

ARTICLE II

THE MISSION OF  
THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

1200. MISSION. “*Changing Lives in a Changing Los Angeles*”

The mission of the Los Angeles Community College District is to provide our students an excellent education that prepares them to transfer to four-year institutions, successfully complete workforce development programs designed to meet local and statewide needs, and pursue opportunities for lifelong learning and civic engagement.

Adopted ~~12-02-69~~

Amended ~~02-04-76~~

Amended ~~12-17-86~~

Amended ~~02-07-07~~

Amended ~~02-06-13~~

1201. CORE VALUES. This District mission is informed by the following core values that will guide us in reaching our goals.

*Access & Opportunity:* We are committed to maximizing educational opportunity and access to everyone who has the desire to learn, and we actively engage all students, including those from communities that have traditionally been underserved by higher education or who require special accommodation or support.

*Excellence & Innovation:* In all of our services and institutional activities, we strive to create a culture of excellence and continuous improvement through the use of innovative pedagogy and technologies that challenge our students, faculty, staff and administrators to meet the highest educational and professional standards.

*Student Learning & Success:* All of our institutional efforts and resources are dedicated to one central purpose—the support of all students as they work toward the achievement of their academic and career goals.

*Free Inquiry:* We value the vigorous, critical and free exchange of ideas and opinions, and we work actively to create communities of mutual respect and shared concern that support and sustain open debate and constructive, democratic discourse.

*The Power of Diversity.* As a group of nine urban and suburban colleges situated in the midst of different communities, we draw upon and embrace diversity as an integral aspect of our civic and institutional identity and as a powerful element in the education and development of every individual.

*Equity.* We are committed to eliminating achievement gaps by identifying and removing barriers to student success.

*Community Connection:* Our colleges must be rooted in the communities they serve, and we are determined to build and maintain strong, durable, and responsive collaborations with our educational partners across Los Angeles, and with business, labor, and other organizations that contribute to the fabric of our larger community.

*Public Accountability and Transparency.* We are accountable to the public for all aspects of our mission, and we owe the students we serve, the people of Los Angeles, and the State of California regular and timely assessments of all of our efforts through shared governance processes that are open and transparent.

Adopted ~~01-14-87~~

Amended ~~02-07-07~~

Amended ~~02-06-13~~

1202. **Board Rule 1202 was repealed on 06-13-07 and replaced by Chapter XV of the Board Rules.**

1203. **Board Rule 1203 was repealed on 06-13-07 and replaced by Chapter XV of the Board Rules.**

~~1203.10 **Board Rule 1203.10 was repealed on 06-13-07 and replaced by Chapter XV of the Board Rules.**~~

~~1203.11 **Board Rule 1203.11 was repealed on 06-13-07 and replaced by Chapter XV of the Board Rules.**~~

~~1203.12 **Board Rule 1203.12 was repealed on 06-13-07 and replaced by Chapter XV of the Board Rules.**~~

~~1203.13 **Board Rule 1203.13 was repealed on 06-13-07 and replaced by Chapter XV of the Board Rules.**~~

1204.

CODE OF ETHICS

1204.10 Preamble. The Los Angeles Community College District is dedicated to education, lifelong learning, and developing the citizens in our community. We expect all employees to behave in an honest, fair and appropriate manner to enable us to meet our mission.

~~Adopted~~—02-08-06

1204.11 Ethical Behavior. By March 1, 2006 each College Academic Senate shall have adopted a Code of Ethics by which all faculty members at their college are required to abide. In the event a college has not adopted a Code of Ethics then the District Academic Senate Code of Ethics (1204.12) shall apply.

~~Adopted~~—02-08-06

1204.12 The Los Angeles Community College District Academic Senate has adopted the following Policy on Faculty Ethics (Based on the 1987 American Association of University Professors Statement on Professional Ethics) by which all members of the District Academic Senate are required to abide.

~~Adopted~~—02-08-06

ACADEMIC RIGHTS AND RESPONSIBILITIES

- a. Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

~~Adopted~~—02-08-06

- b. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

~~Adopted~~ — 02-08-06

- c. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

~~Adopted~~ — 02-08-06

- d. As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

~~Adopted~~ — 02-08-06

- e. As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

~~Adopted~~ — 02-08-06

1204.13 District employees who are not covered by the faculty Codes of Ethics shall adhere to the following ethical standards:

~~Adopted~~ — 02-08-06

- a. Exercise due diligence in the ethical performance of his or her duties and model ethically responsible behavior at all times.
- b. Facilitate a climate of trust and mutual support through actions that demonstrate respect for reason, freedom of expression, and the right to dissent. Avoid knowingly making false or malicious statements about other employees or students.
- c. Use care and integrity in sharing information, guard privacy rights of all individuals, and avoid disclosing information about colleagues or students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- d. Avoid entering into or continuing relationships with other employees or students that create or sustain conflicts of interest, such as those that may be viewed as harassment, unequal power relationships, or those of a sexual nature.

~~Adopted~~ — 02-08-06

- e. Avoid entering into or continuing relationships that create or sustain conflicts of interest as they relate to contractual obligations for and with the district and its colleges and which may lead to personal gain.

~~Adopted~~ — ~~02-08-06~~

1204.14 Further Considerations. This policy provides general guidelines and expectations for all Los Angeles Community College District employees other than faculty. It does not supersede more specific District or Board Rules, regulations, or state or federal laws affecting ethical considerations. Employees are also guided by ethical standards established by professional organizations in their fields.

~~Adopted~~ — ~~02-08-06~~

Amended 04-05-17

CHAPTER II  
THE BOARD OF TRUSTEES  
ARTICLE I  
MEMBERSHIP

2100. LEGISLATIVE AUTHORIZATION. The 1967 Legislature authorized a Board of Trustees for the Los Angeles Community College District separate from the board of the city school district, with authority as defined by Education Code sections 70902 and 72000.

~~Adopted — 12-02-69~~  
~~Amended — 01-16-13~~

2101. ELECTION. The Board of Trustees shall consist of seven members elected by the qualified voters of the school districts composing the Los Angeles Community College District. Elections shall be consolidated with the City of Los Angeles unless a resolution calling for a different process is adopted by the Board of Trustees pursuant to Education Code section 72031.

~~Los Angeles City Charter — Section 266~~

~~Adopted — 12-02-69~~  
~~Amended — 01-16-13~~

2102. TERM OF OFFICE. Members hold office for four years. Elections shall be held every two years, falling in the odd numbered years beginning in 1969, and alternating between office Nos. 1, 3, 5, and 7 and office Nos. 2, 4, and 6. Newly elected members shall take office on July 1st following their election period. The terms of office of outgoing members shall expire on the day before such newly elected members take office.

~~Education Code Section 72023 and 72031~~  
~~EC 72023~~  
~~EC 72031~~  
~~Stats. 1968 Ch. 62~~  
~~Los Angeles City Charter, Section 7~~

~~Adopted — 12-02-69~~  
~~Amended — 02-04-76~~  
~~Amended — 03-29-95~~  
~~Amended — 05-15-96~~

2103. VACANCIES BETWEEN ELECTIONS. In the event of a vacancy in office between elections for any reason, the Board of Trustees shall determine whether to appoint a replacement, hold a special election or leave the position vacant as may be allowed or required by law.

A. Timeline. In the event that the Board determines to make an appointment, in consultation with the Board President, the Chancellor shall develop a timeline for the process that includes the following, at a minimum.

1. Advertising of the availability of the position to a diverse group of publications;
2. A deadline for submission of materials with a maximum amount of material;
3. The means by which a member of the public may access the submitted materials for review;
4. The date for consideration of the applications by the Board, and the date for the appointed applicant to take office at a subsequent Board meeting, in order to allow for an appropriate orientation for the new Trustee.

B. Consideration of Applications

1. The Board's consideration of applications shall occur in public session;
2. Each person who submitted timely and complete materials in accordance with the Board's previous resolution will be given up to five (5) minutes to make a presentation. The Trustees may ask questions of each applicant at the conclusion of each applicant's presentation;
3. The Trustees may ask additional questions of applicants at the conclusion of all applicant presentations;
4. Members of the public who wish to address the Board regarding this matter may address the Board for up to three (3) minutes. Members of the public who wish to address the Board regarding other agenda items later in the meeting will have a total of five (5) minutes for the day, including the time used for this matter.

Adopted — 01-16-13



C. Voting Procedure

1. The Chair will recognize a Trustee, who will make a motion to appoint an applicant as named in the motion. That motion will require a second. The Trustees may then engage in discussion as appropriate regarding the motion.
2. The motion will require four (4) affirmative votes to pass. If the motion fails, the Chair will recognize a Trustee, who may move the appointment of a different applicant. That motion will require a second. The Trustees may then engage in discussion as appropriate regarding the motion. This procedure will be repeated until someone receives four (4) affirmative votes.
3. A motion to appoint an applicant previously voted upon will be treated as a motion for reconsideration. Such a motion may be made only by someone on the prevailing side.

~~Adopted~~ — ~~01-16-13~~

2104. COMPENSATION. Each member of the Board of Trustees of the Los Angeles Community College District shall receive as compensation the sum of two thousand dollars (\$2,000) per month if the Board member attends all meetings. Except as provided under Board Rules 2104.11, 2104.12, 2104.13, and 2104.14, a member who does not attend all meetings held in any month may receive, as compensation, an amount not greater than two thousand dollars (\$2,000) divided by the number of meetings and multiplied by the number of meetings actually attended.

Education Code Section 35120  
~~EC 35120~~

~~Adopted~~ — ~~12-02-69~~  
~~Amended~~ — ~~10-16-74~~  
~~Amended~~ — ~~02-04-76~~  
~~Amended~~ — ~~04-14-76~~  
~~Amended~~ — ~~02-01-78~~  
~~Amended~~ — ~~11-04-87~~  
~~Amended~~ — ~~01-20-88~~  
~~Amended~~ — ~~02-11-98~~

2104.10 Student Board Member Compensation. The student member of the Board of Trustees of the Los Angeles Community College District shall receive as compensation the sum of five hundred dollars (\$500) per month if the student member attends all meetings. Except as provided under Board Rules 2104.11, 2104.12, 2104.13 and 2104.14, a student member who does not attend all meetings held in any month may receive, as compensation, an amount not greater than five hundred dollars (\$500) divided by the number of meetings held and multiplied by the number of meetings actually attended.

Education Code Sections 72023.5 and 72024  
~~EC 72023.7~~

~~Adopted 03-17-82~~  
~~Amended 12-02-87~~  
~~Amended 02-11-98~~

2104.11 Absence - District Business. Any member, including the Student Board member, will be paid for any meeting when absent if the Board, by resolution, duly adopted and spread upon its minutes, finds that at the time of the meeting he/she is performing services outside the meeting for the Los Angeles Community College District.

Education Code Sections 35120 and 72031  
~~EC 35120, 72031, 72425~~

~~Adopted 01-20-88~~  
~~Amended 02-11-98~~

2104.12 Absence - Illness. A member, including the Student Board member, may be paid in any calendar year for the first two meetings from which he or she is absent if the Board, by resolution, duly adopted and included in its minutes, finds that at the time of the meeting from which the member is absent he/she is ill.

Education Code Sections 35120 and 72031  
~~EC 35120, 72031, 72425~~

~~Adopted 01-20-88~~  
~~Amended 02-11-98~~

2104.13 Absence - Jury Duty Service. A member, including the Student Board member, may be paid for any meeting from which he/she is absent if the Board, by resolution, duly adopted and included in its minutes, finds that at the time of the meeting from which the member is absent he/she was serving on jury duty.

Education Code Sections 35120 and 72031  
~~EC 35120, 72031, 72425~~

~~Adopted 02-11-98~~

2104.14 Absence - Hardship. A member, including the Student Board member, may be paid for any meeting from which he/she is absent if the Board, by resolution, duly adopted and included in its minutes, finds that the absence was due to a hardship deemed acceptable by the Board.

Education Code Sections 35120 and 72031  
~~EC 35120, 72031, 72425~~

~~Adopted 02-11-98~~

2105. ORIENTATION. The Chancellor and his or her designee(s) are responsible for ensuring that an appropriate orientation is provided to all new Trustees.

~~Adopted 02-21-07~~

~~Amended 01-16-13~~

2105.10 The orientation shall include, but is not limited to, an overview of District operations, a review of ethical rules and responsibilities for Trustees, a briefing on compliance with the Ralph M. Brown Act and the Fair Political Practices Act, a review of the roles of auxiliary organizations and employee organizations, and a discussion regarding preparation for and conduct of Board meetings.

~~Adopted 01-16-13~~

2105.11 Within budgetary limits, Trustees shall be encouraged to attend conferences and other educational sessions regarding their responsibilities as Trustees.

~~Adopted 01-16-13~~

2105.12 In consultation with the President of the Board, the Chancellor shall be responsible for ensuring the Board has a retreat at least annually, and the Chancellor or his or her designees shall make appropriate educational presentations to the Board.

Amended 04-05-17

ARTICLE II

OFFICERS

2200. PRESIDENT. The Board of Trustees shall elect by voice vote a President and one or two Vice Presidents from among its members at its annual meeting.

~~Adopted 12-02-69~~

~~Amended 02-04-76~~

~~Amended 06-27-01~~

- A. Election of President. The President from the previous term shall call the annual meeting to order. At the time specified in the agenda for the officer election, the President from the previous term shall open nominations for President.
- B. Election of First Vice President. After the succeeding President has been elected, the succeeding President shall assume the chairing of the meeting and open the nominations for First Vice President.
- C. Election of Second Vice President. After the election has been completed for First Vice President, the President shall entertain a motion to open nominations for the position of Second Vice President. If such a motion is not made, seconded and passed, or if upon the opening of nominations no one is nominated, or if no one accepts a nomination for the position, then there shall be no position of Second Vice President for the year unless the Board takes an action to establish it. However, the procedure for nominations shall be followed at each annual organizational meeting of the Board.

