



NOTICE OF BOARD OF TRUSTEES MEETING
Wednesday, September 7, 2016

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

MEETING NO. 18
REGULAR BUSINESS MEETING

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

Enclosed is the Agenda for **Meeting No. 18, 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. 18
Wednesday, September 7, 2016**

4:30 P.M. – 6:00 P.M. BoardDocs Training (in 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

**Collective Bargaining (PCCFA)
Designated Negotiator: Dr. Rajen Vurdien, Superintendent-
President**

Government Code § 54957.6

**Conference with Labor Negotiators
Agency Designated Representative: Dr. Rajen Vurdien,
Superintendent-President
Unrepresented Employees: Management Association;
Confidentials**

Government Code § 54957.6

**Conference with Labor Negotiators
Agency Designated Representative: Dr. Rajen Vurdien
Unrepresented employees: Assistant Superintendent/Senior
Vice President, Non-Credit & Offsite Campuses; Assistant
Superintendent/Vice President, Instruction; Assistant
Superintendent/Vice President, Business & Administrative
Services; Vice President, Human Resources; Vice President,
Student Services; Associate Vice President, Academic Affairs;
Executive Director, Business Services; Executive Director,
Facilities & Construction Services; Executive Director,
Foundation; Executive Director, Institutional Research &
Planning; Executive Director, Fiscal Services; Executive
Director, Information Technology Services; Executive Director,
Strategic Communications & Marketing.**

Government Code § 54957

Evaluation of Employee (Superintendent-President)

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. 16, Retreat, August 13, 2016
Meeting No. 17, Regular Business Meeting, August 17, 2016
- F. APPROVAL OF CONSENT ITEMS** (see page 4, attached)

ACTION ITEMS RECOMMENDED FOR APPROVAL

- G. PUBLIC HEARING AND ADOPTION OF THE PROPOSED 2016-2017 BUDGET AND FUND ALLOCATIONS [Superintendent-President Vurdien]**
- H. ADOPT RESOLUTION No. 559 - APPROVE GANN APPROPRIATIONS LIMITS FOR 2016-2017 [Superintendent-President Vurdien]**
- I. ADOPTION OF EDUCATION PROTECTION ACCOUNT FUNDING AND EXPENDITURES [Superintendent-President Vurdien]**
- J. ADOPT ANNUAL FINANCIAL 2015-2016 AND BUDGET REPORT 2016-2017 [Superintendent-President Vurdien]**
- K. DUAL ENROLLMENT AGREEMENT BETWEEN PASADENA CITY COLLEGE AND TEMPLE CITY UNIFIED SCHOOL DISTRICT [Superintendent-President Vurdien]**
- L. DUAL ENROLLMENT AGREEMENT BETWEEN PASADENA CITY COLLEGE AND EL MONTE UNION HIGH SCHOOL DISTRICT [Superintendent-President Vurdien]**
- M. DUAL ENROLLMENT AGREEMENT BETWEEN PASADENA CITY COLLEGE AND THE PASADENA UNIFIED SCHOOL DISTRICT [Superintendent-President Vurdien]**
- N. ADOPTION OF TENTATIVE AGREEMENT BETWEEN THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REGARDING WAGES AND BENEFITS FOR THE 2016-17 FISCAL YEAR [Superintendent-President Vurdien]**
- O. ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE PASADENA CITY COLLEGE MANAGEMENT ASSOCIATION (MANAGEMENT ASSOCIATION) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REGARDING THE CHANGE TO THE ANTHEM PPO PRESCRIPTION DRUG PLAN [Superintendent-President Vurdien]**
- P. ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE PASADENA CITY COLLEGE CONFIDENTIAL EMPLOYEES (CONFIDENTIALS) AND THE PASADENA AREA COMMUNITY COLLEGE DISTRICT REGARDING THE CHANGE TO THE ANTHEM PPO PRESCRIPTION DRUG PLAN [Superintendent-President Vurdien]**

- Q. APPROVAL OF BOARD BYLAWS AND POLICIES [Superintendent-President Vurdien]
- BB 2010: Board Membership
 - BB 2015: Student Member
 - BB 2710: Conflict of Interest
 - BP 3810: Claims and Actions Against the District

INFORMATION ITEMS

- R. ACCREDITATION REPORT: PCC RESPONSE TO ACCJC'S RECOMMENDATIONS
- S. SUPERINTENDENT-PRESIDENT'S REPORT

ANNOUNCEMENTS

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

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

- 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

- 5-S Approve Student Travel to Attend Historically Black Colleges and Universities, October 25-20, 2016
- 9-I Approve Instructional Trip for Environmental Science 030 Field Studies
- 10-I Approve/Ratify Professional Development Activities for Faculty, Staff and Managers
- 11-I Approve Professional Learning Activities for the Management Association
- 12-I Ratify Grant, Adult Education Block Grant (AEBG)
- 13-I Approve/Ratify Professional Development Activities for Faculty, Staff and Managers
- 48-B Approve/Ratify Contracts
- 49-B Reporting and Approval of Self-Insurance Fund Reimbursement, Workers' Compensation
- 50-B Reporting and Approval of Revolving Fund Reimbursement
- 51-B Authorization to Solicit Bids: Public Announcement System
- 52-B Authorization to Solicit Bids: Smart Room Technology Upgrades
- 53-B Authorization to Solicit Bids: Acquisition of Multifunction Devices and Maintenance Services
- 54-B Approve/Ratify Purchasing Transactions
- 55-B Approve/Ratify Information Technology Purchasing Transactions
- 56-B Accept Notice of Completion for C150008 – EMCOR – HVAC Pressure Dependent to Independent Valves
- 57-B Accept Notice of Completion for C160007 – Golden Star Technologies (GST) – Bid 943 Smart Room Technology Refresh
- 58-B Accept Notice of Completion for C160009 – Next Venture (dba) Sierra Group, Inc. – Bid 947R Surveillance System Upgrade
- 59-B Accept Notice of Completion for P1700203 – Pasadena Builders, Inc. – Remodel Classrooms
- 60-B Authorization to Solicit Bids: Community Education Center (CEC) Elevator Upgrade
- 61-B Authorization to Solicit Bids: Arts Scene Shop Remodel
- 62-B Approve Professional Conference Attendance
- 63-B Receive and Reject Claim – Margaret Castro
- 16-P Approve/Ratify Compensation for Academic Personnel
- 17-P Employment of Hourly Faculty, 2016-17
- 18-P Employment of Hourly Unclassified Employees, College Assistants and Volunteers for 2016-2017
- 19-P Employment of Hourly Unclassified Employees, Student Workers for 2016-2017
- 20-P Employment, Change of Status and Separations of Academic Employees
- 21-P Employment, Change of Status and Separations of Classified Employees

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
SEMI-ANNUAL RETREAT, MEETING NO. 16
Saturday, August 13, 2016**

**9:00 A.M. Open Session
Pasadena City College
Conference Center, G1
1570 East Colorado Boulevard, Pasadena, California 91106**

Meeting No. 16

Page 1

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 16 on Saturday, August 13, 2016, at the Conference Center, G1, Pasadena City College, 1570 E. Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

The meeting was called to order at 9:00 a.m. by Ms. Wah, President.

ROLL CALL

Trustees Present

Ms. Linda Wah, President
Dr. Ross Selvidge, Vice President
Dr. Anthony Fellow, Clerk
Ms. Berlinda Brown
Mr. Hoyt Hilsman
Mr. John Martin
Mr. James Osterling

II. OPEN SESSION

A. PLEDGE OF ALLEGIANCE

Ms. Brown led the Pledge of Allegiance.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was public comment from Martin Enriques.

C. BEST PRACTICES IN TRUSTEESHIP: Facilitators, Dr. Bernard Luskin and Mr. Stephen P. Blum, Esq.

D. COMMUNICATIONS BETWEEN THE SUPERINTENDENT-PRESIDENT AND THE BOARD OF TRUSTEES

III. ADJOURNMENT

Ms. Wah adjourned meeting No. 16 at 2:00 p.m.

Submitted by:

Rajen Vurdien, Secretary
Board of Trustees

**BOARD OF TRUSTEES
PASADENA AREA COMMUNITY COLLEGE DISTRICT
SEMI-ANNUAL RETREAT, MEETING NO. 16
Saturday, August 13, 2016**

**9:00 A.M. Open Session
Pasadena City College
Conference Center, G1
1570 East Colorado Boulevard, Pasadena, California 91106**

AGENDA

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- I. CALL TO ORDER, ROLL CALL
(9:00 A.M.)**
- II. OPEN SESSION**
 - A. PLEDGE OF ALLEGIANCE**
 - B. PUBLIC COMMENT ON NON-AGENDA ITEMS**
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.
 - C. BEST PRACTICES IN TRUSTEESHIP: Facilitators, Dr. Bernard Luskin and Mr. Stephen P. Blum, Esq.**
 - D. COMMUNICATIONS BETWEEN THE SUPERINTENDENT-PRESIDENT AND THE BOARD OF TRUSTEES**
- III. ADJOURNMENT (2:00 P.M.)**

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**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**

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

Meeting No. 17

Page 1

The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met for Meeting No. 17 on Wednesday, August 17, 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 6:00 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. John Martin
Mr. James Osterling
Ms. Nune Garipian, Student Trustee

Administrative Officers in Attendance

Rajen Vurdien, Ph.D., Superintendent-President
Dr. Robert Bell, Assistant Superintendent, Senior Vice President,
Non-Credit and Offsite Campuses
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

Administrative Officer Absent

Dr. Terry Guigni, Assistant Superintendent, Vice President, Instruction

The Management Association was represented by Mr. Joseph Futtner.

The Academic Senate was not represented.

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.

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 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

Ms. Wah reconvened Open Session at 7:00 p.m. and stated that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE

Dr. Selvidge led the Pledge of Allegiance.

B. APPROVAL/REORDERING OF AGENDA ITEMS

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

C. INTRODUCTIONS AND RECOGNITIONS

There were no introductions or recognitions.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

E. APPROVAL OF MINUTES

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

MOTION: **ON MOTION OF** Ms. Brown and seconded by Mr. Osterling, the Board voted by six affirmative votes [ayes: Brown, Fellow, Hilsman, Osterling, Selvidge, Wah; abstain: Martin] to approve the Minutes of Regular Business Meeting No. 15, July 20, 2016.
Advisory Vote: Aye

F. APPROVAL OF CONSENT ITEMS

MOTION: **ON MOTION OF** Mr. Hilsman and seconded by Ms. Brown, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve Consent Items 4-S, 8-I, 29-B through 47-B; and 8-P through 15-P.
Advisory Vote: Aye

G. AUTHORIZATION TO TRANSMIT FOURTH QUARTERLY FINANCIAL STATUS REPORT

MOTION: ON MOTION OF Dr. Fellow and seconded by Mr. Hilsman, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve the Authorization to Transmit Fourth Quarterly Financial Status Report.
Advisory Vote: Aye

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

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

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

MOTION: ON MOTION OF Ms. Brown and seconded by Dr. Fellow, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve the 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.
Advisory Vote: Aye

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

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

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

MOTION: ON MOTION OF Dr. Fellow and seconded by Ms. Brown, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve the 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.
Advisory Vote: Aye

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

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

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

MOTION: ON MOTION OF Dr. Fellow and seconded by Ms. Brown, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve the 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.
Advisory Vote: Aye

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

MOTION: ON MOTION OF Mr. Osterling and seconded by Ms. Brown, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve the Adoption of Memorandum of Understanding Between the Pasadena City College Confidential Association (Confidentials) and the Pasadena Area Community College

District Regarding Health Insurance Plan Enhancement for
Dental and Vision Coverage.
Advisory Vote: Aye

O. AUTHORIZATION TO EXPEND MEASURE P FUNDS

Trustee Osterling stated that this expenditure was reviewed, and recommended to be approved, by the Measure P Citizens' Oversight Committee.

MOTION: ON MOTION OF Dr. Fellow and seconded by Mr. Hilsman, the Board voted by unanimous vote of the seven members present [ayes: Brown, Fellow, Hilsman, Martin, Osterling, Selvidge, Wah] to approve the Authorization to Expend Measure P Funds.
Advisory Vote: Aye

P. DUAL ENROLLMENT AGREEMENT BETWEEN PASADENA CITY COLLEGE AND TEMPLE CITY UNIFIED SCHOOL DISTRICT

A first reading, with no action.

Q. DUAL ENROLLMENT AGREEMENT BETWEEN PASADENA CITY COLLEGE AND EL MONTE UNION HIGH SCHOOL DISTRICT

A first reading, with no action.

R. DUAL ENROLLMENT AGREEMENT BETWEEN PASADENA CITY COLLEGE AND THE PASADENA UNIFIED SCHOOL DISTRICT

A first reading, with no action.

INFORMATION ITEMS

S. PRESIDENT'S ADVISORY COUNCIL ON EDUCATION/FACILITIES MASTER PLANNING

The proposed composition of the President's Advisory Council on Education/Facilities Master Plan was presented.

T. SUPERINTENDENT-PRESIDENT'S REPORT

Dr. Vurdien presented his report.

ANNOUNCEMENTS

U. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND BOARD OF TRUSTEES

a. SHARED GOVERNANCE REPRESENTATIVES

Ms. Julia Russo, Associated Students

- Retreat – went to UCLA and engaged in other leadership activities; Welcome Week, giving away free items; looking forward to first day back at school on the 29th.

Ms. Felisia Mitchell, Classified Senate

- Classified Senate had retreat at Huntington Library. Reviewing accreditation report.

b. BOARD OF TRUSTEES

Mr. James Osterling, Trustee

- Trustee Selvidge and he attended a conference on master planning of college facilities. The U building is on the very top of the list for Measure 51 bond measure, on the ballot this November.

Mr. John Martin, Trustee

- Excited about concurrent enrollment. Thanked the administration for working with El Monte.

Dr. Anthony Fellow, Trustee

- Attended ACCT Governance Leadership Institute in Washington DC August 1-3. Visited a mansion owned by Congressman Parker, now part of the Eastern Star.

Mr. Hoyt Hilsman, Trustee

- Very productive meeting with new chair of PCC Foundation, Jim Sarni. Taking a forward looking approach to capital campaign.

Ms. Berlinda Brown, Trustee

- Very productive retreat this past Saturday. Joined Dr. Bell at a community graduation at El Centro De Accion. About 30 construction workers had the opportunity to take a 6 week class. Happy to see PCC is reaching out in the community to help folks get a job. Thanked Dr. Bell.

Ms. Nune Garipian, Student Trustee

- Attended a student trustee workshop last weekend. Learned a lot from student trustees who have been holding this position for consecutive terms.

Ms. Linda Wah, Trustee

- Thanked all the trustees, retreat was very successful. Attended the DNC and felt that this is the year of the woman. Senator Allen has been asking to build a stronger relationship with community college students to get out the vote.

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

Trustee Wah – Webpac CTE timeline; Strategic Plan

IV. ADJOURNMENT

Ms. Wah adjourned meeting No. 17 at 7:52 p.m.

MOTIONS CARRIED AT MEETING NO. 17 – August 17, 2016

1. Approval of the order of the agenda items.
2. Approval of the Minutes of Regular Business Meeting No. 15, July 20, 2016.
3. Approval of Consent Items 4-S, 8-I, 29-B through 47-B; and 8-P through 15-P.
4. Approval of the Authorization to Transmit Fourth Quarterly Financial Status Report.
5. 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.
6. Approval of the 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.
7. Approval of the 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.
8. Approval of the 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.
9. Approval of the 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.
10. Approval of the 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.
11. Approval of the Adoption of Memorandum of Understanding Between the Pasadena City College Confidential Association (Confidentials) and the Pasadena Area Community College District Regarding Health Insurance Plan Enhancement for Dental and Vision Coverage.
12. Approval of the Authorization to Expend Measure P Funds.

Submitted by:

Rajen Vurdien, Secretary
Board of Trustees

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

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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 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

**PUBLIC HEARING AND ADOPTION OF THE
PROPOSED 2016-17 BUDGET AND FUND
ALLOCATIONS**

TAB G

**ADOPT RESOLUTION No. 559 – APPROVE
GANN APPROPRIATIONS LIMITS FOR
2016-2017**

TAB H

**ADOPTION OF EDUCATION PROTECTION
ACCOUNT FUNDING AND EXPENDITURES**

TAB I

**ADOPT ANNUAL FINANCIAL 2015-2016
AND BUDGET REPORT 2016-2017**

TAB J

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

TAB K

**DUAL ENROLLMENT AGREEMENT
BETWEEN PCC AND EL MONTE UHSD**

TAB L

**DUAL ENROLLMENT AGREEMENT
BETWEEN PCC AND PUSD**

TAB M

**ADOPTION OF TENTATIVE AGREEMENT
BETWEEN PCCFA AND PACCD**

TAB N

**ADOPTION OF MOU BETWEEN PCC
MANAGEMENT ASSOCIATION AND
PACCD**

TAB O

**ADOPTION OF MOU BETWEEN PCC
CONFIDENTIALS AND PACCD**

TAB P

APPROVAL OF BOARD BYLAWS AND POLICIES

TAB Q

[illegible]

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item G: Public Hearing and Adoption of the Proposed 2016-2017 Budget and Fund Allocations

Board Meeting: September 7, 2016

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, conduct a hearing to allow members of the public to make comment on the proposed 2016-2017 Final Budget.

It is recommended that the Board of Trustees allocate funds, adopt the 2016-2017 Final Budget and authorize its transmittal to the Chancellor's Office, California Community Colleges.

Fiscal Implications: The 2016-2017 Adopted Budget is the budget for the District for the 2016-2017 fiscal year.

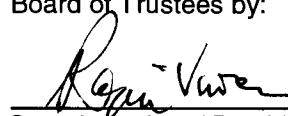
Background: Title 5 of the California Code of Regulations, §58305, requires that each community college adopt a final budget by September 15 of each year.

Recommended for Approval:



Vice President / Assistant Superintendent
Business and Administrative Services

Approved for Submission to the
Board of Trustees by:



Superintendent / President

2016 – 2017 ADOPTED BUDGET SUMMARY

*Please note that this 2016-17 Adopted Budget Summary and other budget related materials discussed at the Board Meeting on September 7, 2016, will be posted to the PCC Website under Fiscal Services (Adopted Budgets) at:
<http://pasadena.edu.adminServices/fiscal/budget/>*

PASADENA AREA COMMUNITY COLLEGE DISTRICT
PASADENA CITY COLLEGE

BOARD OF TRUSTEES MEETING
SEPTEMBER 7, 2016

PASADENA AREA COMMUNITY COLLEGE DISTRICT

2016 – 2017

All Funds

Budgeted Personnel Positions

	DESCRIPTION	16 – 17 TOTAL
1110	Teachers	330.84
1111	Instructional Monthly Other	4.73
1180	Teachers' Sabbaticals	7.75
1360	Long Term Substitutes	4.00
	Total Teaching	347.32
1220	Academic Managers	35.00
1230	Counselors/Librarians/Others	46.59
1270	Non-Instructional – Reassigned Time	33.65
1280	Others Sabbaticals	1.50
	Total Other Academic	116.74
	TOTAL ACADEMIC	464.06
2120	Classified Managers	24.00
2125	Classified Supervisors	28.00
	Total Classified Management	52.00
2127	Classified Confidentials	13.00
2130	Classified Monthly	277.50
2140	Classified M&O Hourly	66.00
	Total Classified Non-Management	356.50
	TOTAL CLASSIFIED	408.50
	TOTAL EMPLOYEES	872.56

PASADENA AREA COMMUNITY COLLEGE DISTRICT

2016 – 2017 Summary of Total Appropriations

		2016 – 2017 Total Appropriations
Fund 01	Unrestricted General Fund	\$152,466,963
Fund 03	Restricted General Fund	\$44,387,553
Fund 29	Capital Servicing Fund	\$1,701,663
Fund 33	Child Development Fund	\$856,459
Fund 41	Capital Outlay Fund – COP Parking Structure	\$6,208,681
Fund 42	Building Fund – Measure P	\$5,749,837
Fund 43	Scheduled Maintenance Fund	\$5,230,645
Fund 59	Identity Services – Live Scan	\$58,000
Fund 61	Workers' Compensation Self-Insurance Fund	\$1,868,629
Fund 62	Property & Liability Self-Insurance Fund	\$1,411,016
Fund 63	Dental Coverage Self-Insurance Fund	\$1,250,000
Fund 64	Supplemental Health Insurance/Other Post-Employment Benefits Self-Insurance Fund (GASB 45)	\$2,000,000
Fund 74	Student Financial Aid Fund	\$41,221,963
Total 2016 – 2017 District Appropriations		\$264,411,409

2016 - 2017
ADOPTED BUDGET
General Fund - Unrestricted

	2015-2016 Final Adjusted Budget	2015 - 2016 Actual Subject to Audit	2016 - 2017 Adopted Budget
BEGINNING BALANCE	12,447,459	12,447,459	20,846,737
INCOME			
FEDERAL			
8110 Forest Reserve	2,500	4,088	2,500
8120 Higher Education Act / Administrative Allowance*	196,597	194,307	156,114
8130 Higher Education / Workforce Investment Act	6,670	1,802	0
8150 Student Financial Aid / Administrative Allowance**	60,800	100,361	74,200
8160 Veterans' Education	0	0	0
8170 Vocational & Technical Education Act (VATEA)/Administrative Allowance	2,149	2,149	2,083
8199 Other Federal Revenue	13,865	8,162	12,235
TOTAL FEDERAL INCOME	282,581	310,869	247,132
STATE			
8611 State General Apportionment***	65,679,950	65,416,655	71,131,600
8612 Other General Apportionment/Basic (One-Time Funds)****	12,494,500	0	0
8613 Enrollment Fee Waiver (2%)***	127,000	312,645	150,000
8617 Part-Time Faculty Compensation	400,000	493,209	315,000
8622 Extended Opportunity Programs & Services (EOPS)	8,390	1	0
8623 Disabled Students Programs & Services (DSPS)	13,650	542	0
8626 Matriculation / Administrative Allowance	54,600	0	0
8629 Other Categorical Apportionment	5,108	32,158	5,923
8630 PROP 30 - Educational Protection Act (EPA)***	18,132,982	18,481,660	18,072,030
8659 Other Categorical Program Allocations	5,229	15,823	79,497
8672 Homeowners Property Tax Relief	152,899	160,007	96,000
8679 Other Tax Relief	0	14,449	8,670
8681 State Lottery Proceeds	2,870,620	3,906,131	3,427,056
8682 State Mandated	629,407	13,123,742	2,140,708
8695 CalSTRS on Behalf Contribution	3,498,491	3,498,492	4,000,000
8699 Miscellaneous State Revenue	172,426	78,247	798,428
TOTAL STATE INCOME	104,245,252	105,533,761	100,224,912

*Indirect cost allowance federal grants (Max. 8%).

**Allowable cost allowance financial aid grants.

***Advance apportionment.

****State Mandated One-Time Funds for: CalSTRS & CalPERS Set Aside, General Reserves Replenishment, Workers' Compensation Replenishment, etc.

2016 - 2017
ADOPTED BUDGET
General Fund - Unrestricted

	2015-2016 Final Adjusted Budget	2015 - 2016 Actual Subject to Audit	2016 - 2017 Adopted Budget
<u>LOCAL</u>			
8811 Tax Allocation / Secured Roll	24,690,899	22,355,286	26,557,590
8812 Tax Allocation / Supplemental Roll	539,691	643,657	551,126
8813 Tax Allocation / Unsecured Roll	1,079,384	863,795	964,471
8816 Prior Years Taxes	674,615	488,123	688,908
8817 Educational Revenue Augmentation	0	1,779,126	0
8818 Redevelopment Agency	50,000	1,497,632	0
8819 Redevelopment Agency Funds-Residual	0	55,376	0
8820 Gifts and Grants	13,028	313,175	77,273
8830 Contract Service / Contract Education	272,643	(7,509)	0
8840 Sales & Commissions	0	0	0
8851 Rentals / Civic Center	100,000	162,498	110,000
8854 Rentals / Bookstore	10,000	20,004	10,000
8859 Rentals / Miscellaneous	0	0	0
8860 Interest on Deposits	36,000	72,830	30,000
8871 Child Development Income	0	0	0
8872 PCC Extension	377,764	455,997	304,764
8874 Enrollment Fees	9,500,000	9,169,541	8,282,773
8877 Course Materials Fees	90,000	106,146	95,000
8878 Student Insurance	1,100,000	1,055,880	1,100,000
8879 Student Records	65,000	59,087	45,000
8880 Non Resident Tuition	8,800,000	8,573,111	8,000,000
8885 Other Student Fees and Charges	33,000	43,318	22,000
8890 Other Local Income	234,500	564,459	220,400
8892 Short / Over	0	(1,000)	0
8893 Administrative Allowance / Employee Benefits	0	702	0
8895 Redevelopment Agency Asset Liquidation Augmentation	325,039	203,672	90,000
TOTAL LOCAL INCOME	47,991,563	48,474,906	47,149,305
OTHER FINANCING SOURCES			
8912 Sale of Equipment*	5,000	2,837	3,000
8915 Recycle Proceeds / General Ledger	0	0	0
8980 Interfund Transfers-In (from Other Funds)	0	0	0
OTHER FINANCING SOURCES	5,000	2,837	3,000
<u>TOTAL INCOME</u>	152,524,396	154,322,373	147,624,349
<u>TOTAL RESOURCES</u>	164,971,855	166,769,832	168,471,086

*Salvage.

