ORDER OF BUSINESS – REGULAR MEETING
Wednesday, February 8, 2017
First Public Session 4:30 p.m.
Closed Session
(Immediately Following Public Session)
Second Public Session 6:30 p.m.

East Los Angeles College
Campus Student Center, F5-201
1301 Avenida Cesar Chavez
Monterey Park, CA 91754

I. Roll Call (4:30 p.m.) Location: Campus Student Center, F5-201

II. Requests to Address the Board of Trustees Regarding Closed Session Agenda Matters

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 (Refer to Attachment “A” for Closed Session agenda). Location: Campus Student Center, F5-219

IV. Reconvene Regular Meeting (6:30 p.m.) Location: Campus Student Center, F5-201

V. Roll Call

VI. Flag Salute

VII. Welcoming Remarks by Marvin Martinez, President, East Los Angeles College

VIII. Report of Actions Taken in Closed Session – February 8, 2017

IX. Approval of Minutes - None

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

XI. Announcements from the College Presidents
XII. Public Agenda Requests
   A. Oral Presentations
   B. Proposed Actions

XIII. Requests to Address the Board of Trustees – Multiple Agenda Matters

XIV. Reports and Recommendations from the Board
   A. Reports of Standing and Special Committees
   B. Proposed Actions
   BT1. Resolution – District Classified Employees Retirement
   BT2. Resolution – Career and Technical Education Month
   BT3. Resolution – Women’s History Month
   BT4. Ancestry Resolution – Cesar E. Chavez
   BT5. Resolution – Adopt Resolution in Remembrance of the Impact of the Unjust Internment of People of Japanese

XV. Reports from the Chancellor and College Presidents
   • Report from the Chancellor regarding activities or pending issues in the District
     o College Presentation: Dream Resource Center and Foster Youth Programs/Science, Technology, Engineering, and Math (STEM) Program/Vincent Price Art Museum (VPAM)

XVI. Consent Calendar
   Matters Requiring a Majority Vote
   BF1. Ratify Budget Revisions and Appropriation Transfers
   BF2. Amend the List of Organizational Memberships
   BSD1. Ratify Business Services Actions
   BSD2. Approve Business Services Actions
   FPD1. Approve Facilities Planning and Development Report
   FPD2. Authorize Master Procurement Agreements
   HRD1. Personnel Services Routine Actions
   ISD1. Approve New Educational Courses and Programs
   ISD2. Approve New Community Services Offerings
   ISD3. Approve Out-of-State Student Travel
   ISD4. Ratify Out-of-State Student Travel
   ISD5. Approve Substantive Change Proposal for East Los Angeles College
   PC1. Personnel Commission Actions
     • Correspondence

XVII. Recommendations from the Chancellor
   CH1. Approve the Award of an Honorary Associate of Arts Degree
   CH2. Adopt Board Rule Revisions Chapter X Article I – Personnel Human Resources Services
Matters Requiring a Super Majority Vote – None

XVIII. Notice Reports and Informatives
   CH/A. [Notice] Revise Board Rule 2801 – Naming of Buildings and Facilities Components
   HRD/A. [Collective Bargaining Informative] Initial Proposal of Los Angeles College Faculty Guild, Local 1521 to the Los Angeles Community College District Regarding Negotiations of the 2017-2020 Collective Bargaining Agreement
   ISD/A. [Informative] Ratify Notification of Out-of-Student Travel

XIX. Announcements and Indications of Future Proposed Actions by Members of the Board of Trustees

XX. Adjournment
Next Regularly Scheduled Board Committee Meetings

Wednesday, February 22, 2017
Educational Services Center
770 Wilshire Blvd.
Los Angeles, CA 90017

Budget & Finance Committee
3:00 p.m. – 4:30 p.m.
Board Room

Institutional Effectiveness & Student Success Committee
4:45 p.m. – 6:15 p.m.
6th Floor Large Conference Room

Facilities Master Planning & Oversight Committee
4:45 p.m. – 6:15 p.m.
Board Room

Committee of the Whole
6:30 p.m.
Board Room

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 Americans 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.
CLOSED SESSION
Wednesday, February 8, 2017

East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754

I. Conference with Labor Negotiator
   (pursuant to Government Code section 54957.6)
   A. District Negotiators: Albert Román
      Employee Units: All Units
                      All Unrepresented Employees

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

III. Consideration of Student Discipline
     (pursuant to Government Code section 54962 and Education Code section 72122)

IV. Conference with Legal Counsel - Existing Litigation
    (pursuant to Government Code section 54956.9(d)(1))
    A. Charles Guerra, et al. v. LACCD
    B. Avigail Ashurova v. LACCD
    C. Wail Aldihir v. LACCD
    D. Scott Lowery v. LACCD
    E. Monika Avetisyan v. LACCD
    F. Karen Hobjanyan v. LACCD
V. Conference with Legal Counsel - Anticipated Litigation
   (pursuant to Government Code section 54956.9(d)(2) and (e)(1))
   A. Potential litigation – 3 matters

VI. Conference with Legal Counsel - Anticipated Litigation
    (pursuant to Government Code section 54956.9(d)(2) and (e)(2))
    A. Complaint regarding California Voting Rights Act.
SUBJECT:  RESOLUTION – DISTRICT CLASSIFIED EMPLOYEES RETIREMENT

WHEREAS, The classified employees identified below have been employed with the Los Angeles Community College District for many years; and

WHEREAS, Classified employees contribute significantly toward providing the highest quality of services to our students and the public on behalf of the Los Angeles Community College District; now, therefore, be it

RESOLVED, That the Personnel Commission and the Board of Trustees of the Los Angeles Community College District do hereby recognize the employees for this service and extend best wishes in their retirement.

______________________________  ______________________________
Scott J. Svonkin, President       David Iwata, Chair
Board of Trustees                Personnel Commission

By_________________________________________  Date ____________
Chancellor and Secretary of the Board of Trustees

______________________________  ______________________________
Eng ___________________ Moreno __________________
Fong ___________________ Pearlman __________________
Hoffman __________________  Svonkin __________________
Kamlager __________________ Victoriano __________________
Student Trustee Advisory Vote

Page 1 of 2 Pages  Com. No. BT1 Division Board of Trustees Date: 2/8/2017
## SUMMARY OF RETIRED CLASSIFIED EMPLOYEES

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Job Classification</th>
<th>Years Of Service</th>
<th>Location</th>
<th>Retirement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wagner</td>
<td>Fred</td>
<td>Instructional Assistant-Automotive Tech</td>
<td>46</td>
<td>Pierce</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Rad</td>
<td>Lilia</td>
<td>Data Control Supervisor</td>
<td>40</td>
<td>ESC</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Green</td>
<td>Laurie</td>
<td>Assistant Secretary to the Board of Trustees</td>
<td>40</td>
<td>ESC</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Landrum</td>
<td>Catherine</td>
<td>Instructional Assistant-Language Arts</td>
<td>39</td>
<td>Harbor</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Richardson</td>
<td>Myeva</td>
<td>Accounting Assistant</td>
<td>39</td>
<td>ESC</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Taylor</td>
<td>James</td>
<td>Lead Plumber</td>
<td>35</td>
<td>Valley</td>
<td>12/30/2016</td>
</tr>
<tr>
<td>Traughber</td>
<td>Jesse</td>
<td>Instructional Media Technician</td>
<td>33</td>
<td>City</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Chann</td>
<td>Eduwiges</td>
<td>Senior Personnel Assistant</td>
<td>29</td>
<td>City</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Huling</td>
<td>Leroy</td>
<td>Security Guard</td>
<td>27</td>
<td>Trade Tech</td>
<td>1/18/2017</td>
</tr>
<tr>
<td>Levine</td>
<td>Rhoda</td>
<td>Secretary (Stenographic)</td>
<td>24</td>
<td>ESC</td>
<td>12/21/2016</td>
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<tr>
<td>Harte</td>
<td>Mary</td>
<td>Accounting Technician</td>
<td>24</td>
<td>Pierce</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Cole</td>
<td>Pamela</td>
<td>Senior Secretary</td>
<td>24</td>
<td>Trade Tech</td>
<td>1/1/2017</td>
</tr>
<tr>
<td>Buu</td>
<td>Tuc</td>
<td>Gardener</td>
<td>17</td>
<td>Harbor</td>
<td>1/1/2017</td>
</tr>
<tr>
<td>Dodds</td>
<td>Robert</td>
<td>Senior Instructional Media Specialist</td>
<td>14</td>
<td>Valley</td>
<td>12/31/2016</td>
</tr>
</tbody>
</table>
Subject: CONFERENCE ATTENDANCE RATIFICATION/AUTHORIZATION

A. Authorize payment of necessary expenses for Alexa Victoriano, student member of this Board of Trustees, to have attended the Community College League of California (CCLC) 2017 Annual Legislative Conference, held on January 29-30, 2017 in Sacramento, California.

Background: Funding will be from the Deputy Chancellor’s Reserve account.

B. Authorize payment of necessary expenses for Andra Hoffman, member of this Board of Trustees, to attend the Association of Community College Trustees (ACCT) Community College National Legislative Summit, to be held on February 13-16, 2017 in Washington, DC.

Background: Funding will be from the 2016-2017 Board Travel account.
Subject: RESOLUTION – CAREER AND TECHNICAL EDUCATION MONTH

The following resolution is presented by Board Members Peariman, Hoffman and Kamlager:

WHEREAS, The month of February is Career and Technical Education Month; and

WHEREAS, Career and Technical Education Month had its origins with the founders of the United States who recognized that a strong knowledge base and skill set for citizens was vital, leading to the creation of a system of free public education; and

WHEREAS, The history of Apprenticeships began to change beginning around 1830 as the free public education system provided an educated work force ready to work in a variety of jobs; and

WHEREAS, In 1879 the first manual training school was established in St. Louis, Missouri followed swiftly by other technical training schools such as the Frank Wiggins Trade School in 1925 which after World War II became the Metropolitan Polytechnical High School and in 1969 the Los Angeles Trade-Technical College; and

WHEREAS, Career and Technical Education courses provide pathways to well-paying careers in such fields as health sciences and medical technology, advanced transportation and manufacturing, design and media arts, fashion design and merchandizing, construction, trades and green technology; now, therefore, be it

RESOLVED, That the Los Angeles Community College District hereby reaffirms its commitment to career and technical education by joining in the nation’s celebration of February as Career and Educational Technology Month.
Subject: RESOLUTION – WOMEN’S HISTORY MONTH

The following resolution is presented by Board Members Svonkin, Hoffman and Moreno:

WHEREAS, The month of March is National Women’s History Month; and

WHEREAS, Women comprise a majority of the student population and work force in the nation and within the Los Angeles Community College District; and

WHEREAS, Throughout time and suffrage, the unparalleled contributions and accomplishments of women continue to be demonstrated by their effectiveness as local and national leaders; and

WHEREAS, Women’s History Month had its origins as a national celebration in 1981 when Congress passed Public Law 97-28, which authorized the President to proclaim the week beginning March 7, 1982 as “Women’s History Week”; and

WHEREAS, In 1987 after being petitioned by the National Women’s History Project, Congress passed Public Law 100-9, which designated the month of March 1987 as “Women’s History Month”; and

WHEREAS, The limitless endeavors of women have been chronicled throughout the ages – evolving from domesticity to governmental and corporate leadership, and

WHEREAS, Women have made significant contributions in the fields of medicine, science, engineering, education, public policy, and sports toward the development and growth of our great nation; and

RESOLVED, That the Los Angeles Community College District hereby reaffirms its commitment to equal opportunity access by supporting and enhancing services, courses, and programs that enable women to attain their educational and career goals; and be it further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby joins with the nation in celebrating March as Women’s History Month.
Subject: RESOLUTION – CESAR E. CHAVEZ

The following resolution is presented by Board Members Moreno, Svonkin, and Eng:

WHEREAS, March 31 has been designated as a day of honor commemorating the birthday of Cesar Chavez; and

WHEREAS, Cesar Chavez through his passion for social justice and perseverance founded the United Farm Workers Union (UFW) and dedicated his life to making a better world for migrant farm workers; and

WHEREAS, The united farm worker of the UFW has become part of the history of American labor through its struggles for basic workers’ rights in California’s fields and vineyards; and

WHEREAS, Cesar Chavez was a nonviolent human being who would fast in order to inspire members of the UFW to commit themselves to nonviolence in their struggle to win recognition and justice and to focus the world’s attention on the suffering that migrant farm workers had endured for many generations; and

WHEREAS, Cesar Chavez was a labor leader who represented a union composed of a multicultural constituency of rank-and-file workers; now, therefore, be it

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby honors Cesar Chavez as a national civil rights leader who worked against poverty and injustice; and be it further

RESOLVED, That the Los Angeles Community College District joins in celebrating the many accomplishments of Cesar Chavez who stands as an example to our LACCD students to preserve in their dreams and to all people who struggle for social justice and nonviolent change.
ADOPT RESOLUTION IN REMEMBRANCE OF THE IMPACT OF THE UNJUST INTERNMENT OF PEOPLE OF JAPANESE ANCESTRY

The following resolution is presented by Trustees Svonkin, Eng and Fong:

WHEREAS, In February 1942, President Franklin D. Roosevelt issued Executive Order 9066, which caused the incarceration of approximately 120,000 Americans and residents of Japanese ancestry; and

WHEREAS, Over 2,500 students were removed from California's colleges and universities as a result of the country's wartime policies and prevented from continuing their academic pursuits; and

WHEREAS, February 2017 marks the 75th anniversary of the Japanese Internment; and

WHEREAS, The Civil Liberties Act of 1988 acknowledged the injustice of the internment and apologized for the violation of civil liberties, and

WHEREAS, The State of California through AB 37 has called on California public institutions to confer honorary degrees upon each person who was forced to leave his or her studies as a result of Executive Order 9066; and

WHEREAS, The Board of Trustees of the Los Angeles Community College District has acted in support of the District's nine colleges upholding the values of justice, equity, diversity and inclusion in core educational offerings, and

WHEREAS, The Board of Trustees of the Los Angeles Community College District has resolved to support all students and called upon local, state and national leaders to support the success of all students as a moral imperative and national necessity; and

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby encourage colleges and all employees to commemorate and learn from this historical injustice; and

RESOLVED, That the Board of Trustees of the Los Angeles Community College District reaffirm its commitment to equal opportunity access for all students and the egalitarian principle of the community college as the people's college; and
RESOLVED That the Board of Trustees of the Los Angeles Community College District call upon all educational leaders to continue advocacy for the protection of all students' rights, regardless of ancestry, so that we can fulfill our mission and support students in achieving their educational goals.
Subject: **RATIFY BUDGET REVISIONS AND APPROPRIATION TRANSFERS**

Ratify acceptance of $8,878,310 in income as recommended by the Chief Financial Officer/Treasurer. In accordance with Title 5 of the California Code of Regulations, Section 58307, authorize all the appropriation transfers between major expenditure categories (EXHIBIT I).

Recommended by:  
Robert Miller, Vice Chancellor

Approved by:  
Francisco Rodriguez, Chancellor

Chancellor and  
Secretary of the Board of Trustees

By ____________________________  Date _____________
# EXHIBIT I

## BUDGET REVISIONS AND APPROPRIATION TRANSFERS

**ALL FUNDS, EXCLUDING BUILDING BOND FUND**

February 8, 2017

### NEW INCOME (Attachment I)

<table>
<thead>
<tr>
<th></th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federals</td>
<td>610000-849800</td>
<td>1,997,558</td>
</tr>
<tr>
<td>State</td>
<td>650000-869999</td>
<td>6,822,558</td>
</tr>
<tr>
<td>Local</td>
<td>670000-889999</td>
<td>53,665</td>
</tr>
<tr>
<td>Interfund Transfer in</td>
<td>691000-892999</td>
<td>-</td>
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<tr>
<td>Other Financing Sources</td>
<td>693000-897999</td>
<td>4,519</td>
</tr>
<tr>
<td>Contribution to Restricted Program</td>
<td>696000-899999</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total New Income</strong></td>
<td></td>
<td><strong>6,878,310</strong></td>
</tr>
</tbody>
</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>ACCOUNT</th>
<th>Approved Budget</th>
<th>Budget Revisions</th>
<th>Appropriation Transfers</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>100000-199999</td>
<td>322,131,615</td>
<td>701,282</td>
<td>77,380</td>
<td>322,909,277</td>
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<tr>
<td>Classified Salaries</td>
<td>200000-299999</td>
<td>188,012,629</td>
<td>623,060</td>
<td>566,212</td>
<td>189,202,881</td>
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<tr>
<td>Employee Benefits</td>
<td>300000-399999</td>
<td>165,828,856</td>
<td>250,406</td>
<td>224,322</td>
<td>156,302,784</td>
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<tr>
<td>Books/Supplies</td>
<td>400000-499999</td>
<td>44,905,307</td>
<td>100,963</td>
<td>858,207</td>
<td>45,665,477</td>
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<td>Contract Services</td>
<td>500000-599999</td>
<td>190,836,584</td>
<td>460,350</td>
<td>857,621</td>
<td>192,154,555</td>
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<td>Capital Outlay</td>
<td>600000-699999</td>
<td>26,876,103</td>
<td>22,315</td>
<td>2,315,994</td>
<td>29,216,412</td>
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<tr>
<td>Other Outgo</td>
<td>700000-709999</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Other Debt Services</td>
<td>710000-719999</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Tuition Transfers</td>
<td>720000-729999</td>
<td>12,062</td>
<td>-</td>
<td>12,062</td>
<td>-</td>
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<tr>
<td>Interfunds Transfers</td>
<td>730000-739999</td>
<td>8,871,485</td>
<td>-</td>
<td>4,519</td>
<td>8,876,005</td>
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<tr>
<td>Direct Support/Indirect Costs</td>
<td>740000-749999</td>
<td>230</td>
<td>-</td>
<td>-</td>
<td>230</td>
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<tr>
<td>Loan/Grants</td>
<td>750000-759999</td>
<td>306,008,806</td>
<td>292,464</td>
<td>557,910</td>
<td>308,665,180</td>
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<tr>
<td>Other Financing Sources (Except 7902)</td>
<td>760000-799998</td>
<td>169,047,906</td>
<td>6,429,470</td>
<td>(5,472,165)</td>
<td>170,004,211</td>
</tr>
<tr>
<td>Reserve for Contingency*</td>
<td>790200</td>
<td>19,931,349</td>
<td>-</td>
<td>-</td>
<td>19,931,349</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1,444,465,113</strong></td>
<td><strong>8,878,310</strong></td>
<td><strong>-</strong></td>
<td><strong>1,453,347,423</strong></td>
</tr>
</tbody>
</table>

* Reserve for Contingency balance is $19.93 million, which is 3.13% of the Unrestricted General Fund revenue (excluding General Reserve).