~~Adopted 06-27-01~~

2200.10 Duties of the President. The President of the Board of Trustees is empowered to preside at all meetings, to call special meetings as provided by law, to sign documents approved by the Board of Trustees, to represent the Board of Trustees in its relations with other boards of trustees, and to confer with the Chancellor and/or his or her designees regarding the preparation of the agendas and conduct of business.

EC ~~72125~~

Adopted ~~12-02-69~~

Amended ~~01-16-13~~

2200.11 Duties of the Vice President. In the absence of the President, the First Vice President shall preside at board meetings and perform the duties of the President in his/her absence. In the absence of the First Vice President, if there is a Second Vice President, he or she shall preside at board meetings and perform the duties of the President in his or her absence.

EC ~~72125~~

Adopted ~~12-02-69~~

Amended ~~06-27-01~~

2201. PRESIDENT PRO TEMPORE. If the President, the First Vice President and the Second Vice President are absent from a regular or special meeting, the Chancellor shall call the meeting to order, and the Board shall elect a President Pro Tempore who shall possess the powers and perform the duties of the President until the return of the President.

Adopted ~~12-02-69~~

~~Amended 02-04-76~~

~~Amended 08-11-99~~

~~Amended 06-27-01~~

2202.        SECRETARY. The Chancellor of the District shall be the Secretary of the Board of Trustees.

~~Adopted~~    ~~12-02-69~~

~~Amended~~   ~~02-04-76~~

~~Amended~~   ~~08-11-99~~

Amended    04-05-17

ARTICLE III  
DUTIES OF THE BOARD OF TRUSTEES

2300. POWERS AND DUTIES GENERALLY. The Board of Trustees may execute any powers delegated by law to it or the District of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the District of which it is the governing board. The Board is an independent policy-making body that reflects the public interest in Board activities and decisions.

Education Code Sections 72203.5 et seq.  
~~EC 72200~~

Adopted ~~12-02-69~~  
Amended ~~01-30-13~~

2300.10 Statement of Ethical Values and Code of Ethical Conduct.

The Board of Trustees of the Los Angeles Community College District consists of seven members elected at large and one Student Representative selected by the associated student organizations. In the performance of their governance responsibilities, individual members of the Board shall adhere to the following principles:

Statement of Ethical Values

The Board of Trustees of the Los Angeles Community College District endorses the following statement of ethical values, and asks each member of the Board to commit to adhering to these values:

Trustworthiness. As a Trustee, I will strive to earn the trust of others. Being trustworthy requires honesty, integrity, reliability, and loyalty.

- Honesty: I will be sincere, truthful, and straightforward.
- Reliability: I will keep my promises.
- Loyalty: I will promote and protect the interests of the District and its colleges.

Respect. As a Trustee I will treat others with respect, even in disagreement, and do my best to earn the respect of others. Being respectful requires civility and courtesy, as well as tolerance for legitimate differences and a willingness to acknowledge that reasonable people can respectfully hold divergent views.

Adopted: ~~10-19-05~~  
Amended ~~01-30-13~~

Responsibility. As a Trustee I am willing to make decisions and choices and I will be accountable for them. I will do the best I can by being careful, prepared, and informed. I will finish tasks that I have promised to do. I will lead by example.

Fairness. As a Trustee, I will use open and impartial processes for gathering and evaluating information so that those who disagree with a decision can understand how it was made. I will avoid favoritism or prejudice.

Caring. As a Trustee, I am genuinely concerned about the welfare of others. As public officials, we care about the common good and welfare of the communities and constituencies we serve.

Citizenship. As a Trustee, I will obey the Law, contribute to the community through service and leadership, advocate for the common good and the welfare of the communities we serve, and act in ways that manifest concern for the environment.

Integrity. As a Trustee, I will conform to the provisions of the Education Code as they relate to the award of contracts and employment. I will be consistent in decision-making and behavior and base decisions on a core set of values.

#### Code of Ethical Conduct

As a Trustee:

- I recognize that governing authority rests with the entire Board, not with me as an individual. I will give appropriate support to all policies and actions taken by the Board at official meetings.
- I recognize that the Chancellor is the Trustees' sole employee; I pledge to work with the Chancellor in gathering any information from staff directly that is not contained in the public record.
- I will consider all relevant facts and perspectives in making decisions.
- I will participate in the development of policy and the approval of strategy for the District and respect the delegation of authority to the Chancellor and Presidents to administer the institution. I will avoid involvement in day-to-day operations.

Adopted: ~~10-19-05~~  
Amended ~~01-30-13~~



- I will maintain confidentiality about issues discussed in Closed Session.

Adopted: ~~10-19-05~~  
Amended ~~01-30-13~~

### Trustee Sanctions

#### 2300.11 Sanctions

- A. Bases for Sanctions – Any Trustee of the Los Angeles Community College District may be sanctioned on the following bases:
1. Violation of District rules and regulations, including but not limited to the Statement of Ethics and the Standards of Conduct on Campus articulated in Chapter 9 of the Board Rules;
  2. Violation of state or federal law;
  3. Conduct likely to create liability for the District; or,
  4. Any other conduct incompatible or inconsistent with the position of Trustee.
- B. Forms of Sanction – Sanctions of a Trustee may be imposed in the following forms:
1. Reprimand;
  2. Censure;
  3. Requirement for the repayment of District funds;
  4. Bar from reimbursement for expenses with District funds;
  5. Removal from an officer position; or,
  6. Withholding of pay.
- C. Votes required:
1. Five affirmative votes shall be required for the imposition of a sanction on a Trustee;

Adopted: ~~02-21-07~~

2. Notwithstanding any annual confirmation regarding the authority of the Student Trustee, the Student Trustee is not eligible to move, second or vote upon the imposition of a sanction on a Trustee. However the Student Trustee maintains the right to participate in the discussion of a potential sanction;

D. Procedure:

1. Presentation of Initiating Motion

- a. Prior to the consideration of a motion for the imposition of a sanction on a Trustee, a motion must be presented and adopted that articulates the charges upon which the sanction will be based and the proposed sanction, called an Initiating Motion.
- b. The adoption by the Board of an Initiating Motion is not the imposition of a sanction. The adoption is a determination that the charges, if proven to be true, would warrant the imposition of the proposed sanction.
- c. In preparing an Initiating Motion, any regular Trustee shall be entitled to the reasonable assistance of staff for the ministerial function of preparing the motion, and the reasonable assistance of staff for information in support of that motion. Information in support of the motion shall be requested and supplied through the Chancellor.
- d. In keeping with Board Rule 2409.11, any such information will be provided to all Trustees, and it shall be provided no later than the time the Trustees are presented with the posted agenda that includes the proposed motion. Inasmuch as the consideration of a sanction is a matter of public record, such information will also be treated as a public record, except that the materials made available to the public may be redacted to protect the rights of privacy of students or employees, or to protect the privileges for attorney-client communications or attorney work-product.
- e. Witnesses or other evidence shall not be presented in support of or in opposition to the Initiating Motion.

Adopted: ~~02-21-07~~

2. Presentation of Sanctions Motion

- a. If a majority of the Board adopts the Initiating Motion, the moving Trustee may then place a motion on the agenda for consideration of the charges and proposed sanction, called a Sanctions Motion.
- b. A Sanctions Motion shall be heard only upon a minimum of ten calendar days' written notice, served by regular first class mail, upon all the Trustees. The responding Trustee shall be entitled to a postponement to the next Board meeting following the Board meeting in which the Sanctions Motion was first posted.
- c. In the preparation of the Sanctions Motion, the moving Trustee shall be entitled to the assistance of staff for the ministerial function of preparing the motion, and the reasonable assistance of staff for information in support of that motion. Information in support of the motion shall be requested and supplied through the Chancellor.
- d. In the preparation of a response to the Sanctions Motion, the responding Trustee shall be entitled to the reasonable assistance of staff for the ministerial function of preparing any written response to the motion, and the reasonable assistance of staff for information in support of that response. Information in support of the motion shall be requested and supplied through the Chancellor.
- e. In keeping with Board Rule 2409.11, any such information will be provided to all Trustees, and it will be provided no later than the time the Trustees are presented with the posted agenda that includes the proposed motion. Inasmuch as the consideration of a sanction is a matter of public record, such information will also be treated as a public record, except that the materials made available to the public may be redacted to protect the rights of privacy of students or employees, or to protect the privileges for attorney-client communications or attorney work-product.

Adopted: ~~02-21-07~~

- f. If the moving Trustee or responding Trustee seeks to present witnesses on the hearing of the sanctions motion, the applicable Trustee shall submit a request to the Chancellor no later than four business days' prior to the hearing date of the motion. The Chancellor may direct employees or invite other witnesses as the Chancellor deems reasonable and appropriate.
3. Legal counsel - Any opinions or advice of legal counsel regarding the Initiating Motion or the Sanctions Motion must be provided to all regular Trustees. Therefore, any individual Trustee who seeks advice confidential from other Trustees, or representation before the remainder of the Board regarding the motions, must obtain it at his or her personal expense.
4. Time allocation – A Trustee who is the subject of an Initiating Motion or a Sanctions Motion shall be given a reasonable amount of time to respond to the motion, but in no event less than fifteen (15) minutes. In the event witnesses will be presented by either the moving Trustee or responding Trustee, five minutes will be allocated to each witness. The remaining Trustees will be given an opportunity to ask questions of each witness. The time allocation enumerated for this procedure is a discrete allocation from a public speaker's exercise of his or her rights to address the Board.

Adopted: ~~02-21-07~~

2301. GOVERNANCE. The Board of Trustees shall establish rules and regulations not inconsistent with the regulations of the Board of Governors and the laws of this State for the government and operation of the community colleges in the District and delegate appropriate authority to officers, employees, or committees of the District, the college, or the governing board.

~~EC 72282~~

~~Adopted 12-02-69~~

2301.10 Board Self-Evaluation. Each Fall, the Board of Trustees will perform a self-evaluation. The Board's self-evaluation process may include a formal survey of stakeholders and constituents such as senior District management, College Presidents, the District Academic Senate President, representatives of collective bargaining units, and others. The Board will conduct its annual self-evaluation during a public session during which the Board will review the results of any data collection or survey process, assess its performance during the preceding year, and establish new annual goals.

~~Adopted 10-17-07~~

2302. GROWTH. The Board of Trustees is responsible for growth in both academic and physical areas.

~~Adopted 12-02-69~~

2302.10 Plans for Growth and Development. The Board shall establish policies for and approve current and long-range educational plans and programs and promote orderly growth and development of the community colleges within the District.

~~EC 72231~~

~~Adopted 12-02-69~~

2302.11 Master Plans. The Board shall establish policies for and approve academic master plans and long-range master plans for facilities. The Board of Trustees shall submit such master plans to the Board of Governors for review and approval.

~~EC 71028, 72231.5~~

~~Adopted 12-02-69~~

2303. EDUCATIONAL PROGRAMS. The Board of Trustees shall establish policies for educational programs.

~~Adopted 12-02-69~~

2303.10 Total Educational Program. The Board shall establish policies for and approve the total educational program of the community college or colleges in the District.

~~EC 72283 (a)~~

~~Adopted 12-02-69~~

2303.11 Submission to Board of Governors. The Board shall establish policies for and approve all educational programs and submit such programs to the Board of Governors for approval. For purposes of this subsection, "educational program" is defined as a series of courses leading to a degree, a certificate, a diploma, or transfer to another institution of higher education.

~~EC 78200~~

~~Adopted 12-02-69~~

2303.12 Individual Courses. The Board shall establish policies for and approve individual courses without referral to the Board of Governors.

~~EC 78200~~

~~Adopted 12-02-69~~

2303.13 Classes for Noncredit Education. The Board shall approve all classes for noncredit education and shall submit such classes as are eligible for state apportionments to the Board of Governors for approval.

~~EC 72283 (b)~~

~~Adopted 12-02-69~~

~~Amended 01-30-13~~

2303.14 Programs Under Various Acts. The Board shall approve and provide such classes, programs, and facilities under the provisions of special acts as deemed appropriate.

~~EC 72283 (c)~~

~~Adopted 12-02-69~~

~~Amended 01-30-13~~

2303.15 All Other Programs and Services. The Board shall establish policies for and approve all other programs and services of the community college except as provided by the Education Code.

~~EC 72283 (d), 78200~~

~~Adopted 12-02-69~~

~~Amended 02-04-76~~

2303.16 Adoption of Instructional Materials. The Board shall establish policies for and approve procedures for the adoption of instructional materials after appropriate consultation with the Academic Senate.

~~EC 72283 (e)~~

~~Adopted 12-02-69~~

~~Amended 01-30-13~~

2304. COLLEGE CALENDAR. The Board of Trustees shall determine which holidays it will observe and on what days it will observe them within the framework of providing the necessary number of days of instruction to qualify for state apportionments.

~~EC 72284~~

~~Adopted 12-02-69~~

2304.10 School Holidays. Colleges and offices of the Los Angeles Community College District shall be closed on the following holidays:

- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- Lincoln Day
- Washington Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Veterans Day shall be observed on November 11, unless an action of the Board of Trustees provides for a different day as provided in Education Code Section 79020. ~~(f), (g) and (i).~~

Lincoln Day shall be observed on the Friday immediately preceding Washington Day, unless an action of the Board of Trustees provides for a different day as provided by Education Code Section 79020. ~~(f) and (j).~~

If a holiday falls on Saturday, colleges and offices will be closed on the preceding Friday.

If a holiday falls on Sunday, colleges and offices will be closed on the Monday immediately following.

