ORDER OF BUSINESS - REGULAR MEETING
Wednesday, March 9, 2011
First Public Session 11:00 a.m.
Closed Session 12:30 p.m.
Second Public Session 3:30 p.m.

Los Angeles Harbor College
Seahawk Center, 2nd Floor
1111 Figueroa Place
Wilmington, CA 90744

I. Roll Call (11:00 a.m.) Location: Student Services Administration, Room 219, 2nd Floor

II. Recess to the Committee of the Whole
   A. Roll Call
   B. Public Speakers
   C. Briefing on State Budget, Legislation, and Related Matters
   D. Review of Professional Services Contract
   E. Update on Energy Program
   F. Los Angeles Trade-Technical College: Accrediting Commission for Community and Junior Colleges Follow-up Report
   G. Adjournment

III. Reconvene to Regular Meeting

IV. Roll Call (12:30 p.m.) Location: Student Services Administration, Room 219, 2nd Floor

V. Requests to Address the Board of Trustees – Closed Session Agenda Matters

VI. Recess to Closed Session in accordance with The Ralph M. Brown Act, Government Code sections 54950 et seq., and the Education Code to discuss the matters on the posted Closed Session agenda pursuant to Government Code section 54954.5 (Refer to Attachment “A” for Closed Session agenda).

VII. Reconvene Regular Meeting (3:30 p.m.) Location: Seahawk Center, 2nd Floor

VIII. Roll Call

IX. Flag Salute

X. Welcoming Remarks by Marvin Martinez, President, Los Angeles Harbor College

XI. Approval of Minutes: Regular Meeting and Closed Session: February 23, 2011

XII. Reports from Representatives of Employee Organizations at the Resource Table

XIII. Public Agenda Requests (Category A)
   1. Oral Presentations
   2. Proposed Actions

XIV. Requests to Address the Board of Trustees – Multiple Agenda Matters
XV. Reports and Recommendations from the Board
   - Report on Actions Taken in Closed Session – March 9, 2011
   - Reports of Standing and Special Committees
   - BT1. Resolution – Labor History Week
   - BT2. Resolution – California Community College Month
   - BT3. Resolution – National Library Week
   - BT4. Trustee Absence Ratifications and Conference Authorizations

XVI. Reports from the Chancellor and College Presidents
   - Comments from the Chancellor Regarding District Activities and Upcoming Issues
   - Presentation on Los Angeles Harbor College Helps Students Ride the STEM Wave

XVII. Consent Calendar
   Matters Requiring a Majority Vote
   BF1. Budget Revisions and Appropriation Transfers
   BF2. Organizational Membership
   BSD1. Ratifications for Business Services
   BSD2. Business Services Routine Report
   FPD1. Facilities Planning and Development Routine Report
   HRD1. Personnel Services Routine Actions
   HRD2. Employment Actions Regarding Academic Employees
   ISD1. Approval of Educational Programs and Courses
   ISD2. Authorization of Student Travel
   ISD3. Revisions to Board Rule Chapter VIII Article II
   ISD4. Approval of Reports
   PC1. Personnel Commission Action
   - Correspondence

   Matters Requiring a Super Majority Vote – None

XVIII. Recommendations from the Chancellor
   CH1. Re-Appointment to the District Citizens’ Oversight Committee for Proposition AA and Measure J
   CH2. Endorse Nominee for the California Community for Colleges Classified Employee of the Year Awards Program

XIX. Notice Reports and Informatives
   CH/A. [Notice] Adopt Board Rule Changes Regarding Board Meetings and Board Committees
   HRD/A. [Collective Bargaining Informative] Initial Proposal of Los Angeles College Faculty Guild, Local 1521 to the Los Angeles Community College District Regarding Negotiations of the 2011-2014 Collective Bargaining Agreement
   HRD/B. [Collective Bargaining Notice] District’s Initial Proposal to the Exclusive Representatives of the Los Angeles College Faculty Guild, Local 1521
   HRD/C. [Collective Bargaining Informative] Initial Proposal of the Los Angeles Community College District Administrators’ Unit Represented by California Teamsters Public, Professional & Medical Employees Union Local 911 to the Los Angeles Community College District Regarding Negotiations of the 2011-2014 Collective Bargaining Agreement
XX. Public Agenda Requests (Category B)
   A. Oral Presentations
   B. Proposed Actions

XXI. Announcements and Indications of Future Proposed Actions

XXII. Adjournment

********************************
Next Regularly Scheduled Board Meeting
Wednesday, March 23, 2011
(Public Session scheduled for 3:30 p.m.)
Educational Services Center
Board Room – First Floor
770 Wilshire Blvd.
Los Angeles, CA 90017
********************************

In compliance with Government Code section 54957.5(b), documents made available to the Board after the posting of the agenda that relate to an upcoming public session item will be made available by posting on the District’s official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

To make such a request, please contact the Executive Secretary to the Board of Trustees at 213/891-2044 no later than 12 p.m. (noon) on the Tuesday prior to the Board meeting.
CLOSED SESSION

Wednesday, March 9, 2011
12:30 p.m.

Los Angeles Harbor College
1111 Figueroa Place
Wilmington, CA, CA 90744

I. Public Employment
(pursuant to Government Code section 54957)

A. Position: President, Los Angeles Mission College

B. Position: President, West Los Angeles College

II. Conference with Labor Negotiator
(pursuant to Government Code section 54957.6)

A. District Negotiators: Adriana D. Barrera
   Employee Units: All Units
   All Unrepresented Employees

B. District Negotiators: Ken Takeda
   Employee Unit: Building and Trades

C. District Negotiators: Sue Carleo
   Employee Unit: Academic Administrators

D. District Negotiators: Mary Gallagher
   Employee Unit: Clerical/Technical

E. District Negotiators: Michael Shanahan
   Employee Unit: Supervisory
F. District Negotiators: Michael Shanahan
   Employee Unit: Local 99

G. District Negotiators: Rose Marie Joyce
   Employee Unit: Faculty

III. Public Employee Discipline/Dismissal/Release/Charges/Complaints
    (pursuant to Government Code section 54957)

IV. Conference with Legal Counsel - Existing Litigation
    (pursuant to Government Code section 54956.9(a)
    A. Nazissa Parsakar v. LACCD

V. Conference with Legal Counsel - Anticipated Litigation
    (pursuant to Government Code section 54956.9 (b)
    A. Claim for additional construction work at Los Angeles Harbor College
    B. Claim for additional construction work at Los Angeles Pierce College

VI. Discussion with Real Property Negotiator and as may be announced prior to closed session
    (pursuant to Government Code section 54956.8)
    Property: 12021 South Wilmington Ave
               Los Angeles, CA 90059-3052
    Negotiating party: Peter Landsberger and Tom Fallo
    District negotiators: Larry Eisenberg and Jack Daniels
    Under negotiation: Price and terms of payment

VII. Other litigation matters as may be announced prior to the closed session
    (pursuant to Government Code section 54956.9)
RESOLUTION – LABOR HISTORY WEEK

The following resolution is presented by Trustees Field and Scott-Hayes:

WHEREAS, Community colleges are historically the open door to educational opportunities for working people; and

WHEREAS, Employees of the Los Angeles Community College District are organized into collective bargaining units through labor unions; and

WHEREAS, AB 1900 (2002) designates April 3-9, 2011 as "Labor History Week;" and

WHEREAS, The Los Angeles Community College District wishes to acknowledge the importance of working people both as employees and students; now, therefore, be it

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby commemorates Labor History Week and encourages all employees and students to use this occasion to remember the sacrifices and struggles of working people throughout the world.
Subject: RESOLUTION – CALIFORNIA COMMUNITY COLLEGE MONTH

The following resolution is presented by Trustees Mercer and Scott-Hayes:

WHEREAS, The California Community Colleges are an essential resource to the State of California, its people, and its economy; and

WHEREAS, California’s 112 community colleges provide an excellent general education foundation for more than 93,000 students per year who transfer into the California State University system, the University of California system, and independent colleges and universities; and

WHEREAS, The California Community Colleges train students to be competitive in today’s demanding workforce, ensuring those students a productive, higher-wage future and providing the state’s fastest-growing industries the skilled labor upon which their success depends; and

WHEREAS, The California Community Colleges bring higher education within the reach of every Californian because of their open admissions, low enrollment fees, financial assistance for low-income students, academic and career guidance, excellent teaching by dedicated faculty, and specialized support services for students who need extra help with the transition to college or mastering college-level coursework; and

WHEREAS, During the Spring 2010 semester, approximately 1.75 million Californians enrolled in a community college course or program to upgrade their job skills, train for a first or a new career, begin work towards a bachelor’s degree, improve language or math skills, or pursue a thirst for knowledge; and

WHEREAS, Community colleges provide a welcome into higher education for California’s population in all of its diversity of race, ethnicity, and national origin; and

WHEREAS, April is celebrated as Community College Month across the nation; now, therefore, be it

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby recognizes April 2011 as California Community College Month; and be it further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby commends the nation’s community colleges on more than 100 years of opportunity and excellence in higher education and workforce preparation; and be it further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby encourages the residents of Los Angeles to participate in public events held on their local community college campuses during California Community College Month.
RESOLUTION – NATIONAL LIBRARY WEEK

The following resolution is presented by Trustees Scott-Hayes and Santiago:

WHEREAS, The week of April 10-16, 2011 is National Library Week; and
WHEREAS, Many school libraries also celebrate the month of April as School Library Media Month; and
WHEREAS, Libraries serve as a repository of our histories and of our recorded dreams, hopes, and plans for tomorrow; and
WHEREAS, Libraries require only that one have the desire to explore and learn in order to gain knowledge; and
WHEREAS, Libraries hold the key to literacy by providing programs and services available to all age groups; and
WHEREAS, The state of California, through AB 1725, requires that the community colleges provide certain levels of service, resources, and staffing; and
WHEREAS, A college library is considered an essential criteria in college accreditation and reflects an institution's academic excellence; and
WHEREAS, The nine colleges of the Los Angeles Community College District afford students with the opportunity to pursue their educational goals by providing needed resources and services; now, therefore, be it

RESOLVED, That the Board of Trustees of the Los Angeles Community College District, in an effort to carry out the state's mandate, reaffirms its intentions to fulfill its obligations to its students' educational needs by providing them with facilities conducive to learning, up-to-date print and non-print resources, automated and computerized catalogs, and networked computer technology; and be it further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby joins the nation in declaring and celebrating National Library Week and encourages all colleges to highlight library-related programs and activities.
Subject: TRUSTEE ABSENCE RATIFICATIONS AND CONFERENCE AUTHORIZATIONS

Absence-Hardship Ratifications

A. That the Board of Trustees of the Los Angeles Community College District compensate Trustee Miguel Santiago for the Special Board meeting of February 24, 2011 despite his absence pursuant to Board Rule 2104.14.

Background: Trustee Santiago’s absence is due to bereavement.

B. That the Board of Trustees of the Los Angeles Community College District compensate Student Trustee Linda L. Tong at the Special Board meeting of February 24, 2011 despite her absence pursuant to Board Rule 2104.14.

Background: The Special Board meeting of February 24, 2011 was Closed Session only.

Conference Authorizations

A. Authorize payment of necessary expenses for Georgia Mercer, member of this Board of Trustees, to attend the Community College League of California Annual Trustees Conference to be held on April 29 - May 1, 2011 in Monterey, California.

Background: To be funded by Associated Student Organization (ASO) of Los Angeles Trade-Technical College.

B. Authorize payment of necessary expenses for Linda L. Tong, student member of this Board of Trustees, to attend the Student Senate for California Community Colleges (SSCCC) to be held on March 14, 2011 in Sacramento, California.

Background: To be funded by the balance of Ms. Tong’s annual travel allocation (not to exceed $1,000).

C. Authorize payment of necessary expenses for Linda L. Tong, student member of this Board of Trustees, to attend the Student Senate for California Community Colleges (SSCCC) to be held on April 1-3, 2011 in Sacramento, California.

Background: To be funded by the balance of Ms. Tong’s annual travel allocation (not to exceed $1,000).
Subject: BUDGET REVISIONS AND APPROPRIATION TRANSFERS

Ratify acceptance of $1,895,744 in income as recommended by the Chief Financial Officer/Treasurer. In accordance with Title 5 of the California Code of Regulations, Section 58307, authorize all the appropriation transfers between major expenditure categories (EXHIBIT I).
BUDGET REVISIONS AND APPROPRIATION TRANSFERS
ALL FUNDS, EXCLUDING BUILDING BOND FUND
March 9, 2011

NEW INCOME (Attachment I) | ACCOUNT | AMOUNT
--- | --- | ---
Federal | 810000-849900 | 793,249
State | 860000-869999 | 397,895
Local | 870000-889999 | 418,003
Interfund Transfer In | 891000-892999 | -
Other Financing Sources | 893000-897999 | 285,197
Contribution to Restricted Program | 898000-899999 | -
Total New Income | | 1,895,744

EXPENDITURES

| ACCOUNT | Certified Salaries | 100000-199999 | 257,646,773 | 499,246 | 4,785,139 | 125,402,422 |
| --- | | | | | | |
| Classified Salaries | 200000-209999 | 157,452,535 | 275,370 | 418,876 |
| Employee Benefits | 300000-399999 | 120,483,166 | 134,117 | 4,785,139 |
| Books/Supplies | 400000-499999 | 40,845,967 | 30,174 | 364,576 |
| Contract Services | 500000-599999 | 117,522,045 | 151,391 | (711,186) |
| Capital Outlay | 600000-699999 | 155,834,453 | 355,010 | 431,386 |
| Other Outgo | 700000-709999 | - | - | - |
| Other Debt Services | 710000-719999 | - | - | - |
| Tuition Transfers | 720000-729999 | 21,508 | - | (7,360) |
| Interfunds Transfers | 730000-739999 | 12,674,254 | - | 485,197 |
| Direct Support/Indirect Costs | 740000-749999 | 2,383 | - | - |
| Loan/Grants | 750000-759999 | 249,885,426 | (24,443) | 23,896 |
| Other Financing Sources (Except 7902) | 760000-799999 | 47,500,973 | 465,879 | (6,435,327) |
| Reserve for Contingency | 790200 | 25,818,703 | - | 25,818,703 |
| Total | | 1,185,698,186 | 1,895,744 | - | 1,187,593,930 |

All budget revisions and transfers herein are submitted for the Board of Trustees approval in accordance with Title 5 of California Regulations, Sections 58307 and 58308. Appropriation transfers between major expenditure categories are within funds/grants that have been previously received and approved by the Board of Trustees. These transfers have been reviewed by the college administrators and approved by the college Vice Presidents of Administration and College Presidents.

