ORDER OF BUSINESS — REGULAR MEETING
Wednesday, January 9, 2019
First Public Session 3:00 p.m. – 5:45 p.m.
Second Closed Session 6:00 p.m. – 8:00 p.m.
Second Public Session
(Immediately Following Closed Session)

East Los Angeles College
F5 Campus Center Building, 2nd Floor
F5-201 Multi-Purpose Room
1301 Avenida Cesar Chavez
Monterey Park, CA 91754

I. Roll Call (3:00 p.m.) Location: F5-201 Multi-Purpose Room

II. Flag Salute

III. Welcome Remarks by Marvin Martinez, President, East Los Angeles College

IV. Approval of Agenda/Agenda Order of Business

V. Approval of Minutes:
   • Regular Board Meeting and Closed Session: December 12, 2018

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

VII. Public Agenda Requests
   A. Oral Presentations
   B. Proposed Actions
      BT1. Resolution – Black History Month
      BT2. Resolution – Lunar New Year
      BT3. Board Travel Authorizations

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

IX. Reports and Recommendations from the Board
   A. Reports of Standing and Special Committees
   B. Proposed Actions

X. Report from the Chancellor
   • Report from the Chancellor regarding activities or pending issues in the District
      o College Presentation: East Los Angeles College Achieving Excellence in Transfer
XI. Consent Calendar

Matters Requiring a Majority Vote

BF1. Ratify Budget Revisions And Appropriation Transfers
BSD1. Ratify Business Services Actions
BSD2. Approve Business Services Actions
FPD1. Approve Facilities Planning And Development Report
HRD1. Approve Personnel Services Routine Actions
HRD2. Authorize Presidential Selection Process For Los Angeles Valley College
HRD3. Approve Retention Of Search Consultant Firm
HRD4. Authorize Executive Employment Action
HRD5. Approve Extension Of Contracts and Step Increases For College Presidents And District Executives
ISD1. Approve New Educational Courses And Programs
ISD2. Approve New Community Services Courses
ISD3. Approve Out of State Student Travel
ISD4. Approve In-State Student Travel

• Correspondence

XII. Recommendations from the Chancellor

CH1. Repeal Board Rule Chapter IX, Article IX Et Seq.
CH2. Appointment to the District Citizens’ Oversight Committee (DCOC) For Propositions A/AA and Measures J/CC Bond Programs

Matters Requiring a Super Majority Vote - None

XIII. Notice Reports and Informatives

CH/A. [Notice] Revise Board Rule 17300 Et Seq.
FPD/A. [Notice] Authorize The Adoption Of The LACCD Construction Program Records Retention Policy
ISD/A. [Informative] Notification of Out of State Travel

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

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

XVI. 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: F5-209 Conference Room
XVII. Reconvene Regular Meeting  
    **Location: F5-209 Conference Room**

XVIII. Roll Call

XIX. Report of Actions Taken in Closed Session – January 9, 2019

XX. Consent Calendar  
    - **Matters Requiring a Majority Vote**  
    - ISD5. Approve Student Discipline – Expulsion Without Reconsideration

XXI. Adjournment
Next Regularly Scheduled Board Committee Meetings

Wednesday, January 23, 2019
Educational Services Center
Board Room – First Floor
770 Wilshire Blvd.
Los Angeles, CA 90017

Institutional Effectiveness & Student Success Committee
1:30 p.m. – 2:45 p.m.

Facilities Master Planning & Oversight Committee
3:00 p.m. – 4:15 p.m.

Budget & Finance Committee
4:30 p.m. – 5:45 p.m.

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.
I. Public Employee Evaluation
(pursuant to Government Code section 54957)

A. Position: Chancellor
B. Position: Executive Staff
C. Position: College Presidents

II. Conference with Labor Negotiator
(pursuant to Government Code section 54957.6)

A. District Negotiators: Albert Román

Employee Units: All Units
All Unrepresented Employees

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

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

V. Conference with Legal Counsel - Existing Litigation
(pursuant to Government Code section 54956.9(d)(1))

A. Miriam Gottlieb v. LACCD
B. Anahit Shirvanyan v. LACCD
C. Michael Miller v. LACCD, Jamillah Moore, and Kenneth Sherwood

VI. Conference with Legal Counsel - Anticipated Litigation
(pursuant to Government Code section 54956.9(d)(2) and (e)(1))

A. Potential litigation – 3 matters
SUBJECT: RESOLUTION – BLACK HISTORY MONTH

The following resolution is presented by President Fong and Trustee Svonkin:

The month of February is officially designated as Black History Month.

WHEREAS, For more than 400 years, the presence of African-Americans in the United States has had an undeniable and profound impact upon its cultural, political, and social institutions; and

WHEREAS, For over 36 million people of African-American descent, the designation and observation of February as Black History Month represents the nation’s acknowledgment of the contributions and continuing role of African-Americans within the United States; and

WHEREAS, Central to the role and history of African-Americans is the acquisition of a thorough and meaningful education which will provide the tools to design and control their own destiny, both economic and political; and

WHEREAS, Current figures and statistics indicate that there are still some challenges to sustaining enrollments of African-American students attending educational institutions, both pre- and postsecondary; and

WHEREAS, The “avenue of equal opportunity access to education” has been the basic premise around which the community colleges of California have acquired support and credibility; now, therefore, be it

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby reaffirms its commitment to egalitarian principles
inherent within the term "community colleges" by supporting and enhancing those services, programs, and courses which will encourage African-Americans and other ethnic groups to enroll and attain their identified goals; and, be it further

RESOLVED, That the Chancellor distribute a copy of this resolution to all nine campuses to increase awareness about Black History Month; and, be it further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District joins with the nation in celebrating February as Black History Month and encourages its colleges and student organizations to promote cultural awareness by featuring various programs, exhibits, and other relevant activities and by participating in events sponsored by local communities.
SUBJECT: RESOLUTION – LUNAR NEW YEAR

The following resolution is presented by President Fong and Trustee Svonkin:

WHEREAS, February ushers in the Lunar New Year of 4717 – The Year of the Pig; and

WHEREAS, People born in the Year of the Pig are diligent, compassionate, and generous; they have great concentration: once they set a goal, they will devote all their energy to achieving it; though pigs rarely seek help from others, they will not refuse to give others a hand; and

WHEREAS, The Lunar New Year is of great significance and represents a major celebration for China and other Asian people throughout the world; and

WHEREAS, The Lunar New Year represents a number of important traditional, social, and cultural events, many of which have become customary to observe in the United States; and

WHEREAS, Immigration from Asian nations continues to be a source of population growth in the United States and provides a significant increase in the student population of the Los Angeles Community College District; and

WHEREAS, The celebration of the Lunar New Year is an occasion of reflection and thanksgiving; now, therefore, be it

RESOLVED, That the Chancellor distribute a copy of this resolution to all nine campuses to increase awareness about Lunar New Year; and, be it further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District does hereby offer its best wishes to all its students, staff, and constituents who observe the Lunar New Year.
Subject: **BOARD TRAVEL AUTHORIZATIONS**

A. Authorize payment of necessary expenses for Gabriel Buelna and Scott J. Svonkin, members of this Board of Trustees, to attend the Association of Community College Trustees (ACCT) 2019 Community College National Legislative Summit, to be held on February 10-13, 2019 in Washington, DC.

**Background:** Funding will be from 2018-2019 Board Travel account.

B. Authorize payment of necessary expenses for Kellie N. Williams, student member of this Board of Trustees, to attend the California Community College Trustees (CCCT) Board meeting to be held on January 26, 2019 in Sacramento, California.

**Background:** Student Trustee Williams was elected as the CCCT Student Trustee Member. The Community College League of California (CCLC) will reimburse the Los Angeles Community College District (LACCD) for her expenses.

C. Authorize payment of necessary expenses for Gabriel Buelna and David Vela, members of this Board of Trustees to attend the Community College League of California (CCLC) Annual Legislative Conference to be held on January 27-28, 2019 in Sacramento, California.

**Background:** Funding will be from 2018-2019 Board Travel account.
Subject: RATIFY BUDGET REVISIONS AND APPROPRIATION TRANSFERS

Ratify acceptance of $20,336,059 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).
## EXHIBIT I

### BUDGET REVISIONS AND APPROPRIATION TRANSFERS

**ALL FUNDS, EXCLUDING BUILDING BOND FUND**

January 9, 2019

### NEW INCOME (Attachment 1)

<table>
<thead>
<tr>
<th></th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Federal</td>
<td>810000-849900</td>
<td>2,353,052</td>
</tr>
<tr>
<td>State</td>
<td>860000-869999</td>
<td>16,479,107</td>
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<tr>
<td>Local</td>
<td>870000-889999</td>
<td>1,303,900</td>
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<tr>
<td>Interfund Transfer In</td>
<td>891000-892999</td>
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</tr>
<tr>
<td>Other Financing Sources</td>
<td>893000-897999</td>
<td>-</td>
</tr>
<tr>
<td>Contribution to Restricted Program</td>
<td>898000-899999</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total New Income</strong></td>
<td><strong>20,336,059</strong></td>
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### 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>
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<tr>
<td>Certificated Salaries</td>
<td>100000-199999</td>
<td>317,623,070</td>
<td>968,073</td>
<td>825,859</td>
<td>319,417,002</td>
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<td>Classified Salaries</td>
<td>200000-259999</td>
<td>199,042,199</td>
<td>751,546</td>
<td>1,594,951</td>
<td>201,388,696</td>
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<td>Employee Benefits</td>
<td>300000-299999</td>
<td>192,430,577</td>
<td>342,367</td>
<td>623,416</td>
<td>193,395,360</td>
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<td>Books/Supplies</td>
<td>400000-499999</td>
<td>41,493,718</td>
<td>201,372</td>
<td>607,441</td>
<td>42,302,529</td>
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<td>Contract Services</td>
<td>500000-559999</td>
<td>235,813,839</td>
<td>1,200,185</td>
<td>1,171,045</td>
<td>238,185,069</td>
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<td>Capital Outlay</td>
<td>600000-699999</td>
<td>21,003,703</td>
<td>172,430</td>
<td>721,904</td>
<td>21,896,087</td>
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<tr>
<td>Other Outgo</td>
<td>700000-709999</td>
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<td>-</td>
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<td>-</td>
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<tr>
<td>Other Debt Services</td>
<td>710000-719999</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Tuition Transfers</td>
<td>720000-729999</td>
<td>97,343</td>
<td>-</td>
<td>2,891,650</td>
<td>2,988,993</td>
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<td>Interfunds Transfers</td>
<td>720000-739999</td>
<td>21,901,567</td>
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<td>-</td>
<td>21,901,567</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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<td>Loan/Grants</td>
<td>750000-759999</td>
<td>307,392,187</td>
<td>185,592</td>
<td>367,228</td>
<td>307,944,597</td>
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<tr>
<td>Other Financing Sources (Except 79U2)</td>
<td>760000-799998</td>
<td>163,244,604</td>
<td>16,514,304</td>
<td>(8,802,344)</td>
<td>160,956,460</td>
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<td>Reserve for Contingency*</td>
<td>790200</td>
<td>23,445,049</td>
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<td>-</td>
<td>23,445,049</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>7,553,483,084</td>
<td>20,336,059</td>
<td>-</td>
<td>1,543,824,143</td>
</tr>
</tbody>
</table>

* Reserve for Contingency balance is $23,45 million, which is 3.5% 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 59308. 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

**BTA NUMBER:**

<table>
<thead>
<tr>
<th>BTA NUMBER</th>
<th>FUND/GRANT NAME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td><strong>Hispanic Serving Institutions Science, Technology, Engineering, &amp; Mathematics (HSI STEM) and Articulation Program</strong></td>
<td>1,204,733</td>
</tr>
<tr>
<td>C-0212</td>
<td>To establish funding to increase the number of Hispanic and low-income students earning degrees or certificates in STEM disciplines by implementing a STEM pathways program between Los Angeles City College and its feeder high schools. Funding is from the United States Department of Education.</td>
<td></td>
</tr>
<tr>
<td>V-0228</td>
<td><strong>Engaging for Student Success</strong></td>
<td>115,722</td>
</tr>
<tr>
<td></td>
<td>To establish funding to develop and expand cultural responsiveness and financial literacy trainings for faculty, staff, and students. The program will serve twenty (20) faculty members who teach students at risk of attrition at Los Angeles Valley College. Funding is from the United States Department of Education.</td>
<td></td>
</tr>
<tr>
<td>W-0167</td>
<td><strong>Science, Technology, Engineering, &amp; Mathematics (STEM) Teacher Success</strong></td>
<td>549,999</td>
</tr>
<tr>
<td></td>
<td>To establish funding to align STEM curriculum with California State University, Dominguez Hills and California State University, Los Angeles; to implement peer-to-peer tutoring at the STEM Success Center; and to train STEM faculty on culturally responsive instructional methodologies. The program will serve one hundred twenty (120) students and twenty (20) faculty annually at West Los Angeles College. Funding is from the United States Department of Education.</td>
<td></td>
</tr>
<tr>
<td>E-0335</td>
<td><strong>Scholarships in Science, Technology, Engineering, &amp; Mathematics (STEM) to Achieve Results (S-STAR)</strong></td>
<td>140,652</td>
</tr>
<tr>
<td></td>
<td>To establish funding to provide one hundred thirty-two (132) scholarships in all STEM disciplines to economically disadvantaged students demonstrating the aptitude to succeed at East Los Angeles College. Funding is from the National Science Foundation.</td>
<td></td>
</tr>
<tr>
<td>P-0148</td>
<td><strong>Minority Undergraduate Research and Education Program (MUREP)</strong></td>
<td>314,830</td>
</tr>
<tr>
<td></td>
<td>To establish funding to develop at least one new course to introduce and enhance student understanding of space technology development, identity and address campus laboratory equipment needs, and provide hands-on learning opportunities through internships at National Aeronautics and Space Administration (NASA) Centers or facilities. The</td>
<td></td>
</tr>
</tbody>
</table>
program will serve thirty-five (35) students annually at Los Angeles Pierce College. Funding is from NASA.

