



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, February 24, 2016

Closed Session 2:00 P.M.

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

- I. Roll Call **(2:00 p.m.) Location: Hearing Room**
- II. Flag Salute
- III. Requests to Address the Board of Trustees – Multiple Matters
- IV. Announcements and Indications of Future Proposed Actions by Members of the Board of Trustees
- V. Requests to Address the Board of Trustees Regarding Closed Session Agenda Matters
- VI. Recess to Closed Session in accordance with The Ralph M. Brown Act, Government Code sections 54950 et seq., and the Education Code to discuss the matters on the posted Closed Session agenda pursuant to Government Code section 54954.5 (Refer to Attachment "A" for Closed Session agenda).
Location: Hearing Room
- VII. Reconvene Regular Meeting
- VIII. Roll Call
- IX. Report of Actions Taken in Closed Session
- X. Notice Reports and Informatives
 - CH/A. [Notice] Amend Board Rule Chapter VII, Article IX
 - ISD/A. [Notice] Student Trustee Election Procedures
- XI. Adjournment

Next Regularly Scheduled Board Meeting
Wednesday, March 9, 2016
(Public Session scheduled for 4:00 p.m.)
Educational Services Center
770 Wilshire Blvd.
Los Angeles, CA 90017

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

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

To make such a request, please contact the Executive Secretary to the Board of Trustees at (213) 891-2044 no later than 12:00 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

CLOSED SESSION

Wednesday, February 24, 2016

Educational Services Center Hearing Room – First Floor

770 Wilshire Boulevard
Los Angeles, CA 90017

- I. Public Employment
(pursuant to Government Code section 54957)
 - A. Position: Vice Chancellor of Finance and Resource Development

- II. **Conference with Legal Counsel - Anticipated Litigation**
(pursuant to Government Code section 54956.9(d)(2) and (e)(1))
 - A. Potential litigation – 1 matter



Board of Trustees

Los Angeles Community College District

NOTICE

March 9, 2016

Com No. CH/A

Division: Chancellor

Date: April 13, 2016

SUBJECT: AMEND BOARD RULE CHAPTER VII, ARTICLE IX

ARTICLE IX

DISTRICT AUDIT CHARTER

7900. POLICY

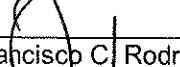
Internal Audit Department (IAD) is an independent appraisal function established within the Los Angeles Community College District to provide an independent, objective assurance and consulting services to examine and evaluate the activities of the District. The objective of Internal Audit IAD is to assist the Board of Trustees and executive management in the effective discharge of their responsibilities. To this end IAD will furnish the Board of Trustees and executive management with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed.

To yield independent, objective internal audit results within the District, it is the responsibility of the Manager Director of Internal Audit IAD to ensure the Internal Audit Unit IAD complies with auditing standards issued by the Comptroller General of the United States and The International Standards for the Professional Practice of Internal Auditing published by the Institute of Internal Auditors, Inc. Compliance with those standards requires the Internal Audit Unit IAD be independent in fact and in appearance to the activities under audit. To meet this requirement, Internal Audit Unit IAD will report audit findings to the Board of Trustees' Audit/Budget Committee no less than annually. The Internal Audit Unit IAD will report, functionally, through the Vice Chancellor. IAD will have full Business Services, who is to ensure the Internal Audit Unit is granted access to all information necessary to fulfill its audit obligations. The Director of IAD also the Chief Audit Officer (CAE) is responsible for the internal audit activity at the district as a whole.

The Internal Audit Unit IAD will be maintained to provide assurance to the Board of Trustees through this Audit Charter that:

7900.10 Financial statements and reports comply with Board policy, applicable government regulations and generally accepted accounting principles;

7900.11 Internal accounting controls are adequate and effective in ensuring compliance with Federal, State and County laws and regulations and in protecting the assets of the District; ~~and~~

Approved by  _____
Francisco C. Rodriguez, Chancellor

Chancellor and Secretary to the Board of Trustees	Eng _____	Moreno _____
	Fong _____	Pearlman _____
By: _____ Date _____	Hoffman _____	Svonkin _____
	Kamlager _____	Anderson _____
	Student Trustee Advisory Vote	

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7900.12 Operational policies promoting compliance with regulations and efficient use of available resources are enforced.

