

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
MINUTES OF MEETING NO. 11
JOINT MEETING OF THE BOARD OF TRUSTEES AND
THE ASSOCIATED STUDENTS' BOARD
Pasadena City College
Creveling Lounge
1570 East Colorado Boulevard
Pasadena, California 91106
11:00 a.m. Closed Session
12:00 noon Open Session
Thursday, May 3, 2007**

To listen to the full deliberation of the Board, please go to the college website,
www.pasadena.edu/board, and click on "Audiocast of Meetings".

Meeting No. 11

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The Board of Trustees, acting as the Governing Board of the Pasadena Area Community College District, met with the Associated Students' Board for Meeting No. 11 on Thursday, May 3, 2007, in the Creveling Lounge of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL, PUBLIC COMMENT ON NON-AGENDA ITEMS

The meeting was called to order at 11:09 a.m. by Dr. Consuelo Rey Castro, President.

ROLL CALL

Trustees Present

Ms. Consuelo Rey Castro, President
Mr. John Martin, Vice President
Ms. Susanna Miele, Clerk
Mr. Geoffrey L. Baum
Dr. Hilary Bradbury-Huang (left at 1 :00 p.m.)
Dr. Jeanette Mann
Mrs. Beth Wells-Miller
Mr. Michael Sansosti, Student Trustee

Administrative Officers in Attendance

Dr. James Kossler, Superintendent/President
Dr. Jim Albanese, Interim Vice President, Administrative Services
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Lisa Sugimoto, Vice President, Student and Learning Services
Dr. Jorge Aguiñiga, Dean, Human Resources
Dr. Stuart Wilcox, Dean, Institutional Planning and Research
Mrs. Elaine Chapman, Interim Dean, External Relations

Associated Students Board Present

Miss Natalie Courtney, President
Miss Erin Garroviallas, Vice President, Academic Affairs
Mr. Scott Blanks, Vice President, Internal Affairs
Miss Evelyn Contreras, Vice President, Student Services
Miss Patricia Hong, Vice President, Business Affairs
Mr. Adam Kratt, Vice President, Campus Activities
Miss Jessie Funes, Vice President, Cultural Diversity
Miss Jennifer Mac, Vice President, Public Relations
Miss Elaine Reodica, Vice President, External Affairs
Miss Connie Chung, Chief Justice
Miss Eliyani Oktaviana, Secretary

The Academic Senate was represented by Mr. Jim Bickley.

The Classified Senate was represented by Ms. Anna Mae Jones.

The Management Association was represented by Ms. Ellen Lignons.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There was no public comment on Closed Session items.

Dr. Rey Castro adjourned the Board to Closed Session at 11:12 a.m.

II. CLOSED SESSION

Government Code §54957

Public Employee Appointment

(Appointment of Instructors: Physiology; Fitness/Physical Education; and Appointment of Instructor/Coordinator: Noncredit ESL)

Closed Session was adjourned at 12:11 p.m.

III. OPEN SESSION

Dr. Rey Castro reconvened the Open Session at 12:15 p.m. and reported that no action was taken during the Closed Session.

A. PLEDGE OF ALLEGIANCE

Miss Courtney led the Pledge of Allegiance.

B. INTRODUCTIONS

Dr. Rey Castro presented certificates to Diane Anthony and Yuanchao Wang, who were honored by Phi Theta Kappa Honor Society and the American Association of Community Colleges for their participation in the 2007 All-USA Academic Team competition.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

Dr. Rey Castro asked if it would be agreeable to the speakers to postpone this items until the business meeting.

Mr. Rich McKee responded that he had a 1:00 class and wouldn't be available at that time. Mr. McKee then addressed the Board regarding district sponsorship of full-time, tenure track faculty applying for permanent residence status in the United States.

Ms. Brandy Burnett, parent of a PCC student, requested a report on the plan PCC has in place for communication with faculty, staff and on-site students in the event of an emergency situation.

D. JOINT MEETING WITH PCC ASSOCIATED STUDENTS' BOARD

1. INTRODUCTION OF MEMBERS OF BOTH BOARDS

Members of the ASPCC Board introduced themselves.

