Board of Trustees
Los Angeles Community College District

ORDER OF BUSINESS — REGULAR MEETING
Wednesday, November 14, 2018
First Closed Session 1:00 p.m. – 2:00 p.m.
First Public Session 2:00 p.m. – 5:00 p.m.
Closed Session 5:00 p.m. – 7:00 p.m.
Second Public Session
(Immediately Following Closed Session)

Los Angeles Mission College
Campus Center Main
13356 Eldridge Avenue
Sylmar, CA 91342

I. Roll Call (2:00 p.m.)
   Location: Campus Center Main 4

II. Flag Salute

III. Welcome Remarks by Monte E. Perez, President, Los Angeles Mission College

IV. Approval of Minutes:
   • Regular Board Meeting and Closed Session: October 10, 2018

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

VI. Public Agenda Requests
    A. Oral Presentations
    B. Proposed Actions

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

VIII. Reports and Recommendations from the Board
    A. Reports of Standing and Special Committees
    B. Proposed Actions
    BT1. Resolution – Veterans Day & National Veterans Awareness Week
    BT2. Resolution – In Recognition of Student Workers
    BT3. Resolution – Condemning Violent Anti-Semitic Attacks In Pittsburgh, Pennsylvania
    BT4. Resolution - To Increase Federal Investment In Support Of Eradicating Student Homelessness, National Homelessness and Increasing Affordable U.S. Housing Supply
    BT5. Board Member Absence Ratification Authorization
    BT6. Board Travel Authorizations
IX. Report from the Chancellor
   - Report from the Chancellor regarding activities or pending issues in the District
     - College Presentation: Leading the College in the Time of Transformation

X. Consent Calendar
   **Matters Requiring a Majority Vote**
   - BF1. Ratify Budget Revisions and Appropriation Transfers
   - BF2. Amend the List Of Organizational Memberships
   - BSD1. Ratify Business Services Actions
   - BSD2. Approve Business Services Actions
   - FPD1. Approve Facilities Planning and Development Report
   - FPD2. Authorize Master Procurement and Master Service Agreements
   - HRD1. Approve Personnel Services Routine Actions
   - ISD1. Approve New Educational Courses and Programs
   - ISD2. Approve New Community Services Courses
   - PC1. Personnel Commission Actions
   - Correspondence

XI. Recommendations from the Chancellor - None
   **Matters Requiring a Super Majority Vote - None**

XII. Notice Reports and Informatives
    - ISD/A. [Informative] Notification of Out of State Travel

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

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

XV. Recess to Closed Session in accordance with The Ralph M. Brown Act, Government Code sections 54950 et seq., and the Education Code to discuss the matters on the posted Closed Session agenda pursuant to Government Code section 54954.5 (Refer to Attachment “A” for Closed Session agenda).
   **Location: Campus Center Room 4**
XVI. Reconvene Regular Meeting  
**Location: Campus Center Room 4**

XVII. Roll Call

XVIII. Report of Actions Taken in Closed Session - November 14, 2018

XIX. Consent Calendar  
- **Matters Requiring a Majority Vote**  
  HRD2. Approve Disciplinary Action for Classified Permanent Employee

XX. Adjournment
Next Regularly Scheduled Board Committee Meetings

<table>
<thead>
<tr>
<th>Committee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Master Planning &amp; Oversight Committee</td>
<td>1:30 p.m. – 2:45 p.m.</td>
</tr>
<tr>
<td>Institutional Effectiveness &amp; Student Success Committee</td>
<td>3:00 p.m. – 4:15 p.m.</td>
</tr>
<tr>
<td>Budget &amp; Finance Committee</td>
<td>4:30 p.m. – 5:45 p.m.</td>
</tr>
<tr>
<td>Committee of the Whole</td>
<td>6:00 p.m. – 7:30 p.m.</td>
</tr>
</tbody>
</table>

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

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

To make such a request, please contact the Executive Secretary to the Board of Trustees at (213) 891-2044 no later than 12:00 p.m. (noon) on the Tuesday prior to the Board meeting.
CLOSED SESSION
Wednesday, November 14, 2018

Los Angeles Mission College
13356 Eldridge Avenue
Sylmar, CA 91342

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. AECOM Technical Services v. LACCD
   B. Anahit Shirvanyan v. LACCD
C.  
Jaime Soto v. LACCD

D.  
Ramon Miramontes v. LACCD

E.  
Shalamon Duke v. LACCD

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

A.  
Potential litigation – 2 matters

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

A.  
Construction claim at Van De Kamp Innovation Center.

B.  
Construction claim at Los Angeles City College.
SUBJECT: RESOLUTION – VETERANS DAY & NATIONAL VETERANS AWARENESS WEEK

The following resolution is presented by Trustees Svonkin and Mcreno:

WHEREAS, Veterans Day has been proclaimed a national holiday on November 11, 2018 and all Americans are urged to observe November 11 through November 17, 2018 as National Veterans Awareness Week; and

WHEREAS, Americans owe a great deal of gratitude to the men and women who have sacrificed for our liberty and for the security of our Nation; and

WHEREAS, From the beaches of Normandy, the snows of Korea, and the jungles of Vietnam to the mountains of Afghanistan and the deserts of Iraq, our courageous veterans have sacrificed so that Americans and others can live in freedom; and

WHEREAS, Thousands of veterans are currently enrolled throughout the Los Angeles Community College District, thousands have been enrolled in the past, and still more are expected to enroll in the future; now, therefore, be it

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby salutes all veterans (students and staff) who have served and continue to serve in the Armed Forces as well as the generations of patriots who will serve our country in the future; and be it further

RESOLVED, That the Chancellor distribute a copy of this resolution to all nine campuses to increase awareness about the LACCD’s recognition and appreciation for veterans; and, be it further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District encourages the colleges to observe the week with appropriate educational activities to acknowledge the contributions made by veterans and urges all Americans to recognize their valor and sacrifices.

