis, Lisa	Library, Learning Resources & Distance Education Shatford Library <i>EMP:E1</i>
Fisher Lewis, Chelsea Dawnielle	Financial Aid Student Financial Aid Admin Augment <i>EMP:E3</i>
Fittipaldi, Julieta A.	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Flores, Betty	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Flores, Karla Daniela	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Flores, Nicole Keiri	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Flores, Sebastian Adolfo	Student Affairs SSSP <i>EMP:E5</i>
Fogelman, Nicole Corrine	Student Affairs SSSP <i>EMP:E5</i>
Ford, Ira Jr	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Foronda, Cynthia	Business Carl Perkins Career & Tech Education Act <i>EMP:E5</i>
Francis, Beatriz	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Francis, Carlos B.	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Francis, Kiana Monique	Student Affairs SSSP <i>EMP:E5</i>
Frangiosa, Michelle K	Fiscal Services Fiscal <i>EMP: E3</i>
Franklin, Ray D	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>

Fuentes, Abimael

Business Services
Civic Center *EMP:E1, J1, J2*

Galaviz, Margaret

Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Galvez, Ana Gabriel

Non-Credit Division
Non Credit Program *EMP:A3.1*

Gamboa, Ricardo

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Gamez, Michael Anthony

Kinesiology, Health & Athletics
Physical Education: Athletics *EMP:E1*

Ganaway, Laytoya Annette

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Garabedian, Annie Laura

Student Affairs
Student Equity *EMP:E1*

Garcia Orosco, Alejandra

Campus Use
Identity Services *EMP: I1*

Garcia, Andrea

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Garcia, Balentina

Social Sciences
Child Developmental Center *EMP:E1*

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Garcia, David

Facilities Services
Custodial Services *EMP:L2*

Garcia, Shannon Nicole

EOP&S
EOP&S *EMP: A2*

Gardner, Jonathan William

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Gaw, Rose Marie

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Georgis, Salam Bayya

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Gonzalez Conde, Uriel

Non-Credit Division
Non Credit Program *EMP:A3.1*

Gonzalez, Angelica

Business Services
Civic Center *EMP:E1, J1, J2*

Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Police and Safety Services
Police and Safety *EMP:E1*

Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Gonzalez, Jessica I

Business Services
Civic Center *EMP:E1, J1, J2*
Business Services
Staging Services *EMP:J1, J2*

Gonzalez, Judith

Facilities Services
Custodial Services *EMP:L2*

Graham, Leanzo

Business Services
Parking Shuttle Services *EMP:E1, J1, J2*

Gray, Lorraine Kulhanek

Special Services
Student Health Center - PCC *EMP:E1*

Gray, Sabrina

Cal Works
Cal Works *EMP:E4.1*

Green, Dimitri Le Shaun

Campus Use
Identity Services *EMP: I1*

Greer-Brown, Diana

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Guarrera, Joseph A.

Health Sciences
Emergency Medical Tech *EMP:A2*

Guichard, Leslie Anne

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Guthrie, Robert Anthony

Public Relations
Public Relations *EMP: E1*

Gutierrez, Anabel

Business
Carl Perkins Career & Tech Education Act *EMP:E5*

Gutierrez, Cynthia Irene

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Hajjali, Laila Raef

Engineering Technology & Economic and Workforce Development
Title V - Design Technology Pathways *EMP:E1*

Hall, David Timothy

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Hansen, Donald Clayton

Facilities Services
Custodial Services *EMP:L2*

Harbottle, David Keone

Engineering Technology & Economic and Workforce Development
Title V - Design Technology Pathways *EMP:E1*

Harris, Gina M.

Public Relations
Public Relations *EMP: E1*

Harris, Taylor

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Hartoonian, Vaneh

Business Services
Civic Center *EMP:E1, J1, J2*

Hartoonian, Vaneh

Police and Safety Services
Police and Safety *EMP:E1*

Hartoonian, Vaneh

Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Hayrabedian, Amaris

Business Services
Civic Center *EMP:E1, J1, J2*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Henderson, Eileen

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Hernandez Castillo, Mario	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Hernandez Rivera, Tania	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Police and Safety <i>EMP:E1</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Hernandez, Jason Roberto	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Hernandez, Jordan	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Hernandez, Juan C	Information Technology Services Electronic Maintenance <i>EMP:E1</i>
Hernandez, Melissa R	Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Hicks, Lindsay Marie	Health Sciences Emergency Medical Tech <i>EMP:A2</i>
Hinjosa, Michelle	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Huang, Emy Sakamoto	Student Affairs Mas Program <i>EMP:E1</i>
Huerta, Cindy	Student Affairs SSSP <i>EMP:E5</i>
Ibarra, Aaron	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Iskenderian, Mardik Misak	Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Jarvis, Demetrious	Student Affairs Mas Program <i>EMP:E1</i>
Johnson, Lauren Avis	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Jontz, James L	Business Services Civic Center <i>EMP:E1, J1, J2</i> Business Services Staging Services <i>EMP:J1, J2</i>
Kades, Clio	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Kaufman, Debbra L	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Khachikian, Shakeh S	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Kidd, Lisa Marie	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>

Kidd, Michael A

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Kiebert-Cobb, Kim Vlamingh

Financial Aid
Student Financial Aid Admin Augment *EMP:E3*

Kilpatrick, Tyler Kendall

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Kim, Soo Jin

Student Affairs
SSSP *EMP:E5*

Kinney ,Richard J

Visual Arts and Media Studies
Graphics Art Lab *EMP:A1, A2*

Visual Arts and Media Studies
Art *EMP:A1, A2*

Klein, Kevin Scott

Special Services
Student Health Center - PCC *EMP:E1*

Klein, Stephanie Monique

Human Resources
Human Resources Office *EMP:E1*

Lai, Kimberly

English
Writing Center *EMP:E1, E5*

Lanfue, Larissa M

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Langley, Monica C

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Lara Decoraza, Maria Guadalupe

Facilities Services
Custodial Services *EMP:L2*

Lara Pacheco, Rodrigo

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Lara-Avelino, Karen

Student Support
Student Support Services Prog *EMP:E1, E1.1*

Leal, Adrian

Business Services
Civic Center *EMP:E1, J1, J2*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Lee, Clara Kristera

President Office
College Advancement *EMP: E3*

Lee, Jeanne F

Non-Credit Division
Non Credit Program *EMP:A3.1*

Lee, Raymond

Library, Learning Resources & Distance Education
Shatford Library *EMP:E1*

Student Affairs
Student Equity *EMP:E1*

Lee, Stephanie

Social Sciences
Child Developmental Center *EMP:E1*

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Lepesant, Isabelle

Extension and Contract Education
Extension *EMP:E1*

Leung, Lilian Seen Yan

Student Affairs
SSSP EMP:E5

Upward Bound
Upward Bound: Math & Science EMP:D1

Lipina, Tatiana Yuryevna

Non-Credit Division
Non Credit Program EMP:A3.1

Liu, Cario Hofung

Business Services
Civic Center EMP:E1, J1, J2
Extension and Contract Education
Extension EMP:E1

Liwanag, Krizia Sam B.

Business
Carl Perkins Career & Tech Education Act 140 EMP:E5

Llamas Diaz, Janet

Student Affairs
SSSP EMP:E5

Lomeli, Sarai

Student Affairs
SSSP EMP:E5

Longo, Valerie Nicole

Non-Credit Division
Non Credit Program EMP:A3.1

Lopez Fuentes, Jose

Facilities Services
Ground Services EMP:L2

Lopez, Eric

Business Services
Civic Center EMP:E1, J1, J2
Police and Safety Services
Parking and Traffic EMP:J1, J2

Lopez, Maxcine Cynthia

Library, Learning Resources & Distance Education
Shatford Library EMP:E1

Lopez, Stephanie Rose

Counseling
Counseling Office EMP:A1;A2;F2;K5

Lorenzo, Wendy

Outreach, Degree & Transfer Services
Degree Transfer Center EMP:E5

Lu, Karol

Natural Sciences
Bridges to Stem Cell Research EMP: E1

Luu, Kacy

Library, Learning Resources & Distance Education
Shatford Library EMP:E1

Student Affairs
Student Equity EMP:E1

Ly, Beckie

Business Services
Civic Center EMP:E1, J1, J2
Police and Safety Services
Parking and Traffic EMP:J1, J2

Macias Limon, Carmen C.