7900.13 The District maintains a Risk assessment database to mitigate the financial and operation impact of these potential risks.

7900.14 Investigate and report incidents of fraud, waste and abuse to ensure efficiency and effective use of District funds; and

7900.15 Manage whistle blower hotline, including assigning hotline incidence reports to staff audit investigators.

7901. AUTHORITY AND RESPONSIBILITY

The Director of IAD/CAE ~~The Vice Chancellor of Business Services~~ is responsible for providing direction in carrying out the District policy regarding the District Audit function.

7902. WHISTLEBLOWER COMPLAINT PROCESS

A. General Principles

1. Definition: A "Whistleblower Complaint" is a good faith question or complaint that there has been an illegal order or improper governmental activity as defined by Education Code section 87162(b) and (c). This definition shall apply as it may be amended and as it presently reads as follows:

"(b) 'Illegal order' means any directive to violate or assist in violating a federal, state, or local law, rule, or regulation or an order to work or cause others to work in conditions outside of their line of duty that would unreasonably threaten the health or safety of employees or the public..."

(c) 'Improper governmental activity' means an activity by a community college or by an employee that is undertaken in the performance of the employee's official duties, whether or not that activity is within the scope of his or her employment, and that meets either of the following descriptions:

(1) The activity violates a state or federal law or regulation, including, but not limited to, corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty.

(2) The activity is economically wasteful or involves gross misconduct, incompetency, or inefficiency."

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2. A Whistleblower Complaint may also include an allegation of making a deliberately false complaint under this policy. A Whistleblower Complaint does not include grade grievances, matters grievable pursuant to an employee grievance policy or allegations of unlawful discrimination.
3. No unlawful retaliation – Employees, students, vendors, volunteers and others will be entitled to raise Whistleblower Complaints without unlawful retaliation.
4. Potential mitigation – The submission of a Whistleblower Complaint does not operate to absolve an individual for his or her respective responsibility and conduct, but may be considered as a mitigating factor for purposes of any actions to be taken against the whistleblower.

B. Complaint Process/Alternate Reporting

1. Hotline
 - a. The Internal Audit Unit will maintain a whistleblower telephone hotline that can be reached 24 hours a day, 7 days a week.
 - b. The telephone hotline will be accessible only to the Director of Internal Audit (“DIA”), who will keep an appropriate and secure log of calls received and the disposition of those calls.
 - c. Complainants who wish to remain anonymous will be able to telephone the hotline during business hours and be given a unique identifier number. To the extent resources become available to establish a like process for calls outside of business hours, the DIA will pursue such a process.
2. To the extent possible, the DIA will establish an Internet-based portal for submission of anonymous complaints, with a warning that reads, “The District will not trace the source of an electronic submission except in the case of exigent circumstances to protect life or property. You are cautioned that electronic transactions are generally traceable and the District cannot guarantee that others will not seek to do so. Complainants may also make complaints by telephoning [provide number] during business hours and obtaining a unique, anonymous identifier number.” or comparable language as may be appropriate.
Complainant Identity
– The DIA will have a responsibility to protect the identity of any complainant in the role of whistleblower as confidential and may not reveal that information to anyone except as may be compelled by Court order. To the extent that a complainant becomes identified as a witness or other interested party in the course of an investigation, the

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complainant's identity in that capacity may be confidential during the course of the investigation, but cannot be confidential in the event of actions taken which require the revelation of the witness' or other interested party's identity for purposes of due process.