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date ___________________________

Buelna ________________________ Svonkin _______________________
Fong _________________________ Vela _________________________
Hoffman _______________________ Veres _______________________
Moreno _______________________ Williams _______________________

Student Trustees Advisory Vote
SUBJECT: RESOLUTION – IN RECOGNITION OF STUDENT WORKERS

The following resolution is presented by Trustee Svonkin:

WHEREAS, The Los Angeles Community College District (LACCD) recognizes the value of student employees and student employment professionals; and

WHEREAS, Student employees perform invaluable services with enthusiasm, dedication, and initiative; and

WHEREAS, Student employment helps students develop job skills and give them first-hand experience in a variety of areas; and

WHEREAS, Through their work, students gain confidence, make lasting friendships, build professional networking skills and become better prepared to enter the job market after graduation; and

WHEREAS, Retaining students in our colleges is critical to the future growth of our communities; and

WHEREAS, An estimated 70% of students employed by the District successfully complete and transfer; and

WHEREAS, The Board of Trustees of the Los Angeles Community College District recognizes and appreciates the importance of student employees; and; now, therefore, be it

RESOLVED, That the Chancellor distribute a copy of this resolution to all nine campuses to increase awareness about the LACCD’s appreciation for student workers; and, be it further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District is honored to recognize and publicly thank student employees for their invaluable contributions to the District.
SUBJECT: RESOLUTION – CONDEMNING VIOLENT ANTI-SEMITIC ATTACKS IN PITTSBURGH, PENNSYLVANIA

The following resolution is presented by Vice President Hoffman, Trustees Buelna and Svonkin:

WHEREAS, On October 27, 2018, a gunman entered the Tree of Life – Or L’Simcha Congregation in Pittsburgh, Pennsylvania and killed eleven people and injured at least six other people, four of whom were Pittsburgh police officers; and

WHEREAS, The gunman entered the synagogue with the intent of killing Jewish people and was reported to have shouted “All Jews must die!” several times as he fired his weapons; and

WHEREAS, The attack against the Jewish community at Tree of Life – Or L’Simcha Congregation is believed to be the deadliest attack on Jews in the history of the United States; and

WHEREAS, According to the Anti-Defamation League (A.D.L.), the overall trend in anti-Semitic incidents has been decreasing but, last year witnessed the largest single-year increase since the A.D.L. began its annual audit in 1979 — a 57 percent increase in anti-Semitic incidents in 2017; and

WHEREAS, These incidents include high-profile ones such as neo-Nazis marching in Charlottesville, Va., chanting “Jews will not replace us,” physical assaults, vandalism and attacks on Jewish institutions; and

WHEREAS, Part of this sharp rise also comes from a large increase in anti-Semitic incidents in grade schools and on college campuses, which nearly doubled for the second year in a row; and

WHEREAS, Over the course of the same week, a series of mailed pipe bombs were sent to prominent media outlets and politicians and a white man attempted unsuccessfully to enter a predominately black church before killing two black people at a supermarket; and

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date ___________________________
WHEREAS, We remain steadfast to our commitment to diversity and the recognition that civil and human rights are deeply rooted in the fabric of democratic and principled society; now, therefore, be it

RESOLVED, That the Board of Trustees of the Los Angeles Community College District condemns the act of terror perpetrated by the gunman against the Squirrel Hill Jewish community; and, be it further

RESOLVED, That the LACCD Board of Trustees unequivocally denounces anti-Semitism, racism, white supremacy, LGBTQ discrimination, and all other forms of bigotry; and, be it further

RESOLVED, That the LACCD Board of Trustees reaffirms its collective commitment to fostering a diverse, inclusive, and safe learning environment for all students, free from discrimination, bullying, harassment, and fear; and, be it further

RESOLVED, That the LACCD Board of Trustees will encourage faculty and staff members to use the learning environment to show compassion and support for students and each other who may be experiencing anxiety, uncertainty, and fear in the current political climate; and, be it further

RESOLVED, That the Chancellor distribute a copy of this resolution to all nine campuses to increase awareness about the LACCD’s condemnation of the anti-Semitic attacks in Pittsburgh, Pennsylvania; and, be it further

RESOLVED, That the LACCD Board of Trustees will continue to recognize the rights of all students and their families, regardless of immigration status, family structure, sexual orientation, gender identity, marital status, or religious affiliation.
SUBJECT: RESOLUTION – TO INCREASE FEDERAL INVESTMENT IN SUPPORT OF ERADICATING STUDENT HOMELESSNESS, NATIONAL HOMELESSNESS AND INCREASING AFFORDABLE U.S. HOUSING SUPPLY

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

WHEREAS, Approximately 51% of Los Angeles Community College District (LACCD) students report an income at or below the poverty line; and

WHEREAS, Report findings indicate that of the over 230,000 students in the Los Angeles Community College District, 55% of students surveyed are experiencing some form of housing insecurity, and 18.6% of students surveyed have experienced homelessness in the past year; and

WHEREAS, The Community College League of California (CCLC) established the CEO Affordability, Food & Housing Access Taskforce to provide system-wide recommendations to address housing and food insecurities faced daily by our students and Trustee Andra Hoffman as a member of this Taskforce will represent the interests and needs of LACCD students on this Taskforce, and