2016 - 2017
ADOPTED BUDGET
General Fund - Unrestricted

	2015-2016 Final Adjusted Budget	2015 - 2016 Actual Subject to Audit	2016 - 2017 Adopted Budget
<u>TOTAL GENERAL REVENUE SUMMARY</u>			
Property Tax Revenue	26,984,589	24,350,861	28,762,095
Student Enrollment fees	9,500,000	9,169,541	8,282,773
State General Apportionment (Includes Educational Protection Act funds)	83,812,932	83,898,315	89,203,630
TOTAL GENERAL REVENUE	120,297,521	117,418,717	126,248,498

2016 - 2017
ADOPTED BUDGET
General Fund - Unrestricted

	2015-2016 Final Adjusted Budget	2015 - 2016 Actual Subject to Audit	2016 - 2017 Adopted Budget
<u>EXPENSES</u>			
<u>ACADEMIC SALARIES</u>			
1110 Teachers Monthly	26,713,666	26,194,699	31,385,811
1111 Teachers Monthly, Other (Full-Time Temporary)*	565,266	468,805	457,329
1180 Teachers Sabbatical	804,240	730,203	734,443
1189 Distributed Reserve**	0	0	380,135
1210 Nonteaching Overload	5,753	5,752	1,103
1220 Cert Management	4,430,533	4,160,003	4,873,026
1230 Cert Nonteaching***	2,679,255	2,309,034	2,644,120
1231 Noninstructional Other/Library: Shatford	71,066	0	0
1240 Nonteaching Hourly	229,259	224,966	114,089
1270 Instructional - Reassigned Time****	2,731,051	2,662,171	2,839,232
1280 Non-Teaching Sabbatical	83,868	83,868	163,896
1310 Instruction Contract Overload	3,627,174	4,309,832	3,195,664
1320 Instruction Adjunct Hourly	19,736,253	22,627,757	18,456,377
1321 Instruction Hourly, Other	20,535	35,308	30,047
1330 Sub Instruction Hourly	335,514	609,928	508,763
1360 Instruction Long Term Sub	642,317	295,474	331,385
1420 Nonteaching Stipends	286,200	654,604	540,234
<u>TOTAL ACADEMIC</u>	62,961,950	65,372,404	66,655,654
<u>CLASSIFIED SALARIES</u>			
2115 Board of Trustees	33,600	31,807	33,600
2120 Management Monthly	2,852,823	2,521,469	3,041,647
2125 Supervision Monthly	2,315,518	2,082,241	2,513,579
2127 Confidential Monthly	895,641	1,079,264	1,059,565
2130 Classified Monthly	13,977,817	13,246,523	13,345,458
2140 Maintenance & Operations - Monthly	3,871,259	3,504,215	3,680,447
2145 Professional Growth Stipend	0	0	0
2189 Distributed Reserve*****	169,700	0	927,948
2310 Hourly Classified	0	0	0
2311 Student Workers	663,421	624,574	559,890
2312 Relief or Extra Help Hourly (College Assistants)*****	1,858,155	2,266,766	1,048,313
2314 Overtime / Classified Monthly Employee	78,258	313,397	240,129
2410 Hourly Instructional Aides	77,609	73,110	72,268
<u>TOTAL CLASSIFIED</u>	26,793,801	25,743,366	26,522,844
<u>TOTAL SALARIES</u>	89,755,751	91,115,770	93,178,498

*Classroom and non-classroom assignments.

**Student Learning Outcome Salary Adjustments, Stipends, etc.

***Counselors and librarians.

****Reassign time for special projects and grants.

*****Step & column, and Large Group Instruction Salary Adjustments.

*****Hourly relief staff (facilities, police and safety, parking, athletics, counseling, academics, etc.)

2016 - 2017
ADOPTED BUDGET
General Fund - Unrestricted

	2015-2016 Final Adjusted Budget	2015 - 2016 Actual Subject to Audit	2016 - 2017 Adopted Budget
<u>EMPLOYEE BENEFITS</u>			
3111 STRS Teachers	4,437,019	4,563,057	5,944,523
3120 STRS Classified	201	14,822	19,634
3130 STRS Other Certificated	1,169,070	951,367	1,237,886
3150 STRS on Behalf Payment	3,498,491	3,498,491	4,005,619
3189 Distributed Reserve*	346,503	0	389,169
3211 PERS Teachers	7,293	35,251	32,704
3212 PERS Instructional Aides	0	481	0
3220 PERS Classified	2,891,350	2,655,557	3,312,861
3230 PERS Other Certificated	27,929	152,092	169,097
3311 OASDI Teachers	6,841	22,198	14,600
3312 OASDI Class Instr. Aides	0	252	0
3320 OASDI Classified	1,511,702	1,390,670	1,482,944
3330 OASDI Other Cert	14,579	75,548	84,213
3351 Medicare Teachers	715,205	754,810	798,095
3352 Medicare Class Instr. Aides	200	1,025	1,051
3360 Medicare Classified	416,027	371,482	365,078
3370 Medicare Other Certificated	159,045	144,369	161,085
3411 HWB Teachers	6,761,131	5,917,774	7,820,718
3420 HWB Classified	7,958,201	6,550,261	7,831,235
3430 HWB Other Cert	1,918,948	1,599,118	1,852,446
3461 AB 528	0	0	2,000
3462 HWB-COBRA Academic & Classified	0	0	0
3463 HWB-Retiree Paid, Academic	0	0	0
3473 HWB-Retiree paid, Classified	0	0	0
3490 HWB Retirement Benefits: Current	1,750,000	1,750,000	0
3491 HWB Retirement Benefits: Funding	0	0	0
3511 SUI Teachers	40,852	27,601	27,653
3512 SUI Class Instr. Aides	32	37	40
3520 SUI Classified	15,106	13,042	13,671
3531 SUI Other Cert	78,258	5,312	5,548
3540 SUI Assessments	100,000	93,624	100,000
3611 WCI Teachers	1,003,793	1,106,389	1,101,784
3612 WCI Class Instr. Aides	105	1,449	1,446
3620 WCI Classified	582,898	536,664	539,476
3630 WCI Other Cert	220,048	213,107	222,282
3709 CILB-Holding Account	0	0	0
3711 CILB (Teachers)	128,502	77,223	129,469
3720 CILB (Classified)	149,105	158,024	161,118
3730 CILB (Other Cert)	36,248	38,141	63,208
3811 APPLE** (Teachers)	358,140	357,126	284,213
3812 APPLE** (Instr. Aides)	1,555	2,497	2,713
3820 APPLE** (Classified)	49,611	92,115	41,753
3830 APPLE** (Other Cert)	4,602	7,354	1,170
3911 Benefits (Other Academic Instruction)***	1,210,266	1,210,266	558,828
3920 Benefits (Other Classified)***	714,464	714,464	263,553
3930 Other Benefits (Other Cert)***	302,438	302,438	173,697
<u>TOTAL EMPLOYEE BENEFITS</u>	38,585,758	35,405,498	39,216,580
<u>TOTAL COMPENSATION</u>	128,341,509	126,521,268	132,395,078

*Health Benefits for Hourly Staff (Affordable Care Act), and Overload.

**APPLE - Accumulation Program for Part-Time & Limited-Service Employees.

***These lines represent the payments for the various Supplemental Early Retirement Programs.

2016 - 2017
ADOPTED BUDGET
General Fund - Unrestricted

	2015-2016 Final Adjusted Budget	2015 - 2016 Actual Subject to Audit	2016 - 2017 Adopted Budget
<u>SUPPLIES AND MATERIALS</u>			
4110 Books	12,759	1,893	7,759
4189 Distributed Reserve*	50,000	0	430,250
4301 Supplies	1,047,720	745,049	1,192,170
4302 Software	92,193	36,010	102,671
4303 Duplicating	(73,613)	(86,866)	123,288
4304 Printing	155,894	113,064	169,818
4310 Fuel (Gas & Diesel)	68,297	62,508	71,597
4400 Instructional Media Supplies	6,476	5,854	11,476
<u>TOTAL SUPPLIES AND MATERIALS</u>	1,359,726	877,512	2,109,029
<u>SERVICES</u>			
5120 Consultants	1,132,011	1,134,822	962,719
5140 Lecturers/Performing Artists	264,628	159,632	302,128
5150 Other	2,890	3,808	576,694
5189 Distributed Reserve**	5,000	0	790,917
5210 Conference/Seminars/Workshops	520,428	489,497	538,905
5220 Mileage Expense	6,508	5,015	7,236
5250 Student Travel Expense	83,774	101,126	91,161
5310 Institutional Membership Fees	149,986	134,420	149,314
5410 Fire and Casualty Insurance**	0	0	0
5420 Student Insurance	111,725	0	112,525
5430 Other Insurance/Extended Learning	7,293	0	2,004
5440 Insurance / Registration	1,236,016	1,074,600	1,238,400
5510 Heating Oil & Gas	495,350	286,910	300,350
5513 Telephone	119,405	126,718	287,355
5514 Water	242,363	220,721	230,226
5515 Electricity	2,107,667	2,478,905	2,779,816
5521 Waste Disposal	78,802	88,343	160,458
5525 General Housekeeping	8,962	8,613	11,616
5530 Toxic Waste Disposal	28,500	46,009	78,500
5630 Repair/Upkeep-Bldgs./Grounds	223,236	184,727	229,361
5640 Repair/Maintenance - Equipment	867,471	834,266	929,788
5660 Rental Expense	803,215	814,003	949,360
5690 Other	20,895	4,008	26,766
5710 Board Elections	421,557	421,557	25,000
5720 Auditing Services	118,571	89,765	118,571
5730 Legal Expenses	256,552	311,987	268,753
5740 Legal Advertising	5,371	5,370	25,400
5810 Software License - Multi User	1,521,902	1,211,141	1,516,478
5820 Other Services	2,005,513	1,635,583	1,976,020
5830 Finance Charges	332,078	317,349	502,078
5840 Advertising	76,301	48,024	84,338
5851 Game Officials	17,023	28,490	17,023
5860 Professional Growth Reimbursement	3,500	3,500	0
5880 Postage	263,210	102,548	260,692
5930 Reserve for Pending Claims	0	0	250,000
<u>TOTAL SERVICES</u>	13,537,703	12,371,457	15,799,952

*Fuel, Contract Education, and New Employee Supplies (Computer, Supplies, etc.).

**Unforeseen Needs, Fiscal Year 2015-2016 Encumbrance Roll, etc.

2016 - 2017
ADOPTED BUDGET
General Fund - Unrestricted

	2015-2016 Final Adjusted Budget	2015 - 2016 Actual Subject to Audit	2016 - 2017 Adopted Budget
<u>CAPITAL OUTLAY</u>			
6210 Construction and Modifications	60,000	0	60,000
6213 Inspection	1,000	500	0
6310 Library Books	0	0	0
6410 New Equipment	31,126	27,529	0
6411 Computer Equipment	56,597	42,417	12,224
6412 Depreciable Equipment	38,696	35,684	7,000
6413 Computer Equipment >5,000	0	0	0
6430 Equipment Lease Purchase	150,000	144,410	150,000
6489 Distributed Reserve	0	0	0
<u>TOTAL CAPITAL OUTLAY</u>	337,419	250,540	229,224
<u>TOTAL EXPENSE</u>	143,576,357	140,020,777	150,533,283
<u>OTHER OUTGO</u>			
7310 Non Mandatory Transfers	5,902,251	5,902,251	1,910,680 *
7500 Student Financial Aid	5,000	0	5,000
7501 Financial Aid Title IV	5,000	0	5,000
7610 Other Payments to Students Books/Supplies	0	69	0
7620 Other Payments for Students	3,000	0	3,000
7689 Distributed Reserves Other Payments to Students	10,000	0	10,000
7900 Contingencies	3,048,350	0	3,995,842
7XXX PERS/STRS Set Aside for New Fund	0	0	3,808,281
<u>TOTAL OTHER OUTGO</u>	8,973,601	5,902,320	9,737,803
<u>FUND BALANCE</u>			
9760 Designated - General Reserve	12,050,000	12,050,000	8,200,000
<u>TOTAL FUND BALANCE</u>	12,050,000	12,050,000	8,200,000
<u>TOTAL APPROPRIATED</u>	164,599,958	157,973,097	168,471,086

*Represents transfer of funds in Fund 01 to other Funds: Capital Services, Capital Outlay, Dental Coverage, & Property and Liability Coverage.

2016 - 2017
ADOPTED BUDGET
General Fund - Unrestricted

	2015-2016 Final Adjusted Budget	2015 - 2016 Actual Subject to Audit	2016 - 2017 Adopted Budget
<u>GENERAL FUND SUMMARY</u>			
<u>AVAILABLE REVENUE</u>			
Beginning Balance	12,447,459	12,447,459	20,846,737
General Ledger Adjustment	0	0	0
Total Income	152,524,396	154,322,373	147,624,349
TOTAL RESOURCES	164,971,855	166,769,832	168,471,086
<u>APPROPRIATIONS</u>			
Total Expenses	143,576,357	140,020,777	150,533,283
Interfund Transfers/Other Outgo*	5,925,251	5,902,320	1,933,680
TOTAL OUTGO	149,501,608	145,923,097	152,466,963
Ending Balance	15,470,247	20,846,735	16,004,123
TOTAL APPROPRIATIONS	164,971,855	166,769,832	168,471,086
<u>ENDING BALANCE</u>			
As a percent of: Income	10.14%	13.51%	10.84%
Expenses	10.77%	14.89%	10.63%
<u>COMPENSATION SUMMARY</u>			
Total Income	152,524,396	154,322,373	147,624,349
Total Expenses	143,576,357	140,020,777	150,533,283
Total Compensation	128,341,509	126,521,268	132,395,078
Compensation as Percent of Income	84.14%	81.99%	89.68%
Compensation as Percent of Expenses	89.39%	90.36%	87.95%

*Represents transfer of funds in Fund 01 to other Funds: Capital Services, Capital Outlay, Dental Coverage, & Property and Liability Coverage.

PASADENA AREA COMMUNITY COLLEGE DISTRICT

OVERVIEW of the FISCAL YEAR 2016 - 2017 ADOPTED BUDGET PROPOSAL

DR. RICHARD STORTI
ASSISTANT SUPERINTENDENT & VICE PRESIDENT
BUSINESS & ADMINISTRATIVE SERVICES

JOE SIMONESCHI
EXECUTIVE DIRECTOR
BUSINESS SERVICES

SEPTEMBER 7, 2016

California State Budget - Fiscal Year 2016 - 2017

OVERVIEW PROVIDED BY DR. RICHARD STORTI

California Budget Highlights

The Big Picture

- While the trend of strong budgets continues in California, the FY 2016 – 2017 budget was developed with caution as a result of economic uncertainties and attempts to prepare the State of California for the next recession.
- 2016 – 2017 State General Fund Expenditures total \$122.5 billion
 - \$6.9 billion increase (6%) over fiscal year 2015-2016 budget
 - \$37.9 billion increase (41%) over fiscal year 2008-2009 budget (low point during recession)
- 2016 – 2017 Budget prepares California for the next recession
 - Rainy Day Fund \$6.7 billion (increase of \$3.3 billion)
 - Limits ongoing spending obligations

California Budget Highlights Community Colleges

Unrestricted Ongoing Funding

- Access - \$114.7 million (2%) increase
 - **PCC allocation: \$2.8 million (2.38%) based on Growth Formula**
 - PCC growth in terms of funded FTES = **553 FTES**
- General Operating Allocation - \$75 million increase
 - **PCC projected allocation: \$1.6 million**

California Budget Highlights Community Colleges

Restricted Ongoing Funding

- \$200 million - Strong Workforce Program
- \$48 million – CTE Pathways Program
- \$30 million – Basic Skills

California Budget Highlights Community Colleges

Restricted One-time Funding

- \$184.6 million for deferred maintenance / instructional equipment
 - **PCC allocation: \$3.7 million**
- \$105.5 million to pay down mandated claims
 - **PCC allocation: \$2.1 million**
- \$49.2 million for Proposition 39 (Sustainability)
 - **PCC allocation: \$850K**

Cautions and Concerns

- **Economic and political uncertainties**
- **Proposition 30 (Education Protection Act) is Temporary**
 - Sales Tax increase ends 2016 – approximately 20% of Prop 30 Revenue
 - Income Tax increase terminates at end of 2018
 - Total to Pasadena City College funds in Fiscal Year 2016-2017 = \$18 million
- **Increasing STRS and PERS Obligations**
 - The STRS contribution rate is increasing from 8.25% to 19.1% by Fiscal Year 2020-2021.
 - The effective STRS and PERS **annual** cost increase to the California Community College System is over \$410 million by Fiscal Year 2021-2022.
 - Pasadena City College's retirement contributions will more than double.

Pasadena Area Community College District Budget Fiscal Year 2016 - 2017

OVERVIEW PROVIDED BY JOE SIMONESCHI

OVERVIEW

It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District, approve the Proposed 2016-2017 Adopted District Budget for the Pasadena Area Community College District.

California Code of Regulations, in sum, states that the governing board of each district shall hold a public hearing on the proposed budget for the ensuing fiscal year on or before the 15th day of September.

2016-2017
01 General Unrestricted Funds
for Appropriation
(as of 08/15/16)

ITEM	AMOUNT
Beginning Balance	\$20,846,737
Total Fund Balance	20,846,737
State and Local Revenue	143,950,161
Federal (i.e. Student Financial Aid/Administrative Allowance)	247,132
State Lottery Funds	3,427,056
Total Revenue	147,624,349
Total General Unrestricted Funds Available	168,471,086
Expenditures	(152,466,963)
Deficit	(4,842,614)
Projected Ending Fund Balance	\$16,004,123

2016-2017 Revenue and Expenditures Budget

June 30, 2016 (as of 08/15/16)

UNRESTRICTED GENERAL FUND - 01
(ACCRUAL BASIS AS OPPOSED TO CASH BASIS)

	2015-2016 ADOPTED BUDGET	2015-2016 FINAL ADJUSTED BUDGET	2015-2016 ACTUAL	2016-2017 ADOPTED BUDGET
REVENUE				
Federal Funding	271,216	282,581	310,869	247,132
State Funding	99,762,704	104,245,252	105,533,761	100,224,912
Local Funding	47,841,524	47,991,563	48,474,906	47,149,305
Other Financing Sources	5,000	5,000	2,837	3,000
TOTAL REVENUE	\$ 147,880,444	\$ 152,524,396	\$ 154,322,373	\$ 147,624,349
EXPENDITURES				
Academic Salaries	63,235,492	62,961,950	65,372,404	66,655,654
Classified & Non Academic Salaries	26,793,416	26,793,801	25,743,366	26,522,844
Employee Benefits	30,838,644	38,585,759	35,405,498	39,216,580
Supplies & Materials	1,477,907	1,359,726	877,512	2,109,029
Other Operating Expenses and Services	16,945,246	13,537,703	12,371,457	15,799,952
Equipment Purchase	280,000	337,419	250,540	252,224
Other Outgo	4,617,500	5,925,252	5,902,320	1,910,680
TOTAL EXPENDITURES	\$ 144,188,205	\$ 149,501,609	\$ 145,923,096	\$ 152,466,963
Revenue Over(Under) Expenditures	3,692,239	3,022,787	8,399,277	-4,842,614
Funds from Annual Operating Contingencies	0	0	0	0
Net Revenue Over (Under) Expenditures	0	0	0	-4,842,614
Fund Balance, Beginning				
Fund Balance	12,447,460	12,447,460	12,447,460	20,846,737
Reduction / Increase to Fund Balance	3,692,239	3,022,787	8,399,277	-4,842,614
Total Fund Balance	\$ 16,139,699	\$ 15,470,247	\$ 20,846,737	\$ 16,004,123
Projected Fund Balance, Ending				

2016 - 2017 Fund 01 New Revenue

Ongoing Revenues

Cost of Living Adjustments (COLA) 0.00%	\$	0
Access/Growth (2.38% Maximum in New Growth Formula)		2,752,671
Operating Costs (Increase in Base Apportionment)		1,565,689
Total Estimated <u>Ongoing</u> Revenues	\$	4,318,360

One-Time Revenues

District's share of Statewide K-14 Mandate Funds (One-Time)	\$	2,140,708
Total Estimated <u>One-Time</u> Revenues	\$	2,140,708

Estimated New Fund 01 Fiscal Year 2016-2017 Revenue

\$ 6,459,068

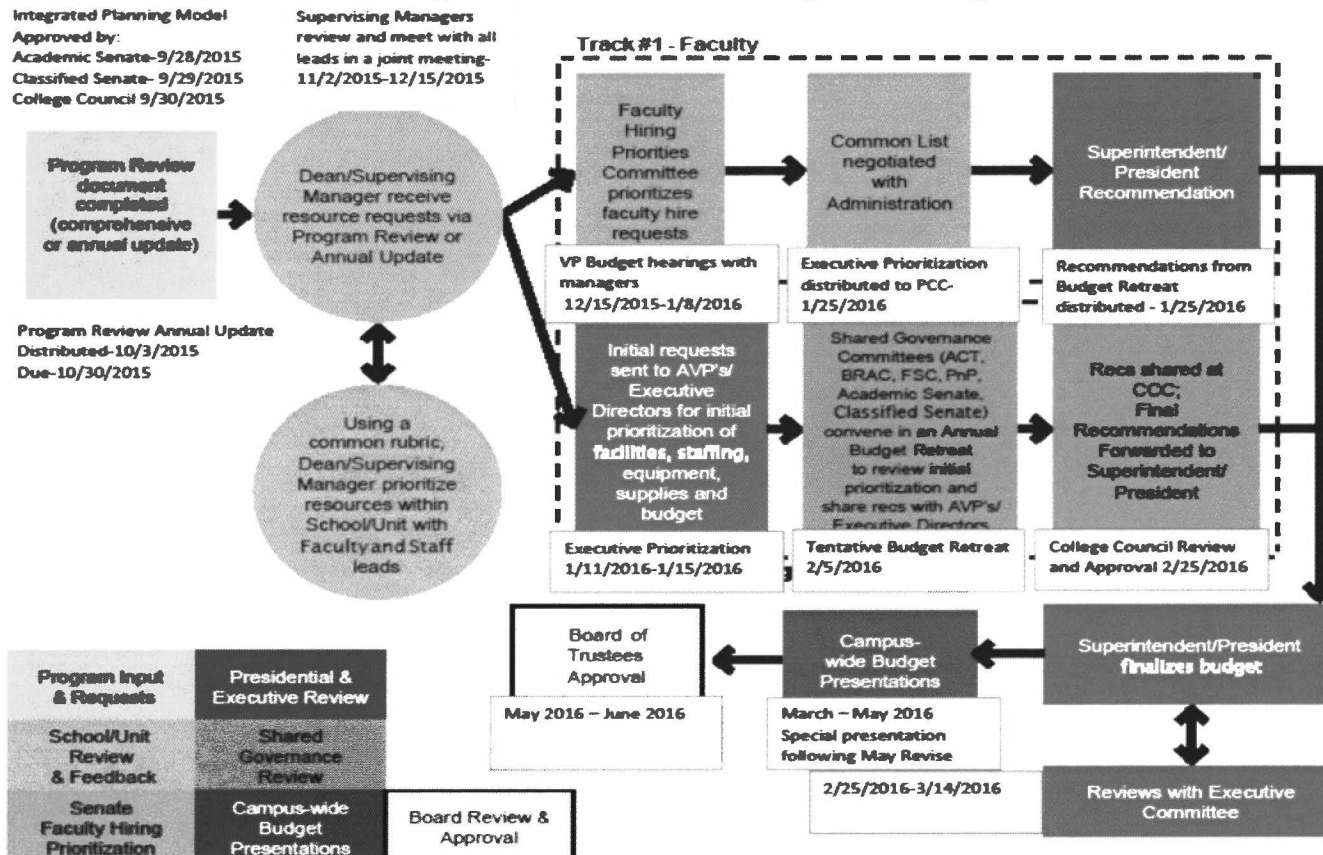
Estimated Fund 01 Anticipated Increase of Ongoing Expenses

Description	Increased Expense
54 New Faculty (Including Health, Employer Mandated Costs, etc.)	\$6,293,002
Healthcare	1,170,974
CalSTRS (Employer Contribution from 10.73% to 12.58%)	1,585,753
CalPERS (Employer Contribution from 11.874% to 13.888%)	588,090
Salary Increases	1,193,491
Step and Column Salary Increases	895,000
Affordable Care Act Set-Aside	187,652
Unanticipated Expenditures Set-Aside	500,000
Transfer to Other District Funds (Dental, Child Development, etc.)	1,910,680
Estimated Total Increases in Expense	\$14,324,642

Integrated Planning Model

Program Review Informing Budget Resources

PACCD Integrated Planning Model (2016-2017 Budget Development)



Potential Additional Revenue in Fiscal Year 2016-2017 Not Guaranteed or Budgeted

Recalculation (Fiscal Year 2015-2016 Report to be Released in December of 2016 - Anticipate Another 255 FTES to be Funded)	\$ 1,224,000
Deficit Factor (0.007% Held by the State to Ensure Adequate Funding)	900,180
<u>TOTAL POSSIBLE</u>	<u>\$ 2,124,180</u>

Total Compensation Percentage

Fund 01 - General Unrestricted Budget

The following chart includes total compensation related to salary (i.e.: base salary, employer mandated costs, health, welfare, and related benefit expenses). It is important to note that the Faculty retroactive increases in Fiscal Year 2014-2015, and one-time dollars in Fiscal Year 2015-2016 skew the actual percentage. Therefore, we have also included a calculation which excludes these retroactive increases (in red and blue below). In addition, the District is taking the necessary steps to lower the Total Compensation as a percent of income and expense by reducing College Assistants and Student Workers costs, as well as implementing an enhanced plan for enrollment management to create efficiency throughout the College. We are aggressively targeting the Board's goal of 85% of total compensation to income (revenue) ratio.

	<u>TOTAL COMPENSATION</u>				
	2012-2013	2013-2014	2014-2015*	2015-2016**	2016-2017
Projected as a Percent of Income	90.22%	90.75%	90.23%	81.73% 89.27%	89.68%
Actual as a Percent of Income	87.98%	89.02%	94.27% 87.89%	81.99%	TO BE DETERMINED
Actual as a Percent of Expense	87.61%	87.14%	89.89% 89.23%	90.36%	TO BE DETERMINED

*Includes retroactive Faculty increases.

**Includes \$12,494,500 in State Mandated One-Time Funds.

2016 - 2017 Fund Balances as of 08/15/2016

Fund	Description	FY 2015-2016 Beginning Fund Balance	FY 2015-2016 Year to Date Revenue	FY 2015-2016 Year to Date Expenditures	FY 2015-2016 Ending Fund Balance	FY 2016-2017 Beginning Balance Adjusted for One-Time Dollars
01	General Fund - Unrestricted	12,447,460	154,322,374	145,923,097	20,846,737	20,846,737
03	General Fund - Restricted	1,934,904	26,044,306	26,317,813	1,661,397	1,661,397
29	Capital Services Fund (LancerPoint)	3,328,971	369,397	1,664,736	2,033,632	2,033,632
33	Child Development Fund	250,447	828,692	830,753	248,386	248,386
41	Capital Outlay Fund	5,332,261	3,680,569	2,960,998	6,051,832	6,051,832
42	Building Fund – Measure P	12,387,609	71,155	3,812,822	8,645,942	8,645,942
43	Scheduled / Deferred Maintenance Fund	3,046,855	2,011,899	1,973,085	3,085,659	3,085,659

2016 - 2017 Fund Balances as of 08/15/2016 Continued

Fund	Description	FY 2015-2016 Beginning Fund Balance	FY 2015-2016 Year to Date Revenue	FY 2015-2016 Year to Date Expenditures	FY 2015-2016 Ending Fund Balance	FY 2016-2017 Beginning Balance Adjusted for One- Time Dollars
59	Fingerprinting Services (LiveScan)	141,224	31,486	45,376	127,334	127,334
61	Self Insurance FD – Worker's Comp	(1,886,542)*	4,595,140	2,425,510	283,088	283,088
62	Self Insurance FD – Property & Liability	339,349	1,271,440	1,231,850	378,939	378,939
63	Self Insurance FD – Dental Coverage	2,133,547	1,255,107	913,415	2,475,239	2,475,239
64	Self Insurance FD – SUPL HLT/GASB 45 (OPEB)	14,685,458	2,260,812	1,777,097	15,169,173	15,169,173
74	Student Financial Aid Fund	724,869	37,132,589	37,119,925	737,533	737,533

*Correcting a FY 2012-2013 Audit Finding.