Counseling
Counseling Office EMP:A1;A2;F2;K5

Madru, Lyndsay

Counseling
Counseling Office EMP:A1;A2;F2;K5

Madueno ,Diana Crystal

Counseling
Counseling Office EMP:A1;A2;F2;K5

Magallanes, Veronica

Social Sciences
Child Developmental Center *EMP:E1*

Maldonado, Carlos Antonio

Business Services
Civic Center *EMP:E1, J1, J2*

Marquez, Cristina

Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Martin, John

Student Affairs
Student Equity *EMP:E1*

Martinez, Elizabeth R

Business Services
Parking Shuttle Services *EMP:E1, J1, J2*

Martinez, Kathleen

Cal Works
Cal Works *EMP:E4.1*

Martinez, Margarita Patricia

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Martinez, Sabrina Jacqueline

Social Sciences
Child Developmental Center *EMP:E1*

Martinez, Santos G.

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Martinez, Yvette

Financial Aid
Student Financial Aid Admin Augment *EMP:E3*

Mastron, Salliana Leni Mayer

Student Affairs
Mas Program *EMP:E1*

Matei, Alexander

Student Affairs
SSSP *EMP:E5*

Mc Cann, Maria D

Student Affairs
Rosemead Pathways *EMP:E1*

Mccurdy, Debra

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Mcwhorter, Desirae

Business Services
Civic Center *EMP:E1, J1, J2*

Melendez Zavaleta, Jorge A

Business Services
Staging Services *EMP:J1, J2*

Mendez, Amy

Student Affairs
SSSP *EMP:E5*

Non-Credit Division
Non Credit Program *EMP:A3.1*

Financial Aid
Student Financial Aid Admin Augment *EMP:E3*

Business Services
Parking Shuttle Services *EMP:E1, J1, J2*

Human Resources
Human Resources Office *EMP:E1*

Mendez, Gloria Susana

Social Sciences
Child Developmental Center *EMP:E1*

Mheryan, Donara

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Miller, Dwayne

Business
Carl Perkins Career & Tech Education Act *EMP:E5*
Non-Credit Division
Non Credit Program *EMP:A3.1*

Minjarez, Manuel

Business Services
Civic Center *EMP:E1, J1, J2*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Miranda, Pedro Luis

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Miranda, Virginia Maria

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Monge, Felix David

Natural Sciences
Title V - HSI Stem *EMP:E1*

Montoya, Jessenia

Engineering Technology & Economic and Workforce Development
Title V - Design Technology Pathways *EMP:E1*

Moore, Ebonie D

Outreach, Degree & Transfer Services
Degree Transfer Center *EMP:E5*

Moore, Gilbert Arlin

Facilities Services
Facilities Custodial Cleaning *EMP:L2*

Morales, Irving G.

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Morales, Joana

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Moreno, Adriana

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Morfin, Dianna Marie

Social Sciences
Child Developmental Center *EMP:E1*
Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Morrow, Mareena

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Mouron, Daniel Robert

English
Writing Center *EMP:E1, E5*

Mundo, Elizabeth

Student Affairs
Mas Program *EMP:E1*
Student Affairs
Mas Program *EMP:E1*

Nadler, Angela

Business
CTEA: Associate Degree Nursing *EMP:A3.1*

Narcho, Brian Kent	Facilities Services Facilities Custodial Cleaning <i>EMP:L2</i>
Navar, Isabella	Social Sciences Child Developmental Center <i>EMP:E1</i>
Navarrete, Jose E	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Nelson, Natasha Nicole	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Nersisyan, Hayarpi	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Newman, Michael Benton	Visual Arts and Media Studies Art <i>EMP:A1, A2</i>
Ng, Emily Chi Yan	Campus Use Identity Services <i>EMP: I1</i>
Ngo, Vincent	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i> Student Affairs Mas Program <i>EMP:E1</i>
Nguyen, Tuyetvan Thi	Library, Learning Resources & Distance Education Shatford Library <i>EMP:E1</i> Student Affairs Student Equity <i>EMP:E1</i>
Nicholas, James	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Norsworthy, Jeron Macio	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i> Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Nye, Samuel Sen	Student Affairs SSSP <i>EMP:E5</i>
Olivarez, Shannan Nicole	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Olivo-Bilton, Ruth	Campus Use Identity Services <i>EMP: I1</i> Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Olsen, Cory Earl	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Onate, Miguel Angel	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Orozco Uribe, Marilynn Melania	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>

Orozco, Jordon Daniel	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Orozco, Maria Patricia	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Ortega, Leticia Maria	Police and Safety Services Police and Safety <i>EMP:E1</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Palacios Dominguez, Veronica	Health Sciences Emergency Medical Tech <i>EMP:A2</i>
Paredes, Xiomara E	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Parra, Alejandro	Library, Learning Resources & Distance Education Shatford Library <i>EMP:E1</i> Student Affairs Student Equity <i>EMP:E1</i>
Patlan Jr, Ricardo Antonio	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Payne-Mcnellys, Sheri Yvette	Facilities Services Facilities Custodial Cleaning <i>EMP:L2</i>
Pedroza, Carl J	Health Sciences Emergency Medical Tech <i>EMP:A2</i>
Pereyda Cave, Danyal Nicole	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Perez Roldan, Ruben	Facilities Services Facilities Custodial Cleaning <i>EMP:L2</i>
Perez, Jacob	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Perez, Joseph D	Engineering Technology & Economic and Workforce Development Economic and Workforce Development <i>EMP: E3</i>
Perez, Micah Ruben Charles	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Pettit, Michael Martin	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Police and Safety <i>EMP:E1</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Philebosian, Azadohie E	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Phillips, Erica J	Student Affairs Student Equity <i>EMP:E1</i>

Pineda, Antonio

Business Services
Civic Center *EMP:E1, J1, J2*

Pisanko, Seth Joseph

Business Services
Staging Services *EMP:J1, J2*

Portilo Gamboa, Jeimy Johana

Social Sciences
Social Sciences *EMP:E1, E5*

Primavera, Faustine Carl Burac

Natural Sciences
Title V - HSI Stem *EMP:E1*

Quintanilla, Tanith

Business Services
Civic Center *EMP:E1, J1, J2*
Kinesiology, Health & Athletics
Physical Education: Athletics *EMP:E1*
Extension and Contract Education
Extension *EMP:E1*

Ramirez, Anakany Alejandra Mari

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Ramirez, Miguel

Student Affairs
SSSP *EMP:E5*
Information Technology Services
Electronic Maintenance *EMP:E1*

Ramirez, Sylvia G

Police and Safety Services
Police and Safety *EMP:E1*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Ramirez, Yvette

Campus Use
Identity Services *EMP: I1*

Ramos Longoria, Donald Arthur

Business Services
Civic Center *EMP:E1, J1, J2*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Ramos, Stephanie

Business Services
Civic Center *EMP:E1, J1, J2*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Rasch, Tyler James