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

Reviewed by:

[Signature]

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

<table>
<thead>
<tr>
<th>BTA NUMBER</th>
<th>FUND/GRANT NAME</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>Federal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-0352</td>
<td><strong>Jardin de Science Technology Engineering and Math (STEM)</strong></td>
<td>$1,200,000</td>
</tr>
<tr>
<td></td>
<td>To establish funding to support rapid completion of remedial coursework; help</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hispanic, low-income and first-generation students navigate college decisions;</td>
<td></td>
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<tr>
<td></td>
<td>develop a supportive summer academy and cohort design to accelerate</td>
<td></td>
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<tr>
<td></td>
<td>progress through the initial year of STEM study; and deliver sustainable</td>
<td></td>
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<tr>
<td></td>
<td>pathways for STEM careers for Hispanic students. Eighty (80) new students in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the first year will be prepared to succeed in transfer-level math courses and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>become calculus-ready in a single year. Funding is from the United States</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Department of Education.</td>
<td></td>
</tr>
<tr>
<td>S-0216</td>
<td><strong>Student Support Services (Trio Scholars)</strong></td>
<td>452,769</td>
</tr>
<tr>
<td></td>
<td>To establish funding to provide opportunities for academic development, assist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>students with basic college requirements, and motivate students towards the</td>
<td></td>
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<tr>
<td></td>
<td>successful completion of their postsecondary education. The goal of the</td>
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<tr>
<td></td>
<td>program is to increase the college retention and graduation rates of its</td>
<td></td>
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<tr>
<td></td>
<td>participants and facilitate the process of transition from one level of higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>education to the next. This program usually serves two hundred fifty (250)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>students each academic year. This year additional funds were received to</td>
<td></td>
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<tr>
<td></td>
<td>increase the number of students served and provide extra services in the areas</td>
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<td></td>
<td>of mentorship and financial literacy. Funding is from the United States</td>
<td></td>
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<tr>
<td></td>
<td>Department of Education.</td>
<td></td>
</tr>
<tr>
<td>W-0322</td>
<td><strong>GoingGlobal: Middle Eastern Studies and Study Abroad</strong></td>
<td>141,721</td>
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<tr>
<td></td>
<td>To establish funding to develop, implement, and evaluate a national model for</td>
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<td>engagement across the spectrum of higher education that creates opportunities</td>
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<td></td>
<td>for underrepresented minority students. The broader impacts of this project are</td>
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<td></td>
<td>to promote faculty and student discovery and understanding of the cultures and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>peoples of the Middle East; broaden student knowledge that contributes in</td>
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<td>significant ways to their lives and careers; create new transfer pathway options</td>
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<tr>
<td></td>
<td>in Middle East Studies to University of California, Los Angeles; and develop a</td>
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<tr>
<td></td>
<td>variety of study abroad opportunities. Funding is from the United States</td>
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<td></td>
<td>Department of Education.</td>
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</table>
Los Angeles County Youth Jobs Program

To establish funding to serve eligible at-risk youth and young adults (ages fourteen to twenty-four) with subsidized work experience that provides opportunities to youth participants to earn a paycheck while developing foundational workplace skills and making a connection to the labor force. Twenty-three (23) participants each year will benefit from the program. Funding is from the United States Department of Labor passing through the City of Los Angeles Economic and Workforce Development Department.

Temporary Assistance for Needy Families (CalWORKs TANF) Program

To adjust funding for comprehensive support services that are designed to assist welfare recipient students in obtaining the educational level they need to transition from welfare to long-term self-sufficiency. In partnership with the statewide welfare reform system, LACCD’s colleges provide coordination of services, case management and counseling, curriculum development and redesign, subsidized work-study, subsidized child care, job development and job placement. This augmentation brings the program total funding to $1,063,240. Funding is from the United States Department of Health and Human Services.

Trade Adjustment Assistance Community College and Career Training (TAACCCT) - Los Angeles Healthcare Competency to Career Consortium (LA H3C)

To establish funding to expand District-wide efforts in providing workers/students with opportunities to successfully earn credentials which lead to employment and career ladder progressions in high-demand, high-growth healthcare education and Health Career Pathways. Seven thousand eight hundred (7,800) students will directly benefit from this program. Funding is from the United States Department of Labor.

TOTAL FEDERAL $1,997,558

State

California Work Opportunity and Responsibility to Kids (CalWORKs) $1,434,509

To accept additional funding to provide coordination, work-study, child care, job placement, case management, counseling, curriculum development/redesign and instructional services to CalWORKs program participants enrolled at the colleges. This augmentation brings the program total funding to $5,078,686. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).
**California Work Opportunity and Responsibility to Kids (CalWORKs) Childcare Program**

To accept additional funding to align with the State’s approved budget for the 2016-2017 fiscal year. This augmentation brings the total program funding to $1,063,949. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).

**Cooperating Agencies Foster Youth Educational Support (CAFYES)**

To increase the budget for the 2016-2017 CAFYES program to align with the revised allocation provided by the State Chancellor’s Office in its 2016-2017 First Principal Apportionment (P1) on December 19, 2016. This program provides services in support of postsecondary education for foster youth through a supplemental component of the existing Extended Opportunity Programs and Services (EOPS) program. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).

**Student Success and Support Program (SSSP) – Non-Credit 2016-2017**

To increase the budget for the 2016-2017 SSSP Non-Credit program to align with the revised allocation provided by the State Chancellor’s Office in its 2016-2017 First Principal Apportionment (P1) dated November 17, 2016. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).

**Student Success and Support Program (SSSP) – Credit 2016-2017**

To augment the budget for the 2016-2017 SSSP-Credit program to align with the revised allocation provided by the California Community Colleges Chancellor’s Office (CCCCO) in its 2016-2017 First Principal Apportionment (P1) dated November 17, 2016. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).

**Foster And Kinship Care Education – Commercial Sexual Exploitation of Children (FKCE – CSEC)**

To establish funding to provide four workshops at each college on Commercial Sexual Exploitation of Children (CSEC) with a focus on awareness and identification; attendance at a mandated CSEC Forum; and to provide regional coordination. The workshops will target foster parents, relative caregivers and group home staff. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).

**Energy Construction & Utilities (ECU) Sector Champion Mini-Grant**

To establish funding to recruit a maximum of one hundred and twenty-five (125) middle and high school students to enroll in the Project Pipeline Summer Camp and Capstone Collaborative event. The students will develop the skills needed to obtain a Certificate of Achievement in Energy Sustainable Technology. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).
W-0297  **Civic Impact Project**

To establish funding to increase voter registration and voter participation at West Los Angeles College, educate students on the democratic process, and provide work-based learning opportunities for students as a means to promote lifelong civics-related skills, career paths, and volunteerism. Funding is from the Foundation for California Community Colleges.

D-0540  **Board Financial Assistance Program - Student Financial Aid Administration (BFAP-SFAA)**

To increase college budgets for BFAP-SFAA to align with the October 25, 2016 State Chancellor’s Office Advance Apportionment October Revision. The adjustments are as follows: $92,187 increase for Los Angeles Trade-Technical College and $6,757 increase for Los Angeles Valley College. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).

D-0541  **Board Financial Assistance Program - Student Financial Aid Administration (BFAP-SFAA)**

To adjust the budget at Los Angeles Southwest College for BFAP-SFAA to align with the October 25, 2016 State Chancellor’s Office Advance Apportionment October Revision. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).

H-0295  **Career Advancement Academy**

To establish funding to create pipelines for undereducated, underemployed youth and young adults (eighteen to thirty years old) who have dropped out of school or lack basic skills needed to complete a certificate or degree. The pipelines offer preparation for career technical training in various high demand Career Technical Education (CTE) industry sectors, while continuing to provide academic preparation in a real world, experiential learning context. This funding will support the enhancement of Los Angeles Harbor College’s Advanced Manufacturing and Industrial Design (AM & ID) pathway to offer short-term skills and pathway certificates. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).

W-0310  **Foster And Kinship Care Education (FKCE)**

To accept additional funding to offer Foster And Kinship Care Education workshops to former foster care providers so that these providers meet the educational, emotional, behavioral and developmental needs of children and youth in the foster care system. The target populations for FKCE training are licensed and approved foster parents, kinship care providers and other resource families caring for foster children and youth placed in out-of-home care. Four hundred to five hundred and fifty (400-550) participants are expected to benefit from these workshops. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).

E-0385  **Math, Engineering, and Science Achievement (MESA)**

To accept additional funding to serve educationally and financially disadvantaged students and to emphasize participation by students from groups with low eligibility rates for four-year universities. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).
E-0365

**General Child Care and Development Program**

To increase funding to provide the early childhood education program to income eligible families, increase accessibility to the college by providing child care services to student parents, and serve as a supervision/field training site for instructional divisions. This program will benefit three hundred nineteen (319) students/parents combined. Funding is from the California Department of Education.

**TOTAL STATE**

<table>
<thead>
<tr>
<th>TOTAL STATE</th>
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</thead>
<tbody>
<tr>
<td>$6,822,568</td>
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</table>

Local

**Technical & Career Education**

To accept additional funding at Los Angeles Trade-Technical College to conduct non-credit instruction and vocational/extension training workshops and to purchase instructional equipment. Funding is from American Dental Association, Automotive Service Excellence (ASE) Testing, DEAM, Design and Media Arts Department fees, Foundation for California Community Colleges, NCS Pearson, Penske Associates Training fees, PSIP Class, proctoring services by Construction, Maintenance & Utilities (CMU) Department, and Southern California Regional Transit Training Consortium (SCRTTC).

**Proposition 39 Energy Efficiency and Renew 2016-2017**

To accept additional funding for "Los Angeles Southwest College-Parking Structure 8 Lighting Retrofit" project based on the estimated Utility Incentive amount as requested by the Facilities Planning and Development Department. Funding is from the California Energy Commission.

**Special Reserve – Los Angeles Valley College Cellphone Tower Project**

To accept funding for the Los Angeles Valley College Cellphone Tower Project based on the amount received to cover the inspection cost. Funding is from Nuwave International Industries, Inc.

**Special Reserve – East Los Angeles College Cellphone Tower Project**

To accept funding for the Los Angeles Mission College Cellphone Tower Project based on the amount received for the consulting and inspection services. Funding is from T-Mobile USA, Inc.
**Contract Education – Pacific Clinics**

To accept funding to provide Child Development 1 to the Pacific Clinics employees during the 2017 winter intersession. This funding covers instruction, enrollment fees and administrative support. The goal is to provide professional development to the Pacific Clinics employees. Funding is from the Pacific Clinics.

**TOTAL LOCAL**

<table>
<thead>
<tr>
<th>Fund Redistribution</th>
<th>Cooperating Agencies Foster Youth Educational Support (CAFYES)</th>
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<tr>
<td>H-0332, H-0348</td>
<td>$3,204</td>
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<tr>
<td>T-0315, W-0302</td>
<td>(170,000)</td>
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<td>T-0316, W-0303</td>
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**OTHERS:**

**Interfund**

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<th>Interfund</th>
<th>Increase – Special Reserve Fund from General Fund (Deferred Maintenance Reserve)</th>
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<tbody>
<tr>
<td>D-0565, D-0566</td>
<td>$4,519</td>
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</table>

To set up an Interfund transfer for the “LAHC-Replace Domestic Water Heaters Various Buildings” project as requested by the Facilities Planning and Development Department. These funds will be transferred from the Deferred Maintenance Reserve Fund to the Special Reserve Fund.
<table>
<thead>
<tr>
<th></th>
<th>Extended Opportunity Programs and Services (EOPS)</th>
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<tbody>
<tr>
<td>H-0337</td>
<td>To redistribute funds from EOPS fund number 20490 to EOPS fund number 10490 at Los Angeles Harbor College.</td>
<td>(27,340)</td>
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<tr>
<td>H-0338</td>
<td>To accept redistributed funds from EOPS fund number 20490 to EOPS fund number 10490 at Los Angeles Harbor College.</td>
<td>27,340</td>
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**TOTAL OTHERS**

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<tr>
<td>$4,519</td>
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**TOTAL INCOME**

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<td>$8,878,310</td>
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Subject: **AMEND THE LIST OF ORGANIZATIONAL MEMBERSHIPS**

In accordance with Education Code 72670, the following organization is submitted for Board approval:

Amend the List of Organizational Memberships to include the Los Angeles Latino Chamber of Commerce (LALCC) with annual dues of $5,000. This request originated from Educational Services Center (ESC).

**Background:** Membership in this organization will allow the Los Angeles Community College District to be involved in organizing and unifying Latino business owners to advocate for small and medium sized businesses on a regional, statewide, and national basis; provide valuable and permanent member services for the improvement and success of their businesses; generate increased levels of business from outside the Latino community; provide overall leadership on relevant business issues as well as community economic development issues; and generate increased levels of business between members.

Recommended by: 

[Signature]

Robert Miller, Vice Chancellor

Approved by: 

[Signature]

Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date ____________
Subject: RATIFY BUSINESS SERVICES ACTIONS

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

A. PURCHASE ORDERS

774 issued from December 1, 2016 to December 30, 2016 which totaled $3,230,608.

B. FACILITIES ORDER FORMS

35 issued from December 7, 2016 to December 31, 2016 which totaled $202,967.

C. AGREEMENT FOR ART MODELING SERVICES

13 issued which totaled $1,348.

D. PERMITS FOR USE AND CIVIC CENTER PERMITS UP TO 14 DAYS

2 issued from December 1, 2016 to December 31, 2016 for a total income of $5,710 at City.

2 issued from December 1, 2016 to December 31, 2016 for a total income of $130 at Harbor.

Total Income of Section D: $5,840
E. CONTRACT EDUCATION AGREEMENTS

4500236688  
Mission. Agreement with Burbank Unified School District (BUSD) for the college to offer “Counseling 4 – Career Planning” class at BUSD Adult School during the period February 6, 2017 to April 14, 2017, inclusive. Apportionment received will be based on enrollment.

4500236689  

Total Income of Section E: $9,123

F. LEASE OF EQUIPMENT AGREEMENT

4500236743  
Educational Services Center. Agreement with Pitney Bowes for lease, including maintenance, of a Pitney Bowes SendPro P series postage meter machine system for a 60-month period beginning February 1, 2017 or the actual date of delivery, whichever is later. Total cost: $35,358.

Total Cost of Section F: $35,358

G. LEASE OF FACILITIES FOR DISTRICT USE

4500231744  
Harbor. Agreement with the City of Torrance for the use of the City of Torrance Sports Complex Field on designated days and times for the women’s and men’s soccer team to have their games while the college’s soccer and football field is being renovated during the period September 1, 2016 to October 25, 2016. Total cost: $4,500.

Total Cost of Section G: $4,500

H. LEASES, USE PERMITS AND CIVIC CENTER PERMITS OF DISTRICT FACILITIES 14 DAYS OR LONGER

4500197874  
East. Amendment No.2 to extend the agreement with Mobile Modular Management for two modular buildings during the
period July 1, 2016 to June 30, 2017, inclusive. Total cost: $8,400.

4500222866 East. Amendment No. 1 to extend agreement with About Time Catering for use of a designated site to sell food and refreshments, Monday through Friday at designated hours at an average rate of $85 per day for Fall and Spring semesters and $65 per day for Winter and Summer semesters on Fridays, during the period September 1, 2016 to June 30, 2017, inclusive. Total income: $15,000.

4500231667 Pierce. Amendment No. 1 to extend agreement with El Camino Real High School for use of the swimming pool for water polo practice and games on designated days and times during the period December 1, 2016 to January 31, 2017. Total income: $4,965.

4500236740 Pierce. Agreement with Louisville High School for use of the swimming pool for water polo practices on designated dates and times during the period December 1, 2016 to January 31, 2017. Total income: $6,890.

4500236510 Van de Kamp Innovation Center. Agreement with O’Malley Productions, Inc. for all day use of the gravel parking lot to park 7 cars on January 6, 2017. Total income: $140.

Total Income of Section H: $35,395

I. LICENSE AGREEMENTS

4500205877 Educational Services Center. Amendment No. 4 to extend agreement with Neogov (dba GovernmentJobs.com, Inc.) for license and technical support of its Sigma software system for the Personnel Commission during the period January 1, 2017 to June 30, 2017, inclusive. Total cost: $6,971.

4500220930 Educational Services Center. Amendment No. 1 to renew agreement with Votenet Solutions, Inc. to provide a fully-managed web-based voting platform for one Student Trustee and nine Student Body elections via Single Sign-on, under the auspices of the Office of Educational Programs and Institutional Effectiveness, during the period January 14, 2017 to January 13, 2018, inclusive. Total cost: $25,575.
4500180166  Mission. Amendment No. 4 to renew agreement with California Math Diagnostics Testing Project (MDTP) for license to use the MDTP tests used in the Assessment Center to place students into Math courses during the period July 1, 2016 to June 30, 2017, inclusive. Total cost: $800.

Total Cost of Section I: $33,346

J. MAINTENANCE AGREEMENTS

4500173130  City. Amendment No. 5 to renew agreement with Doortech to provide maintenance on all automatic doors on campus on an as-needed basis for the Facilities Department during the period ending March 31, 2017. Total cost: $6,600.

4500222508  Mission. Amendment No. 1 to renew agreement with Steris Corporation for maintenance of two autoclaves in the Life Science Department during the period March 1, 2017 to February 28, 2018, inclusive. Total cost: $7,088.

4500236433  Trade-Technical. Agreement with Ascent Elevator to provide maintenance for campus elevators during the period December 31, 2016 to December 30, 2017, inclusive. Total cost: $50,640.

Total Cost of Section J: $64,328

K. PURCHASE AND SERVICE AGREEMENT

4500237378  Educational Services Center. Agreement with CDW Government to provide replacement servers for out-of-warranty storage computers that are no longer under support, needed to operate our Academic and Administration E-mail system and servers supporting Learning Management Systems (Canvas) Student Information System SIS PeopleSoft, SAP, and other systems for the Office of Information Technology and cover the approximate period February 9, 2017 to February 8, 2018. This will reduce the number of systems by 33% to lower operation costs and licenses and will add remote disaster recovery and business continuity for these servers. BuildLACCD Master Agreement Number 40349 was utilized for this procurement. Total cost: $352,000.

Total Cost of Section K: $352,000
L. REVENUE SHARING AGREEMENT

4500220896 East. Amendment No. 2 to renew agreement with County of Los Angeles Probation Department to provide for up to 100 students, jointly with the College, mutually agreed upon educational courses to Probation Department personnel, in an FTES-revenue-generation and apportionment-sharing partnership; and to compensate the agency use of its classroom facilities in providing the educational courses, based upon the number of students enrolled, at a cost of $4.25 per student instructional hour, conducted under the auspices of the College’s Affiliation Program during the period July 1, 2016 to June 30, 2017, inclusive. Total cost: $450,000.