**Building Infrastructure Leading to Diversity (BUILD) at California State University, Northridge (BUILD@CSUN)**

To establish funding to increase and cultivate underrepresented students’ interest in biomedical research by offering a one-unit course on basic research techniques, involving students in biomedical related research projects, and providing tutoring services at the Biology Tutoring Center. The program will serve approximately two hundred forty-nine (249) students at Los Angeles Valley College. Funding is from the United States Department of Health and Human Services through California State University, Northridge.

**TOTAL FEDERAL**

$2,353,052

**State**

**D-0443 Disabled Students Programs and Services (DSPS)**

To adjust funding for the Disabled Students Programs and Services (DSPS) Program based on the 2018-19 First Principal Apportionment (P1) released by the State Chancellor’s Office on October 24, 2018. Funding is from the California Community Colleges Chancellor’s Office (CCCCO) and increases the current year allocation to $8,182,207.

**H-0207, W-0153 Child Development Training Consortium**

To establish funding to assist Child Development students to fulfill the requirements to apply for and obtain teaching permits through technical assistance and the provision of stipends. The program will serve a minimum of forty (40) students annually at Los Angeles Harbor College and West Los Angeles College. Funding is from the Child Development Training Consortium through the Yosemite Community College District.

**M-0261 Veterans Resource Center Grant Program**

To establish funding to increase student veteran engagement; increase access for student veterans to mental health, career development, and education planning services; and raise faculty, staff, and student awareness of veterans issues. The program will serve an estimated one hundred forty (140) students at Los Angeles Mission College. Funding is from the California Community Colleges Chancellor’s Office (CCCCO).

**M-0264, M-0265, M-0274 Strong Workforce Program – Regional**

To establish funding to develop more workforce opportunity and lift low-wage workers into living-wage jobs through the promotion of
Career and Technical Education (CTE) programs and participation in various regional projects serving students at Los Angeles Mission College. Funding is from the Rancho Santiago Community College District.

**Enrollment Growth for Associate Degree Nursing Program**

To establish funding to address student attrition and retention and to expand or maintain enrollment capacity of the Associate Degree Nursing (ADN) at Los Angeles Pierce College. Funding is from the California Community Colleges Chancellor's Office (CCCCO).

**Hunger Free Campus**

To establish funding for the Hunger Free Campus Program based on the 2018-19 Hunger Free Campus Support Allocations memo dated October 31, 2018. Funding is from the California Community Colleges Chancellor's Office (CCCCO).

**General Child Care and Development Programs**

To accept additional funding to offer early childhood education program for income eligible families, increase accessibility to colleges by providing child care services, and provide field training site for multiple instructional divisions. The program will serve three hundred nineteen (319) student parents districtwide. Funding is from the California Department of Education and increases the current year allocation to $2,326,576.

**California State Preschool Program**

To accept additional funding to offer early childhood education program for income eligible families, increase accessibility to colleges by providing child care services, and provide field training site for multiple instructional divisions. The program will serve five hundred ninety-six (596) student parents districtwide. Funding is from the California Department of Education and increases the current year allocation to $4,637,426.

**Strong Workforce Program – Local**

To adjust funding for the Strong Workforce Program - Local based on the 2018-19 Advance Apportionment released by the State Chancellor's Office on October 23, 2018. Funding is from the California Community Colleges Chancellor's Office (CCCCO) and increases the current year allocation to $16,019,051.

**AB 1809 – Legal Services for Undocumented Students**

The State Chancellor's Office requests the Los Angeles Community College District (LACCD) provide Fiscal Agent services to facilitate the delivery of funds to the California Department of Social Services (CDSS) for the provision of services consistent with the purposes set
forth in Section 74 of Assembly Bill (AB) 1809 (Chapter 33, Statutes of 2018). LACCD will accept and redistribute funds from the State Chancellor's Office to the CDSS to provide legal services to undocumented students and families on California Community Colleges campuses.

**TOTAL STATE**

$16,479,107

**Local**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-0322, M-0283</td>
<td><strong>Quality Start Los Angeles (QSLA) – formerly Quality Rating and Improvement System (QRIS) Block Grant</strong></td>
<td>$16,000</td>
</tr>
<tr>
<td>W-0161</td>
<td>To establish funding to improve and/or maintain the quality of programming for Child Development Centers. The program will serve a minimum of sixty (60) students and forty-eight (48) families at East Los Angeles College, Los Angeles Mission College, and West Los Angeles College. Funding is from the Child Care Alliance of Los Angeles.</td>
<td></td>
</tr>
<tr>
<td>E-0328</td>
<td><strong>School for Integrated Academics and Technologies (SIATech) Career Pathways</strong></td>
<td>105,000</td>
</tr>
<tr>
<td></td>
<td>To establish funding to provide comprehensive outreach, articulation, and pathways for SIATech students to East Los Angeles College, including dual enrollment courses for high school students and English as a Second Language (ESL) orientations and classes for their parents. Funding is from SIATech Los Angeles.</td>
<td></td>
</tr>
<tr>
<td>T-0255</td>
<td><strong>Seeds for the Future</strong></td>
<td>125,000</td>
</tr>
<tr>
<td></td>
<td>To establish funding to increase staff, expand services, and provide workshops and events for undocumented students at the Dream Resource Center at Los Angeles Trade-Technical College. Funding is from Community Initiatives.</td>
<td></td>
</tr>
<tr>
<td>T-0264</td>
<td><strong>Technical and Career Education</strong></td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td>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 the Foundation for California Community Colleges.</td>
<td></td>
</tr>
<tr>
<td>D-0448</td>
<td><strong>Department of Public Social Services, California Work Opportunities and Responsibility to Kids (DPSS CalWORKs) Program</strong></td>
<td>1,233,500</td>
</tr>
<tr>
<td></td>
<td>To establish funding to support the coordination of CalWORKs services to CalWORKs and Greater Avenues for Independence (GAIN) student participants. Funding is from the County of Los Angeles, Department of Public Social Services (DPSS).</td>
<td></td>
</tr>
</tbody>
</table>

**Contract Education - Street Maintenance Technology Program**
T-0272  To establish funding for Los Angeles Trade-Technical College to offer courses on street maintenance technology, report writing, issues and practices in public works, and heavy equipment operation to Bureau of Street Services employees. Funding is from the City of Los Angeles, Department of Public Works Bureau of Street Services.  23,400

TOTAL LOCAL

$1,503,900

OTHERS:

Fund Redistribution

H-0215  Extended Opportunity Programs and Services – Cooperating Agencies Foster Youth Educational Support (EOPS-CAFYES)  ($14,501)

To redistribute funds from EOPS-CAFYES fund number 20401 to EOPS-CAFYES fund number 10401 at Los Angeles Harbor College.

H-0216  Extended Opportunity Programs and Services – Cooperating Agencies Foster Youth Educational Support (EOPS-CAFYES)  14,501

To accept redistributed funds from EOPS-CAFYES fund number 20401 to EOPS-CAFYES fund number 10401 at Los Angeles Harbor College.

TOTAL OTHERS

$0

TOTAL INCOME

$20,336,059
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 AND SHORT TERM AGREEMENTS**

929 issued from November 1, 2018 to November 30, 2018 which totaled $3,363,485.

**B. FACILITIES ORDER FORMS**

69 issued from November 1, 2018 to November 31, 2018 which totaled $260,248.13.

**C. AGREEMENT FOR ATHLETIC OFFICIATING SERVICES**

1 issued which totaled $24,300.

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

2 issued from November 1, 2018 to November 30, 2018 for a total income of $960 at City.

5 issued from November 1, 2018 to November 30, 2018 for a total income of $3,765 at Harbor.

Recommended by: Robert B. Miller, Vice Chancellor

Approved by: Francisco C. Rodriguez, Chancellor
1 issued from November 1, 2018 to November 30, 2018 for a total income of $438 at Southwest.

E. LEASE OF FACILITIES FOR DISTRICT USE

4500265417 East, Agreement with the Metropolitan Water District of Southern California to lease a section of the property for use as the driveway between the street and the Parking at the Firestone location during the period July 1, 2018 to June 30, 2023, inclusive, at a rate of $139 per year escalating at no more than 5% per year after. **Total estimated cost: $9,217.**

Various East, Agreements with the County of Los Angeles Department of Parks and Recreation to provide the College’s Kinesiology Department Water Polo team the use of Belvedere Pool on designated times and days, during the period January 1, 2019 to June 2, 2019. **Total Cost: $72,657.**

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Term</th>
<th>Cost</th>
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<tbody>
<tr>
<td>4500265418</td>
<td>January 1 to January 31, 2019</td>
<td>$12,578</td>
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<tr>
<td>4500265419</td>
<td>February 4 to June 3, 2019</td>
<td>$60,079</td>
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</table>

F. CONTRACT EDUCATION AGREEMENT

4500264351 Trade-Technical, Agreement with the City of Los Angeles, Bureau of Street Services to fund the following Street Maintenance Technology course Report Writing for Public Works and Project Management during the period August 27, 2018 to December 16, 2018, inclusive. **Total income: $23,400.**

G. LICENSE AGREEMENTS

4500248889 City, Amendment No. 1 to renew agreement with Essential Education to provide licenses for computer-based GED and HiSET Academy Study Programs for students to receive all the instructions, support and assessment that are needed to obtain high school equivalency credentials as allowed by the Adult Education Block grant during the period November 1, 2018 to October 31, 2019, inclusive. **Total cost: $6,200.**
4500265020 **City.** Freshworks, Inc. to provide access to utilize Freshdesk, Freshchat and Freshcaller, components of the software that allows employees to engage with students in real time to answer questions or answer incoming calls by using computers instead of telephones during the period October 1, 2018 to September 30, 2019, inclusive. **Total cost:** $7,320.

4500212408 **East.** Amendment No. 4 to renew license with Controltec, Inc. license to use its CenterTrack case management software to manage nine campus childcare centers during the period September 17, 2018 to September 16, 2019, inclusive. **Total cost:** $8,881.

4500263991 **East.** Agreement with Social Solutions Global, Inc. to provide use of the Efforts-to-Outcomes software to track the effectiveness of campus Student Equity initiatives during the period of July 1, 2018 to December 31, 2018 June 30, 2019, inclusive. **Total cost:** $23,094.

4500265121 **East.** Agreement with McGraw-Hill Education for its “Assessment and Learning in Knowledge Spaces” educational diagnostic testing software for the Chemistry Department during the period December 20, 2018 to December 19, 2019, inclusive. **Total cost:** $42,180.

4500264540 **Harbor.** Agreement with Kurzwell Education to provide software that will assist students with disabilities in completing their required coursework during the period December 1, 2018 to November 30, 2021, inclusive. **Total cost:** $9,000.

4500264898 **Pierce.** Agreement with Portfolium, Inc. for license of its ePortfolio and Badging software for up to 1,000 Adult Education students during the period October 1, 2018 to September 30, 2020, inclusive. **Total cost:** $24,000.

**H. MAINTENANCE AGREEMENTS**

4500260334 **East.** Amendment No. 1 to agreement with Climatec LLC to add Fault Detection and Diagnostic services to the maintenance agreement for the Energy Management and Controls System during
the period July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $10,000.

4500264369  **East.** Agreement with GMS Elevator Services, Inc. for the maintenance of 30 elevators during the period of July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $26,040.