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Ratliff, Christen

Library, Learning Resources & Distance Education
Shatford Library *EMP:E1*

Recinos, Adela A

Student Affairs
Student Equity *EMP:E1*

Reed, Samuel Anthony

Non-Credit Division
Non Credit Program *EMP:A3.1*

Regalado, Silvestre

Engineering Technology & Economic and Workforce Development
Title V - Design Technology Pathways *EMP:E1*
Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Reyes, David	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Reyes, Victor	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Reza, Jasmine N	EOP&S Trio-Talent Search <i>EMP:D1</i>
Ricker, Cristi Lin	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Riesgo, Noelle Marie	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Ritchie, Angus Goff	Office Services Office Services <i>EMP: E1</i>
Rivas, Teffany D	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Robinson, Michelle Patrice	Cal Works Cal Works <i>EMP:E4.1</i>
Rodiger, Taylor James	Business Services Civic Center <i>EMP:E1, J1, J2</i>
Rodiger, Taylor James	Business Services Staging Services <i>EMP:J1, J2</i>
Rodriguez Vargas, Maria Almendr	Student Affairs SSSP <i>EMP:E5</i>
Rodriguez, Francisco Roman	Student Affairs SSSP <i>EMP:E5</i> Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Rodriguez, Irais R.	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Rodriguez, Lucia	Student Affairs SSSP <i>EMP:E5</i>
Rodriguez, Vanessa	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Romero, Ligia Del Carmen	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Romero, Roger Ivan	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Romo, Yvonne O	Library, Learning Resources & Distance Education Shatford Library <i>EMP:E1</i> Student Affairs Student Equity <i>EMP:E1</i>

Ronald, Victoria

Non-Credit Division
Non Credit Program *EMP:A3.1*

Ruiz Pacheco, Susana

Non-Credit Division
Non Credit Program *EMP:A3.1*

Ruiz, Terry Maria

Non-Credit Division
Non Credit Program *EMP:A3.1*

Runyan, Steven Christopher

Social Sciences
Child Developmental Center *EMP:E1*

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Sager, Stephen M.

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Salcedo, Tina L.

Non-Credit Division
Non Credit Program *EMP:A3.1*

Saldana, Francisca

Business Services
Parking Shuttle Services *EMP:E1, J1, J2*

Salgado, Michelle Cecilia

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Sanchez Flores, Osvaldo

Business Services
Civic Center *EMP:E1, J1, J2*

Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Sanchez, Barbara E.

Student Affairs
Student Equity *EMP:E1*

Sanchez, Enybey

Social Sciences
Child Developmental Center *EMP:E1*

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Sanchez, Oscar

Natural Sciences
Biological Technology *EMP:E1*

Sanchez, Sophia Loren

Business Services
Civic Center *EMP:E1, J1, J2*

Business Services
Staging Services *EMP:J1, J2*

Sanders, Nicole Danielle

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Sandoval, Arthur

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Santiago, Vanessa

Student Affairs
Mas Program *EMP:E1*

Santoyo, Francisco

Library, Learning Resources & Distance Education
Shatford Library *EMP:E1*

Student Affairs
Student Equity *EMP:E1*

Santoyo, Leticia

Social Sciences
Child Developmental Center *EMP:E1*

Sanzon, Erick

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Schey, Caroline Gretchen

Counseling
Counseling Office *EMP:A1;A2;F2;K5*
Special Services
Student Health Center - PCC *EMP:E1*

Schroeder, Benjamin David

Extension and Contract Education
Extension *EMP:E1*

Scoffinger, Carlie Joann

Business Services
Parking Shuttle Services *EMP:E1, J1, J2*

Scroggins Jr, Kevin Christopher

Student Affairs
Mas Program *EMP:E1*

Sem, Dara

Upward Bound
Upward Bound: Math & Science *EMP:D1*
Upward Bound
Upward Bound: Math & Science *EMP:D1*

Serrano, Ana Rebeca

Business Services
Civic Center *EMP:E1, J1, J2*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Serrano, Kevin

Financial Aid
Student Financial Aid Admin Augment *EMP:E3*

Shaffer, Patricia Loraine

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Shahinian, Narineh

Business
CTEA: Associate Degree Nursing *EMP:A3.1*

Shamirian, Garen

Business Services
Civic Center *EMP:E1, J1, J2*
Police and Safety Services
Parking and Traffic *EMP:J1, J2*

Shuttleworth, Linda L

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Singleton, Taajza Starr

Natural Sciences
Title V - HSI Stem *EMP:E1*

Natural Sciences
Title V - HSI Stem *EMP:E1*

Sivas, James Edward

Visual Arts and Media Studies
Music and Dance *EMP:A1, A2*

Smith, Anthony Carmichael

Upward Bound
Upward Bound: Math & Science *EMP:D1*

Snider, Thomas

Kinesiology, Health & Athletics
Physical Education: Athletics *EMP:E1*

So, Patrick	Counseling Counseling Office EMP:A1;A2;F2;K5
Sok, Chariya	Counseling Counseling Office EMP:A1;A2;F2;K5
Srion, Kim	Library, Learning Resources & Distance Education Shatford Library EMP:E1 Student Affairs Student Equity EMP:E1
Stavrinides, Valentina Grammati	Counseling Counseling Office EMP:A1;A2;F2;K5
Stewart, Marty J	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Stoddard, Shannon	Extension and Contract Education Extension EMP:E1
Stowell, Amanda J	Business Services Civic Center EMP:E1, J1, J2 Business Services Staging Services EMP:J1, J2
Streeter, Kimberly Tremaine	Counseling Counseling Office EMP:A1;A2;F2;K5
Suarez, Manuel	Student Affairs SSSP EMP:E5
Sullivan, Keanna Juat	Upward Bound Upward Bound: Math & Science EMP:D1
Sullivan, Marni M.	Counseling Counseling Office EMP:A1;A2;F2;K5
Sydow, Stephanie Marie	Business Services Parking Shuttle Services EMP:E1, J1, J2
Syms, William Elliott	Upward Bound Upward Bound: Math & Science EMP:D1 Upward Bound Upward Bound: Math & Science EMP:D1
Takata, Rie Mary	Counseling Counseling Office EMP:A1;A2;F2;K5
Taylor, Lakesha	Facilities Services Custodial Services EMP:L2
Thomas, Monique Leshell	Student Affairs SSSP EMP:A1;E5
Ticas, Christian	Engineering Technology & Economic and Workforce Development Career Pathways Trust EMP:C3
Tise, Jake	English Writing Center EMP:E1, E5
Tobgy, Yousef	Business Services Civic Center EMP:E1, J1, J2 Police and Safety Services Police and Safety EMP:E1

	Police and Safety Services Parking and Traffic EMP:J1, J2
Tolentino, Casimiro	Counseling Counseling Office EMP:A1;A2;F2;K5
	Upward Bound Upward Bound: Math & Science EMP:D1
Torres, Lisa M.	Social Sciences Child Developmental Center EMP:E1
	Social Sciences Child Developmental Center Preschool Program EMP:E1
Torres, Selene	Student Affairs SSSP EMP:E5
Torres-Garfias, David	Engineering Technology & Economic and Workforce Development Economic and Workforce Development EMP: E3
Tran, Tiffany Le	Library, Learning Resources & Distance Education Shatford Library EMP:E1
	Student Affairs Student Equity EMP:E1
Tran,Helen Kimthu	Counseling Counseling Office EMP:A1;A2;F2;K5
Trejo, Anayanci Cardenas	Counseling Counseling Office EMP:A1;A2;F2;K5
	Special Services Disabled Student Programs and Services EMP:E4.1
Trevillian, Linda Marie	Outreach, Degree & Transfer Services Degree Transfer Center EMP:E5
Trochez, Jazmine J.	Upward Bound Upward Bound: Math & Science EMP:D1
Tsang, Matthew W	Business Services Civic Center EMP:E1, J1, J2
	Business Services Staging Services EMP:J1, J2
Turner, Debra J	Counseling Counseling Office EMP:A1;A2;F2;K5
Ugalde, Laurie	Upward Bound Upward Bound: Math & Science EMP:D1
Valadez-Robles, Lizette Vanesa	Facilities Services Custodial Services EMP:L2
Van Ross, Bryce Brancusi-Ali	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
	Student Affairs SSSP EMP:E5
	EOP&S EOP&S EMP: A2
Vargas, Griselda	Counseling Counseling Office EMP:A1;A2;F2;K5