Total Cost of Section L: $450,000

M. STUDENT INTERN AGREEMENTS

4500236700 City. No-cost agreement with CVS Pharmacy, Inc. to provide clinical training for students enrolled in the Pharmacy Technician Program during the period January 1, 2017 to December 31, 2021, inclusive.

4500236701 City. No-cost agreement with Bel Air Guest Home to provide clinical training for students enrolled in the Dietetic Technician Program during the period January 1, 2017 to December 31, 2021, inclusive.

4500236741 City. No-cost agreement with Good Samaritan Hospital to provide clinical training for students enrolled in the Nursing Program during the period January 15, 2017 to January 14, 2022, inclusive.

4500236643 Pierce. No-cost agreement with Providence Health System Southern California dba Providence Health System to provide clinical training for students enrolled in the Nursing program during the period March 1, 2017 to February 28, 2019, inclusive.

Total Cost of Section M: $0
N. SERVICE AGREEMENTS

4500181242  City. Amendment No. 4 to renew agreement with Augusoft, Inc. provide online registration software for the Community Services Department during the period March 1, 2017 to October 31, 2017, inclusive. Total cost: $10,600.

4500222334  Harbor. Amendment No. 1 to renew agreement with South Bay Center for Counseling to recruit and provide support services for 40 Workforce Innovation and Opportunity Act eligible youth ages 17-24 who specifically reside in San Pedro, Wilmington, and Harbor City and seeking to receive high school diploma, high school equivalency or employment as allowed by the Harbor Youth Source program grant during the period July 1, 2016 to June 30, 2017, inclusive. Total cost: $65,000.

4500236408  City. Agreement with Revolutionize Hollywood to develop curriculum for creative and independent artists in Arts, Media, and Entertainment programs that focus on engaging students and introducing them to practical experiences in the entertainment industry as allowed by the Deputy Sector Navigator grant during the period November 21, 2016 to June 30, 2017, inclusive. Total cost: $10,000.

4500236418  City. Agreement with Managed Career Solutions (MCS) to facilitate the recruitment of 135 -150 students and place them in a 16 week intensive training/internship programming and coding boot camp as part of the Los Angeles High Impact Information Technology, Entertainment & Entrepreneurship, and Communications Hubs (LA Hi-TECH) Coding Boot Camp, under the auspices of the Office of Academic and Career Pathways. MCS is a funded partner in the Industry-Driven Regional collaborative (IDRC) grant award, during the period November 1, 2016 to December 31, 2017, inclusive. Total cost: $173,888.

4500221423  East. Amendment No. 1 to renew agreement with Bibliotheca LLC, to provide book security software system for the Library during the period December 1, 2016 to November 30, 2017, inclusive. Total cost: $7,400.
Amendment No. 1 to renew agreement with Edmentum Inc., to provide student assessment software in the Learning Assistance Center during the period December 1, 2016 to November 30, 2017, inclusive. **Total cost: $16,850.**

Amendment No. 1 to renew agreement with Education To Go to provide on-line career training programs, previously approved by the Board, for the Community Services Department during the period July 1, 2016 to June 30, 2017, inclusive. **Total cost: $10,000.**

Agreement with Golden Star Technology, Inc. to provide Singlewire Information software used in the Information Technology Department during the period November 27, 2016 to November 26, 2017, inclusive. BuildLACCD Master Agreement No. 40267 was utilized for this procurement. **Total cost: $5,170.**

Agreement with California Etec, Inc. to provide logistical support for incoming students from Vietnam during the period from June 1, 2016 to May 30, 2019, inclusive. **Total cost: $12,000.**

Agreement with Stir Fry Seminars to provide guest speaker Lee Mun Wah for workshops on better serving students affected by equity gaps for Faculty and Staff to be held on November 18, 2016. **Total cost: $9,560.**

Agreement with Evaluation, Management and Training Associates, Inc. to provide grant evaluation services for the Goals and Needs for Accelerated Science (GANAS) program during the period January 1, 2017 to June 30, 2017, inclusive. **Total cost: $9,200.**

Agreement with Golden Star Technology, Inc. to provide VM Ware Enterprise software used in the Information Technology Department during the period October 31, 2016 to October 30, 2017, inclusive. BuildLACCD Master Agreement No. 40267 was utilized for this procurement. **Total cost: $10,700.**
Educational Services Center, No cost. Amendment No. 2 to extend the agreement with University Enterprises, Inc., a non-profit entity operated by California State University, Sacramento on behalf of the Institute of Higher Education Leadership & Policy (HELP) to act as a third party external evaluator for the Los Angeles Healthcare Competency to Career Consortium (LAH3C) grant provided to the District and financially administered by Los Angeles Trade Technical College during the period July 1, 2017 to September 30, 2017, inclusive.

Educational Services Center. Amendment No. 2 to extend the agreement with Pasadena Area Community College District for Basic Skills Coordinator work as part of the ESL/Basic Skills Professional Development Grant. This is part of the required partnership under the ESL Basic Skills Development grant funded by California Community Colleges Chancellor's Office. LACCD is the fiscal agent for the grant and, as such, is required to enter into and fund agreements with districts to coordinate grant activities across the state, during the period July 1, 2016 to June 30, 2017, inclusive. Total cost: $37,350.

Educational Services Center. Amendment No. 1 to extend agreement with Axcelerate Networks, Inc. to provide two additional days of ArrayNetwork training for staff members of the Office of Information Technology, during the period July 1, 2016 to December 31, 2016, inclusive. Total cost: $13,000.

Educational Services Center, Amendment No. 1 to agreement with Kellogg West Conference and Lodge to increase the number of afternoon breaks, evening receptions and use of meeting rooms, food and beverages for 50 workshop participants at the Equity Institute under the auspices of the Office of Student Success. The Equity Institute is part of the 3CSN (California Community Colleges Success Network) Basic Skills/ESL Initiative grant, during the period November 18, 2016 to November 19, 2016, inclusive. Total cost not to exceed: $11,000.

Educational Services Center. Agreement with First Southwest Asset Management, LLC to provide complete post issuance arbitrage rebate compliance services on an as needed basis under the auspices of the Chief Financial Officer during the
period October 1, 2016 to September 30, 2019. Total cost to the District not to exceed $39,000.

4500234959  **Educational Services Center.** Agreement with RP Group to provide for California Community College personnel from across the state to attend and present at the Research and Planning Groups 2016 Strengthening Student Success Conference held October 5-7 2016 as part of the partnership under the ESL/Basic Skills Professional Development grant funded by California Community Colleges Chancellor’s Office. LACCD is the fiscal agent for the grant and as such is required to enter into and fund agreements with local agencies. Total cost: $20,000.

4500236742  **Harbor.** Agreement with Lianne Chua to develop curriculum for International Marketing module based on certified Global Business Professional certification and provide industry feedback specific to the Global Trade & Logistics/Supply Chain Management pathway activities allowed by the California Career Pathways program grant during the period September 1, 2016 to June 30, 2017, inclusive. Total cost: $14,300.

4500236823  **Educational Services Center.** Agreement with National Community College Hispanic Council (NCCHC) to create a partnership whereby the NCCHC will acknowledge the support of the LACCD in all of its publications, websites and presentations, under the auspices of the Office of the Chancellor during the period March 1, 2017 to February 28, 2020, inclusive. Total cost: $9,000.

4500237387  **Educational Services Center.** Agreement with K H Consulting Group in consultation with college and District staff will facilitate the development of a three-year Adult Education Strategic Plan. College and District teams will develop planning and implementation strategies that result in effective and student-centered Adult Education Programs throughout the District under the auspices of the Office of Economic and Workforce Development, Adult Education. Period of service February 1, 2017 to December 31, 2017, inclusive. Total cost: $85,995.
Pierce. Amendment No. 3 to renew agreement with Ventek International to host a secured compliant pay station credit card processing for seven Pay'N Display parking ticket machines for the College Administrative Services Department during the period October 1, 2016 to September 30, 2017, inclusive. Total cost: $13,200.

Southwest. Amendment No. 2 to increase the contract amount with Hurst Review to provide National Council Licensure Examination (N-CLEX) review for nursing students preparing for the Registered Nursing exam during the period July 1, 2016 to June 30, 2017, inclusive. Total cost: $15,600.

Southwest. Agreement with First Fire Systems, Inc. to provide monitoring services on the west campus bungalows fire alarm system for the Facilities Department during the period July 1, 2016 to June 30, 2021, inclusive. Total cost: $4,800.

Trade-Technical. Amendment No. 2 to renew agreement with Meltwater News to provide on-line web monitoring software used in the Public Relations Department during the period July 1, 2016 to June 30, 2017, inclusive. Total cost: $8,000.

Trade-Technical. Amendment No. 1 to renew agreement with Planet Speck to provide advertising services for various campus events during the period October 1, 2016 to June 30, 2017, inclusive. Total cost: $10,000.

Trade-Technical. Amendment No. 1 to renew agreement with Alsco to provide laundry services for towels used in the Transportation Department during the period October 1, 2016 to June 30, 2017, inclusive. Total cost: $1,500.

Trade-Technical. Agreement with Tamis Systems, Inc. to provide data system used for monitoring progress on grants in the Academic Affairs Department during the period October 5, 2016 to September 30, 2017, inclusive. Total cost: $25,000.

Various. Four amendments to renew agreements with Ramona Munsell & Associates, one of the four pre-approved grant expert panelists from RFP #13-04, to provide grant consulting services for the TRIO Upward Bound, TRIO Upward Bound One, TRIO
Math and Science and TRIO Student Support Services programs during the period September 1, 2016 to August 31, 2017, inclusive.

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<thead>
<tr>
<th>Code</th>
<th>Amount</th>
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<tr>
<td>4500220419</td>
<td>$25,510</td>
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</tbody>
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4500202150  West. Amendment No. 4 to renew agreement with Orkin to provide environmentally safe and non-toxic integrated pest management services at the college during the period July 1, 2016 to June 30, 2017, inclusive. **Total cost: $13,607.**

4500235319  West. Agreement with Ramona Munsell & Associates to provide grant consulting services for the TRIO-Talent Search Program during the period from September 1, 2016 to August 31, 2017, inclusive. **Total cost: $14,208.**

**Total Cost of Section N: $997,913**

**O. SPECIAL GRANT FUNDED EXPENDITURES AGREEMENTS**

4500236927  City. Agreement with The Community College Foundation for that agency to fund the Resource Family Approval Training Program to provide training for up to 25-30 participants who are in the process to become resource (foster and/or adoptive) parents with the Department of Children and Family Services of the Los Angeles County during the period January 1, 2017 to December 31, 2017, inclusive. **Total: $34,200.**

4500233386  Districtwide. Amendment No. 1 to agreement with the State of California Department of Education to increase the reimbursement rate per child from $38.53 to $40.45 from that agency to fund the Child Development Centers Districtwide: General Child Care and Development Program (Contract #: CCTR-6096, Project: 196474-00-6) to serve a total of 127 college student-parents, at the allocations listed below, during the period July 1, 2016 to June 30, 2017, Inclusive. **Total: $122,430.**
Districtwide. Amendment No. 1 to agreement with the State of California Department of Education to increase the reimbursement rate per child from $38.53 to $40.45 from that agency to fund the Child Development Centers Districtwide: California State Preschool Program (Contract#: CSPP-6194 Project: 19-64 7 4-00-6) to serve a total of 389 college student-parents, at the allocations listed below during the period July 1, 2016 to June 30, 2017 inclusive. Total: $321,599.

East. Amendment No. 1 to renew agreement with the Chabot Las Positas Community College District for that agency to fund the California Mentor Teacher Program for up to 30 students during the period August 1, 2016 to July 31, 2017, inclusive. Total: $8,000.

East. Agreement with the Yosemite Community College District for that agency to fund the Child Development Training Consortium program for up to 30 participants, during the period September 1, 2016 to June 30, 2017, inclusive. Total: $10,000.

Harbor. Amendment No. 1 to renew agreement with the Office of Statewide Health Planning and Development for that agency to fund the Song-Brown Capitation Program grant to provide nursing education for additional six nursing students during the period July 1, 2016 to August 15, 2018, inclusive. Total: $120,000.

Mission. Amendment No. 2 to renew agreement with Chabot – Las Positas Community College District for that agency to fund the Director Mentor Programs for the child Development Department during the period August 1, 2016 to July 31, 2017, inclusive. Total: $1,000.

Mission. Amendment No. 1 to agreement with University Corporation – California State University Northridge for that agency to fund the National Science Foundation Research Experience in Community College Program to increase the total contract amount during the period September 1, 2016 to August 31, 2017, inclusive. Total: $9,984.
Mission. Agreement with California Community Colleges, Chancellor's Office for that agency to fund the Foster and Kinship Care Education Program to provide workshops focusing on awareness and identification of Commercial Sexual Exploitation of Children during the period September 26, 2016 to June 30, 2017, inclusive. Total: $6,500.

Trade-Technical. Amendment No. 1 to renew agreement with the Worker Education and Resource Center to implement a Community Health Worker Apprenticeship program for up to eight students that will begin job training in Los Angeles area Health Clinics during the period January 21, 2016 to February 28, 2018, inclusive. Total: $100,000.

Various Agreements with Child Care Alliance of Los Angeles for that agency to fund the California State Preschool Program Quality Improvement Block Grant to improve the overall quality of State Preschool programs in Los Angeles County and to provide technical assistance, coaching, and incentives in order to improve or maintain the College's tier rating. Total combined: $30,500.

City. Agreement 4500236390, during the period July 1, 2016 to December 31, 2016, inclusive. Total: $4,500.

Southwest. Agreement 4500236729, during the period July 1, 2016 to January 31, 2017, inclusive. Total: $26,000.

West. Amendment No. 4 to renew agreement with California State University Dominguez Hills for that agency to fund the Title V Cooperative Project for transfer students from West to CSUDH for up to 40 participants, during the period October 1, 2014 to September 30, 2017, inclusive. Total: $44,120.

West. Amendment No. 4 to renew agreement with the U. S. Department of Transportation for that agency to fund the TRIO Upward Bound Math and Science Program for up to 60 students, during the period October 1, 2016 to September 30, 2017, inclusive. Total: $257,500.
4500181144 West. Amendment No. 4 to renew agreement with the U. S. Department of Transportation for that agency to fund the TRIO Upward Bound Crenshaw and Dorsey High Schools Program for up to 70 students, during the period September 1, 2016 to August 30, 2017, inclusive. **Total: $299,143.**

4500181145 West. Amendment No. 4 to renew agreement with the U. S. Department of Transportation for that agency to fund the TRIO Upward Bound One Program for up to 50 students, during the period September 1, 2016 to August 30, 2017, inclusive. **Total: $257,500.**

4500210880 West. Amendment No. 1 to renew agreement with the Regents for University of California Los Angeles for that agency to fund the Emergency Medical Technician Training Program for up to 750 students, during the period July 1, 2016 to June 30, 2019, inclusive. **Total: $171,000.**

**Total of Section O: $1,793,476**

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

4500236108 City. Agreement with Mark Ammons to conduct a series of workshops called "Men of CalWORKs: Barbershop Edition" to teach men how to prepare, achieve, and overcome any obstacles while completing educational goals as allowed by the Temporary Assistance for Needy Families program grant during the period November 30, 2016 to June 30, 2017, inclusive. **Total cost: $2,000.**

4500236168 City. Agreement with CDW Government LLC to provide phone support and upgrades on the XMediusFax server for the Information Technology Department during the period February 4, 2017 to February 3, 2018, inclusive. BuildLACCD Master Agreement No. 40349 was utilized for this procurement. **Total cost: $2,244.**

4500236361 City. Agreement with Creative Empire LLC dba Mango Languages to provide license and software support on 60 foreign languages and 17 English as a Second Language.
courses to teach students conversation-based methodology, grammar, and meaning for the Foreign Languages Department during the period January 1, 2017 to December 31, 2017, inclusive. Total cost: $3,348.

4500236373 City. Agreement with Susanna T. Sandke dba Independent Costume Department to provide on-site training on the new costume inventory system for the Theater Arts Department during the period February 13, 2017 to March 3, 2017, inclusive. Total cost: $2,400.

4500236696 City. Agreement with Pacific Parking Systems to provide preventative maintenance service to include support, training, parts, labor and troubleshooting on the Vent Tek Model parking system located in Parking Lot 1 during the period February 10, 2017 to February 9, 2018, inclusive. Total cost: $1,580.

4500232193 East. Agreement with IBE Digital to provide moving services for four Konica Copiers from C2-110 to E7-210 during the period September 20, 2016 to October 30, 2016, inclusive. Total cost: $337.

4500232912 East. Agreement with Arc Imaging Resources to provide maintenance for the Xerox 6604 printer located in the Architecture Department during the period August 1, 2016 to July 31, 2017, inclusive. Total cost: $3,100.

4500232913 East. Agreement with Arc Imaging Resources to provide maintenance for the HP T770HD printer located in the Architecture Department during the period September 11, 2016 to September 10, 2017, inclusive. Total cost: $600.

4500232922 East. Agreement with Ace Business Machines, Inc. to provide maintenance for the Rapid Print time and date stamp machine copier located in the Admissions Office during the period July 1, 2016 to June 30, 2017, inclusive. Total cost: $250.