4500264386  **East.** Agreement with D & B Power Associates Inc. for maintenance and warranty renewal on American Power Conversion uninterruptible power supply and power distribution units during the period of December 30, 2018 to December 29, 2019, inclusive. **Total cost:** $17,463.

4500264862  **East.** Agreement with ViaTRON Systems, Inc. to provide annual maintenance service on scanning equipment during the period July 1, 2018 to June 30, 2023, inclusive. **Total cost:** $89,000.

4500264900  **East.** Agreement with Curvature, Inc. for maintenance of the Netapp FAS3210 storage system during the period January 1, 2019 to December 31, 2019, inclusive. **Total cost:** $7,427.

4500231131  **Southwest.** Amendment No. 3 to renew agreement with GMS Elevator Services, Inc. to provide maintenance service on 12 elevators during the period July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $37,200.

4500264394  **Trade-Technical.** Agreement with Network Integration Company Partners for service mapping and maintenance on Cisco Unified Communication for the campus during the period of October 26, 2018 to October 25, 2019, inclusive. **Total cost:** $39,787.

I. **STUDENT INTERN AGREEMENTS**

4500264379  **East. No-cost** Agreement with San Gabriel Valley Medical Center to provide clinical training for students enrolled in the Nursing, Respiratory Therapy, Health Information Technology, Medical Assistant, Phlebotomy, Electrocardiogram (ECG/EKG) Technician, Telemetry Technician, Pharmacy Technology, and Cancer
Information Management Programs during the period December 12, 2018 to December 11, 2023, inclusive.

4500264587 Valley. No-cost agreement with Child Development Institute to provide clinical training for students enrolled in the Nursing Program during the period February 1, 2019 to January 31, 2024, inclusive.

J. SERVICE AGREEMENTS – OUTREACH AND MARKETING


4500264393 East. Agreement with HigherEdJobs.com to provide unlimited postings, integration fee and Diversity and Inclusion email during the period December 19, 2018 to December 18, 2019, inclusive. Total cost: $6,470.

4500264521 East. Agreement with National Cinemedia, LLC for a 52 week advertisement campaign to promote Career Technical Education Programs on OnScreen, Standee-Lobby, and Cinema Accelerator at three locations during the period October 19, 2018 to October 17, 2019, inclusive. Total cost: $69,460.

Various Pierce. Agreements with the following to provide cable television and digital media advertisements for the college and Career and Technical Education Program during the period December 1, 2018 to February 5, 2019, inclusive. Total cost: $60,502.

4500264378 Charter Communications Holdings/Spectrum Reach 1,089 spots $15,001
4500264377 Charter Communications Holdings/Spectrum Reach 818 spots $17,501
4500264376 Q1Media, Inc. 2,709,091 $18,000 impressions
4500264375 Q1Media, Inc. 1,367,727 $10,000 impressions
4500265273  West. Agreement with Advantage Mailing, LLC to provide mailing services for Spring 2019 Westside Extension Schedule of Classes during the period January 15, 2019 to January 18, 2019, inclusive. Total cost: $8,000.

K. SERVICE AGREEMENTS

4500259824  City. Amendment No. 1 to extend and increase the contract amount on agreement with Deanna Cherry Consulting to continue professional development on improving the enrollment process and customer service during the period August 1, 2018 to January 31, 2019, inclusive. Total cost: $11,050.


4500264349  East. Agreement with REAP Change Consultants to provider grant evaluation services for the "Filling Skills Gap Through the Geospatial Engineering and Technologies Program" during the period September 1, 2018 to August 31, 2021, Inclusive. Total cost: $38,060.

4500264520  East. Agreement with Laurie Stalick dba Arvida Travel to provide travel and coordination services for a Science, Technology, Engineering and Mathematics (STEM) trip to Northern California for 40 students to tour UC Merced’s STEM departments and visit various STEM museums and technology centers as allowed under the Jardin de STEM project during the period November 1, 2018 to December 31, 2018, Inclusive. Total cost: $25,000.

4500264742  East. Agreement with the Cal Poly Pomona Foundation, Inc. to provide a co-principal investigator to develop teaching methods which improves student pass rates for the State of California Professional Land Surveyors and Fundamentals of Surveyors examinations. Services required by the "Filling Skills Gap Through
the Geo-Spatial Engineering and Technologies Program” as funded by the National Science Foundation grant during the period September 1, 2018 to August 31, 2021, inclusive. **Total cost:** $30,408.

4500264895 **East. No-cost Agreement** with United States Veterans Initiative to provide free transitional counseling services to the Veterans Resource Center from December 1, 2018 to November 30, 2019, inclusive.

4500204399 **Educational Services Center.** Amendment No. 3 to extend agreement with Sprint Solutions, Inc. for wireless communication services for a mobile phone, during the period December 1, 2018 to May 23, 2019, inclusive. **Total cost:** $540.

4500265277 **Educational Services Center.** Agreement with Pacific Dining for the purpose of distributing food vouchers to eligible LA College Promise Students who have elected to receive this benefit. The program will provide $135 per student under the auspices of the Educational Programs and Institutional Effectiveness Division during the period January 10, 2019 to January 9, 2020, inclusive. **Total estimated cost:** $60,000.

4500265464 **Educational Services Center.** Agreement with David Quintana of Quintana Watts & Hartmann for state lobbyist panel to provide legislative and consulting services to assist the Los Angeles Community College District. This provider will execute the District’s strategic plan for short and long-range legislative and budgetary priorities through the 2019 legislative year. Assistance also provided with the executive branches of government and public service outreach activities in all areas of state government, during the period March 1, 2019 to December 31, 2019, inclusive. **Total cost:** $50,000, plus $5,000 for approved expenses.

4500264527 **Harbor.** Agreement with Notary Public Seminars to provide workshops to prepare participants for the state exam during the period of October 8, 2018 to June 30, 2019, inclusive. **Total cost:** $7,000.
4500264285  Trade-Technical. Agreement with Rancho Santiago Community College District to teach two Diesel Alternative Fuel and Hybrid Vehicle Technologies Program Cargo Handling Equipment Opacity Testing Certifications courses, for the Advanced Transportation and Manufacturing Pathway, during the period January 1, 2019 to December 31, 2020, inclusive. Total cost: $4,000.

4500216950  West. Amendment No. 2 to extend agreement with Sullivan International, Inc. to offer short-term Community Services workforce training programs in the Hospitality and Retail Industries during the period January 1, 2019 to December 31, 2019, inclusive. No additional cost.

4500250681  West. Amendment No. 1 to agreement with Ramona Munsell & Associates to provide grant writing services for the Upward Bound Math and Science Project parts 1 and 2 during the period October 1, 2018 to September 31, 2019, inclusive. Total cost: $39,254.

4500264745  West. Agreement with Pacific Dining will supply food services to NextUp Program educational workshops and events during the period July 1, 2018 to June 31, 2019, inclusive. Total cost: $10,000.

Various  Educational Services Center. Amendment No. 3 to extend agreements with the state lobbyist panel (McCallum Group, Mercury Public Affairs and Strategic Education Services), to provide legislative and consulting services to assist the Los Angeles Community College District. These agreements were established as a result of a Request for Qualifications (RFQ) process. The panel will continue to execute the District’s strategic plan for short and long-range legislative and budgetary priorities through the 2019 legislative year. Assistance also provided with the executive branches of government and public service outreach activities in all areas of state government, during the period March 1, 2019 to December 31, 2019, inclusive. Total amount not to exceed: $140,000, plus $20,000 for approved expenses between the three firms.
4500227259 McCallum Group Inc. $5,000 per month
4500227263 Strategic Education Services $6,000 per month
4500227264 Mercury Public Affairs $3,000 per month

Various West. Various agreements and amendments with Ramona Munsell & Associates to provide grant writing services during the period September 1, 2018 to August 31, 2019, inclusive. Total combined cost: $69,559.

4500220419 Amendment No. 3 to agreement for the TRIO Student Support Services program. Total Cost: $12,942.

4500235319 Amendment No. 2 to agreement for the TRIO Talent Search Project. Total Cost: $14,422.

4500235320 Amendment No. 2 to agreement for the TRIO Educational Opportunity Center Project. Total Cost: $12,024.

4500250685 Amendment No. 1 to agreement for the Upward Bound Project 1. Total Cost: $15,182.

4500250682 Amendment No. 1 to agreement for the Upward Bound Project 2. Total Cost $14,969.

L. SPECIAL GRANT FUNDED AGREEMENTS

4500264383 City. Agreement with the Yosemite Community College District to fund the Child Development Training Consortium by designating an active faculty as the Campus Coordinator to provide career and education guidance to child development students, coordinate all Consortium activities, and disseminate information to campus faculty regarding state initiatives and trends in early childhood education during the period September 1, 2018 to June 30, 2019, inclusive. Total: $8,750.

4500259020 Districtwide. Amendment No. 1 to agreement with the State of California Department of Education to increase the Maximum Rate per child day of enrollment from $45.44 to $47.98 and the Maximum Reimbursable Amount from $2,832,593 to $3,391,884 to
fund the General Child Care & Development Program (Contract#: CCTR-8097, Project#: 19-6474-00-8). Program serves a total of 389 college student-parents allocated to the Child Development Centers as listed below during the period July 1, 2018 to June 30, 2019, inclusive. **Total**: $559,291.

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</table>

**4500259021 Districtwide.** Amendment No. 1 to agreement with the State of California Department of Education to increase the Maximum Rate per child day of enrollment from $45.73 to $48.28 and the Maximum Reimbursable Amount from $4,399,425 to $4,637,426 to fund the California State Preschool Program Centers Districtwide (Contract #: CSPP-8212 Project #: 19-6474-00-8) to serve a total of 389 college student-parents, allocated to the Child Development Centers at the colleges, as described below, during the period July 1, 2018 to June 30, 2019, inclusive. **Total**: $238,001.

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<td>Los Angeles Valley College</td>
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<td>West Los Angeles College</td>
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<td>Reserved at East</td>
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</tbody>
</table>
4500264350  East. Agreement with California State University Los Angeles University Auxiliary Services, Inc. to fund the Bridges to the Future Program during the period August 1, 2018 to April 30, 2019, inclusive. Total: $9,630.

4500234334  Valley. Amendment No. 2 to extend agreement with the California Community Colleges Chancellor’s Office to fund the Community Colleges Basic Skills and Student Outcomes Transformation Program. Approximately 1,940 students are expected to receive services during the period July 1, 2018 to June 30, 2019, inclusive. No additional funding.

Various  Valley. Agreements with U. S. Department of Education to fund the TRIO Upward Bound and Upward Bound Math and Science Programs during the period October 1, 2018 to September 30, 2019, inclusive. Total: $564,067.

4500264589  Upward Bound $288,912
4500264593  Upward Bound Math and Science $275,155

Various  Amendment No. 2 to renew agreements with the California Community Colleges Chancellor’s Office to fund the Foster and Kinship Care Education Program during the period July 1, 2018 to June 30, 2019. Combined Total: $17,416.

Agreement 4500253917, Harbor, Total: $17,151.
Agreement 4500228160, East, Total: $265.

M. 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.

4500251179  East. Amendment No. 4 to agreement with Star-dust Tours, Inc. dba The Bus to provide bus transportation services for the Athletic Department’s intercollegiate competitions during the period January 2, 2019 to June 30, 2019, inclusive. Total cost: $22,000.
4500261330  East. Amendment No. 1 to agreement with Airport Van Rental to provide bus transportation services for the Athletic Department's intercollegiate competitions during the period January 2, 2019 to June 30, 2019, inclusive. **Total cost:** $11,000.

N. SETTLEMENT OF CLAIM

14-197  Southwest. Settlement of a lawsuit in the amount of $26,250.

**Background:** Settlement of a lawsuit filed by Sharon Asberry in the amount of $26,250.
Subject: APPROVE BUSINESS SERVICES ACTIONS

I. ADOPT FINDING OF BIDDING IMPRACTICABILITY AND AUTHORIZE SERVICE AGREEMENT

Authorize the following actions to provide an exception to the public bidding requirements under Public Contract Code section 20651 due to impracticability. Authorize a contract with Votenet Solutions Inc. dba eBallot to provide a fully automated, online and secure web-based voting platform to manage the Student Trustee and the nine colleges’ Local Student Government Officers elections. This online voting product is currently integrated with the district’s single sign-on functionality in the student information system. This solution allows voters to access the electronic ballot by logging into their student portal after authentication is confirmed by the District. Period of service January 9, 2019 to January 11, 2024. Total cost not to exceed $150,000.

A. Adopt a finding of bidding impracticability as established by case law authority in Grayson 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 obtain what is required in the procurement.
B. Authorize an agreement to provide the online software solution Districtwide to all nine of the college’s Associate Student Organizations/Unions and to the Educational Programs and Institutional Effectiveness Department at the Educational Service Center.