Reviewed by:

Jeanette L. Gordon
Chief Financial Officer/Treasurer
# NEW INCOME AND GRANTS

<table>
<thead>
<tr>
<th>BTA NUMBER</th>
<th>FUND/GRANT NAME</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>Federal</td>
<td></td>
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<tr>
<td>E-0025</td>
<td><em>Youth Opportunity Movement-EDA Training</em></td>
<td>$29,480</td>
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<td></td>
<td>To provide funding for training for a maximum of 35 students. The instruction will include 140 hours of Emergency Department Assistant training. Funding is from a Federal source with a pass-through the Youth Opportunity Movement Boyle Heights-Community Development Department.</td>
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<tr>
<td>E-57</td>
<td><em>Network for Healthy California</em></td>
<td>(200)</td>
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<td></td>
<td>To adjust (reduce) the Network for Healthy California budget as per revised California Department of Public Health letter dated November 8, 2010. The preliminary budget allocation for this program was $947,267 and the revised allocation is $947,067. Funding is from Federal source United States Department of Agriculture with a pass-through of State of California, Health and Human Services Agency, California Department of Public Health.</td>
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</tr>
<tr>
<td>P-32</td>
<td><em>Agricultural Careers for Urban Students</em></td>
<td>$46,954</td>
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<tr>
<td></td>
<td>To provide funding to expand the opportunity for Canoga Park High School (CPHS) students enrolled in the Environmental and Veterinary Science Magnet (EVS Magnet) to become concurrently enrolled students in several of the disciplines in the Pierce Agriculture program and gain exposure to the professional agriscience world. Out of 168 students in the EVS Magnet program, it is anticipated that 20 to 25 students will be actively involved in the project during the project's 4 semesters and including those who are in 10th, 11th, and 12 grades. Funding is from the United States Department of Agriculture.</td>
<td></td>
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<tr>
<td>W-98</td>
<td><em>LEARN Program</em></td>
<td>$611,045</td>
</tr>
<tr>
<td></td>
<td>To provide funding for the Leading and Energizing African American students to Research and Knowledge-(LEARN) program. The goal is to increase the recruitment, retention, transfer, and success rate of African American students through increasing skill development and college knowledge. It is estimated that over 1,000 students will be serviced during the duration of the program. Funding is from the United States Department of Education.</td>
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</tbody>
</table>
California Work Opportunity and Responsibility to Kids—Temporary Assistance for Needy Families (CalWORKs-TANF) 105,970

To provide funding to assist welfare recipient students obtain the educational level they need to transition off of welfare and ultimately achieve long-term self-sufficiency. On average, LACCD's CalWORKs program is expected to enroll over 6,250 student participants from an estimated student population of over 10,000 possible eligible students. Funding is from the Federal source Department of Health and Human Services Administration for Children and Families with a pass-through of State of California, California Community College Chancellor's Office (CCCCO).

TOTAL FEDERAL

State

State California Work Opportunity and Responsibility to Kids (CalWORKs) 281,000

To provide funding to assist welfare recipient students obtain the educational level they need to transition off of welfare and ultimately achieve long-term self-sufficiency. On average, LACCD's CalWORKs program is expected to enroll over 6,250 student participants from an estimated student population of over 10,000 possible eligible students. Funding is from the California Community College Chancellor's Office (CCCCO).

State California Work Opportunity and Responsibility to Kids (CalWORKs) Child Care 116,695

To provide funding for subsidized child care services to enrolled students eligible for CalWORKs services. These subsidized services will supplement the services offered by the local county and will assist welfare recipient students obtain the educational level they need to transition off of welfare and ultimately achieve long-term self-sufficiency. The LACCD's CalWORKs program projects to serve about 6,250 participants, of which approximately 250 student parents (with approximately 300 children) will receive CalWORKs subsidized child care services funded by the college CalWORKs Child Care Program. Funding is from the California Community College Chancellor's Office (CCCCO).

TOTAL STATE

Local

Journalism Fund 1,750

To augment the Unclassified Salaries and Mileage accounts from income generated from selling advertisements for publication in the student newspaper.
**E-65 Service Employee International Union (SEIU) Prerequisite**

To provide funding for a college credit Chemistry 51 class to be conducted at the college campus. The program will serve 35 students. Funding is from the Service Employee International Union-United Healthcare Workers Education Fund.

**H-23 Service Employee International Union-United Healthcare Workers (SEIU-UHW) West & Joint Employer Education Fund**

To provide funding to offer classes to students from the SEIU-UHW West & Joint Employer Education Fund to meet the prerequisites for the Nursing Program at Los Angeles Harbor College. Up to 25 students per class will be eligible to participate. Funding is from the Service Employee International Union-United Healthcare Workers.


To provide funding to conduct non-credit instruction and vocational/extension training workshops, and to purchase instructional equipment. Funding is from Cosmetology activities, Peralta Colleges Foundation, Los Angeles Department of Water and Power, Fabric Sales, Construction Design and Manufacturing, and Periodic Smog Inspection trainings.

**V-0024 LAVC Job Training**

To provide funding for employment training services at Los Angeles Valley College to participants in the South Bay Service Delivery area. A total of 675 individuals will receive customized training through this program. Funding is from the South Bay Workforce Investment Board.

**V-37 Valley Presbyterian (COPE-Contract Education)**

To establish a Contract Education budget for the Nurse Scholar Program. The funds will be used to provide 10 spots per semester or 20 spots per year within the 24-month Associate Degree in Nursing Program. Funding is from Valley Presbyterian Hospital.

**W-111 California Corporate College**

To provide funding for membership and participation in California Corporate College, a statewide initiative that brings together corporations and companies that need training with community colleges that can provide it. Funding is from Butte-Glenn Community College.

**TOTAL LOCAL**

$419,603
### OTHERS:

#### Interfund

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-53</td>
<td>Reduction of Support - Child Development from General Fund</td>
<td>(37,786)</td>
</tr>
<tr>
<td></td>
<td>To reduce unnecessary additional support given to the Child Development program from the General Fund.</td>
<td></td>
</tr>
<tr>
<td>D-437</td>
<td>Additional Support - General FA/General Long Term Debt to Special Reserve</td>
<td>322,983</td>
</tr>
<tr>
<td></td>
<td>To provide funding to the Special Reserve due to excess revenue bond funds received from the debt service fund.</td>
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</table>

#### Redistribution

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<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>H-0019</td>
<td>EOPS (Fund 20489)</td>
<td>(39,160)</td>
</tr>
<tr>
<td></td>
<td>To redistribute EOPS fund 20489 in order to augment EOPS fund 10489 to cover salaries, benefits, and other expenses.</td>
<td></td>
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<tr>
<td>H-0020</td>
<td>EOPS (Fund 10489)</td>
<td>39,160</td>
</tr>
<tr>
<td></td>
<td>To redistribute funds from EOPS fund 20489 to EOPS fund 10489 to cover salaries, benefits, and other expenses.</td>
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</table>

### TOTAL OTHER INCOME

**$ 285,197**

### TOTAL INCOME

**$ 1,895,744**

#### Intrafund

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>H-54</td>
<td>Establish Support to General Fund</td>
<td>200,000</td>
</tr>
<tr>
<td></td>
<td>To provide support to the General Fund from the Community Services program.</td>
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</tr>
</tbody>
</table>
Subject: ORGANIZATIONAL MEMBERSHIP

In accordance with Education Code 72670, the following organizations are submitted for Board approval:

A. Amend the List of Organizational Memberships to include the California Community Colleges Baseball Coaches Association (CCCBCA) with annual dues of $85. This membership has been requested by Los Angeles Harbor College.

**Background:** Membership in this organization is required to allow members to vote for players in post conference play in intercollegiate sports.

B. Amend the List of Organizational Memberships to include Monterey Institute for Technology and Education, which is a complimentary membership with no annual dues. This membership has been requested by Los Angeles Harbor College.

**Background:** Membership in this organization provides members the right to link through their Content Management Systems/Repository software to all NROC content available through a customized HippoCompus website during the term of the agreement. The National Repository of Online Courses (NROC) network brings together practitioners, intellectual leaders, and e-learning organization to guide the future direction of online content development, promote continuous learning opportunities, and support faculty and course designers.
RATIFICATIONS FOR BUSINESS SERVICES

In accordance with the California Education Code and Los Angeles Community College District Board Rules, the following routine transactions are reported for ratifications:

A. PURCHASE ORDERS 482 issued from February 1, 2011 to February 11, 2011 which totaled $909,169.
B. AGREEMENTS FOR ART MODELING SERVICES 1 issued which totaled $180.
C. AGREEMENT FOR ATHLETIC OFFICIATING SERVICES 32 issued which totaled $2,784.
D. LEASES, USE PERMITS AND CIVIC CENTER PERMITS OF DISTRICT FACILITIES

Agreement Nos.: 4500134829(Renew); 4500146275(Extend)
(Total Income: $1,600)
E. LEASE OF EQUIPMENT AGREEMENT

Agreement No.: 4500098018(Amend)
(Total Cost: $1,098)
F. REVENUE SHARING AGREEMENT

Agreement No.: 4500154442(Amend);
(Total Cost: $3,630)
G. SERVICE AGREEMENTS

Agreement Nos.: 4500082762(Extend); 4500069145(Amend); 4500137589(Amend); 4500156477; 4500150675(Extend); 4500155278; 4500156047; 4500154571(Amend); 4500156366; 4500156369; 4500155347; 4500156334;
H. MAINTENANCE AGREEMENTS

Agreement Nos.: 4500156022; 4500138874(Renew); 4500155289;
4500156333; 4500127590(Renew); 4500156508

(Total Cost: $65,720)

I. SPECIAL GRANT FUNDED AGREEMENTS

Agreement Nos.: 4500140934(Renew); 4500078433(Amend);
4500147679(Renew); 4500156045; 4500126294(Extend);
4500144488(Renew); 4500156339

(Total Expense: $369,823)

J. SHORT TERM AGREEMENTS PREPARED AT SITE LOCATIONS FOR
SERVICES, RENTAL & MAINTENANCE OF EQUIPMENT, AND LICENSE &
MAINTENANCE OF SOFTWARE $5,000 OR LESS PER YEAR

Agreement Nos.: 4500155234; 4500155337; 4500155673; 4500155674;
4500155690; 4500156049; 4500156050; 4500156053;
4500156055; 4500152338(Amend); 4500155783;
4500155790; 4500155791; 4500155964; 4500156118;
4500156142; 4500155801; 4500155805; 4500153864;
4500154893; 4500154894; 4500154895; 4500154896;
4500154898; 4500154902; 4500154904; 4500154910;
4500155429; 4500154736; 4500156125; 4500156132;
4500156135; 4500155859; 4500156262; 4500156263;
4500156306; 4500156364

(Total Cost: $55,668)
Subject: BUSINESS SERVICES ROUTINE REPORT

I. RATIFY LEASE OF DISTRICT FACILITIES

Ratify amendment to renew lease 4500013927 with Los Angeles Unified School District (LAUSD) for use of District facilities by Jefferson High School at Los Angeles Trade-Technical College from July 1, 2010 to June 30, 2011, inclusive. Four classrooms, and one office at the rate of $335.85 per day for the classrooms, and $147.75 per day for the one office, for a total of 244 instructional days of usage. Copy Center services @ $0.01/copy offset, and $0.05/copy for copy machine, billed at the end of the Spring semester. Internet service connection in rooms C202 and D207. Further include a second phone line for office M-175 billed at the end of the Spring semester, at a total income of $117,999.

Background: The Board of Trustees originally authorized this agreement on October 19, 1994 (Com. No. 5). This Amendment No. 16 will continue to provide a strong educational relationship between LAUSD and Jefferson High School, and the Los Angeles Community College District. This lease will provide for an additional revenue stream for the college.

II. RATIFY AMENDMENT TO SERVICE AGREEMENT

Ratify an amendment to Agreement No. 4500126338 (January 1, 2009 to December 31, 2010) with SHPS Human Resource Solutions, Inc. for third-party administration of the District’s Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans, to renew the agreement from January 1, 2011 to December 31, 2013, inclusive, increasing the total contract amount from $160,500 to $771,450 for the third through fifth years of the agreement, at a total additional cost of $610,950.

Background: This amendment is the result of a competitive Request for Proposals (RFP) No. 10-14 issued on June 14, 2010. This RFP was posted on the District’s website, and was accessible to prospective bidders; in addition, the District invited six known FSA and HRA plan providers to access the documents and submit a proposal. Seven proposals were received, evaluated by a review committee, and scored and ranked by the

Recommended by: Adriana D. Barrera, Deputy Chancellor

Approved by: Daniel J. LaVista, Chancellor

Adriana D. Barrera, Deputy Chancellor

Daniel J. LaVista, Chancellor

Candaele, Field, Mercer, Park

Santiago, Scott-Hayes, Tong

Student Trustee Advisory Vote

Page 1 of 4
committee on the basis of six criteria, including experience, staffing, technical approach, communications, fees, and stated exceptions to the RFP specifications. Based on the ranking of the proposals from the evaluation scores, SHPS Human Resources Solutions, Inc. was selected as the recommended organization to administer the District’s FSA and HRA plans, beginning January 1, 2011. Rather than enter into a new agreement with SHPS on the basis of this solicitation of proposals, it was determined to be in the District’s best interests and options to renew the District’s prior agreement (No. 4500126338) with SHPS for these services, which had expired on December 31, 2010. Funding is through Districtwide account funds.