Education Code Section 79020  
~~EC 79020~~

- ~~\_\_\_\_\_ Adopted 12-09-69~~
- ~~\_\_\_\_\_ Amended 08-06-80~~
- ~~\_\_\_\_\_ Amended 01-16-85~~
- ~~\_\_\_\_\_ Amended 12-17-86~~
- ~~\_\_\_\_\_ Amended 09-25-91~~
- ~~\_\_\_\_\_ Amended 01-18-95~~
- ~~\_\_\_\_\_ Amended 07-09-96~~



However, as to the Christmas and New Year's Days consecutive holidays, if Christmas Day and New Year's Day fall on Saturdays, those holidays will be celebrated on the following Mondays.

If Christmas Eve Day and New Year's Eve Day fall on Sundays, those holidays will be celebrated on the preceding Fridays.

Education Code Section 79020  
~~EC 79020~~

~~\_\_\_\_\_ Adopted 12-09-69~~  
~~\_\_\_\_\_ Amended 08-06-80~~  
~~\_\_\_\_\_ Amended 01-16-85~~  
~~\_\_\_\_\_ Amended 12-17-86~~  
~~\_\_\_\_\_ Amended 09-25-91~~  
~~\_\_\_\_\_ Amended 01-18-95~~  
~~\_\_\_\_\_ Amended 07-09-96~~

2304.11 Other Holidays. The Board of Trustees may declare other days school holidays and close the colleges and offices thereon when good reason exists.

Under provisions of this rule, Admission Day is declared a school holiday and all District colleges and offices shall be closed. Admission Day shall be observed the Tuesday after Labor Day or another date so specifically declared by the Board of Trustees.

The afternoon of the Friday of Spring break, as determined by the academic calendar, shall be considered a holiday and all District colleges and offices shall be closed.

Education Code Sections 79020 and 79021  
~~EC 70902, 79020, 79021~~

~~\_\_\_\_\_ Adopted 12-09-69~~  
~~\_\_\_\_\_ Amended 08-06-80~~  
~~\_\_\_\_\_ Suspended 09-03-86~~  
~~\_\_\_\_\_ Amended 08-26-87~~  
~~\_\_\_\_\_ Amended 07-09-96~~

2304.12 Closing of Colleges by Chancellor or College President. The Chancellor or College President may direct the closing of any college whenever, in the Chancellor's or College President's discretion, such a closure appears necessary to insure the health and safety of the students or when the Governor of the State or the President of the United States declares a legal holiday. Any such action by the Chancellor shall be submitted to the Board for confirmation at its next regular meeting. The reopening of any school so closed shall be authorized when the Chancellor determines that the conditions that necessitated the closing have ceased to exist.

~~Adopted 12-09-69~~

~~Amended 08-06-80~~

~~Amended 01-30-13~~

2305. ACADEMIC STANDARDS. The Board of Trustees shall establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors after appropriate consultation with the Academic Senate.

~~EC 72885~~

~~Adopted 12-02-69~~

~~Amended 01-30-13~~

2306. BUDGET. The Board of Trustees shall determine and control the District's operational and capital outlay budgets and shall submit the budgets to such agencies as required by law. The Board of Trustees shall determine the need for elections for override tax levies and bond measures and request that such elections are called.

~~EC 72286~~

~~Adopted 12-02-69~~

~~Amended 01-30-13~~

2307. DISTRICT PROPERTY. The Board of Trustees shall manage and control District property. The Board may contract for the procurement of such goods and services as authorized by law.

~~EC 72287~~

~~Adopted 12-02-69~~

2308. GIFTS, GRANTS, SCHOLARSHIPS. The Board of Trustees may receive and administer gifts, grants, and scholarships.

~~EC 72288~~

~~Adopted 12-02-69~~

2308.10 Monument Policy

- A. Monument, defined. As used in this Board Rule, a “monument” is a statue, sculpture, or other installation intended to honor an individual, group, or event that the District installs in response to an offer by an outside party, on District-owned property.
- B. Proposed Donations from Outside Parties. Parties seeking to donate a monument for installation at a campus must submit a written request to the respective College President. The request shall include the following:
  - 1. The name of the individual, group, or event the proposed monument is meant to honor;
  - 2. A description of the significant impact and/or meritorious contribution the individual, group, or event has made to the college or District;
  - 3. A visual depiction or model of the proposed monument;
  - 4. A description of the proposed placement site, the monument’s anticipated size dimensions, composition materials, and the processes for its construction, installation, and maintenance; and
  - 5. An explanation of the funding mechanism for construction, installation, and maintenance of the proposed monument, if accepted by the District.
- C. Consideration of Proposed Donations. The College President shall forward requests to a campus-based College Monument Committee (“CMC”). The College President shall determine the composition of the CMC and designate appointees to the CMC or designate an existing campus committee to serve as the CMC. The CMC will consider the request with the following criteria:
  - 1. The appropriateness and suitability of the proposed monument with the campus and its academic programs, as defined by the CMC;

~~Adopted 06-26-13~~

2. The compatibility of the proposed monument with the facilities master plan and anticipated future uses of the site;
3. Public safety;
4. The sufficiency of funding for construction, installation, removal, and maintenance;
5. Whether the proposed monument would impermissibly promote a particular religion in violation of the Establishment Clause of the First Amendment of the United States Constitution;
6. Whether the proposed monument would impermissibly urge the support or defeat of any ballot measure or candidate in violation of Education Code section 7054; and
7. Monuments honoring a specific living person are allowed.

After consideration of the request, the CMC will forward its written recommendation to the College President. The College President may recommend acceptance of the proposed monument to the Board. Additional conditions for the donor and/or the proposed monument may be imposed before a recommendation is forwarded to the Board.

- D. Action by Board. The Board is under no obligation to accept any proposed monument.
1. If accepted by the Board, the donated monument becomes the property of the District.
  2. The District will, as a condition of acceptance of the monument, require a waiver of rights under the Visual Arts Rights Act (17 U.S.C. § 106A) and/or Civil Code section 987.
  3. The District reserves the right to remove any donated monument, should the monument create a public safety issue, and/or funding for the maintenance or repair of the monument becomes unavailable.

~~Adopted 06-26-13~~

2309. FEES. The Board of Trustees may establish such student fees as it is authorized to establish by law.

~~EC 72289~~

~~Adopted 12-02-69~~

2309.20 International Student Application Processing Fee. The Board of Trustees authorizes collection of a Foreign Student Application Processing Fee pursuant to California Education Code Section 76142. This section allows the District to charge an application fee not to exceed the lesser of the actual cost of processing application documents or one hundred dollars (\$100).

No processing fee shall be charged to an applicant who is eligible for an exemption from non-resident tuition pursuant to California Education Code Section 76140, or who can demonstrate economic hardship.

Fees collected will not be refundable and will be used to support the operating budgets of college foreign student offices.

~~Adopted 02-24-93~~

~~Amended 08-23-06~~

2309.30 International Student Medical Insurance Fee.

Effective beginning with the Fall 2007 semester, International students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

- (1) medical benefits of at least \$50,000 per accident or illness;
- (2) repatriation of remains in the amount of \$7,500;
- (3) expenses associated with the medical evacuation of the student to his or her home country in the amount of \$10,000, and;
- (4) a deductible not to exceed \$500 per accident or illness.

~~Adopted 08-23-06~~

~~Amended 01-24-07~~

~~Amended 01-30-13~~

Effective only for the Spring and Summer 2007 terms, international students attending a college in the Los Angeles Community College District under an F or M visa shall be required to demonstrate that they have medical insurance equal to or better than the above coverage, or be required to purchase medical insurance from a the vendor selected by the Los Angeles Community College District. All international students with F or M visas will be charged the international student medical insurance fee starting the Fall 2007 semester.

Title 5, C.C.R., 51012  
Title 22, C.F.R. 41.61, 62.14

~~Adopted 08-23-06~~  
~~Amended 01-24-07~~  
~~Amended 01-30-13~~

2310. PERSONNEL. The Board of Trustees shall employ and assign all personnel consistent with the minimum standards adopted by the Board of Governors. The Board of Trustees shall establish employment practices, salaries and benefits for all employees consistent with the laws of this state.

~~EC 72290~~

~~Adopted 12-02-69~~

2311. AUXILIARY SERVICES. The Board of Trustees shall provide such auxiliary services as deemed necessary to achieve the purpose of the community college.

~~EC 72291~~

~~Adopted 12-02-69~~

2312. STUDENT CONDUCT. The Board of Trustees shall establish rules and regulations governing student conduct.

~~EC 72292~~

~~Adopted 12-02-69~~

2313. FEDERAL FUNDS. The Board of Trustees is authorized to apply directly to federal agencies or state agencies operating federal programs in order to obtain federal funds in accordance with general policies established by the Board of Governors.

~~EC 72293~~

~~Adopted 12-02-69~~

2314.            STUDENT EQUITY PLANS

In order to promote student success for all students, a Student Equity Plan shall be adopted by each of the colleges in the Los Angeles Community College District as required by law. Each plan shall be adopted in consultation with the various college constituencies in keeping with the college's shared governance policy.

~~Adopted — 06-28-00~~  
~~Amended — 04-18-01~~  
~~Amended — 01-30-13~~

2315.            ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES. The Board of Trustees of the Los Angeles Community College District shall confer degrees of associate in arts or associate in science upon one who has satisfactorily completed prescribed courses.

The Board of Trustees may also grant honorary associate in arts and associate in science degrees from a District community college to honor an individual who has made a contribution to society that is generally recognized and esteemed.

~~EC 66701~~  
~~\_\_\_\_\_ Title 5, Section 55806, 55809~~

~~Adopted — 12-02-69~~  
~~Amended — 02-04-76~~  
~~Amended — 05-23-84~~  
~~Amended    04-05-17~~

LOS ANGELES COMMUNITY COLLEGES  
**BOARD RULES, CHAPTER II, ARTICLE VI**  
**COMMITTEES OF THE BOARD OF TRUSTEES**

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**2604. COMMITTEE OF THE WHOLE.**

The Committee of the Whole shall consist of all members of the Board of Trustees.

Adopted ~~09-08-70~~  
Amended ~~02-04-76~~

**2604.10 Chair of the Committee of the Whole.**

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

Adopted ~~09-08-70~~  
Amended ~~02-04-76~~  
Amended ~~03-23-11~~

**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.

Adopted ~~09-08-70~~  
Amended ~~01-05-71~~

**2604.12 Charge.**

The charge for the Committee of the Whole shall be to review District-wide standards and performance for efficiency and quality.

Adopted ~~08-21-13~~

**2605. COMMITTEE OF THE BOARD.**

A. Membership of Committees. The President of the Board may appoint Board Members to 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.

~~Adopted 09-08-70~~

~~Amended 06-22-88~~

~~Amended 08-06-03~~

~~Amended 03-23-11~~

## **2605.10**

The primary function of each standing committee is 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 three 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.

~~Adopted 09-08-70~~

~~Amended 06-22-88~~

~~Amended 08-23-89~~

~~Amended 03-23-11~~

## **2605.11 Standing Committees.**

- a. In addition to the Committee of the Whole, the four standing committees made up solely of Trustees of the Board shall be Institutional Effectiveness and Student Success, Budget and Finance Legislative and Public Affairs, and Facilities Master Planning and Oversight.
- b. The Institutional Effectiveness and Student Success 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 relative to student completion initiatives;
  - v. Facilitate the review, update and revision of the long-range strategic plan and goals every five years;
  - vi. Discuss 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 Budget and Finance 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 1<sup>st</sup> of each year.
  - ii. Review and recommend adoption of the Final Budget to the full Board by September 15<sup>th</sup> 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 audit 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 and Public Affairs 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;

- iv. Review and make recommendations regarding public relations efforts for the District; and
  - v. Consider and discuss other related matters as may be deemed appropriate by the Chair in consultation with the Chancellor and President of the Board.
- e. The Facilities Master Planning and Oversight Committee will provide policy guidance and program oversight for the maintenance and review of physical infrastructure tied to educational master plans, as well as 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 the California Constitution and District cost principles, and project design concepts. The committee's specific charge is to:
- i. 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;
  - ii. 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;
  - iii. Receive reports on accomplishments and general policy compliance, hear policy issues, receive briefings on technical bonds matters such as insurance, labor compliance, tax law and project list compliance and any other matter related to the District's sustainable building program;
  - iv. 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
  - v. Consider and discuss other related matters as may be deemed appropriate by the Chair in consultation with the Chancellor and President of the Board.

~~Adopted 03-23-11~~  
~~Format correction 07-08-13~~  
~~Amended 08-21-13~~

## **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 and composed solely of Board members, may be closed to the public.

*(Henderson v. Los Angeles City Board of Education, 78 Cal. App. 3d 875 (1978))*

~~Adopted 06-22-88~~  
~~Amended 03-23-11~~

## **2606. CITIZENS ADVISORY COMMITTEE.**

The Board of Trustees may establish citizen advisory committees as they determine necessary to assist in Board-related matters.

~~Adopted 03-24-76~~

## **2607. STUDENT AFFAIRS COMMITTEE.**

### **2607.10 Composition of Committee and Voting Rights.**

1. The Student Affairs Committee shall consist of:
  - a. The Student Board Member of the Board of Trustees.
  - b. A regular Board Member appointed by the President of the Board, who shall serve as a non-voting member of the Student Affairs Committee.
  - c. A second regular Board Member assigned as an alternate, in case the other regular Board member is unable to attend a meeting of the Student Affairs Committee.

The regular Board Members, and the alternate, shall not have voting rights on the Committee.

