



# 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 17, 2014  
Public Session 3:30 p.m.  
Closed Session  
(Immediately Following Public Session)

**Educational Services Center  
Board Room – First Floor  
770 Wilshire Blvd.  
Los Angeles, CA 90017**

- I. Roll Call (3:30 p.m.)
- II. Flag Salute
- III. Reports from Representatives of Employee Organizations at the Resource Table
- IV. Announcements from College Presidents
- V. Public Agenda Requests
  - A. Oral Presentations
  - B. Proposed Actions
- VI. Reports and Recommendations from the Board
  - Reports of Standing and Special Committees
- VII. Consent Calendar
  - Matters Requiring a Majority Vote  
FPD1 Facilities Planning and Development Routine Report
  - Matters Requiring a Super Majority Vote – None
- VIII. Recommendations from the Chancellor
  - CH1. Appointment to the District Citizens' Oversight Committee for Propositions A/AA and Measure J Bond Programs
- IX. Reconvene Regular Meeting of the Board of Trustees
- X. Roll Call
- XI. Notice Reports and Informatives
  - BF/A. [Notice] Adoption of 2015-2016 Budget Development Calendar
- XII. Announcements and Indications of Future Proposed Actions
- XIII. Requests to Address the Board of Trustees – Closed Session Agenda Matters  
**Location: Board Room**

- XIV. 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: Hearing Room**
- XV. Reconvene Regular Meeting (**Immediately Following Closed Session**)  
**Location: Board Room**
- XVI. Roll Call
- XVII. Report of Actions Taken in Closed Session – September 17, 2014
- XVIII. Consent Calendar  
Matters Requiring a Majority Vote  
HRD1. Disciplinary Action Regarding Classified Employees
- XIX. Adjournment

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**Next Regularly Scheduled Board Meeting**  
**Wednesday, October 8, 2014**  
**(Public Session Scheduled for 3:30 p.m.)**  
**Los Angeles Trade-Technical College**  
**400 West Washington Blvd.**  
**Los Angeles, CA 90015**  
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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 17, 2014

#### **Educational Services Center Hearing Room – First Floor**

770 Wilshire Boulevard  
Los Angeles, CA 90017

#### **I. Public Employee Evaluation**

(pursuant to Government Code section 54957)

1. Position: Chief Facilities Executive
2. Position: Chief Financial Officer/Treasurer
3. Position: General Counsel
4. Position: Vice Chancellor for Economic and Workforce Development
5. Position: Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
6. Position: Vice Chancellor for Human Resources

#### **II. Conference with Labor Negotiator**

(pursuant to Government Code section 54957.6)

- A. District Negotiators: Adriana D. Barrera  
Albert Román

Employee Units: All Units

All Unrepresented Employees

B. District Negotiators: Albert Román  
Renee Martinez  
  
Employee Unit: Academic Administrators, Teamsters Local 911

C. District Negotiators: Albert Román  
Monte Perez  
  
Employee Unit: SEIU Local 99

**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(d)(1))

A. *Jane Doe v. LACCD*

B. *Deonte Williams v. LACCD*

C. *First Fire v. Suffolk Construction Company, Inc., LACCD, et al.*

D. *Quality Production Services, Inc., v. Suffolk Construction Company, Inc., LACCD, et al.*

E. *Construction Laborers Trust Funds v. Alpha 1 Construction, LACCD, et al.*

**V. Conference with Legal Counsel - Anticipated Litigation**  
(pursuant to Government Code section 54956.9)

1. Claim regarding project at Los Angeles Trade-Technical College
2. Claim regarding project at Los Angeles Pierce College



# Board of Trustees

Los Angeles Community College District

## ACTION

Com. No. FPD1      Division FACILITIES PLANNING AND DEVELOPMENT      Date September 17, 2014

**Subject: FACILITIES PLANNING AND DEVELOPMENT ROUTINE REPORT**

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

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

**I. AUTHORIZE PROFESSIONAL SERVICE AGREEMENT**

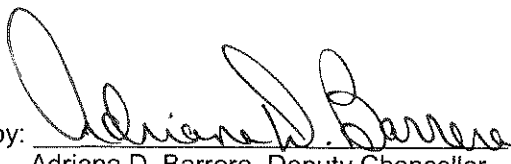
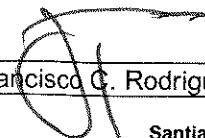
Action

Authorize an agreement with the firms listed below to provide real estate advisory services and feasibility studies on a Task Order basis with specific assignments to be issued incrementally at the direction of the Program Management Office on an as-needed basis beginning on September 18, 2014 and ending on September 17, 2017 at a not to exceed cost of \$500,000 inclusive of eligible reimbursable expenses.