III. RATIFY SERVICE AGREEMENT

Ratify an agreement with the South Bay Workforce Investment Board (SB-WIB) of the City of Hawthorne to provide funding for contract education services to approximately 32 participants throughout the Los Angeles region. As one of 8 Workforce Investment Act (WIA) funding authorities within the Los Angeles region and the administrator of a state recognized Eligible Training Provider List, the SB-WIB will enable WIA funds to be used in covering the costs of these employer-driven training activities at all nine of the District’s colleges participating under the auspices of the District’s Educational Support Services Division, during the period February 1, 2011 to March 31, 2012, inclusive, at a total estimated cost of $400,000.

Background: The SB-WIB is currently an intermediary contractor under an agreement with the County of Los Angeles Department of Public Social Services (DPSS) to provide direct and intermediary vocational education and training services under the GAIN program to CalWORKs participants. On September 5, 2007 (Com. No. BSD1), the Board authorized Agreement No. 450010665 with the City of Hawthorne Job Training and Development Department, on behalf of its SB-WIB, to provide funding to the District, to include Work Study as a component of the CalWORKs Transitional Subsidized Employment program, during the period July 1, 2007 to June 30, 2010. The City of Hawthorne has issued a new agreement to continue the same program for a 14-month period beginning February 1, 2011. The SB-WIB will pay 100% of the Work Study salaries to participants, and then request reimbursement by invoicing the District for the paid salaries. 75% of the funds for the salaries paid will be reimbursed by the District from a CalWORKs program grant that the District received, and the other 25% of the salaries paid is to be reimbursed by a grant that the SB-WIB received from the DPSS.

IV. RATIFY MAINTENANCE AGREEMENT

Pursuant to Public Contract Code 10298, and under the authority of the State of California Multiple Award Schedule (CMAS) Contract Number 3-09-36-0027B, ratify an agreement with Canon Business Solutions, Inc., a wholly-owned subsidiary of Canon USA, Inc., to provide maintenance services for one ImagePress 1135 digital production black and white press, one
ImagePress C6000 digital production color press and four ImagerRunner 7105 light production black and white copier systems for the CopyTech Center at Pierce College during the period January 1, 2011 to December 31, 2015, inclusive, at a total cost not to exceed $62,000 per year, for a total cost five-year cost of $310,000.

Background: These services are being obtained from Canon Business Solutions utilizing the competitively-bid CMAS contract. Public Contract Code 10298 permits state and local agencies to contract with suppliers under agreements awarded by the California Department of General Services, including this WSCA contract. Funding is through the College General Fund.

V. AUTHORIZE ISSUANCE OF PURCHASE ORDERS

Authorize Purchase Order with Insight Integrated Systems pursuant to Public Contract Code 10298 and under the authority of the Western States Contracting Alliance Master Price Agreement #B27170 for Computer Equipment, Software, Peripherals and Related Services for the Information Technology Department at East Los Angeles College in the amount of $291,201.29.

Background: This equipment is being obtained from Insight Integrated Systems utilizing the competitively-bid WSCA contract. Public Contract Code 10298 permits state and local agencies to contract with suppliers under agreements awarded by the California Department of General Services including this WSCA contract. Funding is through the College’s General fund.

VI. RATIFY ACCEPTANCE OF DONATION

Ratify the following donation and express appreciation to the donor for their contribution to the District’s educational program.

City College

41 computers with monitors - Dell Vostro 230 Fast Track 7A, Dell 20 inch flat panel monitors, Windows 7 Professional 46 bit OS from Educo International Incorporated valued by the donor at $27,931, to be used in the Mathematics Student Instructional Laboratory located in Franklin Hall Room 301.

VII. AUTHORIZE PAYMENTS

Authorize payment of the following expenditures:

Background: This request for payment is for arbitration, with each hearing arising from a grievance filed by the AFT Faculty Guild on behalf of an employee. One-half share of the total expenditure for the hearings is each paid by the District and the AFT Faculty Guild. Funding is through the Districtwide General Fund.

B. $57.45 to Gene Little, Director of Diversity Programs, in reimbursement of expenditures for the Project MATCH (Mentors Act to Change History) Awards Dinner held on December 10, 2010.

Background: On December 15, 2010 (Com. No. BSD1), the Board of Trustees ratified Agreement No. 4500153212 with Sheraton Los Angeles Downtown for rental of facilities and provision of services for the Project MATCH Awards Dinner; the amount invoiced exceeded the contract cost of $2,500, and Mr. Little paid the remainder with personal funds. Funding is through the Staff Diversity Fund.
Subject: FACILITIES PLANNING AND DEVELOPMENT ROUTINE REPORT

The following items are recommended for approval by Facilities Planning and Development as part of the Consent Calendar for the Board of Trustees Meeting Agenda for the date shown.

The Consent Calendar may be approved with a single vote. Any member of the Board of Trustees has the authority to remove any item listed and have it included on the Action Calendar for a separate vote.

Information regarding each item on the Consent Calendar can be found in FPD1 – Resource Document.

I. AUTHORIZE PROFESSIONAL SERVICES AGREEMENTS

A. Authorize an Agreement with Perkins + Will.
B. Authorize an Agreement with Berliner and Associates.

II. AUTHORIZE AMENDMENT TO PROFESSIONAL SERVICES AGREEMENTS

A. Authorize Amendment No. 1 to Agreement No. 32748 with Smith Group.
B. Authorize Amendment No. 3 to Agreement No. 50064 with FSOMAS.
C. Authorize Amendment No. 1 to Agreement No. 50218 with Tabbara Corporation.
D. Authorize Amendment No. 1 to Agreement No. 50196 with Kitchell.

III. RATIFY CHANGE ORDERS FOR CONSTRUCTION CONTRACTS GREATER THAN $30,000 IN ORIGINAL COST ISSUED UNDER THE STANDARD “DESIGN-BID-BUILD” METHOD OF PROJECT DELIVERY

Ratify Change Order to: Contract No. 31634 with Taisei Construction Corp.; Contract No. 32297 with J.D. Diffenbaugh, Inc.; Contract No. 33103 with FTR International Inc.; Contract No. 31612 with Sinanlan Development, Inc.; and Contract No. 32349 with Tobo Construction, Inc.
IV. RATIFY CHANGE ORDER AND AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACT

A. Ratify Change Order No. 1 and Authorize Acceptance of Completion Contract No. 32962 with West Coast Structures.
B. Ratify Change Order No. 1 and Authorize Acceptance of Completion Contract No. 32990 with Pacific Striping Company.
C. Ratify Change Order No. 1 and Authorize Acceptance of Completion Contract No. 32714 with VAS Security Systems, Inc.

V. AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACTS

Authorize Acceptance of Completion of Contract No. 33139 with Blue Fields Electric, Inc.

VI. AUTHORIZE PURCHASE ORDERS

A. Authorize a purchase order with Compview.
B. Authorize a purchase order with McMurray Stern.
C. Authorize a purchase order with Viatron.
## SUBJECT: PERSONNEL SERVICES ROUTINE ACTIONS

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<thead>
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<th>Category</th>
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<th>(07-01-10 to Date)</th>
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<td>1. Academic Service</td>
<td>72</td>
<td>2867</td>
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<tr>
<td>(Faculty, Academic Administration, Academic Supervisors)</td>
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<td>2. Classified Service</td>
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<td>600</td>
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<tr>
<td>(Clerical, technical, supervisors, maintenance &amp; operations, trades, classified managers, confidential)</td>
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<td>3. Unclassified Service</td>
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<td>6495</td>
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<tr>
<td>(Student workers, professional experts, community services staff, community recreation)</td>
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<td><strong>Total</strong></td>
<td><strong>539</strong></td>
<td><strong>9962</strong></td>
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**DATE RANGE:** February 3, 2011 – February 16, 2011

All personnel actions reported herein are in accordance with the Board of Trustees Rules and are within the approved budget. Personnel actions include retirements, employment, leaves, separations/resignations and assignment changes.

The classified assignments noted above have not been certified by the Personnel Commission and are subject to further audit by the Personnel Commission due to SAP transition issues and may be subject to change.

---

Michael Shanahan  
Sr. Associate Vice Chancellor  
Human Resources

Karen Martin  
Personnel Director  
Personnel Commission

Recommended by: Adriana D. Barrera, Deputy Chancellor

Approved by: Daniel J. LaVista, Chancellor

Chancellor and Secretary of the Board of Trustees

By _______________ Date _______________
SUBJECT: EMPLOYMENT ACTIONS REGARDING ACADEMIC EMPLOYEES

I. MARCH 15 NOTICE REGARDING ACADEMIC ADMINISTRATOR

Authorize and direct the Chancellor to issue a March 15th notice to EN 1000156, an academic administrator assigned to Los Angeles City College, informing the individual that he/she will not be retained in his/her current administrative assignment beyond June 30, 2011.

Background: To effect changes in the terms and conditions under which academic administrators are employed, an academic administrator in the District must receive timely notice that he or she may not be retained in his/her current administrative position beyond June 30. This action authorizes and directs the Chancellor to issue the appropriate notice to this individual.

II. MARCH 15 NOTICE REGARDING NON-RENEWAL OF CONTRACT

Adopt decision to not enter into a contract for the following academic year for first-year probationary employee EN 1023458 assigned to Los Angeles City College pursuant to Education Code section 87608.

Background: The above recommendation is in accordance with procedures listed in Education Code Sections 87608, which states, “If a contract employee is working under his or her first contract, the governing board, at its discretion and not subject to judicial review except as expressly provided in Sections 87610.1 and 87611, shall elect one of the following alternatives:

(a) Not enter into a contract for the following academic year.
(b) Enter into a contract for the following academic year.
(c) Employ the contract employee as a regular employee for all subsequent academic years.”

Recommended by: Adriana D. Barrera, Deputy Chancellor
Approved by: Daniel J. LaVista, Chancellor

Chancellor and Secretary of the Board of Trustees

By ___________________ Date _____________

Candaele _______ Pearlman _________
Field ___________ Santiago _________
Mercer __________ Scott-Hayes _______
Park ___________ Tong _____________
Student Trustee Advisory Vote
The employee will be given notice pursuant to the provisions in Education Code Section 87610. Evidence is on file in the Employer-Employee Relations Office of Human Resources to support the above recommendation.

### III. NOTICES OF POSSIBLE NONRENEWAL OF FACULTY SERVING IN TEMPORARY POSITIONS

Direct the Chancellor or his designee(s) to issue notices of nonrenewal to certain temporary faculty who are serving in temporary positions funded through SFP and/or categorical funding, informing the individuals that they may not be retained in their current temporary faculty assignments beyond June 30, 2011 if funding is not available for their SFP and/or categorical positions.

**Background:** The above recommendation is being made to provide as much advance notice as possible for temporary employees hired under provisions of Education Code Section 87470.

Notices will be sent to the following employees:

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<tr>
<td>752325</td>
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IV. AUTHORIZE PRESIDENTIAL SELECTION PROCESS FOR WEST LOS ANGELES COLLEGE

Authorize the Chancellor to initiate a search for a new President at West Los Angeles College, with a target date for completion of August 2011. The Chancellor recommends that the search be conducted by the Association of Community College Trustees (ACCT) pursuant to Board Rule 10308.

Background: Interim President Joyce was contracted to serve at West Los Angeles College for the period beginning August 23, 2010. This action will ensure timely completion of the executive search process.
Subject: APPROVAL OF EDUCATIONAL PROGRAMS AND COURSES

I. APPROVE NEW COURSE

VALLEY 029 Infant Toddler Practicum (3 Units) VALLEY
Students in this course will gain a greater understanding of the importance and process of learning during the first three years of life.

II. RATIFY ADDITIONS TO EXISTING COURSES

The following are college additions of individual courses which have been previously adopted by the Board of Trustees.

MUSIC 111 Music Appreciation I (3 Units) TRADE

Recommended by:

David Beaulieu, President, DAS
Yasmin Delahoussaye, Interim Vice Chancellor

Recommended by:

Adriana Barrera, Deputy Chancellor

Approved by:

Daniel J. LaVista, Chancellor

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date _____________
Subject: AUTHORIZATION OF STUDENT TRAVEL

WEST LOS ANGELES COLLEGE

Authorize six students and one faculty member to attend the National Student Advocacy Conference in Washington, D.C., from March 18 to March 22, 2011.

Background: Students from West Los Angeles College will attend a 3-day conference sponsored by the American Student Association of Community Colleges.

FISCAL IMPLICATION: The estimated cost of the trip is $11,500. Funds for the trip come from the college's ASO fund. No District funds will be used.
Subject: REVISIONS TO BOARD RULE CHAPTER VIII ARTICLE II

8202.15 Appeal of Dismissal. A student who is subject to dismissal may submit a written appeal only to the college sending the dismissal notification in compliance with college procedures. Dismissal may be postponed and the student continued on probation if the student presents evidence of extenuating circumstances or shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Title 5, C.C.R., Section 55756 55033

8202.16 Re-admission after Dismissal. A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting re-admission to any college in compliance with that college's procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the colleges. Readmitted students are returned to probationary status and will be subject to dismissal in accordance with 8202.10 and 8202.11.

Title 5, C.C.R., Section 55756 55033

Recommended by: Yasmin Delahoussaye, Interim Vice Chancellor

Recommended by: Adriana Barrera, Deputy Chancellor

Approved by: Daniel J. LaVista, Chancellor
Subject: APPROVAL OF REPORTS

I. Approve Los Angeles Trade Tech College Follow-up Report to the Accrediting Commission of Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges

Background: As part of the college’s accreditation process, the ACCJC enumerated four recommendations for action by Los Angeles Trade Tech College. ACCJC requires that a follow-up report on progress and/or completion of these recommendations be submitted to that agency by March, 2011. ACCJC also requires that the governing Board review and approve the follow-up report prior to its submission.