2016/2017 Fund 41 Capital Outlay Projects Starting Balance \$6,051,832 Million

<u>Beginning Balance</u>	<u>\$6,051,832</u>
Facilities Subtotal	\$2,100,000
Information Technology Subtotal	\$1,200,000
<u>2016/2017 Projects Grand Total</u>	<u>\$3,300,000</u>
Estimated Revenue for 2016/2017	\$1,600,000
<u>Projected 2016/2017 Fund 41 Ending Balance</u>	<u>\$4,351,832*</u>

2016 - 2017 Fund 41 Capital Outlay Projects Continued

Starting Balance \$6,051,832 Million

FACILITIES PROJECT LIST

Description	Budget
1. Roof Replacement – C, D, E, R, and V Buildings	\$350,000
2. Dust Collector – Facilities Services Building Replacement	75,000
3. Library – Interior Paint	65,000
4. Natural Sciences - Microbiology Lab Gas Outlet Upgrades	11,000
5. Natural Sciences - Study Counter and Electrical Upgrades	69,000
6. Counseling – Floor Replacement	90,000
7. Social Sciences – Child Development Center Interior Paint	35,000
8. Business – Graphic Communications Technology Electrical Improvements and Lighting Upgrades	45,000
9. Campus-wide Moving Services	50,000
10. Student Services – EOP&S Space Improvements	20,000
11. Campus-wide Division of the State Architect Certifications	35,000
12. Student Services – Expansion of the Health Center Waiting Area	5,000
13. Veterans Resource Center	450,000
14. Faculty Offices	500,000
15. Asbestos Abatement – District-wide	50,000
16. Day-To-Day Facilities Modification Requests (Set-Aside for Risk Mitigation, Safety, Replacements, etc.)	250,000
FACILITIES SUBTOTAL	\$2,100,000

2016 - 2017 Fund 41 Capital Outlay Projects Continued

Starting Balance \$6,051,832 Million

INFORMATION TECHNOLOGY PROJECT LIST

Description	Budget
1. Enterprise Applications	\$365,000
2. Security – Public Announcement System	160,000
3. Wired Network Upgrades	120,000
4. Faculty/Staff Technology Refresh	120,000
5. Microsoft System Center	110,000
6. Disaster Recovery Setup	90,000
7. Departmental Copiers	50,000
8. Server Replacements and Upgrades	75,000
9. Wireless Network Upgrades	40,000
10. Telecom Upgrades	25,000
11. Uninterruptible Power Batteries	25,000
12. Smart Room Refresh	20,000

INFORMATION TECHNOLOGY SUBTOTAL

\$1,200,000

Future Budget Cycle Risks

The District is working to mitigate a variety of future budget year financial impacts, and the risks they pose.

Among the top areas of study are:

- Benefit and Health Care Reform Increases (Program Design Changes)
- CalSTRS Increases (Set-Aside Funds)
- CalPERS Increases (Set-Aside Funds)
- The Educational Protection Act (EPA) - Expiration of Increased State Sales Tax & Income Tax
- Performance Based Funding
- Recession

Benefit & Healthcare Reform Impacts and District Financial Impacts

With the impact of Health Care Reform, the District's total health plan costs are expected to increase from **\$17.5 million in 2017** to **\$22 million in 2020** (8% annual medical trend, nationally).

Policy Year Ending	Estimated Cost**
2017	\$17,506,399
2018	\$18,906,911
2019	\$20,419,463
2020*	\$22,053,020

*Cadillac Tax begins in 2020.

**Cost reflects 8% increase year-over-year. It is important to note that this estimated cost does not reflect any additional positions allocated over the course of the Fiscal Years.

CalSTRS and District Financial Impacts to All Funds

The following are Employer contribution rates proposed by CalSTRS (Academic) and the projected increased cost to the District based on Fiscal Year 2015-2016.

Fiscal Year	Employer Mandated Contribution	Additional Estimated Cost Based on FY 16-17 Academic Salaries*	Projected Cost Based on FY 2015-16 Expenditures
2016-17	12.58%	\$1,585,753	\$7,124,999
2017-18	14.43%	\$1,092,529	\$8,217,528
2018-19	16.28%	\$1,063,407	\$9,280,934
2019-20	18.13%	\$1,063,406	\$10,344,341
2020-21	19.10%	\$557,570	\$10,901,911

*Cost reflects incremental increase over and above current costs. It is important to note that this cost does not reflect any additional Faculty positions allocated or salary increases over the course of the fiscal years.

CalPERS and District Financial Impacts to All Funds

The following are Employer contribution rates proposed by CalPERS (Non-Academic) and the projected increased cost to the District based on Fiscal Year 2015-2016.

Fiscal Year	Employer Mandated Contribution	Additional Estimated Cost Based on FY 16-17 Classified & Non Academic Salaries*	Projected Cost Based on FY 15-16 Expenditures
2016-17	13.888%	\$588,090	\$3,431,471
2017-18	15.50%	\$149,646	\$3,581,117
2018-19	17.10%	\$378,252	\$3,959,369
2019-20	18.60%	\$354,611	\$4,313,979
2020-21	19.80%	\$283,689	\$4,597,667

*Cost reflects incremental increase over and above current costs. It is important to note that this cost does not reflect any additional Classified and Non-Academic positions allocated or salary increases over the course of the fiscal years.

The Educational Protection Act (EPA)

Expiration of Increased State Sales Tax & Income Tax

The Educational Protection Act (EPA), or Proposition 30, was approved by voters in November of 2012. It temporarily increased the State sales tax and income tax rates for high-income earners to address state revenue shortfalls stemming from the Great Recession.

Unless extended by the voters, these higher taxes will expire as follows:

- The 0.25% sales tax increase expires at the end of December 2016.
- The personal income tax increase expires at the end of Fiscal Year 2018-2019.

Fiscal Year	Estimated Funds	Actual Funds
2013-14	\$13,641,554	\$15,446,924
2014-15	\$16,371,954	\$19,528,621
2015-16	\$18,132,982	\$18,481,660
2016-17	\$18,072,030	To Be Determined
2017-18	\$14,630,000	To Be Determined
2018-19	\$7,733,000	To Be Determined
2019-20	\$0	\$0

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item H: Adopt Resolution No. 559 – Approve Gann Appropriations Limits for 2016-2017

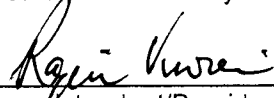
Board Meeting: September 7, 2016

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, adopt Resolution No. 559 to approve Gann Appropriations Limits for 2016-2017.

Fiscal Implications: There are no fiscal implications.

Background: Under provisions of Governmental Code §7910, each year the governing board shall, by resolution, establish its appropriations limit for the subsequent fiscal year. This limit is calculated based on the prior appropriation, and modified to reflect inflation and growth. The attached resolution establishes our calculated 2016-2017 appropriations limit in the amount of Two Hundred Twenty Million Four Hundred Ninety-One Thousand Nine Hundred Sixty-Seven Dollars (\$220,491,967). Pasadena City College's projected appropriation subject to limitation is One Hundred Eighteen Million Seventy Thousand Three Hundred Ninety-Five Dollars (\$118,070,395).

Approved for Submission to the
Board of Trustees by:


Superintendent/President

RESOLUTION NO. 559
PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

AUTHORIZE GANN APPROPRIATIONS LIMITS FOR 2016-2017

WHEREAS, the California electorate on November 5, 1979, approved Proposition 4 (Gann Initiative), which added Article XIII to the State Constitution to place various limitations on the fiscal powers of state and local governments; and

WHEREAS, SB1352 (Oranks) was enacted by the State Legislature and became effective on January 1, 1981, as Chapter 1205, Statutes of 1980, defining various terms and procedures to be used in establishing the appropriations limit of various agencies such as community college districts.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Pasadena Area Community College District establish an appropriation limit for 2016-2017 under the Gann Initiative in the amount of \$220,491,967; and the appropriations subject to limit in the amount of \$118,070,395.

BE IT FURTHER RESOLVED, that the proposed appropriations for the fiscal year 2016-2017 do not exceed this limit. Any action to set aside or annul this action must be filed with the Secretary of the Governing Board within sixty (60) days of the adoption of this resolution.

PASSED AND ADOPTED by majority vote of the members of the Governing Board of the Pasadena Area Community College District this 7th day of September, 2016 by the following vote:

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____

I, Anthony R. Fellow, Clerk of the Governing Board of the Pasadena Area Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regularly called and conducted meeting held on said date.

Anthony R. Fellow
Clerk, Board of Trustees
Pasadena Area Community College District

DISTRICT NAME:

Pasadena Area Community College

DATE:

August 17, 2016

I.	2016-17 Appropriations Limit:		
A.	2015-16 Appropriations Limit	\$ 203,219,360	
B.	2016-17 Price Factor:	1.0537	
C.	Population factor:		
	1 2014-15 Second Period Actual FTES	22,575.89	1.02968
	2 2015-16 Second Period Actual FTES	23,245.98	
	3 2016-17 Population change factor	1.0297	
	(line C.2. divided by line C.1.)		# See note below
D.	2015-16 Limit adjusted by inflation and population factors	\$ 220,491,967	
	(line A multiplied by line B and line C.3.)		
E.	Adjustments to increase limit:		
	1 Transfers in of financial responsibility	\$ -	
	2 Temporary voter approved increases	0	
	3 Total adjustments - increase		
	Sub-Total	\$ -	
F.	Adjustments to decrease limit:		
	1 Transfers out of financial responsibility	\$ -	
	2 Temporary voter approved increases	0	
	3 Total adjustments - decrease	\$ -	
G.	2016-17 Appropriations Limit	\$ 220,491,967	
II.	2016-17 Appropriations Subject to Limit:		
A.	State Aid (General Apportionment, Apprenticeship Allowance, Prop 30 Education Protection Account tax revenue)	\$ 89,203,630	
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	104,670	
C.	Local Property taxes	28,762,095	
D.	Estimated excess Debt Service taxes	-	
E.	Estimated Parcel taxes, Square Foot taxes, etc.	-	
F.	Interest on proceeds of taxes		
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates		
H.	2016-17 Appropriations Subject to Limit	\$ 118,070,395	

#

IMPORTANT - BEFORE TAKING TO THE BOARD

Truncate the number calculated in cell H16 to four decimal places to the right. The 311 Gann limit worksheet uses a truncated number and this report will not tie to that document if the original calculated number is used.

TEST in 311 final worksheet before taking to the board.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item I: Adoption of Education Protection Account Funding and Expenditures

Board Meeting: September 7, 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 use of the estimated \$18,072,030 of Education Protection Account (EPA) proceeds resulting from the passage of Proposition 30 to fund instructional salaries and benefits.

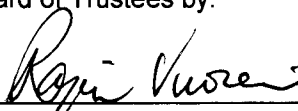
Fiscal Implications: No Fiscal Implications. The EPA funds are not additional funds but rather components of the District 2016-2017 revenue source from the state.

Background: Proposition 30, The Schools and Local Public Safety Protection Act of 2012 passed in November 2012. The proposition temporarily raised the sales and use tax by .25 cents and raised the income tax for high income earners (\$250,000 for individuals and \$500,000 for couples) to provide continuing funding for local school districts and community colleges.

Per Proposition 30, a community college district has the sole authority to determine how the monies received from the Education Protection Account (EPA) are spent, provided that the governing board shall make these spending determinations in open session of a public meeting of the governing board and shall not use any funds from the EPA for administrative salaries and benefits or any other administrative costs. Furthermore, each entity receiving funds shall annually publish on its internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid by EPA funds.

In July 2016 the District received the State Apportionment report that provided an estimate of \$18,072,030 that our District may receive from the EPA.

Approved for Submission to the
Board of Trustees by:



Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item J: Adopt Annual Financial 2015-2016 and Budget Report 2016-2017

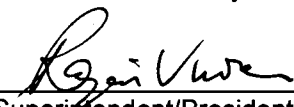
Board Meeting: September 7, 2016

Recommendation: It is recommended that the Board of Trustees, governing board of the Pasadena Area Community College District of Los Angeles County, California, adopt the Annual Financial 2015-2016 and Budget Report for 2016-2017 which will be transmitted to the Chancellor's Office, California Community Colleges, by the Assistant Superintendent/Vice President, Business and Administrative Services, as required by the California Code §58305 (d).

Fiscal Implications: There are no fiscal implications.

Background: In accordance with California Code of Regulation as previously cited, a copy of this report is due to the Chancellor's Office.

Approved for Submission to the
Board of Trustees by:



Superintendent/President

California Community Colleges

ANNUAL FINANCIAL AND BUDGET REPORT

(Financial Report for Fiscal Year 2015-2016)

(Budget Report for Fiscal Year 2016-2017)

District: PASADENA

District Code: 770

This is to certify that the Annual Financial and Budget Report has been prepared and the budget adopted in accordance with the *California Code of Regulations*, beginning with Section 58300. Further, to the best of my knowledge, the data contained in this report are correct.

District Chief Business Officer

Date

District Superintendent

Date

Contact: Richard Storti Ed.D

(626) 585-3096

In accordance with the *California Code of Regulations*, Section 58305(d) a copy of this report is due to the Chancellor's Office on or before October 10, 2016. Please submit the report to :

Chancellor's Office
California Community Colleges
Fiscal Services Unit
1102 Q Street, Suite 300
Sacramento, CA 95814-6511

CALIFORNIA COMMUNITY COLLEGES

Analysis of compliance with the 50 Percent Law (ECS 84362)

Annual Financial and Budget Report

The Current Expense of Education

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
	Object	Instructional Salary Cost	Total CEE	Activities	
Academic Salaries	Code	AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Instructional Salaries					
Contract or Regular	1100	26,663,504	27,393,707		27,393,707
Other	1300	26,766,363	27,878,299		27,878,299
Total Instructional Salaries		53,429,867	55,272,006	0	55,272,006
Non-Instructional Salaries					
Contract or Regular	1200		9,289,913	155,880	9,445,793
Other	1400		643,262	11,343	654,605
Total Non-Instructional Salaries		0	9,933,175	167,223	10,100,398
Total Academic Salaries		53,429,867	65,205,181	167,223	65,372,404
Classified Salaries					
Non-Instructional Salaries					
Regular Status	2100		21,756,162	709,357	22,465,519
Other	2300		2,967,103	237,634	3,204,737
Total Non-Instructional Salaries		0	24,723,265	946,991	25,670,256
Instructional Aides					
Regular Status	2200				0
Other	2400	73,110	73,110		73,110
Total Instructional Aides		73,110	73,110	0	73,110
Total Classified Salaries		73,110	24,796,375	946,991	25,743,366
Employee Benefits	3000	16,671,245	34,935,120	470,378	35,405,498
Supplies and Materials	4000		810,103	67,409	877,512
Other Operating Expenses	5000	49,704	12,063,756	307,700	12,371,456
Equipment Replacement	6420				0
Total Expenditures Prior to Exclusions		70,223,926	137,810,535	1,959,701	139,770,236

CALIFORNIA COMMUNITY COLLEGES

Analysis of compliance with the 50 Percent Law (ECS 84362)

Annual Financial and Budget Report

The Current Expense of Education

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
		Instructional Salary Cost	Total CEE	Activities	
Exclusions		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Activities to Exclude	TOP Code				
Instructional Staff--Retirees' Benefits and Retirement Incentives	5900	2,105,266	2,105,266		2,105,266
Student Health Services Above Amount Collected	6441				0
Student Transportation	6491		101,126		101,126
Noninstructional Staff-Retirees' Benefits and Retirement Incentives	6740		1,891,902		1,891,902
Objects to Exclude	Object Code				
Rents and Leases	5060		808,232	5,771	814,003
Lottery Expenditures					
Academic Salaries	1000				0
Classified Salaries	2000				0
Employee Benefits	3000				0
Supplies and Materials	4000				
Software	4100				0
Books, Magazines, & Periodicals	4200				0
Instructional Supplies & Materials	4300				0
Noninstructional, Supplies & Materials	4400				0
Total Supplies and Materials		0	0	0	0
Other Operating Expenses and Services	5000		3,427,056		3,427,056

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
	Object	Instructional Salary Cost	Total CEE	Activities	
	Code	AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Capital Outlay	6000				
Library Books	6300				0
Equipment	6400				
Equipment - Additional	6410				0
Equipment - Replacement	6420				0
Total Equipment		0	0	0	0
Total Capital Outlay		0	0	0	0
Other Outgo	7000				0
Total Exclusions		2,105,266	8,333,582	5,771	8,339,353
Total for ECS 84362, 50% Law		68,118,660	129,476,953	1,953,930	131,430,883
Percent of CEE (Instructional Salary Cost / Total CEE)		52.61%	100.00%		
50% of Current Expense of Education			64,738,476		
Nonexempted (Remaining) Deficiency from second preceeding Fiscal Year					
Amount Required to be Expended for Salaries of Classroom Instructors		68,118,660	129,476,953	1,953,930	131,430,883
Reconciliation to Unrestricted General Fund Expenditures					
Total Expenditures Prior to Exclusions		70,223,926	137,810,535	1,959,701	139,770,236
Capital Expenditures	6000	31,064	248,743	1,795	250,538
Equipment Replacement (Back out)	6420		0	0	0
Total Unrestricted General Fund Expenditures		70,254,990	138,059,278	1,961,496	140,020,774

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

		11	12	10
	CA	General Fund	General Fund	General Fund
Description	(Object)	Unrestricted	Restricted	COMBINED
ASSETS				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111	991,708		991,708
In County Treasury	9112	23,379,077	16,323,867	39,702,944
Cash With Fiscal Agents	9113			0
Revolving Cash Accounts	9114	32,500		32,500
Investments (at cost)	9120			0
Accounts Receivable	9130	6,909,986	3,639,372	10,549,358
Due from Other Funds	9140			0
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210	3,993		3,993
Prepaid Items	9220	1,218,786	156,955	1,375,741
TOTAL ASSETS		32,536,050	20,120,194	52,656,244
LIABILITIES				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	1,628,289	1,703,683	3,331,972
Accrued Salaries and Wages Payable	9520	6,900,679	1,040,141	7,940,820
Compensated Absences Payable Current	9530			0
Due to Other Funds	9540			0
Temporary Loans	9550			0
Current Portion of Long-Term Debt	9560			0
Deferred Revenues	9570	3,160,345	15,714,973	18,875,318
TOTAL LIABILITIES		11,689,313	18,458,797	30,148,110

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
FUND BALANCE (NON-GASB 54)				
Fund Balance Reserved	9710			0
NonCash Assets	9711			0
Amounts Restricted by Law for Specific Purposes	9712			0
Reserve for Encumbrances Credit	9713			0
Reserve for Encumbrances Debit	9714			0
Reserve for Debt Services	9715			0
Assigned/Committed	9754			0
Unassigned	9790			0
Total Fund Balance		0	0	0
Fund Balance (GASB 54)	9750			
Nonspendable Fund Balance	9751	1,218,786	156,955	1,375,741
Restricted Fund Balance	9752		1,504,442	1,504,442
Committed Fund Balance	9753			0
Assigned Fund Balance	9754			0
Total Designated Fund Balance		1,218,786	1,661,397	2,880,183
Uncommitted Fund Balance	9790	19,627,951		19,627,951
TOTAL FUND EQUITY		20,846,737	1,661,397	22,508,134
TOTAL LIABILITIES AND FUND EQUITY		32,536,050	20,120,194	52,656,244

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

20 Debt Service Funds:

21 Bond Interest and Redemption Fund

22 Revenue Bond Interest and Redemption Fund

29 Other Debt Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

		21	22	29
	CA	Bond Interest	Revenue Bond	Other Debt
Description	(Object)	and	Interest and	Service Fund
		Redemption Fund	Redemption Fund	
ASSETS				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			
In County Treasury	9112	6,581,010		2,165,111
Cash With Fiscal Agents	9113			
Investments (at cost)	9120			
Accounts Receivable	9130			145,977
Due from Other Funds	9140			
TOTAL ASSETS		6,581,010	0	2,311,088
LIABILITIES				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510			277,456
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540			
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570			
TOTAL LIABILITIES		0	0	277,456

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

20 Debt Service Funds:

21 Bond Interest and Redemption Fund

22 Revenue Bond Interest and Redemption Fund

29 Other Debt Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
FUND BALANCE (NON-GASB 54)				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790			
Total Fund Balance		0	0	0
Fund Balance (GASB 54)	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752	6,581,010		
Committed Fund Balance	9753			
Assigned Fund Balance	9754			2,033,632
Total Designated Fund Balance		6,581,010	0	2,033,632
Uncommitted Fund Balance	9790			
TOTAL FUND EQUITY		6,581,010	0	2,033,632
TOTAL LIABILITIES AND FUND EQUITY		6,581,010	0	2,311,088

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

31 Bookstore Fund

34 Farm Operation Fund

32 Cafeteria Fund

35 Revenue Bond Project Fund

33 Child Development Fund

39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
ASSETS							
Cash, Investments, and Receivables	9100						
Cash:							
Awaiting Deposit and in Banks	9111						
In County Treasury	9112			317,825			
Cash With Fiscal Agents	9113						
Revolving Cash Accounts	9114						
Investments (at cost)	9120						
Accounts Receivable	9130			5,008			
Due from Other Funds	9140						
Inventories, Stores, and Prepaid Items	9200						
Inventories and Stores	9210						
Prepaid Items	9220						
TOTAL ASSETS		0	0	322,833	0	0	0
LIABILITIES							
Current Liabilities and Deferred Revenue	9500						
Accounts Payable	9510			9,340			
Accrued Salaries and Wages Payable	9520			53,831			
Compensated Absences Payable Current	9530						
Due to Other Funds	9540						
Temporary Loans	9550						
Current Portion of Long-Term Debt	9560						
Deferred Revenues	9570			11,276			
TOTAL LIABILITIES		0	0	74,447	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

- | | |
|---------------------------|-------------------------------|
| 31 Bookstore Fund | 34 Farm Operation Fund |
| 32 Cafeteria Fund | 35 Revenue Bond Project Fund |
| 33 Child Development Fund | 39 Other Special Revenue Fund |

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
FUND BALANCE (NON-GASB 54)							
Fund Balance Reserved	9710	0	0	0	0	0	0
NonCash Assets	9711	0	0	0	0	0	0
Amounts Restricted by Law for Specific Purposes	9712	0	0	0	0	0	0
Reserve for Encumbrances Credit	9713	0	0	0	0	0	0
Reserve for Encumbrances Debit	9714	0	0	0	0	0	0
Reserve for Debt Services	9715	0	0	0	0	0	0
Assigned/Committed	9754	0	0	0	0	0	0
Unassigned	9790	0	0	0	0	0	0
Total Fund Balance		0	0	0	0	0	0
Fund Balance (GASB 54)	9750						
Nonspendable Fund Balance	9751	0	0	0	0	0	0
Restricted Fund Balance	9752	0	0	0	0	0	0
Committed Fund Balance	9753	0	0	0	0	0	0
Assigned Fund Balance	9754	0	0	248,386	0	0	0
Total Designated Fund Balance		0	0	248,386	0	0	0
Uncommitted Fund Balance	9790	0	0	0	0	0	0
TOTAL FUND EQUITY		0	0	248,386	0	0	0
TOTAL LIABILITIES AND FUND EQUITY		0	0	322,833	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

Governmental Funds Group

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

District ID: 770

Name: PASADENA

		41	42	43
	CA	Capital Outlay	Revenue Bond	General Obligation
Description	(Object)	Projects Fund	Construction Fund	Bond Fund
ASSETS				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			
In County Treasury	9112	9,896,211	8,965,798	
Cash With Fiscal Agents	9113			
Revolving Cash Accounts	9114			
Investments (at cost)	9120			
Accounts Receivable	9130	143,743	30,280	
Due from Other Funds	9140			
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			
Prepaid Items	9220	138,728		
TOTAL ASSETS		10,178,682	8,996,078	0
LIABILITIES				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	999,160	350,135	
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540			
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570	42,031		
TOTAL LIABILITIES		1,041,191	350,135	0

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

Governmental Funds Group

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

District ID: 770

Name: PASADENA

		41	42	43
Description	CA (Object)	Capital Outlay Projects Fund	Revenue Bond Construction Fund	General Obligation Bond Fund
FUND BALANCE (NON-GASB 54)				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790			
Total Fund Balance		0	0	0
Fund Balance (GASB 54)	9750			
Nonspendable Fund Balance	9751	138,728		
Restricted Fund Balance	9752		8,645,943	
Committed Fund Balance	9753			
Assigned Fund Balance	9754	8,998,796		
Total Designated Fund Balance		9,137,524	8,645,943	0
Uncommitted Fund Balance	9790			
TOTAL FUND EQUITY		9,137,524	8,645,943	0
TOTAL LIABILITIES AND FUND EQUITY		10,178,715	8,996,078	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

		51	52	53	59
	CA	Bookstore	Cafeteria	Farm	Other
Description	(Object)	Fund	Fund	Operations	Enterprise
		Fund	Fund	Fund	Fund
ASSETS					
Cash, Investments, and Receivables	9100				
Cash:					
Awaiting Deposit and in Banks	9111	423,443			
In County Treasury	9112				130,927
Cash With Fiscal Agents	9113				
Revolving Cash Accounts	9114				
Investments (at cost)	9120	792,852			
Accounts Receivable	9130	356,023			410
Due from Other Funds	9140				
Inventories, Stores, and Prepaid Items	9200				
Inventories and Stores	9210	822,483			
Prepaid Items	9220	280,351			
Fixed Assets	9300				
Sites	9310				
Site Improvements	9320				
Accumulated Depreciation Site Improvements	9321				
Buildings	9330				
Accumulated Depreciation Buildings	9331				
Library Books	9340				
Equipment	9350	144,434			
Accumulated Depreciation Equipment	9351	132,069			
Work in Progress	9360				
Total Fixed Assets		12,365	0	0	0
TOTAL ASSETS		2,687,517	0	0	131,337

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

		51	52	53	59
	CA	Bookstore	Cafeteria	Farm	Other
Description	(Object)	Fund	Fund	Operations	Enterprise
				Fund	Fund
LIABILITIES					
Current Liabilities and Deferred Revenue	9500				
Accounts Payable	9510	305,058			4,003
Accrued Salaries and Wages Payable	9520				
Compensated Absences Payable Current	9530				
Due to Other Funds	9540				
Temporary Loans	9550				
Current Portion of Long-Term Debt	9560				
Deferred Revenues	9570				
Total Current Liabilities and Deferred Revenue		305,058	0	0	4,003
Long-Term Liabilities	9600				
Bonds Payable	9610				
Revenue Bonds Payable	9620				
Certificates of Participation	9630				
Lease Purchase of Capital Lease	9640				
Compensated Absences Long Term	9650				
Post-Employment Benefits Long Term	9660				
Other Long-Term Liabilities	9670				
Total Long-Term Liabilities		0	0	0	0
TOTAL LIABILITIES	968	305,058	0	0	4,003