WHEREAS, LACCD is committed to improving services to housing and food insecure students by advocating for increased funding and new policies at the state and federal level; and

WHEREAS, LACCD will continue to refer students to EOPS, CalWorks, CARE, and other special programs to assist students in gaining access to federal and state financial aid in support of the completion of academic programs and to support education related costs; and

WHEREAS, The federal government must increase its partnership with communities across the country by maximizing funding for existing programs that help increase affordable housing and provide assistance to individuals and families facing homelessness, including Section 8 Housing Vouchers, Continuum of Care Homeless Assistance Grants, HOME Investment Partnerships Program, and Community Development Block Grants; and
WHEREAS, The federal government should also explore creating new, competitive grants designed to reward innovative thinking and collaborative, cross-sector projects to combat homelessness and affordable housing problems; and

WHEREAS, The federal government should build on the successful HUD-Veterans Affairs Supportive Housing model and pair housing with Health and Human Services programs to help families and students experiencing homelessness who have mental health issues and other barriers to assistance; and

WHEREAS, The federal government should create a Housing Stabilization Fund - a pool of funds that provide one-time, short-term emergency housing assistance to individuals and families who face a housing emergency. For these households, the loss of a job or a health emergency can result in eviction and a downward spiral of housing instability that often ends in homelessness. Unfortunately, there is no consistent housing program, fund or tool to help prevent such losses; now, therefore, be it

RESOLVED, That LACCD Board of Trustees and Chancellor supports the Mayors & CEOs for U.S. Housing Investment, an organization of cities and businesses representing more than 16 million residents and millions of customers focused on addressing affordable housing, homelessness and housing stabilization; and, be it further

RESOLVED, That the Chancellor distribute a copy of this resolution to all nine campuses to increase awareness about the LACCD’s support of eradicating student homelessness; and, be it further

RESOLVED, That the LACCD Board of Trustees and Chancellor will work with the coalition to ensure that affordable housing and homeless services are sufficiently funded at the federal level that create greater U.S. affordable housing supply and help end the crisis in housing and homelessness among students and the greater U.S. population.
Subject: **BOARD MEMBER ABSENCE RATIFICATION AUTHORIZATION**

That the Board of Trustees of the Los Angeles Community College District hereby compensate Student Trustee Kellie N. Williams for the Regular Board meeting of October 10, 2018, despite her absence pursuant to Board Rule 2104.14 Absence-Hardship.
Subject: **BOARD TRAVEL AUTHORIZATIONS**

A. Authorize payment of necessary expenses for Kellie N. Williams, student member of this Board of Trustees, to attend the Community College League of California (CCLC) 2018 Annual Convention to be held on November 15-17, 2018 in Rancho Mirage, California.

**Background**: Funding will be from the 2018-2019 Chancellor’s Reserve.

B. Authorize payment of necessary expenses for Steven F. Veres, member of this Board of Trustee, to attend the Community College League of California (CCLC) Annual Convention to be held on November 15-17, 2018 in Rancho Mirage, California.

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

C. Authorize payment of necessary expenses for Andra Hoffman and Steven F. Veres, members of this Board of Trustee, 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.

D. Authorize payment of necessary expenses for Andra Hoffman and Steven F. Veres, members of this Board of Trustee, 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.
Subject: **RATIFY BUDGET REVISIONS AND APPROPRIATION TRANSFERS**

Ratify acceptance of $20,036,029 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
November 14, 2018

NEW INCOME (Attachment 1)

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>810000-094999</td>
</tr>
<tr>
<td>State</td>
<td>860000-066999</td>
</tr>
<tr>
<td>Local</td>
<td>870000-889999</td>
</tr>
<tr>
<td>Interfund Transfer In</td>
<td>851000-892999</td>
</tr>
<tr>
<td>Other Financing Sources</td>
<td>863000-897999</td>
</tr>
<tr>
<td>Contribution to Restricted Program</td>
<td>898000-899999</td>
</tr>
<tr>
<td><strong>Total New Income</strong></td>
<td></td>
</tr>
</tbody>
</table>

EXPENDITURES

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>Approved Budget</th>
<th>Budget Revisions</th>
<th>Appropriation Transfers</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Salaries</td>
<td>100000-199999</td>
<td>1,946,742</td>
<td>(641,420)</td>
<td>314,941,989</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>200000-299999</td>
<td>2,163,584</td>
<td>1,840,965</td>
<td>196,351,915</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>310000-399999</td>
<td>964,055</td>
<td>61,044</td>
<td>191,484,507</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>400000-499999</td>
<td>146,649</td>
<td>127,215</td>
<td>43,023,961</td>
</tr>
<tr>
<td>Contract Services</td>
<td>500000-599999</td>
<td>3,697,358</td>
<td>233,643,523</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>600000-699999</td>
<td>1,019,039</td>
<td>20,636,473</td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>700000-799999</td>
<td>258,581</td>
<td>20,636,473</td>
<td></td>
</tr>
<tr>
<td>Other Debt Services</td>
<td>710000-719999</td>
<td>258,581</td>
<td>20,636,473</td>
<td></td>
</tr>
<tr>
<td>Tuition Transfers</td>
<td>720000-729999</td>
<td>80,525</td>
<td>20,636,473</td>
<td></td>
</tr>
<tr>
<td>Interfunds Transfers</td>
<td>730000-739999</td>
<td>13,200,271</td>
<td>21,501,067</td>
<td></td>
</tr>
<tr>
<td>Direct Support/Indirect Costs</td>
<td>740000-749999</td>
<td>230</td>
<td>230</td>
<td></td>
</tr>
<tr>
<td>Local/Grants</td>
<td>750000-759999</td>
<td>54,830</td>
<td>307,410,697</td>
<td></td>
</tr>
<tr>
<td>Other Financing Sources (Except 7902)</td>
<td>760000-799998</td>
<td>(409,325)</td>
<td>(19,359,291)</td>
<td>165,524,731</td>
</tr>
<tr>
<td>Reserve for Contingency*</td>
<td>790000-790000</td>
<td>23,445,049</td>
<td>23,445,049</td>
<td>1,616,482,187</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,466,446,358</td>
<td>20,636,029</td>
<td></td>
<td>1,616,482,187</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 58308. Appropriation transfers between major expenditure categories are within funds/grants that have been previously received and approved by the Board of Trustees. These transfers have been reviewed by the college administrators and approved by the college Vice Presidents of Administration and College Presidents.