II. Approve the Los Angeles Community College District Technology Strategic Plan

Background: In March 2010, a committee was convened and tasked with the development of a comprehensive technology plan to identify districtwide technology needs in the next ten years. Based on the 2010 National Education Technology Plan, the plan was developed with a focus on meeting student needs, training and educating faculty and staff on the efficient and effective use of technology as well as with an eye to containing costs.

Recommended by: Yasmin Delahoussaye, Interim Vice Chancellor

Recommended by: Adriana Barrera, Deputy Chancellor

Approved by: Daniel J. CaVista, Chancellor

By ____________________ Date ______________
Subject: PERSONNEL COMMISSION ACTION

I. Classification Study:

A. Concur with the action of the Personnel Commission to reclassify EN 789789, from Instructional Assistant, Information Technology to Assistant computer and Network Support Specialist, effective December 9, 2010.

<table>
<thead>
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<th>Monthly</th>
<th>Annually</th>
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<td>Instructional Assistant, Information Technology</td>
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</tr>
<tr>
<td>$3,535</td>
<td>$3,729</td>
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<tr>
<td>$3,934</td>
<td>$4,151</td>
</tr>
<tr>
<td>$4,379</td>
<td>$4,637</td>
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</table>

| Assistant Computer and Network Support Specialist |
| $3,878    | $4,091    |
| $4,317    | $4,554    |
| $4,804    | $5,122    |

BACKGROUND: In accordance with the Provision of the AFT contract and Education Code, Personnel Commission staff conducted an audit. The audit determined that the duties and responsibilities of the incumbent fall within the classification of Assistant Computer and Network Support Specialist. The position is located in the Information Technology Department at Los Angeles Southwest College. The 2010-2011 fiscal year cost of this action is approximately $2,868.

Recommended by: K. Martin, Personnel Director

Chancellor and Secretary of the Board of Trustees

By __________________________ Date ____________

Student Trustee Advisory Vote

Page 1 of 1 Pages Com. No. PC1 Div. PERSONNEL COMMISSION Date 3/9/2011
Subject: RE-APPOINTMENT TO THE DISTRICT CITIZENS’ OVERSIGHT COMMITTEE FOR PROPOSITION A/AA AND MEASURE J

Re-Appoint Nancy Carson as the Los Angeles Harbor College Representative for membership on the District Citizens Oversight Committee (“DCOC”).

Background

Nancy Carson is a retired Dean of Academic Affairs, former Director of the ADN program and faculty from Los Angeles Harbor College. She has 37 years experience in college education, management, administration, and service. She has firsthand knowledge of the impact of infrastructure and environment on the ability of the District to meet its mission. In accordance with Administrative Regulation C-7, the Board shall re-appoint the DCOC members. Members of the DCOC shall serve a term of two years and can serve no more than two consecutive terms. The newly appointed member will serve her term until December 2012. This reappointment represents Ms. Carson’s second consecutive term as a DCOC member.

Approved by: Daniel J. LaVista, Chancellor
Subject: ENDORSE NOMINEE FOR THE CALIFORNIA COMMUNITY COLLEGES CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The following classified employee is being nominated for this award:

Debbie J. Swarrens, Assistant Administrative Analyst, Pierce College

Background: The awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 15th each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor’s Office. Award winners are selected by representatives of the California Community Colleges Board of Governors, Chancellor’s Office, and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting.

Ms. Debbi J. Swarrens has been nominated by the Office of Career and Technical Education at Pierce College. For over 20 years, Ms. Swarrens has worked diligently at Pierce College working with Career and Technical Education faculty and staff building relationships with industry and local high schools.

She has worked to create awareness among students of technical careers and has worked to improve the effectiveness of her office operations. She has developed an inventory tracking system to comply with federal standards which has been recognized as a model for other colleges within the district to use when working on federally funded grants.

The Board’s endorsement is sought in order to officially submit her nomination.
Subject: ADOPT BOARD RULE CHANGES REGARDING BOARD MEETINGS AND BOARD COMMITTEES

Adopt the changes to Board Rules, Chapter II, Article IV, Rules 2400 through 2417, and Chapter II, Article VI, as shown in Attachments 1 and 2.

Background: During the Board’s retreat in December 2010, the Board and Chancellor identified issues affecting the effectiveness of the Board meetings and committee meetings. The proposed changes would focus the first monthly Board meeting on operational matters, and focus the second monthly Board meeting on the capital construction program. In addition, the proposed changes would prioritize Board meeting preparation by providing additional review time for materials, providing additional opportunities to ask questions of staff, and narrowing the number of committee meetings. The proposed changes also define more specifically the process for conducting meetings.

Approved by: Daniel J. LaVista, Chancellor

Chancellor and Secretary of the Board of Trustees

By: ___________________________ Date ___________________________
ARTICLE IV
MEETINGS

2400. GENERAL. Meetings of the Board of Trustees of the Los Angeles Community Colleges and of its committees or other bodies created by the Board shall be in compliance with Government Code sections 54950 through 54962, the Ralph M. Brown Act, as required by law.

2400.10 Regular Meetings. Regular meetings are held at 12:30 p.m. every other Wednesday on the second and fourth Wednesdays except as otherwise scheduled by action of the Board of Trustees and within District territory at a location designated by the President of the Board of Trustees, unless otherwise allowed by law. Pursuant to Board Rule 2408 (Order of Business) the Board may recess to closed session at that time and reconvene the public session approximately at 3:30 p.m. or at an appropriate time as noticed on the agenda. Board meetings shall adjourn by 10:00 p.m.

2400.11 A notice identifying the location, date and time of a regular meeting shall be posted at each college of the District at least ten (10) days prior to the meeting and shall remain posted up to and including the meeting time.

2400.12 Mailed Notice of Meetings. Notice of meetings must be mailed to any person who has made a written request at least seven (7) days prior to a regular or special meeting. If there are not seven days before the special meeting, notice should be given time as the President posting of the Board deems practical, notice and agenda for the meeting. Failure of any person to receive notice given by the agency does not invalidate the actions taken at the meeting.

2400.13 Anyone who requests written notices as described in Rule 2400.11 shall provide the request, together with the recipient's name and address in writing to the Chancellor as Secretary of the Board of Trustees or designee, together with payment in the amount of $10 as an annual fee, or $50 as an annual fee in order to receive both the notice and back-up material. Notice by email may be given without charge. Back-up material will be posted on the District's website at or near the same time as the posting of the agenda. Such requests shall be valid for one (1) year from the date it was received, unless renewed. Renewal requests
SPECIAL MEETINGS. A special meeting may be called at any time by the President of the Board, or upon a call issued in writing and signed by a majority of the members of the Board. Notice must be given to each member of the Board and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice must be delivered personally or by mail or email at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and business to be transacted. No other business shall be considered at such meetings by the Board. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Secretary of the Board a waiver of notice. Such a waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting. Such notice shall be posted at least 24 hours prior to the special meeting in a location freely accessible to members of the public.

Emergency Meetings. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of District facilities, the Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement or both requirements. However, each local newspaper of general circulation and radio or television which has requested a notice of special meetings shall be notified by the President of the Board or designee one hour prior to the emergency meeting shall be given notice by email or by telephone. The Board shall not meet in closed session at an emergency meeting except as provided by the law. All special meeting requirements shall be applicable to a meeting called pursuant to this section except the 24-hour notice requirement.

Minutes of any emergency meeting must be posted as soon as possible after the meeting, along with a list of persons who the Board notified or attempted to notify about the emergency meeting.

CLOSED SESSIONS. Closed sessions are restricted to consideration of personnel matters as described in the Education Code and Government Code and to other matters in accordance with the law.
A. To the extent required by law, at the conclusion of any closed session, the Board shall announce in open session any action taken and the vote or abstention of each member on each action.

B. Prior to holding any closed session, the Board of Trustees shall post or state the reasons for closed session, and shall cite statutory authority or legal authority under which the closed session is being held. To the extent required by law, agenda descriptions of closed session items shall be made available to the public with the public session agenda.

1. Potential litigation matters must be defined in the agenda by presentation of existing facts and circumstances to the extent required by law.

2. At least 24 hours before the session, if specific complaints or charges will be considered about an employee, that employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session. The employee must notify the Chancellor as the Secretary of the Board or designee by 9:00 a.m. on the day of the Board meeting if he or she wants to have the complaints or charges heard in an open session. The notice given to the employee shall include the name, address and telephone number of the Chancellor or designee. The notice shall also include a statement advising the employee that he or she must notify the Chancellor or designee by 9:00 a.m. on the day of the Board meeting.

3. The Board may meet in closed session to determine whether there is a basis for considering a non-agenda item which would be considered in closed session. The Board may not meet in closed session to determine whether to consider a non-agenda time which must be considered in open session.

2403.11 Motion for Closed Sessions.

a. To recess to Closed Session to consider matters on the posted closed session agenda:

"I move that the Chair shall entertain an appropriate motion. Once adopted by a majority of the Board, the
Board will recess to closed session to consider the matters on the posted closed session agenda.

b. As required by law, on all other matters proposed for discussion in closed session, the proponent of the motion must publicly identify the items proposed for discussion as required by the Brown Act and indicate the basis for considering an item not on the posted agenda. To the extent allowed by law, any discussion and vote on the need to consider the item in closed session may take place in closed session and be reported publicly afterward.

2404. ANNUAL MEETING. An organizational meeting of the Board of Trustees will be held scheduled and held annually. In a year in which a regular election for Board of Trustees members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a Trustee elected at that election takes office. Organizational meetings in years in which no regular election for Board members is conducted shall be held during the same 15-day period on the calendar. The day and time of the annual meeting shall be selected by the Board at a regular meeting held no later than immediately prior to the first day of such 15-day period, between July 1 and the County Superintendent of Schools shall be notified of the day and time selected, inclusive. The Chancellor as Secretary of the Board shall, within 15 days prior to the date of the annual meeting, notify in writing all Trustees and Trustees-elect of the date and time selected for the meeting. During this annual meeting, the Board shall elect one of its members to serve as President and one as First Vice President, for a one-year term. The Board may determine on an annual basis whether to elect one of its members to serve as Second Vice President.

2405. QUORUM. Four members shall constitute a quorum for transacting business for a seven-member Board. Three members constitute a quorum for a five-member Board in the event there are two vacancies contemporaneously.

2406. MEETINGS AND RECORDS OPEN TO THE PUBLIC - EXCEPTIONS. Except as provided in the Government Code and Education Code, all meetings of the Board of Trustees and of its committees shall be open and public, and its records shall be open to public inspection subject to the exemptions of the Public Records Act.
Writings distributed during a public meeting which are not exempted from disclosure by the Public Records Act shall be made available if prepared by a Board member, or by someone acting on behalf of the District. Writings prepared by others shall be available within a reasonable time after the meeting.

2407. **AGENDA.** An agenda for the meetings shall be provided by the Chancellor in cooperation with the President of the Board of Trustees. The agenda shall be posted in a place adjacent to the place of meeting which is freely accessible to the public at least 72 hours prior to the meeting time for regular meetings. The Agenda shall specify the time, date and location of the regular meeting. No action shall be taken on any item not appearing on the posted agenda except: (1) upon a determination by a two-thirds vote of the members, or if less than two-thirds members present, a unanimous vote of those members present and it is shown that the need to take action arose and came to the attention of the Board members subsequent to the posting of the agenda; (2) when a majority of the Board determines there is an "emergency situation" as defined in emergency meetings; or (3) when an item appeared on an agenda posted no less than five (5) days before the meeting and was continued from a previous meeting. Each item must contain a brief general description.

2407.10 **Preparation of Agenda.** Whenever a Trustee notices a motion in conformance with procedures specified in Board Rule 2409.10, staff will place the noticed motion on the regular Board agenda.

2407.11 **Establishment of Status Reports of Directives to the Chancellor by the Board of Trustees.** A status report is to be kept of directives to the Chancellor by action of the Board. This report shall include the date and nature of action and a summary statement as to the disposition of the matter. This report is to be presented at the last Board meeting of each month.

2407.12 **Agenda Items Initiated by the Members of the Public.**

a. Summary of Item submitted to the Chancellor as Secretary of the Board. Members of the public may place matters directly related to the business of the Los Angeles Community College District on an agenda of the Board of Trustees of the Los Angeles...
Community College District by submitting a summary of the item to the Chancellor as Secretary of the Board or designee, at least two (2) weeks in advance of a regular meeting. The summary must contain a brief general description of the item.

b. Designation of Item - Discussion or Proposed for Action. At the time the item is submitted to the Chancellor as Secretary of the Board or designee, the member of the public shall designate the item as either for discussion or for proposed action.

c. Deadline for Submitting Agenda Items for Regular Board Meetings.

1) Proposed Action Items. Proposed actions must be submitted to the Chancellor as Secretary of the Board or designee by noon of the Wednesday before the Board meeting in question in order to permit printing and posting of the item as required by law.

2) Discussion Items. Discussion items must be submitted to the Chancellor as Secretary of the Board or designee by 10:00 a.m. of the day of the Board Meeting.

d. Placement of Item on the Agenda. Public agenda items shall be assigned either to category “A” or category “B”. Category “A” refers to items brought before the Board by persons who have not presented public agenda items to the Board during its last three regular meetings. Category “A” items shall appear at the beginning of the agenda, as provided in Board Rule 2408. Category “B” refers to those items brought to the Board by persons who have presented public agenda items to the Board at some time during the last three Board meetings. Category “B” items shall appear at the end of the agenda as provided in Board Rule 2408.
e. Addressing the Board. A member of the public who has placed an item on the Board’s agenda, and others who may wish to address the Board on such an item may do so pursuant to Article V of this chapter. The Board shall not prohibit public criticism of the policies, procedures, programs or services of the Board.

f. Resubmission of Items--90 Day Rule. Any public agenda item that has been submitted for proposed action to the Board and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial presentation.

g. Closed Session. The Board reserves the right to consider and take action on items in closed session as permitted or required by law.

h. The Chancellor as Secretary of the Board. The Chancellor as Secretary of the Board may from time to time, adopt such other reasonable provisions as may be necessary to accommodate the application of these public agenda rules to special Board meetings or other unique circumstances and to implement Section 72121.5 of the Education Code. If the Chancellor as the Secretary of the Board does adopt any such further provisions, the Chancellor shall report them to the Board at its next regularly scheduled meeting.