CALIFORNIA COMMUNITY COLLEGES
Proprietary Funds Group
Annual Financial and Budget Report
50 - Enterprise Funds:
51 Bookstore Fund
53 Farm Operations Fund
COMBINED BALANCE SHEET
52 Cafeteria Fund
59 Other Enterprise Fund

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

		51	52	53	59
	CA	Bookstore	Cafeteria	Farm	Other
Description	(Object)	Fund	Fund	Operations	Enterprise
		Fund	Fund	Fund	Fund
FUND EQUITY					
Fund Balance Reserved	9710				
NonCash Assets	9711				
Amounts Restricted by Law for Specific Purposes	9712				
Reserve for Encumbrances Credit	9713				
Reserve for Encumbrances Debit	9714				
Reserve for Debt Services	9715				
Assigned/Committed	9754				
Unassigned	9790				
Total Reserved Fund Balance		0	0	0	0
Fund Balance (GASB 54)	9750				
Nonspendable Fund Balance	9751	1,102,834			
Restricted Fund Balance	9752				
Committed Fund Balance	9753				
Assigned Fund Balance	9754				
Total Designated Fund Balance		1,102,834	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790				
Other Equity	9800				
Contributed Capital	9810				
Retained Earnings	9850	1,267,260			127,334
Investment in General Fixed Assets	9890	12,365			
TOTAL FUND EQUITY		2,382,459	0	0	127,334
TOTAL LIABILITIES AND FUND EQUITY		2,687,517	0	0	131,337

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

Description	CA (Object)	61	69
		Self-Insurance Fund	Other Internal Service Fund
ASSETS			
Cash, Investments, and Receivables	9100		
Cash:			
Awaiting Deposit and in Banks	9111		
In County Treasury	9112	23,250,034	
Cash With Fiscal Agents	9113		
Revolving Cash Accounts	9114	167,640	
Investments (at cost)	9120		
Accounts Receivable	9130	73,604	
Due from Other Funds	9140		
Student Loans Receivable	9150		
Inventories, Stores, and Prepaid Items	9200		
Inventories and Stores	9210		
Prepaid Items	9220		
Fixed Assets	9300		
Sites	9310		
Site Improvements	9320		
Accumulated Depreciation Site Improvements	9321		
Buildings	9330		
Accumulated Depreciation Buildings	9331		
Library Books	9340		
Equipment	9350		
Accumulated Depreciation Equipment	9351		
Work in Progress	9360		
Total Fixed Assets		0	0
TOTAL ASSETS		23,491,278	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

Description	CA (Object)	61 Self-Insurance Fund	69 Other Internal Service Fund
LIABILITIES			
Current Liabilities and Deferred Revenue	9500		
Accounts Payable	9510	5,182,641	
Accrued Salaries and Wages Payable	9520		
Compensated Absences Payable Current	9530		
Due to Other Funds	9540		
Temporary Loans	9550		
Current Portion of Long-Term Debt	9560		
Deferred Revenues	9570	2,198	
Total Current Liabilities and Deferred Revenue		5,184,839	0
Long-Term Liabilities	9600		
Bonds Payable	9610		
Revenue Bonds Payable	9620		
Certificates of Participation	9630		
Lease Purchase of Capital Lease	9640		
Compensated Absences Long Term	9650		
Post-Employment Benefits Long Term	9660		
Other Long-Term Liabilities	9670		
Total Long-Term Liabilities		0	0
TOTAL LIABILITIES	968	5,184,839	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

Description	CA (Object)	61 Self-Insurance Fund	69 Other Internal Service Fund
FUND EQUITY			
Fund Balance Reserved	9710		
NonCash Assets	9711		
Amounts Restricted by Law for Specific Purposes	9712		
Reserve for Encumbrances Credit	9713		
Reserve for Encumbrances Debit	9714		
Reserve for Debt Services	9715		
Assigned/Committed	9754		
Unassigned	9790		
Total Reserved Fund Balance		0	0
Fund Balance (GASB 54)	9750		
Nonspendable Fund Balance	9751		
Restricted Fund Balance	9752		
Committed Fund Balance	9753		
Assigned Fund Balance	9754	18,306,439	
Total Designated Fund Balance		18,306,439	0
Uncommitted(Unrestricted) Fund Balance	9790		
Other Equity	9800		
Contributed Capital	9810		
Retained Earnings	9850		
Investment in General Fixed Assets	9890		
TOTAL FUND EQUITY		18,306,439	0
TOTAL LIABILITIES AND FUND EQUITY		23,491,278	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
ASSETS									
Cash, Investments, and Receivables	9100								
Cash:									
Awaiting Deposit and in Banks	9111	(49,100)	266,550		130,052				1,223,235
In County Treasury	9112				34,961				
Cash With Fiscal Agents	9113								
Revolving Cash Accounts	9114								
Investments (at cost)	9120	120,753							1,101,275
Accounts Receivable	9130				743,529				
Due from Other Funds	9140								
Student Loans Receivable	9150				465,925				
Inventories, Stores, and Prepaid Items	9200								
Inventories and Stores	9210								
Prepaid Items	9220								
Fixed Assets	9300								
Sites	9310								
Site Improvements	9320								
Accumulated Depreciation Site Improvements	9321								
Buildings	9330								
Accumulated Depreciation Buildings	9331								
Library Books	9340								
Equipment	9350	21,570							
Accumulated Depreciation Equipment	9351	16,774							
Work in Progress	9360								
Total Fixed Assets		4,796	0	0	0	0	0	0	0
TOTAL ASSETS		76,449	266,550	0	1,374,467	0	0	0	2,324,510

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

		71	72	73	74	75	76	77	79
	CA	Associated	Student	Student Body	Student	Scholarship	Investment	Deferred	Other
Description	(Object)	Students	Representation	Center Fee	Financial Aid	and Loan		Compensation	
		Trust Fund	Fee Trust Fund	Trust Fund	Trust Fund	Trust Fund	Trust Fund	Trust Fund	Trust Fund
LIABILITIES									
Current Liabilities and Deferred Revenue	9500								
Accounts Payable	9510				489,753				
Accrued Salaries and Wages Payable	9520								
Compensated Absences Payable Current	9530								
Due to Other Funds	9540								
Temporary Loans	9550								
Current Portion of Long-Term Debt	9560								
Deferred Revenues	9570				147,180				
Total Current Liabilities and Deferred Revenue		0	0	0	636,933	0	0	0	0
Long-Term Liabilities	9600								
Bonds Payable	9610								
Revenue Bonds Payable	9620								
Certificates of Participation	9630								
Lease Purchase of Capital Lease	9640								
Compensated Absences Long Term	9650								
Post-Employment Benefits Long Term	9660								
Other Long-Term Liabilities	9670								
Total Long-Term Liabilities		0	0	0	0	0	0	0	0
TOTAL LIABILITIES	968	0	0	0	636,933	0	0	0	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2016

District ID: 770

Name: PASADENA

Description	CA (Object)	71 Associated Students Trust Fund	72 Student Representation Fee Trust Fund	73 Student Body Center Fee Trust Fund	74 Student Financial Aid Trust Fund	75 Scholarship and Loan Trust Fund	76 Investment Trust Fund	77 Deferred Compensation Trust Fund	79 Other Trust Fund
FUND EQUITY									
Fund Balance Reserved	9710								
NonCash Assets	9711								
Amounts Restricted by Law for Specific Purposes	9712								
Reserve for Encumbrances Credit	9713								
Reserve for Encumbrances Debit	9714								
Reserve for Debt Services	9715								
Assigned/Committed	9754								
Unassigned	9790								
Total Reserved Fund Balance		0	0	0	0	0	0	0	0
Fund Balance (GASB 54)	9750								
Nonspendable Fund Balance	9751								
Restricted Fund Balance	9752				737,534				
Committed Fund Balance	9753								
Assigned Fund Balance	9754	76,449	266,550						2,324,510
Total Designated Fund Balance		76,449	266,550	0	737,534	0	0	0	2,324,510
Uncommitted(Unrestricted) Fund Balance	9790								
Other Equity	9800								
Contributed Capital	9810								
Retained Earnings	9850								
Investment in General Fixed Assets	9890								
TOTAL FUND EQUITY		76,449	266,550	0	737,534	0	0	0	2,324,510
TOTAL LIABILITIES AND FUND EQUITY		76,449	266,550	0	1,374,467	0	0	0	2,324,510

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2015-2016

District ID: 770

Name: PASADENA

Description	Object Code	Fund S11 Unrestricted Actual	Fund S12 Restricted Actual	Fund S10 Total General Fund Actual
Federal Revenues	8100			
Forest Revenues	8110	4,088		4,088
Higher Education Act	8120	194,307	4,188,931	4,383,238
Workforce Investment Act	8130	1,802	13,948	15,750
Temporary Assistance for Needy Families (TANF)	8140		155,508	155,508
Student Financial Aid	8150	100,361		100,361
Veterans Education	8160			0
Vocational and Technical Education Act (VATEA)	8170	2,149	1,003,119	1,005,268
Other Federal Revenues	8190	8,162	649,453	657,615
Total Federal Revenues	8100	310,869	6,010,959	6,321,828
State Revenues	8600			
General Apportionments	8610			0
Apprenticeship Apportionment	8611			0
State General Apportionment	8612	65,416,655		65,416,655
Other General Apportionment	8613	805,854		805,854
General Categorical Programs	8620			
Child Development	8621			0
Extended Opportunity Programs and Services(EOPS)	8622		1,160,991	1,160,991
Disabled Students Programs and Services(DSPS)	8623		1,038,461	1,038,461
Temporary Assistance for Needy Families (TANF)	8624			0
California Work Opportunity and Responsibility to Kids (CalWORKs)	8625			0
Telecommunications and Technology Infrastructure Program (TTIP)	8626			0
Other General Categorical Programs	8627		8,077,072	8,077,072

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2015-2016

District ID: 770

Name: PASADENA

Description	Object Code	Fund S11 Unrestricted Actual	Fund S12 Restricted Actual	Fund S10 Total General Fund Actual
EPA Proceeds	8630	18,481,660		18,481,660
Reimbursable Categorical Programs	8650			
Instructional Improvement Grant	8651			0
Other Reimbursable Categorical Programs	8652		429,410	429,410
State Tax Subventions	8670			
Homeowners' Property Tax Relief	8671	160,007		160,007
Timber Yield Tax	8672			0
Other State Tax Subventions	8673	14,449		14,449
State Non-Tax Revenues	8680			
State Lottery Proceeds	8681	3,906,131	1,049,502	4,955,633
State Mandated Costs	8685	13,123,742		13,123,742
Other State Non-Tax Revenues	8686	126,772		126,772
Other State Revenues	8690	3,498,491	5,123,260	8,621,751
Total State Revenues	8600	105,533,761	16,878,696	122,412,457

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2015-2016

District ID: 770

Name: PASADENA

Description	Object Code	Fund S11 Unrestricted Actual	Fund S12 Restricted Actual	Fund S10 Total General Fund Actual
Local Revenues	8800			
Property Taxes	8810			
Tax Allocation, Secured Roll	8811	22,355,286		22,355,286
Tax Allocation, Supplemental Roll	8812	643,657		643,657
Tax Allocation, Unsecured Roll	8813	863,795		863,795
Prior Years Taxes	8816	488,123		488,123
Education Revenues Augmentation Fund (ERAF)	8817	1,779,126		1,779,126
Redevelopment Agency Funds - Pass Through	8818	1,497,632		1,497,632
Redevelopment Agency Funds - Residual	8819	55,376		55,376
Redevelopment Agency Funds - Asset Liquidation	8819.1			0
Contributions, Gifts, Grants, and Endowments	8820	313,175	407,849	721,024
Contract Services	8830			
Contract Instructional Services	8831			0
Other Contract Services	8832			0
Sales and Commissions	8840			0
Rentals and Leases	8850	182,502		182,502
Interest and Investment Income	8860	72,830	110,193	183,023
Student Fees and Charges	8870			
Community Services Classes	8872	455,997		455,997
Dormitory	8873			0
Enrollment	8874	26,546,391		26,546,391
Contra Revenue Account	8874.1	(17,376,850)		(17,376,850)
Field Trips and Use of Nondistrict Facilities	8875			0
Health Services	8876		829,353	829,353
Instructional Materials Fees and Sales of Materials	8877	106,146		106,146
Insurance	8878	1,055,880		1,055,880
Student Records	8879	59,087		59,087
Nonresident Tuition	8880	8,573,112		8,573,112
Parking Services and Public Transportation	8881		1,718,668	1,718,668
Other Student Fees and Charges	8885	43,317	74,589	117,906
Other Local Revenues	8890	760,325		760,325
Total Local Revenues	8800	48,474,907	3,140,652	51,615,559
Total Revenues		154,319,537	26,030,307	180,349,844

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2015-2016

District ID: 770

Name: PASADENA

Description	Object Code	Fund S11 Unrestricted Actual	Fund S12 Restricted Actual	Fund S10 Total General Fund Actual
Other Financing Sources	8900			
Proceeds of General Fixed Assets	8910	2,837		2,837
Proceeds of Long-Term Debt	8940			0
Incoming Transfers -- (8981/8982/8983)	898#		14,000	14,000
Total Other Financing Sources	8900	2,837	14,000	16,837
Total Revenues and Other Financing Sources		154,322,374	26,044,307	180,366,681

CALIFORNIA COMMUNITY COLLEGES

Expend by Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Agriculture and Natual Resources	0100						0
Architecture and Environmental Design	0200	317,142	39	58			317,239
Environmental Sciences and Technologies	0300						0
Biological Sciences	0400	3,790,870	325,146	108,622	10,410		4,235,048
Business and Management	0500	3,360,385	36,660	37,851	13,197		3,448,093
Communications	0600	1,180,543	36,043	23,732	57,170		1,297,488
Computer and Information Science	0700	1,712,866		3,322			1,716,188
Education	0800	2,437,454	809,547	209,188	28,053		3,484,242
Engineering and Related Industrial Technology	0900	5,068,371	662,988	130,156	210,352		6,071,867
Fine and Applied Arts	1000	7,084,789	614,953	153,568	11,882		7,865,192
Foreign language	1100	3,064,696	5,795	8,444	13,072		3,092,007
Health	1200	5,644,419	603,875	131,150	167,931		6,547,375
Consumer Education And Home Economics	1300						0
Law	1400						0
Humanities(Letters)	1500	10,075,476	534,167	52,932	52,565		10,715,140
Library Science	1600	45,671		8	152,125		197,804
Mathematics	1700	8,818,981	206,911	30,629	2,978		9,059,499
Military Studies	1800						0
Physical Sciences	1900	4,801,576	459,921	102,844	125,494		5,489,835
Psychology	2000	2,102,463	32,463	7,542			2,142,468
Public Affairs and Services	2100	698,676	63,434	75,023			837,133
Social Sciences	2200	5,781,088	143,256	28,679	16,106		5,969,129
Commercial Services	3000	426,234	103,611	30,726	10,635		571,206
Interdisciplinary Studies	4900	3,680,114	1,405,930	537,394	36,867		5,660,305
Instruc Staff-Retirees' Bnfts & Retire Incents	5900	875,000					875,000
Sub-Total Instructional Activites		70,966,814	6,044,739	1,671,868	908,837		79,592,258
Total Expenditures for GF Activities*		70,966,814	69,584,595	22,352,872	2,562,027	6,774,602	172,240,910

*Total Expenditures for GF Activities above is the grand total of Instructional and Non-Instructional activities.

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA
Expend by Non-Instructional Activity
S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Instructional Administration and Governance	6000						
Academic Administration	6010		7,497,691	811,830	677		8,310,198
Course and Curriculum Development	6020		69,022	2,600	11,877		83,499
Academic / Faculty Senate	6030		470,275	9,467	774		480,516
Other Instructional Administration & Governance	6090		1,178,220	455,603	184,967		1,818,790
Total Instructional Admin. & Governance		0	9,215,208	1,279,500	198,295	0	10,693,003
Instructional Support Services	6100						
Learning Center	6110		806,783	6,445			813,228
Library	6120		2,033,611	163,374	99,728		2,296,713
Media	6130		556,216	22,207			578,423
Museums and Galleries	6140		30,384	908			31,292
Academic Information Systems and Technology	6150						0
Other Instructional Support Services	6190						0
Total Instructional Support Services		0	3,426,994	192,934	99,728	0	3,719,656
Admissions and Records	6200		1,501,561	20,297			1,521,858
Student Counseling and Guidance	6300						
Counseling and Guidance	6310		2,793,221	23,068			2,816,289
Matriculation and Student Assessment	6320		3,384,434	1,530,605	965,738		5,880,777
Transfer Programs	6330		292,523	15,768			308,291
Career Guidance	6340		293,901	5,554			299,455
Other Student Counseling and Guidance	6390						0
Total Student Counseling and Guidance		0	6,764,079	1,574,995	965,738	0	9,304,812

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Other Student Services	6400						
Cal Work Opportunity and Responsibility to Kids *	6410			1,457			1,457
Disabled Student Programs and Services (DSPS)	6420		1,789,107	29,843	19,747		1,838,697
Extended Opportunity Programs and Services (EOPS)	6430		683,515	35,710	4,333	399,550	1,123,108
Health Services	6440		1,075,103	62,787	7,842		1,145,732
Student Personnel Administration	6450		1,253,387	7,783			1,261,170
Financial Aid Administration	6460		1,909,960	107,468			2,017,428
Job Placement Services	6470		407,859	20,199			428,058
Veterans Services	6480		118,775	25,056	16,241		160,072
Miscellaneous Student Services	6490		4,462,988	5,907,451	106,214	398,424	10,875,077
Total Other Student Services		0	11,700,694	6,197,754	154,377	797,974	18,850,799
Operation and maintenance of Plant	6500						
Building Maintenance and Repairs	6510		3,556,032	787,538	2,198		4,345,768
Custodial Services	6530		3,000,681	338,902			3,339,583
Grounds Maintenance and Repairs	6550		686,186	35,138			721,324
Utilities	6570			2,987,691			2,987,691
Other Operations and Maintenance of Plant	6590						0
Total Operation and Maintenance of Plant	6500	0	7,242,899	4,149,269	2,198	0	11,394,366
Planning, Policymaking and Coordinations	6600		3,815,231	1,388,635	848		5,204,714

* California Work Opportunity and Responsibility to Kids (CalWORKs).

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA
Expend by Non-Instructional Activity
S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
General Institutional Support Services	6700						
Community Relations	6710		516,163	92,492			608,655
Fiscal Operations	6720		3,005,631	481,298	3,138		3,490,067
Human Resources Management	6730		1,636,106	644,567			2,280,673
Noninstruct Staff Retirees' Benefits & Retirement *	6740		3,102,168				3,102,168
Staff Development	6750		19,667	170,522			190,189
Staff Diversity	6760			9,051			9,051
Logistical Services	6770		2,721,479	615,587	178,311		3,515,377
Management Information Systems	6780		2,830,387	1,758,324	15,492		4,604,203
Other General Institutional Support Services	6790		2,680,617	695,557			3,376,174
Total General Institutional Support Services	6700	0	16,512,218	4,467,398	196,941	0	21,176,557
Community Services & Economic Development	6800						
Community Recreation	6810						0
Community Service Classes	6820		438,297	283,794	1,296		723,387
Community Use of Facilities	6830		475,904	15,338	499		491,741
Economic Development	6840						0
Other Community Services & Economic Development	6890						0
Total Community Services	6800	0	914,201	299,132	1,795	0	1,215,128

* Noninstructional Staff Retirees' Benefits & Retirement Incentives.

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Ancillary Services	6900						
Bookstore	6910		21,995				21,995
Child Development Centers	6920		579,887	25,549			605,436
Farm Operations	6930						0
Food Services	6940						0
Parking	6950		1,243,734	642,453	13,734		1,899,921
Student and Co-Curricular Activities	6960						0
Student Housing	6970						0
Other Ancillary Services	6990			22			22
Total Ancillary Services	6900	0	1,845,616	668,024	13,734	0	2,527,374
Auxiliary Operations	7000						
Contract Education	7010		110,338	16,224			126,562
Other Auxiliary Operations	7090		490,817	426,842	19,536	12,300	949,495
Total Auxiliary Operations	7000	0	601,155	443,066	19,536	12,300	1,076,057

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Physical Property and Related Acquisitions	7100						0
Long-Term Debt and Other Financing	7200						
Long_Term Debt	7210						0
Tax revenue Anticipation Notes	7220						0
Other Financing	7290						0
Total Long-Term Debt and Other Financing	7200	0	0	0	0	0	0
Transfers, Student Aid and Other Outgo	7300						
Transfers	7310					5,902,251	5,902,251
Student Aid	7320					62,077	62,077
Other Outgo	7390						0
Total Transfers, Student Aid and Other Outgo	7300	0	0	0	0	5,964,328	5,964,328
Sub-Total Non-Instructional Activites			63,539,856	20,681,004	1,653,190	6,774,602	92,648,652
Total Expenditures General Fund: activities *		70,966,814	69,584,595	22,352,872	2,562,027	6,774,602	172,240,910

* Total Expenditures for the General Fund: Instructional Activities and Non-Instructional Activities.

Gann Appropriations Limit

GANN Report

DISTRICT NAME: PASADENA

I.	2016-2017 Appropriations Limit:			
A.	2015-2016 Appropriations Limit:			\$203,219,360
B.	2016-2017 Price Factor:	1.0537		
C.	Population factor:			
	1. 2014-2015 Second Period Actual FTES	22,575.89		
	2. 2015-2016 Second Period Actual FTES	23,245.98		
	3. 2015-2016 Population change factor (C2/C1)	1.0297		
D.	2015-2016 Limit adjusted by inflation and population factors (A * B * C.3)			\$220,491,967
E.	Adjustments to increase limit:			
	1. Transfers in of financial responsibility		\$0	
	2. Temporary voter approved increases		0	
	3. Total adjustments - increase			0
	Sub-Total (D + E.3)			\$220,491,967
F.	Adjustments to decrease limit:			
	1. Transfers out of financial responsibility		\$0	
	2. Lapses of voter approved increases		0	
	3. Total adjustments - decrease			0
G.	2016-2017 Appropriations Limit (D + E.3 - F.3)			\$220,491,967
II.	2016-2017 Appropriations Subject to Limit:			
A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)			89,203,630
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)			104,670
C.	Local Property taxes			28,762,095
D.	Estimated excess Debt Service taxes			0
E.	Estimated Parcel taxes, Square Foot taxes, etc.			0
F.	Interest on proceeds of taxes			0
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates			0
H.	2016-2017 Appropriations Subject to Limit			\$118,070,395

For Actual Year: 2015-2016

Budget Year: 2016-2017

General Fund

Description	Object Code	Fund: 11		Fund: 12		Fund: 10	
		UNRESTRICTED SUBFUND		RESTRICTED SUBFUND		TOTAL	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100	310,869	247,132	6,010,959	7,418,341	6,321,828	7,665,473
State Revenues	8600	105,533,761	100,224,912	16,878,696	32,999,052	122,412,457	133,223,964
Local Revenues	8800	48,474,907	47,149,305	3,140,652	3,652,955	51,615,559	50,802,260
Total Revenues		154,319,537	147,621,349	26,030,307	44,070,348	180,349,844	191,691,697
EXPENDITURES:							
Academic Salaries	1000	65,372,406	66,655,654	4,640,793	7,023,620	70,013,199	73,679,274
Classified Salaries	2000	25,743,369	26,522,844	6,784,852	10,137,740	32,528,221	36,660,584
Employee Benefits	3000	35,405,497	39,216,580	2,604,492	4,368,047	38,009,989	43,584,627
Supplies and Materials	4000	877,512	2,109,029	1,384,870	2,690,911	2,262,382	4,799,940
Other Operating Expenses and Services	5000	12,371,455	15,799,952	7,719,035	15,715,028	20,090,490	31,514,980
Capital Outlay	6000	250,538	229,224	2,311,489	3,752,462	2,562,027	3,981,686
Total Expenditures		140,020,777	150,533,283	25,445,531	43,687,808	165,466,308	194,221,091
Excess /(Deficiency) of Revenues over Expenditures		14,298,760	(2,911,934)	584,776	382,540	14,883,536	(2,529,394)
Other Financing Sources	8900	2,837	3,000	14,000		16,837	3,000
Other Outgo	7000	5,902,320	1,933,680	872,282	699,745	6,774,602	2,633,425
Net Increase/(Decrease) in Fund Balance		8,399,277	(4,842,614)	(273,506)	(317,205)	8,125,771	(5,159,819)
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	9010	12,447,460	20,846,737	1,934,903	1,661,397	14,382,363	22,508,134
Prior Years Adjustments	9020					0	
Adjusted Beginning Balance	9030	12,447,460		1,934,903		14,382,363	
Ending Fund Balance, June 30		20,846,737	16,004,123	1,661,397	1,344,192	22,508,134	17,348,315

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

770 PASADENA

For Actual Year: 2015-2016

Budget Year: 2016-2017

DEBT SERVICE FUNDS

Description	Object Code	Fund: 21		Fund: 22		Fund: 29	
		BOND INTEREST AND REDEMPTION FUND		REVENUE BOND INTEREST AND REDEMPTION FUND		OTHER DEBT SERVICE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100	542,851					
State Revenues	8600	39,104					
Local Revenues	8800	6,747,232	6,878,274			17,897	
Total Revenues		7,329,187	6,878,274	0	0	17,897	0
Other Financing Sources	8900						
Interfund Transfers In	8981					351,500	
Other Incoming Transfers	8983						
Total Other Financing Sources		0	0	0	0	351,500	0
Other Outgo	7000						
Debt Retirement (Long Term Debt)	7100						
Debt Reduction	7110	3,265,000	4,000,000			1,595,787	1,635,663
Debt Interest and Other Service Charges	7120	4,803,142	3,850,513			68,949	66,000
Transfers Outgoing	7300 & 7400						
Reserve for Contingencies	7900						
Total Other Outgo	7000	8,068,142	7,850,513	0	0	1,664,736	1,701,663
Net Other Financing Sources / (Other Outgo)	8900 & 7000	(8,068,142)	(7,850,513)	0	0	(1,313,236)	(1,701,663)
Net Increase/Decrease in Fund Balance		(738,955)	(972,239)	0	0	(1,295,339)	(1,701,663)
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	9010	7,319,965	6,581,010		0	3,328,971	2,033,632
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	7,319,965		0		3,328,971	
Ending Fund Balance, June 30		6,581,010	5,608,771	0	0	2,033,632	331,969