3. Alternate Reporting for Conflicts of Interest

- a. In the event that the matter involves conduct by the applicable College President or Deputy Chancellor or any other person who reports directly to the Chancellor, the report will be referred to the Chancellor.
- b. Complaints against the Internal Audit Unit may be made to the Chief Financial Officer, who will act in the role of the DIA under this policy.
- c. Complaints made regarding the Board of Trustees acting as a whole will be referred to the State Chancellor's Office. In the event that the report involves conduct by the Chancellor or an individual Trustee, the report will be delivered to the General Counsel, who will have the responsibility to place it on the next available Board agenda for a report to the Board of Trustees as a whole.

C. Disposition

1. Initial Assessment – The DIA will make an initial assessment of any given report. The DIA will have discretion to determine that the allegations, if true, would not constitute inappropriate conduct or inappropriate failure to act on behalf of the District, and dispose of the matter without further action. The DIA in consultation with his supervisor, the Chief Financial Officer/Treasurer, will have discretion to determine the relative priority of complaints, and the discretion to determine that additional resources are necessary.
2. Investigation – The DIA or his or her designee will investigate complaints which, if true, would constitute an illegal order or improper governmental activity as defined by Education Code section 87162(b) and (c).
3. Reporting – The DIA will report quarterly to the Review Committee regarding all complaints made utilizing only identifier numbers and the disposition of those complaints. The Review Committee may make recommendations to the Chancellor regarding any of the dispositions.

D. Review Committee

1. Submission to Review Committee – If the DIA's investigation determines that there is evidence of illegal order or improper governmental activity

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as defined by Education Code section 87162(b) and (c) by people acting on behalf of the District that warrants corrective action the DIA will submit a written report to the Review Committee. The Review Committee will be made up of three employees designated by the Chancellor, with designated alternates in the event of a conflict of interest. The Review Committee members will be employees with diverse knowledge and skills, and be expected to serve for a two-year period. Neither the DIA nor the Review Committee will determine or recommend the appropriate discipline or action to be taken.

2. Legal Counsel – The Office of General Counsel will provide legal advice to the Review Committee if necessary. If the allegations involve the Office of General Counsel, the DIA will be authorized to obtain legal advice from an outside firm designated in advance through an appropriate selection process.
3. Referral – If the Review Committee concurs that corrective action is warranted the report will be referred to the applicable College President, Chancellor or Deputy Chancellor that has management authority regarding the area (“Receiving Authority”). The Receiving Authority will have a duty to take appropriate and prompt corrective action. In the event that student or employee discipline is involved, the student or employee will be entitled to any and all due process rights related to the imposition of any discipline, including the right to review the report, and including any applicable rights of appeal or challenge.
4. Action by the Receiving Authority – The Receiving Authority will have a duty to address the matter promptly and report to the DIA within sixty (60) days. If no actions are taken or reported, the DIA will have a duty to report the inaction to successively higher levels of authority in the organization every thirty (30) days that no action is taken unless or until there is a final disposition by the Board of Trustees.

E. Reporting to Complainant

1. Confirmation to Complainant – The DIA will provide a confirmation of receipt of the complaint to the complainant within five business days, or as soon thereafter as is practical.
2. Follow-up with Complainant – Within ninety (90) days from the receipt of a complaint, the DIA will have the responsibility to advise the complainant of the status or disposition of the complaint. In the event that a complaint requires additional time to address, the DIA will provide status reports each thirty (30) days thereafter until the matter is resolved. Since both students and employees have rights of privacy under applicable laws, the complainant is entitled only to a summary of the factual findings.

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3. Follow-up by Complainant – If the complainant refuses to provide contact information, the DIA will have no duty to report to the complainant. If the complainant has been given a unique identifier number to remain anonymous, the complainant may use that identifier number to contact the DIA regarding the status.

F. Evaluation of Policy

1. The Chancellor or his or her designee will report annually to the Board of Trustees or an appropriate Board committee regarding this policy.