II. AUTHORIZE SERVICE AGREEMENTS

A. Authorize an agreement with Sullivan International, Inc. to jointly offer workforce training programs with WLAC in the Referee, Sports Officiating, Game Management for Youth Sports, Sales, Negotiation, Call Center, Account Representative, Computer Support Technician, and CompTIA A+. Sullivan International, Inc. will develop and present the curriculum, market the training programs and assist with job placement. Individuals will be trained per year in three programs (Youth Sports Officiating and Game Management, Effective Sales and Negotiation Training and Computer Support Technician). All workforce training programs to be offered have received ITRAIN approval from the South Bay Workforce Investment Board (SBWIB). During the period of January 15, 2019 to December 31, 2021, inclusive. Total cost: $240,000.

Background: These entry-level, career-track workforce training programs are funded by the SBWIB and will utilize West Los Angeles College for the development of workforce training career pathways for students entering these in-demand fields. Funding is through the South Bay Workforce Investment Board (SBWIB) Youth Sports Official, Call Center/Account Rep, and CompTIA A+ Workforce Training Programs.

B. Authorize an Agreement with CDW Government LLC to purchase server hardware and maintenance support for the Educational Services Center and the secondary data center at Los Angeles Valley College. The servers will host the production and backup environments for the Student Information System. Total cost: $800,000.

Background: This agreement is being issued for the District needs of upgrading the Student Information System computing and storage hardware. This procurement will also allow the District to build out the secondary data center designated to be utilized for business continuity. The contract is under the auspices of the District Information Technology
Department and funding is through the Student Information System Completion funds.

C. Authorize a specialized services agreement between the Personnel Commission and Next Generation Executive Search for executive recruitment assistance in the search for a Chief Information Officer. During the period January 11, 2019 to June 30, 2019, inclusive. Total cost not to exceed: $85,000.

Background: The goal is to insure that that the recruitment process reaches a wide range of high-quality executive technology professionals with the rare skills mix needed to lead the District’s current and future technology initiatives and improvements. This agreement is being issued pursuant to Government Code Section 53060. An informal Request for Qualifications was issued to six executive search companies with specialized experience in higher education executive technology searches. Four proposals were received. All proposals were responsive. Next Generation was selected because of experience in the community college arena. Funding is through the Personnel Commission funds.

D. Authorize agreement with the Los Angeles County Metropolitan Transportation Authority and the Los Angeles Community College District for the purpose of distributing semester-long transportation cards (U-Pass) to eligible LA College Promise students who have elected to receive this benefit. The program charges a rate of $0.75 per ride with a maximum of $10.03 per week for each week in the semester. The District under the auspices of the Educational Programs and Institutional Effectiveness Division anticipates approximately 1,000 students electing to receive this benefit during the period January 10, 2019 to January 9, 2021, inclusive. Total estimated cost: $400,000.

Background: Districts are allowed to provide benefits to students beyond free tuition, in support of enhanced student success and through LA College Promise. Funding is through AB19 funds.

III. RATIFY SERVICE AGREEMENTS

A. Agreement with University of California Los Angeles (UCLA), through the auspices of the Regents of the University of California to provide East Los
Angeles College a co-principal investigator and research personnel for the National Science Foundation’s “Success, Engagement and Retention of Veterans in Engineering and Science” grant during the period October 1, 2018 to September 30, 2023, inclusive. **Total cost:** $479,999.

**Background:** UCLA will lead the development of career enhancing research experience based educational modules and provide summer internships, mentorship program, and surveys on student engagement for community college Science, Technology, Engineering and Mathematics (STEM) student veterans. Funding is provided under the National Science Foundation’s grant for personnel who will participate in the design of the educational modules, and will participate in the lecture and laboratory activities of the ELAC cohort visits.

B. Agreement with EMT Associates, Inc. to perform annual external evaluations at East Los Angeles College for the National Science Foundation’s “Success, Engagement and Retention of Veterans in Engineering and Science” (SERVES) grant during the period October 1, 2018 to September 30, 2023, inclusive. **Total cost:** $125,000.

**Background:** Funding is provided under the National Science Foundation’s grant, $25,000 is for annual funding for EMT’s services. Total five-year request for external evaluation services is $125,000. Project evaluation will be to determine the relationship between student engagement and desired project outcomes including retention, persistence, degree completion and transfer of veteran Science, Technology, Engineering and Mathematics students enrolled in SERVES, and to document key elements of SERVES program implementation for dissemination to other community colleges.

C. Ratify amendment No. 2 to extend the period of agreement 4500251116 with Huron Consulting Group to provide Information Technology (IT) Tactical Plan -- Design, Development, and Delivery Phases -- and to provide operational leadership over existing IT services and resources to meet the core needs of the District without major disruption. During the period January 1, 2019 to March 31, 2019, inclusive. **No additional cost.**
Background: The Board of Trustees approved this agreement on August 8, 2018 (Com. No. BSD2) pursuant to the results of RFP No. 17-08 in which seventeen proposals were received of which fourteen were deemed responsive. Huron Consulting Group was awarded the agreement. This amendment will provide for additional time to allow Huron to perform services still required through this agreement. Original funding through Districtwide Information Technology funds.

IV. RATIFY AMENDMENT TO SERVICES AGREEMENT

Ratify Amendment No.4 with South Bay Workforce Investment Board (SBWIB) to provide funding for contract education services to participants throughout the Los Angeles region. As one of seven Workforce Investment Act (WIA) funding authorities within the Los Angeles region and the administrator of a state recognized eligible Training Provider, SBWIB will enable WIA funds to be used to cover the costs of these employer-driven training activities at all nine of the District’s colleges. Funding provided under the auspices of the District’s Economic and Workforce Development Department, during the period July 1, 2018 to February 29, 2019, inclusive, at a cost of $520,841.

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<td>WLAC</td>
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Background: SBWIB is the contractor under an agreement with the County of Los Angeles Department of Public Social Services (DPSS). SBWIB will provide direct and intermediary services for the provision of California Work Opportunity and Responsibility to Kids (CalWORKS) Greater Avenues for Independence (GAIN) program for vocational education and training at the nine District’s colleges. The program includes Work Study as a component of the Transitional Subsidized Employment Program which provides services to CalWORKS participants. On May 11, 2016 (Com. BSD1) the Board authorized Amendments 1 and 2 to extend the ending of the date of the agreement from March 1, 2016 to February 29, 2019, inclusive.
V. RATIFY ACCEPTANCE OF DONATIONS

Ratify the following donations and express appreciation to the donors for their contributions to the District’s educational program.

A. Pierce College

Japanese language books and CDs, from Douglas Litten, valued at $100 by the donor, to be used by Japanese Language students and tutors.

B. East Los Angeles College

$1000 from American Digital Diversity Initiative to be used by the Associated Students Organization’s Entrepreneurs Club.

C. Los Angeles Trade-Technical College

Paint supplies and materials, from National Coatings and Supplies, valued at $11,583 by the donor, to be used in the Automotive Collision Repair classes.
Subject: APPROVE FACILITIES PLANNING AND DEVELOPMENT REPORT

I. AUTHORIZE ADDITIONAL FUNDING AND INCREASE THE MAXIMUM INDIVIDUAL PROJECT VALUE FOR PREQUALIFIED SERVICES PROVIDERS BENCH

Action

1. Authorize $40,000,000 in additional funding for the Prequalified Service Providers Bench ("PQSP Bench") for continued construction services to be issued on a Task Order basis for use District-wide;

2. Amend the maximum individual project value from $2,500,000 to $5,000,000.

Inclusive of this amount, the total funding established for these services since 2016 is $80,000,000.

Background

On April 13, 2016 (Com. No FPD1), September 7, 2016 (Com. No. FPD1), and July 11, 2018 (Com. No. FPD1), as the result of competitive Request for Qualifications processes, the Board of Trustees authorized the establishment of Task Order based agreements with 54 construction service providers. The agreements became collectively known as the Prequalified Service Providers Bench ("PQSP Bench"). The Program Manager implements the PQSP Bench through the issuance of Task Orders as the result of a competitive Invitation for Bids (IFB) selection process for each project.
On April 13, 2016 (Com. No. FPD1) and April 5, 2017 (Com. No. FPD1), the Board established funding authority in the amounts of $25,000,000 and $15,000,000, respectively, for payment of Task Orders and associated Change Orders issued. The Program Manager informs the Board of PQSP Bench activity via a Memorandum, and the Board is presented all requests to “Accept the Completion” subsequent to the substantial completion of each Task Order.

Since inception, 57 Task Orders have been issued through the PQSP Bench reducing the total fund balance to less than $12,000,000. The Program Manager anticipates the remaining balance will be exceeded with the issuance of Task Orders for new and future projects over the next year. To ensure the effort continues as directed by the Board when the PQSP Bench was established, additional funding authority in the amount of $40,000,000 is requested.

In addition, this Board action requests to amend the maximum individual project value from $2,500,000 to $5,000,000 to incentivize additional Local, Small, Emerging, and Disabled Veteran-owned (“LSEDV”) contractor participation and to significantly reduce the procurement duration of construction projects under $5,000,000.

Funding and Development Phase

Funding is through Proposition A/AA and Measure J/CC Bond proceeds or through other funds as applicable. Specific assignments to be made as needed by Task Order. Construction Phase.

II. 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 No. 6 to Construction Contract No. 33980 with GMZ Engineering, Inc. for additional general construction services for the Transportation and Accessibility Improvements project at Los Angeles Trade-Technical College including credits in the amount of ($75,182) and costs in the amount of $171,115 for a total cost of $95,933.
Inclusive of this change order, the total cost of this Construction Contract is $4,243,383.

**Background**

This contract was authorized by the Board of Trustees on September 7, 2016 (Com. No. FPD1) with GMZ Engineering, Inc. to provide general construction services for this project. This change order represents 2.51% of the original contract value of $3,820,000. The negotiated reduction from contractor demand is $41,824.

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

1. Due to unforeseen conditions:
   - Removed and replaced plumbing valves inside of the Laurel Gymnasium.
   - Removed and relocated an electrical outlet not shown on the as-built drawings discovered to have interfered with the casework for the snack bar area inside the Laurel Gymnasium.
   - Installed additional wall framing at the metal studs to provide the required structural support in the Laurel Gymnasium locker room walls.
   - Removed and replaced existing plumbing valves discovered to be damaged on the second floor of Willow Hall.
   - Removed and replaced deteriorated copper lines discovered to be leaking in Room K421 in Cedar Hall.
   - Removed and replaced a concrete curb discovered to be broken to allow for the installation of anchored tube steel railing in Cedar Hall.
   - Drilled a new hole through the concrete floor of Willow Hall after it was discovered the plumbing and the attached framing did not line up nor meet structural support requirements.
   - Modification to restrooms in Cedar Hall due to an existing glass pipe not shown in as-built drawings that interfered with construction of new walls.
   - Removed and replaced doors and hardware discovered to be damaged and not compliant with accessibility codes in Cedar Hall, Oak Hall, Willow Hall, and Laurel Gymnasium.

2. Due to additional design requirements:
• Credit to the contractor for not providing a trailer for the Inspector of Record as originally-specified in the contract.
• Demolished and replaced a concrete ramp at the exterior entry door of Oak Hall to comply with accessibility codes per the Accessibility Compliance Coordinator.
• Installed additional framing support for a roll-up door in the Laurel Gymnasium per the Architect of Record (AOR).
• Created additional clearance for the bathroom door openings to comply with accessibility codes per the AOR.
• Installed code-compliant signage to replace existing signage.
• Non-compensable time extension of 199 days.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Transportation and Accessibility Improvements 401.5702.03.01. Construction Phase.

B. Action

Ratify Change Order No. 1 to Construction Contract No. 34022 with Access Pacific, Inc. for additional construction services for the Transportation & Accessibility Improvements – SW #117678 project at Los Angeles Valley College at a cost of $22,575.

Inclusive of this Change Order, the total cost of this Construction Contract to date is $2,191,425.

Background

This contract was authorized by the Board of Trustees on July 11, 2018 (Com. No. FPD1) with Access Pacific, Inc. to provide general construction services for this project. This change order represents 1.04% of the original contract value of $2,168,850.

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

Due to unforeseen conditions:

• Installed a curb after the finished grade was discovered to be greater than six-inches above the sidewalk elevation.
- Replaced an existing concrete slab to meet accessibility requirements.
- Removed exposed unfinished footings not shown in as-built drawings.
- Services rendered by an arborist to survey damaged tree roots and map where tree roots encroach on new construction.

Funding and Development Phase

Funding is through Proposition A and Measure J Bond proceeds. Transportation & Accessibility Improvements 18V.7825.03.01. Construction Phase.