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

770 PASADENA

For Actual Year: 2015-2016

Budget Year: 2016-2017

Special Revenue Funds

Description	Object	FUND: 31		FUND 32		FUND 33	
	Code	BOOKSTORE FUND		CAFETERIA FUND		CHILD DEVELOPMENT FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100					143,620	143,912
State Revenues	8600					284,212	322,046
Local Revenues	8800					367,860	357,500
Total Income		0	0	0	0	795,692	823,458
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000					526,658	495,090
Employee Benefits	3000					191,577	252,257
Supplies and Materials	4000					12,577	12,595
Other Operating Expenses and Services	5000					99,942	96,517
Capital Outlay	6000						
Total Expenditures		0	0	0	0	830,754	856,459
Excess /(Deficiency) of Revenues over Expenditures		0	0	0	0	(35,062)	(33,001)
Other Financing Sources	8900					33,000	33,001
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0	0	0	(2,062)	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0		0	250,448	248,386
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		250,448	
Ending Fund Balance, June 30		0	0	0	0	248,386	248,386

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

770 PASADENA

For Actual Year: 2015-2016

Budget Year: 2016-2017

Special Revenue Funds

Description	Object	FUND: 34		FUND 35		FUND 39	
	Code	FARM OPERATION FUND		REVENUE BOND PROJECT FUND		OTHER SPECIAL REVENUE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800						
Total Income		0	0	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0	0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		0	0	0	0	0	0
Other Financing Sources	8900						
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
Ending Fund Balance, June 30		0	0	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

40 Capital Projects Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

770 PASADENA

For Actual Year: 2015-2016

Budget Year: 2016-2017

Capital Projects Funds

Description	Object	FUND: 41		FUND 42		FUND 43	
	Code	CAPITAL QUTLAY PROJECTS FUND		REVENUE BOND CONSTRUCTION FUND		GENERAL OBLIGATION BOND FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600	2,870,620	2,994,667				
Local Revenues	8800	1,608,838	1,707,000	71,156			
Total Income		4,479,458	4,701,667	71,156	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000		30,100	40,145	37,100		
Other Operating Expenses and Services	5000	279,296	1,220,144	40,048	25,100		
Capital Outlay	6000	4,654,786	10,189,082	3,732,629	5,687,637		
Total Expenditures		4,934,082	11,439,326	3,812,822	5,749,837	0	0
Excess /(Deficiency) of Revenues over Expenditures		(454,624)	(6,737,659)	(3,741,666)	(5,749,837)	0	0
Other Financing Sources	8900	1,213,000	350,000				
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		758,376	(6,387,659)	(3,741,666)	(5,749,837)	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	8,379,115	9,137,491	12,387,609	8,645,943		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	8,379,115		12,387,609		0	
Ending Fund Balance, June 30		9,137,491	2,749,832	8,645,943	2,896,106	0	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds Group – Part 1

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

770 PASADENA

For Actual Year: 2015-2016

Budget Year: 2016-2017

Enterprise Funds

Description	Object	FUND: 51		FUND 52		FUND 53	
	Code	BOOKSTORE FUND		CAFETERIA FUND		FARM OPERATIONS	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Local Revenues	8800	4,974,379	4,974,379				
Other Financing Sources	8900						
Total Income		4,974,379	4,974,379	0	0	0	0
Cost of Sales	5890	3,670,828	3,670,828				
Gross Profit or Loss		1,303,551	1,303,551	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000	638,828	638,828				
Employee Benefits	3000	217,967	217,967				
Supplies and Materials	4000	13,369	13,369				
Other Operating Expenses and Services	5000	425,901	425,901				
Capital Outlay	6000						
Total Expenditures		1,296,065	1,296,065	0	0	0	0
Net Profit or Loss		7,486	7,486	0	0	0	0
Other Outgo	7000	255,035	255,035				
Net Increase/(Decrease) in Fund Balance		(247,549)	(247,549)	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	2,469,522	2,382,459		0		0
Prior Years Adjustments	9020	160,486					
Adjusted Beginning Balance	9030	2,630,008		0		0	
Ending Fund Balance, June 30		2,382,459	2,134,910	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds Group – Part 2

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

770 PASADENA

For Actual Year: 2015-2016

Budget Year: 2016-2017

Enterprise Funds

Description	Object	FUND: 59					
	Code	OTHER ENTERPRISE FUND					
		Actual	Budget				
REVENUES:							
Local Revenues	8800	31,486	58,000				
Other Financing Sources	8900						
Total Income		31,486	58,000				
Cost of Sales	5890						
Gross Profit or Loss		31,486	58,000				
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000	2,235	11,323				
Employee Benefits	3000	162	819				
Supplies and Materials	4000	57					
Other Operating Expenses and Services	5000	42,922					
Capital Outlay	6000						
Total Expenditures		45,376	12,142				
Net Profit or Loss		(13,890)	45,858				
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		(13,890)	45,858				
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	141,224	127,334				
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	141,224					
Ending Fund Balance, June 30		127,334	173,192				

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Enterprise Funds Group

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

770 PASADENA

For Actual Year: 2015-2016

Budget Year: 2016-2017

Internal Service Funds

	Object	FUND: 61		FUND 69			
Description	Code	SELF-INSURANCE FUND		OTHER INTERNAL SERVICES FUND			
		Actual	Budget	Actual	Budget		
REVENUES:							
Local Revenues	8800	5,091,750	2,888,629				
Other Financing Sources	8900	4,290,751	1,491,016				
Total Income		9,382,501	4,379,645	0	0		
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000	616,464	800,000				
Supplies and Materials	4000	2,770	2,600				
Other Operating Expenses and Services	5000	5,728,640	5,727,045				
Capital Outlay	6000						
Total Expenditures		6,347,874	6,529,645	0	0		
Net Profit or Loss		3,034,627	(2,150,000)	0	0		
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		3,034,627	(2,150,000)	0	0		
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	15,271,812	18,306,439		0		
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	15,271,812		0			
Ending Fund Balance, June 30		18,306,439	16,156,439	0	0		

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

770 PASADENA

For Actual Year: 2015-2016

Budget Year: 2016-2017

Fiduciary Funds Group

Description	Object	FUND: 71		FUND 72		FUND 73	
	Code	ASSOCIATED STUDENTS TRUST FUND		REPRESENTATION FEE TRUST FUND		BODY CENTER FEE TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	113,449	113,449	73,449	73,449		
Total Income		113,449	113,449	73,449	73,449	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000	852	852				
Supplies and Materials	4000	133,922	133,922				
Other Operating Expenses and Services	5000	4,314	4,314	77,428	77,428		
Capital Outlay	6000						
Total Expenditures		139,088	139,088	77,428	77,428	0	0
Excess /(Deficiency) of Revenues over Expenditures		(25,639)	(25,639)	(3,979)	(3,979)	0	0
Other Financing Sources	8900						
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		(25,639)	(25,639)	(3,979)	(3,979)	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	106,066	76,449	270,529	266,550		0
Prior Years Adjustments	9020	(3,978)					
Adjusted Beginning Balance	9030	102,088		270,529		0	
Ending Fund Balance, June 30		76,449	50,810	266,550	262,571	0	0

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

770 PASADENA

For Actual Year: 2015-2016

Budget Year: 2016-2017

Fiduciary Funds Group

Description	Object	FUND: 74		FUND 75		FUND 76	
	Code	FINANCIAL AID TRUST FUND		SCHOLARSHIP & LOAN TRUST FUND		INVESTMENT TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100	34,300,733	37,999,000				
State Revenues	8600	2,819,187	3,222,963				
Local Revenues	8800	12,668					
Total Income		37,132,588	41,221,963	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0	0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		37,132,588	41,221,963	0	0	0	0
Other Financing Sources	8900						
Other Outgo	7000	37,119,925	41,221,963				
Net Increase/(Decrease) in Fund Balance		12,663	0	0	0	0	0
Begining Fund Balance:							
Net Beginning Balance, July 1	9010	724,871	737,534		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	724,871		0		0	
Ending Fund Balance, June 30		737,534	737,534	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Fiduciary Funds Group

Annual Financial and Budget Report

70 Fiduciary Funds Group -- Part 3

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

770 PASADENA

For Actual Year: 2015-2016

Budget Year: 2016-2017

Fiduciary Funds Group

Description	Object	FUND: 77		FUND 79	
	Code	DEFERRED COMPENSATION TRUST FUND		OTHER TRUST FUNDS	
		Actual	Budget	Actual	Budget
REVENUES:					
Federal Revenues	8100				
State Revenues	8600				
Local Revenues	8800			2,775,653	2,775,653
Total Income		0	0	2,775,653	2,775,653
Expenditures					
Academic Salaries	1000				
Classified Salaries	2000			402,470	402,470
Employee Benefits	3000			38,345	38,345
Supplies and Materials	4000			901,624	901,624
Other Operating Expenses and Services	5000			1,347,965	1,347,965
Capital Outlay	6000			35,786	35,786
Total Expenditures		0	0	2,726,190	2,726,190
Excess /(Deficiency) of Revenues over Expenditures		0	0	49,463	49,463
Other Financing Sources	8900				
Other Outgo	7000				
Net Increase/(Decrease) in Fund Balance		0	0	49,463	49,463
Beginning Fund Balance:					
Net Beginning Balance, July 1	9010		0	2,295,207	2,324,510
Prior Years Adjustments	9020			(20,160)	
Adjusted Beginning Balance	9030	0		2,275,047	
Ending Fund Balance, June 30		0	0	2,324,510	2,373,973

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2015-2016

District ID: 770

Name: PASADENA

Fund Number In	Fund Name	Fund Number Out	Fund Name	Amount Transferred
12	RESTRICTED SUBFUND	11	UNRESTRICTED SUBFUND	14,000
29	OTHER DEBT SERVICE FUND	11	UNRESTRICTED SUBFUND	351,500
33	CHILD DEVELOPMENT FUND	11	UNRESTRICTED SUBFUND	33,000
41	CAPITAL OUTLAY PROJECTS FUND	11	UNRESTRICTED SUBFUND	1,213,000
61	SELF-INSURANCE FUND	11	UNRESTRICTED SUBFUND	4,290,751

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds

Lottery Actual Report

L10 GENERAL FUND

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010						
Adjustments	9020						
Adjusted Beginning Balance	9030		0			0	
Actual Fiscal Year Data							
State Lottery Proceeds:	8681		3,906,131			1,328,671	
		Instructional & Institutional Unrestricted				Instructional Materials Proposition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
Expenditures							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
Supplies & Materials	4000						
Software	4100				0		0
Books, Magazines, & Periodicals	4200				0		0
Instructional Supplies & Materials	4300				0	705,953	705,953
Noninstructional Supplies & Mtrls	4400				0		0
Total Supplies and Materials		0	0	0	0	705,953	705,953
Other Operating Expenses and Services	5000		3,906,131		3,906,131	243,821	4,149,952
Capital Outlay	6000						
Library Books	6300				0	99,728	99,728
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
Total Capital Outlay		0	0	0	0	99,728	99,728
Other Outgo	7000				0		0
Total Expenditures		0	3,906,131	0	3,906,131	1,049,502	4,955,633
Ending Balance					0	279,169	279,169

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds

Lottery Budget Report

L10 GENERAL FUND

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010					279,169	
Adjustments	9020						
Adjusted Beginning Balance	9030		0			279,169	
Budget Fiscal Year Data							
State Lottery Proceeds:	8681		3,427,056			1,070,369	
		Instructional & Institutional Unrestricted				Instructional Materials Proposition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
Expenditures							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
Supplies & Materials	4000						
Software	4100				0		0
Books, Magazines, & Periodicals	4200				0		0
Instructional Supplies & Materials	4300				0	1,149,538	1,149,538
Noninstructional Supplies & Mtrls	4400				0		0
Total Supplies and Materials		0	0	0	0	1,149,538	1,149,538
Other Operating Expenses and Services	5000		3,427,056		3,427,056		3,427,056
Capital Outlay	6000						
Library Books	6300				0	200,000	200,000
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
Total Capital Outlay		0	0	0	0	200,000	200,000
Other Outgo	7000				0		0
Total Expenditures		0	3,427,056	0	3,427,056	1,349,538	4,776,594
Ending Balance					0	0	

Annual Financial and Budget Report

For Actual Year: 2015-2016

District ID: 770

Name: PASADENA

EPA Revenue	18,481,660
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Activity Classification	Activity Code	Salaries and Benefits (Obj 1000-3000)	Operating Expenses (Obj 4000-5000)	Capital Outlay (Obj 6000)	Total
Instructional Activities	0100-5900	18,481,660	0	0	18,481,660
TOTAL		18,481,660	0	0	18,481,660

Annual Financial and Budget Report

For Actual Year: 2015-2016

Budget Year: 2016-2017

District ID: 770

Name: PASADENA

STRS			PERS		Total	Increase	
Fiscal Year	Amount	Rate	Amount	Rate		Amount	Rate
2015-16	5,834,591	10.73%	3,272,310	11.85%	9,106,901	N/A	N/A
2016-17	7,124,999	12.58%	3,431,471	13.05%	10,556,470	1,449,569	15.92%
2017-18	8,217,528	14.43%	3,581,117	16.60%	11,798,645	1,242,175	11.77%
2018-19	9,280,934	16.28%	3,959,369	18.20%	13,240,303	1,441,658	12.22%
2019-20	10,344,341	18.13%	4,313,979	19.90%	14,658,320	1,418,017	10.71%
2020-21	10,901,911	19.10%	4,597,667	20.40%	15,499,578	841,258	5.74%

Does the district have a plan to fund these expenses through 2020-21?

Yes

Explain Yes or No

Currently in our FY16/17 budget we have a reserve for contingency for the increase PERS and STRS costs of \$3.8 million dollars. Additional money will be set aside when fiscally feasible and be applied to that amount.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item K: Temple City Unified School District MOU with Pasadena City College

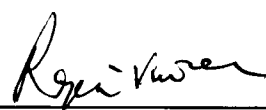
Board Meeting: September 7, 2016

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 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.

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 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 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(1)):	
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 \$500 per unit and for the term beginning on September 12, 2016 and ending on June 30, 2019.

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: Pasadena Area Community College District, Pasadena City College

District: Temple City Unified School 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 Code 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 September 7, 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: September 7, 2016

INSTRUCTOR

By: _____

Print Name: _____

Title: _____

Date: _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item L: El Monte Union High School District MOU with Pasadena City College

Board Meeting: September 7, 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; 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(1)):	
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 \$500 per unit and for the term beginning on September 12, 2016 and ending on June 30, 2019.

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: Pasadena Area Community College District, Pasadena City College

District: El Monte Union High School 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 Code 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 September 7, 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: September 7, 2016

INSTRUCTOR

By: _____

Print Name: _____

Title: _____

Date: _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item M: Pasadena Unified School District MOU with Pasadena City College


Board Meeting: September 7, 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, 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

**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

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(1)):	
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 \$500 per unit and for the term beginning on September 12, 2016 and ending on June 30, 2019.

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: Pasadena Area Community College District, Pasadena City College

District: Pasadena Unified School 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 Code 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 September 7, 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: September 7, 2016

INSTRUCTOR

By: _____

Print Name: _____

Title: _____

Date: _____

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item N: Adoption of Tentative Agreement between the Pasadena City College Faculty Association ("PCCFA") and the Pasadena Area Community College District regarding wages and benefits for the 2016-17 fiscal year

Board Meeting: September 7, 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 Tentative Agreement between the Pasadena City College Faculty Association ("PCCFA") and the Pasadena Area Community College District regarding wages and benefits for the 2016-17 fiscal year.

Fiscal Implications: Funds for this purpose are provided in the 2016-2017 Tentative District Budget.

Background: The District and PCCFA met this summer to negotiate changes to the collective bargaining agreement. The parties have agreed to the following:

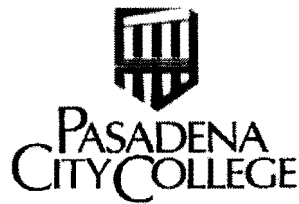
- Extend the term of the agreement through June 30, 2017
- Increase all salary schedules for full-time faculty by 2%
- Increase all salary schedules for adjunct faculty by 3%
- Change the prescription drug plan for the Anthem PPO plan
- Offer a second dental plan option to PCCFA members (MetLife DHMO)
- Enhance the vision benefit from a 24/24/24 benefit for exams/lenses/frames to a 12/12/12/ benefit
- The District will conduct a salary survey of districts that are similarly situated socio-economically and provide the results to PCCFA
- Meet in early Fall 2016 to begin negotiations on the successor agreement

The Pasadena Area Community College District came to this agreement with PCCFA on August 16, 2016.

Approved for Submission to the
Board of Trustees by:



Superintendent/President



TENTATIVE AGREEMENT

By and Between

PASADENA AREA COMMUNITY COLLEGE DISTRICT

And The

PASADENA CITY COLLEGE FACULTY ASSOCIATION

This Tentative Agreement (TA) is made and entered into this August 16, 2016, between the Pasadena Area Community College District ("District") and the Pasadena City College Faculty Association ("PCCFA") collectively ("the parties").

WHEREAS, Salary Schedules have been negotiated under Article 12 and the parties have negotiated an increase in salary schedules for Full-Time Faculty and Adjunct Faculty; Teaching, Non-Teaching; Credit and Non-Credit;

WHEREAS, the parties have negotiated Fringe Benefits under Article 4 and have negotiated a change to prescription coverage and the District's maximum Contribution toward health benefits;

THEREFORE, the parties have agreed to the following:

ARTICLE 3: TERM AND RECOGNITION

- 1) **ARTICLE 3.1** - The term of this Agreement shall be July 1, ~~2016~~ ~~2013~~, through June 30, ~~2017~~ ~~2016~~. During the term of this Agreement, the parties will establish a subcommittee of no more than three (3) persons per side to review the language of the Agreement and make recommendations to the parties regarding potential changes to the language. Recommendations are to be made no later than 60 days prior to the expiration of the Agreement.

ARTICLE 12: SALARY SCHEDULES

- 1) **ARTICLE 12.0.5. (NEW)** – 2016-17 – effective July 1, 2016, the following salary schedules will be increased by 2.0% for Full-Time Faculty including: Credit, Non-Credit, Non-Teaching, Overload and Intersession.

The following salary schedules will be increased by 3.0% for Adjunct Faculty including: Credit, Non-Credit, Non-teaching, and Intersession.

ARTICLE 4: FRINGE BENEFITS

1) **ARTICLE 4.1.a - Medical insurance** - either PPO (Anthem Blue Cross) or HMO (Anthem Blue Cross/California Care, Kaiser). Those unit members and their eligible dependents who are covered by Anthem Blue Cross will receive the Anthem Blue Cross PPO/Insurx RX **6 (Generic \$10; Brand (Formulary) \$20; Brand (Non-Formulary) \$50) 4 (\$10/\$5)** Prescription Drug Program. During the 2016/17 plan year, the District will pay 100% of the cost of the premium for employees and their eligible dependents. ~~Effective October 1, 2015, the District's maximum contribution to medical insurance will be \$1772.34/month (i.e., 5% above the current premium for the Anthem PPO of \$1687.94/mo.), provided however, for employees enrolled in Kaiser HMO Family plan during the 2014/15 plan year, the District's maximum contribution to medical insurance will be \$2049.88/month (i.e., 5% above the current premium for the Kaiser HMO Family plan);~~

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.**

c. Both parties agree to explore possible medical insurance alternatives that may help mitigate increases in health care costs and to explore providing health care support for adjunct faculty who do not qualify for benefits under the provisions of the Affordable Care Act (ACA). The parties have agreed to undertake a Request for Proposal (RFP) process to assess the market during the 2016-17 year.

d. Any changes to fringe benefits (e.g. plan design changes, RX) as based on the RFP process shall be negotiated by both parties prior to making any change.

e. The District and the FA agree to commence negotiations as soon as possible in the Fall semester, 2016.

f. The District agrees to conduct a faculty salary study including districts that are similarly situated socio-economically. The list of districts will be mutually agreed upon by the

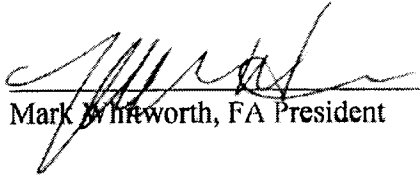
District and Association. The results of the study will be provided to the FA at its earliest possible convenience.

This MOU is subject to approval and/or ratification by both parties and shall be included in the next successor agreement, as applicable to the relevant article changes.

Dated: August 16, 2016

PASADENA CITY COLLEGE
FACULTY ASSOCIATION

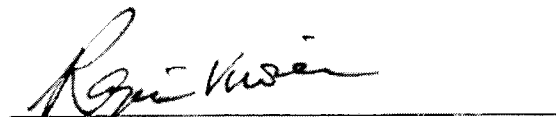
By:


Mark Whitworth, FA President

Dated: August 16, 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: Adoption of Memorandum of Understanding between the Pasadena City College Management Association ("Management Association") and the Pasadena Area Community College District regarding the change to the Anthem PPO Prescription Drug Plan

Board Meeting: September 7, 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 – Adoption of Memorandum of Understanding between the Pasadena City College California Management Association ("Management Association") and the Pasadena Area Community College District regarding the change to the Anthem PPO Prescription Drug Plan.

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 for the past two years been reviewing the benefit plan offerings by the District to contain costs while still providing a rich benefit package as a way to attract and retain employees.

With the rising cost of the Anthem PPO plan, the Benefits Committee looked at plan design changes that could help contain the cost of this plan. On March 18, 2015, the District and the Management Association agreed on a cap on the District's contribution to the Anthem PPO plan. After receiving the 2015-16 benefit plan renewal rates, and negotiating with all employee groups that had previously agreed to the cap, on July 16, 2015, the District agreed to a slight increase in the cap on the District's contribution to the Anthem PPO plan for the Management Association in exchange for a plan design change, implementing a \$100 Emergency Room copay.

The 2016-17 benefit plan renewals saw increases again for the Anthem PPO. The District and the Management Association have now agreed to change the prescription drug copays for the Anthem PPO plan in exchange for the members of the Management Association not being required to contribute to the cost of the Anthem PPO plan for the 2016-17 benefit plan year.

The Pasadena Area Community College District came to this agreement with the Management Association on August 18, 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 August 17, 2016, between the Pasadena Area Community College District ("District") and the Pasadena Area Community College District Management ("Association"), collectively ("the parties").

During the 2016-17 year, as a part of the District paid health insurance plan, managers and their eligible dependents who are covered by Anthem Blue Cross will receive the Anthem Blue Cross PPO/Insurance RX 6 (Generic \$10; Brand (Formulary) \$20; Brand (Non-Formulary) \$50) Prescription Drug Program.

Approval of this MOU is subject to ratification by the Board of Trustees.

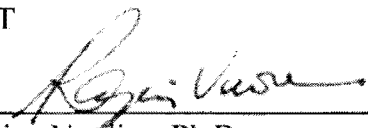
Dated: August 18, 2016

PASADENA AREA COMMUNITY COLLEGE
DISTRICT MANAGEMENT ASSOCIATION

By: 
Joe Futtner, President

Dated: August 18, 2016

PASADENA AREA COMMUNITY COLLEGE
DISTRICT

By: 
Rajen Vurdien, Ph.D
Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item P: Adoption of Memorandum of Understanding between the Pasadena City College Confidential Employees and the Pasadena Area Community College District regarding the change to the Anthem PPO Prescription Drug Plan

Board Meeting: September 7, 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 P – Adoption of Memorandum of Understanding between the Pasadena City College Confidential Employees and the Pasadena Area Community College District regarding the change to the Anthem PPO Prescription Drug Plan.


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 for the past two years been reviewing the benefit plan offerings by the District to contain costs while still providing a rich benefit package as a way to attract and retain employees.

With the rising cost of the Anthem PPO plan, the Benefits Committee looked at plan design changes that could help contain the cost of this plan. The District and the Confidential Employees have now agreed to change the prescription drug copays for the Anthem PPO plan in exchange for the Confidential Employees not being required to contribute to the cost of the Anthem PPO plan for the 2016-17 benefit plan year.

The Pasadena Area Community College District came to this agreement with the Management Association on August 18, 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 CONFIDENTIALS

This Memorandum of Understanding (MOU) is made and entered into this August 12, 2016, between the Pasadena Area Community College District ("District") and the Pasadena Area Community College District Confidentials, collectively ("the parties").

During the 2016-17 year, as a part of the District paid health insurance plan, the Confidentials and their eligible dependents who are covered by Anthem Blue Cross will receive the Anthem Blue Cross PPO/Insurance RX 6 (Generic \$10; Brand (Formulary) \$20; Brand (Non-Formulary) \$50) Prescription Drug Program.

Approval of this MOU is subject to ratification by the Board of Trustees.

Dated: August 12, 2016

PASADENA AREA COMMUNITY COLLEGE
DISTRICT CONFIDENTIAL GROUP

By: *Cheryl R. Storms*
Cheryl Storms, President

Dated: August 16, 2016

PASADENA AREA COMMUNITY COLLEGE
DISTRICT

By: *Rajen Vurdien*
Rajen Vurdien, Ph.D
Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

Board Agenda Item Q: Approval of Board Bylaws and Policies

Board Meeting: September 7, 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:

Board Bylaw 2010: Board Membership
Board Bylaw 2015: Student Member
Board Bylaw 2710: Conflict of Interest
Board Policy 3810: Claims and Actions Against the District

Fiscal Impact: None

Background: The bylaws and policies were compared to model bylaws and policies provided by the Community College League of California and reviewed by the Board of Trustees subcommittee on Accreditation/Board Policy Review.

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

Approved for Submission to the
Board of Trustees by:



Superintendent-President

**Pasadena Area Community College District
Board Bylaw
Chapter 2 – Board of Trustees**

BB 2010 BOARD MEMBERSHIP

References:

Education Code Sections 72023, ~~72023.5~~, 72103, and 72104
ACCJC Standard IV.C.6

The Board of Trustees shall consist of:

Seven members, one from each of the seven trustee areas, elected for a four-year term by the qualified voters of the area. Members shall be elected by trustee area as defined in BB 2100 titled Board Elections. Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

A student member (the Student Trustee) shall be elected for a one year term by the College student body. The student member may cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board. (Also see BB 2015 titled Student Member and BB 2105 titled Election of Student Member)

A member of the Board must reside in, and maintain residence within, the trustee area from which he/she was elected. A change of residence shall effect an automatic resignation and create a vacancy on the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the governing board unless he/she resigns as an employee. No member of the Board shall, during the term for which he/she is elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

Date Adopted: May 14, 2014

(Replaces PCC Bylaw 1010 titled Organization: Trustee Areas, Board Composition, Vacancies approved by the Board of Trustees on August 17, 1994 and revised on February 20, 2008)

**Pasadena Area Community College District
Board Bylaw
Chapter 2 – Board of Trustees**

BB 2015 STUDENT MEMBER

References:

Education Code Section 72023.5;
62 Ops. Cal. Atty. Gen. 126, 1979

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing June 1.