4500233202 East. Agreement with OSI Hardware to provide maintenance for college network routers for Theater Arts stage productions and music concerts during the period September 1, 2016 to June 1, 2017, inclusive. Total cost: $1,300.
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500234003</td>
<td>Agreement with Rony E Castellanos to provide workshops on Peer Mentors for the Adelante Program during the period July 1, 2016 to June 30, 2017, inclusive.</td>
<td>Total cost: $2,000.</td>
</tr>
<tr>
<td>4500234005</td>
<td>Agreement with Byron Quiros to provide workshops on the Summer Bridge program 2017 for the Adelante Program during the period July 1, 2016 to June 30, 2017, inclusive.</td>
<td>Total cost: $1,400.</td>
</tr>
<tr>
<td>4500234007</td>
<td>Agreement with Party Planet to provide chairs and tables for the Career Technical Education Fair held on November 3, 2016.</td>
<td>Total cost: $2,179.</td>
</tr>
<tr>
<td>4500234166</td>
<td>Agreement with DMG Music Association to provide music competition workshop for Community Services during the period December 2, 2016 to December 3, 2016, inclusive.</td>
<td>Total cost: $943.</td>
</tr>
<tr>
<td>4500234752</td>
<td>Agreement with Konica Minolta Business Solutions to provide maintenance for various Konica copiers during the period November 7, 2016 to December 15, 2016, inclusive.</td>
<td>Total cost: $5,000.</td>
</tr>
<tr>
<td>4500234754</td>
<td>Agreement with South Bay Sound &amp; Light, Inc. to provide maintenance on portable stage lighting used in building G3 on September 23, 2016.</td>
<td>Total cost: $2,112.</td>
</tr>
<tr>
<td>4500234755</td>
<td>Agreement with Special Respiratory Care, Inc. to provide maintenance for ventilators used in the Respiratory Therapy Program during the period October 20, 2016 to April 26, 2017, inclusive.</td>
<td>Total cost: $5,000.</td>
</tr>
<tr>
<td>4500234825</td>
<td>Agreement with Kevin Ramos to provide music performance workshops for the Adelante Program during the period July 1, 2016 to December 30, 2016, inclusive.</td>
<td>Total cost: $500.</td>
</tr>
<tr>
<td>4500234842</td>
<td>Agreement with Harland Technology Services to provide maintenance for scanner located in the Math Department during the period April 26, 2016 to April 25, 2017, inclusive.</td>
<td>Total cost: $901.</td>
</tr>
</tbody>
</table>
Agreement with Geoffrey D Sykes to provide piano tuning services for the Music Department during the period August 21, 2016 to June 30, 2017, inclusive. **Total cost: $5,000.**

Agreement with Almassor Court to provide banquet services for the Student Financial Aid Workshop Luncheon as allowed by the program, for staff and administrators to be held on June 9, 2017. **Total cost: $4,066.**

Agreement with Golden Star Technology, Inc. to provide Net Support School Classroom Management software used in the Information Technology Department during the period November 30, 2016 to November 29, 2017, inclusive. BuildLACCD Master Agreement No. 40321 was utilized for this procurement. **Total cost: $4,000.**

Agreement with Ann Marie Theodos to coordinate planning activities for a Reading Apprenticeship Conference for faculty from various community colleges throughout the state of California as part of the ESL/Basic Skills Professional Development Grant funded by the California Community Colleges Chancellor’s Office. LACCD is the fiscal agent for the grant, and as such, is required to enter into and fund agreements with individuals to coordinate grant activities under the auspices of the Office of Educational Programs and Institutional Effectiveness during the period October 25, 2016 to June 30, 2017, inclusive. **Total cost: $2,500.**

Agreement with Elias Koutantos to coordinate data collection for a grant to serve faculty from various community colleges throughout the state of California as part of the ESL/Basic Skills Professional Development Grant funded by the California Community Colleges Chancellor’s Office. LACCD is the fiscal agent for the grant, and as such, is required to enter into and fund agreements with individuals to coordinate grant activities under the auspices of the Office of Educational Programs and Institutional Effectiveness during the period November 1, 2016 to June 30, 2017, inclusive. **Total cost: $5,000.**
4500235749  Educational Services Center. Agreement with Haworth care of Unisource Solutions to disassemble and rebuild cubicles in the Board of Trustee's Office to be able to reach and replace ceiling tiles with a lift under the auspices of the Chancellor's Office during the period December 12, 2016 to December 19, 2016, inclusive. BuildLACCD Master Agreement No. 40320 was utilized for this procurement. Total cost: $1,134.

4500236446  Educational Services Center. Agreement with IBE Digital to repair copiers under the auspices of Staff Services on December 8, 2016. Total cost: $924.

4500236479  Educational Services Center. Agreement with Tek Time Systems, Inc. to provide repair services for a time stamp machine located in the Payroll Office on December 21, 2016. Total cost: $132.

4500235618  Harbor. Agreement with College Source to provide Transfer Evaluation System Campus Access License subscription for the Counseling Department to research transfer institution course descriptions, educational programs and requirements during the period September 20, 2016 to September 19, 2017, inclusive. Total cost: $3,704.

4500235876  Harbor. Agreement with Richard Cerenzio for author to receive royalties on theatrical production called "Destination Imagination" performed by the students during the period November 29, 2016 to December 4, 2016, inclusive. Total cost: $400.


4500236692  Harbor. Agreement with A-1 Coast Rentals to rent three fans for the Culinary Department during the period August 25, 2016 to December 30, 2016, inclusive. Total cost: $2,073.

4500235166  Pierce. Agreement with Theresa Reed to conduct workshops titled "Being Careful Not to Re-Traumatize Children" for the Foster & Kinship Care Education Program participants during
the period September 10, 2016 to December 31, 2016, inclusive. Total cost: $1,650.

4500236793 Southwest. Agreement with Mid-City Mailing Services Corporation to provide direct mailing services of 15,000 Spring semester class schedule catalogs for mailing and deliver to post office during the period January 2, 2017 to January 13, 2017, inclusive. Total cost: $1,385.


4500236801 Southwest. Agreement with KJLH 102.3 to provide radio advertisement to promote Spring semester enrollment during the period January 11, 2017 to January 30, 2017, inclusive. Total cost: $4,925.

4500236803 Southwest. Agreement with 93.5 KDAY to provide radio advertisement to promote Spring semester enrollment during the period January 11, 2017 to January 30, 2017, inclusive. Total cost: $4,950.

4500232921 Trade-Technical. Agreement with Mitchell Frieder to provide observation services for the Culinary Arts Kitchen Staff at the Concourse Hotel program during the period September 15, 2016 to October 15, 2016, inclusive. Total cost: $4,725.

4500234470 Trade-Technical. Agreement with Dr. Chris L. Hickey to provide motivational speaker services for the Gain California program held on November 30, 2016. Total cost: $200.

4500235600 Trade-Technical. Agreement with Altaware, Inc. to provide maintenance for servers located on the Information Technology Department during the period January 15, 2017 to January 14, 2018, inclusive. Total cost: $2,800.

4500212548 Valley. Amendment No.1 to agreement with Canon Solutions America, Inc. to pay for over copy charges on one Canon IR202RI copier in the Continuing Education Office during the

4500235874 Valley. Agreement with Jesus Salvador Angulo dba Angulo Food Services LLC to provide approximately 320 meals for the Cooperative Agencies Resources for Education (CARE) Program participants as allowed by CARE Program during the period December 21, 2016 to January 13, 2017, inclusive. Total cost: $2,400.

4500235922 Valley. Agreement with Docuproducts Corporation for maintenance of two Canon IR5035 copiers in the Counseling Office during the period October 9, 2016 to June 30, 2017, inclusive. Total cost: $1,177.

Various City. Agreements with the following individuals to provide lectures during the Fall Book Program as allowed by the Student Equity Fund program. Total combined cost: $1,800.

4500236376, Agreement with Helie Lee, author of “Still Life with Rice and In the Absence of Sun” to provide lecture on October 5, 2016. Total cost: $1,500.

4500236377, Agreement with Katherine Yungmee Kim, author of “Los Angeles’ Koreatown” to provide lecture on October 26, 2016. Total cost: $300.

4500236266 West. Agreement with Bonnie Radden to provide workshops for the Foster and Kinship Care program during the period September 6, 2016 to June 30, 2017, inclusive. Total cost: $1,500.

STUDENT TRANSPORTATION ITEMS

All buses are licensed by the Public Utilities Commission and the Interstate Commerce Commission. All buses are inspected regularly by the California Highway Patrol for safety.

4500230828 East. Amendment No. 1 to renew agreement with AVR Van Rental Solutions to provide vans for the Fall and Spring student speech competitions the period October 1, 2016 to June 30, 2017, inclusive. Total cost: $41,834.
East. Agreement with American Transportation Systems to provide shuttle bus transportation services for the South Gate Campus during the period February 6, 2017 to June 1, 2017, inclusive. All buses are licensed by the Public Utilities Commission and the Interstate Commerce Commission. **Total cost: $74,976.**

Harbor. Agreement with VIP Tours of California, Inc. to provide bus transportation for students and staff in the TRIO-Student Success Support program to visit California State University, Long Beach and California State University, Dominguez Hills for campus tours on November 18, 2016. **Total cost: $528.**

Mission. Two agreements with The Bus to provide transportation services for high school students to attend a Work-Based Learning Event at David and Goliath Agency in satisfaction of momentum points for the Los Angeles High Impact Technology, Entertainment & Entrepreneurship, and Communications Hubs – California Career Pathways Trust (LA HI-TECH) grant and for Cooperating Agencies Foster Youth Educational Support (CAFYES) Program participants’ field trip to California State University Northridge during the period October 28, 2016 to November 10, 2016, inclusive. **Total cost: $1,465.**

Various

Southwest. Three agreements with American Transportation. **Total cost: $2,320.**

4500234986 – Agreement to provide bus transportation for students and staff in the Upward Bound Fremont program to tour the Fashion Institute of Design and Merchandising and visit The Grammy Museum on November 21, 2016. **Total cost: $575.**

4500235152 – Agreement to provide bus transportation for students and staff in the TRIO- Talent Search Program to visit University of California, Santa Barbara for a campus tour on November 28, 2016. **Total cost: $1,022.**
4500235511 - Agreement to provide bus transportation for students and staff in the TRIO- Talent Search Program to visit California State University, Los Angeles for campus tour on December 9, 2016. Total cost: $723.

4500235542 Southwest. Agreement with Godparent Youth Organization to provide bus transportation for students and staff in the Upward Bound Fremont Program for field trip to Knott's Berry Farm on November 22, 2016. Total cost: $772.

Total Cost of Section P: $222,698

Q. SETTLEMENT OF CLAIMS

Educational Service Center. Settlement of a claim for health services provided in the amount of $49,500.

Background. Settlement for services to implement District Wellness Pilot Program as requested by the Joint Labor Management Benefits Committee. Agreement not finalized however implementation services had been provided and requires payment as settlement of claim.

Harbor. Settlement of Grievance filed by AFT 1521 Faculty Guild for a violation of Article 14.B. of the collective bargaining agreement which outlines the process for awarding assignments to faculty members on a seniority list.

Background: Settlement to be awarded to faculty member at Harbor College that was not offered an assignment in Fall 2016 term. Total amount: $3,792.40.

15K04948 Valley. Settlement of a personal injury lawsuit for $5,000.

Background. Settlement of a personal injury lawsuit filed by Monika Avetisyan for $5,000.

Total Cost of Section Q: $58,292.40
Subject: APPROVE BUSINESS SERVICES ACTIONS

I. AUTHORIZE LEASE OF DISTRICT FACILITIES

Authorize a lease agreement with Outdoor Movie Media LLC and the Van de Kamp Innovation Center (VDK) for the use of the unimproved parking lot at VDK Center to provide drive-in movies (primarily on Saturday and Sunday evenings). Tenant to provide two porta-potties, trash container during the period of this lease of February 1, 2017 to December 31, 2017, inclusive. Total estimated income: $39,120.

Background: This agreement is being issued pursuant to California Education Code Section 81378.1, which allows for the letting of the lease for a period of more than five days but less than five years. This Education Code provides for this lease to be made without the need to acquire formal or informal bids or proposals. In addition, the Education Code requires public notice of the intent to take this action and was advertised once a week for three (3) consecutive weeks prior to the Board action. In reviewing comparable locations, the VDK Center staff at the fair market value by review of other outdoor movie screenings at Los Angeles City Parks and Recreation locations (such as Griffith Park and Exposition Park) as well as previous rentals of other local community colleges. Agreement includes a 30-day termination clause.

II. AUTHORIZE SERVICE AGREEMENT

Authorize and provide consent to novation of rights and delegation of duties, from the assignor, Higher One, Inc. to the assignee, BankMobile, Disbursements, for a Districtwide student financial aid funds delivery program and automated teller machine services. Contract period is July 1, 2016 to

Approved by: Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date ______________
February 28, 2021, inclusive. This novation is the result of a corporate acquisition of the assignor by the assignee. Annual cost not to exceed: $60,000.

**Background:** RFP 15-06 was issued by the District in which two responses were received. Higher One was the highest ranked provider that met the requirements of the District. As approved by the Board of Trustees on November 4, 2015 (Com. No. BSD2), Higher One was the awardee. Funding is through General funds.

### III. RATIFY AMENDMENT TO SERVICE AGREEMENT

Ratify amendment No. 1 to Agreement 4500231129 with Imprenta Communications Group Inc. to provide strategic public relations and media crisis management support services and to develop a comprehensive communications and marketing plan, including web and social media, to increase enrollment and engender public and philanthropic support. Period of service is January 1, 2017 to June 30, 2017, inclusive, with the Districts option to extend for a one-year term.

Total cost not to exceed: $70,000.

**Background:** This contract was awarded as a result of a Request for Proposal (RFP No. 16-04) issued April 18, 2016. This RFP was posted on the District's website and was accessible to prospective providers, in addition the District solicited proposals for twelve known public relations firms. The District received ten responses. Based on the overall scores, Imprenta Communications Group Inc., was selected as the organization to provide strategic public relations assistance for the District. Funding is through the Districtwide Public Relations fund.

### IV. AUTHORIZE PAYMENT

Authorize payment of the following expenditure:

$720 to First Fire Systems, Inc. for monitoring service on the west campus bungalows fire alarm system at Los Angeles Southwest College during the period October 1, 2015 to June 30, 2016, inclusive.

**Background:** The Facilities Department was not aware of the outstanding invoices and the vendor did not notify the College until now of the oversight. Funding is through the Maintenance of Plant Fund.
Subject: APPROVE FACILITIES PLANNING AND DEVELOPMENT REPORT

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

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

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

I. AUTHORIZE PROFESSIONAL SERVICES AGREEMENTS

A. Authorize an agreement with P2S Engineering, Inc. to provide engineering services for the Campus-Wide Fire Alarm and Electrical Repairs project at Los Angeles Pierce College (Amount $267,250).

B. Authorize Agreements with certain firms to provide geotechnical engineering related services and to provide staff for a variety of projects on a Task Order basis District-wide (Amount $2,500,000).

II. AUTHORIZE AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

Authorize Amendment No. 1 to Agreement No. 50463 with P2S Engineering, Inc. to provide continued engineering services on a Task Order basis at East Los Angeles College (Amount $15,000).
III. AUTHORIZE CONSTRUCTION CONTRACTS

A. Authorize a contract with Climatec LLC to provide general construction services for the Student Services Building - Retro-commissioning - Controls Retrofit and Integration project at the Los Angeles Southwest College (Amount $241,079).

B. Authorize a contract with Xcel Mechanical Systems, Inc. to provide general construction services for the Training Pool Heater and Variable Frequency Drives project (also known as the 2016-17 Training Pool project) at Los Angeles Valley College (Amount $239,977).

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

A. Ratify Change Order Nos. 2 through 8 to Construction Contract No. 4500215404 with South Coast Mechanical for additional construction services for the P1 Auto Tech HVAC Operations project at East Los Angeles College (Amount $59,500).

B. Ratify Change Order No. 1 to Construction Contract No. 4500219640 with Line Tech Contractors for additional construction services for the Technical Education Generator project at Los Angeles Southwest College (Amount $2,364).

V. AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACTS

A. Authorize Acceptance of Completion of Contract No. 4500219640 with Line Tech Contractors to provide general construction services for the Tech Ed Generator project at Los Angeles Southwest College (No cost).

B. Authorize Acceptance of Completion of Task Order No. 01WCS MATOC No. 33955 with GMZ Engineering, Inc. to provide general construction services for the Performing Arts Amphitheater project at West Los Angeles College (No cost).

VI. RATIFY AMENDMENT TO DESIGN-BUILD AGREEMENT

Ratify Amendment No. 14 to Design-Build Agreement No. 33801 with Harper Construction Company for additional Design-Build services for the Science Career & Mathematics - Site Restoration project at East Los Angeles College (Amount $17,107).
VII. AUTHORIZE ACCEPTANCE OF COMPLETION OF DESIGN-BUILD AGREEMENT

Authorize Acceptance of Completion to Design-Build Agreement No. 32535 with Pinner Construction for the Science Complex project at Los Angeles Harbor College (No cost).

VIII. RATIFY ASSIGNMENT AGREEMENT TO MODERN BUILDING SYSTEMS, INC.

As the result of bankruptcy, ratify the execution of an Assignment Agreement from M/Space Holdings, LLC to Modern Building Systems, Inc. for the modular building units used as office space for the College Project Team at Los Angeles Pierce College.

IX. RATIFY CORRECTION OF ERROR

Ratify correction to an error shown on item V. C. on Com. No. FPD1 on December 7, 2016 (Amount $59,500).

X. RATIFICATION OF SETTLEMENT

In accordance with Board Rule 7313, ratify the Settlement of a Claim for compensation related to additional Design-Build services that resolved unforeseen site conditions discovered during construction of the Roadway, Walkway, Grounds, Parking Lot (RWGPL) – Accessible Parking project at Los Angeles Mission College under Task Order No. 33960-10MCS (Amount $24,161).

XI. ADOPT FINDING OF BIDDING IMPRACTICABILITY AND RATIFY AWARD OF A CONTRACT TO SCR BUILDERS, INC. FOR THE PROVISION AND INSTALLATION OF A FIRE ALARM SYSTEM AT THE F9 MODULAR PROJECT AT EAST LOS ANGELES COLLEGE

Authorize actions to provide an exception to the public bidding requirements under California Uniform Public Construction Cost Accounting Act (CUPCCAA) due to impracticability and authorize a contract with SCR Builders, Inc. ("SCR") for the provision and installation of a fire alarm system for the F9 Modular project at East Los Angeles College (Amount $55,184).
**Subject:** PERSONNEL SERVICES ROUTINE ACTIONS

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Total (This Report)</th>
<th>Total (07-01-16 to Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Service:</td>
<td>143</td>
<td>3393</td>
</tr>
<tr>
<td>(Faculty, Academic Administration, Academic Supervisors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Classified Service:</td>
<td>47</td>
<td>1016</td>
</tr>
<tr>
<td>(Clerical, technical, supervisors, maintenance &amp; operations, trades, classified managers, confidential)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Unclassified Service:</td>
<td>617</td>
<td>9723</td>
</tr>
<tr>
<td>(Student workers, professional experts, community services staff, community recreation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>807</td>
<td>14132</td>
</tr>
</tbody>
</table>

**DATE RANGE:** December 13, 2016 – January 9, 2017

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

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

Approved by: Francisco C. Rodriguez, Chancellor

Albert L. Roman, Vice Chancellor
Human Resources

Karen Martin/Personnel Director
Personnel Commission

Secretary of the Board of Trustees

By ____________________________ Date ________________

Chancellor and

Eng __________________________ Moreno __________________________
Fong __________________________ Pearlman __________________________
Hoffman __________________________ Svonkin __________________________
Kamlager __________________________ Victoriano __________________________

Student Trustee Advisory Vote
Subject: APPROVE NEW EDUCATIONAL COURSES AND PROGRAMS

I. RATIFY ADDITIONS TO EXISTING CREDIT COURSES

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title, Units and College</th>
<th>Transferability</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 250</td>
<td>Adult Learning And Motivation (3 Unit) VALLEY</td>
<td>CSU</td>
</tr>
<tr>
<td>EDUC 252</td>
<td>Curriculum Development And Instructional Design (3 Units) VALLEY</td>
<td>CSU</td>
</tr>
<tr>
<td>ECON 011</td>
<td>Economics Of Globalization II (3 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>ECON 030</td>
<td>Comparative Economics Systems I (3 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN 328-2</td>
<td>Bicycle Spinning II (1 Unit) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN 387-2</td>
<td>Basketball II (1 Unit) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>CO SCI 385</td>
<td>Directed Study - Computer Science-Information Technology (3 Units) WEST</td>
<td>CSU</td>
</tr>
</tbody>
</table>

Recommended by: Donald Gauthier, President, DAS

Approved by: Francisco C. Rodriguez, Chancellor
<table>
<thead>
<tr>
<th>Course</th>
<th>Title, Units and College</th>
<th>Transferability</th>
</tr>
</thead>
</table>
| INTRDGN 102 | Introduction To Interior Design I  
(3 Units) WEST | CSU             |
| INTRDGN 106 | Drafting for Interior Designers  
(3 Units) WEST | CSU             |
Subject: **APPROVE NEW COMMUNITY SERVICES OFFERINGS**

Approve the following new Community Services course offerings as submitted by Los Angeles Harbor College and West Los Angeles College for use in the Los Angeles Community College District, as listed in Attachment 1.