1. Brailsford & Dunlavy
2. Campus Advantage, Inc.
3. HR&A Advisors, Inc.
4. James Suhr & Associates LLC
5. Jones Lang LaSalle
6. Kosmont Companies
7. Metropolitan Research and Economics MR+E
8. Scion Group Management d/b/a The Scion Group

Background

The purpose of this request is to establish a bench of contracts for the provision of real estate advisory services and to provide feasibility studies that will assist the District in exploring the market and financial feasibility of various development scenarios and deal structures for District-owned properties.

Recommended by:  Approved by:   
 Adriana D. Barrera, Deputy Chancellor      Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees	Eng _____ Santiago _____
	Field _____ Svonkin _____
By: _____ Date _____	Moreno _____ Veres _____
	Pearlman _____ Jackson _____

Student Trustee Advisory Vote

# Board of Trustees

Los Angeles Community College District

Com. No. FPD1	Division FACILITIES PLANNING AND DEVELOPMENT	Date: September 17, 2014
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The above listed firms have been selected through a competitive Request for Proposal (RFP) process that was advertised for two (2) weeks. The Program Management Office received proposals from nine (9) firms. All were deemed responsive. The nine (9) firms were then evaluated by a committee composed of the Director of Facilities Planning and Development, the Associate General Counsel, and the Director of Special Projects. As a result of this comprehensive review and selection process, the eight (8) firms listed above are recommended for award of an Agreement.

## Award History

Name of Firm	Number of previous contract awards	Examples of previous services provided
Brailsford & Dunlavey	1	Pre-programming Services
Campus Advantage, Inc.	N/A	N/A
HR&A Advisors, Inc.	N/A	N/A
James Suhr & Associates LLC	N/A	N/A
Jones Lang LaSalle (JLL)	1	Real Estate Services
Kosmont Companies	2	Professional Analytic Services and Economic Analysis Services
Metropolitan Research and Economics MR+E	N/A	N/A
Scion Group Management d/b/a The Scion Group	N/A	N/A

## Funding and Development Phase

Funding is through Proposition A/AA, Measure J, non-Bond proceeds, and/or General Funds as applicable. Specific assignments to be made as needed by Task Order. All Phases.

## **II. AUTHORIZE AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT**

### Action

Authorize Amendment No. 4 to Agreement No. 33250 with Cumming to provide continued College Project Team (CPT) services from October 1, 2014 through October 31, 2014 at no additional cost.

Inclusive of this amendment, the total amount of this agreement approved by the Board of Trustees remains at \$9,105,000.

### Background

The above agreement was authorized by the Board of Trustees on January 26, 2011 (Com. No. FPD1) to provide CPT Services for Los Angeles Southwest College. The proposed amendment provides additional time for transitioning CPT services to the bench contracts.

### Funding and Development Phase

Funding is through Proposition A/AA and Measure J Bond proceeds. All Phases.



# Board of Trustees

Los Angeles Community College District

**ACTION**

Com. No. CH1

Division

CHANCELLOR

Date: September 17, 2014

**Subject: APPOINTMENT TO THE DISTRICT CITIZENS' OVERSIGHT COMMITTEE FOR PROPOSITIONS A/AA AND MEASURE J BOND PROGRAMS**

Appoint the following individual for membership on the District Citizens' Oversight Committee (DCOC) to serve as the Foundation Representative: J. Eric Bubbers, Ph.D.

Background: The DCOC bylaws call for a representative of a district/college Foundation to serve as one of its members. Dr. J. Eric Bubbers who is a member of the Los Angeles Valley College Foundation is being recommended to fill this vacancy on the DCOC.

Dr. Bubbers earned his Ph.D. in Immunology from the Department of Microbiology at The Johns Hopkins University School of Medicine in June 1975. He earned Postdoctoral Fellowships from Scripps Clinic and Research Foundation and the Albert Einstein College of Medicine.

Dr. Bubbers has served in administrative and advisory positions for various medical institutions including Children's Hospital Los Angeles; Larta Institute; West Coast Biopharma Services, LLC; Baxter Healthcare Corporation; and University of California at Los Angeles.

Dr. Bubbers has been serving on the Los Angeles Valley College Foundation Board of Directors since July 2011 and is currently serving as the Vice President.