2407.13 Discussion of Non-Agenda Items. To the extent allowed by law, non-agenda items may be considered as follows: Board members may respond to public comments; Board members may ask questions for clarification, make a brief announcement, or make a brief report on their own activities, on their own initiative or in response to questions posed by the public; Board members may refer matters to staff, may require staff to report back, and may direct staff to place matter(s) on future agenda(s).

2408. ORDER OF BUSINESS.

A. During the first Board of Trustees meeting, generally held on the second Wednesday of the month, the Order of Business shall be as follows:
Roll Call
• Requests to Address the Board of Trustees -
• Closed Session Agenda Matters
• Recess to Closed Session
• Roll Call
• Flag Salute
• Minutes
• Reports from Representatives of Employee Organizations at the Resource Table

Public Agenda Requests (Category A)
1. Oral Presentations
2. Proposed Actions

Requests to Address the Board of Trustees - Multiple Agenda Matters

Reports and Recommendations from the Board
1. Report on Actions Taken in Closed Session
2. Reports of Standing and Special Committees
3. Proposed Actions

Reports from the Chancellor and College Presidents

Consent Calendar —
• Majority Vote
• Consent Calendar—Super-Majority Vote
• Recommendations from the Chancellor
• Notice Reports and Informatives

Public Agenda Requests (Category B)
1. Oral Presentations
2. Proposed Actions

Announcements and Indications of Future Proposed Actions

B. During the second Board of Trustees meeting each month, generally held on the fourth Wednesday of the month, the Order of Business shall be as follows:
• Call to Order
• Requests to address the Board of Trustees — Closed Session Agenda Matters
• Recess to Closed Session
• Reconvene in Public Session
• Reports from Representatives of Employee Organizations at the Resource Table
• Public Agenda Requests
• Recess to Capital Construction Committee
  • Reports Regarding the Capital Construction Program
• Reconvene Regular Meeting
• Notice Reports and Informatives
C. Adjustments to Order of Business
The Chancellor, in consultation with the President of the Board of Trustees, shall have discretion to adjust the Order of Business as may be appropriate.

D. Study Sessions
1. The Chancellor, in consultation with the President of the Board of Trustees, shall have discretion to schedule a Study Session on a date prior to the Board Meeting in order to allow Board members to ask questions of staff and obtain further information from staff regarding the posted agenda items for the regular Board meeting.
2. The Study Session shall be posted as an open meeting that members of the public shall be allowed to attend in accordance with the Brown Act.
3. The Study Session shall not be considered a regular Board meeting and attendance shall be optional for purposes of compensation.
4. Members of the public may address the Study Session regarding matters on the agenda.

2409. MOTIONS. A second to all motions shall be required before discussion or vote on the motion.

2409.10 Noticed Motions. Copies of noticed motions by Trustees shall be submitted to the Chancellor and Trustees in writing for review before distribution at two (2) weeks prior to the Board meeting.

2409.11 Requests from Board Members. All requests from Board Members for information or research, requiring mobilization of staff, staff time, District resources and personnel shall be distributed through the Chancellor to all Board Members.

2409.12 Motion Requirements. Noticed motions shall clearly articulate the impact and relationship of the proposed motion to the core mission and concerns of the District.
2410. RECORD OF VOTES. Votes shall be taken by alphabetical roll call, and the results recorded in the minutes of that meeting. No action shall be taken by secret ballot. A single roll call vote will be taken for all items within a designated Consent Calendar. Each Trustee shall have the right to call for any item(s) on a Consent Calendar to be separated out for a separate roll call vote on that/those items.

2411. NUMBER OF VOTERS REQUIRED FOR TRANSACTION OF BUSINESS. Four affirmative votes shall be necessary to pass any motion, resolutions, or orders, except as provided by Sections 2412; or 2413 of these Board Rules.

2412. ACTIONS REQUIRING A TWO-THIRDS VOTE. In compliance with State statutes, approval of the following actions requires an affirmative vote of five members of the Board.

2412.10 Sale or Lease of Real Property. Resolution of intention to sell or lease real property to any legal entity other than those requiring unanimous vote—when a two-thirds vote is required by law.

2412.11 Action to Overrule. Action of the Board declaring a local zoning ordinance inapplicable to classroom facilities.

2412.12 Undistributed Reserve. Appropriation of funds from the undistributed reserve.

2412.13 Condemnation of Real Property. Resolution to condemn real property.

2413. ACTIONS REQUIRING A UNANIMOUS VOTE. In compliance with State statutes approval of the following actions requires an affirmative unanimous vote of all members of the Board.

2413.10 Community Lease for Production of Gas. Resolution authorizing leasing of school District property under a community lease for the production of gas.

2413.11 Sales or Lease of District Real Property. Resolution authorizing a sale or lease of school District real property to
2415. MINUTES AND TAPE RECORDINGS OF PUBLIC SESSIONS.

A. The minutes and tape recordings of the open session meetings of the Board of Trustees shall constitute public records and shall be available to the public. Any inspection of a tape recording shall be provided without charge and a tape recorder made available by the District. Minutes shall be produced and retained in perpetuity and tape recordings shall be made of all public sessions of the governing board.

B. Discarding the Recordings of the Meetings of the Board of Trustees. The minutes of the meetings of the Board of Trustees shall be kept in perpetuity. The audio recording of each meeting may be destroyed but not before one year from the date of the taped meeting. At the discretion of the Chancellor as Secretary of the Board of Trustees or designee, destruction of tapes may be done once annually so long as the most recent tape being destroyed is at least one year old.

C. The minutes shall include:

(1) Date, place, time and type of meeting.
(2) Notation of members present and absent by name. (3) Time of adjournment. (4) Approval or amendment, and approval of the minutes. (5) Information as to the subject of Board's deliberations and actions, including the makers and seconders of a motion, an alphabetical roll call of the votes and results of a motion; (6) All Board resolutions; and (7) A record of all public speakers.

2415.10 Recordings by Others. Any person may record the public sessions of the Board with an audio or video tape recorder or a still or motion picture camera, unless the Board finds that the recording cannot continue without noise, illumination or obstruction of view which constitutes or would constitute a persistent disruption of the proceedings.
2415.11 **Broadcast.**

a. Broadcast of public sessions shall be permitted unless, or in the absence of, a finding by the Board that the broadcast cannot be accomplished without noise, illumination or obstruction of view that would constitute a persistent disruption of the proceedings.

b. People wishing to broadcast proceedings shall make the request using the procedure called for in Rule 2407.12 Public Agenda Items at a Board meeting prior to the first Board meeting proposed to be broadcast, in order to allow the Board to reasonably evaluate the potential disruptiveness to the proceedings. At any time, the Board may review and rescind its decision to allow the termination of broadcasting if it finds that the process is substantially and persistently disrupting the Board proceedings.

2416. **PARLIAMENTARY PROCEDURE.**

A. **Robert's Rules of Order** The rules contained in Robert's Rules of Order Newly Revised, shall govern the proceedings and conduct of the meetings of the Board of Trustees and its committees in all cases that are not covered in or by the rules of Standing Orders of the Board of Trustees.

   However, the President and Vice-President shall vote, and Robert's Rules shall govern except as superseded by law or regulation, provided that any noncompliance by the Board with said rules of order Robert's Rules of Order shall not be deemed to invalidate any otherwise lawful act of the Board.

B. **Sponsorship of a Motion by the Chair** The Chair of the applicable meeting may be the maker of a motion only if it is included in the posted agenda for the meeting, and may speak to the motion only if the Chair yields the gavel to another Board member.

C. **Order of Debate**

   1. The maker and seconder of the motion shall be recognized first by the Chair if they wish to speak to the motion.
   2. The Chair shall call upon staff for any presentation regarding a motion.
   3. The Chair shall then call upon Board members successively who wish to comments or ask questions regarding the motion.
   4. The Chair shall then call upon public speakers and representatives from the employee organizations for their comments.
   5. The Chair shall then call upon Board members successively for any further debate, comments or questions.
6. In order to ensure the ability to record the meeting accurately and subsequent preparation of the minutes, anyone who wishes to speak, including Board members, must first be recognized by the Chair, and only one person shall be allowed to speak at a time.

2417. SUSPENSION OF BOARD RULES. Any section or sections of Board Rules may be suspended by vote of at least four members of the Board, except Board Rules 2500.13 and 2501.10d, the suspension of which shall require at least five votes.
ARTICLE VI

COMMITTEES OF THE BOARD OF TRUSTEES

2604. COMMITTEE OF THE WHOLE. The Committee of the Whole shall consist of all members of the Board of Trustees.

2604.10 Chairman of the Committee of the Whole. The Vice President of the Board shall be the chairperson of the Committee of the Whole.

2604.11 Meetings. The Committee of the Whole shall meet at such times as called by the President of the Board or as determined by the Board of Trustees.

2605. COMMITTEES OF THE BOARD.

A. Membership of Committees. The President of the Board may appoint Board Members to such designated standing committees, and to ad hoc committees as may be necessary, as determined by him or her and appoint a chairperson and two committee members to each committee. The President of the Board may also appoint an alternate member to each standing and ad hoc committee who shall only exercise the rights and privileges of the regular member in the absence of a regular member.

B. Expanded Ad Hoc Committees. The formation of an ad hoc committee that will include members who are not Board Members requires a majority vote of the Board of Trustees.

2605.10 The primary function of each standing committee is to undertake and complete such inquiries, investigations and studies as the Board may assign to any such committee for the purpose of presenting communications, recommendations or reports to the Board articulated in Board Rule 2605.11.

Matters may be referred and taken up in committees by assignment from the President of the Board or in accordance with Robert's Rules of Order.

a. No meeting of a standing committee may occur if an agenda is not posted 72 hours in advance of the committee's meeting date, in accordance with Government Code Section 54954.2.

b. Each chairperson of a standing committee is responsible for preparing and forwarding to the Chancellor's Office an agenda for any meeting of a standing committee. The agendas shall be presented
to the Chancellor's Office seven calendar days before
the scheduled committee meeting in order to allow for
printing, posting and distribution of the agenda.

c. Standing committees may recess or adjourn to closed
session in accordance with law and these Board
Rules.

d. Members of the public may address matters on the
agenda of any meeting of a standing committee for a
maximum of five minutes prior to or during the
committee's consideration of the item.

e. The Board's rules contained in
Chapter II, Articles IV and V shall apply to meetings of
standing committees.

2605.11 Standing Committees

a. The four standing committees of the Board shall be
Institutional Effectiveness, Finance and Audit,
Legislative and Capital Construction.

b. The Institutional Effectiveness Committee fulfills an
advisory, monitoring and coordinating role regarding
accreditation, planning, student success and
curriculum matters. The committee's responsibilities
include the coordination of accreditation activities,
oversight of District-wide planning processes and all
issues affecting student success, academic policies
and programmatic changes. Its specific charge is to:

i. Review and approve a coordinated
timeline for institutional effectiveness and
accreditation planning processes throughout the
District;

ii. Review and provide feedback on
indicators of institutional effectiveness so that
common elements, themes, and terms can be
identified, reviewed and agreed upon;

iii. Monitor college compliance with the
Standards of Accreditation of the Association of
Community Colleges and Junior Colleges;

iv. Monitor existing planning and evaluation
practices relation to student completion
initiatives;

v. Facilitate the review, update and
revision of the long-range strategic plan and
goals every five years;

vi. Discussion potential new or revised
curricular programs and services within the
District, and encourage the development of new
programs and services as may be appropriate;

and
vii. Consider and discuss other related matters as may be deemed appropriate by the Committee Chair in consultation with the Chancellor and President of the Board.

c. The Finance and Audit Committee will review and make timely recommendations to the Board prior to the Board's adoption of budget and financial reports as required by law, review general financial considerations and potential consequences to the District, and review the work of the Internal Audit Unit. Its specific charge is to:

i. Review and recommend adoption of the Tentative Budget to the full Board by July 1st of each year;

ii. Review and recommend adoption of the Final Budget to the full Board by September 15th of each year;

iii. Review and recommend the acceptance of the annual financial audits for both the general financial operation of the District and the bond program's financial audits to the full Board;

iv. Review Quarterly Financial Reports;

v. Review Internal Audit Reports semi-annual and/or quarterly;

vi. Receive information on bond financing issues;

vii. Review revenue-generating plans and/or the development of public/private partnerships; and,

viii. Consider and discuss other related matters as may be deemed appropriate by the Committee Chair in consultation with the Chancellor and President of the Board.

d. The Legislative Committee will consider potential legislative initiatives and monitor potential and pending legislation that may affect the District's interests. Its specific charge is to:

i. Make recommendations and consider proposals regarding legislative initiatives for the benefit of the District;

ii. Make recommendations and review proposed state and federal statutory and regulatory legislation;

iii. Review the effectiveness of authorized lobbying efforts on behalf of the District; and,

iv. Consider and discuss other related matters as may be deemed appropriate by the
Chair in consultation with the Chancellor and President of the Board.

The Capital Construction Committee will provide policy guidance and program oversight for the LACCD Sustainable Building Program including, but not limited to, review and approval of college master plans, district energy and sustainability goals, bond program management including compliance with Proposition 39 and District cost principles, and project design concepts. The Capital Construction Committee will be a Committee of the Whole of the Board of Trustees to allow all trustees to be informed directly about bond program issues, and the committee chair will be designated by the President of the Board. The committee's specific charge is to:

Act as the public forum for presentations on the college master plans and environmental impact reports in preparation for formal approval of master plans, certification of environmental impact reports, and related, necessary actions:

i. Facilitate discussion on compliance with Board-established sustainability and energy goals to further advance sustainability and energy goals for the infrastructure and curriculum as new concepts and technologies are brought forward;

ii. Receive reports on accomplishments and general policy compliance, hear policy issues, receive briefings on technical bond issues such as insurance, labor compliance, Proposition 39 compliance and any other matter related to the District's sustainable building program;

iii. Receive formal conceptual design presentations on each new building and remodeling project with budgets in excess of $5 million prior to approval of the design concept; and

iv. Consider and discuss other related matters as may be deemed appropriate by the Chair in consultation with the Chancellor and President of the Board.