Board of Trustees

Los Angeles Community College District

NOTICE

February 24, 2016

Com. No. ISD/A

Division

Educational Support Services

Date: March 9, 2016

Subject: AMEND BOARD RULES, CHAPTER II ARTICLE X - STUDENT TRUSTEE ELECTION PROCEDURES

ARTICLE X

STUDENT TRUSTEE ELECTION PROCEDURES

21000. OVERALL PROCEDURES. The Board of Trustees of the Los Angeles Community College District has established that within its membership there shall be one nonvoting Student Board Member. The term of office of the Student Board Member shall be one year commencing on June 1st and ending on May 31st.

21001. QUALIFICATIONS

21001.10 Candidate Requirements.

Candidates for Student Trustee must:

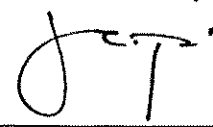
- a. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District.
- b. Be currently enrolled in a minimum of five (5) units.
- c. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District.

Exceptions on the maximum units requirement may be made for students enrolled in Los Angeles Community College District degree, certificate or transfer programs where the combination of program requirements and prerequisites may result in the student exceeding the 80 transferable unit limit.

Exceptions will be decided by the Chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance.

In order to be considered for an exemption, a student who exceeds the requisite 80 transferable unit maximum must satisfy at least one of the following conditions:

Recommended by: _____
Adriana D. Barrera, Deputy Chancellor

Approved by: 
Francisco C. Rodriguez, Chancellor

Chancellor and
Secretary of the Board of Trustees

By _____ Date _____

Eng _____	Moreno _____
Fong _____	Pearlman _____
Hoffman _____	Svonkin _____
Kamlager _____	Anderson _____
	Student Trustee Advisory Vote

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- 1) The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the catalog at the student's primary college of attendance, caused the student to enroll in courses that exceeded the 80 transferable unit maximum.
- 2) Program prerequisites, as specified in the catalog at student's primary college of attendance, caused the student to exceed the 80 transferable unit maximum.
- 3) A returning student, who has already completed a college degree or certificate, and is enrolled in courses that are specifically required for the student's declared certificate, associate degree or transfer objective, as specified in the catalog at student's primary college of attendance.

21001.11 Requirements of Office.

While in office Student Trustee must:

- a. Maintain eligibility, as defined in Section 21001.10(a)(b) and (c) above, during his/her term of office.
- b. Students who exceed the unit maximum of 21001.10(c), and are granted an exception, must be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the catalog at the student's primary college of attendance.
- c. Not hold any other elected or appointed ASO positions at any of the District's colleges.

21001.12 Disqualification from Office.

- a. Automatic and immediate forfeiture of office, including all rights as privileges thereof, will be required if the Student Trustee:
 - 1) does not maintain the requirements of office contained in Section 21001.11; or
 - 2) is suspended for more than ten (10) days, in keeping with the provisions of Board Rule 91101 et seq., from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District.
- b. A student disqualified from office under the provisions above, shall be liable for any compensation received after he or she became ineligible for office.
- c. Upon disqualification from office, the student must immediately return all District property provided to them while in office.

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21001.13 Term of Office.

- a. The term of the Student Trustee is one year (June 1 through May 31).
- b. A Student Trustee who has held office for a full term, or who is disqualified from office under the provisions of Board Rule 21002, may not run for a second term.

21002. APPLICATION PROCESS

21002.10 Applications for candidacy will be available and must be filed in the Office of Student Activities or in the Office of Student Services at the student's primary college of attendance and will include a brief description of qualifications for the position contained in Board Rules 21001.

21002.11 Applications will be made available on the first working Monday in February. Applications must be returned and filed no later than March 15th or the first working Monday thereafter.

21002.12 Applications returned and filed between March 15th and March 31st shall be eligible as a write-in candidate. All qualifications and eligibility requirements are still applicable.