- a. The student member shall be enrolled in and maintain at least five semester units in the District at the time of nomination and throughout the term of service. The student must be in good standing at the College, i.e., not on academic, progress, or disciplinary probation. The student member is not required to give up employment with the District. The student shall maintain a Cumulative GPA of 2.0.

Board Meetings

The Student Member shall be seated with the members of the Board and shall be entitled to attend all non-closed session Board meetings, including receiving all materials presented to the Board members (except for closed session materials) and shall be entitled to participate in the questioning of witnesses and the discussion of issues. The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

Student Trustee Privileges

On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student member any of the following privileges:

- a. The Student Trustee shall, before a vote takes place, have the same rights as a governing board member would have to speak to a moved and seconded motion.
- b. The Student Trustee may make and second motions.
- c. The Student Trustee may cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- d. Although the Student Trustee may participate fully in discussions and his/her consultative role is encouraged, the Student Trustee may not be included in determining whether a quorum is present or whether the required number of votes have been voted in favor of a matter before the Board.

- e. The Student Trustee shall not attend closed sessions except to the extent that any nonmember of the governing board could attend, such as, but not limited to, when properly called as a witness, or to provide information at the invitation of the governing board.
- f. The Student Trustee shall receive a scholarship from the Pasadena City College Foundation as follows:
 - 1) The Student Trustee shall be granted a scholarship of \$3,000.00 effective June 1. The Scholarship shall be paid at \$250.00 per month against the \$3,000.00 over a period of twelve months.
 - 2) In each month where the student trustee does not attend a meeting he/she is eligible to attend, the \$250.00 shall be prorated. Thus, if one meeting is missed out of two, the monthly amount would be one-half of \$250.00 (\$125.00).

Miscellaneous Matters

- a. The Student Member shall not be liable for any acts of the Board.
- b. The Student Member shall not be eligible for health and medical benefits available to members of the governing board.

Date Revised: November 4, 2015

(Replaces PCC Bylaw 1030 titled Student Trustee approved by the Board of Trustees on March 6, 1996 and revised on 2/19/1997; 9/17/1997; 9/20/2000; 9/4/2002; 5/21/2003; 6/2/2004; 5/4/2006; 7/11/200; 3/5/2008; 7/16/2014)

Pasadena Area Community College District
Board Bylaw
Chapter 2 – Board of Trustees

BB 2710 CONFLICT OF INTEREST

References:

Government Code Sections 1090 et seq.; 1126; 81000 et seq; **87103(e)** 87100 et seq.; 87200 et seq.; 87300-**87302** et seq.; 89501, 89502; and 89503
Title 2 Sections 18730 et seq.

Board members and employees shall not be financially interested in any contract made by them in their official capacity, ~~Board or in any contract they make in their capacity as Board members.~~ body or board of which they are members.

A Board member shall not be considered to be financially interested in a contract if his/her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his/her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her duties as an officer of the District.

1. Conflict of Interest codes

Pursuant to the provisions of Government Code Sections 87300, the Board adopts a Conflict of Interest Code. Nothing contained therein is intended to modify or abridge the provisions of the Political Reform Act of 1974, (Government Code Section 81000 et seq.). The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of the Political Reform Act of 1974 and associated regulations are incorporated within this bylaw. A copy of the Code is on file in the Office of the Senior Vice President of College and Business Services.

2. Designated Positions and Disclosure Requirements

1. The persons occupying following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:

Governing Board Members
Chief Executive Officer
Chief Business Officer

2. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclosure for each disclosure category to which he/she is assigned.

Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

Accountant	Categories	4,5
Assistant Deans	Category	6
Assistant Directors	Category	6
Chief Human Resources Officer	Category	6
Chief Instructional Officer	Categories	5,6
Chief Student Services Officer	Categories	5,6
Deans	Category	6
Director of Bookstore	Category	6
Director of Budget	Categories	4,5
Director of Purchasing	Categories	1,4,5
Director of Facilities	Categories	1,2,3,4
Director of Maintenance & Operations	Category	2,3,6
General Counsel	Categories	1,2
Police Chief	Categories	5,6
Consultant	Categories	1,2,3,4,5,6

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Superintendent-President or designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of

duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent-President's or designee's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

2. Designated Positions

The following positions are designated positions, and disclosure statements shall be filed in the categories as listed:

Positions	Category(ies)
Member, Board of Trustees	1, 2, 3
Superintendent/President	1, 2, 3
Senior, and Associate Vice Presidents	1, 2, 3
Executive Directors	1, 2, 3
General Counsel	1, 2, 3
Director of Fiscal Services	4
Director of Purchasing and Contracts Administration	1, 4

3. Statements of Economic Interest

Officers and employees holding these positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest. These individuals shall file statements of Economic Interest with the Human Resources office, which in turn will file the statements with the appropriate county office.

4. Financial Interest

Board members and others shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members. A Board member shall not be considered to be financially interested in a contract if his/her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

5. Financial Interest in a Decision

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- a. Publicly identify the financial interest in detail sufficient to be understood by the public;
- b. Recuse himself or herself from discussing and voting on the matter;
- c. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

6. Incompatible Activities.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to his/her duties as an officer of the District. A Board

member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

7. No Employment Allowed

An employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

8. Gifts

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for board members and designated employees.

9. Honorariums

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501, 89502) that is given or offered in connection with any speech, article, or other activity related to his/her responsibilities or duties for the Board of Trustees, Pasadena City College, or the Pasadena Area Community College District.

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The term "honorarium" does not include:

- a. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- b. Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

10. Representation

Elected officials and the Superintendent-President shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Date Adopted: October 15, 2014

(Replaces PCC Bylaw 1480 PCC Bylaw 1480 titled Conflict of Interest approved by the Board of Trustees on August 17, 1994 and revised on June 4, 2008 and July 16, 2014)

**Pasadena Area Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 3810 Claims and Actions Against the District

References:

Education Code Section 72500 and 72502;
Government Code Section 800, 810, et seq., 900 et seq., 53051

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- **Claims by public entities:** claims by the state or by a state department or agency or by another public entity.
- **Claims for fees, wages, and allowances:** claims for fees, salaries or wages, mileage, or other expenses and allowances.

1. Time for Filing Claims

Any and all claims for money or damages against the District must be presented to and acted upon in accordance with the following procedures. Compliance with these procedures is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy and the claims procedures set forth in Government Code Section 900, et seq.

- A. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Board not later than six months after the accrual of the cause of action. (Government Code Sections 905, 911.2)
- B. Claims for money or damages as authorized in Government Code Section 905 and not included in paragraph 1 above shall be filed not later than one year from the date the cause of action accrues. (Government Code Sections 905, 911.2)

- C. Claims for money or damages specifically excepted from Government Code Section 905, including but not limited to claims by public employees for fees, salaries, wages, mileage, or other expenses and allowances, shall be filed not later than one year after the accrual of the cause of action as authorized by Government Code Section 935. (Government Code Sections 905, 911.2, 935)

2. Late Claims

- A. Claims under paragraph I.A., above, that are presented later than six months after the accrual of the cause of action, shall include, along with the claim, an application to file a late claim. Such claim and application to file a late claim must be filed not later than one year after the accrual of the cause of action.
- B. If a claim under paragraph I.A., above, is filed later than six months after the accrual of the cause of action and is not accompanied by the application, the Board of Trustees or the Superintendent-President, or the Superintendent-President's designee, shall, within forty-five (45) days, give written notice that the claim was not filed timely and that it is being returned without further action.
- C. The application shall state the reason for the delay in presenting the claim. The Board of Trustees shall grant or deny the application within 45 days after it is presented. By mutual agreement of the claimant and the Board of Trustees, the Superintendent-President, or the Superintendent-President's designee, this 45-day period may be extended by written agreement made before the expiration of such period.
- D. If the Board of Trustees does not take action on the application within 45 days, it shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement.
- E. If the application to present a late claim is denied, the claimant shall be given notice in substantially the following form:

WARNING

IF YOU WISH TO FILE A COURT ACTION ON THIS MATTER YOU MUST FIRST PETITION THE APPROPRIATE COURT FOR AN ORDER RELIEVING YOU FROM THE PROVISIONS OF GOVERNMENT CODE SECTION 945.4 (CLAIMS PRESENTATION REQUIREMENT). SEE GOVERNMENT CODE SECTION 945.6. SUCH PETITION MUST BE FILED WITH THE COURT WITHIN SIX (6) MONTHS FROM THE DATE YOUR APPLICATION FOR LEAVE TO PRESENT A LATE CLAIM WAS DENIED.

YOU MAY SEEK THE ADVICE OF AN ATTORNEY OF YOUR CHOICE IN CONNECTION WITH THIS MATTER. IF YOU DESIRE TO CONSULT AN ATTORNEY, YOU SHOULD DO SO IMMEDIATELY.

(Government Code Sections 911.3, 911.4, 911.6, 911.8, 912.2, 935)

3. Delivery and Form of Claim

A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the office of the Superintendent-President, or deposited in a post office, sub-post office, substation, or mail chute or other like facility maintained by the U.S. Government, in a sealed envelope properly addressed to the Superintendent-President's office with postage paid. (Government Code Sections 915, 915.2)

4. Notice of Claim Insufficiency

The Superintendent-President or designee shall review all claims for sufficiency of information. The Superintendent-President or designee may, within twenty (20) days of receipt of a claim, either personally deliver or mail to the claimant a notice stating the deficiencies in the claim presented. If such notice is delivered or sent to the claimant, the Board of Trustees shall not act upon the claim until at least fifteen (15) days after such notice is sent. (Government Code Sections 910.8, 915.4)

5. Amendments of Claim

Claims may be amended within the time limits specified in Section I, above, or prior to final action by the Board of Trustees, whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim.

6. Action on a Claim

- A. Within forty-five (45) days after the presentation or amendment of a claim, the Board of Trustees shall take action on the claim. (Government Code Section 912.4)
- B. The forty-five (45) day time limit may be extended by written agreement before the expiration of the 45-day period, or after the expiration of the 45-day period if an action based on the claim has not been commenced and is not yet barred by the period of limitations provided in Government Code Section 945.6. (Government Code Section 912.4)
- C. The Board of Trustees, the Superintendent-President, or designee shall transmit to the claimant a notice of action taken. (Government Code Section 913) If no action is taken within the prescribed time limits, the claim shall be deemed to have been rejected and the claimant notified in accordance with Government Code Section 913. (Government Code Section 945.6)

7. Retroactivity of this Procedure

This procedure is intended to apply retroactively to any existing causes of action and/or claims for money and/or damages.

8. Roster of Public Agencies

- A. The Superintendent-President, or designee, shall assure that all information regarding the District and the Board of Trustees is filed accurately with the Roster of Public Agencies in the office of the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change in facts.

- B. The verified information shall include the full legal name of the District, the mailing address of the Board of Trustees, and the names and business addresses of each member of the Board of Trustees, and the name, title, and business address of the Board President, and clerk or secretary of the Board. (Government Code Section 53051)

Date Adopted:

(This is a new policy)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Student travel to attend historically Black colleges and universities.

Board Meeting Date: September 7, 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 student travel. *EMP: D.1*

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Tentative District Budget in the account number shown:

215300-530000-525000-6490 (Upward Bound Classic Program)

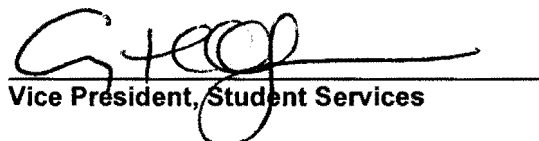
Cost categories and the amounts include meals, housing, travel and transportation.

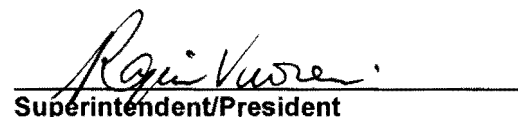
GROUP:	PCC Upward Bound Program
NUMBER:	4 students; 1 staff
DATE:	October 25-30, 2016
TIME:	Various
EVENT:	Stepping in the Right Direction Fall College Tour
DIRECTOR:	Dr. Ofelia R. Arellano
NOT TO EXCEED:	\$8,000

BACKGROUND: The Upward Bound Classic Programs are federally funded TRiO programs and are designed to provide comprehensive academic, recreational, social and cultural activities for participating high school students. Participants will attend a five day college tour to enhance student awareness of historically Black colleges and universities and formulate positive personal values and goals.

Approved by:

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**


Vice President, Student Services


Superintendent/President

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve Instructional Trip for Environmental Science
030 Field Studies

Board Meeting Date: September 7, 2016

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

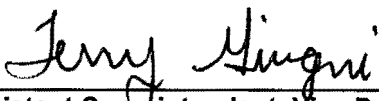
FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Proposed District Budget in the account number shown 100000-150200-525000-1900, Natural Sciences division and Student Service Fund.

GROUP:	Environmental Science 030 Field Studies
NUMBER:	24 (23 students, 1 faculty)
LOCATION:	Cal-Earth, Boron Mine, Owens Valley, Death Valley, Lake Mead Arcosanti and Sedona, Arizona.
DATES:	October 6-10, 2016
TIMES:	Various
EVENT:	Environmental Science 030 Field Studies
TRANSPORATATION:	District Arranged Vehicles
ADVISOR(S)	PCC Faculty-Ling O'Connor
CHARGES:	Vans \$1,500, Camp Fees \$250.00, Arcosanti Tour (\$20 per Student) \$480.00, Cal-Earth Tour (\$20 per student) \$480.00.
ACCOUNT NO:	100000-150200-525000-1900 & Student Service Fund
NOT TO EXCEED:	\$2,710.00

BACKGROUND: This instructional trip is requested by the Dean, Natural Sciences Division

Approved by:

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**


Assistant Superintendent, Vice President
Instruction


Superintendent/President

(Requires 2 signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve / Ratify Professional Development Activities
for Faculty, Staff and Managers

Board Meeting Date: September 7, 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 Professional Development Activities for Faculty, Staff and Managers. EMP: A1, A3, B1, B2, C2, E1, E5.

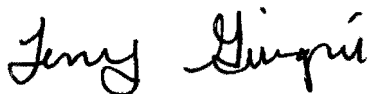
FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 District Budget in the account numbers shown: 100000-116000-521000-0000.

July 1, 2016 to June 30, 2017 – Professional Development Policy and Procedure 7160 as well as accreditation standards require the college to have a comprehensive professional development program. The Professional Development program's 2016-2017 activities also support the Educational Master Plan. Professional Development plans for this coming academic year will include on-campus workshops, retreats, speakers and activities (including refreshments) as well as participation in professional conferences, as appropriate, for faculty, classified staff, and managers. Anticipated expenses are not to exceed One Hundred Forty Thousand Dollars (\$140,000.00).

BACKGROUND: Staff Development activities are designed to enhance excellence and enable the staff to meet the needs of a changing student population. Training sessions, retreats and workshops are held on various topics.

Approved by:

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**



Assistant Superintendent, Vice President
Instruction



Superintendent/President

(Requires 2 signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve Professional Learning Activities for the
Management Association

Board Meeting Date: September 7, 2016

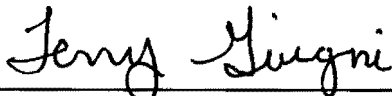
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, approve professional learning activities listed below. EMP: B1, B1.1, B1.2

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Proposed District Budget in the account number shown 100000-400300-521000-6600 under Management Association Professional Development Fund.

September 8, 2016 – Meeting to kick-off the 2016-17 SanFACC Mentor Program. This annual meeting rotates among the participating colleges. Anticipated expenses for supplies and refreshments are not to exceed Five Hundred Dollars (\$500.00) for approximately 30 participants.

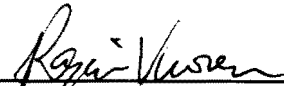
BACKGROUND: These activities shall be determined by the college need. The professional learning activities have been requested by the Dean of Natural Sciences.

Approved by:



Assistant Superintendent, Vice President
Instruction

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:



Superintendent/President

(Requires 2 signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Ratify Grant, Adult Education Block Grant (AEBG)

Board Meeting Date: September 7, 2016

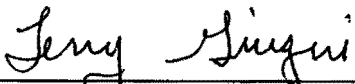
RECOMMENDATION: It is recommended that the Board of Trustees, governing Board of the Pasadena Area Community College District of Los Angeles County, California, ratify the acceptance of the California Community College Chancellor's Office Adult Education Block Grant (AEBG) in the amount of One Million, Seven Hundred Seventy-Two Thousand One Hundred Thirty-One dollars (\$1,772,131). Project objectives under the grant include expanding adult education programs to a greater number of adult learners in areas of: elementary and secondary education, immigrant education, English as a Second Language, adults with disabilities, workforce preparation, older adults primarily related to entry or reentry into workforce, develop knowledge and skills to assist elementary and secondary education children to succeed academically in school, and short-term education. The grant includes a partnership with Pasadena Unified School District, and Temple City Unified School District forming the Pasadena Area Consortium. EMP: A2, E1, E5, J1

FISCAL IMPLICATIONS: No cost sharing or match is required.

BACKGROUND: The purpose of the grant is to identify specific gaps in services and design instructional programs and services to better serve adult learners.

Approved by:

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


Assistant Superintendent, Vice President
Instruction


Superintendent/President

(Requires 2 signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve/Ratify Professional Development Activities
for Faculty, Staff and Managers

Board Meeting Date: September 7, 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 Professional Development Activities listed below: *EMP: A1, A3, B1, B2, C2, E1, E5*

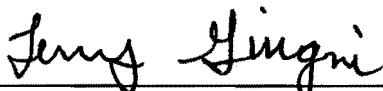
FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Adult Education Block Grant in the account number shown 225210-521000-521000-4900.

July 1, 2016 to June 30, 2017, Professional Development activities, workshops and seminars for faculty, staff, administrators at PCC and local venues. Anticipated expenses are not-to exceed Eighty Thousand (\$80,000), for materials, supplies, food and refreshment for approximately 40-50 participants per activity.


BACKGROUND: Staff Development activities are designed to enhance excellence and enable the staff to meet the need of a changing student population. Training sessions, retreats and workshops are held on various topics.

Approved by:

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**



Assistant Superintendent, Vice President
Instruction



Superintendent/President

(Requires 2 signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:
Approve/Ratify Contracts


Board Meeting Date: September 7, 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 Approved Tentative 2016-2017 District Budgets, in the account numbers shown.

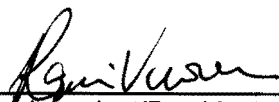
BACKGROUND: The contracts have been requested by the area organizational code managers and reviewed for compliance with legal requirements and with District policies.

Approved by:



Assistant Superintendent/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						
B170098	Polytechnic School	No Cost	To provide College 1 credit courses. <i>EMP: K3</i>	9/8/16 thru 6/30/17	Student Services	N/A
B170107	Los Angeles Mission College Library	No Cost	To provide Library Technology Internships. <i>EMP: D4, K1</i>	9/8/16 thru 9/7/21	Library	N/A
RATIFY						
B160085	Dignity Health	No Cost	Affiliation agreement for clinical training experience. <i>EMP: B1.2, K3</i>	9/1/16 thru 8/31/17	School of Health Sciences	N/A
B170087	Huntington Memorial Hospital	No Cost	REVISE Consent Item 30-B, August 17, 2016. Amendment No. 1. To extend affiliation agreement thru August 15, 2019 Affiliation agreement to provide clinical experience for Nursing students. <i>EMP: K1</i>	8/16/16 thru 8/15/21 8/16/16 thru 8/15/19	School of Health Sciences	N/A
B170096	McCormick/Westmed Ambulance	No Cost	Affiliation agreement to provide clinical experience for students participating in the Emergency Medical Technician Program. <i>EMP: D4</i>	8/29/16 thru 8/28/19	School of Health Sciences	N/A
B170097	American Medical Response, Inc.	No Cost	Affiliation agreement to provide clinical experience for students participating in the Emergency Medical Technician Program. <i>EMP: D4</i>	8/29/16 thru 8/28/19	School of Health Sciences	N/A
B170109	California Institute of Technology	No Cost	To provide California Institute of Regenerative Medicine (CIRM) Bridges to Stem Cell Research Internship Program. <i>EMP: A2, B2, C2, C4, K1, K3</i>	9/1/16 thru 8/31/21	Natural Sciences	N/A

PASADENA AREA COMMUNITY COLLEGE DISTRICT
REVIEW OF CONTRACTS

Contract No.	Contractor	Amount	Description of Services	Dates of Services	Department	Account No.
B170110	University of Southern California	No Cost	To provide California Institute of Regenerative Medicine (CIRM) Bridges to Stem Cell Research Internship Program. <i>EMP: A2, B2, C2, C4, K1, K3</i>	9/1/16 thru 8/31/21	Natural Sciences	N/A
B170111	Children's Hospital Los Angeles	No Cost	To provide California Institute of Regenerative Medicine (CIRM) Bridges to Stem Cell Research Internship Program. <i>EMP: A2, B2, C2, C4, K1, K3</i>	9/1/16 thru 8/31/21	Natural Sciences	N/A
UNRESTRICTED GENERAL FUND						
APPROVE						
B170108	Michael Walker	\$15,000.00	To provide diagnostic and restroration services in the event of failure of District's Administrative Information System for a not-to-exceed total of \$15,000.00. <i>EMP: C1.2</i>	9/8/16 thru 6/30/17	Information Technology Services	100000-470000-512000-6780
B170103	Strata Information Group (SIG)	\$21,120.00	To upgrade the Enterprise Database Servers from Oracle 11g to Oracle 12c for a not-to-exceed total of \$21,120.00. <i>EMP: C3.2, C3.3</i>	9/12/16 thru 6/30/17	Information Technology Services	100000-470000-512000-6780
RATIFY						
B170100	Law Offices of Jose A Gonzales	\$30,000.00	To perform personnel investigative services and to prepare and submit college reports and findings on such matters, as maybe requested by the District for a not-to-exceed total of \$30,000.00. <i>EMP: F</i>	8/1/16 thru 6/30/17	Human Resources	100000-430000-521000-6730
B170105	Atkinson, Andelson, Loya, Ruud & Romo	\$120,000.00	To perform legal and other services on the District's behalf, including representation in administrative and court proceedings as requested by the District for a not-to-exceed total of \$120,000.00. <i>EMP: F</i>	7/1/16 thru 6/30/17	Human Resources	100000-401300-573000-6600

PASADENA AREA COMMUNITY COLLEGE DISTRICT
REVIEW OF CONTRACTS

Contract No.	Contractor	Amount	Description of Services	Dates of Services	Department	Account No.
B170106	Liebert Cassidy Whitmore	\$50,000.00	To provide counsel and representation on the District's behalf relating to personnel and employment relation matters for a not-to-exceed total of \$50,000.00. <i>EMP: F</i>	7/1/16 thru 6/30/17	Human Resources	100000-401300-573000-6600
TOTAL UNRESTRICTED GENERAL FUND		\$236,120.00				
RESTRICTED FUND						
APPROVE						
B170102	Strata Information Group (SIG)	\$9,900.00	To provide consulting services and functional enhancements and to assist the PCC Database Administrator with DegreeWorks items to better tune the system and resolve some production issues for a not-to-exceed total of \$9,900.00. <i>EMP: C3.2, C3.3.</i>	9/12/16 thru 6/30/17	Information Technology Services	220010-531700-512000-6320
RATIFY						
B170101	Millennium Momentum Foundation, Inc.	\$7,500.00	To implement an educational program for students and/or recent graduates participating in the Best & Brightest Scholarship Program for a not-to-exceed total of \$7,500.00. <i>EMP: A1, A3</i>	8/15/16 thru 6/30/17	Student Services	225337-533700-512000-6320
B170099	Catherine J. Cheng	\$50,000.00	Marketing Coordinator for the Adult Education Block Grant for a not-to-exceed total of \$50,000.00. <i>EMP: A</i>	7/1/16 thru 6/30/17	Adult Education Block Grant	225210-521000-512000-4900
TOTAL RESTRICTED GENERAL FUND		\$67,400.00				
CAPITAL OUTLAY FUND						
APPROVE						
B170104	Infiniti Consulting Group, Inc.	\$48,504.00	To provide Co-Location Assessment Services and Office 365 Migration Services for a not-to-exceed total of \$48,504.00. <i>EMP: C1-3</i>	9/8/16 thru 6/30/17	Information Technology Services	410000-711800-582000-7100
RATIFY						

PASADENA AREA COMMUNITY COLLEGE DISTRICT
REVIEW OF CONTRACTS

Contract No.	Contractor	Amount	Description of Services	Dates of Services	Department	Account No.
B160089	Aerotek	\$100,000.00	Amendment No. 1, to increase the not-to-exceed total of \$100,000.00 to a not-to-exceed total of \$200,000.00, an increase of \$100,000.00 to supplement the existing Facilities workforce. <i>EMP: L</i>	10/8/15 thru 7/30/17	Facilities Services	410000-712300-512000-7100
B160018	James Carter, Inc.	\$25,000.00	Amendment No. 4, to extend the contract thru March 31, 2017 and increase the not-to-exceed total of \$55,000.00 to a not-to-exceed total of \$80,000.00, an increase of \$25,000.00 to provide inspection of work for compliance with approved contract documents. <i>EMP: L2</i>	5/1/16 thru 3/31/17	Facilities Services	410000-712300-512000-7100
TOTAL CAPITAL OUTLAY FUND		<u>\$173,504.00</u>				
FUNDS GRAND TOTAL		<u><u>\$477,024.00</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: September 7, 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 \$62,498.65. *EMP: L*

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Adopted District Budget in Organizational code 401500 (Worker's Compensation).

<u>DATE</u>	<u>WARRANT NUMBER</u>	<u>AMOUNT</u>
08/08/2016	23150718	\$ 30,809.08
08/18/2016	23167672	\$ 31,689.57
		<u>\$ 62,498.65</u>
	Medical	\$ 43,199.06
	Mileage	\$ 5.08
	Legal	\$ 3,716.10
	Benefits	\$ 15,578.41
		<u>\$ 62,498.65</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: September 7, 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 \$2,531.66. *EMP: L*

FISCAL IMPLICATIONS: Funds for this purpose are expended in the 2016-2017 Adopted District Budget in the Revolving Cash Fund.