Recommended by:  
Ryan M. Corrner, Vice Chancellor

Approved by:  
Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

By ___________________  Date ________________
Los Angeles Harbor College

**VOCATIONAL**

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be Solar Installer in Less Than a Month!</td>
<td>Students will learn how to design and complete a photovoltaic panel installation through in-class and hands-on instruction. Upon completion students will receive a certificate.</td>
</tr>
</tbody>
</table>

**LITERACY**

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar Drills</td>
<td>Students will learn to improve their writing skills by focusing on punctuation and sentence structure.</td>
</tr>
</tbody>
</table>

**HOMEMAKING**

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homemade Donuts and Cronuts</td>
<td>Students will learn how to make cake, yeast donuts, and the increasingly popular cronut from scratch.</td>
</tr>
<tr>
<td>Mirror Cakes</td>
<td>Students will be introduced to techniques and recipes used to create a delicious and shining mirror glaze for their cakes.</td>
</tr>
<tr>
<td>Doggie Desserts</td>
<td>Students will learn to make dog safe treats in class.</td>
</tr>
<tr>
<td>Parent and Me Dinner</td>
<td>Students will learn how to prepare meals with a child's participation in a safe and productive manner.</td>
</tr>
<tr>
<td>Culinary Skills for the Home</td>
<td>Students will learn a variety of techniques and recipes used to prepare a meal in a standard kitchen. Individual meeting topics will be explore a variety of culinary themes (e.g. Italian, Healthy, and Budget).</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION**

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get your Commercial Drone License and Start Making Money!</td>
<td>Students will learn business principles relate to the remote pilot photography industry. This course is classroom instruction only. There will not be any drone</td>
</tr>
<tr>
<td>Course Title</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Community Education Course</td>
<td>This eight-hour Community Education course will prepare students to take the Remote Pilot/FAA Test to receive certification.</td>
</tr>
<tr>
<td><strong>Entrepreneur First</strong></td>
<td>Students will learn to outline their business concepts and identify its strengths and weaknesses, develop a business plan, and evaluate their needs moving forward.</td>
</tr>
<tr>
<td><strong>Steps: Starting a New Business</strong></td>
<td>Students will learn to outline their business concepts and identify its strengths and weaknesses, develop a business plan, and evaluate their needs moving forward.</td>
</tr>
<tr>
<td><strong>Basic Business Survival Skills</strong></td>
<td>Students will learn how to assess their current or future business finances, understand their revenue streams and business costs, billing and accounting best practices, sales including how to sell or pitch their product or service, and how to manage change and market disruptions.</td>
</tr>
<tr>
<td><strong>Smart Phone Film School-Video Editing and Sharing Using A Smart-Phone or Tablet</strong></td>
<td>Students will learn basic videography techniques, best practices when taking video on a mobile device, apps and other tools they can use to share, edit, add effects to, and correct their videos.</td>
</tr>
<tr>
<td><strong>Jewelry Making: Roman Chain Bracelet &amp; Necklace</strong></td>
<td>Students will learn to make roman chain bracelets and necklaces using ancient techniques.</td>
</tr>
<tr>
<td><strong>Smooth and Soothing Lip Balm and Body Butter</strong></td>
<td>Students will learn the process of creating balms and body butters, adding fragrance, adjusting moisturizing levels from ultra-nourishing to lightweight and adding ingredients to achieve a variety of effects.</td>
</tr>
<tr>
<td><strong>Bath-Fizzing Capsules and Conditioner</strong></td>
<td>Students will learn to make bath capsules and hair conditioner. The class includes a presentation on ingredients, moisturizers, viscosity and fragrances uses.</td>
</tr>
<tr>
<td><strong>Introduction to Mosaic Art</strong></td>
<td>Students will be introduced to a brief history of the art form and will learn how to create mosaic art.</td>
</tr>
<tr>
<td><strong>Conversational Korean</strong></td>
<td>Students will learn to speak the Korean language.</td>
</tr>
<tr>
<td><strong>Practical Conversational Japanese</strong></td>
<td>Students will learn to speak the Japanese language.</td>
</tr>
</tbody>
</table>
Professional and Commercial Acting 101

Students will learn the process of finding non-union and union work (including how to become a member of the Screen Actors Guild union and American Federation of Television and Recording Artist union (SAG-AFTRA), identifying opportunities for commercial and television work with social media, Internet sites, agents and managers. Students will also learn the value of investing in a headshot, resume, demo reels, and what to have ready for any and all casting calls.

Commercial Acting for Kids

Students will learn about the acting industry for children, including acting training, auditions, casting calls, agents, managers, and acting regulations regarding minors in the entertainment industries.

West Los Angeles College

VOCATIONAL

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be a Personal Trainer</td>
<td>Students in this class will learn anatomy and physiology, fundamentals of movement, different types of training, program design, safety and injury prevention, and how to design individual programs. Students will also find out how to talk someone through a workout, plus discuss special populations and how to be a successful personal trainer.</td>
</tr>
<tr>
<td>Free Orientation for Personal Trainer Class</td>
<td>Students in this class will meet the instructor and find out about this rewarding career.</td>
</tr>
<tr>
<td>Certificate in Mindfulness</td>
<td>Students in this class will learn the many benefits of mindfulness for both your personal and professional life, and also lay the foundation for a career in health and wellness coaching.</td>
</tr>
<tr>
<td>Project Management Fundamentals II</td>
<td>Students in this class will learn the 10 essential skills every project manager needs to successfully plan and manage projects.</td>
</tr>
<tr>
<td>Course Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Small UAV/Drone Commercial Remote Pilot Airman Training</td>
<td>Students will learn from FAA-certified instructors how to operate and fly Unmanned Aerial Vehicles/drones legally, safely and skillfully through classroom, flight simulation and hands-on flight instruction as they prepare to become a licensed commercial operator.</td>
</tr>
<tr>
<td>Technical</td>
<td></td>
</tr>
<tr>
<td>Course Name</td>
<td>Description</td>
</tr>
<tr>
<td>Microsoft Excel - Pivot Tables</td>
<td>Students will learn all the features of Excel pivot tables, including little-known options and settings, layouts, calculated fields, multi-level subtotals, Pivot Charts, Timelines, and Slicers.</td>
</tr>
<tr>
<td>Coding Bootcamp/ Front-End Web Development</td>
<td>Students will learn fundamentals of how websites work, as well as the foundational languages of HTML, CSS, and JavaScript to build interactive sites optimized for both desktop and mobile-device performance. This project-based class teaches students the skills necessary to become a front-end web developer.</td>
</tr>
<tr>
<td>Health</td>
<td></td>
</tr>
<tr>
<td>Course Name</td>
<td>Description</td>
</tr>
<tr>
<td>Certificate in Nutrition, Chronic Disease, and Health Promotion</td>
<td>Students will learn about the impact of food politics, clean water, foodborne diseases, mood, genetically engineered foods, and malnutrition on health and the development of chronic diseases.</td>
</tr>
<tr>
<td>General Education</td>
<td></td>
</tr>
<tr>
<td>Course Name</td>
<td>Description</td>
</tr>
<tr>
<td>Crowdfunding</td>
<td>Students will learn step-by-step how to run a crowdfunding campaign.</td>
</tr>
<tr>
<td>Live, Work or Retire Abroad</td>
<td>Students will learn how to stretch a fixed retirement income, or how to find work overseas that pays your room and board. Students will learn how to evaluate their finances and get information about housing, transportation, discount programs, healthcare, job opportunities, climate, and culture.</td>
</tr>
<tr>
<td>Course Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Collagraph Printmaking</td>
<td>Students will learn the collagraphy process of cutting, pasting, and gluing layers to a thick surface (plate) and/or carving, cutting, and peeling to take material away.</td>
</tr>
<tr>
<td>Matting and Mounting</td>
<td>Students will learn about the best types of boards and adhesives, as well as how to determine the correct size, style, shape, and color of the cutout (matte) to enhance visual effects.</td>
</tr>
<tr>
<td>Advanced Stand-Up Comedy Workshop</td>
<td>Students will learn to improve material, delivery, body language, and attitude with a supportive, positive mentor.</td>
</tr>
<tr>
<td>Blackjack for Winners</td>
<td>Students will learn basic strategy play and how and when to use certain card-counting and money-management strategies.</td>
</tr>
<tr>
<td>How To Play and Win at Craps</td>
<td>Students will learn the table layout, dealers, bets, playing strategies, money management, and more.</td>
</tr>
<tr>
<td><strong>HOMEMAKING</strong></td>
<td></td>
</tr>
<tr>
<td><strong>COURSE NAME</strong></td>
<td><strong>DESCRIPTION</strong></td>
</tr>
<tr>
<td>Simplify, Downsize, Organize</td>
<td>Students will learn about the 4 downsizing categories and action steps as well as what qualifies as VIPs (Very Important Papers) and how to best organize them.</td>
</tr>
<tr>
<td>Succulent Centerpieces</td>
<td>Students will design their own living arrangement to take home and enjoy.</td>
</tr>
<tr>
<td>Cold Process Soap Making</td>
<td>Students will learn the cold process soap making from A to Z, in order to create beautiful handmade soaps and choose the natural oils, herbs, and vitamins that they want.</td>
</tr>
</tbody>
</table>
Subject: APPROVE OUT-OF-STATE STUDENT TRAVEL

**East Los Angeles College**

Twenty-seven students and five faculty members will travel to the Kennedy Center American College Theatre Festival 48 Region VIII in Mesa, Arizona during the period of February 14 to February 19, 2017.

**Background:** This festival is sponsored by the Kennedy Center American College Theatre Festival. The purpose of this trip is to provide students with the opportunity to showcase work, receive outside assessment by KCACTF respondents, develop their theater skills and gain insight to achieve professional success.

**FISCAL IMPLICATION:** The estimated total cost of the trip is $25,791.60. A total of $14,282.65 from ASU, $5250.35 from ASU club members, and $6,258.60 in Perkins SFP/Categorical funds will be used for this travel.

**Los Angeles Valley College**

Fourteen students and three faculty members will travel to the Phi Rho Pi National Speech and Debate Tournament in Washington, D.C. during the period of April 5, 2017 to April 15, 2017.

**Background:** This conference is sponsored by Phi Rho Pi. The LAVC Speech and Debate team has competed in this tournament every year for over 25 years.

**FISCAL IMPLICATION:** The total cost of the trip was $18,000. Funds from the LAVC College General Fund will be used for this travel.
Subject: RATIFY OUT-OF-STATE STUDENT TRAVEL

I. Los Angeles City College

Twenty-three students and one faculty member traveled to the Association of Collegiate Educators in Radiologic Technology Forty-Second Annual Conference in Las Vegas, NV during the period of January 25, 2017 to January 27, 2017.

Background: The ACERT conference is an annual conference sponsored by the Association of Collegiate Educators in Radiologic Technology. Students were given the opportunity to participate in workshops designed to promote outcomes relevant to student success such as Radiation Safety, how to prepare for imaging procedure tests, x-ray physics, and fluoroscopic exams.

FISCAL IMPLICATION: The total cost of the trip was $8,120.00. Funds from the LACC College General Fund in the amount of $1,220.00 and funds provided by student participants in the amount of $6,900 were used for this travel.

Recommended by: 

Ryan M. Cornner, Vice Chancellor

Approved by: 

Francisco C. Rodriguez, Chancellor
Subject: APPROVE SUBSTANTIVE CHANGE PROPOSAL FOR EAST LOS ANGELES COLLEGE

Background: The Accrediting Commission for Community and Junior Colleges (ACCJC) requires that colleges submit a substantive change proposal if there is a significant change in a college’s legal status, mission, or academic programs, including the development of academic programs that may be completed through distance education.

The purpose of this substantive change proposal is to request approval for East Los Angeles College (ELAC) to offer classes that constitute at least 50% of the coursework in 28 Associate Degree programs, 10 certificates of achievement, and 13 skill certificates at the ELAC South Gate Educational Center (SGEC). The SGEC supports over 4,000 students every primary academic term in over 200 courses.

Recommendations resulting from the March 2016 ACCJC site visit included the completion of a plan to support the educational, technological, physical, and administrative operations at SGEC. This proposal identifies most recent efforts and plans for the future Firestone Educational Center, which will offer 100% of certificate and degree programs.

The SGEC is fully staffed to meet student support needs during all hours of operation in all areas including admissions and records, learning support, financial aid, matriculation, counseling, academic administration, library, bookstore, and college safety. The SGEC also has sufficient and appropriate equipment and facilities, and meets all standards and eligibility requirements for accreditation.

On January 25, 2017 the Board’s Institutional Effectiveness & Student Success Committee reviewed and approved ELAC’s substantive change proposal and voted unanimously to recommend approval to the full Board.
East Los Angeles College Substantive Change Proposal

The purpose of this substantive change proposal is to request approval for East Los Angeles College (ELAC) to offer classes that constitute at least 50% of the coursework in 28 Associate Degree programs, 10 certificates of achievement, and 13 skill certificates at the ELAC South Gate Educational Center (SGEC). ELAC has operated the SGEC since 1996 and has yet to complete the substantive change proposal. The recent recommendations from ACCJC, as a result of our March 2016 visit, include the completion of a plan for SGEC to support the educational, technological, physical, and administrative operations at SGEC. This proposal identifies most recent efforts and plans for the future Firestone Educational Center.

The SGEC is located approximately 11 miles southwest of the ELAC main campus at 2340 Firestone Boulevard, South Gate, California, 90280, at the corner of Firestone Boulevard and Alameda Avenue. While the current facility allows the college to offer at least 50% of a variety of certificate and degree programs, the future Firestone Educational Center will ensure the college offers 100% of certificate and degree programs.

The SGEC has sufficient and appropriate equipment and facilities, and meets all standards and eligibility requirements for accreditation. Currently all 18 classrooms are equipped with “smart” classroom technology. Students have access to computers for general use in the library (22 stations) the computer lab (42 stations), and the Writing lab (24 stations). The SGEC provides comprehensive learning and support services during all hours of operation. Tutoring is provided in a dedicated writing center and dedicated math lab. There is also a computer lab staffed with a full time Instructional Assistant of Information Technology. The SGEC has a dedicated PC & Network Support Specialist, Manager of College Information Systems, four custodians, and an accounting technician. Security is provided by the Los Angeles County Sheriff Department with four security officers at the SGEC. The library is staffed with a full time and two part time librarians and a library technician, and offers comparable services to the main campus including workshops, reference services, instruction, and general circulation. Students may complete all matriculation services at the SGEC including assessment, orientation, and general enrollment services. Two full time admission and records assistants are dedicated to SGEC, and the admissions and financial aid offices offer services on the first Saturday of every month. Three full-time counselors and a cadre of part time counselors are available for general, career, transfer, DSPS, and other specialized counseling services. Financial aid services are offered Monday thru Friday and staffed with a full time financial aid assistant and financial aid technician. The bookstore provides textbooks and general supplies and is staffed with a full time cashier.

The majority of costs associated with SGEC are incorporated in the college general fund and is embedded within many units including academic affairs, student services, and administrative services. The college has directed resources based on enrollments, program review, and overall student needs. SGEC supports over 4,000 students every primary academic term in over 200 courses. The college continues efforts to prepare for transition to a larger facility with additional personnel, enrollment management aimed at growing enrollment, and development of a shared governance infrastructure all supported by administration and faculty leadership.
Subject: PERSONNEL COMMISSION ACTIONS

I. Classification Study

Concur with the action of the Personnel Commission to reclassify EN 800152 from Assistant Computer and Network Support Specialist to Computer and Network Support Specialist, effective August 16, 2016.

Assistant Computer and Network Support Specialist
$4,454.40 $4,699.40 $4,957.86 $5,230.54 $5,518.22 Monthly
$53,452.80 $56,392.80 $59,494.32 $62,766.48 $66,218.64 Annually

Computer and Network Support Specialist
$5,518.22 $5,821.74 $6,141.92 $6,479.74 $6,836.12 Monthly
$66,218.64 $69,860.88 $73,703.04 $77,756.88 $82,033.44 Annually

BACKGROUND: In accordance with provisions of the AFT Contract and Education Code, Personnel Commission staff conducted an audit. The audit determined that the duties and responsibilities of the incumbent fall within the classification of Computer and Network Support Specialist. The position is located in the Information Technology Department at Pierce College. The 2016-17 fiscal year cost of this action is approximately $3,186.96.

Recommended by: Karen J. Martin, Personnel Director
B. Concur with the action of the Personnel Commission to reclassify EN 817103 from Senior Financial Analyst to Finance Project Manager-Bond and Special Funding, effective November 22, 2016.

Senior Financial Analyst
$7,660.23 $8,081.54 $8,526.03 $8,994.96 $9,489.68 Monthly
$91,922.76 $96,978.48 $102,312.36 $107,939.52 $113,876.16 Annually

Finance Project Manager-Bond and Special Funding
$8,526.03 $8,994.96 $9,489.68 $10,011.61 $10,562.25 Monthly
$102,312.36 $107,939.52 $113,876.16 $120,139.32 $126,747.00 Annually

BACKGROUND: In accordance with provisions of the Education Code, Personnel Commission staff conducted an audit. The audit determined that the duties and responsibilities of the incumbent fall within the classification of Finance Project Manager-Bond and Special Funding. The position is located in the Office of the CFO/Treasurer-Bond and Special Funding at the Educational and Services Center. The 2016-17 fiscal year cost of this action is approximately $3,914.48.

II. Claims for Temporary Work Out of Classification

A. Concur with the action of the Personnel Commission to approve payment for temporary work out of classification for EN 736880 for the period of August 22, 2016 to November 17, 2016.

BACKGROUND: EN 736880, a General Foreman in the Plant Facilities Department at West Los Angeles College, was performing duties outside of his current classification. It was found that the duties temporarily assigned to the employee during the specified time periods are consistent with the level of duties and responsibilities assigned to the class of Director of College Facilities. The estimated cost of this action is $2,212.77.