2. PRESENTATION, WITH DISCUSSION AND POSSIBLE ACTION: THE STUDENT SERVICE FUND

Ms. Courtney and Dr. Thayer explained that the income for the Student Service Fund is generated from the bookstore, cafeteria, and campus vending machine sales. The purpose of the Student Service Fund is to support student and co-curricular activities such as lectures, concerts, recreational and intramural activities, and student activity entry fees. Miss Courtney pointed out that the funding requirement that was established in 1972 states that "the funds shall not be used in any way for programs that do not relate to the well-being of the college in total". Dr. Thayer cited that some of the current and future challenges include a decrease in revenue from during construction and relocation of the campus bookstore, cafeteria and the office of Student Affairs. Students are encouraged to make their purchases of food and materials on campus, so that the money they spend is recycled back into the Student Service Fund.

2. PRESENTATION, WITH DISCUSSION AND POSSIBLE ACTION: THE STUDENT SERVICE FUND (Continued)

Dr. Mann commented that perhaps it would be more advantageous to lower prices so that students could more readily afford to make purchases on campus. Dr. Kossler explained that at most community colleges the Student Service Funds are derived from the same sources or from a student activity fee. Dr. Mann responded that the student activity fee would, most likely, be more reasonable. Dr. Bradbury-Huang questioned how the students' needs are met and Dr. Thayer cited several ways in which the student preferences are determined.

3. DISCUSSION, WITH POSSIBLE ACTION: THE FALL STUDENT SURVEY

Dr. Stuart Wilcox explained that during the fifth week of the fall semester, approximately 2500 students are polled on a variety of topics such as their opinions about the instruction they receive, the extent to which they are engaged in the learning process, and how satisfied they are with various college support services.

Dr. Mann noted that there is room for improvement in all areas. Mr. Kratt asked why a three-point system is used and Dr. Wilcox explained that, because that system has been used for the past ten years, continuity would be lost if it was changed. Mr. Baum asked how much input students had on the rating instrument and suggested that the various areas be reviewed and developed by the students to begin a new five-year study.

4. PRESENTATION, WITH DISCUSSION AND POSSIBLE ACTION: THE STUDENT LOBBY COMMITTEE

Miss Elaine Riodica stated that the goal of the student lobby committee is to empower students through political engagement, which is done by hosting student forums on campus, lobbying in the state and national capitols, and encouraging voter registration. Future projects include a women's forum, more student outreach, updating of the website and sponsoring an ICC forum. Miss Riodica concluded her remarks by recognizing the efforts of the entire lobby committee.

5. OPEN DISCUSSION BETWEEN ASSOCIATED STUDENTS' BOARD AND BOARD OF TRUSTEES

Dr. Mann questioned why there is little interaction with faculty outside of the classroom and Miss Riodica responded that it was due to a lack of office space for part-time faculty. Mr. Sansosti added that, even with office space, some teachers appear to be unwilling to help students and Miss Chung suggested that teachers be more approachable.

Miss Jesse Nunes also addressed a need for more office space for adjunct faculty; a review of the "one day pay" policy; timely delivery of financial aid checks; and installation of additional microwave ovens on campus.

Miss Courtney suggested that gender neutral restrooms be considered; that students be provided with more nutritional choices in the cafeteria; and the matter of sustainability of the college campus.

Mr. Adam Kratt introduced Tonya Gomez, who related to the Board her experience with the lack of gender-neutral restrooms.

Miss Patricia Hong, citing her personal experiences, encouraged more support activities for international students. Mrs. Wells-Miller suggested that, perhaps, a mentoring program could be developed with local churches or service organizations. Miss Chung added that she would like to see the International Student Office plan more events for international students.

5. OPEN DISCUSSION BETWEEN ASSOCIATED STUDENTS' BOARD AND BOARD OF TRUSTEES

Miss Courtney suggested that joint meetings be held more frequently. Ms. Rey Castro thanked the students for sharing information and exchanging ideas and encouraged them to bring any future concerns to the Board at their regular meetings.

Dr. Bradbury-Huang left the meeting at this time.

C. PUBLIC COMMENT ON NON-AGENDA ITEMS (Continued)

Mr. Greg Smith, Physical Education Professor, spoke to the Board in support of Skip Robinson.