21002.13 An application must be completed by each candidate (see attached Form ST-1). The completed application must include the following:

1. the candidate's name, address and phone number;
2. certification that the applicant meets the qualifications requirement, cumulative grade point average, list of college activities, and a statement as to why the applicant wishes to be a student Board Member;
3. a letter of recommendation written by a member of the college community (student, faculty, or administrator); and
4. a petition with one hundred (100) signatures of currently enrolled students.

21002.14 Applicant qualifications must be verified by the Chief Student Services Officer or designee, including write-in applicants.

21002.15 Applicants filing as write-in candidates must meet all of the qualifications and eligibility as outlined in 21001.10 and 21001.11.

21002.16 Applications received after March 31st will not be eligible as write-in candidates

21003. PUBLICITY

21003.10 Each campus shall post notice of the availability of applications and the qualifications for the Student Trustee position by the first working Monday in February.

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21003.11 All candidates, including write-in candidates, will follow one set of election campaign rules and regulations for all nine campuses.

21003.12 The District Office of Student Services shall coordinate candidate forums at each of the nine colleges in the District. The forums will be coordinated with the ASO advisors who in turn will coordinate with the ASO and/or ASO Council, based on a list of proposed dates.

21003.13 The District Office of Student Services shall prepare an ~~electronic camera-ready~~ document containing a complete description of the responsibilities of the Student Trustee, the campaign rules, the appeal process, and the candidates' campaign statements as outlined in their application pursuant to Board Rule 21004.12. The document shall be provided to the ASO advisors for distribution at the candidate forums at each of the nine colleges in the District.

21003.14 Write-in candidates names and campaign statements will not appear in the ~~camera ready~~ documents that are distributed at the candidate forum, but the candidates will be notified of the forums and are eligible to participate.

21004. ELECTION

21004.10 There shall be an ~~online general~~ election ~~at each campus~~. All eligible candidates districtwide shall be placed on one ~~electronic~~ ballot ~~at each campus~~. Write-in candidates names will not appear on the ballot, but an adequate number of blank lines will be on the ballot for voters to write-in candidates names. In lieu of an online election, the Chancellor may authorize an election using paper ballots, to be conducted pursuant to administrative regulations issued by the Chancellor.

A Districtwide Elections Committee shall be formed to oversee the counting of the ballots and review any appeals that may arise. It shall consist of:

1. three of the nine ASO Presidents or their designees, none of whom can be a candidate for the Office of Student Trustee;
2. the Associate Vice Chancellor of Instructional and Student Services or designee (who shall serve as the committee's chair);
3. a minimum of one (1) ASO Advisor from one of the nine campuses, not representing the same campus that the ASO president represents;
4. a minimum of one Chief Student Services Officer from one of the nine campuses, other than that of the Advisor;
5. the current Student Board Member; and

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Los Angeles Community College District

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6. All members of the committee shall be notified of the intention of the counting of the ballots fourteen days prior to the date of the counting by writing. Furthermore, the notice shall be posted at each campus that anyone may attend the counting of the ballots.

A quorum of the Districtwide Elections Committee (i.e., a majority of its members) shall be sufficient for conducting the duties of the committee.