B. Concur with the action of the Personnel Commission to approve payment for temporary work out of classification for EN 1053487 for the period of November 7, 2016 to January 5, 2017.

BACKGROUND: EN 1053487, a Senior Office Assistant, at Los Angeles Harbor College, was performing duties outside of her current classification. It was found that the duties temporarily assigned to the employee during the specified time periods are consistent with the level of duties and responsibilities assigned to the class of Senior Secretary. The estimated cost of this action is $508.00.
Subject: APPROVE THE AWARD OF AN HONORARY ASSOCIATE OF ARTS DEGREE

Approve the award of an honorary Associate of Arts degree in Liberal Studies to Ms. Kimiko Umemoto.

Background: During the 2009-2010 California Legislative Session, Assembly Member, and former Trustee, Warren Furutani sponsored Assembly Bill 37 which requires postsecondary educational institutions to confer an honorary degree upon certain former students. In enacting that legislation, the California Legislature stated that:

"On February 19, 1942, President Franklin D. Roosevelt issued Executive Order 9066, which caused the incarceration of approximately 120,000 Americans and resident aliens of Japanese ancestry in camps scattered throughout the United States during World War II. Executive Order 9066 put the lives of these individuals, who were forcibly relocated from their homes and communities and unjustly detained by the United States government, on hold. ... The disruption of over 2,500 students' educational pursuits was among the consequences of the country's wartime policy, which removed students enrolled in California's colleges and universities from their studies."

AB 37 requires postsecondary institutions to confer an honorary degree upon each person, living or deceased, who was forced to leave his or her studies at a public postsecondary educational institution as result of Executive Order 9066. Ms. Kimiko Umemoto was forced to leave her studies at Los Angeles City College as a result of Executive Order 9066. Pursuant to AB 37 (Education Code Section 66020) the Board of Trustees hereby confer an honorary Associate of Arts degree in Liberal Studies on Ms. Kimiko Umemoto.

Approved by: Francisco Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date ________________

Eng ______________________ Moreno __________________
Fong ______________________ Pearlman __________________
Hoffman ____________________ Svonkin __________________
Kamlager ____________________ Victoriano __________________
Student Trustee Advisory Vote
SUBJECT: ADOPT BOARD RULE REVISIONS TO CHAPTER X ARTICLE I – PERSONNEL HUMAN RESOURCES SERVICES

CHAPTER X

ARTICLE I

PERSONNEL HUMAN RESOURCES SERVICES

10101. UNSOLICITED WRITTEN DEROGATORY COMMUNICATIONS. The Chancellor shall establish and maintain administrative regulations directing the manner in which the president of a college or any member of the administrative staff shall deal with unsolicited written communications in which employees are criticized for or charged with inadequate or improper performance of duties, unlawful act, or act of moral turpitude. Any communications, which are considered to be critical of an employee’s performance of duties or character, shall be evaluated and processed in a manner to safeguard the rights of the employee, the welfare of the students, and the interests of the District. Such regulations shall include directions regarding the circumstances under which such communications shall be brought to the attention of the employee and circumstances under which the communications shall be retained or destroyed.

10103. OATH OF ALLEGIANCE - NEW EMPLOYEES. All new employees, including the unclassified service, shall be required to take and subscribe to and properly file the oath or affirmative required by Section 3, Article XX of the Constitution of the State of California within nine months before they enter upon the duties of their employment. In the case of intermittent, temporary, emergency, or successive employments, such oath shall be effective for all successive periods of employment which commence within one calendar year from the date of such subscription.

10103.10 Filing an Oath. The oath or affirmation of each employee shall be filed with the Division of Human Resources.

Approved by Francisco C. Rodriguez, Chancellor

Student Trustee Advisory Vote

By: Date
10103.11 **Compensation - Reimbursement.** No compensation for services nor reimbursement for expenses incurred shall be paid to any employee unless such employee has taken and subscribed to the oath or affirmation required by Board Rule 10103.

10104. **INFORMATION REGARDING EMPLOYEES.** The Chancellor shall establish the procedures to be followed in the compilation, classification, and dissemination of information regarding employees.

10105. **EMPLOYMENT RECORDS OF EMPLOYEES.** Employment records of all employees shall be established and maintained by the Division of Human Resources.

10105.10 **Fingerprints of Applicants for Positions.** Prior to receiving an appointment to any position, each classified employee, as required by Education Code Section 88024, shall furnish the Division of Human Resources complete sets of fingerprints of both hands in accordance with procedures established by the Division of Human Resources. The District may make such use of the fingerprints as may be necessary in order to insure identification of said applicant.

10105.11 **Changes in Names of Employees.** Any employee whose name is changed by marriage or other legal procedure shall immediately register a change in name, in accordance with procedures published by the Division of Human Resources.

Only the legal name of an employee shall be used while such employee is in the service of the District.

10105.12 **Performance Evaluation of Non-Bargaining Unit Academic Employees.** Academic employees who are not members of a bargaining unit are to be evaluated as to their performance in their assigned duties according to uniform procedures determined by the Chancellor and described in published Human Resources Guides as authorized by the Chancellor. The performance of acting, temporary, substitute and probationary employees shall be evaluated annually. Regular employees shall be evaluated as to their performance annually, with a comprehensive evaluation every three years.
10105.13 Performance Evaluation of Chancellor. The Board shall conduct an evaluation of the Chancellor of the District at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with him/her as well as this policy. The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by him/her and the Board.

The criteria for evaluation shall be based on board policy, the Chancellor’s job description, and overall priorities developed in accordance with board policy.

10106. CERTIFICATION OF EMPLOYEES. Each certificated employee, as the term is used in these Board Rules, shall hold a Los Angeles County Certificate, in full force and effect during his/her employment, which authorizes the specific service to be performed as required by pertinent sections of the Education Code and regulations of the Board of Governors, California Community Colleges.

10106.10 Credential Records. The Division of Human Resources responsible for seeing that proper certification, in full force and effect, is held by each employee for initial assignment. College presidents or division heads shall be responsible for seeing that proper certification is held by each employee for all assignments subsequent to the initial assignment.

10107. SUBPOENAS. The Chancellor shall establish the procedure to be followed in connection with the subpoena of employees, students and District records.

10108. NEPOTISM. The Chancellor shall be authorized to establish for the certificated service administrative regulations governing the assignment of close relatives to the same office or college or under the same administrative head.

10109. PROBATIONARY PERIOD FOR CERTIFICATED EMPLOYEES. The probationary period for certificated employees shall be in accordance with pertinent provisions of the Education Code.

Service on Saturday shall be included in computing the service required to become a permanent employee only when such service is part of a regular assignment.
10118. **FOUR-CONSECUTIVE-DAY WORKWEEK.** Classified service employees may be assigned to work ten hours per day, four consecutive days per week, in accordance with procedures developed by the Chancellor.

EC 88031

10125. **WORKERS’ COMPENSATION INSURANCE.** The Los Angeles Community College District will be self-insured for the costs of Workers’ Compensation claims. The District shall conform to all applicable local, State and Federal laws as they regard Workers’ Compensation.

10126. **DELEGATION OF AUTHORITY TO SETTLE CLAIMS.** To insure that District employees who have suffered industrial accidents or injuries received timely medical attention and appropriate payments, the authority to obligate the District to settlement of Workers’ Compensation claims is delegated to the Chancellor, or designee, as follows:

A. All non-litigated Workers’ Compensation claims (i.e. claims not ordered by the Workers’ Compensation Appeals Board or as a result of proceedings preliminary to such actions).

B. All litigated claims not to exceed $50,000 inclusive of all medical, legal, temporary and permanent disability payments and other costs incidental to the case.

Adopted: 02-08-16
SUBJECT: REVISE BOARD RULE 2801 – NAMING OF BUILDINGS AND FACILITIES COMPONENTS

2801. NAMING OF BUILDINGS AND FACILITIES COMPONENTS.

A. Buildings may be named by action of the Board of Trustees on recommendation of the College President or Chancellor:

1. To recognize distinguished service to the LACCD and/or the community;

2. In memoriam to an individual or family that has contributed in some manner to the community, state, or nation;

3. As recognition for a donation of 50% or more of the total project cost (or a lesser amount) on recommendation of the College President of a new building construction, or of a major building wide renovation. Any action naming a building after a for-profit entity, not an individual or family, when LACCD tax exempt bonds or certificates of participation proceeds are used to finance or improve the new building construction or major building renovation shall require consultation with LACCD Bond Counsel prior to authorization of the board action.

4. As recognition for a donation in the amount of $10.0 million (or a lesser amount) in situations involving the naming of an existing building.

B. Parts of buildings or particular areas (wings, classrooms, patios, gardens or other identifiable features) may be named by action of the Board of Trustees on recommendation of the College President:

1. To recognize distinguished service to the LACCD and/or the community;

Approved by

Francisco C. Rodriguez, Chancellor

Student Trustee Advisory Vote
2. In memoriam to an individual or family that has contributed in some manner to the community, state, or nation;

3. As recognition for a donation, usually of an amount that equals or exceeds 50% of the cost of the specified building feature to be named. Any action naming a part or particular areas of a building after a for-profit entity, not an individual or family, when LACCD tax exempt bonds or certificates of participation proceeds are used to finance or improve the building construction or major renovation shall require consultation with LACCD Bond Counsel prior to authorization of the board action.

4. The following schedule shall serve as a guideline, consistent with the recommendation of the College President.

   a. As recognition for a donation of $500,000 and above for a building wing or floor;

   b. As recognition for a donation of $100,000 and above for an auditorium, theatre, or similar major building component;

   c. As recognition for a donation of $50,000 and above for a major lecture hall, classroom or similar building feature;

   d. As recognition for a donation of $25,000 and above for a standard classroom or laboratory space;

   e. As recognition for a donation of $10,000 and above for a conference room or office space;

   f. As recognition for a donation of $500 and above for recognition on a wall of honor in a building of the donor’s choosing.

C. Naming of buildings or facilities components in honor of an employee or trustee of the District will occur only posthumously, or after separation from the District for at least three years, or upon a finding by the Board of Trustees that the individual has contributed in an extraordinary manner, above and beyond the call of duty, to benefit the interests of the college. In any case, names on buildings or building features shall be limited to the use of the family name, unless the naming occurs posthumously.
D. Names on buildings and building features may be maintained if feasible through subsequent remodeling and/or renovation projects that may occur, at the option of the applicable college’s president. If it is determined that names cannot be preserved due to major alteration or demolition, each college may make a suitable arrangement to preserve the name on a monument, plaque, or tablet specifically created for this purpose.

E. An agreement between the District and the donor shall be prepared in writing to memorialize the conditions associated with a donation that results in the naming of a building or building feature. Copies of the agreement shall be maintained at the college and at the District’s central facilities office.

Amended: 03-08-17
SUBJECT: REVISE BOARD RULE CHAPTER X, ARTICLE III – SELECTION POLICIES et seq

10301. SELECTION AND ASSIGNMENT OF FACULTY.

It is the policy of the District to employ faculty members who are expert in their subject areas, who are skilled in teaching and serving a diverse student population, and who can foster overall educational effectiveness. Those individuals must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, as well as the disabilities of the populations the colleges serve, and they should generally reflect that diversity themselves. In addition, they must be well prepared to respond to the educational needs of all the special populations served by the District’s colleges.

Selection and assignment of faculty shall be based on job-related factors which include qualifications and capabilities. The use of any degree of personal, political, or social influence to secure selection or assignment to a faculty position, or the urging of any consideration other than fitness for the work as a ground for selection or assignment is unprofessional conduct and is strictly forbidden.

10302. EVALUATION OF ELIGIBILITY FOR EMPLOYMENT OF FACULTY.

Faculty shall be employed on the basis of competitive evaluation conducted under the general oversight of the Division of Human Resources and the president where the position to be filled exists. The process of evaluating individuals for eligibility for employment as faculty members shall be in accordance with hiring procedures that meet the standards and requirements set forth in Board Rule 10304, applicable provisions of the Education Code, Title 5 of the California Administrative Code, and relevant Human Resources Guides adopted under these Board Rules.
10303. **MAINTENANCE OF CONTINUOUS FACULTY RECRUITMENT PROCEDURES.**

The Division of Human Resources shall develop and maintain District recruitment procedures for soliciting a diverse group of potential applicants for all faculty positions as a resource for faculty searches. The Division shall also assist the colleges in making effective use of the recruitment procedures whenever the colleges seek to fill a faculty position.

10304. **FACULTY HIRING.**

The Board and the faculty, represented by the Academic Senate, share the responsibility for developing and implementing policies and procedures governing the hiring process. This policy, developed and agreed to jointly by representatives of the Board of Trustees and the District Academic Senate, shall govern the selection of faculty at the colleges within the District. For the purposes of this policy, the term “President” means the President of a college or his or her designees, and the term “Academic Senate” means the college Academic Senate.

The Board has the primary legal and public responsibility for ensuring an effective hiring process. As reflected in State law, faculty have an inherent professional responsibility in the development and maintenance of the quality of the District’s and colleges’ educational programs and services. For that reason, significant and meaningful faculty participation in the hiring process is essential, and it is the Board’s expectation that faculty recommendations regarding the qualifications, experience, and desirability of candidates for faculty positions will normally be accepted. Nevertheless, the President shall exercise formal decision-making authority in the hiring process, and all recommendations regarding faculty hiring shall be advisory to the President. No one may be hired as a probationary, long-term substitute, limited status, or hourly rate faculty member unless he or she possesses:

A. the minimum qualifications for that assignment specified by the Board of Governors of the California Community Colleges (the State Minimum Qualifications); or

B. qualifications that are at least equivalent to the relevant State Minimum Qualifications;

C. qualifications set by statute or regulation; and
D. in addition to other minimum qualifications specified in sections A, B and C, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current valid certificate to work or a license to practice in California. Such requirements shall be adopted whenever the instructor’s possession of such a certificate or license is required for program or course approval by the Chancellor’s Office of the California Community Colleges or an external approving/accrediting agency or when current occupational certification is essential for effective instruction, as determined by mutual agreement between the Board of Trustees and District Academic Senate.

The colleges shall conduct faculty hiring in a way that takes into account the District’s equal employment opportunity obligations, its goal to employ a diverse faculty, and its commitment to affirmatively recruit individuals from groups that are historically under-represented among the faculty at a college or within a discipline. Search committee participants shall complete appropriate training in diversity and equal employment opportunity principles pursuant to LACCD’s Equal Employment Opportunity (EEO) Plan.

10304.1 Probationary (Contract) Faculty Hiring.

1.0 Position Identification and Prioritization

The need to consider filling a faculty position can arise under many circumstances as determined by the college. To provide a means by which those needs will be addressed at a college, the President working in collaboration with the Academic Senate shall develop college procedures specifying how proposals to fill contract faculty positions at the college will be prepared, the criteria that will be used to evaluate the proposals, and the process by which proposals will be reviewed and approved. The procedures adopted by each college should be designed and implemented in a way that will permit a thorough and deliberate search to be completed, and a hiring decision to be made, well before the beginning of the academic term during which the new contract faculty member will begin work.
2.0 College Procedures for Hiring Probationary (Contract) Faculty

The President and Academic Senate at each college shall develop mutually acceptable written procedures governing the search and selection process for contract faculty that comply with the following minimum requirements and any relevant Human Resources Guides adopted under this Board Rule:

2.1 The procedures shall incorporate provisions that ensure that the responsibility for recruiting and selecting well-qualified faculty is a joint responsibility of the faculty and the administration. The procedures shall also require all those involved in the hiring process to adhere to the following fundamental criteria when reviewing application materials, conducting interviews, or otherwise evaluating candidates:

A. the extent to which the candidate has command of, or brings expertise in, the discipline or subject area in which he or she will be employed;

B. the candidate's demonstrated ability as, or potential to become, a skilled teacher, counselor, librarian or other support professional; and

C. the degree to which the candidate will contribute, directly and indirectly, to the diversity of the college, division, and discipline in which he or she will be employed.

2.2 Under the college procedures, the first step in initiating a search shall be the formation of a search committee composed of at least three members, a majority of whom shall be faculty members in the discipline (or, if the Academic Senate deems it appropriate, closely related disciplines) of the position to be filled, and a non-voting equal employment opportunity representative. Working with the members of the discipline, the search committee shall...
prepare a job announcement to be used in announcing the job opening for approval by the President. The job announcement shall describe at a minimum:

A. the duties and responsibilities the contract faculty member will be expected to assume;

B. the minimum qualifications for the position established by the Board of Governors of the California Community Colleges (the "State Qualifications");

C. the knowledge, skill and ability a successful candidate should possess; and

D. other characteristics the college determines to be desirable, including, but not limited to, demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds, as well as the disabilities of the special populations the college serves.

2.3 Working with the members of the discipline, the search committee shall prepare a job announcement to be used in announcing the job opening for approval by the President. The job announcement shall describe minimum and desirable requirements:

A. the duties and responsibilities the contract faculty member will be expected to assume;
B. the minimum qualifications for the position established by the Board of Governors of the California Community Colleges (the "State Minimum Qualifications";

C. The CCR Title 5 requirement of demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds, as well as the disabilities of the special populations the college serves;

D. the knowledge, skill and ability a successful candidate should possess;

E. The committee may suggest desirable qualifications; however, the desirable qualifications should never include the MQ's from another discipline.

The recruitment period for each search should be several months long (preferably beginning in the early spring for positions that are anticipated to be filled for the subsequent fall term, or at least a full semester in advance of the start of the assignment for other positions) but the procedures shall specify a recruitment period of no fewer than a minimum of six weeks.

2-5.2.4 The procedures in each location’s policy shall identify decision points at which the overall size and diversity of the applicant pool will be reviewed to determine if they are satisfactory, based on availability data, diversity goals, and other relevant factors. Following such a review, if the President, or their designee, determines that the size or diversity of the applicant pool of candidates who responded to the college’s job announcement is not satisfactory, the procedures shall require and extension of the recruitment period. In that event, the procedures shall also require the search committee to initiate additional recruitment efforts.

2-6.2.5 To be considered as a candidate for a faculty position, all applicants must submit to the District or the college a cover letter summarizing the candidate’s qualifications for the position along with a completed application for employment on a form specified by the District; unofficial transcript(s) from an accredited institution;
verification of employment; the names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and any other relevant information as specified in the job announcement.

2.7.2.6 The procedures shall identify the manner in which the search committee will review application materials and invite candidates to meet with the committee for an interview. The interview process may include or participate in any other skills/teaching demonstrations, or evaluation process required by the committee.

The invited candidates will be those who, as determined by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most closely match the desirable characteristics specified in the announcement for the position. Meeting the State Minimum Qualifications will not guarantee an interview.

2.8.2.7 Under the college's procedures, the search committee shall be charged with recommending finalists to the President. The minimum number of candidates the search committee is expected to recommend as finalists, and the manner in which those finalists will be reviewed and considered shall also be set forth in the procedures. These college procedures shall include background and-reference checks before a finalist is selected for hire.