C. Action

Ratify Change Order No. 1 to Construction Contract No. 34023 with Access Pacific, Inc. for additional construction services for the Gym Complex Phase 2 project at Los Angeles Valley College at a cost of $28,836.

Inclusive of this Change Order, the total cost of this Construction Contract to date is $1,664,536.

Background

This contract was authorized by the Board of Trustees on July 11, 2018 (Com. No. FPD1) with Access Pacific, Inc. to provide general construction services for this project. This change order represents 1.76% of the original contract value of $1,635,700.

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

1. Due to additional design requirements:
   - Replaced and installed the correct wood flooring product in lieu of the originally-specified and incorrect product listed in the contract.

2. Due to unforeseen conditions:
   - Built a new wall in front of the existing iron stud wall at the North and South Gym after it was discovered that the existing iron stud wall could not support the installation of new drywall, mirrors, and ballet bars.
   - Saw, cut, and chipped away existing plaster discovered to match the elevations of the existing concrete.
- Demolished the existing restroom slab required for the installation of new sand subgrade, barrier, and dowels in the North Gym.

**Funding and Development Phase**

Funding is through Proposition A and Measure J Bond proceeds. Gym Complex Phase 2 – 18V.7825.03.01 and 08V6825.03.01. **Construction Phase.**

**III. AUTHORIZE ACCEPTANCES OF COMPLETION OF CONSTRUCTION CONTRACTS**

**A. Action**

Authorize Acceptance of Completion of Contract No. 4500248752, 4500248754, and 4500248655 with Regatta Solutions to provide general construction services for the Central Plant Microturbine Replacement project at East Los Angeles College with a substantial completion date of December 7, 2018.

**Background**

These contracts were authorized by the Board of Trustees on October 4, 2017 (Com. No. FPD1).

The project repaired the microturbines and their various subsystems to support their energy cost saving function. The three portions of the project were:

- Contract No. 4500248752 Repair the microturbines and their waste heat using thermal absorption chiller at a cost of $196,408.
- Contract No. 4500248754 Repair the microturbine monitoring systems to assure operation for maximum output and cost savings at a cost of $57,861.
- Contract No. 4500248955 Replace the microturbine gas supply compressors at a cost of $329,900.

**Funding and Development Phase**
Funding is through 2015-2016 Scheduled Maintenance funding. Central Plant Microturbine Replacement. Work Order No. 40000782. Construction Phase. Non-Bond project.

B. Action

Authorize Acceptance of Completion of Contract No. 4500258241 with The Nazerian Group to provide general construction services for the Instructional Administration Building Skylights project at Los Angeles Mission College with a substantial completion date of December 21, 2018.

Background

This contract was authorized by the Board of Trustees on June 6, 2018 (Com. No. FPD1).

The total cost of this contract is $1,140,144.

Funding and Development Phase


IV. RATIFY AMENDMENT TO LEASE LEASE-BACK AGREEMENT

Action

Ratify Amendment No. 8 to Lease Lease-Back Agreement No. 33894 with Pinner Construction Company, Inc. for additional construction services for the Valley Academic and Cultural Center project at Los Angeles Valley College at a cost not to exceed $69,931 inclusive of eligible reimbursable expenses.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Agreement</td>
<td>$78,508,391</td>
</tr>
<tr>
<td>Approved Amendments</td>
<td>+ $931,621</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$79,440,012</td>
</tr>
<tr>
<td>Proposed Amendment</td>
<td>+ $69,931</td>
</tr>
<tr>
<td>Total</td>
<td>$79,509,943</td>
</tr>
</tbody>
</table>
Inclusive of this amendment, the total cost of this Lease Lease-Back agreement to date is $79,509,943.

**Background**

This Lease Lease-Back agreement with Pinner Construction Company was authorized by the Board of Trustees on June 24, 2015 (Com. No. FPD3).

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

1. Due to additional design requirements:
   - Provided additional sound installation at the top of the walls in several rooms and spaces on the first floor of Areas B and D.
   - Relocated a humidifier in Area B, Room 141 to Area A, Room 014. Contract Documents showed humidifier in wrong location.
   - Revised audio/visual equipment racks in the Main Theater control booth in order to meet room height requirements.
   - Provided new steel column to structurally support exterior canopy in Area B.

2. Due to unforeseen conditions:
   - Disbursement of funds received from the Federal Emergency Management Agency (FEMA) pursuant to the builder’s risk insurance claim for rain damage occurring during the period of November 2016 through March 2017.

Amendment No. 8 to Agreement No. 33894 includes Change Order No. 14.

**Funding and Development Phase**

Funding is through Proposition A and Measure J Bond proceeds. Valley Academic and Cultural Center B8V.5801.02, 08V.6801.02, and 38V.5801.02. Construction Phase.

**V. AUTHORIZE PURCHASE ORDERS**
a) **Action**

Pursuant to Public Contract Code 20653 and 10290(j):

a) Find it is in the best interest of the District to procure under the authority of the California Multiple Award Schedule (CMAS) from the California Department of General Services (DGS) with Hallpass Capital, Inc. (d/b/a GonLED). Contract No. 4-12-56-0046A (GSA Contract GS-07F-0413Y), and

b) Authorize the purchase and installation of LED lighting products at the cost of $902,142. If applicable, all sales tax shall be paid.

This material and installation are needed for the Lighting Retrofit Phase 2 Proposition 39 project at Los Angeles Valley College. Existing fixtures will be either replaced or retrofitted to increase maintenance and energy usage efficiency.

**Background**

Los Angeles Community College District is authorized to utilize the above CMAS contract from the DGS with the Hallpass Capital, Inc. (d/b/a GonLED) that was created to provide a material purchasing mechanism for publicly funded agencies. It is in the best interest of the District to make such purchase as the pricing negotiated for the materials under the CMAS contract have been assessed to be fair, reasonable, competitive, and favorable to the District.

Under Public Contract Code 20653 nothing in this code shall preclude the governing board of any community college district from purchasing materials, equipment or supplies through the Department of General Services pursuant to Section 14814 of the Government Code.

The Lighting Retrofit - Phase 2 project consists of the following: The Football Field and Swimming Pool; Parking Structure and Walkway; Student Service Building; Library and Academic Resource Center (LARC), Art, and Campus-Wide Lighting.

The projects listed above will allow LACCD to (a) streamline pre-construction and construction activities and (b) optimize resources during construction.

**Funding and Development Phase**

b) Action

Pursuant to Public Contract Code 20652:

a) Find it is in the best interest of the District to procure under the authority of a Master Agreement from the Foundation for California Community Colleges with Hallpass Capital, Inc. (d/b/a GonLED), contract No. CB 15-011.

b) Authorize the purchase of Exterior LED Luminaries at the cost of $1,036,415. If applicable, sales tax shall be paid.

This material is needed for the Lighting Retrofit Phase 2 Proposition 39 project at Los Angeles Valley College. Existing fixtures will be either replace or retrofit to increase maintenance and energy usage efficiency.

Background

Los Angeles Community College District is authorized to utilize the above Master Agreement from the Foundation for California Community Colleges with Hallpass Capital, Inc. (d/b/a GonLED) that was created to provide a material purchasing mechanism for community college districts. Delivery and setup are included. It is in the best interest of the District to make such purchase as the pricing negotiated, and warranty conditions for the materials under this Master Agreement are reasonable and favorable to the District.

Under Public Contract Code 20652 the governing board of any community college district without advertising for bids, and when that board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases.
The Lighting Retrofit - Phase 2 project consists of the following: the Football Field and Swimming Pool; Parking Structure and Walkway; Student Service Building; Library and Academic Resource Center (LARC), Art, and Campus-Wide Lighting.

The projects listed above will allow LACCD to (a) streamline pre-construction and construction activities and (b) optimize resources during construction.

Funding and Development Phase


VI. RATIFY DONATION OF LUMBER

Action

Authorize the donation of 15,000 board feet of rough sawn Canary pine lumber and 1000 board feet of rough sawn Ash lumber to the United States Marine Corps, to Hamilton High School in Anza, CA, and to Turn Around For Veterans in San Diego, CA. The estimated material value is approximately $2,500.

Background:

The Canary Pine and Ash lumber was harvested from trees cut down to make room for the Valley Academic and Cultural Center (VACC) at Los Angeles Valley College (LAVC). The wood was intended to be used for interior architectural elements. Unfortunately, due to the high sap content of the wood species, it failed DSA-required smoke and flame spread tests and thus was not node-compliant. The harvested wood is not a requirement of either the LAVC Masterplan or any other entitlement documents but was meant to be used for purely aesthetic purposes.

On two separate occasions, the wood was offered for sale via a public auction site. No buyers were interested despite extensive outreach. As an alternative, several interested nonprofits were identified to whom the wood can be donated. The United States Marine Corps, Hamilton High School, and Turn Around For
Veterans, have all expressed interest in receiving the wood. It is standard procedure to donate surplus materials that cannot be sold at public auction.

**Funding and Development Phase**

Funding is through Proposition A and Measure J Bond proceeds. Valley Academic and Cultural Center B8V.5801.02, 08V.6801.02, and 38V.5801.02. Construction Phase.
Subject: APPROVE PERSONNEL SERVICES ROUTINE ACTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>(This Report)</th>
<th>(07-01-18 to Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Service: (Faculty, Academic Administration, Academic Supervisors)</td>
<td>161</td>
<td>3456</td>
</tr>
<tr>
<td>2. Classified Service: (Clerical, Technical, Supervisors, Maintenance &amp; Operations, Trades, Classified Managers, Confidential)</td>
<td>88</td>
<td>1360</td>
</tr>
<tr>
<td>3. Unclassified Service: (Student Workers, Professional Experts Community Services Staff, Community Recreation)</td>
<td>329</td>
<td>9962</td>
</tr>
<tr>
<td>TOTAL</td>
<td>578</td>
<td>14778</td>
</tr>
</tbody>
</table>

DATE RANGE: November 14, 2018 – December 3, 2018

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.

Recommended by: Albert J. Román, Vice Chancellor

Approved by: Francisco C. Rodriguez, Chancellor

[Signature]

Karen Martin, Personnel Director
Personnel Commission

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date ___________________________
Subject: AUTHORIZE PRESIDENTIAL SELECTION PROCESS FOR LOS ANGELES VALLEY COLLEGE

Authorize the Chancellor to conduct a search for a new President at Los Angeles Valley College, with a target date for completion of June 30th, 2019. The search will be conducted pursuant to Board Rule 10308.
Subject: APPROVE RETENTION OF SEARCH CONSULTANT FIRM

Authorize the retention of search consultant firm PPL Inc. to assist with the recruitment efforts and other appropriate aspects of the selection processes for President of Los Angeles Valley College. It is anticipated that the search processes will be conducted during Spring 2019 in order for the new President to start this assignment on July 1, 2019.

Background: The request for authorization for retention of a search consultant for the purpose of creating a strong and diverse pool of candidates is in keeping with Board Rule 10308.

Recommended by: Albert J Román, Vice Chancellor

Approved by: Francisco C Rodríguez, Chancellor

Chancellor and Secretary of the Board of Trustees

Bueina
Fong
Hoffman
Moreno

Svonkin
Vela
Verae
Williams

By Date

Student Trustee Advisory Vote
Subject: **AUTHORIZE EXECUTIVE EMPLOYMENT ACTION**

**APPROVE EMPLOYMENT CONTRACT FOR INTERIM COLLEGE PRESIDENT**

I. Approve contract of employment for Mr. Mike Lee to serve as the Interim President of Los Angeles Valley College from January 19, 2019 through February 10, 2019. Mr. Lee will be placed on step 2, ($17,610.27) of the President’s Salary Schedule and will receive the $500 per month car allowance.

Background: The resignation of the regular president has created a vacancy in the presidency at Los Angeles Valley College; the search for a permanent president has commenced during Spring 2018. Mr. Lee was selected by direct appointment to serve on an interim basis while the search to find a permanent president is conducted.

II. Approve contract of employment for Dr. Denise Noldon to serve as the Interim President of Los Angeles Valley College from February 11, 2019 through June 30, 2019. Dr. Noldon will be placed on step 5, ($20,678.71) of the President’s Salary Schedule and will receive the $500 per month car allowance. Dr. Noldon will also be reimbursed for relocation/transition expenses not to exceed $10,000.

Background: The resignation of the regular president has created a vacancy in the presidency at Los Angeles Valley College; the search for a permanent president has commenced during Spring 2018. Dr. Noldon was selected by direct appointment to serve on an interim basis while the search to find a permanent president is conducted.