Vartanians, Robert Saramaleki	Facilities Services Building Services <i>EMP:L2</i>
Vasquez, Roberto	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Veal, Egla	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Velasco, Lisardy	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Velasco, Ruth E	Social Sciences Child Developmental Center <i>EMP:E1</i>
Velasquez, Benjamin	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Velez, Joseph	Business Services Civic Center <i>EMP:E1, J1, J2</i> Extension and Contract Education Extension <i>EMP:E1</i>
Vergara, Lorena	Student Support Student Support Services Prog <i>EMP:E1, E1.1</i>
Villa, Desiree	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Villalobos, Kendira	Special Services Student Health Center - PCC <i>EMP:E1</i>
Villeda, Karina Medina	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Vivanco Moreno, Edgar A	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Vizcarra, Saria	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Vo, Davis Minh	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Wallace, Patrick E.	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Walls, Donell	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Wang, Cui	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Warner, Heaven Renee	Student Affairs SSSP <i>EMP:A1;E5</i>
Weisbart, Chris A	Library, Learning Resources and Distance Education Distance Education <i>EMP:E1</i>
Wen, Nicole	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Wesolowski, Leszek	Library, Learning Resources & Distance Education Shatford Library <i>EMP:E1</i>
Westbrook, Stepfon Aries	Special Services Student Health Center - PCC <i>EMP:E1</i>

Wheatley, Jordan Lynn	English Writing Center <i>EMP:E1, E5</i>
Winslow, Katherine Sarah	Public Relations Public Relations <i>EMP: E1</i>
Wolf, Amanda Dawn	Library, Learning Resources and Distance Education Distance Education <i>EMP:E1</i>
Wong, Calvin K	Facilities Services Hazardous Material <i>EMP:L2</i>
Wontorek, Gregory Patrick	Outreach, Degree & Transfer Services Degree Transfer Center <i>EMP:E5</i>
Wright, Alyssa E	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Yamongan, Marifer	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Ye, Tianzheng	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Yeghikyan, Narek	Extension and Contract Education Extension <i>EMP:E1</i>
Yen, Joanne	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Yoshida, Ronald Y	Information Technology Services Telephone Services <i>EMP:E1</i>
Yousefi Marghosian, Yvette	Student Affairs SSSP <i>EMP:E5</i>
Zabala, Francisco Antonio	Engineering Technology & Economic and Workforce Development Economic and Workforce Development <i>EMP: E3</i>
Zelaya, Karla Tatiana	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Zelege, Ewnet	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Zemanek, Gregory Stan	Facilities Services Custodial Services <i>EMP:L2</i>
Zeuschner, David Michael	Information Technology Services Information Technology <i>EMP:E1</i>
Zhang, Hao	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i> Upward Bound Upward Bound: Math & Science <i>EMP:D1</i>
Zheng, Honghua	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Zhou, Eva	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Police and Safety <i>EMP:E1</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>

Zhou, Yinxiao

Library, Learning Resources & Distance Education
Shatford Library *EMP:E1*

Student Affairs
Student Equity *EMP:E1*

Zobian, Maggie

Social Sciences
Child Developmental Center *EMP:E1*

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

VOLUNTEER

NAME

DIVISION/DEPARTMENT

Ajibade, Adedapo

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Andrews, La Toya

Kinesiology, Health & Athletics
Physical Education: Athletics *EMP:E1*

Becerra, Antonio

Kinesiology, Health & Athletics
Physical Education: Athletics *EMP:E1*

Bell, Louis

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Bickel, Steven

Kinesiology, Health & Athletics
Physical Education: Athletics *EMP:E1*

Celis, Roberto

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Chung, Tina

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Estrada, Jennifer

Kinesiology, Health & Athletics
Physical Education: Athletics *EMP:E1*

Ferrer, Jessica

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Gonzales, Milaros

Non-Credit Division
Non Credit Program *EMP:A3.1*

Gonzalez, John

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Ha, Nancy

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Hernandez, Carlos

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Herrera, Rebeca

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Hickey, Erin

Counseling
Counseling Office *EMP:A1;A2;F2;K5*

Hong, Can Phu

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Isa, Agnes

Special Services
Disabled Student Programs and Services *EMP:E4.1*

Jones, Candice	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Liu, Carhay	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Marin, Darla	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Mastas, Jonathan	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Maturingan, Rowena	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Miller, Artisa	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Muela, Ruben	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Palacios, Eduardo	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Palomo, John	Natural Sciences Division Office <i>EMP:E1</i>
Park, Greg	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Park, Mi	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Quirina-White, Jennifer	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Ravalcaba, Vanessa	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Smith, Derek	Visual Arts and Media Studies Music and Dance <i>EMP:A1, A2</i>
Tcahalakian, Jessica	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Villalobos, Jessica	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Winslow, Dannette	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Employment of Hourly
Unclassified Employees, Student Workers for 2016-
2017

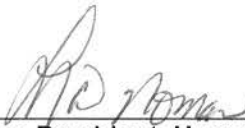
Board Meeting Date: August 17, 2016

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 attached list of hourly unclassified employees, student workers for fiscal year 2016-2017.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Tentative District Budget.

BACKGROUND: The assignment shall be determined by College need.

Approved by:



Vice President, Human Resources

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**



Superintendent/President

STUDENT WORKERS

NAME

DIVISION/DEPARTMENT

Aban, Tania	Student Affairs SSSP EMP:E5
Ali, Ahmed	Business Carl Perkins Career & Tech Education Act EMP:E5 Student Affairs Student Equity EMP:E1
Alsenan, Alaa Shukri	Business Carl Perkins Career & Tech Education Act EMP:E5 Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Alvarez, Bayardo	Student Affairs SSSP EMP:E5
Ang, Maurice Tan	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Arakelyan, Naira	Student Affairs SSSP EMP:E5 Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Armstead Mendez, Jhonny	Natural Sciences Division Office EMP:E1 Natural Sciences Title V - HSI Stem EMP:E1
Asatourian, Anna	Student Affairs SSSP EMP:E5 Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Ashby, Loni Rene	Business Carl Perkins Career & Tech Education Act EMP:E5
Ayrapetyan, Diana A	Student Affairs SSSP EMP:E5
Babai, Lida	Student Affairs SSSP EMP:E5 Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Bachinela, Graciela Royce Malata	Natural Sciences Physical Sciences EMP:E1
Back, Michael Alan	Business Services Civic Center EMP:E1, J1, J2 Business Services Staging Services EMP:J1, J2
Bakhtavoryan, Gayane	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Balas, Nicholas Constantine	Social Sciences Psychology EMP:E1, E7
Balian, Taline Anais	Student Affairs SSSP EMP:E5
Barone, Katsiaryna	Social Sciences Child Developmental Center EMP:E1 Social Sciences Child Developmental Center Preschool Program EMP:E1

Bayramyan, Makruhi M.	Student Affairs SSSP EMP:E5
Beard, Danielle Nycohle	Business Carl Perkins Career & Tech Education Act EMP:E5
Beckwith, Tristan Stuart	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Beltran, Brandon	Student Affairs SSSP EMP:E5
Benitez, Laura Luz	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Biasin, Alexander T Kwano	Social Sciences Child Developmental Center EMP:E1
	Social Sciences Child Developmental Center Preschool Program EMP:E1
Bote, Laura	Social Sciences Child Developmental Center EMP:E1
	Social Sciences Child Developmental Center Preschool Program EMP:E1
Cagan, David Abraham J	Student Affairs SSSP EMP:E5
	Natural Sciences Title V - HSI Stem EMP:E1
Calderon, Delilah Lynn	Natural Sciences Title V - HSI Stem EMP:E1
Calsada, Natalie Anne Zubia	Academic and Student Affairs Basic Skills Instruction EMP:E5
Calzada, Elaine Marie	Academic and Student Affairs Basic Skills Instruction EMP:E5
Cameron, Paula J	Academic and Student Affairs Basic Skills Instruction EMP:E5
Capwell, Janelle Chu	Academic and Student Affairs Basic Skills Instruction EMP:E5
Carels, Zachary Willem	Business Carl Perkins Career & Tech Education Act EMP:E5
Castellanos, Cesar A	Business Carl Perkins Career & Tech Education Act EMP:E5
Castrejon, Darien Alan	Natural Sciences Title V - HSI Stem EMP:E1
Castro, Jeffrey	Upward Bound Classic Upward Bound: Classic EMP:D1
Cerritos, Marvin Geovanny	Student Affairs SSSP EMP:E5
Chan, Kwan Ho Ryan	Student Affairs Student Equity EMP:E1
Chan, Visalbotr	Student Affairs SSSP EMP:E5
Chang, Christine Shwu-Yi	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Chang, Evon	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Chang, Jiyoona	Student Affairs Student Equity EMP:E1
Chang, Shirley	Natural Sciences Physical Sciences EMP:E1