- d. The Presidents of the Associated Student Organizations.
  - 1) One designee shall be appointed by the ASO President to serve on this committee in the absence of the President during his/her term of office.
  - 2) Each ASO President or their designee shall have voting rights.
- e. The Associate Vice Chancellor of Instructional and Student Support Services, a Vice President of Student Services, and an ASO Advisor. These individuals shall serve as advisors and shall not have voting rights on the committee.

- 2. The Student Board Member of the Board of Trustees shall be the committee chairperson. The chairperson shall vote only to break ties. During the absences of the Student Board Member, a chairperson shall be selected from among the Associated Student Organization Presidents or their student designees on an ad hoc basis.

~~Adopted 03-29-78~~  
~~Amended 08-29-79~~  
~~Amended 03-19-86~~  
~~Amended 05-15-96~~  
~~Amended 09-04-02~~  
~~Amended 11-03-04~~

### **2607.11 Meetings.**

The Student Affairs Committee shall meet at least once each calendar month at a time, date, and place decided upon by committee. Meetings may be held at the administrative offices or one of the colleges.

~~Adopted 03-29-78~~  
~~Amended 03-14-79~~  
~~Amended 08-29-79~~  
~~Amended 05-22-02~~

### **2607.12 Agenda.**

The chairperson shall notify committee members of the meeting time, date and place at least one week in advance. A tentative agenda and other communications, recommendations, and reports may be included.

Adopted ~~03-29-78~~

Amended ~~08-29-79~~

### **2607.13 Reports.**

The committee chairperson shall prepare a monthly written report to be distributed to ASO officers, all college newspapers, the Chancellor, Board of Trustees, and other interested individuals.

Adopted ~~03-29-78~~

Amended ~~08-29-79~~

### **2607.14 Functions.**

This committee shall have the right to consider all matters which impact upon student life. These may include but will not be limited to areas such as the teaching and learning environment, co-curricular and extracurricular activities, student services, etc.

Adopted ~~03-29-78~~

Amended ~~08-29-79~~

### **2607.15 Ad Hoc Committees.**

#### a. Appointment

- 1) Ad Hoc Committees can be appointed by the Student Board Member each year, subject to the approval by majority vote of the Student Affairs Committee.
- 2) The Student Board Member shall charge the ad hoc committee with a specific task to be accomplished and shall establish a time line for completion of said task.

#### b. Eligibility

Any student in good standing in the Associated Student Organization can be approved as a member to an ad hoc committee. However, only members of the Executive Board of the

Associated Student Organization can chair an ad hoc committee.

c. Nominations

- 1) Any Associated Student Organization member in good standing may submit nominations for membership in any ad hoc committee to the Student Board Member.
- 2) The Student Board Member, after considering all the nominations, shall appoint the chairperson and the members of each ad hoc committee subject to the approval by majority vote of the Student Affairs Committee.
- 3) In the event that a student appointment is not approved by majority vote by the Student Affairs Committee, nominations shall be reopened.
- 4) The Student Board Member shall make the final determination as the total number of members in each ad hoc committee.

~~Adopted 03-19-86~~  
Amended 04-04-17



## CHAPTER III

### LEGISLATIVE SERVICES

3001. LEGISLATIVE INFORMATION. The Chancellor shall inform the Board of Trustees of state and national legislation that affect the Los Angeles Community College District.

Adopted ~~12-01-69~~

Amended ~~02-04-76~~

3002. PARTICIPATION IN LEGISLATION. It is the policy of the Board of Trustees that the Board, acting through the Chancellor, or designee, shall participate in local, state and national legislation to protect and to promote the interests of the Los Angeles Community College District. The Chancellor shall present to the Board for approval a District legislative program prior to the commencement of each session of the legislature. The Chancellor shall provide appropriate reports in writing to the Board summarizing and analyzing pending legislation affecting the interests of the District and specifying all positions on pending legislation taken at the Chancellor's direction or by the Board's Legislative Advocate. The Legislative Advocate shall be present at Board meetings as directed by the Chancellor.

Adopted ~~12-02-69~~

Amended ~~02-04-76~~

Amended ~~05-05-76~~

Amended ~~01-16-13~~

3003. DELEGATION OF AUTHORITY. The Board of Trustees delegates authority to the Chancellor to communicate positions to legislators, other community college district chief executive officers, governmental relations staffers, and other representatives and allies of public higher education. The Chancellor or his or her designee will communicate with leaders of District constituency groups to establish or strengthen shared advocacy efforts. Whenever possible, the Chancellor will seek to work in coalition with other stakeholders for the purpose of furthering the District's legislative goals.

Adopted ~~12-02-69~~

Amended ~~02-04-76~~

Amended ~~01-16-13~~

3003.10 The Chancellor will support legislative positions that protect and enhance the fiscal health of the District and promote its primary mission with respect to basic skills, career technical education, and transfer curricula and training. Additionally, the Chancellor will support legislative positions that facilitate the growth and stability of the District including, but not limited to, issues related to public bond funds, land acquisition and sale, facilities renovation and capital building programs. All proffered legislative positions will be aligned with the District Strategic Plan.

~~Adopted 01-16-13~~

- 3003.20 The Chancellor will be authorized to take and communicate bill positions on behalf of the District within the following parameters:
- A. The District has adopted a similar legislative position in the past.
  - B. Time constraints preclude the Chancellor from consulting two members of the Legislative Committee. In this instance, the position taken must protect the District's fiscal health and support its overarching mission or.
  - C. The bill is consistent with Board policies.

~~Adopted 01-16-13~~

3003.30 Other than the exceptions previously noted, the Chancellor or his designee shall consult two members of the Legislative Committee before legislative positions are registered. In order to comply with the Brown Act, the Chancellor shall not communicate the positions of the respective members of the Legislative Committee to each other, nor shall the two members be authorized to issue a directive regarding legislative positions.

~~Adopted 01-16-13~~

3003.40 Subsequent to communicating District legislative positions, the Chancellor shall report significant positions to the full Board as an agenda item and list other positions in the Board Letter. In both instances, the Chancellor will provide his rationale for adopting each legislative position. The Board retains the right to direct a change or different position.

~~Adopted 01-16-13~~

3003.50 The Board of Trustees shall evaluate this process at the end of each legislative session.

~~Adopted 01-16-13~~

Amended 04-05-17

ARTICLE V

MILEAGE REIMBURSEMENT

7500. MILEAGE AND CELL PHONE REIMBURSEMENT. Any employee who is required to use a personal automobile in the performance of assigned duties may, upon the approval of the Chancellor, or designated representative, be authorize to so use such automobile and, when so authorized, shall receive reimbursement for such use in accordance with procedures established by the Chancellor. Spot audits of mileage reimbursement statements may be made, from time to time. Trips requiring overnight absences from any employee's established residence involving any expenses shall be separately authorized by the Trustees in accordance with Section 1072 governing attendance at conventions and meetings. For the purposes of this Article, Trustees are considered employees of the District, and are authorized for travel necessary to attend annual, regular, and special meetings of the Board of Trustees. Employees shall receive reimbursement for parking fees that are incurred while on District business.

~~EC 72123, 87033~~

~~Adopted 11-04-70~~  
~~Amended 09-23-81~~  
~~Amended 03-06-13~~

7500.10 Reimbursement Authorization. Any trustee or administrator of the District, previously authorized by the Chancellor or a college president, may have the use of a cellular telephone purchased by the District, or may be reimbursed for telephone expenses made from his or her personal cellular telephone as follows:

- A. **PERSONALLY OWNED.** Employees, who are required to carry a cell phone for business/work-related purposes, may be reimbursed only when they incur additional charges for business calls over the plan limit on their personal calling plan. The employee may request for reimbursement, at the excess minute rate, for up to the number of the minutes exceeding the plan limit for the month OR the total of business-related minutes, whichever is less. No reimbursement can be made for business calls made within the plan minutes.

~~Adopted 01-20-88~~  
~~Amended 09-13-89~~  
~~Amended 11-02-94~~  
~~Amended 03-06-13~~

7501. MILEAGE. Allowance for transportation by private automobile to and from a place or places of service located within one hundred (100) miles from the Los Angeles City Hall shall be at the existing authorized rates for college business mileage.

~~Adopted — 11-04-70~~

~~Amended — 12-03-75~~

~~Amended — 09-23-81~~

7502. COLLEGE BUSINESS MILEAGE-DEFINITION CALCULATION. College business mileage is defined as the mileage which accrues in any one day on college business. Such mileage shall be calculated from the regular headquarters of the employee to his various destinations, and return to such regular headquarters.

In the event an employee does not visit his regular headquarters prior to his first trip on college business in any one day, he shall deduct from his total mileage (1) the distance from his home to such first stop, or (2) the distance from his home to his regular headquarters, whichever is lesser.

In the event an employee proceeds from his last destination on college business in any one day to his home, he shall deduct from his total mileage (1) the distance from such last destination to his home, or (2) the distance from his regular headquarters to his home, whichever is the lesser.

In the event an employee is assigned to perform work outside his regular hours of employment, on an emergency of non-scheduled basis as distinguished from a scheduled overtime basis, the performance of which involved the operation of his automobile from his home, he shall be entitled to receive reimbursement for total mileage traveled in connection with such assignment. A non-scheduled basis as used in this rule includes the supervision of students at events by an employee outside his normal working hours.

~~Adopted — 11-04-70~~

~~Amended — 09-23-81~~

7503. REIMBURSEMENT RATES. Reimbursement for college business mileage shall be made at the following rates for each month.

~~Adopted 11-04-70~~

7503.10 Standard Mileage Rates. For use of employee automobiles in conducting authorized District business in accordance with the IRS standard mileage rate(s).

~~Adopted 11-04-70~~

~~Amended 04-17-74~~

~~Amended 06-20-79~~

~~Amended 09-23-81~~

~~Amended 06-12-91~~

~~Amended 04-02-97~~

~~Amended 03-10-99~~

~~Amended 03-20-02~~

~~Amended 04-20-05~~

~~Amended 10-19-05~~

~~Amended 01-25-06 (Effective date is 1/1/06)~~

~~Amended 01-10-07 (Effective date is 1/1/07)~~

~~Amended 12-19-07 (Effective date is 1/1/08)~~

~~Amended 07-23-08 (Effective date is 7/1/08)~~

~~Amended 01-14-09 (Effective date is 1/1/09)~~

~~Amended 01-13-10 (Effective date is 1/1/10)~~

~~Amended 04-13-11 (Effective date is 1/1/11)~~

~~Amended 08-10-11 (Effective date is 7/1/11)~~

~~Amended 12-19-12 (Effective date is 1/1/13)~~

~~Amended 03-06-13 (Effective date is 1/1/13)~~

7504. TRAVEL ON PUBLIC CARRIERS. Any employee who is required to travel upon public carriers in the performance of his assigned duties may be reimbursed therefor upon approval by and in accordance with procedures established by the Chancellor or his designated representative.

~~Adopted 11-04-70~~

~~Amended 09-23-81~~

7505. MILEAGE OR PUBLIC CARRIER FARE REIMBURSEMENT FOR CERTAIN EMERGENCY TRIPS. College personnel shall be eligible to receive reimbursement for mileage or public carrier fare for transporting students who become ill or injured at college to their homes, hospitals, clinics, or such other places as may be properly designated.

~~Adopted 11-04-70~~

~~Amended 09-23-81~~

7506. MILEAGE OR PUBLIC CARRIER FARE REIMBURSEMENT FOR ATTENDANCE AT AUTHORIZED MEETINGS AND FOR SUPERVISING STUDENTS AT CO-CURRICULAR EVENTS. College personnel shall be eligible to receive reimbursement for mileage or public carrier fare for traveling to and from authorized meetings called or approved by the Chancellor or division head for supervising students at co-curricular events.

~~Adopted~~ — ~~11-04-70~~  
~~Amended~~ — ~~09-23-81~~  
Amended 04-05-17

ARTICLE XI

STUDENT DISCIPLINE

91101. STUDENT DISCIPLINE PROCEDURES.

91101.10 Purpose and General Policy

- a. Purpose and Scope. Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Sections 66017, 66300, 76030 and 76031). The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803, Standards of Student Conduct and 91101, Student Discipline Procedures. The purpose of Board Rule 91101 is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with this Board Rule shall relate to an alleged violation of appropriate standards of student conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the college independently of any charges filed through civil or criminal authorities, or both.

~~Adopted 04 20 89~~

~~Amended 06 14 95~~



- b. General Policy. Conduct at any of the Colleges and District Office in the Los Angeles Community College District must conform with the laws of the Federal Government and the State of California and District policies and procedures. The Los Angeles Community College District faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in Board Rule 9803 are essential to the maintenance of a quality college environment. These standards apply to all current students on campus, or other college property or while attending any college-sponsored classes, activities or events. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Former students may also be disciplined for violating the District's standards of behavior (Board Rule section 9803 et seq.) or other college property or at a college-sponsored activity or event.

~~Adopted 06 14 95~~  
~~Amended 08 17 05~~

91101.11 Disciplinary Action

Disciplinary action appropriate to the misconduct as defined by the violation of the Standards of Student Conduct, Board Rule 9803, may be taken by an instructor (see b(1) and (5) below), an administrator (see b(1-9) below), the College President (see b(6-10) below) and the Chancellor and the Board of Trustees (see b(10) below).

- a. Notifying Campus Law Enforcement. When a violation of the Standards of Student Conduct occurs which threatens the

~~Adopted 06 14 95~~  
~~Amended 04 14 04~~

lives, property or maintenance of order, campus law enforcement should be notified immediately. Campus law enforcement will issue a police report and will send a copy to the Chief Student Services Officer or designee for appropriate action.

b. Discipline. The following types of disciplinary action may be taken or pursued by the college:

1) Warning - A verbal or written notice, given to the student by an instructor, Chief Student Services Officer or designee or any college administrator or manager, that continuation or repetition of the specified conduct may be cause for further disciplinary action. The Chief Student Services Officer or designee shall place documentation of this warning in the student file.

