



# Board of Trustees

Los Angeles Community College District  
770 Wilshire Blvd., Los Angeles, CA 90017 (213) 891-2000

## AGENDA

### ORDER OF BUSINESS - REGULAR MEETING

Wednesday, September 25, 2013  
Closed Session 4:00 p.m.  
Public Session 5:30 p.m.

LACCD Van de Kamp Innovation Center  
Multi-Purpose, 2<sup>nd</sup> Floor, Old Bakery Building  
2930 Fletcher Drive  
Los Angeles, CA 90065

- I. Roll Call (4:00 p.m.)
- II. Requests to Address the Board of Trustees – Closed Session Agenda Matters  
**Location: Multi-Purpose Room, 2<sup>nd</sup> Floor, Old Bakery Building**
- III. Recess to Closed Session in accordance with The Ralph M. Brown Act, Government Code sections 54950 et seq., and the Education Code to discuss the matters on the posted Closed Session agenda pursuant to Government Code section 54954.5. **Location: 2<sup>nd</sup> Floor Conference Room, Old Bakery Building**
- IV. Reconvene Regular Meeting **Location: Multi-Purpose, 2<sup>nd</sup> Floor, Old Bakery Building**
- V. Roll Call (5:30 p.m.)
- VI. Flag Salute
- VII. Reports from Representatives of Employee Organizations at the Resource Table
- VIII. Announcements from College Presidents
- IX. Public Agenda Requests
  - Oral Presentations
  - Proposed Actions
- X. Reports and Recommendations from the Board
  - Report of Actions Taken in Closed Session
  - Reports of Standing and Special Committees
- XI. Consent Calendar
  - Matters Requiring a Majority Vote
  - BF1. Authorize New Organizational Memberships
  - BSD1. Ratifications for Business Services
  - HRD1. Authorize Employment for College President
- XII. Recommendations from the Chancellor
  - Convene Public Hearing on the Subsequent Environmental Impact Report Van de Kamp Innovation Center

- XIII. Notice Reports and Informatives  
BF/A. [Notice] Adoption of the 2014-2015 Budget Development Calendar
- XIV. Announcements and Indications of Future Proposed Actions
- XV. Adjournment

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**Next Regularly Scheduled Board Meeting**  
**Wednesday, October 9, 2013**  
**(Public Session scheduled for 3:30 p.m.)**  
**Los Angeles City College**  
**855 N. Vermont Avenue**  
**Los Angeles, CA 90029**  
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In compliance with Government Code section 54957.5(b), documents made available to the Board after the posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

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

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



# Board of Trustees

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
770 Wilshire Boulevard, Los Angeles, CA 90017 213/891-2000

## AGENDA

### ATTACHMENT A

#### **CLOSED SESSION**

Wednesday, September 25, 2013

**LACCD Van de Kamp Innovation Center**  
**2<sup>nd</sup> Floor, Old Bakery Building**  
2930 Fletcher Drive  
Los Angeles, CA 90065

- I. **Public Employee Employment**  
(pursuant to Government Code section 54957)
  - A. Position: Vice Chancellor, Human Resources
  - B. Position: President, Los Angeles Valley College
  - C. Position: President, Los Angeles Harbor College
  - D. Position: President, Los Angeles Southwest College
  
- II. **Conference with Labor Negotiator**  
(pursuant to Government Code section 54957.6)
  - A. District Negotiators: Adriana D. Barrera  
Employee Units: All Units  
All Unrepresented Employees
  
  - B. District Negotiators: Adriana D. Barrera  
Michael Shanahan  
Employee Unit: Clerical/Technical

- III. Public Employee Discipline/Dismissal/Release/Charges/Complaints**  
(pursuant to Government Code section 54957)
  
- IV. Conference with Legal Counsel - Existing Litigation**  
(pursuant to Government Code section 54956.9(a))
  - A. *Kari Thumlert v. LACCD*
  
  - B. *Michael Miller v. LACCD, Jamillah Moore, and Kenneth Sherwood*
  
  - C. *LACCD v. Michael Miller*
  
  - D. *Kim Saunders v. LACCD*
  
  - E. *Ewan Paymah v. LACCD*
  
  - F. *Carlos Perez v. LACCD*
  
  - G. *Successor Agency to the Bell Gardens Community Development Commission v. Kamala Harris, et al.*
  
  - H. *Architectural Glass and Aluminum Co., Inc. v. S.J. Amoroso Construction Co., Inc., LACCD, et al.*
  
- V. Conference with Legal Counsel – Anticipated Litigation**  
(pursuant to Government Code section 54956.9(b))
  - A. Claim regarding project at Pierce College.
  