Reviewed by:

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

### BTA NUMBER:  
Federal  

<table>
<thead>
<tr>
<th>FUND/GRANT NAME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRIO – Student Support Services Program</strong></td>
<td>$1,300,786</td>
</tr>
<tr>
<td>To establish funding to assist low-income, first-generation college and/or disabled students successfully transition from the community college level to the university level. The program will serve one hundred sixty (160) students at Los Angeles City College, one hundred sixty (160) students at Los Angeles Mission College, two hundred sixty-nine (269) students at Los Angeles Southwest College, and one hundred sixty (160) students at Los Angeles Valley College. Funding is from the U.S. Department of Education.</td>
<td></td>
</tr>
</tbody>
</table>

| **TRIO – Upward Bound Program**                      | 1,207,557 |
| To establish funding to provide support to low-income and first-generation college students to prepare them for college success and graduate from a postsecondary institution through preparatory services offered at Los Angeles City College and Los Angeles Valley College. The program will serve fifty-seven (57) students from Belmont and Hollywood High Schools, seventy-eight (78) students from Fairfax and Manual Arts High Schools, and one hundred twenty-eight (128) students from Ulysses S. Grant and Van Nuys High Schools, and Robert Fulton College Preparatory. Funding is from the U.S. Department of Education. |

| **Jardin de Science, Technology, Engineering, and Math (STEM)** | 1,204,733 |
| To establish funding to support rapid completion of remedial coursework; to help Hispanic, low-income, and first-generation students navigate college decisions; to develop a supportive summer academy and cohort designed to accelerate progress through the initial year of Science, Technology, Engineering, and Math (STEM) study; and deliver sustainable pathways for STEM careers for Hispanic students. The program will focus on preparing eighty (80) new students to succeed in transfer-level math courses and become calculus-ready in Year One. Funding is from the U.S. Department of Education. |

| **TRIO – Student Support Services, Academic Success Action Plan (ASAP)** | 321,755 |
| To establish funding to assist students with disabilities who are currently “at risk” for academic failure due to educational deficiencies. The program will serve one hundred twenty-five (125) students at Los Angeles Harbor College. Funding is from the U.S. Department of Education. |
TRIO – Student Support Services, Science, Technology, Engineering, and Mathematics (STEM)

To establish funding to assist low-income, first-generation students who have an educational objective in subject areas of Science, Technology, Engineering, or Mathematics (STEM). The program will serve one hundred twenty-nine (129) students at Los Angeles Southwest College. Funding is from the U.S. Department of Education.

TRIO – Educational Talent Search (ETS) Program

To establish funding to prepare low-income, high school graduates for the rigors of college, enrolling into post-secondary educational programs, and completing their program within six years. The program will serve six hundred twenty-six (626) students. Funding is from the U.S. Department of Education.

Promoting Awareness of Science, Technology, Engineering, and Mathematics (STEM) Opportunities

To establish funding to promote Science, Technology, Engineering, and Mathematics (STEM) awareness in the college and surrounding community of San Fernando Valley, attract Latino and low-income students to enroll at Los Angeles Valley College, and encourage completion of STEM degrees, certificates, and transfers. The program is expected to benefit three thousand (3,000) students. Funding is from the U.S. Department of Education

I-Train Contract

To establish funding to provide employment training services to students from the Southbay Workforce Investment Board program via the Certified Nursing Assistant/Home Health Aide program, the Pharmacy Technician program, or the Medical Billing and Coding program at Los Angeles Mission College. Funding is from the Southbay Workforce Investment Board.

Filling Skill Gaps through the Geo-Spatial Engineering and Technologies (SET) Program

To establish funding to offer relevant courses in land surveying with an emphasis on using advanced geo-spatial technologies, and to increase the number of land surveying and/or geo-spatial technicians joining the workforce, while simultaneously recruiting and increasing the number of female and Hispanic students entering this career path. The program will serve two hundred (200) students at East Los Angeles College. Funding is from the National Science Foundation.

TOTAL FEDERAL $5,996,104
State

C-0108  
**Registered Nursing (RN) Curriculum Revision**  
$5,000

To establish funding to revise the Registered Nursing (RN) program curriculum to increase the number of registered nurses entering the workforce by reducing program requirements to thirty-six units. Funding is from the Butte-Glenn Community College District.