2) Reprimand - A written reprimand for violation of specified regulations, prepared by an instructor, Chief Student Services Officer or designee or any college administrator or manager. The reprimand will be sent to the student by the Chief Student Services Officer or designee, noting that continued violations may result in further disciplinary action. The Chief Student Services Officer or designee shall place a copy of this reprimand in the student file.

~~Adopted 06 14 95~~  
~~Amended 10 18 00~~  
~~Amended 04 14 04~~

- 3) Restitution - A letter from the Chief Student Services Officer or designee requesting reimbursement for damages(s) or misappropriation of property will be sent to the student. One copy of this letter will be placed in the student's file and others will be sent to Chief Business Officer and appropriate administrator(s). Reimbursement may take the form of appropriate service or compensation for damage(s). Pursuant to Title 5 C.C.R. section 59410 and Board Rule 8402, students failing to provide the required restitution will be barred from subsequent enrollment in the District.
- 4) Disciplinary Probation - Disciplinary probation may be imposed for violations of the Student Code of Conduct. Disciplinary probation may be imposed for a period not to exceed one year. Repetition of conduct resulting in disciplinary probation may be cause for suspension or further disciplinary action. The Notice of Disciplinary Probation (Form SD1), signed by the Chief Student Services Officer or designee will be placed in the student's file, and copies will be sent to the appropriate administrator(s), and campus law enforcement.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 04 14 04~~

5) Removal By Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class.

(a) If a student is suspended for one class meeting, no additional formal disciplinary action is necessary; however, the faculty member is encouraged to notify the Chief Student Services Officer or designee of this action.

(b) If a student is suspended from class for the day of the incident and the next class meeting, the instructor shall send a written report of the action to his department/ cluster chairperson, who shall forward it to the appropriate instructional administrator, the Chief Instructional Officer and the Chief Student Services Officer or designee.

(c) If the student who is being suspended for two class meetings is a minor, the Chief Student Services Officer or designee shall notify the

~~Adopted 06 14 95~~

~~Amended 11 03 99~~

~~Amended 04 14 04~~

parent or guardian of the student involved in the incident, and shall hold a conference regarding the suspension as soon as possible with the student, his or her parent or guardian and the faculty member. (Education Code Section 76032. ~~EC-76032~~)

- (d) The instructor may recommend to the appropriate instructional administrator or the Chief Instructional Officer that the student be suspended for longer than two class meetings. If the instructor, student and appropriate administrator cannot resolve the matter, the matter shall be referred to the Chief Student Services Officer or designee who shall consider further disciplinary action.

~~Adopted 06 14 95~~  
~~Amended 04 14 04~~

- (e) During the period following the initial suspension from class for the day of the incident and the following class meeting, the student shall be allowed to return to the class until due process and the disciplinary procedures are completed, unless the student is further suspended pursuant to Section 6 below. Suspension by the instructor shall be considered an excused absence.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~

- 6) Immediate Suspension - The Chief Student Services Officer or designee, or any other college administrator, manager or delegated authority may immediately suspend a student from all colleges in the District and District office, acting under an emergency to protect lives or property and/or to ensure the maintenance of order.

Within twenty-four (24) hours or the next regular work day of the suspension, the administrator, manager or appropriate individual shall send to the Chief Student Services Officer or designee a written report of the suspension. The Chief Student Services Officer or designee shall send the "Notice of Immediate Suspension with Recommended Disciplinary Action" (Form SD2) to the suspended student, or parent or guardian in the case of a minor, informing the student of his or her right to request a hearing. A copy of the Notice of Immediate Suspension with Recommended Disciplinary Action (Form SD2) shall be placed in the student's file, and copies of the Notice shall be sent to the President, the Chief Instructional Officer, the area administrator, the Registrar and campus law enforcement.

The suspension shall remain in effect until the conclusion of all disciplinary action(s) on this matter.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 04 14 04~~

7) Suspension - The Chief Student Services Officer or designee may:

- (a) Suspend a student from one or more classes, activities, services, programs, or specific locations on campus for a period of up to ten days with a right to a hearing before the Chief Student Services Officer or designee; or
- (b) Suspend a student subject to a right to a hearing before a Hearing Committee as provided under Board Rule 91101.14 for:
  - (1) One or more classes, activities, services, programs, or specific locations for the remainder of the term; or
  - (2) One or more classes, activities, services, programs, or specific locations of the college or District for up to two terms or one academic year.
- (c) The Chief Student Services Officer or designee shall send the "Notice of Suspension" (Form SD3) to the student and in the case of a minor to the parent or guardian (Education Code Section 76031. ~~EC 76031~~).

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 10 18 00~~  
~~Amended 12 19 01~~  
~~Amended 04 14 04~~

The Notice of Suspension shall contain information as to the student's rights and due process, including the student's right to an appropriate hearing based on the length of the proposed suspension. A copy of the Notice of Suspension shall be placed in the student's file, and copies of the Notice shall be sent to the President, the Chief Instructional Officer, the appropriate administrator, the Registrar and campus law enforcement.

- (d) The Chief Student Services Officer or designee shall proceed according to the Due Process and Disciplinary Procedures as outlined in Section 91101.13 or 91101.14 below.

~~Adopted 06 14 95~~  
~~Amended 12 19 01~~  
~~Amended 04 14 04~~

- (e) The days that the student is suspended may be considered an excused absence provided that the student can make up the required course work missed while suspended. The instructor of the course shall make that determination. The Chief Student Services Officer or designee will provide the student's instructor(s) with a written notice of the suspension.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 04 14 04~~



(f) A student suspended for one or more semesters shall be administratively excluded from his or her classes for the semester in which the discipline occurred. The exclusion shall be effective the date of the suspension.

~~Adopted 11-03-99~~  
~~Amended 12-19-01~~

8) Suspension Subject to Reconsideration - The Chief Student Services Officer or designee may recommend to the College President temporary termination of student status, or the suspension of the student from one or more of the following: 1) classes, 2) activities, 3) services, 4) programs, or 5) specific locations on campus, subject to reconsideration after a specified length of time (pursuant to Section b(7) above) and with specific grounds for reconsideration. Reconsideration may be requested by the student only when the time specified by the suspension action has elapsed. Any premature request for reconsideration will be returned to the former student. In order to address the reconsideration, the former student must present evidence, pursuant to Board Rule 91101.18, that he or she has met all the requirements specified for reconsideration.

~~Adopted 06-14-95~~  
~~Amended 11-03-99~~  
~~Amended 10-18-00~~  
~~Amended 04-14-04~~

- 9) Suspension of Financial Aid - The disciplined student shall be ineligible to receive state financial aid for a period not less than the period for which he or she as a recipient has been suspended pursuant to these procedures. If the student is not suspended from the college, the student can still be found to be ineligible for state financial aid for a period not to exceed two years, subsequent to a determination by a Hearing Committee, pursuant to these procedures, that a recipient willfully and knowingly disrupted the orderly operation of the campus. (Education Code Sections 60810 and 69811. ~~EC 69810, 69811~~).
- 10) Expulsion - Expulsion is the termination of student status for an indefinite period of time. Upon recommendation by the College President, the Chancellor or designee shall consider the matter, and shall recommend to the Board of Trustees the expulsion of a student for good cause when other means for correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The Chief Student Services Officer or designee shall send the Notice of Recommended Expulsion (Form SD4) to the student or in the case of minor to the parent or guardian. A copy of the Notice of Recommended

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 04 14 04~~

Expulsion shall be placed in the student's file, and copies of the Notice shall be sent to the President, the Chief Instructional Officer, the appropriate administrator, the Registrar and campus law enforcement. Expulsion may be subject to reconsideration after a specified period of time and subject to specifically identified conditions pursuant to Board Rule 91101.17 and Board Rule 9801 et seq.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 04 14 04~~

A student can be expelled from either all colleges in the District, or a specified program (e.g., Nursing) from all colleges in the District.

- 11) Expulsion Subject to Reconsideration - Expulsion subject to reconsideration is the termination of student status for a definite period of time, subject to reconsideration after a specified length of time and with specific grounds for reconsideration. Reconsideration may be requested by the student only when the time specified by the expulsion action has elapsed. Any premature request for reconsideration will be returned to the student. In order to address the reconsideration, the student must present evidence pursuant to Board Rule 91101.18 that he or she has met all the requirements specified for reconsideration. If the student fails to satisfy the reconsideration requirements, the student remains expelled.

~~Adopted 04 14 04~~

91101.12 Filing of Complaints and Processing of  
Charges of Misconduct.

- a. Complaints of misconduct against a student shall be based on a violation of the Standards of Student Conduct as outlined in Board Rule 9803. Complaints may be filed by any person who has personal knowledge of facts indicating that the student participated in the alleged misconduct. Such a witness shall hereinafter be referred to as "complainant" and the person being charged as "accused."
- b. The complainant must first file his or her complaint(s) with the Chief Student Services Officer or designee. In the case of faculty suspensions from class, the faculty member shall file his or her complaint(s) with the department/cluster chairperson, who in turn will forward the complaint to the Chief Instructional Officer and the Chief Student Services Officer or designee.
- c. The Chief Student Services Officer or designee shall review the complaint(s) and within thirty (30) days will either:
  - 1) attempt to informally resolve the matter(s), or
  - 2) recommend disciplinary action.
- d. In the event that disciplinary action is recommended, the Chief Student Services Officer or designee shall give the accused a written Notice of the Charges (Form SD5) which shall contain the violation of the specific Standards of Student Conduct, and the proposed disciplinary action. A copy of this policy shall be included with the Notice.

~~Adopted 06 14 95~~

~~Amended 04 14 04~~

- e. The Chief Student Services Officer or designee shall have final authority for dispensing the following disciplinary actions: Warning, Reprimand, Disciplinary Probation, Restitution and/or Suspension for ten (10) days or less.
- f. If the recommended disciplinary action is more severe than those listed in Section (5) above, the appropriate SD forms shall include notification to the accused of his or her right to request a hearing.
- g. If the accused does not request a hearing, the proposed disciplinary action, with the exception of expulsion, will be taken by the President upon recommendation by the Chief Student Services Officer or designee. In the case where expulsion is being recommended, the President shall forward his or her recommendation to the Chancellor's designee, who will forward a recommendation to the Chancellor and the Board of Trustees.

~~Adopted 06-14-95~~

~~Amended 11-03-99~~

- h. The accused shall not be entitled to representation by counsel during the filing of complaints and processing of charges of misconduct.

~~Adopted 11-03-99~~

91101.13 Disciplinary Hearing for Suspensions Less Than Ten (10) Days

a. Student Right to a Hearing before the Chief Student Services Officer or designee.

1) The student has a right to a hearing before the Chief Student Services Officer or designee for a suspension less than ten (10) days. Students must request the Hearing before the Chief Student Services Officer or designee within five (5) days of notification of recommended disciplinary action from the Chief Student Services Officer or designee.

2) The student's right to a Hearing shall be forfeited if:

a) the student fails to appear at the Hearing without prior notice and a satisfactory explanation, or

b) the student leaves the Hearing before its conclusion.

3) The student may waive his/her right to a hearing.

b. Scheduling A Hearing

1) The accused shall receive the Notice of Charges(SD5), which contains the charges, the proposed disciplinary action, and a copy of these procedures.

2) The Hearing before the Chief Student Services Officer or designee shall be held within ten (10) days of when the accused requests a hearing. Failure on the part of the accused to appear at the Hearing will constitute a waiver of his or her right to a Hearing pursuant to these

~~Adopted 06 14 95~~

~~Amended 12 19 01~~

~~Amended 04 14 04~~

procedures. However, if there is prior notification to the Chief Student Services Officer or designee and a satisfactory explanation is given for the student's absence, the Chief Student Services Officer or designee may reschedule the Hearing.

- 3) The Chief Student Services Officer or designee shall notify the accused in writing of the time and place of the hearing. The notice shall contain information, when appropriate, on the status of the student's financial aid. The notice shall also specify if there is to be an interim exclusion from the college pursuant to Penal Code Section 626.4 and Section 91101.11(b-6) of this Board Rule. Copies of such notice shall also be sent to the student's instructors and college law enforcement.

~~Adopted 06 14 95~~

~~Amended 12 19 01~~

~~Adopted 04 14 04~~

c. How the Hearing is to be Conducted

- 1) The Hearing shall take place before the Chief Student Services Officer or designee. The Hearing shall be conducted in any manner deemed appropriate by the Chief Student Services Officer or designee, provided that the accused is offered due process and given the opportunity to confront any witnesses testifying against him/her and to offer statements of any supporting witnesses.

~~Adopted 06 14 95~~

~~Amended 11 03 99~~

~~Amended 12 19 01~~

~~Amended 04 14 04~~

- 2) The Hearing shall be closed and confidential. The public shall be excluded from the Hearing. A campus law enforcement officer may be asked to be present during the Hearing.
- 3) Either the accused and/or the Chief Student Services Officer or designee may provide witness testimony at the Hearing and to question witnesses presented by the other. All witnesses shall be excluded except when testifying.
- 4) The accused shall not be entitled to representation counsel.
- 5) If the accused is a minor, he or she shall be entitled to be accompanied by his or her parent or guardian.
- 6) If after conducting the Hearing the Chief Student Services Officer or designee finds adequate support for the charges, the Chief Student Services Officer or designee may suspend the student from one or more classes or activities for a period of up to ten (10) days. The Chief Student Services Officer or designee shall provide the accused with written notice of his or her decision within five (5) days of the Hearing.
- 7) The Chief Student Services Officer or designee's decision shall be final.