  - B. Claim regarding project at East Los Angeles College.



# Board of Trustees

Los Angeles Community College District

**ACTION**

Com. No. BF1

Division: BUSINESS AND FINANCE

Date: September 25, 2013

**Subject: AUTHORIZE NEW ORGANIZATIONAL MEMBERSHIPS**

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

- A. Amend the List of Organizational Memberships to include the Centralized Clinical Placement System with annual dues of \$950. This membership has been requested by Los Angeles Harbor College.


**Background:** Membership in this organization is required to enable students to be placed at Providence clinical facilities.

- B. Amend the List of Organizational Memberships to include the Los Angeles County Business Federation (BizFed) with annual dues of \$15,000. This membership has been requested by the Chancellor's Office.

**Background:** Membership in this organization will allow the District to have up to five representatives, to be represented on its advocacy committee, participate in BizFed meetings, working groups, and receive BizFed action alerts and notices.

- C. Amend the List of Organizational Memberships to include Nursery Growers Association with annual dues of \$10,000. This membership has been requested by Pierce College.

**Background:** Membership is required due to the campus irrigated agricultural use parcels. This organization manages the dischargers in the Los Angeles Region in providing Continuing Education credits, classroom training, on-site inspections, management interface to the water quality board, and provides assistance to members in dealing with the Conditional Waiver from the California Regional Water Quality Control Board (CRWQCB).

Recommended by:   
Adriana D. Barrera, Interim Chancellor

Chancellor and Secretary of the Board of Trustees  
  
By \_\_\_\_\_ Date \_\_\_\_\_

Eng _____	Santiago _____
Field _____	Svonkin _____
Moreno _____	Veres _____
Pearlman _____	Griggs _____
	Student Trustee Advisory Vote



# Board of Trustees

Los Angeles Community College District

## ACTION

Com. No. BSD1

Business Services

Date: September 25, 2013

Subject: **RATIFICATIONS FOR BUSINESS SERVICES**

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

A. **LEASE OF FACILITIES FOR DISTRICT USE**

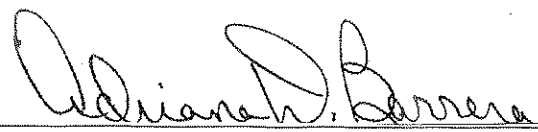
4500183359 District Office. Amendment to agreement with UCLA Lake Arrowhead Conference Center for use of their facilities for the fifth annual summer leadership California Community College's Success Network Basic Skills Initiative Leadership Institute Conference. Conference to be held to increase the total contract amount to \$65,561 during the period of June 2, 103 to June 7, 2013, inclusive and includes meals and accommodations. Program is designed to provide training for approximately 75 faculty and other community college leaders involving serving developmental studies. Funding provided thorough English as a Second Language – Basic Skills Professional Development Program funds. Total additional cost: \$13,281.

Total Cost: \$13,281

B. **SERVICE AGREEMENTS**

4500189812 District Office. Agreement with Monika Hogan to implement activities for regional network serving participating colleges in Northern, Southern, and Central California as part of and funded by the California Community College Chancellor's Office ESL/Basic Skills Professional Grant during the period May 1, 2012 to December 31, 2013, inclusive. Total cost not to exceed: \$14,400.

Recommended and Approved by: \_\_\_\_\_

  
Adriana D. Barrera, Interim Chancellor

Chancellor and Secretary of the Board of Trustees

By: \_\_\_\_\_ Date \_\_\_\_\_

Eng _____	Santiago _____
Field _____	Svonkin _____
Moreno _____	Veres _____
Pearlman _____	Griggs _____
	Student Trustee Advisory Vote

# Board of Trustees

Los Angeles Community College District

Com. No. BSD1	Business Services	Date: September 25, 2013
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4500189814      District Office. Agreement with Ann Foster to implement activities for regional network serving participating colleges in Northern, Southern, and Central California as part of and funded by the California Community College Chancellor's Office ESL/Basic Skills Professional Grant during the period May 1, 2012 to December 31, 2013, inclusive. Total cost not to exceed: \$7,000.

4500190096      District Office. Agreement with Jeanne Costello to implement activities for regional network serving participating colleges in Northern, Southern, and Central California as part of and funded by the California Community College Chancellor's Office ESL/Basic Skills Professional Grant during the period May 1, 2012 to December 31, 2013, inclusive. Total cost not to exceed: \$5,000.