Mr. Rod Foster, Instructor, questioned the procedure for creating a new job description for the Dean of Physical Education without consulting the Academic Senate. He also asked why the PE Dean position vacancy is being fast-tracked for hire and suggested that the new college president might want to form his/her own team.

Ms. Jesse Moore, Physical Education Instructor, listed several items of concern in the P.E. Dean job description and recommended that the hiring process be discontinued until the suggested changes are made.

E. APPROVAL OF MINUTES:

Regular Business Meeting No. 9, April 4, 2007 and Meeting No. 10, Spring Board Retreat, April 18, 2007

Page 8629 – Process for Selection of the College President

Dr. Aguiñiga corrected the word “advertisements” to read “brochures

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Ms. Miele, the Board voted, by a unanimous vote of the six members present, to approve the Minutes of Meeting No. 9, a Regular Business Meeting, April 4, 2007.

Advisory Vote: Aye

Ms. Miele pointed out a typographical error on Page 8633 of the April 18 Minutes.

MOTION: ON MOTION OF Mrs. Wells-Miller and seconded by Ms. Miele, the Board voted, by a unanimous vote of the six members present, to approve the Minutes of Meeting No. 10, the Spring Board Retreat, April 18, 2007.

Advisory Vote: Aye

F. APPROVAL OF CONSENT ITEMS

210-B – Sole Source Declaration and Approval of Purchase Order to Visual Information Systems Co.

Mrs. Wells-Miller stated that this money might be spent in a different manner. Mr. Baum asked if the changes to the sign would be in compliance with any City codes. Dr. Kossler pointed out that the dimensions of the sign are not changing, but that they would check with the City to ensure that there were no code violations. Dr. Mann said that she understood that operating the current sign was very labor-intensive, and that this new sign should be considered as outreach to the community.

214-B - Authorization to Enter into a Technical Service Agreement with Verizon Business Services

Ms. Miele asked why the three lowest bids were not listed on the consent item. Mr. Nandikishore said that he will provide that information.

123-I – Approval of Instructional Trip

Dr. Mann commented that this is an excellent field trip and commended the instructors for coordinating the trip with the course content.

- F. APPROVAL OF CONSENT ITEMS (Continued)**
129-I – Instructional Activity for Community Education Center
Dr. Mann pointed out that this should be a ratification.
- 201-B – Approve/Ratify/Amend Contracts**
B-97042-7 – Pepsi Bottling Company.
Dr. Albanese explained that this is a continuation of a 15 year relationship with Pepsi. Dr. Mann asked if Pepsi offers students free credit cards and Dr. Albanese responded that they do not.
- B-96934-7 – Christine Oh
Ms. Miele asked if Ms. Oh had been paid prior to approval of this contract. Dr. Jacobs explained that she is working in a full time vacant position, which will soon be filled, but has been paid. Dr. Mann pointed out that this should be a ratification.
- MOTION: ON MOTION OF** Mr. Baum, and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the six members present, to approve the Consent Items.
Advisory Vote: Aye
- G. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE INSTRUCTIONAL SUPPORT SERVICES UNIT (ISSU) TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT (PACCD)**
Dr. Rey Castro opened the Public Hearing. When there was no comment from the public, the hearing was closed.
- H. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT (PACCD) TO THE INSTRUCTIONAL SUPPORT SERVICES UNIT (ISSU)**
Dr. Rey Castro opened the Public Hearing. When there was no comment from the public, the hearing was closed.
- I. APPROVAL TO TRANSMIT THIRD QUARTERLY FINANCIAL STATUS REPORT**
Ms. Miele asked about the amount in the financial aid accounts, and Dr. Albanese explained that this report is for the General Fund, not the Financial Aid fund.
- MOTION: ON MOTION OF** Mrs. Wells-Miller and seconded by Dr. Mann, the Board voted, by a unanimous vote of the six members present, to approve transmittal of the Third Quarterly Financial Status Report.
Advisory Vote: Aye
- J. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF BOARD OF TRUSTEES' GOALS FOR 2006-07**
Dr. Mann commented that Dr. Kossler captured the essence of the goals developed by the Board and requested that the new goals be placed in each trustee's binder.
- MOTION: ON MOTION OF** Dr. Mann and seconded by Ms. Miele, the Board voted, by a unanimous vote of the six members present, to approve the Board of Trustees' Goals for 2006-2007.
Advisory Vote: Aye
- K. DISCUSSION, WITH POSSIBLE ACTION: APPROVAL OF RESOLUTION NO. 417, THE COLLABORATIVE FOR HIGH PERFORMANCE SCHOOLS**
Dr. Rey Castro pulled this item for consideration at a future meeting.
- L. DISCUSSION, WITH POSSIBLE ACTION: PROCESS FOR THE SELECTION OF THE COLLEGE PRESIDENT**
Dr. Rey Castro stated that the Board would be scheduling a meeting sometime after the July 6 selection of the new College President to allow time for acceptance of the position and negotiation of a contract.