E-0143, T-0148  
**Enrollment Growth for Associate Degree Nursing Program**  
311,848

To establish funding to address student attrition and retention and to expand or maintain enrollment capacity of Associate Degree Nursing (ADN) programs. This program will provide assessment, remediation, and retention activities to assist roughly one hundred thirty (130) students at East Los Angeles College and one hundred sixty (160) students at Los Angeles Trade-Technical College. Funding is from the California Community Colleges Chancellor's Office (CCCCO).

E-0152, P-0090  
**Innovation and Effectiveness Grant Agreement**  
270,000

To establish funding to improve student success by developing and implementing a Committee Communication Plan at East Los Angeles College and a Professional Development Plan at Los Angeles Pierce College, each with an emphasis on developing the communication and effectiveness of faculty and staff, and assessing and improving the transactional experiences of students. Funding is from Santa Clarita Community College District (SCCCD).

M-0170  
**Child Development Training Consortium**  
17,500

To establish funding to enroll students into courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development permit. The program is expected to serve roughly one hundred fifty (150) students at Los Angeles Mission College. Funding is from the the Yosemite Community College District.

**TOTAL STATE**  
$604,348

Local

E-0139  
**Los Angeles County Office of Education Greater Avenues for Independence (GAIN)**  
$154,981

To establish funding to provide Child, Family & Education training classes and a Computer Applications & Office Technologies (CAOT) training program to a total of forty (40) GAIN participants at East Los Angeles College. Funding is from the Los Angeles County of Education.
**Technical & Career Education**

To accept additional funding at Los Angeles Trade-Technical College to conduct non-credit instruction and vocational/extension training workshops and to purchase instructional equipment. Funding is from income from the Foundation for California Community Colleges and Periodic Smoke Inspection Program (PSIP) course fees.

**Dream Resource Center**

To establish funding to develop a Technology Lending Library and to provide scholarships for books and college fees to Deferred Action for Childhood Arrivals (DACA), Assembly Bill (AB) 540, and other undocumented students at West Los Angeles College. Funding is from the Fineshriber Family Foundation.

**Contract Education – Emergency Medical Technician (EMT) Paramedic Training**

To establish funding to provide an emergency medical technician (EMT) training program for seven hundred fifty (750) students at West Los Angeles College. Funding is from University of California, Los Angeles (UCLA).

**TOTAL LOCAL**

$235,306

**OTHERS:**

**Interfund**

**Reduction of Support – Child Development Center**

To reduce unnecessary support funding for the Child Development fund from the general fund at Los Angeles Harbor College.

**Increase of Support – Scheduled Maintenance Projects**

To increase support funding for 2018-19 Scheduled Maintenance Projects from funds for District Deferred Maintenance.

**Fund Redistribution**

**Extended Opportunity Programs and Services (EOPS)**

To redistribute funds from EOPS fund number 20487 to EOPS fund number 10487 at East Los Angeles College and Los Angeles Harbor College.
Extended Opportunity Programs and Services (EOPS)  
97,502

To accept redistributed funds from EOPS fund number 20487 to EOPS fund number 10487 at East Los Angeles College and Los Angeles Harbor College.

H-0126

Extended Opportunity Program and Services-Cooperative Agencies Resources for Education (EOPS-CARE)  
2,000

To redistribute funds from EOPS-CARE fund number 20868 to EOPS-CARE fund number 10868 at Los Angeles Harbor College.

H-0127

Extended Opportunity Program and Services-Cooperative Agencies Resources for Education (EOPS-CARE)  
83

To accept redistributed funds from EOPS-CARE fund number 20868 to EOPS-CARE fund number 10868 at Los Angeles Harbor College.

H-0128

Extended Opportunity Program and Services-Cooperative Agencies Resources for Education (EOPS-CARE)  
83

To accept redistributed funds from EOPS-CARE fund number 10868 to EOPS-CARE fund number 20868 at Los Angeles Harbor College.

H-0129

Extended Opportunity Programs and Services – Cooperating Agencies Foster Youth Educational Support (EOPS-CAFYES)  
10,000

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

S-0104

Extended Opportunity Programs and Services – Cooperating Agencies Foster Youth Educational Support (EOPS-CAFYES)  
10,000

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

S-0105

TOTAL OTHERS  
$13,200,271

TOTAL INCOME  
$20,036,029
Subject: **AMEND THE LIST OF ORGANIZATIONAL MEMBERSHIPS**

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

I. Amend the List of Organizational Membership to include the Community College Baccalaureate Association (CCBA). The request originated from West Los Angeles College and will cost $600 per year.

Background: Membership in this organization will provide the college with relevant and up-to-date information on various models for promoting access to baccalaureate degree programs, changes to legislation dealing with the community college baccalaureate degree, and other resources. The organization hosts an annual conference and provides opportunities for networking and camaraderie.
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**

971 issued from September 1, 2018 to September 30, 2018 which totaled $3,150,416.

B. **FACILITIES ORDER FORMS**

79 issued from September 1, 2018 to September 30, 2018 which totaled $281,152.06.

C. **AGREEMENT FOR ART MODELING SERVICES**

1 issued from September 1, 2018 to September 30, 2018 which totaled $8,460-City.

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

5 issued from September 1, 2018 to September 30, 2018 for a total income of $2,569 at City.

Recommended by: Robert B. Miller, Vice Chancellor

Approved by: Francisco C. Rodriguez, Chancellor
12 issued from September 1, 2018 to September 30, 2018 for a total income of $15,337 at Harbor.

4 issued from September 1, 2018 to September 30, 2018 for a total income of $25,800 at Southwest.