Chau, Benson	Teaching and Learning Center Student Access & Success Initiative <i>EMP:A3</i> EOP&S EOP&S <i>EMP: D1</i> Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Chavez, Cynthia Vazquez	Natural Sciences Bridges to Stem Cell Research <i>EMP: E1</i>
Chavez, Cassandra Rose	Natural Sciences Biological Technology <i>EMP:E1</i> Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Chen, Huei	Student Affairs Mas Program <i>EMP:E1</i>
Chen, Jyun Hao	Business Carl Perkins Career & Tech Education Act <i>EMP:E5</i>
Chen, Nikki Myli	Student Affairs SSSP <i>EMP:E5</i>
Chieng, Britteny	Business Carl Perkins Career & Tech Education Act <i>EMP:E5</i>
Cho, Hyun Key	Student Affairs Student Equity <i>EMP:E1</i> Student Affairs Student Equity <i>EMP:E1</i>
Chong, Michael	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Chung, In Kyung	EOP&S Trio-Talent Search <i>EMP:D1</i>
Clarissa, Cindy	Student Affairs SSSP <i>EMP:E5</i> Natural Sciences Biological Technology <i>EMP:E1</i>
Corado, Heici Eunice	Natural Sciences Physical Sciences <i>EMP:E1</i>
Cortez, Nancy C.	Student Affairs SSSP <i>EMP:E5</i> Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Currie, Marcy Ladette	Academic and Student Affairs Basic Skills Instruction <i>EMP:E5</i>
Dahal, Sampada	Student Affairs SSSP <i>EMP:E5</i>
Davtyan, Lusine	Student Affairs Student Equity <i>EMP:E1</i>
De Casas, Herica	Natural Sciences Biological Technology <i>EMP:E1</i>
Delavara, Jacob Nathaniel	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Delos Santos, Andrew Taylor	Academic and Student Affairs Basic Skills Instruction <i>EMP:E5</i>
Demianew, Danielle Nicole	Student Affairs SSSP <i>EMP:E5</i>
Deng, Zhenyu	Student Affairs Student Equity <i>EMP:E1</i> Natural Sciences Biological Technology <i>EMP:E1</i> Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>

Deng, Zhi Hao	Natural Sciences Physical Sciences <i>EMP:E1</i> Natural Sciences Physical Sciences <i>EMP:E1</i>
Didion, Gabriela Anne	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Ding, Zhenyu	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Divas, Abby Tiffany	EOP&S Trio-Talent Search <i>EMP:D1</i>
Dixon, Amber Michelle	Natural Sciences Biological Technology <i>EMP:E1</i>
Doan, Tien Ngoc	Student Affairs SSSP <i>EMP:E5</i>
Dominguez, Sandy	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Echeverria, Liza Marie	Extension and Contract Education Extension <i>EMP:E1</i>
Eguez, Shakira T.	Student Affairs SSSP <i>EMP:E5</i>
Faldzhyan, Margarit A.	Student Affairs SSSP <i>EMP:E5</i> Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Faragalla, Marina	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Fialkow, David Jordan	Natural Sciences Physical Sciences <i>EMP:E1</i>
Flores Serrano, Ingrid	Student Affairs SSSP <i>EMP:E5</i>
Flores, Maritess	Student Affairs SSSP <i>EMP:E5</i>
Fualaau, Pelesa Maanaima	Business Carl Perkins Career & Tech Education Act <i>EMP:E5</i>
Gaeta, Angelica	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Galindo, David Santiago	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Gama, Eric Alonzo	Social Sciences Social Sciences <i>EMP:E1, E5</i>
Ganda, Terry	Student Affairs SSSP <i>EMP:E5</i>
Garabet, Razmig Tro	Natural Sciences Physical Sciences <i>EMP:E1</i>
Garcia, Adan	Student Affairs Student Equity <i>EMP:E1</i>
Garcia, Gabriela	Student Affairs SSSP <i>EMP:E5</i>
Garcia, Steven Jesse	Academic and Student Affairs Basic Skills Instruction <i>EMP:E5</i>

Gaspar, Sharlene	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Giles, Kenneth Emmanuel	Student Affairs SSSP <i>EMP:E5</i>
Gobran, Shirley E	Student Affairs Student Equity <i>EMP:E1</i>
Gonzalez Jr, Manuel	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Gonzalez, Noemi	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Green, Noah Elliott	Business Services Civic Center <i>EMP:E1, J1, J2</i> Business Services Staging Services <i>EMP:J1, J2</i>
Groisman, Luciano	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Guardado, Melissa A.	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Guerrero, Jonathon Craig	Business Services Civic Center <i>EMP:E1, J1, J2</i> Business Services Staging Services <i>EMP:J1, J2</i>
Gutierrez Jr, Jose Luis	Upward Bound Upward Bound: Math & Science <i>EMP:D1</i> Upward Bound/College Access Upward Bound: Math/Science El Monte <i>EMP:A3</i>
Gutierrez, Erik	Student Affairs Student Equity <i>EMP:E1</i>
Gutierrez, Juan Jose	Upward Bound Classic Upward Bound: Classic <i>EMP:D1</i>
Guzman Cortes, Carmen Nayeli	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Hafiz, Tyus Jordan	Student Affairs SSSP <i>EMP:E5</i>
Hakobyan, Gevorg	Student Affairs SSSP <i>EMP:E5</i> Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Halley, John H	Natural Sciences Biological Technology <i>EMP:E1</i>
Hassan, Mai Mamdouh Sayed	Student Affairs SSSP <i>EMP:E5</i>
Headley, Autumn Joi	Student Affairs SSSP <i>EMP:E5</i>
Hermosura, Jeffrey	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Hernandez Valdovinos, Juan	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Hernandez, Claribel	Public Relations Public Relations <i>EMP: E1</i>

Hernandez, Jacquelyn

Social Sciences
Child Developmental Center *EMP:E1*
Social Sciences
Child Developmental Center Preschool Program *EMP:E1*

Hernandez, Samuel Aaron

Office Services
Office Services *EMP: E1*

Hinze, Ian Sebastian

Business Services
Civic Center *EMP:E1, J1, J2*
Business Services
Staging Services *EMP:J1, J2*

Hizon, Rudolph Russell Santiago

Library, Learning Resource, and Distance Education
Learning Assistance Center *EMP:E5*

Hoang, Long Thai

Business
Carl Perkins Career & Tech Education Act *EMP:E5*

Hollar, Robert Charles

English
Writing Center *EMP:E1, E5*

Hu, Junjia

Natural Sciences
Physical Sciences *EMP:E1*

Huang, Benny

Business
Carl Perkins Career & Tech Education Act *EMP:E5*

Jacobo, Aracelia

Business
Carl Perkins Career & Tech Education Act *EMP:E5*

Jimenez Martinez, Gabriela

Social Sciences
Child Developmental Center *EMP:E1*
Social Sciences
Child Developmental Center Preschool Program *EMP:E1*
Library, Learning Resource, and Distance Education
Learning Assistance Center *EMP:E5*

Jing, Zhiheng

Student Affairs
SSSP *EMP:E5*

Johnson, Candace Jewelle

Business Services
Civic Center *EMP:E1, J1, J2*
Business Services
Staging Services *EMP:J1, J2*