Total Cost: \$26,400



# Board of Trustees

Los Angeles Community College District

**ACTION**

Com. No. HRD1


Division **Human Resources**

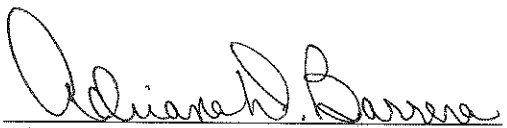
Date: **September 25, 2013**

**SUBJECT: AUTHORIZE EMPLOYMENT ACTION FOR COLLEGE PRESIDENT**

Authorize contract of employment with Ms. Alma Johnson-Hawkins to serve as the Interim President at L. A. Valley College from September 17, 2013 through June 30, 2014 or until a permanent president is selected. Ms. Johnson-Hawkins will be placed on Step 1 of the President's Salary Schedule and will receive a \$500 per month car allowance.

Background: The leave of absence and the anticipated retirement of the regular president has created a vacancy in the presidency at L. A. Valley College and the search for a permanent president will begin shortly. Ms. Johnson-Hawkins will serve during the current academic year in order to allow for an appropriately deliberative selection process, consistent with other executives. Ms. Johnson-Hawkins is currently serving as the Vice President of Student Services at L.A. Pierce College.

Recommended by:   
Michael Shanahan  
Sr. Associate Vice Chancellor  
Human Resources

Recommended and Approved by:   
Adriana D. Barrera, Interim Chancellor

Chancellor and  
Secretary of the Board of Trustees  
  
By \_\_\_\_\_ Date \_\_\_\_\_

Eng _____	Santiago _____
Field _____	Svonkin _____
Moreno _____	Veres _____
Pearlman _____	Griggs _____
	Student Trustee Advisory Vote





# Board of Trustees

Los Angeles Community College District

## NOTICE

Notice: September 25, 2013

Com. No. BF/A

Division: BUSINESS AND FINANCE

Date: October 9, 2013

**Subject: ADOPTION OF THE 2014-2015 BUDGET DEVELOPMENT CALENDAR**

Adopt the Budget Development Calendar for fiscal year 2014-2015  
(Attachment I).

Background: Adoption of the 2014-2015 Budget Development Calendar by the Board of Trustees informs the Board, the District and community constituencies of the planned schedule of budget development activities in order to promote participation in the budget process.

Recommended by: \_\_\_\_\_

*Adriana D. Barrera*

Adriana D. Barrera, Interim Chancellor

Chancellor and  
Secretary of the Board of Trustees

By \_\_\_\_\_ Date \_\_\_\_\_

Eng _____	Santiago _____
Field _____	Svonkin _____
Moreno _____	Veres _____
Pearlman _____	Griggs _____
	Student Trustee Advisory Vote

## 2014 - 2015 PROPOSED BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
<b>SEPTEMBER, 2013</b>	<b>DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES</b>
September 11	Budget and Finance Committee Meeting.
September 18	District Budget Committee reviews proposed Budget Development Calendar.
September 25	Notice of Budget Development Calendar presented to Board of Trustees.
<b>OCTOBER, 2013</b>	<b>DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES</b>
October 9	A) Adoption of Budget Development Calendar; B) Budget and Finance Committee Meeting.
October 16 - 31	College Projections and Financial Plans Review.
October 30	1st Quarter Reports due from colleges.
<b>NOVEMBER, 2013</b>	<b>DEVELOPMENT OF BUDGET OPERATION PLAN</b>
November 5	Initial assessment projections of Centralized accounts.
November 6	A) Budget and Finance Committee receives briefing on 1st Quarter Rep.; B) 1st Quarter Report submitted to Board of Trustees for approval.
November 7 - 30	Review of Centralized Accounts Projection.
November 15	1st Quarter Report due to State.
November 6 - 30	Constituencies review of 1st Quarter Report and Districtwide projections.
<b>DECEMBER, 2013</b>	<b>BUDGET PREP WORKSHOP</b>
December 4 - 5	A) Budget Prep file available; B) Budget Prep Workshop.
December 11	Budget and Finance Committee Meeting.
December 11 - 27	Constituencies review of mid-year projections and possible mid-year reductions.
<b>JANUARY, 2014</b>	<b>GOVERNOR'S PROPOSED STATE BUDGET AND PRELIMINARY ALLOCATIONS</b>
January 6	A) Budget Office distributes Budget Operation Plan Instructions; B) Dedicated Revenue Projections due in the Budget Office.
January 7 - 10	Budget Office reviews colleges' 2014-15 dedicated revenue projections.
January 15	Budget and Finance Committee Meeting
January 22 - 31	Cabinet reviews Proposed 2014-15 Preliminary Allocation.
January 22	CFO and Accounting Office provide initial ending balance projections.
January 15 - 31	Constituencies review Proposed 2014-15 Preliminary Allocation.
January 31	2nd Quarter Reports due from colleges.
<b>FEBRUARY, 2014</b>	<b>CONSTITUENCIES REVIEW BUDGET STATUS</b>
February 4	Budget Office distributes 2014-15 Preliminary Allocation.
February 12	A) Budget and Finance Committee receives briefing on 2nd Quarter Report; B) 2nd Quarter Report submitted to Board of Trustees for approval.
February 14	2nd Quarter Report due to State.
February 19 - 28	A) Cabinet reviews 2014-15 Budget update; B) Constituencies review 2nd Qtr Report & College Financial Plans.
February 25	CFO and Accounting Office update ending balance projections.
<b>MARCH, 2014</b>	<b>PREPARATION OF PRELIMINARY BUDGETS</b>
March 3	Budget Prep files transmitted to Budget Office.
March 4 - 18	Technical review of Budget Prep data files and upload to SAP.
March 12	Budget and Finance Committee Meeting.
March 25	A) CFO and Accounting Office update ending balance projections; B) Preliminary Budget available on SAP system.