In accordance with Administrative Regulation C-7, the Board shall appoint the DCOC members. Dr. Bubbers' first term will begin on August 21, 2014 and will expire on August 21, 2016.

Approved by:   
Francisco C. Rodriguez, Chancellor

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

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



# Board of Trustees

Los Angeles Community College District

## NOTICE

Notice: September 17, 2014

Com. No. BF/A


Division: BUSINESS AND FINANCE


Date: October 8, 2014

**Subject: ADOPTION OF THE 2015-2016 BUDGET DEVELOPMENT CALENDAR**

Adopt the Budget Development Calendar for fiscal year 2015-2016  
**(Attachment I).**

Background: Adoption of the 2015-2016 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, Deputy Chancellor

Approved by:   
Francisco C. Rodriguez, Chancellor

Chancellor and  
Secretary of the Board of Trustees

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

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



## 2015 - 2016 BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
<b>SEPTEMBER, 2014</b>	<b>DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES</b>
September 10	District Budget Committee reviews proposed Budget Development Calendar.
September 17	A) Budget and Finance Committee Meeting. B) Notice of Budget Development Calendar presented to Board of Trustees.
<b>OCTOBER, 2014</b>	<b>DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES</b>
October 8	A) Adoption of Budget Development Calendar; B) Budget and Finance Committee Meeting.
October 17 - 31	College Projections and Financial Plans Review.
October 31	1st Quarter Reports due from colleges.
<b>NOVEMBER, 2014</b>	<b>DEVELOPMENT OF BUDGET OPERATION PLAN</b>
November 4	Initial assessment projections of Centralized accounts.
November 5	A) Budget and Finance Committee receives briefing on 1st Quarter Rep.; B) 1st Quarter Report submitted to Board of Trustees for approval.
November 6 - 30	Constituencies review of 1st Quarter Report and Districtwide projections.
November 7 - 30	Review of Centralized Accounts Projection.
November 15	1st Quarter Report due to State.
<b>DECEMBER, 2014</b>	<b>BUDGET PREP WORKSHOP</b>
December 3 - 4	A) Budget Prep file available; B) Budget Prep Workshop.
December 3	Budget and Finance Committee Meeting.
December 3 - 26	Constituencies review of mid-year projections and possible mid-year reductions.
<b>JANUARY, 2015</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' 2015-16 dedicated revenue projections.
January 14	Budget and Finance Committee Meeting
January 15 - 31	Constituencies review Proposed 2015-16 Preliminary Allocation.
January 21 - 31	Cabinet reviews Proposed 2015-16 Preliminary Allocation.
January 22	CFO and Accounting Office provide initial ending balance projections.
<b>FEBRUARY, 2015</b>	<b>CONSTITUENCIES REVIEW BUDGET STATUS</b>
February 3	2nd Quarter Reports due from colleges.
February 4	Budget Office distributes 2015-16 Preliminary Allocation.
February 11	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 18 - 28	A) Cabinet reviews 2015-16 Budget update; B) Constituencies review 2nd Qtr Report & College Financial Plans.
February 25	CFO and Accounting Office update ending balance projections.
<b>MARCH, 2015</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 11	Budget and Finance Committee Meeting.
March 25	A) CFO and Accounting Office update ending balance projections; B) Preliminary Budget available on SAP system.