Juarez, Jessica Antoinette

Student Affairs
SSSP *EMP:E5*
Natural Sciences
Biological Technology *EMP:E1*

Kamar, Ibrahim

Social Sciences
Child Developmental Center *EMP:E1*

Kanioros, Kaylin Athena

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*
Visual Arts and Media Studies
Media Studies *EMP:A1, A2*

Karavodin, Katerina

Student Affairs
SSSP *EMP:E5*

Khodabakhshian, Teni

Social Sciences
Child Developmental Center *EMP:E1*

Kury Carbonel, Ana S

Social Sciences
Child Developmental Center Preschool Program *EMP:E1*
Natural Sciences
Physical Sciences *EMP:E1*

Kwak, Bum Won

Teaching and Learning Center
Student Access & Success Initiative *EMP:A3*

Kwidja Njila, Suzan Karlane

Lamar, Kathryn Elise	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i> Student Affairs Student Equity <i>EMP:E1</i>
Le, Khanh Huynh Minh	Social Sciences Child Developmental Center <i>EMP:E1</i> Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Lee, Gwan Cheung	Extension and Contract Education Extension <i>EMP:E1</i>
Lee, Janice	Natural Sciences Physical Sciences <i>EMP:E1</i>
Lei, Hillmin	Natural Sciences Bridges to Stem Cell Research <i>EMP: E1</i>
Leyva, Shantel	EOP&S EOP&S <i>EMP: D1</i>
Li, Davis	Business Carl Perkins Career & Tech Education Act <i>EMP:E5</i>
Li, Liwen	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Liebing, Katja	Academic and Student Affairs Basic Skills Instruction <i>EMP:E5</i> Language and ESL Division Office <i>EMP:E1</i>
Liu, Shirley Xy	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Lopez, Danielle Chade	Student Affairs SSSP <i>EMP:E5</i>
Lopez, Larny J	Student Affairs Student Equity <i>EMP:E1</i>
Lopez, Vidal Alexander	Natural Sciences Physical Sciences <i>EMP:E1</i> Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Love-Luke, Taia Jasmeen	Student Affairs SSSP <i>EMP:E5</i>
Lu, Junjie	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Luu, Cuong Vinh	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Maldonado, Madisyn Ann	Engineering Technology & Economic and Workforce Development Career Pathways Trust <i>EMP:C3</i>
Malounda, Dina	Natural Sciences Bridges to Stem Cell Research <i>EMP: E1</i>
Mancillas, Maria	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Mantley, Cynamon Ashaki Ernesti	Student Affairs SSSP <i>EMP:E5</i>
Marquez, Yasmine Isabela	Student Affairs SSSP <i>EMP:E5</i>
Martinez Espinoza, Gerson Rene	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Martinez, Bess Virginia	Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>

Martinez, Elias	Student Affairs SSSP EMP:E5
Martinez, Erika Esmeralda	Social Sciences Child Developmental Center EMP:E1 Social Sciences Child Developmental Center Preschool Program EMP:E1
Martinez, Matthew David	Student Affairs Mas Program EMP:E1
Martinez, Nathan Bluehawk	Business Carl Perkins Career & Tech Education Act EMP:E5
Martinez, Bess Virginia	Social Sciences Child Developmental Center EMP:E1
Mass, Monica Patricia	Business Carl Perkins Career & Tech Education Act EMP:E5
Matosian, Arineh	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Mccarthy, Ryan Keith	Student Affairs Student Equity EMP:E1
Mcgloin, Lyndee Mehetabel	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Mcnamara, Jon Christopher	Student Affairs SSSP EMP:E5 Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Mead, Sheryl Raulli	Business Carl Perkins Career & Tech Education Act EMP:E5
Medina Mojarro, Brenda	EOP&S Trio-Talent Search EMP:D1
Medina, Jesse Elias	Student Affairs SSSP EMP:E5
Medina, Leticia Natania	Student Affairs SSSP EMP:E5
Meifie, Fnu	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Mendez, Magdalena	Social Sciences Child Developmental Center EMP:E1 Social Sciences Child Developmental Center Preschool Program EMP:E1
Mendez, Noemi	Business Carl Perkins Career & Tech Education Act EMP:E5
Mendoza Flores, Maria Fernanda	Teaching and Learning Center Title V - Pathways to Completion EMP:A3
Mendoza, Ricardo Jose	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Mercado, Nicole A	Student Affairs Rosemead Pathways EMP:E1
Meza, Paula C	Social Sciences Child Developmental Center EMP:E1 Social Sciences Child Developmental Center Preschool Program EMP:E1
Mora, Helen C	Student Affairs SSSP EMP:E5 Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5

Mora, Megan Demi	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i> Extension and Contract Education Extension <i>EMP:E1</i>
Moreno, Rebecca Cindel	English Writing Center <i>EMP:E1, E5</i>
Nelson, Ehlana Navvab	Student Affairs SSSP <i>EMP:E5</i>
Ng, Andrea	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Ngoy, Nathan Bun	Natural Sciences Physical Sciences <i>EMP:E1</i>
Ngu, Norbert	Business Carl Perkins Career & Tech Education Act <i>EMP:E5</i>
Nguyen, Kate Huong	Student Affairs SSSP <i>EMP:E5</i> Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Nguyen, Sy Lam	Student Affairs Student Equity <i>EMP:E1</i>
Nuntapramote, Titichot	Extension and Contract Education Extension <i>EMP:E1</i>
Oceguera, Jose	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Orazi, Matteo Umberto	Business Carl Perkins Career & Tech Education Act <i>EMP:E5</i>
Orellana, Aida Ibania	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Parnala, Krystle Jocelyn Chicot	Library, Learning Resource, and Distance Education Learning Assistance Center <i>EMP:E5</i>
Parnala, Krystle Jocelyn Chicot	Student Affairs SSSP <i>EMP:E5</i>
Percival, Diana M	Natural Sciences Biological Technology <i>EMP:E1</i>
Perez, Sandra Paola	Engineering Technology & Economic and Workforce Development Career Pathways Trust <i>EMP:C3</i>
Petkova, Stella Mihaylova	English Writing Center <i>EMP:E1, E5</i> Academic and Student Affairs Basic Skills Instruction <i>EMP:E5</i>
Phuong, Nathan Daniel	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Potheau, Danielle	Academic and Student Affairs Basic Skills Instruction <i>EMP:E5</i>
Quan, Willis	Business Services Civic Center <i>EMP:E1, J1, J2</i> Business Services Staging Services <i>EMP:J1, J2</i>
Raad, Ali Ahmad	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Rahmaan, Ajuma Abdur	Student Affairs SSSP <i>EMP:E5</i>
Ramirez, Ivan	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>

Ramirez, Jocelyn Liliana	Student Affairs SSSP EMP:E5
Ramirez, Lorenzo Jr.	Natural Sciences Title V - HSI Stem EMP:E1
Razavi, Peyman	EOP&S EOP&S EMP: D1
Reyes, Alma	Social Sciences Child Developmental Center EMP:E1
Reyes, Alma	Social Sciences Child Developmental Center Preschool Program EMP:E1
Reyes, Docnary D	Natural Sciences Title V - HSI Stem EMP:E1
Reznik, Zaren Elliot	Student Affairs Student Equity EMP:E1
Ridouh, Nawal	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Riker-Sloan, Holly Lorraine	Student Affairs SSSP EMP:E5
Rivera, Roseanne	Academic and Student Affairs Basic Skills Instruction EMP:E5
Roa, Daniel	Business Carl Perkins Career & Tech Education Act EMP:E5
Roberts, Joy Agape	EOP&S EOP&S EMP: D1
Robles, Oralía	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Rodriguez Garcia, Daniela Ferna	Natural Sciences Title V - HSI Stem EMP:E1
Rodriguez, Jessica	Social Sciences Child Developmental Center EMP:E1 Social Sciences Child Developmental Center Preschool Program EMP:E1
Roldan, Julio Antonio	Natural Sciences Title V - HSI Stem EMP:E1
Salcedo, Gabriela	Social Sciences Child Developmental Center EMP:E1
Sanchez Garcia, Carlos A	Natural Sciences Physical Sciences EMP:E1
Sanders, Gilchrist Eugene	Academic and Student Affairs Basic Skills Instruction EMP:E5
Sanhueza, Geoffrey Kenichi	English Writing Center EMP:E1, E5
Sanhueza, Rebecca Akiko	English Writing Center EMP:E1, E5
Sanneh, Malick Lamin	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Shahjahanian, Arin	English Writing Center EMP:E1, E5
Sierra Arellano, Herminia	Social Sciences Child Developmental Center Preschool Program EMP:E1
Sophal, Kanika	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5 Natural Sciences Physical Sciences EMP:E1