2.9.2.8 The procedures shall address the manner in which candidates will be kept informed of the progress of the search and the status of their candidacy throughout the selection process. The goal shall be to ensure that communication with candidates occurs in a timely and professional manner. This responsibility rests primarily with the President, or his or her designee.

2.10.2.9 An offer of employment cannot be extended to a candidate until the candidate has been deemed to meet the State Minimum Qualifications by the Vice Chancellor of Human Resources, or their designee, and the request to appoint the recommended candidate
10304.2 **Temporary Faculty Hiring: Long Term Substitutes and Limited Status Faculty.**

The President and Academic Senate at each college shall develop written procedures governing the search and selection process for long term substitutes and limited status faculty that comply with the minimum standards set forth in Section 2.0 of Board Rule 10304 regarding Faculty Hiring (and any relevant Human Resources Guides adopted under those sections), with the exception that the recruitment period for long term substitute and limited status faculty positions may be fewer than six weeks, but no fewer than three weeks.

10304.3 **Temporary Faculty Hiring: Hourly Rate Faculty.**

The President and Academic Senate at each college shall develop written procedures governing the search and selection process for hourly rate faculty. The procedures should be designed and implemented in a way that will permit a through thorough and deliberate search to be completed, and a hiring decision to be made, well in advance of the starting date of the hourly rate assignment for which the faculty member is being employed. However, the procedures also need to provide for the fact that early recruitment and selection of hourly rate faculty is occasionally impractical because of such unforeseen circumstances including but may not be limited to the need to meet the unanticipated demand for a discipline or a specific course or the inability of the faculty to teach his or her course(s) due to illness. For that reason, To account for these situations, the procedures need to provide appropriate flexibility to those involved in the hiring process so that they are able to identify and hire hourly rate faculty in a timely manner, when that is necessary.

10304.4 **Acknowledgements.**

Nothing in this rule shall be construed as impinging upon the due process rights of faculty, or as detracting from any negotiated agreement between the faculty’s collective bargaining representative and the Board of Trustees.
10304.5 Amendments and Revisions.

1.0 The Board shall consult with the District Academic Senate before adopting any amendment to or revision of this Board Rule, and in acting on any proposed amendment or revision, the Board shall rely primarily on the advice of the Academic Senate.

2.0 The Chancellor or their designee shall consult with representatives of the Academic Senate in developing any Human Resources Guides or similar administrative regulations implementing this Board Rule. The Chancellor or his or her designee shall also consult with representatives of the District Academic Senate before amending or revising any such Human Resources Guide or administrative regulation.

10305. THE EQUIVALENCE POLICY FOR FACULTY QUALIFICATIONS.

No one may be hired as a probationary, long-term substitute, limited status, or hourly rate faculty member unless he or she possesses:

A. The State Minimum qualifications for that assignment specified by the Board of Governors of the California Community Colleges (the State Qualifications); or

B. Qualifications which the Academic Senate has determined are equivalent to the relevant State Minimum Qualifications (MQ's); and

C. Individuals who have completed college or university course work at an institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees is required.

It is the expectation of the Board that faculty members will establish their qualifications by demonstrating possession of the exact degree or experience specified in State MQ's, and that only rarely will candidates need to establish their qualifications through the equivalence process.

The Chancellor, in consultation with the District Academic Senate, will establish procedures under which current and prospective faculty members may seek a determination that they possess qualifications that are equivalent to the relevant State MQ's. A determination reached through the procedures shall be deemed to be a
determination of the Board unless, on appeal, the Board itself chooses to review the
decision and, after receiving written recommendations from the District Academic
Senate (DAS) and the Chancellor, render a decision on the matter itself. If, for
compelling reasons, the Board’s decision is contrary to the DAS recommendation, the
Board will provide a written explanation to the DAS.

10306. **FILLING VACANCIES WITH EXISTING EMPLOYEES.**

The District may fill any vacant position by the transfer of existing faculty, consistent
with the Education Code and any negotiated agreement between the collective
bargaining representative and the Board of Trustees, at any point in the hiring process
prior to the issuance of a job offer to the candidate.

10306.5 **Selection of Entrance-Level Substitutes.**

Selection of certificated entrance-level substitutes shall be from the
appropriate eligible list according to their availability to accept substitute
employment. Candidates who are available for day-to-day substitute
assignments and are approved by the Division of Human Resources shall
be placed on the horizontal eligible list for day-to-day substitutes.
Acceptance of a substitute, temporary, or limited assignment shall not
affect the eligibility of any applicant for assignment to a probationary
position. Applicants may be approved for the day-to-day substitutes list
without being on the eligible list for a regular position.

10307. **SELECTION OF ACADEMIC ADMINISTRATORS.**

Each College and the Educational Services Center shall develop written procedures in
accordance with the applicable provisions of the Education Code, Title 5 of the
California Administrative Code, the relevant Human Resources Guides and under these
Board Rules governing the selection of academic administrators. Search committee
participants shall complete appropriate training in diversity and equal employment
opportunity and affirmative action principles pursuant to LACCD’s EEO Plan. Selection
of employees to fill academic administrative positions at a college or the Educational
Services Center shall be made in accordance with those procedures once they have
been reviewed by the Division of Human Resources and certified as meeting the State
Minimum requirements, established by the Chancellor.
**10308. SELECTION OF COLLEGE PRESIDENT.**

Each College President shall be selected by procedures in accordance with the applicable provisions of the Education Code, Title 5 of the California Administrative Code, the relevant Human Resources Guides as indicated in this Rule. Search committee participants shall complete appropriate training in diversity and equal employment opportunity and affirmative action principles pursuant to LACCD's EEO Plan. The Board of Trustees may modify these procedures for a particular presidential selection by Action of the Board.

A. Initiating Action

1. In order to initiate a presidential selection, the Board of Trustees shall pass an action directing the Chancellor to begin the selection process pursuant to this Rule and any modifications as approved by the Board. The action shall indicate when the committee shall be formed and when the process is expected to be completed.

2. The Chancellor, or their designee, will promptly initiate, and supervise through its conclusion, a nationwide search for the College President.

3. In instances where an Interim President was appointed, the person who served in that capacity shall be eligible to apply for the regular appointment, absent any written announcement that the interim appointee would be ineligible to apply for the regular position.

B. Recruitment

1. The Chancellor or their designee, in consultation with the Board, who may seek input from the Presidential Search Committee of the applicable college ("the College"), community representatives, and other parties as deemed appropriate, will develop an announcement that, at a minimum, describes the position and the criteria to be used in selecting a successful candidate (including minimum qualifications as well as desirable skills, attributes and other personal and professional characteristics).

2. With the goal of creating a strong and diverse pool of candidates, the Board of Trustees and the Chancellor will develop a recruitment and advertising plan, which may include the retention of search consultants to assist with recruitment.
efforts and other appropriate aspects of the selection process. If a search consultant is to be retained, one recommendation will be forwarded to the Board for its final approval.

C. Committee

1. No later than the deadline indicated in the Board Action, the Chancellor will convene a Presidential Search Committee. The committee will be composed of the following voting members:

a. A college president recommended by the Chancellor and ratified by the Board, shall serve as the chairperson;

b. Four faculty members from the applicable College, two of whom are appointed by the College Academic Senate and two of whom are appointed by the AFT College Faculty Guild;

c. Two classified employees from the College, one of whom is appointed by the AFT College Staff Guild and one of whom is appointed by an election process by the non-AFT classified employees at the College;

d. One student from the College selected by the Associated Student Body Organization President;

e. Other representative(s) as may be required by collective bargaining agreement(s);

f. Up to two academic administrators from the College appointed by the exclusive representative of the Academic Administrators’ Unit; and one unrepresented administrator selected by the Chancellor;

g. At least one unrepresented administrator appointed by the Chancellor; and

h. Two community representatives recommended by the Chancellor and selected by the Board.

2. Appropriate staffing for the process will be provided, which shall include but not be limited to an EEO representative as a non-voting member of the committee.
3. Every member of the Presidential Search Committee shall maintain strict confidentiality throughout the presidential selection process.

4. Configuration of the Presidential Search Committee may be reexamined in the event changes occur pursuant to subsection C(1)(e), above.

D. Committee Process

1. At the first meeting of the Presidential Search Committee (or as soon thereafter as feasible) the Board President and the Chancellor, or their designees, will meet with the Committee to give the Committee its charge and review their expectations about the search process and its goals.

2. The Presidential Search Committee, as requested by the Chancellor, will review the application materials of all eligible candidates who apply or are nominated for the position. The Chancellor may recommend the extension of the search process to the Board. From the candidate pool, the Committee will interview not less than six candidates who most closely meet the qualifications, desirable skills, attributes and other personal and professional characteristics described in the position announcement.

3. At the conclusion of all interviews, the Presidential Search Committee will recommend at least three unranked candidates as semifinalists to the Chancellor.

E. Semifinal Process

1. The Chancellor shall review the applications of the semifinalists to determine which semifinalists to interview.

2. The Chancellor may consider additional information from background and reference checks.

3. After conducting interviews and other reviews as the Chancellor deems necessary, the Chancellor shall forward the name(s) of a finalist or finalists for the position of College President to the Board of Trustees for consideration.
F. Final Process

1. The Chancellor shall provide information from background and reference checks to the Board of Trustees.

2. The Chancellor may designate a small group composed of persons deemed to be appropriate, to visit the institutions at which the finalists currently work for the purpose of inquiring further into their background and experience.

3. The Chancellor shall advise the Board of the names of the candidates recommended by the Presidential Search Committee as semifinalists, as well as the semifinalists interviewed by the Chancellor, and shall make his or her recommendation regarding which candidate is best suited for the position.

4. In conjunction with the Chancellor, the Board will interview the finalist(s) for the position of College President forwarded by the Chancellor.

5. The Board may conduct further background checks or interviews as it deems appropriate. The Board may terminate the process at any time. The Board may elect not to hire any candidate.

6. The Board of Trustees will vote on the employment contract for the finalist selected to be employed as College President.

10309. SELECTION OF THE DISTRICT CHANCELLOR.

The District Chancellor shall be selected by procedures in accordance with the applicable provisions of the Education Code, Title 5 of the California Administrative Code, the relevant Human Resources Guides and as indicated in this Rule. Search committee participants shall complete appropriate training in diversity and equal employment opportunity and affirmative action principles pursuant to LACCD's EEO Plan. The Board of Trustees reserves the right to modify these procedures for a specific Chancellor selection by Action of the Board.

A. Initiating Action

1. When so directed by Board Action, the Chancellor/Interim Chancellor shall assign the Vice Chancellor of Human Resources, or their designee, to promptly initiate, and supervise through its conclusion, a nationwide search for a
Chancellor. The action shall indicate when the committee shall be formed and when the process is expected to be completed.

2. In instances where an Interim Chancellor was appointed, the person who served in that capacity shall be eligible to apply for the regular appointment, absent any written announcement that the interim appointee would be ineligible to apply for the regular position.

B. Recruitment

1. The Vice Chancellor of Human Resources, or their designee, in consultation with the Board, who may seek input from the Chancellor Search Committee, community representatives, and other parties as deemed appropriate will develop an announcement that, at a minimum, describes the position and the criteria to be used in selecting a successful candidate (including minimum qualifications as well as desirable skills, attributes and other personal and professional characteristics).

2. With the goal of creating a strong and diverse pool of candidates, the Board of Trustees/Vice Chancellor of Human Resources, or their designee, will develop a recruitment and advertising plan, which may include the retention of search consultants to assist with recruitment efforts and other appropriate aspects of the selection process. If a search consultant is to be retained, one recommendation will be forwarded to the Board of Trustees, for its final approval.

C. Committee

1. No later than the deadline indicated in the Board Action, a Chancellor Search Committee will be convened. The committee will be composed of the following voting members:

   a. A college president recommended by Vice Chancellor of Human Resources and ratified by the Board; shall serve as chairperson;

   b. Four faculty members, two of whom are appointed by the College Academic Senate and two of whom are appointed by the AFT Faculty Guild;
c. Two classified employees, one of whom is appointed by the AFT Staff Guild and one of whom is appointed through an election process by the non-AFT classified employees;

d. The Student Trustee or designee;

e. Other representative(s) as may be required by collective bargaining agreement(s);

f. Up to two academic administrators appointed by the exclusive representative of the Academic Administrators' Unit;

g. At least one unrepresented administrator appointed by the Vice Chancellor of Human Resources;

h. Two community representatives recommended by the Vice Chancellor of Human Resources and ratified by the Board;

2. Appropriate staffing for the process will be provided, which shall include but not be limited to an EEO representative as a non-voting member of the committee.

3. Every member of the Chancellor Search Committee shall maintain strict confidentiality throughout the selection process.

4. Configuration of the Chancellor Search Committee may be reexamined in the event changes occur pursuant to subsection C(1)(e), above.

D. Committee Process

1. At the first meeting of the Chancellor Search Committee (or as soon thereafter as feasible) the Board President, or their designee, and the Vice Chancellor of Human Resources, will meet with the Committee to give the Committee its charge and review their expectations about the search process and its goals.

2. The Chancellor Search Committee will review the application materials of all eligible candidates who apply or are nominated for the position. The College President appointed to the committee as its chairperson may recommend the extension of the search process to the Board. From the candidate pool, the Committee will interview not less than six candidates who most closely meet the
qualifications, desirable skills, attributes and other personal and professional characteristics described in the position announcement.

3. At the conclusion of all interviews, the Chancellor Search Committee will recommend at least three unranked candidates as semifinalists to the Board of Trustees.

E. Semifinal Process

1. The Board of Trustees shall review the applications of the semifinalists to determine which semifinalists to interview.

2. The Board of Trustees may consider additional information from background and reference checks.

3. After conducting interviews and other reviews as deemed necessary, the Board of Trustees will determine which of the candidates will be interviewed as part of the final selection process or the Board of Trustees determine no additional interviews are required and skip to item F(3.) below.

F. Final Process

1. The Chancellor Search Consultant shall provide information from background and reference checks to the Board of Trustees.

2. The Board of Trustees may designate a small group composed of persons, deemed to be appropriate, to visit the institutions at which the finalists currently work for the purpose of inquiring further into their background and experience.

3. The Board may terminate the process at any time. The Board may elect not to hire any candidate.

4. The Board of Trustees will vote on the employment contract for the finalist selected to be employed as Chancellor.

Amended: 03-08-17
SUBJECT: INITIAL PROPOSAL OF LOS ANGELES COLLEGE FACULTY GUILD, LOCAL 1521 TO THE LOS ANGELES COMMUNITY COLLEGE DISTRICT REGARDING NEGOTIATIONS OF THE 2017-2020 COLLECTIVE BARGAINING AGREEMENT

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

1. Article 8 — AFT Rights
2. Article 9 — Work Environment
3. Article 10 — Calendar
4. Article 13 — Assignment
5. Article 14 — Assign, Add & Coach
6. Article 22 — Retirement
7. Article 24 — Personnel Files
8. Article 25 — Leaves
9. Article 27 — Master Benefits
10. Article 29 — Salary
11. Article 36 — Other Benefits
12. Article 37 — Agency Shop
13. Article 38 — Non Credit Faculty
14. Article 43 — Temporary Adjunct Pay
15. Appendix G — Video Display Terminals

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

Pursuant to Government Code Section 3547 and the District’s public notice procedure, the Service Employees International Union, Local 721 presents its initial proposal as follows:

1. Preamble
2. Article 2 — Agreement
3. Article 3 — Management Rights
4. Article 6 — Organization Security and Dues Check Off
5. Article 7 — Hours and Overtime
6. Article 8 — Leaves and Absences
7. Article 15 — Professional Growth
8. Article 17 — Special Pay Practices
9. Article 18 — Wages and Salaries
10. Article 20 — Consultation
11. Article 24 — Committees and Shared Governance
12. (Update Appendices as needed)

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

I. **Los Angeles City College**

Thirty-six students and three faculty members will travel to the Kennedy Center American College Theatre Festival 48 Region VIII in Mesa, Arizona during the period of February 14 to February 19, 2017.

**Background:** This festival is sponsored by the Kennedy Center American College Theatre Festival. The purpose of this trip is to provide students with the opportunity to showcase work, receive outside assessment by KCACTF respondents, develop their theater skills and gain insight to achieve professional success.

**FISCAL IMPLICATION:** The estimated total cost of the trip is $25,000. Funds from LACC Foundation and fundraising will be used for this travel. No District funds will be used for this travel.

II. **Los Angeles Southwest College**

Twenty-eight students and two faculty members will travel to the Kennedy Center American College Theatre Festival 48 Region VIII in Mesa, Arizona during the period of February 14 to February 18, 2017.

**Background:** This festival is sponsored by the Kennedy Center American College Theatre Festival. The purpose of this trip is to provide students with the opportunity to showcase work, receive outside assessment by KCACTF respondents, develop their theater skills and gain insight to achieve professional success.

**FISCAL IMPLICATION:** The estimated total cost of the trip is $14,280. Funds from the College ASO Fund in the amount of $14,280 will be used for this travel. No District funds will be used for this travel.
I. AUTHORIZE PROFESSIONAL SERVICES AGREEMENTS

A. Action

Authorize an agreement with P2S Engineering, Inc. to provide engineering services for the Campus-Wide Fire Alarm and Electrical Repairs project at Los Angeles Pierce College from February 8, 2017 through July 4, 2018 at a cost not to exceed $267,250 inclusive of eligible reimbursable expenses.

Background

P2S Engineering, Inc. has been selected through a competitive Request for Proposal process that was advertised for two weeks.

The purpose of this Agreement is to obtain Mechanical, Electrical, Plumbing, and Structural Engineering services to design and provide construction administration, and project closeout services for the Campus-Wide Fire Alarm and Electrical Repairs project at Los Angeles Pierce College.

Of the three (3) proposals received, one (1) was determined to be responsive and was then evaluated by the selection committee. This Committee is composed of the LACCD Facilities (Central Plant) Project Manager, Maintenance & Operations Standards Coordinator, and LACCD Facilities Administrative Analyst. As a result of this comprehensive review and selection process, P2S Engineering, Inc. is recommended for award of this Agreement.

Funding and Development Phase

Funding is through Deferred Maintenance and SMP Funding Non-Bond proceeds. Campus-Wide Fire Alarm and Electrical Repairs project. Account Nos. 594500-50167-P6513, 594500-50181-P6511, and 594500-50161-P6512. Work Order Nos. 40000876, 40000800, and 40000727. Design Phase. Non-Bond project.