Recommended by:  
Albert J Román, Vice Chancellor

Approved by:  
Francisco C Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date ___________________________
Subject: APPROVE EXTENSION OF CONTRACTS AND STEP INCREASES FOR COLLEGE PRESIDENTS AND DISTRICT EXECUTIVES

Approve employment contracts for College Presidents James Limbaugh, Marvin Martinez, Monte Perez and Vice Chancellors Ryan Cornner and Albert J. Román through June 30, 2021.

Also, authorize one-step advancements for College President, James Limbaugh ($19,600.68), and Vice Chancellor Ryan Cornner ($19,600.68), effective July 1, 2018.

Background: The Chancellor recommends that the Board approve the contracts and increase the salary and/or step placements as listed above. The estimated total annual cost of these step advancements is $24,524.

<table>
<thead>
<tr>
<th>Vice Chancellors and Presidents Monthly Salary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
</tr>
<tr>
<td>$16,692.20</td>
</tr>
</tbody>
</table>

Approved by: [Signature]
Francisco C Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

By __________________________ Date __________________________
Subject: APPROVE NEW EDUCATIONAL COURSES AND PROGRAMS

I. APPROVE NEW CREDIT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title, Units, and College</th>
<th>Transferability</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRETEK</td>
<td>Rescue Systems 1 (1.5 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>FIRETEK</td>
<td>Rescue Systems 2 (1.25 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>FIRETEK</td>
<td>Rope Rescue Technician (1.5 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>FIRETEK</td>
<td>Trench Rescue Technician (1.5 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>FIRETEK</td>
<td>Fire Apparatus Tiller (2 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>FIRETEK</td>
<td>Fire Apparatus Aerial (2 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>FIRETEK</td>
<td>All-Hazard Strike Team Leader/Task for Leader (AH-330) (1.5 Units) EAST</td>
<td>NT</td>
</tr>
</tbody>
</table>

Recommended by:
Angela Echeverri, President, DAS
Ryan Comner, Vice Chancellor, EPIC

Approved by:
Francisco C. Rodríguez, Chancellor

Chancellor and Secretary of the Board of Trustees

By
Date

Student Trustee Advisory Vote
<table>
<thead>
<tr>
<th>Course</th>
<th>Title, Units, and College</th>
<th>Transferability</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRETEK</td>
<td>Crew Boss (S-230) (1 Unit) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>FIRETEK</td>
<td>Field Observer (S-244) (1 Unit) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>FIRETEK</td>
<td>Engine Boss (S-231) (1 Unit) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>HEALTH</td>
<td>Basic Life Support (BLS) Skills Certification (1 Unit) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>KIN MAJ</td>
<td>Introduction to Physical Therapy Aide (3 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>LAW</td>
<td>International Law of Business and Commerce (3 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>TECTHTR</td>
<td>Make-Up Practicum (2 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>TECTHTR</td>
<td>Cooperative Education – Technical Stage Production (2 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>COMM</td>
<td>Gender Communication (3 Units) HARBOR</td>
<td>CSU</td>
</tr>
<tr>
<td>ARTHIST</td>
<td>History of Contemporary Art (3 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>Statistics I (2 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>Statistics II (2 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>PHYS SC</td>
<td>Introduction to the Solar System Lab (1 Unit) PIERCE</td>
<td>CSU</td>
</tr>
<tr>
<td>Course</td>
<td>Title, Units, and College</td>
<td>Transferability</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>CH DEV</td>
<td>The Growing Brain I: From Birth to Five Years Old (2 Units) SOUTHWEST</td>
<td>CSU</td>
</tr>
<tr>
<td>CH DEV</td>
<td>The Growing Brain II: From Birth to Five Years Old (2 Units) SOUTHWEST</td>
<td>CSU</td>
</tr>
<tr>
<td>INTBUS</td>
<td>E-Commerce and International Business (3 Units) SOUTHWEST</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>Support Component for Calculus for Business and Social Science (0.5 Units) TRADE</td>
<td>NT</td>
</tr>
<tr>
<td>MGMT</td>
<td>Retail Management (3 Units) TRADE</td>
<td>CSU</td>
</tr>
<tr>
<td>FLM PRD</td>
<td>Production Skills A (4 Units) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>FLM PRD</td>
<td>Production Skills B (4 Units) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>FLM PRD</td>
<td>Production Skills C (4 Units) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>FLM PRD</td>
<td>Directed Study-Film/TV Production Crafts A (1 Unit) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>FLM PRD</td>
<td>Directed Study-Film/TV Production Crafts A (1 Unit) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>FLM PRD</td>
<td>Post Production Lab B (1 Unit) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>FLM PRD</td>
<td>Directed Study-Film/TV Production Crafts A (1 Unit) WEST</td>
<td>NT</td>
</tr>
</tbody>
</table>
## II. APPROVE NEW NONCREDIT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title, Units, and College</th>
<th>Transferability</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOC ED</td>
<td>Technical Skills Training for Patient Transporters (18 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(18 Hours) EAST</td>
<td></td>
</tr>
<tr>
<td>VOC ED</td>
<td>Basic Medical Terminology (12.06 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(12.06 Hours) EAST</td>
<td></td>
</tr>
<tr>
<td>VOC ED</td>
<td>Communication in Healthcare (12.06 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(12.06 Hours) EAST</td>
<td></td>
</tr>
<tr>
<td>VOC ED</td>
<td>Community Pharmacy (18 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(18 Hours) EAST</td>
<td></td>
</tr>
<tr>
<td>VOC ED</td>
<td>Medical Records and Scheduling (36 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(36 Hours) EAST</td>
<td></td>
</tr>
<tr>
<td>VOC ED</td>
<td>Legal Obligations and Medical Ethics (36 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(36 Hours) EAST</td>
<td></td>
</tr>
<tr>
<td>ESL NC</td>
<td>College ESL IV: Writing and Grammar (108 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(108 Hours) HARBOR</td>
<td></td>
</tr>
<tr>
<td>ESL NC</td>
<td>College ESL V: Writing and Grammar (108 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(108 Hours) HARBOR</td>
<td></td>
</tr>
<tr>
<td>ESL NC</td>
<td>College ESL VI: Writing and Grammar (108 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(108 Hours) HARBOR</td>
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</tr>
<tr>
<td>VOC ED</td>
<td>Custodial Scheduling and Supervisor Training (45 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(45 Hours) PIERCE</td>
<td></td>
</tr>
<tr>
<td>VOC ED</td>
<td>CTE Career Exploration (36 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(36 Hours) SOUTHWEST</td>
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<tr>
<td>VOC ED</td>
<td>Workplace Safety: OSHA 10 Preparation (18 Hours)</td>
<td>NT</td>
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<td></td>
<td>(18 Hours) SOUTHWEST</td>
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<tr>
<td>BSICSKL</td>
<td>Student Success in Hybrid and Online Classes (36 Hours)</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(36 Hours) WEST</td>
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</tr>
</tbody>
</table>
III. RATIFY ADDITION TO EXISTING CREDIT COURSES

The following is a college addition 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>HLTHOCC 040</td>
<td>Introduction to Medical Assisting (3 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>HLTHOCC 051</td>
<td>Medical Office Microcomputer Management Applications (1 Unit) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>HLTHOCC 052</td>
<td>Medical Office Procedures I (4 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>HLTHOCC 053</td>
<td>Medical Office Procedures II (4 Units) EAST</td>
<td>NT</td>
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<tr>
<td>HLTHOCC 054</td>
<td>Human Disease for Health Occupations (4 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>HLTHOCC 055</td>
<td>Clinical Assisting Techniques I (4 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>HLTHOCC 056</td>
<td>Clinical Assisting Techniques II (4 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>HLTHOCC 059</td>
<td>Practicum for the Medical Assistant (2 Units) EAST</td>
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<tr>
<td>HLTHOCC 060</td>
<td>Medical Assistant Clinical Internship (3 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>HLTHOCC 061</td>
<td>Medical Insurance (3 Units) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>MUSIC 261-1</td>
<td>Music Technology Workshop I (3 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>ARTHIST 103</td>
<td>Art Appreciation I (3 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>ARTHIST 120</td>
<td>Survey of Western Art History II (3 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>Course</td>
<td>Title, Units, and College</td>
<td>Transferability</td>
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</tr>
<tr>
<td>ARTHIST</td>
<td>Survey of Asian Art History (3 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Classical Guitar II (2 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Classical Guitar III (2 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Classical Guitar IV (2 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>CH DEV</td>
<td>Development Profiles: Pre-Birth through Age Eight (2 Units) SOUTHWEST</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>Intermediate Algebra with Support (5 Units) SOUTHWEST</td>
<td>NT</td>
</tr>
<tr>
<td>MATH</td>
<td>Statistics with Support (4 Units) SOUTHWEST</td>
<td>CSU</td>
</tr>
<tr>
<td>READING</td>
<td>Academic Reading (3 Units) SOUTHWEST</td>
<td>NT</td>
</tr>
<tr>
<td>MATH</td>
<td>Statistics with Support (4 Units) TRADE</td>
<td>CSU</td>
</tr>
<tr>
<td>ARC</td>
<td>History of Architecture (2 Units) WEST</td>
<td>CSU</td>
</tr>
<tr>
<td>ARC</td>
<td>History of Architecture (2 Units) WEST</td>
<td>CSU</td>
</tr>
<tr>
<td>CHICANO</td>
<td>Chicano Literature (3 Units) WEST</td>
<td>CSU</td>
</tr>
<tr>
<td>CHICANO</td>
<td>The Mexican-American Woman in Society (3 Units) WEST</td>
<td>CSU</td>
</tr>
<tr>
<td>EGD TEK</td>
<td>Engineering Graphics (3 Units) WEST</td>
<td>CSU</td>
</tr>
</tbody>
</table>
### IV. RATIFY ADDITION TO EXISTING NONCREDIT COURSES

The following is a college addition 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>BSICSKL</td>
<td>009CE Introduction to Library Materials and Searches</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(29.7 Hours) SOUTHWEST</td>
<td></td>
</tr>
<tr>
<td>ESL NC</td>
<td>044CE Conversation</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(90 Hours) SOUTHWEST</td>
<td></td>
</tr>
<tr>
<td>ESLCVCS</td>
<td>010CE ESL and Civics I</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(18 Hours) WEST</td>
<td></td>
</tr>
<tr>
<td>ESLCVCS</td>
<td>011CE ESL and Civics II</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(18 Hours) WEST</td>
<td></td>
</tr>
<tr>
<td>ESLCVCS</td>
<td>012CE ESL and Civics III</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(18 Hours) WEST</td>
<td></td>
</tr>
<tr>
<td>ESLCVCS</td>
<td>013CE ESL and Civics IV</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(54 Hours) WEST</td>
<td></td>
</tr>
<tr>
<td>ESLCVCS</td>
<td>014CE ESL and Civics V</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(54 Hours) WEST</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Title, Units, and College</td>
<td>Transferability</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------------</td>
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</tr>
<tr>
<td>ESLCVCS</td>
<td>015CE ESL and Civics VI (54 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>242CE Banquet Server Skills Training (5.94 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>243CE Front Desk Representative – Making A Good Impression</td>
<td>NT</td>
</tr>
<tr>
<td></td>
<td>(5.94 Hours) WEST</td>
<td></td>
</tr>
<tr>
<td>VOC ED</td>
<td>244CE Laundry Attendant Skills Training (5.94 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>245CE Public Space Cleaner Skills Training (5.94 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>246CE Restaurant Server Skills Training (5.94 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>247CE Kitchen Steward Skills Training (5.94 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>248CE Maintenance Employee Skills Training (5.94 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>249CE Reservationist Skills Training (5.94 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>250CE Guestroom Attendant Skills Training (5.94 Hours) WEST</td>
<td>NT</td>
</tr>
</tbody>
</table>

V. APPROVE NEW EDUCATIONAL CREDIT PROGRAMS

**East Los Angeles College**
A. Associate of Science Degree in Medical Assistant (66-67 Units)
B. Certificate of Achievement in Administrative Medical Assistant (26 Units)
C. Certificate of Achievement in Clinical Medical Assistant (36 Units)
D. Certificate of Achievement in Physical Therapy Aide (22.5 Units)

**Los Angeles City College**
A. Associate in Arts in Social Justice Studies (AAT) for Transfer Degree (41 Units)
B. Associate in Arts in Spanish (AAT) for Transfer Degree (56 Units)
C. Associate in Science in Nutrition and Dietetics (AST) for Transfer Degree (54 Units)

**Los Angeles Harbor College**
A. Associate in Arts in Journalism (AAT) for Transfer Degree (60 Units)
B. Associate in Arts in Spanish (AAT) for Transfer Degree (60 Units)
C. Associate in Science in Computer Science (AST) for Transfer Degree (60 Units)

**West Los Angeles College**
A. Associate in Arts in Social Justice Studies (Chicano Studies) (AAT) for Transfer Degree (60 Units)

**VI. APPROVED NEW EDUCATIONAL NONCREDIT PROGRAMS**

**East Los Angeles College**
A. Certificate of Completion in Front Office Medical Assistant (0 Units)
B. Certificate of Completion in Introduction to Patient Transporting (0 Units)
C. Certificate of Completion in Pharmacy Clerk (0 Units)

**Los Angeles Pierce College**
A. Certificate of Completion in Custodial Scheduling Supervisor Training (0 Units)

**West Los Angeles College**
A. Certificate of Completion in Banquet and Restaurant Server (0 Units)
B. Certificate of Completion in Front Desk Representative and Reservationist Skills (0 Units)
C. Certificate of Completion in Guest – Laundry – Public Spaces Attendant (0 Units)
D. Certificate of Completion in Real Estate Supervisory/Trainee Appraiser Licensing (0 Units)
Subject: **APPROVE NEW COMMUNITY SERVICES COURSES**

I. Approve the following new Community Services course offerings as submitted by West Los Angeles College, as listed in Attachment 1.