L. DISCUSSION, WITH POSSIBLE ACTION: PROCESS FOR THE SELECTION OF THE COLLEGE PRESIDENT (Continued)

Mr. Baum asked if there would be an alternate for CTA and Dr. Kossler responded that the first level selection committee must remain as it stands. Dr. Kossler explained that Mr. Sansosti would not be able to serve on the committee due to his class schedule, and Mr. Gregory Newell was being brought forward by the Associated Students for approval by the Board.

MOTION: **ON MOTION OF** Dr. Mann and seconded by Mrs. Wells-Miller, the Board voted, by a unanimous vote of the six members present, to approve Gregory Newell as a student representative on the first level selection committee.

Advisory Vote: Aye

M. PRESIDENT'S REPORT (INCLUDING VICE PRESIDENTS)

Dr. Kossler

- announced that a breakfast meeting with Asian-American leaders will be held on campus on Saturday, May 5, to learn how PCC is perceived by the Asian-American community;
- reported that 96% of the registered nursing students passed the Nursing Board exams;
- announced that the college received numerous public relations awards; and
- announced that Juan Gutierrez graduated from Leadership Pasadena.

N. ANNOUNCEMENTS BY SHARED GOVERNANCE REPRESENTATIVES AND MEMBERS OF THE BOARD

Ms. Anna Mae Jones, Classified Senate

- announced that the Classified Senate will hold a retreat on May 11, and a general membership meeting on May 23.

Ms. Ellen Ligons, Management Association

- announced Staff Recognition Day on May 8, from 1:00-3:00.

Dr. Jeanette Mann, Board of Trustees

- reported that she will attend the CCCT conference in San Francisco, May 4-6, and the Regional Caucus Meeting at Citrus College on May 9.

Ms. Susanna Miele, Clerk, Board of Trustees

- commended Theresa Reed, Director of the Foster and Kinship Care Program at CEC.

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Ms. Consuelo Rey Castro, President, Board of Trustees

- reported that the Adelante Mujer event at PCC was a great success; announced that Dr. Bradbury-Huang will attend the Strategic Planning Retreat; and announced the appointment of Mrs. Wells-Miller as the Board representative to the Accreditation Steering Committee.

O. FUTURE BOARD MEETING DATES

The next meeting of the Board of Trustees will be held on Wednesday, May 16, 2007, in the Circadian. Ms. Miele will not be able to attend.

P. FUTURE AGENDA ITEMS

Mrs. Wells-Miller requested a report from Chief Peter Michael regarding the college's emergency response plan. She also requested discussion of the one-day pay policy and an update on the Teacher Prep program.

Ms. Miele requested discussion of the Time, Place and Manner policy. She also suggested that the student concerns be placed in a package for discussion.

P. FUTURE AGENDA ITEMS (Continued)

Dr. Mann requested a discussion on student credit cards and discussion of office space for adjunct faculty.

Dr. Rey Castro asked for a presentation regarding the late distribution of financial aid checks.

Q. ADJOURNMENT

Meeting No. 11 was adjourned at 2:53 p.m.

MOTIONS CARRIED AT MEETING NO. 11 - May 3, 2007

1. Approval of Minutes of Meeting No. 9, Regular Business Meeting, April 4, 2007, and Meeting No. 10, the Spring Board Retreat, April 18, 2007.
2. Approval of Consent Items.
3. Approval to transmit the Third Quarterly Financial Status Report.
4. Approval of Board of Trustees' Goals for 2006-07.
5. Approval of Gregory Newell as a student representative for the First Level Selection Committee.

James Kossler, Secretary
Board of Trustees