**2015 - 2016 BUDGET DEVELOPMENT CALENDAR**

DATE	ACTIVITY
<b>APRIL, 2015</b>	<b>REVIEW OF PRELIMINARY BUDGET DATA</b>
April 1 - May 8	Open period for Tentative Budget adjustments (First Adjustment).
April 15	Budget and Finance Committee Meeting
April 22	CFO and Accounting Office update ending balance projections.
April 29 - May 2	Constituencies review budget status.
April 30 - May 21	Budget meetings on preliminary budgets conducted w/coll. administrators.
<b>MAY, 2015</b>	<b>REVENUE PROJECTIONS UPDATED</b>
May 3	3rd Quarter Reports due from colleges.
May 5	Revised revenue projections based on Governor's proposed State Budget.
May 11 - 15	A) Constituencies review May Revise update; B) Constituencies receive briefing on Tentative Budget; C) Open period for Final Budget adjustments (Second Adjustment).
May 13	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	A) Cabinet receives briefing on Tentative Budget. B) CFO and Accounting Office update ending balance projections.
May 21	Budget Operation Plans due in Budget Office.
<b>JUNE, 2015</b>	<b>TENTATIVE BUDGET</b>
June 10	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 24	Adoption of Tentative Budget.
June 26	Deadline for submission of revised Dedicated Revenue for Final Budget.
<b>JULY, 2015</b>	<b>REVISION TO REVENUE PROJECTIONS/ALLOCATIONS</b>
July 1	File Tentative Budget report with County and State Agencies.
July 10	Budget and Finance Committee Meeting.
July 13 - 17	Constituencies review of Budget status.
July 13	CFO and Accounting Office run 1st closing activities.
July 20	A) CFO and Accounting Office update ending balance projections; B) CFO and Accounting Office run 2nd closing activities.
<b>AUGUST, 2015</b>	<b>FINAL BUDGET</b>
August 3	Final year-end closing and establishment of actual ending balances.
August 5*	A) Notice/briefing of Final Budget to Board of Trustees; B) Budget and Finance Committee to review Proposed Final Budget.
August 5 - 13*	Publication budget available for public review.
August 29*	Public Hearing and adoption of Final Budget.
<b>SEPTEMBER, 2015</b>	<b>FINAL BUDGET/YEAR-END ANALYSIS</b>
September 11	File Final Budget report with County and State agencies.

\* Based on 2015/16 Board Meeting calendar (TBA).



# Board of Trustees

Los Angeles Community College District

**ACTION**

Com. No. HRD1

Division **Human Resources**

Date: **September 17, 2014**

**SUBJECT: DISCIPLINARY ACTION REGARDING CLASSIFIED EMPLOYEES**

**I. DISMISSAL OF CLASSIFIED PERMANENT EMPLOYEES**

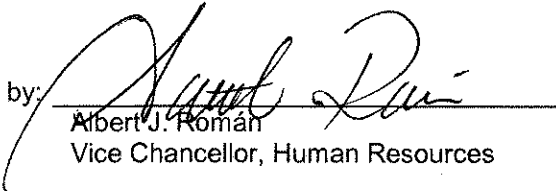
**A.** The dismissal of employee (EN792238) assigned to Los Angeles Southwest College as a permanent Assistant Bookstore Manager is based on the following causes:

- Dishonesty
- Inefficiency
- Incompetence
- Insubordination
- Inattention to or Dereliction of Duty
- Willful Misconduct or Any Other Willful Failure of Good Conduct Tending to Injure the Public Service
- Willful and Persistent Violation of the Provisions of the Education Code, Public Policy, or of Policies, Rules, Regulations, or Procedure Adopted By the Board of Trustees or the Personnel Commission

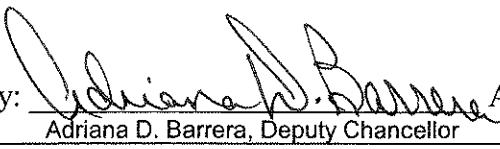
Background: The above recommendation is in accordance with procedures listed in Education Code Section 88123 and Personnel Commission Rule 735. Evidence is on file in the Employer-Employee Relations Unit of the Human Resources Division to support the above recommendation.

Due process rights guaranteed by Skelly v. State Personnel Board, 15 Cal. 3d 194 (1975) have been afforded the above listed permanent employee.

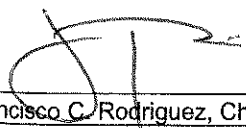
Recommended by:

  
Albert J. Roman  
Vice Chancellor, Human Resources

Recommended by:

  
Adriana D. Barrera, Deputy Chancellor

Approved by:

  
Francisco C. Rodriguez, Chancellor

Chancellor and  
Secretary of the Board of Trustees

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

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

# Board of Trustees

Los Angeles Community College District

Com. No. HRD1	Division	Human Resources	Date: September 17, 2014
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B. The dismissal of (EN782852) a permanent classified employee assigned to Los Angeles Southwest College as a Custodian is based on the following causes:

- Inefficiency
- Inattention to or Dereliction of Duty
- Frequent Unexcused Absence or Tardiness
- Abuse of Leave Privileges by Habitual Use of Leave for Trivial Indisposition or by Absence so Frequent that the Efficiency of the Service is Impaired
- Absence Without Leave or Abandonment of Position

Background: The above recommendation is in accordance with procedures listed in Education Code Section 88123 and Personnel Commission Rule 735. Evidence is on file in the Employer-Employee Relations Unit of the Human Resources Division to support the above recommendation.

Due process rights guaranteed by Skelly v. State Personnel Board, 15 Cal. 3d 194 (1975) have been afforded the above listed permanent employee.