---

Recommended by: [Signature]
Vice Chancellor, Ryan M. Conner

Approved by: [Signature]
Chancellor, Francisco C. Rodriguez

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date _________________________

Buelna
Fong
Hoffman
Moreno
Svonkin
Vela
Veres
Williams
Student Trustee Advisory Vote
# WEST LOS ANGELES COLLEGE

## VOCATIONAL

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Contractor License Review</td>
<td>Students in this class will learn how to prepare for the State of California Contractors’ State License Law Exam.</td>
</tr>
</tbody>
</table>

## GENERAL EDUCATION

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Succeed in College: Making it Work!</td>
<td>Students in this class will learn in an informative, interactive workshop that is especially designed for college bound high school seniors and their parents. Students will learn answers to commonly asked questions about the college experience, as provide solutions for parental concerns- such as safety, finances, empty nest syndrome, and the changing dynamics of the parent-child relationship during the college years.</td>
</tr>
<tr>
<td>Stretch and Dance</td>
<td>Students in this class will learn how to incorporate yoga, Pilates, and dance in their exercise routines to keep them exciting and fresh.</td>
</tr>
<tr>
<td>Understanding Debits and Credits</td>
<td>Students in this class will learn about the accounting equation and the five categories involved in every business: assets, liabilities, owner’s equity, revenue, and expenses.</td>
</tr>
<tr>
<td>General Ledger and Month End Procedures</td>
<td>Students in this class will learn how to balance monthly general ledgers using unadjusted trial balances to ensure that they are correct at the end of each month.</td>
</tr>
</tbody>
</table>
Closing Procedures and Financial Statements

Students in this class will learn how to create a worksheet that is used to adjust account balances and prepare financial statements.

Child Visitation Monitor

Students in this class will learn how to become a neutral party with the responsibility of supervising contact between a visiting parent and child. Students will also learn how monitors can be used to document parent-child interactions during visitation to ensure the safety and security of the child.
Subject: **APPROVE OUT OF STATE STUDENT TRAVEL**

I. **Los Angeles Valley College**

Four students and one faculty member will travel to Bowie State University in Bowie, MD, Lincoln University in Lincoln University, PA, Howard University in Washington DC, Hampton University Hampton, VA, and Norfolk State University in Norfolk, VA, and Morgan State University in Baltimore, MD during the period of March 31 to April 5, 2019.

**Background:** This Historically Black Colleges and Universities Tour will expose students to Historically Black Colleges and Universities and their transfer requirements with the goal of increasing transfer for disproportionately African-American, Hispanic/Latino, American Indian, Asian/Pacific Islander, and economically disadvantaged students.

**FISCAL IMPLICATION:** The estimated total cost of the trip is $8695. A total of $8695 in SFP/Categorical Student Equity funds will be used for this travel.

---

**Signed:**

Recommended by: 
Ryan M. Cornner, Vice Chancellor

Approved by: 
Francisco C. Rodriguez, Chancellor

---

Chancellor and Secretary of the Board of Trustees

By 
Date

Buelna
Fong
Hoffman
Moreno

Svonkin
Vela
Veres
Williams

Student Trustee Advisory Vote
Subject: **APPROVE IN-STATE STUDENT TRAVEL**

**Los Angeles Community College District**

Five students and two administrators will travel to the Community College League of California 2019 Annual Legislative Conference during the period of January 26 to January 28, 2018.

**Background:** This convention is sponsored by the Community College League of California. The purpose of the trip is to provide students with the opportunity to meet and engage California community college professionals and state and national leaders as well as learn about new members of legislative committees, legislative proposals affecting colleges and student learning, and advocacy strategies for the current legislative year.

**FISCAL IMPLICATION:** The estimated total cost of the trip is $7,000. A total of $7000 in District funds will be used for this travel.

---

Recommended by: ___________________________  
Ryan M. Comner, Vice Chancellor

Approved by: ___________________________  
Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

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</table>

[Signature]

Student Trustee Advisory Vote
Subject: REPEAL BOARD RULE CHAPTER IX, ARTICLE IX ET SEQ.

9901. COLLEGES AS NON-PUBLIC FORUMS.

The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reverted to non-public forum designation by the Board of Trustees.

9902. FREE SPEECH AREAS.

The college president shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free-Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas shall govern only the time, place and manner in which said areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Areas. No restrictions shall be placed on subject matter, topics or viewpoints expressed in Free Speech Areas.

EC-76120

Historical Note: Former Board Rule 91103, enacted 3-15-72, repealed 4-20-89.

9902.10—Responsibilities of Persons Using Free Speech Areas.

Approved by: Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

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By

Date

Student Trustee Advisory Vote

Com. No. CH1 Division: Chancellor Date: January 9, 2019 Noticed: December 12, 2018 Page 1 of 5
All persons using the Free Speech Area of a college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) is not violative of lawful community college regulations, or (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be subject to the sanctions applicable respectively to students, staff, faculty or visitors.

EC—76120

Historical Note: Former Board Rule 91107, enacted 3-15-72, repealed 4-20-89.

9902.11 Distribution of Materials

Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter and other materials, subject to the following restrictions:

a. Such distribution shall take place only within the geographical limits of the Free Speech Area;

b. Any material being distributed which is discarded or dropped in or around the Free Speech Area other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area that day;

c. Persons distributing material shall not impede the progress of passersby, nor shall they force or coerce passersby into taking the proffered material.
Historical Note: Former Board Rule 91106.10, enacted 3-15-72, repealed 4-20-89.

9902.12 **Forms of Speech.**

Persons using a Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VIII or in this Article, including but not limited to the use of printed materials and the wearing of buttons, badges or other insignia, except that:

a. No means of amplification may be used, electronic or otherwise, which creates any noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time;

b. No person using the Free Speech Area shall physically touch, strike or impede the progress of passersby, except for incidental or accidental contact, or initiation of such contact by a passerby;

c. No person using the Free Speech Area shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the Free Speech Area on behalf of and collecting funds for an organization which is registered with the secretary of state as a nonprofit corporation, or is an approved Associated Student Organization or Club.

EC—76120

9902.13 **Time Allotments for Speech.**

The president of each college or his/her representative may set reasonable time restrictions on the use of Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area. The times at which the Free Speech Area may be used shall be subject to reasonable campus regulations.
9903. STUDENT EXERCISE OF FREE SPEECH IN AREAS OUTSIDE OF DESIGNATED FREE SPEECH AREA.

The president of each college may designate areas outside of the Free Speech Areas where students, faculty and staff may exercise freedom of expression subject only to reasonable time, place and manner restrictions.

9903.10 Bulletin Boards.

Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. The location and number of such bulletin boards shall be determined by the college president or his/her representative.

Each college may have bulletin boards. The use of the bulletin boards shall be open to use only by students or recognized student organizations and shall be based on a first-come, first-served basis.

Posting of materials on bulletin boards shall be subject to the limitations concerning the manner of exercising students' rights of free expression in Free Speech Areas pursuant to Section 9902.10.

All materials displayed shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the College president's designee.

The president of each college shall prescribe reasonable lengths of time during which such printed material may be posted on the bulletin boards with the object of assuring fair access to the bulletin boards for all students.

Historical Note: Former Board Rule 91106.12, enacted 3-15-72, repealed 4-20-89.
9903.11 Posting Areas:

The president of each college, or his/her representative, may designate areas other than the bulletin boards for display of materials.

Historical Note: Former Board Rule 91106.13, enacted 3-15-72, repealed 4-20-89.

9904. STUDENT USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES:

Student use of classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas or otherwise designated for student free speech exercises in accordance with this article shall be governed by the rules and regulations established pursuant to Article X, relating to student activities and events.

9905. VISITOR USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES:

Visitor use of any areas, classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas is subject to the Civic Center Permit rules set forth in Chapter VII, Article 2 of these Board Rules.

Amended 01-09-19
Subject: **APPOINTMENT TO THE DISTRICT CITIZENS’ OVERSIGHT COMMITTEE (DCOC) FOR PROPOSITIONS A/AA AND MEASURES J/CC BOND PROGRAMS**

Appoint the following individual for membership on the DCOC to serve as the At-Large Representative: Ms. Anita Diane Thomas.

**Background:** Ms. Thomas is a retired Los Angeles Unified School District (LAUSD) educator with 30 years of service.

During her tenure with Los Angeles Unified School District (LAUSD) she spent three years as a Pupil Services and Attendance Counselor, ten years as an Early Behavior Intervention Counselor, three years as a Magnet Coordinator, and fourteen years as an Instructional Teacher.

Ms. Thomas holds a B.A. in Sociology from Cleveland State University, a M.S. in Educational Administration from National University, and a M.S. in School Counseling and Guidance from California Lutheran University.

She was first of her siblings to graduate from college and is currently mentoring the next generation of college bound students.

In accordance with Administrative Regulation C-7, the Board shall appoint the DCOC members. Ms. Thomas’s first term will begin on January 10, 2019 and end on January 9, 2021.

Approved by: [Signature]

Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

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<td>Moreno</td>
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Student Trustee Advisory Vote
Subject: **REVISE BOARD RULE 17300 ET. SEQ.**

**17300. RETENTION OF THE BOND PROGRAM MONITOR.**

The Los Angeles Community College District Board of Trustees and Chancellor authorize the Internal Audit Unit the Bond Program Monitor to ensure that its the District's capital program funded by Proposition A, Proposition AA, and Measure J, and Measure CC ("Bond Program") is performing with the utmost integrity. In furtherance of that objective, the Board and Chancellor authorize the Bond Program Monitor to investigate and report on circumstances involving action or inaction by an employee, contractor, consultant, or Trustee that the Bond Program Monitor reasonably suspects may involve, or aid and abet, in the occurrence of misconduct constituting fraud, corruption, a violation of a non-discretionary law, rule or regulation, an abuse of discretion in the exercise of a right or authority granted under a discretionary law, rule, or regulation, gross mismanagement, or other actions or inactions occurring in the context of an evident deliberate or reckless disregard of an actual or probable waste or abuse of District funds.

**17300.1 Reporting.**

**A. General Reporting**

The Director of Internal Audit shall serve as The Bond Program Monitor; shall report directly to the Board of Trustees, but be directed and supervised on a day-to-day basis by the Chancellor.

Approved by: _____________________________________________________________________________

Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

Buelna

Svonkin

Fong

Vela

Hoffman

Veras

Moreno

Williams

By ___________________________________ Date ___________________________________

Student Trustees Advisory Vote
To the extent that reports reflect matters under investigation for which a final determination has not been made, such reports shall be treated as confidential pursuant to the "deliberative process" exception of the California Public Records Act.

B. Executive Briefings

As determined by the District, the Bond Program Monitor shall provide periodic briefings and reports to keep executive management for the District apprised of important undertakings by the Bond Program Monitor, their outcomes, and other matters that warrant attention, including timely advice to the Chancellor if any employee, official, contractor, consultant or Trustee attempts to impede or obstruct any investigation or other activity of the Bond Program Monitor.

C. Semiannual-Quarterly Reports

The Bond Program Monitor shall make semiannual quarterly reports on its activities, which shall be available to the public and, not later than three days after issuance of any report that is publicly available, thereafter. The post that report shall be posted on the Bond Program Monitor website. Such website shall include a service that allows an individual to request automatic receipt of information relating to any public report, or portion thereof, by means of electronic transmittal of the information, or notice of the availability of the information, without further request.