E. CONTRACT EDUCATION AGREEMENTS

4500262330  Mission. Agreement with Los Angeles County Office of Education to provide Culinary Arts courses to incarcerated students at Los Angeles County Probation Camp Kilpatrick during the period August 1, 2018 to June 30, 2019, inclusive. Total income: $29,680.

4500263087  West. Agreement with Dale Carnegie to provide various Dale Carnegie contract education services and online training to companies, organizations and international students during the period of January 1, 2018 to December 31, 2020, inclusive. Total cost: $500,000.

F. DONATION OF SERVICES AGREEMENT

4500262640  City. No-cost Agreement with United States Veterans Initiative - Long Beach to provide a part time social worker for free counseling services to Veterans Resource Center from July 1, 2018 to June 30, 2019, inclusive.

G. LEASE OF FACILITIES FOR DISTRICT USE AGREEMENTS

4500233199  East. Amendment No. 2 to agreement with City of South Gate Parks and Recreation Department for the use of rooms at two different city facilities for adult education classes during the period June 6, 2018 to December 31, 2018, inclusive. Total cost: $3,220.

4500262432  East. No-cost Facilities Use Agreement with Downey Unified School District and the Jaime Escalante Math Program for the use of classroom space at Warren High School to provide free calculus courses to these high school students during the period August 28, 2018 to May 16, 2019, inclusive.
4500263605  **East.** Agreement 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 August 27, 2018 to December 16, 2018. **Total Cost:** $54,800.

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

4500262248  **City.** Agreement with Los Angeles Chamber Choir for use of Herb Alpert Music Center band room for weekly rehearsals on designated dates and times during the period August 1, 2018 to June 30, 2019. **Total estimated income:** $4,200.

4500262425  **Pierce.** Agreement with Louisville High School for use of the field area next to the softball fields for soccer practice on designated days and times during the period September 19, 2018 to January 31, 2019. **Total Expected Income:** $5,757.

4500263055  **Valley.** Agreement with Milken Community School for use of facilities to be used for track and field practices on designated dates and times during the period February 1, 2019 to May 31, 2019. **Total estimated income:** $7,958.

I. **LICENSE AGREEMENTS**

4500231139  **City.** Amendment No. 2 to renew agreement with CollegeSource for subscription to use the Transfer Evaluation System for the Counseling during the period August 23, 2018 to August 22, 2019, inclusive. **Total cost:** $11,025.

4500262399  **City.** Agreement with McGraw Hill Education to provide Aleks Placement, Preparation and Learning license subscription to provide math course placement to all students who have not satisfied the course prerequisites, do not have college credit or do not have advanced placement course credit during the period December 1, 2018 to November 30, 2019, inclusive. **Total cost:** $49,050.
4500261538 **East.** Agreement with Red8 LLC to provide support and warranty for the Netapp FAS8040A for the storage array system during the period of October 1, 2018 to September 30, 2019, inclusive. **Total cost:** $40,452.

4500263081 **East.** Agreement with NCS Pearson, Inc. dba Certiport MOS to provide Practice Test Site License for the Computer Applications and Office Technologies during the period of August 1, 2018 to July 31, 2019, inclusive. **Total cost:** $7,350.

4500263158 **East.** Agreement with Red8 LLC to provide support and warranty for the Netapp FAS2240 storage array for security video system during the period of November 1, 2018 to October 31, 2019, inclusive. **Total cost:** $11,272.

4500263159 **East.** Agreement with Symphony Video, Inc. for maintenance and support for Ensemble Video, Ensemble Studio, and Sorenson Squeeze Server software during the period of July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $7,400.

4500263278 **Educational Services Center.** Agreement with Community College League of California for the purchase of Emerald Data Solutions, Inc. software license called BoardDocs Pro Plus, a state of the art board agenda software developed for public governing bodies. Staff can create, immediately publish and revise, approve and track agenda items. Software provides a simple way to eliminate paper-based and less advanced electronic processes while maintaining a searchable and legal repository for board agenda documents. Agreement under the auspices of the Office of the Chancellor during the period December 1, 2018 to November 30, 2021, inclusive. As a result of the LACCD membership with the Community College League of California, exceptional discount pricing has been provided for this license. **Initial $1,000 non-refundable Implementation fee in the first year** and annual cost of $17,500. **Total cost:** $53,500.

4500238959 **Harbor.** Amendment No. 2 to renew agreement with Kanopy LLC to provide Patron Driven Acquisition Video licenses to access educational/informational video titles for the Library during the period July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $10,000.
4500262591 Harbor. Agreement with Augusoft, Inc. to provide license and subscription to use the Lumens Pro internet/web registration program for the Community Services Department during the period December 1, 2018 to November 30, 2019, inclusive. **Total cost:** $12,374.

4500246094 Pierce. Amendment No. 1 to renew agreement with SARS Software Products, Inc. for license to use its SARS -Anywhere, SARS Messages and Track for the Student Services Department during the period July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $7,397.

4500246478 Trade-Technical. Agreement with Kentico Software LLC to provide software maintenance subscription used as a database repository for all the website content for the Information Technology department during the period of August 1, 2018 to November 7, 2021, inclusive. **Total cost:** $15,292.

4500261589 Trade-Technical. Agreement with Rosetta Stone to provide a site license for Rosetta Stone Language Lessons V3 for Higher Education software for ESL classes during the period of July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $8,250.

4500262357 Valley. Agreement with College Central Network, Inc. for license to use its web-based Career Office Management Systems to access online job opportunities for students and employers for the Career Technical Education Program during the period July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $1,737.