- 21004.11 By March 22 or the first working Monday thereafter, the Chief Student Services Officer shall forward to the District Office of Student Services the names of all eligible candidates at his or her campus. Applications received after March 22nd shall be forwarded, by the Chief Student Services Officer, to the District Office by April 1st or the first working Monday thereafter. All applications received after April 1st will not be eligible as write-in candidates. The District Office of Student Services shall place the names on the districtwide ballot. The names of the candidates shall be listed on the ballot without a college designation as to the campus of origin. The District Office of Student Services shall forward ~~camera ready ballots and the electronic~~ brochures containing a complete description of the responsibilities of the student trustee, the campaign rules, the appeal process, and the candidates' campaign statements to the colleges no later than April 1, or the first working Monday thereafter. Write-in candidates names will not appear on the ballot, but an adequate number of blank lines will be on the ballot for voters to write-in candidate names.
- 21004.12 ~~The ballots for all candidates at each college shall be forwarded to the Associate Vice Chancellor of Instructional and Student Services or designee no more than two working days after the conclusion of the campus elections.~~
- 21004.13 The successful candidate, including eligible write-in candidates, shall have received a plurality of all the votes.
- 21004.14 In the event of a tie, a run-off election shall be conducted ~~at each of the campuses~~ within five (5) days of the election count. The expenses for conducting the run-off election shall be paid by the District.
- 21004.15 The Board of Trustees shall make the appointment of the Student Trustee upon the results of the general election no later than May 31.
21005. ELECTIONS PROCEDURES ON CAMPUS
- 21005.10 General Procedures.
- a. The voting shall be open to all currently enrolled students. ~~at each campus. To be eligible to vote, a student must present proof of current enrollment. The election will be an annual two-day election held no later than April 30, and concurrent with the campus Associated Student Organization elections.~~

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- b. ~~Each student shall be provided, via their official LACCD email account, a unique one-time logon to vote electronically. The ballots for Student Trustee shall be forwarded to the District Office of Student Services within two working days of the election to be counted in keeping with the provisions of Section 21005.13 of these procedures.~~

21005.11 Election Procedures.

- a. ~~Ballots—The camera ready ballots shall be printed by the District Office of Student Services and shall be sent to each of the colleges for printing. Write in candidates names will not appear on the ballot, but there shall be an adequate number of blank lines printed for write in.~~
- b. ~~Polling hours shall be for a total of 8 hours per day, allowing access to both day and evening students.~~
- c. ~~The location of the polls and hours shall remain the same on both days of the election. A campus law enforcement officer and/or campus administrators shall deliver the voting boxes to the polling places each day and collect them at the appropriate closing time.~~
- d. ~~A certificate that the ballot boxes were empty just prior to the first person voting shall be signed and deposited by the supervisors at each polling place.~~
- e. ~~The ASO may appoint official observers to witness all aspects of the Student Trustee Election at the college. These observers shall not be candidates for Student Trustee or any elected college ASO office.~~

21005.12 ~~The Chief Student Services Officer or designee shall ensure that polls are properly staffed and supervised, and that the following requirements are met:~~

- a. ~~Must verify current enrollment of each student voting by reviewing the master enrollment list and supporting picture identification;~~
- b. ~~Each student voting must sign the master list to account for the vote;~~
- c. ~~Must ensure that the ballots are placed in the ballot box;~~
- d. ~~May encourage students to vote but shall not endorse any of the candidates;~~
- e. ~~If a poll worker is charged with endorsing a candidate, he/she shall be removed immediately; and~~
- f. ~~There shall be no campaigning by a candidate or any other person on a candidate's behalf within 50 feet of the polling place. The poll shall not be placed in the free speech area.~~

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21005.13

Observation of the Vote Results Counting of Ballots

~~Once the election is completed, the Chief Student Services Officer will certify in writing as to the number of students voting in the election and the number of ballots in the Student Trustee ballot box. The Chief Student Services Officer will place the Student Trustee ballots and the certification in an envelope, seal and sign the envelope and forward it to the Districtwide Elections Committee.~~

~~Once the all elections period has been set, dates have been scheduled at the colleges the District Office of Student Services will notify members of the Districtwide Elections Committee in writing as to the meeting date at which the results will be observed ballots will be counted.~~

~~The Office of Student Services will retain all of the sealed envelopes and shall not open them until the ballots are received from all of the colleges until they are in the presence of the Elections Committee.~~

~~Once the envelopes containing the ballots are received from all the campuses, the ballots will be counted by the Districtwide Elections Committee.~~

~~Within five (5) working days after the close of the elections period, completion of the last college election, members of the Student Affairs Committee and all eligible candidates, including write-in candidates, will be invited in writing to be present at the observation of the results counting of the ballots. Notification shall also be sent to the Chief Student Services Officer at each college who shall post the notification in public access areas.~~

21005.14

Complaint Process.