B. Action

Authorize Agreements with the firms listed below to provide geotechnical engineering related services and to provide staff for a variety of projects on a Task Order basis District-wide. Assignments to be made by the Program Management Office or the appropriate District entity for three (3) one-year terms with two (2) one-year options for a maximum of five (5) years total at a combined not to exceed cost of $2,500,000:
- Amec Foster Wheeler Environment & Infrastructure, Inc.
- Twining, Inc.
- The Converse Professional Group d/b/a Converse Consultants
- Geocon West, Inc.
- Koury Engineering & Testing, Inc.
- NV5 West, Inc.
- Ninio & Moore Geotechnical & Environmental Sciences Consultants
- SCST, Inc.
- Byer Geotechnical, Inc.
- RMA Group

**Background**

This request seeks to establish a bench of Task Order based Agreements with the firms listed above to provide geotechnical engineering related services District-wide. Examples of assignments include, but are not limited to: geotechnical services; evaluate subsurface soil conditions; assess geological and seismological conditions; ground water monitoring; construction site observations; traffic studies and reporting, seismicity maps and recommendations; exploratory borings and required reporting to various state agencies.

The firms listed above were selected as the result of a pre-qualification and evaluation process by the Program Manager. A Request for Qualifications was issued, fourteen (14) firms submitted Statements of Qualifications (SOQ's), and ten (10) firms (listed above) received scores high enough to allow their eligibility to provide civil engineering related services as needed. Seven (7) of the ten (10) firms meet the definition of an LSEDV-owned business as set forth by the Board of Trustees.

Evaluations were conducted by a panel consisting of a District Project Manager/Engineer, the PMO Design Manager, the PMO Regional Design Liaison, and a College Project Engineer.

**Award History**

The following list includes Task Orders and contracts:
<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Number of Previous Awards</th>
<th>Cumulative Original Award Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twining, Inc.</td>
<td>Four (4)</td>
<td>$10,300,000</td>
</tr>
<tr>
<td>The Converse Professional Group d/b/a Converse Consultants</td>
<td>Nine (9)</td>
<td>$5,100,000</td>
</tr>
<tr>
<td>Geocon West, Inc.</td>
<td>Three (3)</td>
<td>$70,000</td>
</tr>
<tr>
<td>Koury Engineering &amp; Testing, Inc.</td>
<td>Four (4)</td>
<td>$11,842,792</td>
</tr>
<tr>
<td>NV5 West, Inc.</td>
<td>One (1)</td>
<td>$988,481</td>
</tr>
<tr>
<td>Byer Geotechnical, Inc.</td>
<td>Three (3)</td>
<td>$3,960,000</td>
</tr>
<tr>
<td>RMA Group</td>
<td>Six (6)</td>
<td>$4,650,000</td>
</tr>
</tbody>
</table>

**Funding and Development Phase**

Funding is through Proposition A/AA and Measure J Bond proceeds along with non-Bond funds. Specific assignments to be made as needed by Task Order.

**II. AUTHORIZE AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

**Action**

Authorize Amendment No. 1 to Agreement No. 50463 with P2S Engineering, Inc. to provide continued engineering services on a Task Order basis at East Los Angeles College from March 1, 2017 through December 31, 2017 at a cost not to exceed $15,000 inclusive of eligible reimbursable expenses.

Inclusive of this proposed amendment, the total amount of this agreement approved by the Board of Trustees is $75,000.

**Background**

On December 1, 2010 (Com. No. FPD1), the Board of Trustees authorized Agreement No. 50221 with P2S Engineering, Inc. to provide mechanical, electrical, plumbing, and telecommunication engineering services on a Task Order basis campus-wide. The agreement expired on December 2, 2015 at the end of a five year term. Agreement No. 50463 was authorized by the Board of Trustees on November 4, 2015 (Com. No. FPD1) with P2S Engineering, Inc. to provide continued engineering services on a Task Order basis campus-wide with a current need for completion of the Academic Network Backbone and Campus Wide Fire Pump projects. The scope of work completed is design and construction of the campus wide fire pump.
The current need is for design work associated with the installation of additional valves to the fire line to meet a closeout requirement of the Division of the State Architect.

Funding and Development Phase

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

III. AUTHORIZE CONSTRUCTION CONTRACTS

A. Action

Authorize a contract with Climatec LLC to provide general construction services for the Student Services Building - Retro-Commissioning - Controls Retrofit and Integration project at Los Angeles Southwest College at a cost of $241,079. Consistent with Board Rule 7100.10, authorize the Chief Facilities Executive to authorize change orders, each change order not to exceed ten percent (10%) of the original contract price, without re-bidding, subject to subsequent Board ratification.

Background

This contract is the result of formal competitive bidding. Four (4) contractors requested bid packets. Two (2) responsive bids were received ranging from $241,079 to $254,519. This construction contract is for the Student Services Building Controls Retrofit and Integration project.

Funding and Development Phase


B. Action

Authorize a contract with Xcel Mechanical Systems, Inc. to provide general construction services for the Training Pool Heater and Variable Frequency Drives (VFD) project (also known as the 2016-17 Training Pool project) at Los Angeles Valley College at a cost of $239,977. Consistent with Board Rule 7100.10, and authorize the Chief Facilities Executive to authorize change orders, each change order not to exceed ten percent (10%) of the original contract price, without re-bidding, subject to subsequent Board ratification.
Background

This contract is the result of formal competitive bidding. Two contractors requested bid packets. One responsive bid was received for $239,977. This construction contract is for the replacement of the training-pool heating system and installation VFD for improved energy efficiency.

Funding and Development Phase


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

A. Action

Ratify Change Order Nos. 2 through 8 to Construction Contract No. 4500215404 with South Coast Mechanical for additional construction services for the P1 AutoTech HVAC Operations project at East Los Angeles College at a cost of $59,500:

<table>
<thead>
<tr>
<th>Change Order No.</th>
<th>Cost</th>
<th>Percentage of Original Contract Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$9,911</td>
<td>5.89%</td>
</tr>
<tr>
<td>3</td>
<td>$6,548</td>
<td>3.89%</td>
</tr>
<tr>
<td>4</td>
<td>$12,650</td>
<td>7.53%</td>
</tr>
<tr>
<td>5</td>
<td>$12,081</td>
<td>7.19%</td>
</tr>
<tr>
<td>6</td>
<td>$15,593</td>
<td>9.28%</td>
</tr>
<tr>
<td>7</td>
<td>$559</td>
<td>0.35%</td>
</tr>
<tr>
<td>8</td>
<td>$2,158</td>
<td>1.28%</td>
</tr>
</tbody>
</table>

Inclusive of these change orders, the total cost of this Construction Contract is $243,797.

Background

This agreement was authorized by the Board of Trustees on July 8, 2015 (Com. No. FPD1) with South Coast Mechanical to provide Construction services for this project. The original contract value is $168,000.
The following services have been completed and are requested to be ratified:

1. Due to Unforeseen Conditions:

   CO-3 During installation of the repaired components, it was discovered that other sheet metal duct work was leaking and was repaired. The condition was not identified during the site survey when the project was scoped.

   CO-4 During repair of units 1-9 it was discovered that the supports for the units and the gas piping required repair which was completed. The condition was not identified during the site survey when the project was scoped.

2. Due to Requests by the College:

   CO-2 To avoid interference with construction work for other projects at the college, delayed the crane operations needed to lift HVAC components to the building roof resulting in the need for extra time for crane operations to be completed.

   CO-5 Integrated operations using the current programming to allow repaired equipment to be controlled by the Alerton campus wide Environmental Monitoring System.

   CO-7 Provided college staff temporary access to the partially completed work to allow specific other work to occur in an orderly manner in concert with the project.

   CO-8 Expanded scope of roofing improvements.

3. Due to Additional Requirements:

   CO-6 Replaced the 120 volt power supply to the existing control panels per the Engineer of Record.

Funding and Development Phase

B. **Action**

Ratify Change Order No. 1 to Construction Contract No. 4500219640 with Line Tech Contractors for additional construction services for the Technical Education Generator project at Los Angeles Southwest College at a cost of $2,364.

Inclusive of these change orders, the total cost of this Construction Contract is $154,364.

**Background**

This agreement was authorized by the Board of Trustees on November 4, 2015 (Com. No. FPD1) with Line Tech Contractors to provide construction services for this project. This change order represents 1.56% of the original contract value of $152,000.

The following services have been completed and are requested to be ratified:

Due to unforeseen conditions:

CO 1 – Reconnected the supply and return pipes from a 200 gallon fuel tank to a 25 gallon per manufacturer technician. The engineers bid drawing did not address how the lines would be connected or the specific detail assembly required.

**Funding and Development Phase**

Funding is through 2013 – 2014 Deferred Maintenance funds. Work Order No. 40000145. **Construction Phase.** Non-Bond project.

V. **AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACTS**

A. **Action**

Authorize Acceptance of Completion of Contract No. 4500219640 with Line Tech Contractors to provide general construction services for the Tech Ed Generator project at Los Angeles Southwest College with a substantial completion date of December 2, 2016.
Background

This contract was authorized by the Board of Trustees on November 4, 2015 (Com. No. FPD1).

The total cost of this contract is $154,364.

Funding and Development Phase


B. Action

Authorize Acceptance of Completion of Task Order No. 01WCS MATOC No. 33955 with GMZ Engineering, Inc. to provide general construction services for the Performing Arts Amphitheater project at West Los Angeles College with a substantial completion date of September 30, 2016.

Background

On April 13, 2016 (Com. No. FPD1), the Board of Trustees authorized the establishment of a pre-qualified list of construction contractors that could receive construction assignments by Task Order through a competitive bidding process to be conducted by the Program Management Office. The above Task Order 01WCS was issued to GMZ Engineering, Inc. on April 13, 2016 with a Task Order Notice to Proceed issued on June 9, 2016. Work commenced on June 9, 2016. The total cost of this contract is $591,971.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Performing Arts Amphitheater 39W.5916.03. Construction Phase.

VI. RATIFY AMENDMENT TO DESIGN-BUILD AGREEMENT

Action

Ratify Amendment No. 14 to Design-Build Agreement No. 33801 with Harper Construction Company for additional Design-Build services for the Science Career & Mathematics - Site Restoration project at East Los Angeles College at a cost not to exceed $17,107 inclusive of eligible reimbursable expenses.
Inclusive of this amendment, the total cost of this Design-Build agreement is $61,243,073.

### Background

The Design-Build system of project delivery was adopted by the Board of Trustees on December 3, 2003 (Com. No. BSD5) as a project delivery option available District-wide. This project was approved for delivery by Design-Build system by the Board of Trustees on July 11, 2012 (Com. No. FPD1). This Design-Build agreement with Harper Construction Company was authorized by the Board of Trustees on April 23, 2014 (Com. No. FPD1).

The following Design-Build services have been completed and are requested to be ratified:

Due to additional requirements:

- Furnish and install toilet seat cover dispensers in all restrooms of Building G5 not included in the original scope of work per the Architect of Record.
- Provide and install additional wall fasteners at all wall acoustical fabric panels in each of the Building G7 lecture halls per the Inspector of Record.

Amendment No. 14 to Agreement No. 33801 includes Change Order No. 20.

### Funding and Development Phase

Funding is through Measure J Bond proceeds. Science Career & Mathematics Complex and Site Restoration Project 32E.5222.02.03, 32E.5222.01.04, 32E.5222.02.07. Construction Phase.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Agreement</td>
<td>$52,675,465</td>
</tr>
<tr>
<td>Approved Amendments</td>
<td>+ $8,550.501</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$61,225,966</td>
</tr>
<tr>
<td>Proposed Amendment</td>
<td>+ $17,107</td>
</tr>
<tr>
<td>Total</td>
<td>$61,243,073</td>
</tr>
</tbody>
</table>
VII. AUTHORIZE ACCEPTANCE OF COMPLETION OF DESIGN-BUILD AGREEMENT

Action

Authorize Acceptance of Completion to Design-Build Agreement No. 32535 with Pinner Construction for the Science Complex project at Los Angeles Harbor College with a substantial completion date of August 11, 2013.

The total cost of this Design Build Agreement was $48,785,651.

Background

This agreement was authorized by the Board of Trustees on July 15, 2009 (Com. No. FPD1). This LEED™ platinum project includes lecture halls, classrooms, science and computer laboratories, a conference room and faculty spaces.

Funding and Development Phase

Funding is through Proposition AA and Measure J Bond proceeds. Science Complex 13H.7344.02, 33H.5344.02, B3H.5344.02. Design & Construction Phases.

VIII. RATIFY ASSIGNMENT AGREEMENT TO MODERN BUILDING SYSTEMS, INC.

Action

As the result of a bankruptcy filing, ratify the execution of an Assignment Agreement from M/Space Holdings, LLC to Modern Building Systems, Inc. for the modular building units used as office space for the College Project Team at Los Angeles Pierce College.

Background

On October 7, 2009, the Board of Trustees authorized Lease Agreement No. 32616 with M/Space Holdings, LLC to provide eight (8) 12’ x 48’ modular building units and two (2) 14’ x 48’ modular building units to provide office space for the College Project Team at Los Angeles Pierce College as part of the Bond program’s Furniture, Fixtures and Equipment (FF&E) project.

Subsequently, M/Space Holdings, LLC has notified the District that it has filed for Chapter 11 Bankruptcy and requests that Lease Agreement No. 32616 be assigned to Modern Building Systems, Inc.
The Assignment Agreement has been reviewed by Lead Construction Counsel and approved by the Director of Facilities Planning and Development. Staff recommends the Board ratify the Assignment Agreement.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Furniture, Fixtures and Equipment (FF&E) 40J.5555.05. All Phases.

IX. RATIFY CORRECTION OF ERROR

Action

Ratify the following correction to an error shown on Item V. C. on Com. No. FPD1 of December 7, 2016:

Authorize Acceptance of Completion of Contract No. 4500215404 with South Coast Mechanical to provide general construction services for the Replace HVAC Package Units in P1 AutoTech Building project at East Los Angeles College with a substantial completion date of October 14, 2016.

Background

This contract was authorized by the Board of Trustees on July 8, 2015 (Com. No. FPD1).

The total cost of this contract is $484,297 $243,797.

Funding and Development Phase


Background

The total cost of all approved Change Orders was $59,500 which was not correctly included in the Notice of Completion. The Notice of Completion has been corrected to include the cost of all approved change orders. This proposed action corrects the Acceptance of Completion as incorrectly presented in Com. No. FPD1 of December 7, 2016.
X. RATIFICATION OF SETTLEMENT

In accordance with Board Rule 7313, ratify the Settlement of a Claim for compensation related to additional Design-Build services that resolved unforeseen site conditions discovered during construction of the Roadway, Walkway, Grounds, Parking Lot (RWGPL) – Accessible Parking project at Los Angeles Mission College under Task Order No. 33960-10MCS. The settlement amount requested to be ratified is $24,161 which is the full and final settlement of all claims on Task Order No. 33960-10MCS.

XI. ADOPT FINDING OF BIDDING IMPRACTICABILITY AND RATIFY AWARD OF A CONTRACT TO SCR BUILDERS, INC. FOR THE PROVISION AND INSTALLATION OF A FIRE ALARM SYSTEM AT THE F9 MODULAR PROJECT AT EAST LOS ANGELES COLLEGE

Action

Authorize the following actions to provide an exception to the public bidding requirements under California Uniform Public Construction Cost Accounting Act (CUPCCAA) due to impracticability and ratify a contract with SCR Builders, Inc. ("SCR") for the provision and installation of a fire alarm system for the F9 Modular project at East Los Angeles College at a cost of $55,184:

1. Adopt a finding of bidding impracticability as established by case law authority in Graydon vs. Pasadena Redevelopment Agency which exempts a public agency from formal bidding if the process poses a significant disadvantage to the public entity and makes it impossible to effectively obtain what is required in the procurement; and

2. Ratify the award of a contract to SCR Builders, Inc. to install a Division of the State Architect ("DSA") pre-approved fire alarm system for the F9 Modular project at a cost of $55,184.

Background

On November 2, 2016 (Com. No. FPD1), pursuant to a request by East Los Angeles College subsequent to the removal of modular buildings that had exceeded their Division of the State Architect temporary use status, the Board of Trustees authorized a contract with SCR for the F9 Modular project at a cost of $250,000. The scope of work included preparation of a site and the provision of utility connections to accommodate the location of 12 modular classroom buildings and one modular restroom building leased from Mobile Modular, Inc. through an established LACCD Master Procurement Agreement. The timely start of work under the contract issued to SCR would ensure the site and modular buildings would be ready for use by the college for the Spring Semester on February 6, 2017.
During the period of performance by SCR, it was discovered that a lease option to include the required fire alarm system was inadvertently omitted. Without the fire alarm system, it would not be possible to meet DSA pre-approval standards for use of the modular buildings. Further complicating matters, adhering to the short construction schedule precluded implementation of the required contracting process with a separate fire alarm contractor to provide and install the required fire alarm system. To resolve this issue, the added scope of work was approved to be issued to a subcontractor pursuant to SCR’s obtaining bids from qualified subcontractors on an open book basis, and Western States Fire Alarm (“WSFA”) was selected.

As construction proceeded under SCR/WSFA, DSA expanded the requirements for the fire alarm system. A proposed price of $70,567 was received. After negotiating the further expanded scope of work and its cost, the price was reduced by $15,383 to $55,184 which was agreed to by all parties as being fair and reasonable.

While it was first anticipated the additional scope and its cost could be addressed through the issuance of a change order to the contract with SCR, the negotiated cost of $55,184 exceeded the maximum change order value of ten percent of the original contract value of $250,000. Because no further price reduction was possible and the deadline for completion of the project was approaching, it was determined necessary and in the best interest of the District to propose that an additional, separate contract be awarded to SCR by requesting the Board consider exempting this additional work from the bidding requirements established by CUPCCAA due to impracticability as follows:

1. Following District-established requirements, the college accessed the LACCD Master Procurement Agreement with Mobile Modular, Inc. for the cost-effective leasing of modular buildings needed on a temporary basis to replace existing modular buildings that had exceeded their maximum allowed temporary use as pre-approved by DSA;

2. Pursuant to a request by the college, the Board approved a construction contract with SCR to prepare a site to accommodate the location of the modular buildings and to provide necessary utility connections;

3. After the modular buildings were delivered to the site as prepared by SCR to accommodate them and during the connection of utilities by SCR, it was discovered the optional inclusion of a fire alarm system was inadvertently
omitted from the lease agreement with Mobile Modular, Inc. by the college;

4. Despite robust negotiations and significant price reductions, the anticipated use of a change order to provide and install the required fire alarm system exceeded the maximum change order value allowed and little time was left to complete the revised total scope of work to allow use of the modular units for the start of Spring Semester 2017 as required;

5. Bidding the fire alarm scope of work as a separate contract would impact the overall construction project schedule to the point that the February 6, 2017 start of use date could be achieved.

6. It is determined that bidding the additional scope of work necessary to complete the additional required fire alarm scope of work would have resulted in a significant disadvantage to the College because it could not be completed within the originally scheduled time frame.

**Funding and Development Phase**

Funding for this project is through East Los Angeles College. F9 Modular Building project. Construction Phase. Non-Bond project.