2605.20 Ad hoc committees may serve for only such specific purposes as they are convened by the President of the Board of Trustees. Ad hoc committees shall meet during the period of time designated by the President of the Board of Trustees for the accomplishment of a specific task, after which they will be dissolved. Ad hoc committees of the Board of Trustees, which are less than a quorum, will and composed solely of Board members, may be closed to the public.
SUBJECT: INITIAL PROPOSAL OF LOS ANGELES COLLEGE FACULTY GUILD, LOCAL 1521 TO THE LOS ANGELES COMMUNITY COLLEGE DISTRICT REGARDING NEGOTIATIONS OF THE 2011-2014 COLLECTIVE BARGAINING AGREEMENT

Pursuant to Government Code Section 3547 and the District's public notice procedure, the Los Angeles College Faculty Guild, Local 1521, presents its initial proposal as follows:

The union wishes to inform you of its intent to negotiate a successor agreement for the 2011-2014 time period. The opening proposal to the District is attached.

Background: Government Code Section 3547 and the Board Rule 101400 require the District to inform the public of the issues to be negotiated with an employee organization by presenting initial proposals that related to matters within the scope of representation under the Educational Employment Relations Act at a public meeting of the Board. For that reason, this item is being presented as an informative so that the public can review it and be prepared to comment on it at the Board's next scheduled meeting.
Initial Proposal for the 2011-2014 Agreement between the Los Angeles Community College District and the Los Angeles College Faculty Guild (AFT).

The following is a summary of the AFT's proposed changes and the articles to which they pertain but are not limited to:

1. In the area of AFT Rights: Article 8.1
   - Address the release time related to AFT responsibilities and workload

2. In the area of Work Environment: Article 9
   - Strengthen the language on office space for adjunct faculty

3. In the area of Calendar: Article 10
   - Address the role of the professional development coordinator
   - Address the date for mandatory flex day

4. In the area of Class Size: Article 12
   - Address class cancellation policy
   - Address class size cap

5. In the area of Assignment: Article 13
   - Strengthen language on Contract Education

6. In the area of Intersession: Article 15
   - Revise adjunct assignment priority for adjunct faculty

7. In the area of Seniority: Article 16
   - Re-open the second class seniority list
   - Define an "adjunct assignment" (with respect to seniority) more precisely

8. In the area of Departments, Department Chairs: Article 17
   - Strengthen language on the responsibilities of the chair
   - Formalize reassign time for chairs
   - Strengthen language on clerical and technical support

9. In the area of Evaluation: Article 19
   - Clean up evaluation forms
   - Clarify "structured data" and student evaluations
   - Adjust timeline for evaluations

10. In the area of Professional Growth: Article 23
    - Fund conference and tuition reimbursement for the next three years
11. In the area of Leaves: ................................................................................................................ Article 25
   • Strengthen language on maternity and parental leave ........................................ 25.L, 25.P.1.d
   • Strengthen sabbatical leaves .................................................................................. 25.O

12. In the area of Grievance Processes: ................................................................................ Article 28
   • Clarify the definition of a grievance ........................................................................ 28.A

13. In the area of Load Banking: ............................................................................................ Article 39
   • Address the issue of the length of time for a load banking leave

14. In the area of Distributive/Distance Learning: ................................................................ Article 40
   • Clarify and strengthen language around the following areas:
     • Online evaluations .......................................................................................................................... 40.B.5
     • Standardize training ...................................................................................................................... 40.B.4
     • SMART classrooms for hybrid classes
     • Technical support for faculty
     • Class size limits .......................................................................................................................... 40.C
     • Assignment process .................................................................................................................... 40.C.5
     • Load limits for online courses
     • Cross campus eligibility
     • Role of student evaluations

15. In the area of Tenure Review for Contract Probationary Faculty: ................................ Article 42
   • Clarify which data can be collected ......................................................................................... 42.C.2
   • Look into improved technology for student evaluations
   • Improve timeline
   • Strengthen language on New Faculty Orientation

16. In the area of Ancillary Work: ............................................................................................. Article 43
   • Create predetermined compensation categories for ancillary activities
   • Create a fund for ancillary pay

17. In the area of Benefits: .......................................................................................................... Article 27
   • Address the issue of qualifying adjuncts for inclusion in district health plans and the district premium contribution .............................................................. 27.II
   • Address prorating FSA and HRA with date of hire
   • Address increasing death benefits of District’s paid life insurance for permanent and contract employees who are not vested from $50k to $100k (and be reduced once they become vested which is after 10 years) ........................................ 27.I.B
   • Address increasing the limit of $1000 dental for adjuncts
18. In the area of Salary:
- to not lose ground on recent salary progress in light of the current budget climate
- to streamline the rating-in process for all faculty
- Include additional steps and career increments to salary schedule

19. In the area of Technical Fixes:
- to correct typos, punctuation errors, etc. in carryover from previous contract
- to incorporate some of the MOUs in the body of the contract
- to revise the contents, index, and appendices

Most of the forgoing subjects suggested for change occur in the following articles and appendices: 8, 9, 10, 12, 13, 15, 16, 17, 19, 23, 25, 28, 29, 30, 39, 40, 42, 43, Apps. A, B, C, D, E, J, K, M

The AFT proposes that all articles not mentioned above be included in the successor agreement with no change.
SUBJECT: ADOPT THE DISTRICT’S INITIAL PROPOSAL TO THE EXCLUSIVE REPRESENTATIVES OF THE LOS ANGELES COLLEGE FACULTY GUILD, LOCAL 1521

Adopt the District’s Initial Proposal to the Exclusive Representatives of the Los Angeles College Faculty Guild, Local 1521 made up of:

A. Partial initial proposal applicable to all units (See Attachment 1); and,

B. Initial proposal to the Los Angeles College Faculty Guild, Local 1521 (See Attachment 2).

Background: Pursuant to Government code Section 3547 and Board Rule 101400, the Los Angeles Community College District proposes that representatives of the District and agents of the Los Angeles College Faculty Guild, Local 1521 commence negotiations on the 2011-2014 collective bargaining agreement.

Government Code Section 3547 and Board Rule 101400 require the District to inform the public of the issues to be negotiated with an employee organization by presenting all initial proposals that relate to matters within the scope of representation under the Educational Employment Relations Act at a public meeting of the Board. For that reason, the Board of Trustees is presenting it initial proposal to the above named union to open negotiations on the issues listed above. The matter is on the Board’s agenda today so that the public may comment on the proposal before the Board considers its adoption.

Michael Shanahan, Sr. Associate Vice Chancellor
Human Resources

Recommended by: Adriana D. Barrera, Deputy Chancellor
Approved by: Daniel J. LaVista, Chancellor

By ___________________________ Date __________

Chancellor and Secretary of the Board of Trustees
For all bargaining units, the Board adopts the following elements of its Initial Proposal:

A. Salary Considerations
   1. The Board proposes that all compensation agreements shall be contingent upon finalization of a State budget.
   2. The Board proposes that any retroactivity is contingent upon meeting monetary goals.
   3. The Board proposes to freeze salary schedule increases.
   4. The Board proposes to freeze step and/or column movement.

B. In the event that proposed tax extensions are not implemented, the Board proposes to:
   1. Adjust total compensation for each unit sufficient to meet budget constraints for one year with subsequent annual salary reopeners;
   2. Increase the number of years to vest for lifetime retiree health benefits for newly-hired employees, grandparenting current employees; and,
   3. Decrease the employee health benefit allowance (currently $1500 per year).

C. The Board will adopt additional elements to complete its Initial Proposal for each bargaining unit.

D. The Board reserves the right to modify or change any or all of its proposals as part of the bargaining process, and also as financial resources and constraints are announced, implemented or adopted by any applicable legislative body or other process.
In addition to the matters identified for negotiation with all units, the Board proposes to bargain regarding the following matters specific to the Faculty Guild, as well as any new matters or issues that may arise after the adoption of this Initial Proposal:

1. In the area of Assignment; Child Development Faculty: .........................Article 13
   - Address the salary rate for newly-hired pre-school teachers.............. 13.A.10
   - Address the colleges’ flexibility regarding “D-basis” assignments to meet the needs of each college’s program......................................................App. D, M

2. In the area of Assignment; Instructor Special (ISA): .........................Article 13
   - Clarify the College President’s authority to approve Instructor Special (ISA)............................................................. 13.A.7, D.11-13

3. In the area of Assignment; Work Blocks: ................................................Article 13
   - Redefine work blocks ............................................................................13.D.2

4. In the area of Assignments, Additional and Coaching; Coaches: ..........Article 14
   - Clarify the College President’s authority to determine number of assistant coaches................................................................. 14.E.5-6

5. In the area of Department Chairs and Departments; Assignments:.......Article 17
   - Address the colleges’ flexibility regarding Department Chair “D-basis” assignments to meet the needs of each college’s programs .................................................................................................. 17.C

6. In the area of Department Chairs and Departments; Reassigned Time: Article 17
   - Review the use and application of reassigned time and supervision differential.............................................................................. 17.C

7. In the area of Department Chairs and Departments; Department Chairs:........ Article 17
   - Address clerical support needs ................................................................. 17.I

8. In the area of Distributive/Distance Learning; Distance Education: ......Article 40
   - Address class size rules......................................................................... 40.C.i

The Board reserves the right to modify or change any or all of its proposals as part of the bargaining process, and also as financial resources and constraints are announced, implemented or adopted by any applicable legislative body or other process.
SUBJECT: INITIAL PROPOSAL OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT ADMINISTRATORS' UNIT REPRESENTED BY CALIFORNIA TEAMSTERS PUBLIC, PROFESSIONAL & MEDICAL EMPLOYEES UNION LOCAL 911 TO THE LOS ANGELES COMMUNITY COLLEGE DISTRICT REGARDING NEGOTIATIONS OF THE 2011-2014 COLLECTIVE BARGAINING AGREEMENT

Pursuant to Government Code Section 3547 and the District's public notice procedure, the Los Angeles Community College District Administrators' Unit represented by California Teamsters Public, Professional & Medical Employees Union Local 911, presents its initial proposal as follows:

- Agreement
- Union Rights
- Class Specification and Duty Statement
- Evaluation of Administrators
- Compensation
- Transfer and Reassignment
- Grievance Procedure
- Review and Approval of Job Announcements for Academic Administrators
- Employment Offer Letter

Background: Government Code Section 3547 and the Board Rule 101400 require the District to inform the public of the issues to be negotiated with an employee organization by presenting initial proposals that related to matters within the scope of representation under the Educational Employment Relations Act at a public meeting of the Board. For that reason, this item is being presented as an informative so that the public can review it and be prepared to comment on it at the Board's next scheduled meeting.

Pursuant to Government Code Section 3547 and the District's public notice procedure, the Los Angeles/Orange County Building and Construction Trades Council announces its intent to negotiate a successor agreement for the 2011-2014 time period and presents its initial proposal to the District as follows:

The Council wishes to discuss the term of the agreement, increases in wages and salaries including all differentials, health benefits, other terms and conditions of employment as it applies to Craft Workers.

Background: Government Code Section 3547 and the Board Rule 101400 require the District to inform the public of the issues to be negotiated with an employee organization by presenting initial proposals that related to matters within the scope of representation under the Educational Employment Relations Act at a public meeting of the Board. For that reason, this item is being presented as an informative so that the public can review it and be prepared to comment on it at the Board’s next scheduled meeting.
Division: Business Services

Subject: BACKUP TO RATIFICATIONS (BSD1) FOR BUSINESS SERVICES

The following ratification items are presented for approval as part of the Business Services routine report for March 9, 2011.

A. Purchase Orders issued as indicated. These are orders issued on campus for purchase not to exceed $78,900 each.

B. Agreements for Art Modeling Services.

C. Agreement for Athletic Officiating Services.

D. LEASES, USE PERMITS AND CIVIC CENTER PERMITS OF DISTRICT FACILITIES

4500134829 Valley. Amendment to renew Permit for Use with the Exploring Minds Montessori Preschool for use of 16 parking spaces in Parking Lot “B” for employees only during the period of September 1, 2010 to August 31, 2011, Mondays to Fridays from 8:00 am to 6:00 pm. Total income: $1,600.

4500146275 Valley. Amendment to extend Permit for Use with Los Angeles Baseball League (LABL) for use of the baseball field for games and practices on designated dates and times during the period of December 20, 2010 to May 25, 2011, for the second session of use. In lieu of rent LABL will provide new baseball uniforms for the Los Angeles Valley College baseball team in the amount of $6,057.

E. LEASE OF EQUIPMENT AGREEMENT

4500098018 East. Amendment to agreement with Xerox Corporation for lease, including maintenance, of a Xerox Work Centre 7665P copier system for the Academic Affairs office, to exercise the end-of-lease purchase option, increasing the total contract amount from $49,986 to $51,084. Total additional cost: $1,098.