Any complaints relating to the election process shall be made to the Elections Committee within five (5) day(s) after the incident causing the complaint occurred. Complaints may be filed by a candidate, a student, or a college employee who alleges that an irregularity occurred during the election process.

- a. All complaints must be presented in writing and must include:
 - 1) Specific facts constituting the violation.
 - 2) Evidence supporting the allegation.
 - 3) Evidence from supporting witnesses, if appropriate.
 - 4) Remedy requested.

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- b. If the allegations would constitute a violation of the election process, the Associate Vice Chancellor of Instructional and Student Support Services shall investigate or request that the President or designee at the college or colleges where the alleged incident occurred conduct an investigation. ~~Such investigation shall include interviews with the Administrator supervising the polls at the time the incident occurred, any ASO observers as well as any available witnesses at the poll locations.~~ The President or designee will provide a written report on the outcome of that investigation. If the investigation determines that the procedures contained in these Board Rules were not followed, the Associate Vice Chancellor of Instructional and Student Support Services shall convene the Districtwide Election Committee, which shall make a recommendation to the Chancellor on what steps should be taken.
- c. The Chancellor shall review the recommendations and make a decision regarding any action to be taken. Potential actions include, but are not limited to, student discipline, disqualification of a candidate, and/or ordering that the election be re-held either Districtwide or at a specific college. After his/her review, the Chancellor's decision shall be final.

21006. RECALL PROCEDURES.

- a. Petitions calling for the recall must be signed by 35% of the number of students voting in the previous Student Trustee election at all of the LACCD colleges and delivered to the District Associate Vice Chancellor of Instructional and Student Support Services.

Each signature on the petition will include the student's identification number, and must be certified as to verification of student enrollment by an administrative official from each college. Upon receipt of such certified petitions, the Associate Vice Chancellor of Instructional and Student Support Services, or designee will implement a recall election.

21007. SELECTION OF A REPLACEMENT. If a Student Trustee position becomes vacant due to removal, recall, resignation, or other reason, a successor shall be appointed by the Board of Trustees. The Board shall either order an election or make a provisional appointment to fill the vacancy within 60 days. All rules of eligibility shall apply.

21008. DEFINITIONS

- 21008.10 ~~Primary College of Attendance: College where the student is currently enrolled. If the student is enrolled at more than one college, the college where the student is enrolled in the majority of units.~~

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21009. ACCOMMODATIONS

Any candidate, including write-in candidates, or Student Trustee with a disability may request an accommodation for the requirements of Subsection 21001.10 and/or 21001.11.

- A. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer, Director of the Disabled Student Programs and Services (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act as appropriate.
- B. Qualification for an accommodation will be based on the impact of the disability on the candidate's/Student Trustee's ability to take 6 units.
- C. Procedures for requesting an accommodation:
 1. Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.
 2. Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.

21010. STUDENT TRUSTEE ELECTION TIMELINES

Applications available at colleges	Second working Monday in February
Applications submission date	March 15 th or the first working Monday thereafter
Write-in applications Submission date	March 31 st or the first working Monday thereafter
District Office submission date for completed and verified applications	March 22 or the first working Monday thereafter
Camera ready ballots and Candidate information forwarded to colleges	April 1, or the first working Monday thereafter

Board of Trustees

Los Angeles Community College District

Com. No. ISD/A	Division Educational Support Services	Date: March 9, 2016
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ASO and Student Trustee Elections	April 18 5 - April 30
Districtwide Elections Committee, Student Affairs Committee and candidates notified of date ballots will be counted	Once all election dates have been scheduled at the colleges
Ballots counted	One week after completion of last college election
Student Trustee sworn in	Board meeting preceding May 31.