4500211607 West. Amendment No. 1 to agreement with Nuventive, LLC to continue to provide Trac Dat Implementation software program used in Academic Affairs used for program review and assessment both components of accreditation, during the period May 18, 2018 to June 12, 2020, inclusive. **Total cost:** $56,580.

4500262146 West. Agreement with Prism RBS LLC to provide Webprism and Winprism software licenses, support, maintenance and hosting services for the College Bookstore point of sale system during the period of July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $13,671.
4500263090  **West.** Agreement with CareerAmerica, LLC for license to use its custom version of Financial Aid TV services for the Financial Aid Office during the period of August 1, 2018 to July 31, 2021, inclusive. **Total cost:** $19,530.

J. **MAINTENANCE AGREEMENTS**

4500261955  **East.** Agreement with Pacific Parking Systems to provide extended warranty and preventative maintenance for five venSTATION Pay Station parking permit machines located in the stadium, P3 and P4 parking lots during the period of August 28, 2018 to August 27, 2023, inclusive. **Total cost:** $27,500.

4500241933  **Harbor.** Amendment No. 2 to renew agreement with Viatron Systems, Inc. to provide annual maintenance service on scanning equipment for the Special Programs and Services Department during the period October 15, 2018 to October 14, 2019, inclusive. **Total cost:** $9,220.

4500227572  **Pierce.** Amendment No. 2 to renew agreement with Image IV Systems, Inc. for maintenance of eight digital imaging systems including overages during the period July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $13,000.

4500262035  **Trade-Technical.** Agreement with Rey Daniel Gomez to provide maintenance and repair for 243 sewing machines for the Fashion Design department during the period of October 1, 2018 to September 30, 2022, inclusive. **Total cost:** $76,800.

4500261727  **West.** Agreement with Fujitec America, Inc. for the maintenance of 16 elevators and one wheelchair lift during the period of July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $38,000.

4500261867  **West.** Agreement with Aqua Clear Water Treatment Specialists, Inc. for the maintenance and water treatment services to cooling tower and deionizer during the period of July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $17,000.
4500263118 West. Agreement with Viatron System, Inc. to provide VTAX ScanXtender and Captiva Systems optical scanning support and maintenance during the period July 1, 2018 to June 30, 2019, inclusive. Total cost: $9,265.

4500263264 West. Agreement with Ricoh USA, Inc. to provide maintenance service on three digital imaging devices including consumables during the period of July 1, 2018 to June 30, 2019, inclusive. Total cost: $17,049.

K. REVENUE SHARING AGREEMENTS

East. Agreements to provide mutually agreed upon courses in an FTES-revenue-generation and apportionment-sharing partnership, compensate the agency use of its classrooms and facilities, based upon the number of students enrolled. Conducted under the auspices of the College’s Affiliation Program during the period July 1, 2018 to June 30, 2023, inclusive:

4500263314 Agreement with the City of Long Beach to provide educational courses to Fire Department Personnel at a cost of $4.25 per student instructional hour. Total Cost: $3,000,000.

4500263316 Agreement with the City of Long Beach to provide educational courses to Long Beach Police Department personnel at a cost of $4.25 per student instructional hour. Total Cost: $2,250,000.

4500263317 Agreement with the California Gang Investigator’s Association (CGIA) to provide educational courses to CGIA employees at a cost of $4.00 per student instructional hour. Total Cost: $225,000.

4500263318 Agreement with Los Angeles County Probation Department to provide educational courses to Probation Department Personnel at a cost of $4.25 per student instructional hour. Total Cost: $3,000,000.

4500263319 Agreement with Los Angeles Sheriff’s Department to provide educational courses to Sheriff’s Department Personnel at a cost of $4.50 per student instructional hour. Total Cost: $10,000,000.
4500263320 Agreement with Los Angeles Fire Department to provide educational courses to Fire Department Personnel at a cost of $4.25 per student instructional hour. **Total Cost:** $10,000,000.

4500263321 Agreement with Monrovia Fire Department to provide educational courses to Fire Department Personnel at a cost of $4.25 student instructional hour. **Total Cost:** $125,000.

4500263322 Agreement with the City of Alhambra to provide educational courses to Fire Department Personnel at a cost of $4.25 per student instructional hour. **Total Cost:** $150,000.

4500263323 Agreement with Monterey Park Fire Department to provide educational courses for Fire Department Personnel at a cost of $4.25 per student instructional hour. **Total Cost:** $550,000.

4500263443 Agreement with California State Fire Fighter's Association (CSFA) to provide educational courses to CSFA personnel at a cost of $4.00 per student instructional hour. **Total Cost:** $150,000.

L. **SERVICE AGREEMENTS – OUTREACH AND MARKETING**

4500257833 City. Amendment No. 1 to increase the contract amount on agreement with The Walking Man, Inc. to perform door to door delivery service by distributing postcard advertisement to the local community to promote Fall semester enrollment during the period ending December 31, 2018. **Total cost:** $2,750.

4500263255 Educational Services Center. Agreement with Interact Communications to provide a three-month, multi-platform Districtwide outreach and marketing campaign on behalf of all nine LACCD colleges, primarily with social media, to encourage the students to complete their college application FAFSA or the California Dream Act programs. The campaign would run December 1, 2018 to February 28, 2019, inclusive. **Total cost not to exceed:** $85,000.

4500263271 Trade-Technical. Agreement with Indie Printing for advertising, marketing and printing services for the Gold Thimble Fashion show, Labor Studies Handbook, Banners for Construction Career Awareness
day, Job Fair, Deans Honor Awards, Graduation, Trade-Technical Day, and Art Show during the period of July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $25,000.