~~Adopted 06 14 95~~  
~~Amended 12 19 01~~  
~~Amended 04 14 04~~



91101.14 Disciplinary Hearing for Suspensions Greater than Ten (10) Days Plus Expulsion

a. Student Right to a Hearing Before a Hearing Committee

- 1) The student has a right to a Hearing before a Hearing Committee for suspensions greater than ten (10) days and for expulsions. Students must request the Hearing in writing within ten (10) days of notification of recommended disciplinary action.
- 2) The student's right to a Hearing shall be forfeited if:
  - (a) the student fails to appear at the Hearing without prior notice and a satisfactory explanation, or
  - (b) the student leaves the Hearing before its conclusion.
- 3) The student may waive his/her right to a Hearing.
- 4) If a student fails to request a hearing within ten (10) days of notification of recommended disciplinary action, the proposed discipline shall proceed to the next level without a hearing being conducted.

b. Scheduling a Hearing

- 1) The accused and the Disciplinary Hearing Committee shall receive the Notice of the Charges (Form SD5) which contains the charge(s), the proposed disciplinary action, and a copy of these procedures.

~~Adopted 06 14 95~~

~~Amended 12 19 01~~

~~Amended 04 14 04~~

- 2) The Hearing shall be held within ten (10) days of when the accused requests a hearing. Failure on the part of the accused to appear at the Hearing will constitute a waiver of his or her right to a Hearing pursuant to these procedures. However, if there is prior notification to the Chief Student Services Officer or designee and a satisfactory explanation is given for the student's absence, the Hearing Officer as designee may reschedule the Hearing.
- 3) The Chief Student Services Officer or designee shall, in writing, notify both the accused and the Disciplinary Hearing Committee of the time and place of the Hearing. The Notice shall contain information, when appropriate, on the status of the student's financial aid. The Notice shall also specify if there is to be an interim exclusion from the college campus pursuant to Penal Code Section 626.4, and Section 91101.11(b-6) of this Board Rule. Copies of such Notice shall also be sent to the student's instructors and campus law enforcement.

~~Adopted 06 14 95~~  
~~Amended 12 19 01~~  
~~Amended 04 14 04~~

c. How the Hearing is to be Conducted

- 1) The Hearing Panel. At the beginning of each school year, the College President shall establish a standing panel from which one or

~~Adopted 06 14 95~~  
~~Amended 12 19 01~~

more Disciplinary Hearing Committees may be appointed. The Panel shall be made up of the following:

- (a) Five students whose names are submitted to the President by the Associated Students' Organization governing body.
- (b) Five instructors whose names are submitted to the College President by the College Academic Senate.
- (c) Five administrators appointed by the College President.

~~Adopted 06 14 95~~  
~~Amended 12 19 01~~

- 2) The Disciplinary Hearing Committee: From the panel described above, the College President will appoint a committee consisting of one student, one instructor, and one administrator to hear each disciplinary case.
- 3) The Hearing Committee shall select a Hearing Officer from among its members.
- 4) Upon appointment to the Hearing Panel all members shall receive copies of these procedures.
- 5) The hearing shall be closed and confidential. The public shall be excluded from the hearing. All witnesses shall be excluded except when testifying. A campus law enforcement officer may be asked to be present during the Hearing.

~~Adopted 06 14 95~~  
~~Amended 12 19 01~~  
~~Amended 04 14 04~~

- 6) The Committee Chair shall conduct the hearing in any manner he or she deems appropriate, provided that the accused is offered due process and given the opportunity to confront the witnesses testifying against him or her, and to offer the statements of any supporting witnesses. Both the Chief Student Services Officer or designee and the student shall be entitled to call witnesses and to question witnesses presented by the other. A member of the committee may ask questions at any time. Either side may recall a witness, who again may be questioned by both parties and the committee.
- 7) The accused shall not be entitled to representation by counsel.
- 8) If the accused is a minor, he or she shall be entitled to be accompanied by his or her parent or guardian.
- 9) If the student fails to appear at the requested hearing then the hearing will be cancelled. If the student leaves the hearing before its conclusion, the Hearing Committee shall decide on whether to continue the hearing and make recommendations on appropriate disciplinary action.
- 10) If the Disciplinary Hearing Committee finds adequate support for the charge(s), it shall recommend appropriate disciplinary action pursuant to Board Rule 91101.11, Section b (6-10).

~~Adopted 06 14 95~~

~~Amended 12 19 01~~

~~Amended 04 14 04~~

- d. The Disciplinary Hearing Committee's Recommendation. Within five (5) days of the hearing, the Hearing Officer shall deliver to the College President a written report giving specific findings of fact as to each charge and making recommendations for action arrived at by a majority vote of the committee. The findings of fact shall recite what factual evidence, in the opinion of the committee, supported or failed to support each charge. The findings shall further show which, if any, of the charges the committee believes were substantiated. The recommendations for action shall be specific.

~~Adopted 06 14 99~~

~~Amended 12 19 01~~

~~Amended 04 14 04~~

91101.15 College President's Decision

- a. The College President shall examine the record of the Hearing, and shall within ten (10) days, or for good cause, as soon thereafter as practicable, of receipt of the Disciplinary Hearing Committee's Recommendation render his or her decision. The President may affirm the Recommendation of the Disciplinary Hearing Committee, or may alter it, imposing a more or less severe action. A copy of the President's decision shall be sent to the student, or in the case of a minor to his or her parent or guardian. A copy of the President's decision shall be placed in the student's file, and copies shall be forwarded to the Chief Student Services Officer or designee, Chief Instructional Officer, Registrar and campus law enforcement.

~~Adopted 06 14 95~~

~~Amended 10 18 00~~

~~Amended 12 19 01~~

~~Amended 04 14 04~~

~~Amended 05 26 10~~

- b. If the decision is to suspend a student for more than ten (10) days, the College President's decision shall be final. The President shall notify the Chancellor or designee, (EC 76031). The College President shall also notify the Presidents of the other colleges in the Los Angeles Community College District of any decision to suspend a student. A student who has been suspended shall not be allowed to enroll in any other college in the District for the period of the suspension (Education Code Section 76031. ~~EC-76031~~) Students suspended from activities, services or an instructional program shall not be allowed to enroll in comparable programs or participate in similar services and/or activities at any other college in the District.
  
- c. If the decision is to recommend a student's expulsion, the College President shall recommend such action to the Chancellor, who will proceed according to section 91101.17 of these procedures. Only the Board of Trustees is authorized to take expulsion actions (Education Code Section 76037. ~~EC 76037~~) The Vice Chancellor of Educational Services shall inform the Presidents of the other colleges in the District of any expulsion actions by the Board of Trustees.
  
- d. If the recommendation is to expel a student, the College President shall inform the student of his or her right to appeal the decision to the Board of Trustees by filing the appeal with the Chancellor or designee, pursuant to Section 91101.16 of these procedures.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 10 18 00~~  
~~Amended 05 26 10~~

- e. When the decision is to recommend expulsion of a student to the Board of Trustees, the College President may suspend the student pending action by the Board.

~~Adopted 06 14 95~~

91101.16 Appeal

- a. The student may appeal the College President's decision to recommend expulsion to the Board of Trustees by filing an appeal with the Chancellor. Any such appeal shall be submitted in writing within five (5) days following receipt of the College President's decision and shall state specifically the grounds for appeal. The appeal shall be based only on the disciplinary record and the College President's decision.

~~Adopted 06 14 95~~

~~Amended 11 03 99~~

~~Amended 10 18 00~~

~~Amended 12 19 01~~

- b. The student may be represented by counsel when filing an appeal to the Board of Trustees.

~~Adopted 06 14 95~~

- c. The appeal and the recommended disciplinary action shall be consolidated and the Board shall consider the action as one.

~~Adopted 06 14 95~~

~~Amended 10 18 00~~

91101.17 Board Action

- a. Upon recommendation to the Board of Trustees for expulsion, the College President shall immediately transmit to the Chancellor or designee the entire disciplinary hearing record.
- b. The Chancellor or designee shall review the disciplinary record and shall make a recommendation to the Chancellor. If the recommendation is to proceed with the President's decision for expulsion, and if the Chancellor accepts the recommendation, the Board of Trustees shall then be provided with copies of the recommendation and the disciplinary hearing record. If the Chancellor does not accept the President's recommendation for expulsion, the matter shall be returned to the college for further action.

~~Adopted 06 14 95~~

~~Amended 11 03 99~~

~~Amended 10 18 00~~

~~Amended 12 19 01~~

- c. The Board shall consider student disciplinary actions at any regularly scheduled meeting held within 30 days of receipt of the recommendation by the Chancellor's Office.

~~Adopted 06 14 95~~

~~Amended 11 03 99~~



- d. The Chancellor or designee, shall, in writing, by first class mail, notify the student, or in the case of a minor, his or her parent or guardian, of the intent of the Board to hear the matter of his or her expulsion. Unless the student, or his or her parent or guardian, request in writing, within 48 hours after receipt of such written notice of intention, that the Board consider the matter in a public meeting, then the hearing to consider such matters shall be conducted by the Board in closed session, without the student and his or her parent or counsel present. If such written request is served upon the Chancellor, the meeting shall be public, except that any discussion at such meeting that might be in conflict with the right to privacy of any student, other than the student requesting the public meeting, or on behalf of whom such meeting is requested, or the right of privacy of any employee, then the meeting shall be in closed session, without the student, his or her parent or counsel present. Whether the matter is considered in a closed session or in a public meeting, the final action of the Board shall be taken in a public meeting and the result of such action shall be a public record (Education Code Section 72122. ~~EC 72122~~)

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~

- e. If the student is being represented by counsel in his or her appeal to the Board of Trustees, the student's counsel can only address the Board in open session.

~~Adopted 06 14 95~~

- f. Upon review, the Board will either confirm, modify, remand, or reject the recommendation of the Chancellor. The Board's action shall be limited to a review of the disciplinary record and the recommendations of the Hearing Committee, the College President and Chancellor. The Board shall not consider any evidence outside that record. The Board's action shall be final and binding on all parties.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~

91101.18 Reconsideration

a. Reconsideration from Suspension

- 1) A student who has been suspended subject to reconsideration after a specific period of time may not seek reconsideration of the action until the time specified by the suspension action has elapsed. Any premature request for reconsideration will be returned to the former student. In order for the reconsideration request to be acted upon, the former student must present evidence that he or she has met all the grounds specified for reconsideration. Any reconsideration request that does not address the grounds specified for reconsideration shall be returned to the student.

~~Adopted 06 14 95~~  
~~Amended 12 19 01~~

- 2) Any request for reconsideration of a suspension shall be made in writing to the College President.

~~Adopted 06 14 95~~

The request for reconsideration shall be labeled as such and must state each ground on which the student seeks reconsideration of the President's suspension decision.

- 3) The President or his or her designee shall review the request for reconsideration together with the disciplinary record relating to the suspension to assure that the request satisfies the requirements set forth in the suspension decision and that all pertinent information has been received.
- 4) Within ten (10) days of receipt of the request for reconsideration, the College President shall respond in writing. The College President's decision shall be based on the following standards:
  - (a) If the student has met the conditions for reconsideration, the College President shall approve readmission to the college and the District.
  - (b) If the student has not met the conditions for reconsideration, the College President shall:
    - (1) Extend the period of suspension for one more term, or
    - (2) Recommend permanent expulsion to the Board of Trustees.

~~Adopted 06-14-95~~

- 5) The College President shall notify the Chancellor and the presidents of the other colleges in the Los Angeles Community College District of his or her decision, with copies to the Chief Student Services Officer or designees, Chief Instructional Officers and campus law enforcement.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 04 14 04~~

- 6) In the event that the President's decision is to recommend permanent expulsion, the recommendation shall proceed pursuant to Section 91101.17 above.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~

b. Reconsideration from Expulsion.

- 1) A student who has been expelled subject to reconsideration after a specific period of time may not seek reconsideration of the action until the time specified by the expulsion action has elapsed. Any premature request for reconsideration will be returned to the former student. In order for the reconsideration request to be acted upon, the former student must present evidence that he or she has met all the grounds specified for reconsideration. Any reconsideration request that does not address the grounds specified for reconsideration shall be returned to the student.