F. REVENUE SHARING AGREEMENT

4500154442 City. Amendment to agreement with Versant Holdings, LLC for Los Angeles City College to offer mutually agreed upon and approved educational courses for a Pediatric Specialty Training for the Registered Nursing Residency Program, to increase the total contract amount from $99,732 to $103,362 for the period of the agreement ending June 30, 2010. Total additional cost: $3,630.
G. SERVICE AGREEMENTS

4500082762 City. Amendment to extend agreement with Prudential Overall Supply to provide maintenance services for clean mops and rugs at building entries, increasing the total contract amount from $26,544 to $28,344 from July 1, 2010 to October 31, 2010, inclusive. **Total additional cost: $1,800.**

4500069145 District Office. Amendment to agreement with Hutchings Court Reporters, LLC, for court reporting services to the District, to increase the total contract amount from $50,000 to $78,760 for the fifth year of the agreement, and terminate the agreement effective November 30, 2010. **Total additional cost: $28,760.**

4500137589 District Office. Amendment of agreement with Education Leadership Search, LLC, dba the ELS Group, for providing search services for the College President position at Pierce College, to include additional reimbursable expenses for advertising not originally contemplated at the time of the award of the contract; the extension of the application deadline required this additional advertising expense, increasing the total contract amount from $40,500 to $42,500 from October 30, 2009 to July 1, 2010, inclusive. **Total additional cost: $2,000.**

4500156477 District Office. Agreement with Hutchings Court Reporters, LLC, to provide court reporting services to the District during the period December 1, 2010 to August 31, 2011, inclusive. **Total cost not to exceed: $15,000.**

4500150675 East. Amendment to extend agreement with American Transportation Systems to provide the shuttle bus service for the South Gate facility, increasing the total contract amount from $53,603 to $77,818 from January 1, 2011 to March 28, 2011, inclusive. **Total additional cost: $24,215.**

4500155278 East. No-cost agreement with Community Development Commission, County of Los Angeles to provide the Traffic Violator School Monitoring Program for the Community Services Department during the period January 1, 2011 to December 31, 2015, inclusive.

4500156047 East. Agreement with Cleanedison, Inc., to provide exam preparation workshops for the Green Environmental Associate program during the period December 1, 2010 to June 30, 2011, inclusive. **Total cost: $19,800.**

4500154571 Pierce. Amendment to agreement with JTRL to conduct Energy Auditing training for additional ten Clean Energy Program participants and to acquire the North American Board of Certified Energy Practitioners certification upon passing the national test at the end of the training.
increasing the total contract amount from $15,000 to $30,000 for the current period of the agreement ending March 25, 2011. Total additional cost: $15,000.

4500156366 Pierce. Agreement with Pinnacle Evaluation Services, LLC to serve as an external evaluator for the Title V grant as required by the Title V Hispanic-Serving Institution grant during the period March 2, 2011 to September 30, 2011, inclusive. Total cost: $5,500.

4500156369 Pierce. Agreement with Mission Linen & Uniform Supply to provide uniform shirts including laundry services for the Maintenance and Operations Department during the period March 1, 2011 to February 28, 2012, inclusive. Total cost: $6,049.

4500155347 Trade-Technical. Agreement with Plato Learning, Inc., to provide Computer Assisted Learning program for the Learning Skills Center during the period December 8, 2010 to December 7, 2011, inclusive. Total cost: $12,052.

4500156334 Trade-Technical. Agreement with Clear Channel to provide on air advertising for the College during the period January 1, 2011 to June 30, 2011, inclusive. Total cost: $16,875.

4500156337 Trade-Technical. Agreement with Time Warner Cable to provide high speed internet services for the Information Technology Department during the period September 1, 2010 to June 30, 2011, inclusive. Total cost: $4,500.

4500142298 West. Amendment to renew agreement with AT&T Mobility to provide cell and iPhone service for 9 lines used by Administrative Services, increasing the total contract amount from $5,000 to $10,300 from March 1, 2011 to February 28, 2012, inclusive, for the second year of the contract. Total additional cost: $5,300.

H. MAINTENANCE AGREEMENTS

4500156022 City. Agreement with ITS Partners to provide technical support and software upgrades for 1500 licenses of the Client (Desktop) Management Suite 7.0 during the period August 30, 2010 to August 29, 2011, inclusive. Total cost: $13,640.

4500138874 District Office. Amendment to renew agreement with Cities Digital, Inc. for system support, including maintenance, of a laser fiche imaging hardware and software system for the Central Financial Aid Unit, increasing the contract amount from $8,830 to $17,660 from November 21, 2010 to November 20, 2011, inclusive. Total additional cost: $8,830.
4500155289  East. Agreement with Verdiem Corporation to provide maintenance for the energy saving Surveyor System located in the Information Technology Department during the period January 1, 2011 to December 31, 2013, inclusive. Total cost: $8,000.

4500156333  East. Agreement with Xerox Corporation to provide maintenance for the Xerox W7665P color copier located in Academic Affairs during the period February 15, 2011 to February 14, 2014, inclusive. Total cost: $15,250.

4500127590  Valley. Amendment to renew agreement Canon Business Solutions, Inc. for maintenance of a Canon IRC4580 copier in the Job Training Office, increasing the total contract amount from $26,493 to $41,493 from January 16, 2011 to January 15, 2012, inclusive, for the third year of the agreement. Total additional cost: $15,000.

4500156508  Valley. Agreement with Canon Business Solutions, Inc. to allow for over copy charges for a Canon IRC5035 copier in the Financial Aid Office during the period October 8, 2010 to October 7, 2015, inclusive. Total cost: $5,000.

I. SPECIAL GRANT FUNDED AGREEMENTS

4500140934  City. Amendment to renew agreement with the Korean American Children and Parents Service Center for that agency to fund the Korean Bilingual Child Development Program, increasing the total contract amount from $33,000 to $99,000 from January 1, 2011 to December 31, 2011, inclusive, for the second year of the agreement. Total additional expense: $66,000.

4500078433  East. Amendment to agreement with Foundation for California Community Colleges for that agency to fund the Child Development Career program, reducing the funding from $75,150 to $66 during the current period of agreement ending June 30, 2011. Total reduction of expense: $8,350.

4500147679  East. Amendment to renew agreement with Service Employees International Union & Joint Employer Education Fund for that agency to fund the Education Fund Phase III Training Program, increasing the total contract amount from $31,000 to $65,000 from January 1, 2011 to December 31, 2011, inclusive, for the second year of the agreement. Total additional expense: $34,000.

4500156045  East. Agreement with Foundation for California Community Colleges for that agency to fund the Early Assessment Summer Bridge Program during the period September 1, 2010 to July 31, 2011, inclusive. Total expense: $20,000.
Mission. Amendment to extend agreement with State of California Employment Development Department for that agency to fund the training for Dislocated Worker Program participants, to increase the total contract amount from $74,216 to $109,358 from February 28, 2012 to September 30, 2012, inclusive. Total additional expense: $35,142.

West. Amendment to renew agreement with Butte-Glenn Community College for that agency to fund the California Corporate College Training program, increasing the total contract amount from $148,630 to $348,630 from December 1, 2010 to November 30, 2011, inclusive, for the second year of the agreement. Total additional expense: $200,000.

West. Agreement with Berklee College of Music for that institution to fund the Alumni Program to upgrade the recording studio during the period October 1, 2010 to September 30, 2011, inclusive. Total expense: $6,331.

J. SHORT TERM AGREEMENTS PREPARED AT SITE LOCATIONS FOR SERVICES, RENTAL & MAINTENANCE OF EQUIPMENT, AND LICENSE & MAINTENANCE OF SOFTWARE $5,000 OR LESS PER YEAR

East. Agreement with Virona Copier to provide maintenance for the IR3300 copier located in the Family Education Office during the period February 5, 2011 to February 4, 2012, inclusive. Total cost: $1,100.

East. Agreement with Dean Evans and Associates to provide technical support for the Event Management System software located in Administrative Services during the period March 1, 2011 to February 28, 2012, inclusive. Total cost: $2,547.

East. Agreement with Selwyn Lloyd to provide workshops for the Fire Academy during the period March 5, 2011 to June 5, 2011, inclusive. Total cost: $3,360.

East. Agreement with Sergio Guzman to provide workshops for the Fire Academy during the period March 5, 2011 to June 5, 2011, inclusive. Total cost: $2,496.


East. Agreement with Nayda Hernandez to provide workshops on using In Roads software for Architecture students during the period January 1, 2011 to June 30, 2011, inclusive. Total cost: $2,400.
East. Agreement with Karina Alcaraz to provide workshops on parenting for Foster Youth program participants during the period January 1, 2011 to February 5, 2011, inclusive. Total cost: $2,580.

East. Agreement with Maria Arvizu to provide workshops on parenting for Foster Youth program participants during the period January 13, 2011 to February 5, 2011, inclusive. Total cost: $1,505.

East. Agreement with Christina Guevara to provide workshops on youth development for Foster Youth program participants during the period January 13, 2011 to February 10, 2011, inclusive. Total cost: $1,800.

Mission. Amendment to agreement with Paul Perales to conduct workshops on the topics of financial planning, careers and job search for the Youth Empowerment Strategies for Success – Los Angeles Program participants, to increase the total contract amount from $2,060 to $4,460, for the current period of the agreement ending June 30, 2011, inclusive. Total additional cost: $2,400.

Mission. Agreement with Arcade & Party Rentals by Gems, Inc. for rental and set-up of 2,000 white chairs for the 2011 Commencement Program during the period June 6, 2011 to June 7, 2011, inclusive. Total cost: $3,000.

Mission. Agreement with Harland Technology Services Division of Scantron for maintenance of a Class Climate Faculty Starter software for the Title V Programs during the period January 1, 2011 to January 31, 2011, inclusive. Total cost: $2,138.

Mission. Agreement with Harland Technology Services Division of Scantron for maintenance of a Clarity 2801 duplex scanner for the Title V Programs during the period January 18, 2011 to January 17, 2012, inclusive. Total cost: $820.

Mission. Agreement with Mr. Copy, Inc. for maintenance of a Xerox 5135 copier in the WorkSource Center in Pacoima during the period January 1, 2011 to June 30, 2011, inclusive. Total cost: $600.


Pierce. Agreement with Elisa Sagardia to serve as high school liaison for the Academic Outreach Program during the period September 7, 2010 to December 11, 2010, inclusive. Total cost: $300.

Pierce. Agreement with Curtis Adney to conduct classes titled “What Were You Born To Do?” and “Natural A’s” for the Community Services Department on March 27, 2011. Total cost: $1,296.

Pierce. Agreement with John Tyler dba John Tyler & Associates to conduct a class titled “CPR for Community Members” for the Community Services Department on March 19, 2011. Total cost: $705.

Pierce. Agreement with Voices for All, LLC to conduct a class titled “An Introduction to Voiceovers” for the Community Services Department on February 4, 2011. Total cost: $576.

Pierce. Agreement with Jeff Schnauffer to conduct classes titled “How to Write an Essay or Report” and “Creative Writing” for the Community Services Department during the period February 26, 2011 to April 2, 2011, inclusive. Total cost: $1,440.

Pierce. Agreement with Kidvestments to conduct classes titled “Money & Investment for Kids” and “Public Speaking for Kids & Teens” for the Community Services Department during the period March 19, 2011 to March 26, 2011, inclusive. Total cost: $1,668.
Pierce. Agreement with Olga Zimnyakova to conduct classes titled “Beginning Conversational Russian” for the Community Services Department during the period February 26, 2011 to April 2, 2011, inclusive. Total cost: $1,176.

Pierce. Agreement with Stevie Bensusen to conduct classes titled “Artist Vocal Development” for the Community Services Department during the period February 12, 2011 to March 19, 2011, inclusive. Total cost: $1,188.

Pierce. Agreement with Accent Art & Frame to conduct classes titled “Digital Photography Basics” for the Community Services Department during the period February 24, 2011 to March 21, 2011, inclusive. Total cost: $2,736.

Southwest. Agreement with AVR Van Rental Solutions to provide transportation services for the men’s basketball team to Long Beach City College during the period October 12, 2010 to June 30, 2011, inclusive. Total cost: $200.

Trade-Technical. Agreement with AVR Van Rental Solutions to provide transportation for athletic away games during the period November 10, 2010 to September 30, 2011, inclusive. Total cost: $4,500.

Valley. Agreement with Laidlaw Transit, Inc. First Student to provide transportation services for Child Development Perkins IV Title I C Program participants on February 10, 2011. Total cost: $326.


Valley. Agreement with Jerrold Kazdoy to provide consulting services for strengthening curriculum and development of pathways activities for the Career Technology Education Program during the period January 17, 2011 to March 31, 2011, inclusive. Total cost: $1,000.
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Vendor / Description</th>
<th>Details</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500156263</td>
<td>Valley</td>
<td>Agreement with Nancy Martin to provide consulting services for strengthening curriculum and development of pathways activities for the Career Technology Education Program during the period January 17, 2011 to March 31, 2011, inclusive.</td>
<td>$1,000.</td>
</tr>
<tr>
<td>4500156306</td>
<td>Valley</td>
<td>Agreement with Canon Business Solutions, Inc. for maintenance of a Canon ADVC5045 copier in the Academic Affairs Office during the period February 1, 2011 to January 31, 2012, inclusive.</td>
<td>$881.</td>
</tr>
<tr>
<td>4500156364</td>
<td>Valley</td>
<td>Agreement with Main Street Tours to provide bus transportation services for the Upward Bound Program participants cultural trip to the Ronald Reagan Library on March 18, 2011.</td>
<td>$675.</td>
</tr>
</tbody>
</table>
I. AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS

A. Action

Authorize an agreement with Perkins + Will to provide design services for the Chemistry Building Modernization - Business Administration Department project at the Los Angeles City College from March 10, 2011 through March 10, 2012 at a cost not to exceed $39,534 inclusive of eligible reimbursable expenses.

Background

Perkins + Will has been selected from the list of pre-qualified consultants to provide design services including programming and cost estimating for the Business Administration Department project. This agreement has been considered through the participatory governance process.

Award History

This agreement represents the second awarded to this company through the Bond Program and a cumulative original award total of $610,626. The previous award to this company was for the Student Success and Retention Center project at East Los Angeles College. The fee is within the Design and Specialty Consultant Fee Guidelines.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Chemistry Building - Business Administration Department 31C.5150.03.01. Design Phase.