Springfield, Jordin Tyler

Stambuk, Claude Arsen

Ta, Tam

Taesali, Hadassah Narelle

Tang, Jun Jie

Tang, Quan

Teguh, Derry Devara

Theodat, Marie Yolene

Thompson, Laura Leann

Tillman, Amanda Jessica Murillo

Toribio, Candida Concepcion

Torossian, Talar

Torosyan, Ruben Ashotovich

Torres-Sepulveda, Carina

Trejo, Neyci Denise

Turrentine, Terron

Ung, James Anthony

Valentine, Travis Denzel

Vartanian, David

Vela, Laura E

Villafana, Hana X

Villafuerte, Ariana Villafuerte

Virrey, Alondra Guadalupe

Wang, Ting Ting

Student Affairs

SSSP EMP:E5

Library, Learning Resource, and Distance Education

Learning Assistance Center EMP:E5

Student Affairs

SSSP EMP:E5

Teaching and Learning Center

Student Access & Success Initiative EMP:A3

Cal Works

TANF EMP:E4.1

Student Affairs

Student Equity EMP:E1

Student Affairs

Student Equity EMP:E1

Academic and Student Affairs

Basic Skills Instruction EMP:E5

Library, Learning Resource, and Distance Education

Learning Assistance Center EMP:E5

Business

Carl Perkins Career & Tech Education Act EMP:E5

EOP&S

EOP&S EMP: D1

EOP&S

CARE Program EMP: D1

Natural Sciences

Bridges to Stem Cell Research EMP: E1

Student Affairs

SSSP EMP:E5

Library, Learning Resource, and Distance Education

Learning Assistance Center EMP:E5

Natural Sciences

Title V - HSI Stem EMP:E1

Social Sciences

Child Developmental Center Preschool Program EMP:E1

Student Affairs

SSSP EMP:E5

Engineering Technology & Economic and Workforce Development

Title V - Design Technology Pathways EMP:E1

Engineering Technology & Economic and Workforce Development

Title V - Design Technology Pathways EMP:E1

Student Affairs

SSSP EMP:E5

Library, Learning Resource, and Distance Education

Learning Assistance Center EMP:E5

Social Sciences

Child Developmental Center EMP:E1

Academic and Student Affairs

Basic Skills Instruction EMP:E5

Natural Sciences

Title V - HSI Stem EMP:E1

Library, Learning Resources & Distance Education

Shatford Library EMP:E1

Student Affairs

Student Equity EMP:E1

Wang, Yingchi	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Watanabe, Jin	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Win, Myat Pyae Sone	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Windham, Amy Christine	English Writing Center EMP:E1, E5
Wong, Michael	Business Carl Perkins Career & Tech Education Act EMP:E5
Wong, Nancy	Academic and Student Affairs Basic Skills Instruction EMP:E5
Woojuh, Janty Nart	Natural Sciences Physical Sciences EMP:E1
Wu, Frank Y	Natural Sciences Bridges to Stem Cell Research EMP: E1
Wu, Jiajun	Student Affairs SSSP EMP:E5 Teaching and Learning Center Student Access & Success Initiative EMP:A3
Yan, Chunsheng	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Yang, Gang	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5
Yang, Mengwen	Student Affairs Rosemead Pathways EMP:E1
You, David Haram	Natural Sciences Biological Technology EMP:E1
Yu, Anne	Special Services Student Health Center - PCC EMP:E1
Zarate, Cristian	Business Services Civic Center EMP:E1, J1, J2 Business Services Staging Services EMP:J1, J2
Zepeda, Andy Daniel	Upward Bound Upward Bound: Math & Science EMP:D1
Zhang, Xiaoyu	Business Carl Perkins Career & Tech Education Act EMP:E5
Zhang, Yang	Natural Sciences Physical Sciences EMP:E1
Zhou Zhu, Alejandro	Student Affairs Student Equity EMP:E1
Zhou, Xingzi	Library, Learning Resource, and Distance Education Learning Assistance Center EMP:E5

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Employment, Change of Status and Separation of
Academic Employees

Board Meeting Date: August 17, 2016

RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve/ratify the employment, change of status and separation pertaining to academic employees listed on the attached. All changes were in accordance with Pasadena City College applicable policies and procedures and California government codes. *EMP: A2*

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Tentative District Budget.

BACKGROUND: Routine personnel transactions.

Approved by:



Vice President, Human Resources

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**



Superintendent/President

(Requires 2 signatures)

<u>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</u>	<u>CLASS & STEP</u>	<u>ASSIGNMENT BASIS</u>	<u>EFFECTIVE DATE</u>
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EMPLOYMENT

Abubekero, Lucy Temporary Instructor, Biology Natural Sciences	TBD	100% - 10 months	08/29/16
Fiebig, Jennifer Nepper Instructor, Psychology Social Sciences	TBD	100% - 10 months (First-Year Contract)	08/29/16
Garcia, Raelynn Temporary Instructor, Mathematics Mathematics & Computer Science	TBD	100% - 10 months	08/29/16
Holub, Douglass Temporary Instructor, Chemistry Natural Sciences	TBD	100% - 10 months	08/29/16
Preston, Jennifer Bright Instructor, Psychology Social Sciences	TBD	100% - 10 months (First-Year Contract)	08/29/16
Winter, Jeffrey Temporary Instructor, Business Law Business	TBD	100% - 10 months	08/29/16

CHANGE OF STATUS

Casillas, Crista From: CTE Assistant Engineering Technology & Economic and Workforce Development	42-D	100% - 12 months	
To: Acting Coordinator Math/Science Upward Bound Upward Bound	M-5, Step 3	100% - 12 months	08/18/16 – 06/30/17 or when filled, whichever is sooner
Goguen, Krista Librarian Library	D-27	From: 11 months To: 12 months	07/01/16 – 06/30/17
Haynes, Sandra Instructor Visual Arts & Media Studies	D-33	From: 100% To: 80%	08/29/16 – 12/18/16
Olivo, Cynthia Vice President Student Services		From: \$195,005.88 (Contract) To: \$199,881.00 (Contract)	06/16/16

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Salary Compensation Factors—Large Group
Instruction

Board Meeting Date: August 17, 2016

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 summer intersession 2016. *EMP: A3.1*

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


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

Approved by:

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**



Vice President, Human Resources



Superintendent/President

It is recommended that the following instructors be paid the number of hours stated below.

<u>INSTRUCTOR</u>	<u>DIVISION</u>	<u>COURSE/SECTION</u>	<u>COMPENSATION</u>
Bjorkedal, Alison	Performing Arts	MUS 021/51992	1 hour/week
Foster, William R.	Performing Arts	THRT 7A/50913	1 hour/week
Foster, William R.	Performing Arts	THRT 7B/50993	1 hour/week
Foster, William R.	Performing Arts	THRT 7B/50105	1 hour/week
Foster, William R.	Performing Arts	THRT 7A/50104	1 hour/week
Heupler, Edward	Social Sciences	HIST 7A/50084	2 hours/week
Lopez, Jose	Social Sciences	SOC 1/50430	1 hour/week
Seligman, Ross	Social Sciences	PSYCH 1/50291	2 hours/week
Seligman, Ross	Social Sciences	PSYCH 21/50939	2 hours/week
Seligman, Ross	Social Sciences	PSYCH 1/51338	1 hour/week
Uranga, David	Social Sciences	POLSC 1/51995	2 hours/week
Uranga, David	Social Sciences	POLSC 1/50500	2 hours/week

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Authorization to Reimburse Applicants

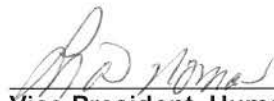
Board Meeting Date: August 17, 2016

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

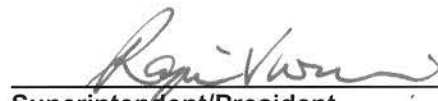
FISCAL IMPLICATIONS: Reimbursement is restricted to travel, lodging, car rental, gas, parking, and meal expenses. Funds for this purpose are budgeted in the following cost center: 01-4300-5210-0000 (Staff Diversity).