~~Adopted 06 14 95~~

- 2) Any request for reconsideration of an expulsion shall be made in writing to the Chancellor. The request for reconsideration shall be labeled as such, and must state each ground on which the student seeks reconsideration of the Board of Trustees' decision.
- 3) The Chancellor, or designee, shall review the request for reconsideration together with the disciplinary record relating to the expulsion to assure that the request satisfies the requirements set forth on the expulsion decision and that all pertinent information has been received.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~

- 4) The Chancellor shall make a recommendation to the Board of Trustees, as appropriate, based on the following standards:
  - (a) If the student has met all of the conditions for reconsideration, the Chancellor shall recommend readmission of the student to the college and the District.
  - (b) If the student has not met the conditions for reconsideration, the Chancellor or designee shall recommend denial of the reconsideration request.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 12 19 01~~

- 5) The Chancellor, in consultation with his/her other members of his/her staff, shall formulate a recommendation and forward it to the Board of Trustees.
- 6) The Board shall consider student disciplinary actions at any regularly scheduled meeting held within 30 days of receipt of the recommendation by the Chancellor's Office.
- 7) The Chancellor or designee shall notify the Presidents of the colleges in the Los Angeles Community College District of the Board of Trustees' decision, with copies to the Chief Student Services Officer or designee, Chief Instructional Officers and campus law enforcement.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 04 14 04~~

91101.19 General Provisions

- a. The fact of any disciplinary action and the reasons therefore shall be recorded on the student's records subject to access, review and comment by the student as authorized by the Family Education Rights and Privacy Act (20 USC Section 132 g) and Education Code Sections 76200 et seq. All access or release of such records to members of the public shall also be in accordance with applicable state and federal laws. Student disciplinary records shall be maintained in the office of the Chief Student Services Officer or designee.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 12 19 01~~  
~~Amended 04 14 04~~

- b. Any specified time limits stated in these procedures may be shortened or lengthened by mutual concurrence of all parties.
- c. If students are suspended, which includes immediately suspended or suspended subject to reconsideration, or expelled from any of the colleges of the Los Angeles Community College District, they shall not appear on any of the campuses or at the District Office (The Educational Services Center) without authorization by the Chief Student Services Officer or designee at the campus, or the Chancellor or Chancellor's designee at the District Office, and must have a Campus/District law enforcement escort.
- d. If a student is expelled from a/an instructional program(s) in the District, he or she may not enroll in that/those specific instructional program(s) at any college in the District. A student who is expelled from a/an instructional program(s) may be allowed to enroll in other classes in the District in accordance with the existing admission requirements and procedures.
- e. Failure of the student to appeal any determination at any step within the specified time limits shall be deemed acceptance by the student of the last determination rendered.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 10 18 00~~  
~~Amended 04 14 04~~

- f. Written notice to a student pursuant to these procedures shall be sufficient if sent by first class mail to the last known address of the student currently on file at the college. Notice shall be deemed given on the day of said mailing. Notice shall be in the English language.
- g. The President or designee shall, upon the suspension, which includes immediate suspension or suspension subject to reconsideration, or expulsion of any student, notify the appropriate law enforcement authorities of any acts of the student which may be in violation of Section 245 of the California Penal Code - Assault with a deadly weapon or force likely to produce great bodily injury.
- h. The Chief Student Services Officer or designee shall be responsible for enforcing the procedures at the campus. In case of a conflict or at the discretion of the college president, another administrator may be designated to enforce these procedures.

~~Adopted 06 14 95~~  
~~Amended 11 03 99~~  
~~Amended 10 18 00~~  


---

~~Amended 04 14 04~~

- i. Failure of the student to request a hearing constitutes a waiver of his/her right to a hearing. Under these circumstances, the proposed discipline will proceed to the next level without a hearing.

~~Adopted 04 14 04~~



91101.20 Definition of Terms

- a. Days: Days during which the college is in session and regular classes are held. This includes summer session and winter days, and excludes Saturdays and Sundays, unless otherwise specified in the procedures.

~~Adopted 06 14 95~~  
~~Amended 10 18 00~~  
~~Amended 12 19 01~~

- b. Disciplinary Hearing Record: The disciplinary hearing record shall consist of all the documents and exhibits presented to the disciplinary hearing, the recommendation of the hearing committee and the College President's decision/recommendation.

Education Code Sections 66017 and 76033, et seq.  
~~EC 66017, 76033, 76034, 76035, 76037~~

~~Adopted 06 14 95~~

~~Historical Note: Former Board Rule 9804.11, enacted 3 30 71, amended 9 12 79, amended 4 6 83, repealed 4 20 89, adopted 4 20 89.~~

91102. REPORTS TO LAW ENFORCEMENT AUTHORITIES. The President of each college shall, prior to suspension or expulsion of any student at that college, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any act of a student which involves assault with a deadly weapon.

Penal Code Section 245  
~~PC 245~~

~~Adopted 04 20 89~~

~~Historical Note: Former Board Rule 9805, enacted 3 30 71, repealed 4 20 89.~~

91102.10 Obligation to Report Attacks, Assaults, Etc.  
Whenever an employee of the District or of the Associated Students is attacked, assaulted or menaced by any student, it shall be the duty of such employee and the duty of any person under whose direction or supervision such employee is employed in the college who has knowledge of such incident, to promptly report the same to the appropriate law enforcement authorities of the county or city in which the same occurred.

~~Adopted 06-14-95~~

Failure to report the incident is a misdemeanor punishable by a fine of not more than two hundred dollars (\$200). An act by any employee of the District designed directly or indirectly to influence or urge a person responsible for making his/her report not to make such a report is guilty of a misdemeanor and punishable by a fine of not less than one hundred dollars (\$100) or more than two hundred dollars (\$200).

Penal Code Sections 415, 602.10, 626.6, and 626.8  
Education Code Section 87014  
~~PC 415, 602.10, 626.6, 626.8, 71~~  
~~EC 87014~~

~~Adopted 04-20-89~~  
~~Amended 11-03-99~~

~~Historical Note: Former Board Rule 9805.10, enacted 3-15-72, repealed 4-20-89.~~

91103. STUDENT DISCIPLINE FORMS. The Chancellor or his/her designee may issue and update student discipline forms as appropriate to carry out the duties in this Article.

~~Adopted 05-26-10~~  
Amended 04-05-17



Notice of Disciplinary Probation

Date: [ ] College: [ ]

LAST [ ] FIRST [ ] [ ]

Student Name

Student I.D./SS No.

The above named student is placed on disciplinary probation

from: [ ] to: [ ]

Repetition of conduct resulting in disciplinary probation may constitute a violation of probation and be cause for suspension or further disciplinary action.

Remarks:

[ ]

Form SD5 "Notice of Charges" must accompany this form.

Chief Student Services Officer or Designee Date
Student Signature Date

- Student did not sign Student notified by first class mail
Student notified in person

OFFICE USE ONLY

Route to:

- President Chief Instructional Officer Registrar Campus Police Other



Notice of Immediate Suspension with Recommended Disciplinary Action

Date: [ ] College: [ ]

LAST [ ] FIRST [ ] [ ]

Student Name

Student I.D./SS No.

The above named student is immediately suspended for violation of the Standards of Student Conduct in accordance with Board Rule 91101.11 b(6).

Describe violation(s) below (include specific charge(s) violated under the Standards of Student Conduct). Attach additional pages if needed:

[ ]

Charges were made by: [ ] On [ ]
Name and Title Date

Student's Right to a Hearing

In accordance with Board Rule 91101.13 a(1), the student is entitled to a Hearing before a Disciplinary Hearing Committee for suspensions greater than ten (10) days. The student must request the Hearing within five (5) days of receipt of this notice. The student has a right of written notice of the alleged violation(s) ("Notice of Charges" (Form SD5)), and at the Hearing the student can present evidence on his/her behalf and cross-examine witnesses.

Action Required

The student is directed to contact the Chief Student Services Officer within one (1) workday to arrange a conference. The suspension will remain in effect until the conclusion of all disciplinary action on this matter. During the period of the suspension, the student may not be physically present at any event, campus or facility owned, operated or controlled by the Los Angeles Community College District.

Chief Student Services Officer or Designee

Date

Student Signature

Date

- Student did not sign, Student notified by first class mail, Student notified in person

OFFICE USE ONLY

Route to:

- President, Chief Instructional Officer, Registrar, Campus Police, Other



Notice of Suspension

Date: [ ] College: [ ]

LAST [ ] FIRST [ ] [ ]

Student Name

Student I.D./SS No.

The above named student is suspended for violation of the Standards of Student Conduct in accordance with Board Rule 91101.11 b(7). See Form SD5 for specific charges.

Recommended Disciplinary Action

[ ] Suspension for 10 days or less without a Hearing

[ ] Suspend student from one or more classes and/or campus activities or programs up to ten (10) days

Specify:

[ ]

[ ] Suspension for more than 10 days with a right to a Hearing

[ ] Suspend student from one or more classes and/or campus activities or programs for remainder of the semester

[ ] Suspend student from one or more classes and/or campus activities for two (2) semesters

Specify:

[ ]

[ ] Suspension for more than 10 days with right of Hearing and subject to Reconsideration

[ ] Suspend student from classes and/or campus activities for remainder of the semester

[ ] Suspend student from classes and/or campus activities for two (2) semesters

Specify:

[ ]



Notice of Recommended Expulsion

Date: [ ] College: [ ]

LAST [ ] FIRST [ ] [ ]

Student Name

Student I.D./SS No.

Expulsion is being recommended for the above mentioned student for alleged violation(s) outlined in the "Notice of Charges," Form SD5. ("Notice of Charges," Form SD5, must accompany this form).

[ ] Expulsion without Reconsideration

[ ] Expulsion with Reconsideration Recommended date for Reconsideration of Admission: [ ]

Terms for Reconsideration:

\_\_\_\_\_  
\_\_\_\_\_

Student's Right to a Hearing

In accordance with Board Rule 91101.14 (a)(1), the student is entitled to a Hearing before a Disciplinary Hearing Committee for suspensions greater than ten (10) days. The student may also waive his/her right to a Hearing. If the student chooses to have a Hearing, the student must request the Hearing within ten (10) days of receipt of this notice. The student has a right of written notice of the alleged violation(s) "Notice of Charges" (Form SD5), and at the Hearing the student can present evidence on his/her behalf and to cross-examine witnesses. During the period of the suspension, the student may not be physically present at any event, campus or facility owned, operated or controlled by the Los Angeles Community College District Board of Trustees.

[ ] I waive my right to a Hearing

[ ] I request a Hearing

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

[ ] Student did not sign

[ ] Student notified by first class mail

[ ] Student notified in person

\_\_\_\_\_  
Chief Student Services Officer or Designee

\_\_\_\_\_  
Date

OFFICE USE ONLY

Form issued on (Date): [ ]

Hearing set for [ ]

Method of issuance [ ]

Route to:

[ ] President [ ] Chief Instructional Officer [ ] Registrar [ ] Campus Police [ ] Other \_\_\_\_\_



Notice of Charges

Date: [ ] College: [ ]

LAST [ ] FIRST [ ] [ ]

Student Name

Student I.D./SS No.

The above mentioned student is charged with violation(s) of the Standards of Student Conduct as checked below:

- 9803.10 Willful Disobedience. Willful disobedience to directions of college officials acting in the performance of their duties.
9803.11 Violation of College Rules and Regulations. Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
9803.12 Dishonesty. Dishonesty, such as cheating, or knowingly furnishing false information to colleges.
9803.13 Unauthorized Entry. Unauthorized entry to or use of the college facilities.
9803.14 College Documents. Forgery, alteration, or misuse of college documents, records or identification.
9803.15 Disruption of Classes or College Activities. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
9803.16 Theft of or Damage to Property. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
9803.17 Interference with Peace of College. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.
9803.18 Assault or Battery. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
9803.19 Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics: a) opiates, opium, and opium derivatives, b) mescaline, c) hallucinogenic substances, d) peyote, e) marijuana, f) stimulants and depressants, g) cocaine.
9803.20 Lethal Weapons. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.



Notice of Charges

Date: [ ] College: [ ]

LAST [ ] FIRST [ ] Student Name Student I.D./SS No. [ ]

[CONTINUED]

- 9803.21 Discriminatory Behavior. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy...
9803.22 Unlawful Assembly. Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.
9803.23 Conspiring to Perform Illegal Acts. Any agreement between two or more persons to perform illegal acts.
9803.24 Threatening Behavior. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property.
9803.25 Disorderly Conduct. Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of college premises or functions.
9803.26 Theft or Abuse of Computer Resources. Theft or abuse of computer resources including but not limited to:
a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
b. Unauthorized transfer of a file.
c. Unauthorized use of another individual's identification and password.
d. Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
e. Use of unlicensed software.
f. Unauthorized copying of software.
g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
h. Use of computing facilities to interfere with the regular operation of the college or district computing system.
9803.27 Performance of an Illegal Act. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.





Notice of Charges

Date: [ ] College: [ ]

LAST [ ] FIRST [ ] Student Name Student I.D./SS No.

[CONTINUED]

- 9804 Interference with Classes. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceed one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.
9805 Interference with Performance of Duties of Employees. Every person who attempts to cause, or causes, any officer or employee of the Los Angeles Community Colleges or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.
9805.10 Assault or Abuse of an Instructor. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.
9806 Unsafe Conduct. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Health Services Program (e.g. Nursing, Dental Hygiene, etc.); failure to follow safety directions of District and/or College staff; willful disregard to safety rules as adopted by the District and/or College; negligent behavior which creates an unsafe environment.
Other.

The violation(s) occurred as specifically described below (include Standards of Conduct violated). Attach additional pages if necessary.



Notice of Charges

Date: [ ] College: [ ]

LAST [ ] FIRST [ ] Student Name
Student I.D./SS No. [ ]

[CONTINUED]

Horizontal lines for notes or details.

Charges made by: \_\_\_\_\_ On: \_\_\_\_\_

The recommended penalty for this charge is:

- Warning
Reprimand
Restitution (describe): \_\_\_\_\_
Disciplinary Probation (Form SD1 must accompany this form)
Suspension for ten (10) days or less (Form SD3 must accompany this form)
Suspension for more than ten (10) days (Form SD3 must accompany this form)
Suspension from Financial Aid (Form SD3 must accompany this form)
Expulsion (Form SD4 must accompany this form)

Chief Student Services Officer or Designee

Date

I have read and received the "Notice of Charges" (Form SD5).

Student Signature

Date

- Student did not sign
Student notified by first class mail
Student notified in person

OFFICE USE ONLY

Route to:

- President
Chief Instructional Officer
Registrar
Campus Police
Other \_\_\_\_\_

ARTICLE VIII

OFFICIALLY RECOGNIZED EMPLOYEE ORGANIZATIONS

10801. SALE OF MAILING LIST OF EMPLOYEE NAMES AND ADDRESSES TO RECOGNIZED EMPLOYEE ORGANIZATIONS. Mailing lists comprising the names and home addresses of employees who have granted release of such information may be purchased by recognized employee organizations. The Chancellor shall establish administrative regulations to provide for such lists in accordance with applicable law. ~~Education Code Section 130-83.~~

~~Adopted 03-19-75~~

~~Suspended 05-04-76~~

10802. EMPLOYEE ORGANIZATIONS. District employees have the right to form, join and participate in the activities of employee organizations of their choice in accordance with law.