**2014 - 2015 PROPOSED BUDGET DEVELOPMENT CALENDAR**

DATE	ACTIVITY
<b>APRIL, 2014</b>	<b>REVIEW OF PRELIMINARY BUDGET DATA</b>
April 2 - May 9	Open period for Tentative Budget adjustments (First Adjustment).
April 22	CFO and Accounting Office update ending balance projections.
April 23	Budget and Finance Committee Meeting
April 26	CFO and Accounting Office distribute purchasing & year-end closing schedule.
April 29	3rd Quarter Reports due from colleges.
April 29 - May 2	Constituencies review budget status.
April 30 - May 21	Budget meetings on preliminary budgets conducted w/coll. administrators.
<b>MAY, 2014</b>	<b>REVENUE PROJECTIONS UPDATED</b>
May 3 - 22	Cabinet receives briefing on Tentative Budget.
May 5	Revised revenue projections based on Governor's proposed State Budget.
May 13 - 16	A) Constituencies review May Revise update; B) Constituencies receive briefing on Tentative Budget; C) Open period for Final Budget adjustments (Second Adjustment).
May 14	A) Board of Trustees authorization to encumber new year appropriations; B) 3rd Quarter Report submitted to Board of Trustees for approval; C) Budget and Finance Committee receives briefing on 3rd Quarter Report.
May 15	3rd Quarter Report due to State.
May 20	CFO and Accounting Office update ending balance projections.
May 21	Budget Operation Plans due in Budget Office.
<b>JUNE, 2014</b>	<b>TENTATIVE BUDGET</b>
June 11	A) Budget and Finance Committee reviews Proposed Tentative Budget; B) Notice of Tentative Budget to Board of Trustees.
June 18	CFO and Accounting Office update ending balance projections.
June 25	Adoption of Tentative Budget.
June 27	Deadline for submission of revised Dedicated Revenue for Final Budget.
<b>JULY, 2014</b>	<b>REVISION TO REVENUE PROJECTIONS/ALLOCATIONS</b>
July 1	File Tentative Budget report with County and State Agencies.
July 9	Budget and Finance Committee Meeting.
July 15 - 19	Constituencies review of Budget status.
July 18	CFO and Accounting Office run 1st closing activities.
July 24	A) CFO and Accounting Office update ending balance projections; B) CFO and Accounting Office run 2nd closing activities.
<b>AUGUST, 2014</b>	<b>FINAL BUDGET</b>
August 1	Final year-end closing and establishment of actual ending balances.
August 6*	A) Notice/briefing of Final Budget to Board of Trustees; B) Budget and Finance Committee to review Proposed Final Budget.
August 6 - 12*	Publication budget available for public review.
August 20*	Public Hearing and adoption of Final Budget.
<b>SEPTEMBER, 2014</b>	<b>FINAL BUDGET/YEAR-END ANALYSIS</b>
September 12	File Final Budget report with County and State agencies.

\* Based on 2014/15 Board Meeting calendar (TBA).