BACKGROUND: Travel reimbursement for second and third-level faculty interviews and interviews for management positions.

Approved by:

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:

Vice President, Human Resources



Superintendent/President

Applicant: Chun, David
Position: Psychology Instructor (third-level interview)
Amount: \$500.00

Applicant: Fiebig, Jennifer
Position: Psychology Instructor (third-level interview)
Amount: \$500.00

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Employment, Change of Status and Separations of
Classified Employees

Board Meeting Date: August 17, 2016

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 classified service employees. All changes are in accordance with Pasadena City College applicable policies and procedures and California Government Codes. EMP: E2, E4

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Tentative District Budget.

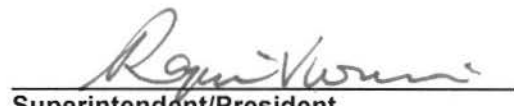
BACKGROUND: Routine personnel transactions.

Approved by:



Vice President, Human Resources

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

<u>NAME, CLASSIFICATION AND DEPARTMENT</u>	<u>RANGE & STEP</u>	<u>ASSIGNMENT BASIS</u>	<u>EFFECTIVE DATE</u>
<u>EMPLOYMENT</u>			
Rowland, Yuki Educational Advisor International Student Center Replace: Reauna Wong	46B	100% - 12 mo.	8/18/2016
Lorenzana, Ruth Educational Advisor International Student Center Replace: Nathasha Hong	46A	100% - 12 mo.	8/18/2016
Meda-Walker, Sandra Interim Supervisor, Payroll Fiscal Services Interim Position	M-3	100% - 12 mo.	7/01/2016 – 1/31/2017 Extension
<u>CHANGES</u>			
Alvarez, Melva From: Program & Outreach Specialist Engineering Technology & Economic and Workforce Development	54F	100% - 12mo	
To: Program & Outreach Specialist Math & Computer Science	54F	100% - 12mo	7/01/16 – permanent
Casillas, Crista From: CTE Assistant Engineering Technology & Economic and Workforce Development	42D	100% - 12mo	
To: CTE Assistant Engineering Technology & Economic and Workforce Development Annual Extension of Grant Funded Position	42D	100% - 12mo	7/01/16 – 6/30/17

CHANGES (cont.)

Conklin, Eamon

From:	Electronic & Digital Fabrication Technician Engineering Technology & Economic and Workforce Development	54B	100% - 12mo	
To:	Electronic & Digital Fabrication Technician Engineering Technology & Economic and Workforce Development Annual Extension of Grant Funded Position	54B	100% - 12mo	7/01/16 – 6/30/17

Diaz, Candelario

From:	Custodian Facilities Services	32F	100% - 12mo	
To:	Acting, Skilled Trades Worker Facilities Services	441	100% - 12mo	7/01/16 – 12/31/17

Jones, Casey

From:	Instructional Materials Assistant Library	35F	100% - 12mo	
To:	Instructional Materials Assistant Library Returning to Original Assignment	35F	80% - 12mo	7/01/16 – permanent

Horn, LaTonya

From:	Data Controller II Noncredit Division	39F	100% - 12mo	
To:	Data Controller II Noncredit Division Annual Extension of Grant Funded Position	39F	100% - 12mo	7/01/16 – 6/30/17

CHANGES (cont.)

Howard, Rochelle

From:	Economic & Workforce Development, Project Coordinator Engineering Technology & Economic and Workforce Development	M-5	100% - 12mo	
To:	Economic & Workforce Development, Project Coordinator Engineering Technology & Economic and Workforce Development Annual Extension of Grant Funded Position	M-5	100% - 12mo	7/01/16 – 6/30/17

Kollross, Crystal

From:	Director, Institutional Effectiveness Institutional Effectiveness	M-1, Step 9	100% - 12mo	
To:	Executive Director, Institutional Research & Planning Institutional Effectiveness	\$156,535.20 (contract)	100% - 12mo	8/18/16

Laney, Tanysha

From:	Research Planning Analyst Institutional Effectiveness	54D	100% - 12mo	
To:	Research Planning Analyst Institutional Effectiveness Annual Extension of Grant Funded Position	54D	100% - 12mo	7/01/16 – 6/30/17

McGrue, Stephan

From:	Educational Advisor Upward Bound Program	46B	100% - 11mo	
To:	Educational Advisor Upward Bound Program Annual Extension of Grant Funded Position	46B	100% - 11mo	7/01/16 – 6/30/17

Moreno, Sylvia

From:	Intermediate Clerk II Noncredit Division	36F	100% - 10mo	
To:	Intermediate Clerk II Noncredit Division	36F	100% - 12mo	7/01/16 – 6/30/17

Nicholson, Ines

From:	Custodian Facilities Services	32F	100% - 12mo	
To:	Acting, Lead Custodian Facilities Services	36F	100% - 12mo	7/01/16 – 12/31/16

CHANGES (cont.)

Rayo, Gabriela

From: Educational Advisor Upward Bound Program	46D	100% - 11mo	
To: Educational Advisor Upward Bound Program Annual Extension of Grant Funded Position	46D	100% - 11mo	7/01/16 – 6/30/17

Santiago, Grace

From: Educational Advisor Upward Bound Program	46E	100% - 11mo	
To: Educational Advisor Upward Bound Program Annual Extension of Grant Funded Position	46E	100% - 11mo	7/01/16 – 6/30/17

Sapiens, Beatriz

From: Educational Advisor Upward Bound Program	46F	100% - 11mo	
To: Educational Advisor Upward Bound Program Annual Extension of Grant Funded Position	46F	100% - 11mo	7/01/16 – 6/30/17

Valsamides, Nicholas

From: Accountant Fiscal Services	46D	100% - 12mo	
To: Accountant Fiscal Services Annual Extension of Grant Funded Position	46D	100% - 12mo	7/01/16 – 6/30/17

Variyam, Biju

From: Department Lab Aide Engineering Technology & Economic and Workforce Development	30F	100% - 12mo	
To: Department Lab Aide Visual Arts & Media Studies	30F	100% - 12mo	8/01/16 – permanent

RECLASSIFICATIONS

*Per PCC-CFT, Article 15.9.F.

Huang, Chen-Li Jenny

From: Admissions & Records Clerk II Admissions & Records	36F	100% - 12mo	
To: Admissions & Records Clerk II/ Translator Admissions & Records	37F	100% - 12mo	7/01/16 – permanent

Juvonen, Riia

From: Computing Services Technical Assistant Information Technology Services	41F	100% - 12mo	
To: ITS Technical Assistant Information Technology Services	41F	100% - 12mo	7/01/16 – permanent

Klein, Monica

From: Audiovisual Clerical Assistant Information Technology Services	39F	100% - 12mo	
To: ITS Technical Assistant Information Technology Services	41F	100% - 12mo	7/01/16 – permanent

McNellys, Gary

From: Custodian Facilities Services	32F	100% - 12mo	
To: Lead Custodian Facilities Services	36F	100% - 12mo	7/01/16 – permanent

SEPARATIONS

Arnsby, Charles

Electronic & Digital Fabrication Technician Engineering Technology & Economic and Workforce Development	Retirement 21.5 years of service	8/02/2016
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Dorian, Ronny

Data Controller II Counseling	Resignation	8/12/2016
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