<u>DATE</u>	<u>WARRANT NUMBER</u>	<u>AMOUNT</u>
07/27/2016	23134034	\$ 1,283.10
08/01/2016	23142676	\$ 361.24
08/04/2016	23147260	\$ 350.84
08/10/2016	23154932	\$ 329.87
08/12/2016	23158928	\$ 32.70
08/15/2016	23160881	\$ 173.91
		<u>\$ 2,531.66</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:

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**



**Assistant Superintendent/Vice President
Business and Administrative Services**



Superintendent/President

REVOLVING FUND REIMBURSEMENT
EXPENSE SUMMARY

<u>DATE</u>	<u>WARRANT NUMBER</u>		<u>AMOUNT</u>
07/27/2016	23134034		\$ 1,283.10
		Books, Magazines and Periodicals	\$ 119.90
		Other Student Aid - Books/Supplies	\$ 343.15
		Other Student Aid - Transportaion	\$ 424.06
		Property & Liability Insurance	\$ 50.00
		Supplies	\$ 557.80
		Finance Charge	\$ 16.00
		Other Local Revenue	\$ (227.65)
		Interest/Investment Income	\$ (0.16)
			<u>\$ 1,283.10</u>
08/01/2016	23142676		\$ 361.24
		Supplies	\$ 233.24
		Other Student Aid - Other Services	\$ 128.00
			<u>\$ 361.24</u>
08/04/2016	23147260		\$ 350.84
		Other Student Aid - Other Services	\$ 160.00
		Other Student Aid - Transportaion	\$ 134.00
		Telephone	\$ 56.84
			<u>\$ 350.84</u>
08/10/2016	23154932		\$ 329.87
		Supplies	\$ 152.73
		Other Student Aid - Other Services	\$ 177.14
			<u>\$ 329.87</u>
08/12/2016	23158928		\$ 32.70
		Repair and Maintenance of Equipmen	\$ 32.70
			<u>\$ 32.70</u>
08/15/2016	23160881		\$ 173.91
		Accounts Payable - Prior Year	\$ 173.91
			<u>\$ 173.91</u>
Grand Total:			<u><u>\$ 2,531.66</u></u>

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Authorization to Solicit Bids: Public Announcement System

Board Meeting Date: September 7, 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 authorization to solicit bids for a Public Announcement System for the Colorado Campus only. *EMP: L3*

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit bids. However, it is anticipated that the cost of the currently needed services is One Hundred Sixty Thousand Dollars (\$160,000.00). Funds for this purpose are provided in the Approved Tentative 2016-2017 District Budget under the following cost center shown:

410000-711800-641000-7100

BACKGROUND: As part of the District's Safety Plan, the Police and Safety Services Department needs an audible mass alert system for emergency situations.

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:

Authorization to Solicit Bids: Smart Room Technology Upgrades

Board Meeting Date: September 7, 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 authorization to solicit bids for Smart Room Technology Upgrades for rooms number C161, C265, C312, R220, R222, R224, R308A, CEC208, D208. EMP C2.3

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit bids. However, it is anticipated that the cost of the currently needed services is Two Hundred Thousand Dollars (\$200,000.00). Funds for this purpose are provided in the Approved Tentative 2016-2017 District Budget under various instructional equipment accounts.

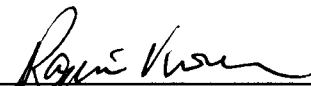
BACKGROUND: Updating classroom technology in rooms with equipment older than eight years allows the District to meet Educational Master Plan Goal C2.3, which ensures all classrooms are equipped with state-of-the-art technologies.

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:

Authorization to Solicit Bids: Acquisition of
Multifunction Devices and Maintenance Services

Board Meeting Date: September 7, 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 authorization to solicit bids for the acquisition of multifunction devices and maintenance services. *EMP: L*

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit bids. However, it is anticipated that the cost of the currently needed services is Two Hundred Two Thousand Dollars (\$202,000.00) per year or One Million Eleven Thousand Dollars (\$1,011,000.00) for five years. Funds for this purpose are budgeted in the Approved Tentative 2016-2017 District Budget under the following cost centers shown:

410000-711800-641000-7100
100000-470000-564000-6780

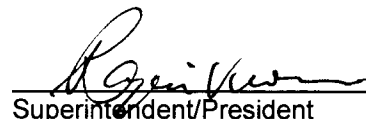
BACKGROUND: Some College copiers are over 10 years old and are no longer supported by their manufacturers. By upgrading these devices, we can consolidate functions and centralize printing/copying services under a single contract. Replacing existing division copiers with new multifunctional devices with services and consumables for five years. This plan will reduce the effort expended in managing separate contracts and disparate devices.

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 Purchasing Transactions

Board Meeting Date: September 7, 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, P1700223 through P1700444. *EMP: L*

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 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
				Total	YTD Total
PO Number	Vendor Name	Description	Requestor	PO Amount	PO Amount
UNRESTRICTED GENERAL FUND					
P1700223	Henry Schein Inc	Supplies and Materials	PE Athletics	4,963.21	15,675.65
		Training Room athletic supplies			
P1700225	* PCC Bookstore	Supplies and Materials	Financial Aid and Scholarships	112.00	36,661.00
P1700226	Key Scientific Products Co	Supplies and Materials	NS: Biological Sciences	357.66	357.66
P1700227	Pasco Scientific	Supplies and Materials	NS: Physical Sciences	319.38	1,696.88
		Blanket order for supplies and materials as needed			
P1700230	Dewey Pest Control	Repair/Upkeep Bldgs and Grounds	Facilities Modification	4,980.00	13,980.00
		Pest control services			
P1700231	Fuller Engineering	Repair/Upkeep Bldgs and Grounds	Facilities Modification	25,000.00	25,000.00
P1700232	Hardy Diagnostics Inc	Supplies and Materials	NS: Biological Sciences	1,636.68	1,636.68
P1700233	Daigger	Supplies and Materials	NS: Biological Sciences	452.52	1,566.61
P1700238	Anderson Business Technology	Repair and Maintenance of Equipment	Financial Aid and Scholarships	853.70	8,601.20
P1700240	* PCC Bookstore	Supplies and Materials	Learning Assistance Center	500.00	36,661.00
		Blanket order for supplies and materials as needed			
P1700241	Pasco Scientific	Supplies and Materials	NS: Physical Sciences	1,377.50	1,696.88
		Mechanical Wave Driver			
P1700242	CA Placement Assoc Victor Valley College	Dues and Membership	Career Planning/Placement	195.00	195.00
P1700243	Wards Natural Science	Supplies and Materials	NS: Biological Sciences	276.45	1,617.23
		Whodunit refill kits and disposable droppers			
P1700244	Southern California Football Association	Dues and Membership	Academic and Student Affairs Office	2,200.00	2,200.00
P1700245	CCLC/CCCAA	Dues and Membership	Academic and Student Affairs Office	9,450.00	60,160.53
P1700247	Mouser Electronics	Supplies and Materials	NS: Physical Sciences	171.03	171.03
P1700248	Augusoft Inc	Other Services	PCC Extension	16,000.00	16,000.00
P1700250	Buddies All Stars	Supplies and Materials	PE Athletics	1,032.52	7,244.17
		Football athletic socks and mouth pieces			
P1700251	Next Level Elevator	Repair/Upkeep Bldgs and Grounds	Building Services	3,600.00	3,600.00
P1700252	Star News	Supplies and Materials	Public Relations	143.79	5,745.93
		Annual Pasadena Star News subscription			
P1700253	Star News	Media Supplies/Materials	LIB: Shattford Library	143.79	5,745.93
		Annual Pasadena Star News subscription			
P1700256	Star News	Legal Advertising	Facilities Custodial Services	1,522.48	5,745.93
		Legal Advertising for Bid 931, Janitorial Supplies			
P1700258	RP Group	Dues and Membership	Institutional Planning & Research	350.00	350.00
P1700259	Taskstream	Dues and Membership	Institutional Planning & Research	26,250.00	26,250.00
P1700260	Ford Printing & Mailing	Other Services	PCC Extension	5,600.00	5,600.00
P1700261	Grainger Inc	Supplies and Materials	Building Services	295.18	10,993.25
		Water pressure reducing valve and compressed air filter			
P1700263	Full Compass Systems LTD	Supplies and Materials	Electronic Maintenance	902.23	902.23
P1700264	Winzer Corp	Supplies and Materials	Facilities Trades	4,941.83	4,941.83
P1700265	* Pasadena Municipal Services	Electricity	Utilities	2,107,146.00	2,413,879.87
		Power supply for the main campus			
P1700266	US Mobile Wireless Communications Inc	Other Services	Emergency Operations	195.00	195.00
P1700267	The Southern California Gas Company	Heating, Oil and Gas	Utilities	495,000.00	495,000.00
P1700268	* Pasadena Municipal Services	Water	Utilities	300,000.00	2,413,879.87
		Water supply for the main campus			
P1700269	Hely and Weber	Supplies and Materials	PE Athletics	851.88	851.88
P1700270	Dewey Pest Control	Repair/Upkeep Bldgs and Grounds	Facilities Modification	2,700.00	13,980.00
		Service to control bird activity on the roofline of the C Building			
P1700271	Dewey Pest Control	Repair/Upkeep Bldgs and Grounds	Facilities Modification	2,700.00	13,980.00
		Service to control bird activity in Parking Structure 5			
P1700272	Dewey Pest Control	Repair/Upkeep Bldgs and Grounds	Facilities Modification	1,800.00	13,980.00
		Monitor bait boxes around the C Building for rat control			
P1700273	Dewey Pest Control	Repair/Upkeep Bldgs and Grounds	Facilities Modification	1,800.00	13,980.00
		Monitor bait boxes around the perimeter of the CEC Building			

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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
P1700274	* Landscape Warehouse	Supplies and Materials Blanket order for irrigation supplies as needed	Facilities Grounds	1,500.00	3,076.62
P1700275	McMaster-Carr Supply Company	Supplies and Materials	Facilities Trades	1,000.00	2,004.84
P1700276	Orvac Electronics	Supplies and Materials	Building Services	500.00	7,103.86
P1700277	Hirsch Pipe and Supply	Supplies and Materials Blanket order for plumbing supplies as needed	Facilities Trades	2,000.00	3,559.56
P1700278	Neopost Hasler	Repair and Maintenance of Equipment	Copy Clearing Center	4,092.00	6,592.00
P1700279	Veritiv Operationing Co X	Supplies and Materials	Copy Clearing Center	40,000.00	40,000.00
P1700281	B and H Photo-Video Pro Audio	Supplies and Materials	VAMS: Graphic Arts Lab	612.14	612.14
P1700294	Community College League of California	Dues and Membership Annual membership dues	President's Office	31,765.00	93,209.40
P1700295	LACSTA and Jet	Dues and Membership	Board of Trustees	140.00	140.00
P1700296	ACCT	Dues and Membership	Board of Trustees	7,324.00	7,324.00
P1700297	Community College League of California	Other Services 2016-2017 Policy and Procedure Services	President's Office	2,000.00	93,209.40
P1700298	United Business Mail	Postage	Office Services	2,900.00	2,900.00
P1700299	Print Finishing Solutions	Supplies and Materials Drill bits	Copy Clearing Center	328.31	359.35
P1700300	Print Finishing Solutions	Supplies and Materials Equipment bulbs	Copy Clearing Center	31.04	359.35
P1700301	San Gabriel Valley Economic Partnership	Dues and Membership	President's Office	5,250.00	5,250.00
P1700302	Samuel French Inc	Other Services	PCA: Theater	875.00	1,400.00
P1700303	Sweetwater Sound	Software	PCA: Music and Dance	299.00	299.00
P1700304	Alfred Publishing Co Inc	Other Services	PCA: Tournament Band	230.00	230.00
P1700305	* Consolidated Electrical Distributors	Supplies and Materials Sylvania lamps	Building Services	327.00	18,082.92
P1700306	California State University Long Beach	Other Services	Emergency Operations	146.00	146.00
P1700307	* Thorson GMC Truck Buick Motor Co	Repair and Maintenance of Equipment	Transportation Services	2,000.00	2,000.00
P1700308	Walnut Hill Car Wash	Repair and Maintenance of Equipment	Transportation Services	1,000.00	1,000.00
P1700311	American Foothill Publishing Co Inc	Printing	PCC Extension	16,518.14	31,518.14
P1700312	Star News	Supplies and Materials Annual Pasadena Star News subscription	President's Office	143.79	5,745.93
P1700314	* Office Depot Business	Supplies and Materials	PCA: Tournament Band	200.00	2,548.00
P1700317	Waxie Sanitary Supply	Supplies and Materials Eye wash station parts	Facilities Custodial Services	3,918.31	6,125.97
P1700319	Henry Schein Inc	Supplies and Materials Training room athletic supplies	PE Athletics	4,963.21	15,675.65
P1700320	Magnum Venture Partners Inc	Supplies and Materials	PE Athletics	479.60	479.60
P1700322	Waxie Sanitary Supply	Supplies and Materials Cleaning supplies	Facilities Custodial Services	2,207.66	6,125.97
P1700324	Amazon.com	Supplies and Materials Kingston Data Traveler Vault Privacy 64GB	Purchasing Services Office	165.03	1,681.92
P1700325	Natl Assoc of Student Financial Aid Admin	Dues and Membership	Financial Aid and Scholarships	2,827.00	2,827.00
P1700326	* PCC Bookstore	Supplies and Materials Blanket order for supplies and materials as needed	HS: Dental Lab Tech	300.00	36,661.00
P1700327	Edvotek	Supplies and Materials	NS: Biological Sciences	373.50	373.50
P1700330	Wards Natural Science	Supplies and Materials Laboratory supplies	NS: Physical Sciences	322.54	1,617.23
P1700332	* Consolidated Electrical Distributors	Supplies and Materials Lighting supplies	Building Services	2,762.72	18,082.92
P1700337	OSHA Review	Supplies and Materials	HS: Dental Hygiene	600.00	600.00
P1700338	McKesson General Medical	Supplies and Materials	HS: Registered Nursing	257.02	9,052.40
P1700339	Patterson Dental Co	Supplies and Materials Blanket order for supplies and materials as needed	HS: Dental Hygiene	1,000.00	4,420.42
P1700340	Radiation Detection Co	Supplies and Materials	HS: Dental Hygiene	1,500.00	1,500.00

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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
P1700341	* PCC Bookstore	Supplies and Materials	HS: Dental Assisting	200.00	36,661.00
		Blanket order for supplies and materials as needed			
P1700347	Red Star Fire Protection	Repair/Upkeep Bldgs and Grounds	Facilities Modification	5,290.00	13,056.31
P1700349	* Encore Awards & Marking Corp	Supplies and Materials	Facilities Services Office	96.15	96.15
P1700351	Staples	Supplies and Materials	Fiscal	5,000.00	48,000.00
P1700352	Ace Business Machines	Repair and Maintenance of Equipment	Human Resources Office	125.00	125.00
P1700353	College and Univ Prof Assoc for HR	Dues and Membership	Human Resources Office	2,290.00	2,290.00
P1700354	Arise Hospitality Solutions	Supplies and Materials	PCA: Tournament Band	500.00	850.00
P1700356	Grainger Inc	Supplies and Materials	Facilities Trades	1,378.43	10,993.25
		First Aid Kits			
P1700357	* Intelcom	Multiuser Software License	Distance Education	1,500.00	3,000.00
P1700358	Lighting Resources LLC	Toxic Waste Disposal	Facilities Modification	2,000.00	2,000.00
P1700361	Amazon.com	Supplies and Materials	NS: Physical Sciences	163.43	1,681.92
		CampChef 2 burner stove bag			
P1700362	Airgas INC	Supplies and Materials	HS: Dental Lab Tech	150.00	1,750.00
		Blanket order for supplies and materials as needed			
P1700365	* Landscape Warehouse	Supplies and Materials	Facilities Grounds	1,576.62	3,076.62
		Blanket order for irrigation supplies as needed			
P1700366	Grainger Inc	Supplies and Materials	Building Services	1,470.26	10,993.25
		Compressed air filters and oil filters for the V Basement			
P1700367	Knorr Systems Inc	Supplies and Materials	Facilities Trades	3,374.64	4,352.99
P1700369	Unisan Products	Supplies and Materials	Facilities Custodial Services	9,019.21	10,172.16
P1700370	* ReadyRefresh	Supplies and Materials	HS: Dental Hygiene	800.00	1,700.00
P1700373	Johnstone Supply	Supplies and Materials	Building Services	818.28	818.28
P1700374	Porter Boiler Service	Repair/Upkeep Bldgs and Grounds	Facilities Modification	3,500.00	6,745.37
P1700375	Montgomery Hardware Company	Supplies and Materials	Facilities Trades	500.00	4,315.00
P1700376	Buddies All Stars	Supplies and Materials	PE Athletics	221.01	7,244.17
		Soccer athletic wear			
P1700377	* Harry's Glass Shop Inc	Supplies and Materials	Facilities Trades	25.24	25.24
P1700378	City Wholesale Electric Co	Supplies and Materials	Building Services	322.42	1,822.42
		OMNI key switch for gym equipment			
P1700379	Acoustical Material Services	Supplies and Materials	Facilities Trades	70.60	1,181.78
P1700381	Verizon Wireless	Telephone	Police & Safety Office	500.00	2,300.00
		Blanket order for cellphone service			
P1700382	Ken's Sporting Goods	Supplies and Materials	PE Athletics	14,865.42	19,130.43
P1700383	Ferguson Enterprises Inc	Supplies and Materials	Facilities Trades	1,500.00	7,942.92
		Blanket order for plumbing supplies as needed			
P1700384	Grainger Inc	Supplies and Materials	Facilities Trades	2,500.00	10,993.25
		Blanket order for building materials, lighting, air conditioning, heating, ventilating as needed			
P1700385	Alert Services	Supplies and Materials	PE Athletics	1,693.75	1,693.75
P1700386	Staples	Supplies and Materials	Admissions and Records	2,000.00	48,000.00
P1700387	GoTrack Inc	Repair and Maintenance of Equipment	Transportation Services	2,000.00	2,000.00
P1700390	Alarms Plus Inc	Repair and Maintenance of Equipment	Transportation Services	650.00	650.00
P1700391	Baker & Hostetler LLP	Other Service	Business Services Office	157.50	420.00
P1700397	Star News	Advertising	Fiscal	1,000.00	5,745.93
		Blanket order for legal advertising as needed			
P1700398	* St George's Medical Clinic	Other Service	Human Resources Office	50.00	75.00
P1700399	* Office Depot Business	Supplies and Materials	PCA: Division Office	250.00	2,548.00
P1700400	Staples	Supplies and Materials	Veterans Support Services	3,000.00	48,000.00
P1700401	Total Compensation Systems Inc	Other Services	Business Services Office	1,800.00	1,800.00
P1700403	Carpenter Rothans and Dumont	Consultants	Business Services Office	385.00	385.00
P1700404	USB Memory Direct	Supplies and Materials	Human Resources Office	2,790.00	2,790.00
P1700405	Advantage Ford	Repair and Maintenance of Equipment	Transportation Services	100.00	100.00
P1700406	Chevron U S A Inc	Fuel	Transportation Services	1,000.00	1,000.00
P1700407	Cart Masters	Repair and Maintenance of Equipment	Transportation Services	1,500.00	8,500.00

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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 PO Amount
P1700408	* Consolidated Electrical Distributors	Supplies and Materials Floor lamp	Facilities Trades	433.28	18,082.92
P1700409	Wright Express FSC	Fuel	Transportation Services	500.00	500.00
P1700410	Exxon Mobil Oil Credit Corporation	Fuel	Transportation Services	500.00	500.00
P1700417	Wallcur Inc	Supplies and Materials	HS: Licensed Voc. Nursing	341.69	341.69
P1700418	* All Quality Recognition Services	Supplies and Materials	NS: Division Office	114.45	114.45
P1700419	Airgas INC	Supplies and Materials Blanket order for supplies and materials as needed	HS: Dental Hygiene	1,600.00	1,750.00
P1700422	VWR Scientific Inc	Supplies and Materials	NS: Biological Sciences	1,882.13	1,882.13
P1700424	Battery System	Supplies and Materials Rechargeable lead and generator battery	NS: Physical Sciences	523.20	8,023.20
P1700425	Carolina Biological Supply Company	Supplies and Materials Live cultures	NS: Biological Sciences	386.02	4,583.28
P1700426	* ReadyRefresh	Supplies and Materials	HS: Dental Lab Tech	500.00	1,700.00
P1700430	Ferguson Enterprises Inc	Supplies and Materials Faucet/Brita Station for E-301	Facilities Trades	2,037.09	7,942.92
P1700432	* Consolidated Electrical Distributors	Supplies and Materials Floor lamps	Building Services	3,717.46	18,082.92
P1700435	Carolina Biological Supply Company	Supplies and Materials Live cultures	NS: Biological Sciences	26.54	4,583.28
P1700438	Amazon.com	Supplies and Materials Standing desk	NS: Geography	430.55	1,681.92
Total Unrestricted General Fund				3,259,803.21	
RESTRICTED GENERAL FUND (Including Grants)					
P1700228	Gallup Inc	Supplies and Materials	Student Equity Program	872.00	872.00
P1700234	CA Dept of Health Svs Radiological Health	Supplies and Materials	HS: Radiologic Technology	1,256.00	1,256.00
P1700235	ADEC	Supplies and Materials	HS: Dental Hygiene	622.60	622.60
P1700236	Henry Schein Inc	Supplies and Materials Gloves	HS: Dental Hygiene	4,962.12	15,675.65
P1700239	West Valley Dental Supply	Supplies and Materials Barrier gowns	HS: Dental Hygiene	4,612.75	7,825.60
P1700249	Western Graphics Plus	Supplies and Materials	Student Financia Aid Admin-Augment:	10,000.00	10,000.00
P1700284	* PCC Bookstore	Supplies and Materials Blanket order for supplies and materials as needed	E&T: Engineering Technology	1,000.00	36,661.00
P1700285	Lincoln Electric	Supplies and Materials	E&T: Engineering Technology	1,000.00	1,000.00
P1700286	City Wholesale Electric Co	Supplies and Materials Blanket order for supplies and materials as needed	E&T: Engineering Technology	1,000.00	1,822.42
P1700287	Borrmann Steel Company	Supplies and Materials	E&T: Engineering Technology	1,000.00	1,000.00
P1700288	Undercar Plus	Supplies and Materials	E&T: Engineering Technology	500.00	500.00
P1700289	Myers Tire Supply	Supplies and Materials	E&T: Engineering Technology	500.00	500.00
P1700290	Tavo Matic Inc	Supplies and Materials	E&T: Engineering Technology	500.00	500.00
P1700291	Aul Pipe, Tubing & Steel Inc	Supplies and Materials	E&T: Engineering Technology	1,000.00	1,000.00
P1700309	Promevo LLC	Multiuser Software License	AB104 Adult Education	900.00	1,554.00
P1700328	Modella Uniforms LLC	Other Payments to Students Other Se	E.O.P & S	165.68	165.68
P1700329	POS PAPER.COM	Supplies and Materials	NS: Biological Sciences	431.04	431.04
P1700331	Keystone Dental Group	Supplies and Materials	HS: Dental Hygiene	1,620.76	1,620.76
P1700334	JM Microscopes	Repair and Maintenance of Equipment	Bridges to Stem Cell Research	1,700.00	2,054.25
P1700335	Critical Care Training Center	Books, Magazines and Periodicals	Adult Basic Education	402.88	402.88
P1700336	Panera Bread	Supplies and Materials	Student Equity Program	10,000.00	10,000.00
P1700342	New England Biolabs Inc	Supplies and Materials	NS: Biological Sciences	256.90	256.90
P1700343	Daigger	Supplies and Materials	NS: Biological Sciences	1,114.09	1,566.61
P1700344	Carolina Biological Supply Company	Supplies and Materials DNA Kits and live specimens	NS: Biological Sciences	4,170.72	4,583.28
P1700345	Qiagen Inc	Supplies and Materials	NS: Biological Sciences	1,798.93	1,798.93

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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
P1700348	Lab Corporation	New Equipment \$5,000 or Greater Universal Test Machine with Hand Pump	CTE: Enhancement Funds	23,188.66	31,935.91
P1700348	Lab Corporation	New Equipment between \$500-4999 Spring testing apparatus, materials and structures	CTE: Enhancement Funds	8,747.25	31,935.91
P1700350	Moore Medical	New Equipment between \$500-4999 Infusion System Vista Basic	CTE: Enhancement Funds	5,051.21	5,693.00
P1700350	Moore Medical	Supplies and Materials Ultrasite IV set	CTE: Enhancement Funds	641.79	5,693.00
P1700355	Topanga Lumber and Hardware Co	Supplies and Materials	PCA: Theater	3,000.00	3,000.00
P1700359	Jobelephant.com Inc	Advertising	AB1725: Staff Diversity	4,550.00	4,550.00
P1700368	Golden Pacific HCP	Supplies and Materials	NS: Biological Sciences	963.14	963.14
P1700371	Santa Cruz Biotechnology Inc	Supplies and Materials	NS: Biological Sciences	3,074.89	3,074.89
P1700372	* PCC Bookstore	Supplies and Materials Blanket order for supplies and materials as needed	E.O.P & S	3,379.00	36,661.00
P1700380	Tom's Clothing and Uniforms	Supplies and Materials	Parking and Traffic	6,000.00	6,000.00
P1700381	Verizon Wireless	Telephone Blanket order for cellphone service	Parking and Traffic	1,500.00	2,300.00
P1700388	Golden Star Technology (GST)	Supplies and Materials	AB104 Adult Education	12,994.73	12,994.73
P1700389	Twilio Inc	Other Services	Matriculation	4,000.00	4,000.00
P1700392	Laguna Clay Company	Supplies and Materials	VAMS: Art	366.24	366.24
P1700393	Aardvark Clay	Supplies and Materials	VAMS: Art	1,241.51	1,241.51
P1700394	Oxford University Press	Books, Magazines and Periodicals	AB104 Adult Education	785.68	785.68
P1700395	Tri Star Gases LLC	Supplies and Materials	E&T: Public Services	2,000.00	4,000.00
P1700396	Automotive Service Excellence	Supplies and Materials	E&T: Public Services	1,000.00	1,000.00
P1700402	Thermo Fisher Scientific	Supplies and Materials Rectangular 20L Carboys	NS: Physical Sciences	2,560.90	5,760.44
P1700411	Scican Inc	Supplies and Materials	HS: Dental Assisting	526.47	526.47
P1700412	* PCC Bookstore	Supplies and Materials Blanket order for supplies and materials as needed	ENG: English	500.00	36,661.00
P1700415	Henry Schein Inc	Supplies and Materials Contact Load Sterilization	HS: Dental Assisting	787.11	15,675.65
P1700416	Industrial Psychology	Supplies and Materials	HS: Dental Lab Tech	328.92	328.92
P1700420	* Crown Promotions	Other Payments to Students Other Se	CARE Program	1,188.10	4,555.11
P1700423	West Valley Dental Supply	Supplies and Materials Nitrile gloves	HS: Dental Assisting	3,114.75	7,825.60
P1700427	Bio-Rad Laboratories	Supplies and Materials	NS: Biological Sciences	2,434.40	2,434.40
P1700429	Marinus Scientific	Supplies and Materials	NS: Biological Sciences	2,000.00	2,000.00
P1700431	ETI Empire Direct	Supplies and Materials	HS: Dental Lab Tech	558.52	558.52
P1700433	Vident	Supplies and Materials	HS: Dental Lab Tech	529.25	529.25
P1700434	Wards Natural Science	Supplies and Materials Living specimens	NS: Biological Sciences	1,018.24	1,617.23
P1700436	Landauer Jr and Co :R S	Supplies and Materials	HS: Radiologic Technology	1,000.00	1,000.00
P1700437	SIGMA - Aldrich Inc	Supplies and Materials	NS: Biological Sciences	2,854.62	2,854.62
P1700440	Career Americal LLC	Other Services	Student Financia Aid Admin-Augment:	14,000.00	14,000.00
P1700441	YBP Library Services	Library Books	LIB: Shatford Library	35,000.00	35,000.00
P1700442	Alibris Inc	Library Books	LIB: Shatford Library	1,000.00	1,000.00
P1700443	Ticonium	Supplies and Materials	HS: Dental Lab Tech	831.65	831.65
P1700444	Thermo Fisher Scientific	Supplies and Materials Live cultures	NS: Biological Sciences	3,199.54	5,760.44
Total Restricted General Fund (Including Grants)				207,303.04	
CAPITAL OUTLAY FUND					
P1700224	* Ganahl Lumber Company	Construction and Modifications	C/O Facility Renovations	4,500.00	9,500.00
P1700229	Battery System	Repair and Maintenance of Equipment Blanket order for electric cart batteries for the Facilities Department as needed	C/O Facility Renovations	6,500.00	8,023.20