17300.2 Generally Authorized Activities.

The Bond Program Monitor is authorized to interview witnesses, take testimony, and demand the production of any information, documents, reports, answers, records, accounts, papers, and other data and documentary evidence the Bond Program Monitor deems material, relevant, and reasonably related to any investigation of misconduct related to the Bond Program.
17301. **POWERS AND DUTIES.**

The Bond Program Monitor shall have the following powers and duties:

A. to plan, direct, and monitor day-to-day operations of the Bond Program insofar as may involve the detection, prevention, occurrence, or report of misconduct, or the threat of misconduct, related to the Bond Program;

B. to receive and with integrity, objectivity, independence, and confidentiality, investigate complaints concerning incidents of possible misconduct, related to the Bond Program; and

C. to evaluate the policies and procedures governing the Bond Program, as well as where appropriate, the performance of work related to the Bond Program, in order to develop recommendations on revisions that would facilitate prevention and detection of possible misconduct related to the Bond Program.

17302. **WHISTLEBLOWER HOTLINE.**

The Bond Program Monitor is directed to maintain a toll-free “Whistleblower Hotline” and a post office box for anonymous reporting, for the purpose of receiving citizen and employee reports of misconduct related to the Bond Program. Unless the caller consents to disclosure, the identity of any individual providing such reports shall to the maximum extent allowed by applicable law be kept confidential and any persons involved in the reporting should not be alerted until an investigation is complete and a corrective action is recommended by the Bond Program Monitor and approved by the District. All reports received shall be prioritized and investigated according to the nature and urgency of the allegation and the credibility of the report. The hotline and post office box will be publicized in a manner reasonably designed to reach all employees, contractors, and consultants, including, without limitation, by posting informative notices at locations where employees congregate and providing links on the websites maintained by the District (including, without limitation, the Bond Program website) and the Bond Program Monitor. The Bond Program Monitor shall follow the Whistleblower Complaint Process in Board Rule 7902, with membership for the Review Committee discrete from the membership for the Review Committee for operational matters.
17303. INVESTIGATION REPORTS AND OTHER DOCUMENTARY MATERIAL.

A. Reports-Public Summary

Upon conclusion of an investigation into possible misconduct, and in the interest of accountability, the Bond Program Monitor shall prepare a written report on the investigation as appropriate and such report shall be released to the public, subject to any redactions needed to protect witnesses. The Bond Program Monitor's investigation reports should be provided to the Chancellor and the Board of Trustees, and may also be provided to parties affected by or involved in the investigation, if appropriate.

In the event that the report involves conduct by the Chancellor or an individual Trustee, the report will be delivered to the General Counsel who will have the responsibility to place the report on the next available board agenda for a report to the Board of Trustees as a whole.

B. Investigatory Materials

In light of the purpose of the Bond Program Monitor as stated in Board Rule 17300, the records of the Bond Program Monitor are presumptively deemed investigatory records exempt from disclosure under the California Public Records Act. However, materials provided to the Board of Trustees for a matter that will be discussed in public session must be made available contemporaneously to the public as required by the Ralph M. Brown Act. Materials that relate to potential or existing litigation, employee privacy, or other matters exempt from disclosure, or subject to a lawful closed session discussion, shall not be subject to public disclosure except as required by law.

17304. DUTY OF VIGILANCE AND COOPERATION.

It shall be the duty of every employee, contractor, consultant, and Trustee to extend full cooperation and all reasonable assistance to the Bond Program Monitor, and his/her designees, in connection with any Bond Program Monitor investigation. All Trustees, employees, contractors, consultants are expected to be vigilant in preventing and reporting fraud, abuse, and corruption.
17305. RETALIATION PROHIBITED.

No employee, contractor, consultant, student, or Trustee shall retaliate against, punish, or penalize any person for complaining to, cooperating with, or assisting the Bond Program Monitor in the performance of his or her duties. Any employee, contractor, consultant, student, or Trustee who violates the provisions of this section shall be subject to disciplinary action, in accordance with the due process provisions associated with his or her position.

17306. REFERRALS OF INVESTIGATIONS.

Upon making a preliminary determination that alleged misconduct may involve possible criminal conduct, the Bond Program Monitor, in consultation with the Chancellor, may refer complaints regarding such misconduct to the appropriate law enforcement authority. In the event that the Chancellor is the alleged wrongdoer, the Bond Program Monitor shall consult with the Board President.

17307. CONFLICTS OF INTEREST.

The Bond Program Monitor, and its staff members, must be free both in fact and appearance from personal, external, and organizational impairments to its objectivity and independence. Consistent with the foregoing, all allegations against the Bond Program Monitor, or its staff, for violations of the provisions of these rules and any matters that the Bond Program Monitor determines cannot be objectively and independently investigated by the Bond Program Monitor shall be submitted directly to the Chancellor and, if appropriate, to proper law enforcement authorities. The Bond Program Monitor and its staff shall submit such conflict of interest disclosures and certifications as may be requested by the District in order to confirm compliance with this requirement.

17308. LEGAL COUNSEL.

The Bond Program Monitor shall have available legal counsel, through an appropriate competitive selection process, who shall not be a legal counsel contemporaneously retained by the District on any other bond matters, to advise the Bond Program Monitor on legal matters related to performance of its functions under these rules and who shall be free of any conflicts of interest. Such legal counsel is not retained to provide advice to the Bond Program Monitor on matters relating to the Bond Program Monitor’s legal or contractual duties to the District or on questions that may arise between the District and
the Bond Program Monitor relating to the adequacy of the Bond Program Monitor’s performance. Such legal counsel shall be deemed to be in a direct and confidential client-attorney relationship with the District, and not with the Bond Program Monitor individually, and the District shall be deemed the holder of all related legal privileges.

17309. **INTERNAL PRINCIPLES, POLICIES, AND PROCEDURES.**

The Bond Program Monitor and its staff shall act with integrity and exercise objectivity and professional skepticism and avoid circumstances that would cause a reasonable and informed third party to believe that the Bond Program Monitor or its staff is not capable of exercising objectivity and impartial judgment or that the Bond Program Monitor’s work has been compromised. Consistent with the foregoing, the Bond Program Monitor shall (1) develop internal rules and procedures for conduct of investigations and for external quality assurance reviews of investigations and other activities of the Bond Program Monitor, (2) identify and assess threats to its independence of objectivity from both external and internal sources, (3) evaluate the significance of threats identified and prioritize them in a manner consistent with the Bond Program Monitor’s obligations under these rules or as otherwise directed by the Chancellor or Trustees, (4) apply safeguards as necessary to eliminate the threats or reduce them to an acceptable level, (5) not use confidential information for personal gain or in any other manner that is detrimental to the legitimate interests of the District, and (6) establish criteria for the conduct of investigations before commencing investigations, and (7) prepare an “Investigative Manual” that described the principles, policies, and procedures to implement and govern the Bond Program Monitor’s performance of its duties and responsibilities under these rules.

If a complaint is made against the Bond Program Monitor, the Chancellor shall receive said complaints and will refer the matter appropriately for further review and handling.

17310. **AUDITING AND MANAGEMENT FUNCTIONS.**

It is not the function of the Bond Program Monitor to perform management functions, to give recommendations on management decisions, to evaluate budgets, to set policy, to design internal management controls affecting routine management functions, to perform functions assigned to the District’s auditors performing financial or performance audits (internal or external), or
to issue interpretations of or legal determinations on existing policies, rules, or regulations of, or governing, the Bond Program. Notwithstanding the foregoing, the Bond Program Monitor in performing the duties and obligations provided for under these rules shall review, assess, and recommend enhancements to the functions and duties of the District’s auditors and to the District’s program management policies and procedures that will facilitate the prevention, detection, and reporting of misconduct related to the Bond Program.

Amended 02-06-19
Subject: AUTHORIZE THE ADOPTION OF THE LACCD CONSTRUCTION PROGRAM RECORDS RETENTION POLICY

Action

Authorize the adoption of the LACCD Construction Program Records Retention Policy (Attachment No. 1).

Background

On September 11, 2018, it was discovered that Building 2 of the East Los Angeles College - Firestone had been broken into and vandalized. As a result of extensive water and destruction damage, 2,708 boxes were determined to be damaged beyond salvaging. All documents had been preserved and electronically stored in the Program Management archive program, Doc View, prior to being moved to Building 2.

The District’s Article VII - Records did not reference the District’s Construction Program. The proposed policy would amend the existing policy to address the Construction Program Records.

Approved by: ___________________________
Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date ___________________________

Buelna
Fong
Hoffman
Moreno

Svonkin
Vela
Vera
Williams

Student Trustee Advisory Vote
LACCD CONSTRUCTION PROGRAM RECORDS RETENTION POLICY

001. RECORDS. LACCD Records shall be developed, maintained and disposed of according to this policy and procedure.

002. DEFINITION OF RECORDS. The term "Records" shall mean all documents prepared or retained as necessary or convenient to the operations of LACCD Construction Program Management.

003. CLASSIFICATION OF RECORDS. All documents are classified as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable).

003.01 CLASS 1: PERMANENT RECORDS.
  a. Legal work product documents and original settlements.
  b. Performance and Payment Bonds, as there can be a request to send the original documents back to the bonding company.

003.02 CLASS 2: OPTIONAL RECORDS. Any Record that is not electronically archived or stored in a separate software system. These records would include the Labor Compliance Certified Payrolls from 2000 to 2014, since these are original documents which have not been scanned. Starting 2015, all Labor Compliance Certified Payrolls are maintained electronically.

003.03 CLASS 3: DISPOSABLE RECORDS. Any Record that has been scanned and electronically archived in Doc View. These Records would include the following, but not limited to, fully executed documents and information documents:
  a. Contracts documents
  b. Accounting documents
  c. Program documents
  d. College Program Team Project Files

004. PROCEDURE FOR DESTRUCTION.
  a. For Class 1 Records, Document Control shall:
     1) Maintain a permanent secure file until it is determined by Office of General Counsel that the files are no longer needed.
     2) Submit to the Office of General Counsel a report of Records recommended for destruction.
     3) Upon approval, securely shred Records.

  b. For Class 2 Records, Document Control shall:
1) Maintain a permanent secure location for the Records until it is determined by Labor Compliance that the Records are no longer needed.
2) Labor Compliance to submit a report of Records for destruction.
3) Upon approval, securely shred Records.

c. For Class 3 Records Document Control shall:
   1) Personally supervise the classification of the Records as they are scanned.
   2) Destroy all Class 3 Records after they have been scanned.

005. MANNER OF DESTRUCTION.

005.01 CLASS 1: PERMANENT RECORDS.
   a. Once the Office of General Counsel determines that specific Records shall be destroyed, such Records shall be permanently destroyed by secure shredding by a certified document destruction company.

005.02 CLASS 2: OPTIONAL RECORDS.
   a. Once Labor Compliance determines that specific Records shall be destroyed, such Records shall be permanently destroyed by secure shredding by a certified document destruction company.

005.03 CLASS 3: DISPOSABLE RECORDS.
   a. Once the documents have been scanned and digitally stored in Doc View the specific Records will then be disposed.
Subject: **NOTIFICATION OF OUT OF STATE TRAVEL**

**I. East Los Angeles College**

Seventeen students and two faculty members travelled to Mesa, Arizona to compete in the ELAC Men's Basketball vs. Mesa Community College Men's Basketball Contest during the period of November 9 to November 10, 2018.

**Background:** Sponsored by Mesa Community College, this contest provided students with athletic exposure for national college recruitment and matriculation.

**FISCAL IMPLICATION:** The estimated total cost of the trip was $1224. Funds from the ELAC Associated Student Union were used for this travel. No District funds were used for this travel.

**II. East Los Angeles College**

Four students and one faculty member travelled to Washington, DC to participate in the Smithsonian Undergraduate Internship Program during the period of January 5, 2019 to February 2, 2019.

**Background:** Sponsored by the Vincent Price Art Museum and Smithsonian Institution, this museum studies internship provided four students with professional workshops led by ELAC's Vincent Price Art Museum, followed by a month-long internship coordinated by the Smithsonian's Office of Fellowships and Internships (OFI). Students were mentored by museum professionals, gained knowledge of the education and experience required to obtain a museum career, and visualized a path for themselves as future museum professionals.

**FISCAL IMPLICATION:** The estimated total cost of the trip was $13,957. Funds from the Vincent Price Art Museum Foundation were used for this travel. No District funds were used for this travel.
Subject: **APPROVE STUDENT DISCIPLINE - EXPULSION WITHOUT RECONSIDERATION**

I. Expel West Los Angeles College Student, SID # XX-XXX-6478, from all colleges in the Los Angeles Community College District without reconsideration.

The student has violated the following Standards of Student Conduct:

**Board Rule 9803.17 – Interference with Peace of College**
**Board Rule 9803.18 – Assault or Battery**
**Board Rule 9803.24 – Threatening Behavior**
**Board Rule 9806 – Unsafe Conduct**

**Background:** Education Code 72122 requires that the final action of the Board shall be taken in a public meeting. The above recommendations are made in accordance with Board Rule 91101.6 and 91101.18