B. Action

Authorize an agreement with Berliner and Associates to provide design services for the Roadway, Walkway, Grounds, Parking Lot (RWGPL) - MTA and Parking Lot A project at Los Angeles Valley College from March 10, 2011 through March 9, 2014 at a cost not to exceed $134,545 inclusive of eligible reimbursable expenses.

Background

Berliner and Associates has been selected from the list of pre-qualified consultants to provide the above services. The agreement is needed to provide design services for the MTA Bus Station Extension, Parking Lot A, directory signs and sidewalk areas consistent with campus accessibility standards. The agreement is also needed to design a reconfigured driveway at Fulton Avenue and Burbank Boulevard, eliminate the gateway structure and enlarge the electronic directory. This agreement has been considered through the participatory governance process.

Award History

This agreement represents the twenty-fourth awarded to this company through the Bond Program and a cumulative original award total of $12,860,856. Other projects include the RWGPL - Landscape and Specific Master Plan project at Pierce College and the Infrastructure Upgrades project at Los Angeles Harbor College. The fee is within the Design and Specialty Consultant Fee Guidelines.
II. AUTHORIZE AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT

A. Action

Authorize Amendment No. 1 to Agreement No. 32748 with Smith Group to extend the term of the agreement and provide additional design services for the Television Studio project at Los Angeles Harbor College from April 6, 2011 through April 5, 2012 at no additional cost.

Inclusive of this proposed amendment, the total amount of this agreement remains unchanged at $370,000.

Background

This agreement was authorized by the Board of Trustees on December 16, 2009 (Com. No. FPD1). Smith Group was retained originally to provide design services for the Television Studio project and has been selected from the list of pre-qualified consultants to provide additional design services at no additional cost to accommodate project programming changes requested by the college due to revisions to the campus master plan. This agreement has been considered through the participatory governance process.

Funding and Development Phase

Funding is through Proposition A/AA and Measure J Bond proceeds. Television Studio 33H.5314.02.01. Design Phase.

B. Action

Authorize Amendment No. 3 to Agreement No. 50064 with PSOMAS to extend the term of the agreement and provide additional civil engineering services on a Task Order basis campus-wide to be issued incrementally at the direction of the College Project Manager at Pierce College from March 10, 2011 through May 21, 2013 at no additional cost.

Inclusive of this proposed amendment, the total amount of this agreement remains unchanged at $700,000.

Background

This agreement was authorized by the Board of Trustees on May 21, 2008 (Com. No. FPD1). PSOMAS was retained originally to provide civil engineering services on a Task Order basis campus-wide and has been selected from the list of pre-qualified consultants to provide additional services on a Task Order basis campus-wide under individual Task Orders issued by the College Project Manager as needed. The current need is for the Campus Improvement - Utilities project and for the North of Mall project. This agreement has been considered through the participatory governance process.

Funding and Development Phase

Funding is through Proposition A/AA and Measure J Bond proceeds along with non-Bond funds. Projects to be determined on an as-needed basis. All Phase.
C. **Action**

Authorize Amendment No. 1 to Agreement No. 50218 with Tabbara Corporation to provide a continuation of lead, asbestos, mold evaluation, and abatement monitoring services on a Task Order basis campus-wide to be issued incrementally at the direction of the College Project Manager at Los Angeles Southwest College within the existing agreement period which expires December 31, 2013 at a cost not to exceed $250,000 inclusive of eligible reimbursable expenses.

Inclusive of this proposed amendment, the total amount of this agreement is $350,000.

**Background**

This agreement was authorized by the Board of Trustees on November 3, 2010 (Com. No. FPD1). Tabbara Corporation was originally selected from a list of pre-qualified consultants to provide lead, asbestos, and mold evaluation services on a Task Order basis campus-wide. The current need for the continuation of these services under individual Task Orders issued by the College Project Manager includes the following projects: Cox Building Upgrade, Cox Building - Little Theater Upgrade, and the Fitness & Wellness Center renovation. This agreement has been considered through the participatory governance process.

**Funding and Development Phase**

Funding is through Proposition A/AA and Measure J Bond proceeds along with non-Bond funds. Projects to be determined on an as-needed basis. All Phases.

D. **Action**

Authorize Amendment No. 1 to Agreement No. 50196 with Kitchell to provide additional constructability review and value engineering services on a Task Order basis campus-wide to be issued incrementally at the direction of the College Project Manager at Los Angeles Valley College from March 10, 2011 through March 9, 2013 at a cost not to exceed $48,000 inclusive of eligible reimbursable expenses.

Inclusive of this proposed amendment, the total amount of this agreement is $148,000.

**Background**

This agreement was authorized by the Board of Trustees on March 24, 2010 (Com. No. FPD1). Kitchell was retained originally to provide constructability review and value engineering services for the Library Border and Wayfinding Phase 2 projects and has been selected from the list of pre-qualified consultants to provide the additional services under individual Task Orders issued by the College Project Manager as needed. The current need is to provide constructability review for the Media Arts and Performing Arts project. This agreement has been considered through the participatory governance process.

**Funding and Development Phase**

Funding is through Proposition A/AA and Measure J Bond proceeds along with non-Bond funds. Projects to be determined on an as-needed basis. Design Phase.
III. RATIFY CHANGE ORDERS FOR CONSTRUCTION CONTRACTS GREATER THAN $30,000 IN ORIGINAL COST ISSUED UNDER THE STANDARD "DESIGN-BID-BUILD" METHOD OF PROJECT DELIVERY

Action

Ratify Change Orders shown in the following table for the amounts indicated for additional construction services at the listed campuses:

<table>
<thead>
<tr>
<th>PROJECT NAME &amp; LOCATION and PROJECT NUMBER</th>
<th>CONTRACTOR NAME and CONTRACT NUMBER</th>
<th>ORIGINAL CONTRACT COST</th>
<th>CHANGE ORDER NO., COST, and CUMULATIVE PERCENT CHANGES</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performing &amp; Fine Arts Complex, East Los Angeles College 02E.6207.02, 12E.7207.02</td>
<td>Taisei Construction Corp. No. 31624</td>
<td>$64,867,000</td>
<td>CO No. 11 for $210,974. 9.39%</td>
<td>A request from the college to add test switches to HVAC duct smoke detectors, comply with Division of the State Architect (DSA) changes for additional curb improvements, and for additional rain gutters.</td>
</tr>
<tr>
<td>E5 Replacement Building, East Los Angeles College 02E.9228.02</td>
<td>J.D. Diffenbaugh, Inc. No. 32297</td>
<td>$11,870,000</td>
<td>CO No. 12 for $0. 6.05%</td>
<td>Non-compensable time extension of 59 calendar days due to various concurrent construction delays and rain delays.</td>
</tr>
<tr>
<td>North of Math, Pierce College 05P.6510.03, 05P.6507.03, 35P.5502.03, 35P.5505.03.02, 35P.5535.03.02, 35P.5536.03.07</td>
<td>FTR International Inc. No. 33103</td>
<td>$23,338,000</td>
<td>CO No. 1 for $455,651. 1.95%</td>
<td>Removal of unforeseen asbestos floor covering, and request from the college to remove existing furniture fixtures and existing A/C units not included in original scope.</td>
</tr>
<tr>
<td>General Classroom Building (Bidg A) and Student Services Building (Bidg B), West Los Angeles College 39W.5912.02 &amp; 39W.5904.02.01</td>
<td>Sinanian Development, Inc. 31612</td>
<td>$42,888,000</td>
<td>CO Nos. 4 and 5 $521,636. 6.83%</td>
<td>College request to revise HVAC design, revise design of structural components, and redesign supports for window washing and maintenance carriage. Unforeseen underground utility conflict required redesign and relocation of utilities infrastructure, work associated with transite abatement, larger retaining walls, lowered footing elevations at Bidg B, and steel reinforcement.</td>
</tr>
</tbody>
</table>
Background

The Change Orders listed above have been executed per Board Rule 7100.10 and are presented here for ratification as required therein.

The California Legislature has determined that 10% is the maximum amount allowable for Change Orders on community college district design bid build ("low bid") projects in the Public Contract Code. The LACCD interprets this as an aggregate total of all additive and deductive change orders to the project, where an addition is not offset by a reduction, rather added to it. Other public entities in California have different governing legislation as well as differing interpretations of this limitation. California K-12 change order legislation in the Public Contract Code allows up to 25% change orders to be executed for renovation projects. The LACCD legislation and policy is among the most restrictive regarding contract changes.

Funding and Development Phase

Projects are funded through Proposition A/AA and/or Measure J Bond proceeds.

Construction Phase.

IV. RATIFY CHANGE ORDER AND AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACT

A. Action

Authorize the following actions to Contract No. 32962 with West Coast Structures for the K5 Retaining Wall project at East Los Angeles College:

1. Ratify Change Order No. 1 for additional construction services at a cost of $2,390; and
2. Authorize Acceptance of Completion of Contract with a substantial completion date of November 11, 2010.

Background

This contract was authorized by the Board of Trustees on May 26, 2010 (Com. No. FPD1). This final change order was due to additional labor and materials needed to replace an underground unforeseen broken drain pipe.

This change order represents 1.44% of the original contract value of $165,373. The total cost of this contract including this change order is $167,763.

Funding and Development Phase

Funding is through Proposition A/AA and Measure J Bond proceeds. K5 Retaining Wall 32E.5221.03.03  Construction Phase.
B. Action

Authorize the following actions to Contract No. 32990 with Pacific Striping Company for the ADA Compliance - Southwest project at Los Angeles Southwest College:

1. Ratify Change Order No. 1 for additional construction services at a cost of $8,788; and

2. Authorize Acceptance of Completion of Contract with a substantial completion date of January 24, 2011.

Background

This contract was authorized by the Board of Trustees on June 16, 2010 (Com. No. FPD1). This final change order was due to Owner requested changes to layout and stripe sixteen (16) additional handicap stalls, furnish and install sixteen (16) additional handicap signs with u-channel posts and nine (9) additional truncated dome mats.

The original value of this contract is $27,000. The total cost of this contract including this change order is $35,788.

Funding and Development Phase

Funding is through Measure J Bond proceeds. ADA Compliance - Southwest 40J.5602.03 Construction Phase.

C. Action

Authorize the following actions to Contract No. 32714 with VAS Security Systems, Inc. for the Emergency Lighting, Fire Alarm & Security Systems - General project at Los Angeles Trade-Technical College:

1. Ratify Change Order No. 1 for additional construction services and contract time extension at a cost of $10,511; and


Background

This contract was authorized by the Board of Trustees on December 2, 2009 (Com. No. FPD1). This final change order was due to 1.) rerouting conduit lines when an unforeseen underground concrete obstruction was discovered and 2.) a request from the college to relocate the security system.

Funding and Development Phase

Funding is through Proposition A/AA and Measure J Bond proceeds. Emergency Lighting, Fire Alarm & Security Systems - General 07T.6772.05.01 Construction Phase.

V. AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACT

Action

Authorize Acceptance of Completion of Contract No. 33139 with Blue Fields Electric, Inc. to provide general construction services for the Roadway, Walkway, Grounds and Parking Lot
(RWGPL) - Fulton Entry Asphalt Remediation project at the Los Angeles Valley College with a substantial completion date of August 27, 2010

**Background**

This contract was Ratified by the Board of Trustees on October 6, 2010 (Com. No. FPD1). The total cost of this contract is $11,178.

**Funding and Development Phase**

Funding is through Proposition A/AA and Measure J Bond proceeds. RWGPL - Fulton Entry Asphalt Remediation 18V.7873.05.01. Construction Phase.

**VI. AUTHORIZE PURCHASE ORDERS**

**A. Action**

Pursuant to Public Contract Code 20653 and 10290(j), a) find it is in the best interest of the District to procure products and services under the authority of the California Multiple Award Schedule (CMAS)/Compview Contract No. 3-07-58-0128B and 3-07-70-0943F, and b) authorize the purchase of cables, connectors and parts and provide the installation needed for the DVDA/CR units of the Northeast Academic Hall and Student Services Administration Enhancement project at Los Angeles Harbor College at a cost of $4,846. If applicable, all sales tax shall be paid.

**Background**

LACCD is authorized to utilize the above contract through CMAS, a California State supported program under the Department of General Services that was created to provide an equipment and services purchasing vehicle for publicly funded agencies. Delivery and setup are included.

**Funding and Development Phase**

Funding is through Proposition A/AA and Measure J Bond proceeds. NEA/SSA Enhancement Project 33H.5366.02.04 Construction Phase.

**B. Action**

Pursuant to Public Contract Code 20653, a) find it is in the best interest of the District to procure under the authority of the California Multiple Award Schedule (CMAS)/McMurray Stern Contract No. 4-09-71-0032E, and b) authorize the purchase of room divider panels for the Student Services Center project at Los Angeles Valley College at a cost of $5,255. If applicable, all sales tax shall be paid.

**Background**

LACCD is authorized to utilize the above contract through CMAS, a California State supported program under the Department of General Services that was created to provide an equipment purchasing vehicle for publicly funded agencies. Delivery and setup are included.

**Funding and Development Phase**

Funding is through Proposition A/AA and Measure J Bond proceeds. Student Services Center 18V.7809.02 Construction Phase.
C. **Action**

Pursuant to Public Contract Code 10290(j), a) find it is in the best interest of the District to procure under the authority of the California Multiple Award Schedule (CMAS)/Viatron Systems, Inc. Contract No. 4-08-03-0294A, and b) authorize the procurement of document scanning and destruction services for the District Educational Services Center project at a cost of $10,014. If applicable, all sales tax shall be paid.

**Background**

LACCD is authorized to utilize the above contract through CMAS, a California State supported program under the Department of General Services that was created for the procurement of services by publicly funded agencies. Authorization of this procurement does not authorize the destruction of District documents. Pursuant to Board Rule 7709.10, such activity requires the Board's consideration of the report of original records recommended for destruction.

**Funding and Development Phase**

Funding is through Proposition A/AA and Measure J Bond proceeds. Facility Management (CMMS) and Building Management Interface 40J.5J05.18. **Construction Phase.**