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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
P1700254	Star News	Legal Advertising	C/O Virtualization/Lab Upgrade	1,391.04	5,745.93
		Legal advertising for the Microsoft System Center Integration Bid			
P1700310	Anas Iron Supplies	Construction and Modifications	C/O Facility Renovations	2,054.61	2,054.61
P1700313	Custom Craft Flooring Contractors	Construction and Modifications	C/O Facility Renovations	4,544.05	6,241.19
P1700315	National Business Furniture	Construction and Modifications	C/O Facility Renovations	2,940.50	2,940.50
P1700316	* McDaniel, Robert L	Repair/Upkeep Bldgs and Grounds	C/O Facility Renovations	5,000.00	6,250.00
P1700333	* Pasadena Municipal Services	Construction and Modifications	C/O Facility Renovations	6,733.87	2,413,879.87
		Installation of 2-inch fire service			
P1700383	Ferguson Enterprises Inc	Construction and Modifications	C/O Facility Renovations	3,000.00	7,942.92
		Blanket order for plumbing supplies as needed			
P1700384	Grainger Inc	Supplies and Materials	C/O Facility Renovations	4,500.00	10,993.25
		Blanket order for building materials, lighting, air conditioning, heating, ventilating as needed			
		Total Capital Outlay Fund		41,164.07	
BUILDING FUND					
P1700255	Star News	Advertising	M/P Classroom Conversions	1,401.04	5,745.93
		Legal advertising for B957R, Architecture for V204/206			
P1700257	Harris Discount Supply	New Equipment \$5,000 or Greater	M/P 2nd Spc Proj:Dntl Pgrm	44,282.34	44,282.34
P1700262	Hirsch Pipe and Supply	Construction/Modifications \$100,000	M/P Classroom Conversions	532.86	3,559.56
		Building materials for V204/206			
P1700364	Liberty Mutual Insurance Co	Buildings Construction Management \$	M/P Construction Management	80,000.00	80,000.00
P1700421	Dunn-Edwards Corp	Construction/Modifications \$100,000	M/P 2nd Spc Proj:Dntl Pgrm	227.83	727.83
P1700439	Mideo Systems Inc	New Equipment between \$500-4999	M/P 2nd Spc Proj:Dntl Pgrm	3,154.24	3,154.24
		Total Building Fund		129,598.31	
SELF INSURANCE - LIABILITY AND PROPERTY FUND					
P1700282	Pacific Valley MedGrp	Property & Liability Ins	Property Damage & Public Liability	700.00	700.00
P1700283	California Auto Body Shop	Property & Liability Ins	Property Damage & Public Liability	964.16	964.16
P1700292	Geil Kilns	Property & Liability Ins	Property Damage & Public Liability	3,926.50	3,926.50
		Total Self Insurance - Liability and Property Fund		5,590.66	
		Total		3,643,687.12	

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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Approve/Ratify Information Technology Purchasing Transactions

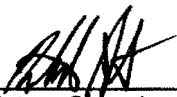
Board Meeting Date: September 7, 2016

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 P1700223 through P1700444. *EMP: L*

FISCAL IMPLICATIONS: Funds for this purpose are provided in the Approved Tentative 2016-2017 District Budgets in the funds indicated and charged to the requestors' cost center.

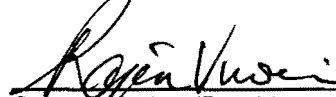
BACKGROUND: Orders have been issued in accordance with legal requirements and attached hereto. The purchase orders listed on the attached report consist of orders for Information Technology Services (ITS). ITS supports and maintains the components of a campus wide network communications backbone, and 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	Requestor	PO Amount	PO Amount
UNRESTRICTED GENERAL FUND					
P1700237	Best Buy Gov LLC	Supplies and Materials	Information Tech Services	312.47	312.47
		Logitech Wireless Keyboard			
		Total Unrestricted General Fund		312.47	
CAPITAL OUTLAY FUND					
P1700246	Compview Inc	New Equipment between \$500-4999	C/O Virtualization/Lab Upgrade	2,401.63	2,401.63
		Audio Visual components for Harberson Hall/Forum			
		Total Capital Outlay Fund		2,401.63	
		Total		\$2,714.10	

* 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

CONSENT ITEM TITLE:

Accept Notice of Completion for C150008 – EMCOR
– HVAC Pressure Dependent to Independent Valves

Board Meeting Date: September 7, 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 Contract C150008, EMCOR for Heating, Ventilation and Air Conditioning (HVAC) Pressure Dependent to Independent Valves for the R, UU, and C buildings. *EMP: L*

FISCAL IMPLICATIONS: No additional financial obligation is created by the action.

BACKGROUND: At its Board meeting of June 17, 2015, Consent Item 240-B, the Board of Trustees approved Bid 915, Contract C150008 to EMCOR, Mesa Energy Group for the installation of HVAC chilled water lines in the R Building, HVAC controller in the UU Building, isolation valves for the HVAC chilled water lines in the R and C Buildings, and control valve for the L Building. Facilities and Construction Services 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 all signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Accept Notice of Completion for C160007 – Golden
Star Technologies (GST) - Bid 943 Smart Room
Technology Refresh

Board Meeting Date: September 7, 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 Contract C160007, Golden Star Technologies (GST) for Smart Room Technology Refresh. *EMP: L*

FISCAL IMPLICATIONS: No additional financial obligation is created by the action.

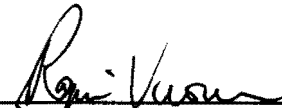
BACKGROUND: At its Board meeting of December 9, 2015, Consent Item 133-B, the Board of Trustees approved Bid 943, Contract C160007 to GST for the Smart Room Technology Refresh. Information Technology Services identifies this project is now complete.

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 C160009 – Next
Venture (dba) Sierra Group, Inc. - Bid 947R
Surveillance System Upgrade


Board Meeting Date: September 7, 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 Contract C160009, Next Venture, Inc. (dba) Sierra Group for the Surveillance System Upgrade project. *EMP: L*

FISCAL IMPLICATIONS: No additional financial obligation is created by the action.

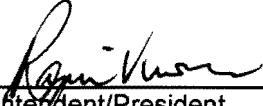
BACKGROUND: At its Board meeting of February 24, 2016, Consent Item 179-B, the Board of Trustees approved Bid 947R, Contract C160009 to Next Venture, Inc. (dba) Sierra Group for the Surveillance System Upgrade project. Information Technology Services identifies this project is now complete.

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 P1700203 –
Pasadena Builders, Inc. – Remodel Classrooms

Board Meeting Date: September 7, 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 P1700203 to Pasadena Builders, Inc. to remodel the following three classrooms; Science Village Room 32, LL-Building Room 135, and C-Building Room 108 per proposal 1570-16-00208. EMP: L

FISCAL IMPLICATIONS: No additional financial obligation is created by the action.

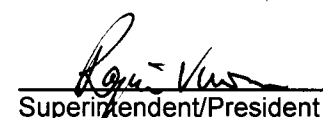
BACKGROUND: At its Board meeting of August 17, 2016, Consent Item 34-B, the Board of Trustees approved Purchase Order P1700203 to Pasadena Builders, Inc. to remodel Science Village Room 32, LL-Building Room 135, and C-Building Room 108. The Facilities Services Department has now identified this project as complete.

Approved by:



Assistant Superintendent / Vice President
Business and Administrative Service

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


Superintendent/President

(Requires all signatures)

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Authorization to Solicit Bids: Community Education
Center (CEC) Elevator Upgrade

Board Meeting Date: September 7, 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 authorization to solicit bids for Community Education Center (CEC) Elevator Upgrade. *EMP: L*

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit bids. However, it is anticipated that the cost of the currently needed services is One Hundred Thirty-Three Thousand Dollars (\$133,000.00). Funds for this purpose are budgeted in the Approved Tentative 2016-2017 District Budget under the following cost centers shown:

420000-741100-625000-7100 (Elevator Upgrades)

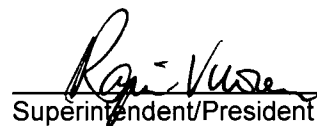
BACKGROUND: The CEC Elevators are 20 years old and are in need of both operational and code related upgrades. This upgrade includes both passenger elevators. Each one of these elevators has malfunctioned multiple times. As the Rotunda elevator provides the only emergency service access to the second floor, when it goes down, this service cannot be provided.

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:

Authorization to Solicit Bids: Arts Scene Shop
Remodel

Board Meeting Date: September 7, 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 authorization to solicit bids for the Arts Scene Shop Remodel. *EMP: L*

FISCAL IMPLICATIONS: No financial obligation is created by the authorization to solicit bids. However, it is anticipated that the cost of the currently needed services is Eighty-Five Thousand Dollars (\$85,000.00). Funds for this purpose are budgeted in the Approved Tentative 2016-2017 District Budget under the following cost center shown:

420000-740900-625000-7100 (Classroom Conversions)

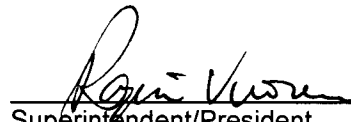
BACKGROUND: The current configuration and operations do not allow for an adequate working environment. Remodel of the Arts Scene Shop will provide better storage, proper dust collection, better circulation and proper tool storage.

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 Professional Conference Attendances

Board Meeting Date: September 7, 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 professional conference attendances outside the United States and/or with anticipated cost in excess of \$2,500.00.

FISCAL IMPLICATIONS: Funds for this purpose are budgeted in the 2016-2017 Tentative District Budget, in the account number shown.

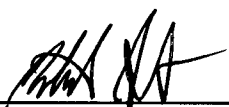
APPROVE:

ATTENDEES: Mary Thompson, Rajen Vurdien
LOCATION: The Association of Community College Trustees (ACCT) Leadership Congress 2016, New Orleans, Louisiana
DATES: October 5-8, 2016*
PURPOSE: Strengthen skills and knowledge. Exchange critical information and ideas on successful new models, innovations, and programs with community college leaders from across the country.
CHARGES: \$2,771.00 for Thompson, \$2,855.00 for Vurdien
ACCOUNT NO.: 100000-400000-521000-6600
RECOMMENDED BY: Board of Trustees
EMP: B1
 *October 4 – additional travel day

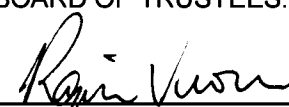
ATTENDEE: Elaine Chapman
LOCATION: Learning Resources Network (LERN) Annual Conference and Board Meeting, Baltimore, Maryland
DATES: November 16-19, 2016*
PURPOSE: Board member, Chair, Community College Council; Lead CC Roundtable discussion; Member Contract Education Council; Advocate for Lifelong Learning and Contract Education
CHARGES: \$3,203.00
ACCOUNT NO.: 100000-420200-521000-6820
RECOMMENDED BY: Rajen Vurdien
EMP: B1, J1, K3
 *November 20 – additional travel day

Page 1 of 2

Approved by:


 Assistant Superintendent/Vice President
 Business and Administrative Services

APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:


 Superintendent/President

(Requires two signatures)

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

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Receive and Reject Claim
Margaret Castro

Board Meeting Date: September 7, 2016

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

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

BACKGROUND: Ms. Castro is alleging ongoing incidents of discrimination, negligence, intentional infliction of emotional distress as well as federal and state statutory claims pursuant to the ADA, the Unruh Civil Rights Act, and the Blind and Disabled Persons Act as a result of not allegedly receiving accommodations.

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:

Approve/Ratify Compensation for Academic Personnel

Board Meeting Date: September 7, 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 years 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>
Berman, Ronald	150.00	Performing Arts—jazz trio ensemble at music 10 concert hour class, 09-22-16, <i>EMP: A2, D2.4</i>
Castillo, Francisco	150.00	Performing Arts—oboe ensemble at music 10 concert hour class, 09-15-16, <i>EMP: A2, D2.4</i>
Cherry, Anne Marie	150.00	Performing Arts—piano and French horn ensemble at music 10 concert hour class, 09-15-16, <i>EMP: A2, D2.4</i>
Frank, Russell	10,000.00	Academic Support-FYP—completion of all international student pathway responsibilities, including Jam program management (recruitment of faculty and tutors), training, and scheduling of college 1 and success coaches, 08-29-16 to 06-09-17, <i>EMP: A, D, E</i>
Ho, Jennifer	8,000.00	Kinesiology, Health and Athletics—head badminton coach, 08-28-16 to 05-31-17, <i>EMP: E1</i>
Hsiang, Cynthia	150.00	Performing Arts—world music ensemble at music 10 concert hour class, 10-20-16, <i>EMP: A2, D2.4</i>
Lobitz, Kristi	150.00	Performing Arts—piano ensemble at music 10 concert hour class, 10-27-16, <i>EMP: A2, D2.4</i>
McGee, Patrick	10,000.00	Kinesiology, Health and Athletics —head baseball coach, 08-29-16 to 05-31-17, <i>EMP: E1</i>
Murray, Andrea	1,500.00	Academic & Student Affairs—coordinate Study Abroad program during summer. Work includes preparing student for fall 2016 Florence program; student orientation, interviewing applicants, enrolling 30 students in courses, website development for program, communication with Spanish faculty regarding summer programs, 06-01-16 to 06-30-16, <i>EMP: A2</i>
Murray, Andrea	1,500.00	Academic & Student Affairs—coordinate Study Abroad program during summer. Work includes preparing student for fall 2016 Florence program; student orientation, interviewing applicants, enrolling 30 students in courses, website development for program, communication with Spanish faculty regarding summer programs, 07-01-16 TO 08-28-16, <i>EMP: A2</i>
Scivally, Robert	300.00	Performing Arts—jazz quartet ensemble at music 10 concert hour class, 11-03-16, <i>EMP: A2, D2.4</i>
Swaminathan, Natarajan	4,320.00	PCC Extension—effective leadership presenter, 10-05-16 to 10-06-16
Yslas, Ray	300.00	Performing Arts—Latin quartet ensemble at music 10 concert hour class, 09-15-16, <i>EMP: A2, D2.4</i>

FUND 03

Altounji, Myriam	6,000.00	Pathways to Completion—development and implementation of activities related to the Title V pathway to completion grant including coordination with counseling and supervision of second year success coaches, 08-26-16 to 12-22-16, <i>EMP: A1-3, B1, D1-5</i>
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Desai, Rohan	2,000.00	Counseling—provide counseling support of SSSP initiatives and pilots, 09-08-16 to 12-16-16, <i>EMP: A, B, D, E</i>
Duvall, Jackie	800.00	Natural Sciences-eSTEM Grant—production of export package of biology 011 materials to be shared on the CCC creative commons, 05-09-16 to 06-30-16, <i>EMP: B1.4</i>
Duvall, Jackie	800.00	Natural Sciences-eSTEM Grant—production of export package of biology 011 materials to be shared on the CCC creative commons, 07-01-16 TO 08-23-16, <i>EMP: B1.4</i>
Fleming, Stephanie	10,000.00	Pathways to Completion—development and implementation of activities related to the Title V pathway to completion grant; completion of all project director responsibilities including federal reports, 08-26-16 to 12-22-16, <i>EMP: A1-3, B1, D1-5</i>
Rose, Shelagh	8,000.00	Pathways to Completion—development and implementation of activities related to the Title V pathway to completion grant, including evaluation, curriculum development and portfolio design and implementation, 08-26-16 to 12-22-16, <i>EMP: A1-3, B1, D1-5</i>
Wurst, Sonia	500.00	Title V—development of career pathway maps in the planning of curricular sequences for stack-ability of credentials, from high school to college to industry recognized and work based learning activities that allow for student to experience career exploration to employment preparation, 05-10-16 to 06-30-16, <i>EMP: D1-4</i>

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Employment of Hourly Faculty, 2016-17

Board Meeting Date: September 7, 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>
Baker, Mark	Adjunct Faculty	A	7	Languages and ESL Latin
Cornejo, Victor	Adjunct Faculty	A	1	Performing Arts Speech
Hu, Una	Adjunct Faculty	A	1	Performing Arts Speech
Martinez, Yvette	Adjunct Faculty	A	1	Counseling Services College 1
Melvin, Paige	Adjunct Faculty	A	1	Performing Arts Dance
Plumley, Andrew	Adjunct Faculty	A	1	Social Sciences Education

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Employment of Hourly
Unclassified Employees, College Assistants and
Volunteers for 2016-2017

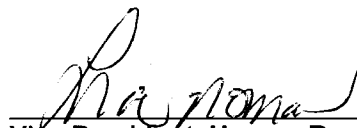
Board Meeting Date: September 7, 2016

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

<u>NAME</u>	<u>DIVISION/DEPARTMENT</u>
Andrade, Karolina	Police and Safety Services Parking and Traffic EMP:J1, J2 Business Services Civic Center EMP:E1, J1, J2
Barrientos, Maria De La Cruz	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Bonney, William	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Carmona, Edwin	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Carroll, Marquita	Facilities Services Custodial Services EMP:L2
Castro, Saul	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Chang, Tiffany Xioa	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Cisneros, April	Health Sciences Dental Assisting Lab Tech EMP:A2
De La Torre, Destiny	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
De Leon, Esteban	Visual Arts and Media Studies Tournament Band EMP:A1, A2
Diaz, Jesus	Visual Arts and Media Studies Tournament Band EMP:A1, A2
Duan, Fei	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Escobar, Esteban	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Espinoza, Oliver	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Foster, Lisa	Counseling Veterans Support Services EMP:A1;A2;F2;K5
Gaeta, Angelica	Social Sciences Child Developmental Center EMP:E1
Gohl, Amanda	Special Services Disabled Student Programs and Services EMP:E4.1
Green, Alicia	Outreach, Degree & Transfer Services Degree Transfer Center EMP:E5
Hajjali, Laila	Public Relations Public Relations EMP: E1
Hong, Ryan	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1
Lee, Rachael	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways EMP:E1

Ludwing, Clemencia	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Martinez, Santos G.	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Maurice-Africa, Samantha	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Mejia, Marco	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Mirzoyan, Siruhi	Engineering Technology & Economic and Workforce Development Career Pathways Trust <i>EMP:C3</i>
Nye, Samuel	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Otero, Andrea	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>
Padda, Bikramjot Singh	Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Perez, Melissa	Engineering Technology & Economic and Workforce Development Economic and Workforce Development <i>EMP:E1</i>
Prince, Jobeth	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Ramos, Julio	Business Services Staging Services <i>EMP:J1, J2</i>
Reznik, Zaven	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Rivas, Reggie	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>
Roepke II, Peter Hague	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>
Salazar, Antonio	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Scharler, Jennifer	Business CTEA: Associate Degree Nursing <i>EMP:A3.1</i>
Serrano, Rebecca Ester	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Sexton, Joshua	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Shen, Gilbert	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Shintaku, Jenny	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Suavez, Manuel	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Urrea, Carolina	Business Services Civic Center <i>EMP:E1, J1, J2</i> Police and Safety Services Parking and Traffic <i>EMP:J1, J2</i>
Valadez, Erick David	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>

Velasquez, Jose	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Wang, Ting-Ting	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Zabalaga, Taro	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Zamora, Jorge	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>

VOLUNTEER

NAME

DIVISION/DEPARTMENT

Andrews, La Toya	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>
Bickel, Steven	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>
Bolandi, Garik Esmaeil	Non-Credit Division Non Credit Program <i>EMP:A3.2</i>
De La Torre, Lupe	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Estrada, Jennifer	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>
Estrada, Jesse	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>
Goodbar, Robbie	Social Sciences Psychology <i>EMP:E1, E7</i>
Juarez, Steven	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Lee, Ying	Non-Credit Division Non Credit Program <i>EMP:A3.1</i>
Lottes, Daniel	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>
Miranda Jr., Mark Anthony	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>
Murillo, Elizabeth	Kinesiology, Health & Athletics Physical Education: Athletics <i>EMP:E1</i>
Pedroza, Carl	Health Sciences Emergency Medical Tech <i>EMP:A2</i>
Ray, Jennifer	Counseling Counseling Office <i>EMP:A1;A2;F2;K5</i>
Rivera, Blanca Lydia	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Sanchez Andrade, Vanessas	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Shankwiler, Reed	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>
Torres-Rodriguez, Eduardo	Special Services Disabled Student Programs and Services <i>EMP:E4.1</i>

Consent Item No. 18-P
September 7, 2016
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Yoo, Sun Hee

Zhai, Minhua

Non-Credit Division
Non Credit Program *EMP:A3.1*
Non-Credit Division
Non Credit Program *EMP:A3.1*

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE: Employment of Hourly
Unclassified Employees, Student Workers for 2016-
2017

Board Meeting Date: September 7, 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

<u>NAME</u>	<u>DIVISION/DEPARTMENT</u>
Barriga-Sardinas, Brianna	Social Sciences Child Developmental Center <i>EMP:E1</i>
Burke, Melanie	Social Sciences Child Developmental Center <i>EMP:E1</i>
Castillo, Johnny	Natural Sciences Bridges to Stem Cell Research <i>EMP: E1</i>
Chavez Morales, Alejandro	Cal Works TANF <i>EMP:E4.1</i>
Garcia, Diana	Social Sciences Child Developmental Center Preschool Program <i>EMP:E1</i>
Gonzales, Dalailah	Social Sciences Child Developmental Center <i>EMP:E1</i>
Hermosura, Jeffrey	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Hui, Roseanne	Natural Sciences Bridges to Stem Cell Research <i>EMP: E1</i>
Lakin, Tanner Lee	Natural Sciences Bridges to Stem Cell Research <i>EMP: E1</i>
Le, Linhdan	Business Carl Perkins Career & Tech Education Act <i>EMP:E5</i>
Lemus, Karen	Visual Arts and Media Studies Division Office <i>EMP:A1, A2</i>
Malonzo, Robert	Learning Assistance Center Computer Learning Center <i>EMP:E5</i>
McIntee, Jalen	Student Affairs SSSP <i>EMP:E5</i>
Mendoza, Ricardo	Engineering Technology & Economic and Workforce Development Economic and Workforce Development <i>EMP:E1</i>
Nadudvar, Deven	Student Support Student Support Services Prog <i>EMP:E1, E1.1</i>
Reyes, Docnary	Natural Sciences Title V - HSI Stem <i>EMP:E1</i>
Reyna, Zeferino Javier	Natural Sciences Bridges to Stem Cell Research <i>EMP: E1</i>
Rosemond, Ariel	English Writing Center <i>EMP:E1, E5</i>
Wilson, Dekise	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>
Wong, Nacy	Engineering Technology & Economic and Workforce Development Title V - Design Technology Pathways <i>EMP:E1</i>

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Employment, Change of Status and Separation of
Academic Employees

Board Meeting Date: September 7, 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.

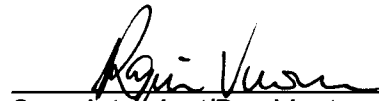
BACKGROUND: Routine personnel transactions.

Approved by:



Vice President, Human Resources

**APPROVED FOR SUBMISSION TO
THE BOARD OF TRUSTEES:**



Superintendent/President

<u>NAME, CLASSIFICATION AND DEPARTMENT/DIVISION</u>	<u>CLASS & STEP</u>	<u>ASSIGNMENT BASIS</u>	<u>EFFECTIVE DATE</u>
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EMPLOYMENT

Hernandez, Daniela Temporary Counselor Counseling/Career Services	TBD	100% - 11 months	09/01/16
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SEPARATION

Cheung, Lilian Instructor Business		Resignation	08/12/16
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PASADENA AREA COMMUNITY COLLEGE DISTRICT
Pasadena City College

CONSENT ITEM TITLE:

Employment, Change of Status and Separations of
Classified Employees

Board Meeting Date: September 7, 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

**NAME, CLASSIFICATION AND
DEPARTMENT**

**RANGE
& STEP**

**ASSIGNMENT
BASIS**

**EFFECTIVE
DATE**

EMPLOYMENT

Castaneda, Miranda
Intermediate Clerk II
Noncredit Division
Grant funded position

36A

100% - 12 mo.

9/19/2016

CHANGES

Ramos, Sabrina

From: Intermediate Clerk II
Engineering Technology &
Economic and Workforce
Development

36E

100% - 12mo

To: Intermediate Clerk II
Engineering Technology &
Economic and Workforce
Development
Annual Extension of Grant
Funded Position

36E

100% - 12mo

7/01/16 – 6/30/17

SEPARATIONS

Collins, Sandra
Contract Specialist

Resignation
24 years of service

8/12/2016

Cooper, Gail
General Counsel

Retirement
5 years of service

8/17/2016

**Amend Consent Item No 7-P
July 20, 2016**

EMPLOYMENT

Azizyan, Lilit
Business Analyst
Admissions & Records
New position

61B

100% - 12 mo.

~~7/21/2016~~
8/08/2016

Amend Consent Item No 15-P
August 17, 2016

CHANGES

Conklin, Eamon

From: Electronic & Digital Fabrication Technician
Engineering Technology & Economic and Workforce Development

54B

100% - ~~12mo~~
11mo

To: Electronic & Digital Fabrication Technician
Engineering Technology & Economic and Workforce Development
Annual Extension of Grant Funded Position

54B

100% - ~~12mo~~
11mo

7/01/16 – 6/30/17

Variyam, Biju

From: Department Lab Aide
Engineering Technology & Economic and Workforce Development

30F

100% - ~~12mo~~
11mo

To: Department Lab Aide
Visual Arts & Media Studies

30F

100% - ~~12mo~~
11mo

8/01/16 – permanent