10802.10 Definition of Employee Organization

- a. An employee organization has as one of its primary purposes the representation of employees in their relations with the employer, and is certified as an exclusive representative in accordance with Government Code Sections 3540, et. seq.; or
- b. An employee organization has as one of its primary purposes the representation of employees in their relations with the employer, and is organized pursuant to Government Code Sections 3540, et. seq., but is not the exclusive representative of a collective bargaining unit; or

~~Adopted 02-03-82~~

~~Amended 11-22-93~~

~~Amended 02-22-95~~

- c. An employee organization is an organization pursuant to Education Code Section 87833 or 88167 (a).

Academic or Faculty Senates are not considered employee organizations pursuant to this Board Rule.

~~Adopted 02-03-82~~

~~Amended 11-22-93~~

~~Amended 02-22-95~~

10802.11 The Chancellor shall establish procedures for the verification of the status of employee organizations. The procedures shall include the following:

- a. Exclusive representatives shall be recognized in accordance with the Government Codes.
- b. Non-exclusive representative employee organizations, pursuant to Government Code Sections 3540 et seq., shall be recognized in accordance with the provisions set forth in those sections.
- c. Organizations requesting their status to be verified by the Los Angeles Community College District pursuant to Education Code Section 87833 or 88167 (a) shall submit a statement, certified by the President or Secretary of the organization, which contains the following:
  - (1) Membership is open to Los Angeles Community College District employees.
  - (2) The purpose of the organization.

~~Adopted 02-03-82~~

~~Amended 11-22-93~~

~~Amended 02-22-95~~

- (3) The name and mailing address of the organization.
- (4) A list of the names, titles and mailing addresses of the organization's officers.
- (5) A certified copy of the Articles of Incorporation, Bylaws, Constitution and any other rules and regulations governing the organization and its membership. If these do not exist, the organization is not eligible for its status to be verified. The organization must not have any bylaw, rule, regulation or policy which is in conflict with the District's prohibited ~~Nondiscrimination~~ policy (Board Rule, Chapter XV ~~1202~~) or which would be in violation of any Federal, State or Municipal law or ordinance or any rule or policy of the Los Angeles Community College District Board of Trustees.

d. Within one month after receipt of the items listed above, the organization will be notified as to whether its status has been verified.

~~Adopted 02-03-82~~  
~~Amended 11-22-93~~  
~~Amended 02-22-95~~

10802.12 Renewal of verifications will be conducted annually during the month of September. Organizations pursuant to Education Code Section 87833 or 88167(a) will be required to update the information in Section 10802.11(c). Failure of an organization to submit information as required will cause it to lose its verified status.

~~Adopted 02-03-82~~  
~~Amended 02-22-95~~

10802.13 An employee organization is eligible for payroll dues deduction if the organization is:

- a. A duly certified Exclusive Representative within the meaning of Government Code Sections 3540, et. seq.
- b. A non-exclusive representative within the meaning of the Government Code Sections 3540, et. seq., provided that no exclusive representative has been certified for the employee classification represented by the non-exclusive representative.
- c. An employee organization within the meaning of Education Code Section 87833 or 88167(a) which has complied with the requirements set forth in section 10802.11.c of this rule.

~~Adopted 02-03-82~~

~~Amended 02-22-95~~

10802.14 An organization, as defined in Government Code Sections 3540, et seq., regardless of its status as an exclusive representative, shall have the right to gain access at reasonable times to areas in which employees work, the right to use institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulation, and the right to use institutional facilities at reasonable times for the purpose of meetings concerned with the exercise of rights guaranteed by the Educational Employment Relations Act.

~~Adopted 11-22-93~~

~~Amended 02-22-95~~

Amended 04-05-17

CHAPTER XI

ARTICLE I

PERSONNEL COMMISSION

FINANCING PERSONNEL COMMISSION OPERATIONS

11101. SOURCE OF FINANCIAL SUPPORT. The expenses of the Personnel Commission shall be paid out of the general funds of the District.

Education Code Sections 88063 and 88073  
~~EC 88063, 88073~~

~~Adopted 12-23-69~~  
~~Amended 10-15-80~~

11102. PERSONNEL COMMISSION'S BUDGET. The Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Board of Trustees in the regular budget of the District.

The Personnel Commission shall hold a public budget hearing no later than May 30<sup>th</sup> of each year. The Board of Trustees and the Chancellor or his/her designee shall be furnished a copy of the Personnel Commission's proposed budget and invited to attend the public hearing. The Personnel Commission must fully consider the views of the Board of Trustees and the Chancellor or his/her designee, but the authority to approve or reject the Personnel Commission's budget is vested with the County Superintendent of Schools.

The expenditure of funds appropriated for the operation of the Personnel Commission in accordance with this section shall be at the sole direction of the Personnel Commission.

Education Code Section 88073  
~~EC 88073~~

~~Adopted 12-23-69~~  
~~Amended 05-14-14~~

11103. OFFICE ACCOMMODATIONS. The Board of Trustees shall provide the Personnel Commission with suitable office accommodations.

Education Code Section 88072

~~EC 88072~~

~~Adopted 12-23-69~~

11104. SALARY SCHEDULES. The Personnel Commission shall recommend to the Board of Trustees salary schedules for the Classified Service. The Board of Trustees may approve, amend, or reject Personnel Commission recommendations for salary schedules and classes in the Classified Service.

No amendment to salary schedules shall be adopted by the Board of Trustees until the Personnel Commission is first given a reasonable opportunity to make a written statement of the effect of the amendments. No changes shall operate to disturb the relationship which salary schedules bear to one another, as the relationship has been established in the classification made by the commission.

~~Adopted 12-23-69~~

~~Amended 05-30-73~~

~~Amended 10-15-80~~

~~Amended 05-14-14~~

11105. LEGAL COUNSEL. The General Counsel of the Board of Trustees shall, upon written request, aid and represent the Personnel Commission in all legal matters.

The General Counsel shall refuse to represent the Personnel Commission in circumstances in which the Counsel knows, or has reason to know, that at the time the request is made a conflict exists between the interests of the Personnel Commission and the interests of the Board of Trustees or the Los Angeles Community College District.

If its counsel refuses or does not respond to a request for representation within 15 working days of receipt, the Personnel Commission may employ its own attorney and the reasonable cost thereof shall constitute a legal charge against the general funds of the District.

Education Code Section 88132

~~EC 88132~~

~~Adopted 12-23-69~~

~~Amended 05-14-14~~

~~Amended 04-05-17~~



CHAPTER XI

ARTICLE II

CLASSIFIED PERSONNEL EMPLOYED BY THE BOARD OF TRUSTEES

11201. EMPLOYMENT OF CLASSIFIED PERSONNEL. The Board of Trustees shall employ, pay, and otherwise control the services of persons in classified positions in accordance with the merit system rules as established by the Personnel Commission.

The Board of Trustees shall fix and prescribe the duties to be performed by all persons in the Classified Service and other positions not requiring certification qualifications except those persons employed as a part of the Personnel Commission staff.

Education Code Sections 88009 and 88061

~~EC 88009, 88061~~

~~Adopted 12-23-69~~

~~Amended 05-14-14~~

11202. REMOVAL OF POSITION FROM CLASSIFIED SERVICE. The Board of Trustees shall not remove a position from the Classified Service by title assignment or otherwise unless the position is one for which minimum qualifications have been established by the Board of Governors pursuant to Education Code Section 87356.

Education Code Section 88061

~~EC 88061~~

~~Adopted 12-23-69~~

~~Amended 05-14-14~~

11203. MERIT SYSTEM RULES GOVERNING CLASSIFIED EMPLOYEES. Personnel Commission rules which are necessary to ensure the efficiency of the merit system for classified employees and the selection and retention of classified employees upon a basis of merit and fitness shall be binding on the Board of Trustees.

Education Code Sections 88080 and 88081

~~EC 88080, 88081~~

~~Adopted 12-23-69~~

~~Amended 03-11-81~~

Personnel Commission rules shall determine the procedure to be followed by the Board of Trustees as they pertain to the Classified Service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classifications, job analyses and specifications, performance evaluations, public advertisement of examinations, rejections of unfit applicant without competition, and any other matters necessary to carry out the provisions and purposes of the merit system for the classified employees.

The Personnel Commission rules shall apply to all employees except where the subject of the rule is addressed in a collective bargaining agreement. In such cases, the provisions of the collective bargaining agreement shall be applicable to unit employees.

Education Code Sections 88080 and 88081  
~~EC 88080, 88081~~

~~Adopted 12-23-69~~  
~~Amended 03-11-81~~  
~~Amended 05-14-14~~

11204. REASSIGNMENT OF CLASSIFIED EMPLOYEES DUE TO ILLNESS OR INJURY. The Board of Trustees may reassign a regular classified employee who is determined to be incapable of performing the duties of his/her class because of illness or injury. The position to which he/she is assigned shall be subject to classification by the Personnel Commission.

Education Code Section 88098  
~~EC 88098~~

~~Adopted 12-23-69~~  
~~Amended 05-14-14~~

11205. LAYOFF OF CLASSIFIED PERSONNEL BY THE BOARD OF TRUSTEES. The Board of Trustees may lay off persons in the classified service for lack of work or lack of funds. They may not, however, demote or remove a permanent employee in the Classified Service except for reasonable cause designated by rule of the Personnel Commission as detrimental to the efficiency of the service.

Education Code Section 88121  
~~EC 88121~~

~~Adopted 12-23-69~~  
~~Amended 05-14-14~~

11206. SUSPENSION AND DISMISSAL OF A CLASSIFIED EMPLOYEE. The Board of Trustees may suspend for a period of not more than 30 days, demote, or dismiss a classified employee for reasonable cause. In such case, the Chancellor or his/her designee shall within 10 days of the suspension, demotion, or dismissal file written charges with the Personnel Commission and give to the employee or deposit in the United States registered mail with postage prepaid, addressed to the employee at his last known place of address, a copy of the charges.

Whenever a classified employee is charged with the commission of any sex offense as defined in Education Code Section 87010, or any narcotics offense as defined in Education Code Section 87011, or a violation of Sections 11357 to 11361, inclusive, 11363, 11364, or 11377 to 11382, inclusive, insofar as such sections relate to, any controlled substances in paragraph (4) or (5) of subdivision (b) of Section 11056, or any controlled substances in subdivision (d) of Section 11054, except paragraphs (10), (11), (12), and (17) of such subdivision of the Health and Safety Code by complaint, information, or indictment filed in a court of competent jurisdiction, the Board of Trustees may immediately suspend the employee for a period of time extending for not more than 10 days after the date of the entry of the court judgment. However, the suspension may be extended beyond such 10-day period in case the Board of Trustees gives notice within such 10-day period that it will dismiss the employee 30 days after the service of the notice, unless he/she demands a hearing.

A permanent employee in the Classified Service who has been suspended, demoted, or dismissed, may appeal to the Personnel Commission within 14 days after receipt of a copy of the written charges by filing a written answer to the charges.

The Personnel Commission shall investigate the matter on appeal and may require further evidence from either party or may order a hearing. A hearing shall be ordered upon the request of an accused employee. The accused employee shall have the right to appear in person or with counsel and to be heard in his/her own defense. The decision shall not be subject to review by the Board of Trustees.

Education Code Sections 88123, et seq.  
~~EC 88123, 88124, 88125~~

Adopted ~~12-23-69~~  
Amended ~~05-14-14~~

11207. POWERS OF PERSONNEL COMMISSION IN CONDUCTING HEARINGS AND INSPECTING RECORDS OF BOARD OF TRUSTEES.  
The Personnel Commission may conduct hearings, subpoena witnesses, require the production of records or information pertinent to investigation, and may administer oaths. It may, at will, inspect any records of the Board of Trustees that may be necessary to satisfy itself that the procedures prescribed by the Personnel Commission have been complied with. Hearings may be held by the Personnel Commission on any subject to which its authority may extend as described by law.

Education Code Sections 45311 and 88130  
EC — 45311, 88130

Adopted — ~~12-23-69~~  
Amended — ~~05-14-14~~

11208. NO DISCRIMINATION FOR POLITICAL ACTS, OPINIONS OR AFFILIATIONS: LIMITATION ON POLITICAL ACTIVITIES. No person who is in the Classified Service or whose name appears on any eligibility list shall be appointed, demoted, or removed, or in any way discriminated against because of his/her political acts, opinions, or affiliations.

No person in the Classified Service shall engage in political activities during his/her assigned hours of employment.

No member of the Board of Trustees shall directly or indirectly solicit or be concerned in soliciting any assessment, contribution, or political service of any kind whatsoever for any political purpose from any person who is in the Classified Service or whose name appears on any eligibility list.

No officer or employee of the District shall directly or indirectly bring pressure or attempt to bring pressure upon any other such officer or employee, to support or refrain from supporting any political group for any political purpose.

Adopted — ~~12-23-69~~  
Amended — ~~05-14-14~~  
Amended 04-05-17

CHAPTER XI

ARTICLE III

PERSONNEL COMMISSION MEMBERS

11301. PROHIBITION OF MEMBERSHIP ON THE PERSONNEL COMMISSION.  
No member of the Board of Trustees or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the Personnel Commission.

Education Code Sections 45244 and 88064  
~~EC 45244, 88064~~

~~Adopted 12-23-69~~  
~~Amended 05-14-14~~

11302. EMPLOYMENT BY COLLEGE DISTRICT OF PERSONNEL COMMISSION MEMBERS. No member of the Personnel Commission may, during his or her term of service, be an employee of the Los Angeles Community College District.

Education Code Sections 45244 and 88064  
~~EC 45244, 88064~~

~~Adopted 12-23-69~~  
~~Amended 05-14-14~~  
Amended 04-05-17