4500263275 **Trade-Technical.** Agreement with Time Warner Cable to provide online, cable and production advertisements to promote enrollment during the period of July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $45,000.

M. **SERVICE AGREEMENTS**

4500227834 **City.** Amendment No. 3 to renew agreement with Arbuckle Electric Motor, Inc. to provide repairs on motors, pumps, blowers and other specialized equipment for the Facilities Department during the period July 1, 2018 to June 30, 2019, inclusive. **Total cost:** $15,000.

4500233436 **City.** Amendment No. 3 to renew agreement with Ebsco Industries to provide periodical subscription services for the Library during the period October 15, 2018 to October 14, 2019, inclusive. **Total cost:** $13,000.

4500262896 **East.** Agreement with Dreams for Schools to design and implement the Jardin de Science, Technology, Engineering and Mathematics Coding Bootcamp for Summer 2018 during the period of July 1, 2018 to August 31, 2018, inclusive. **Total cost:** $14,950.

4500252981 **East.** Amendment No. 1 to agreement with UCLA Lake Arrowhead Conference Center to provide lodging for the 2018 MESA (Mathematics, Engineering, Science, Achievement) Program's Annual Retreat, for 60 students during the period of April 4, 2018 to April 6, 2018, inclusive. **Total cost:** $935.

4500262110 **East.** Agreement with Bernwood Productions to produce promotional videos for the Auto Tech Department and the Technology and Logistics Program as allowed by the Strong Workforce Local Grant and Advanced Transportation Regional Round 1 Strong Workforce Grant during the period of September 17, 2018 to December 29, 2018, inclusive. **Total cost:** $45,000.
4500262115 **East.** Agreement with Luminarias Restaurant to provide conference space, audio visual equipment rental and meals for the Math and English departments as allowed by the Basic Skills and Student Outcomes Transformation Grant during the period of October 12, 2018 to December 9, 2018, inclusive. **Total cost: $24,000.**

4500262117 **East.** Agreement with Ebsco Industries to provide periodical subscriptions for the Library during the period of January 1, 2019 to December 31, 2019, inclusive. **Total cost: $10,015.**

4500261676 **Educational Services Center.** Revise the total contract amount for agreement with First Capital Consulting, Inc. (FCC) to provide Patient Protection and Affordable Care Act reporting services for the LACCD, including preparation, distribution and filing of 1094/1095 to the IRS to pay for additional forms which needed to be processed. **Total cost: $31,000.**

4500263221 **Educational Services Center.** Agreement with Community College Search Services to provide national executive search services for a president of Pierce College, during the period September 12, 2018 to June 30, 2019, inclusive. **Total cost: $25,000.**

4500263220 **Educational Services Center.** Agreement with Providence Medical Institute to provide fitness for duty exams during the period November 1, 2018 to October 31, 2019, inclusive. **Total cost: $10,000.**

4500263244 **Educational Services Center.** Agreement with Franklin Covey Client Sales, Inc. to provide a 6-day interactive forum for professional development training for managers and supervisors, and a 2-day certification training for professional development trainers throughout the district during the period August 1, 2018 to February 20, 2019, inclusive. **Total cost: $24,000.**

4500263245 **Educational Services Center.** Agreement with Aquorn, Inc. to provide its debt management software platform, a suite of on-line services to include data storage, cash flow calculation, service provider information, calendar functionality, which collectively permit the efficient management of the District's debt, under the auspices of the
Office of the Chief Financial Officer/Treasurer during the period October 1, 2018 to September 30, 2019, inclusive. **Total cost:** $3,000.

4500245580 **Educational Services Center.** Amendment No. 1 to renew and increase agreement with Edenred Commuter Benefits, Inc. to provide Commuter checks on a dollar per dollar basis up to $130,000 under the auspices of the Business Services Department during the period of July 1, 2018 to June 30, 2019, inclusive. **Total cost not to exceed:** $5,000.

4500254436 **Educational Services Center.** Amendment No. 1 to Agreement with Narcisia A. Polonio to continue the facilitation of a board development and leadership program for the Los Angeles Community College District Board of Trustees and the Chancellor. Continue with the customized program to clarify board/trustee roles and responsibilities, provide on-going technical assistance, coaching services, promote good governance practices that support the leadership of the LACCD, and cultivate a strong board-chancellor relationship. During the period September 16, 2018 to June 30, 2019, inclusive. **Total cost:** $61,000.

4500263764 **Educational Services Center.** Agreement with KH Consulting Group to facilitate the development to update the five member district Los Angeles Regional Adult Education Consortium (LARAEC) regional plan. In consultation with the LACCD, Burbank USD, Culver City USD, Montebello USD, and LAUSD they will develop a regional plan for adult education and KH Consulting will ensure consistency, coordination, and collaboration across the LAREC members during the period November 1, 2018 to June 30, 2019, inclusive. **Total cost:** $89,985.

4500263765 **Educational Services Center.** Agreement with Shasta College and their New World of Work group to provide consultation and coordination of the Adult Education Train the Trainers to deliver the 21st Century Employability Skills training and workshop including promotional materials during the period December 13, 2018 and December 14, 2018, inclusive. **Total cost:** $16,000.
4500262109 Harbor. Agreement with Statewide Seating and Grandstands to provide bleacher rental during the period July 6, 2018 to July 5, 2019, inclusive. Total cost: $9,600.

4500249342 Mission. Amendment No. 1 to renew agreement with SCV Party Rental for table cloths used by the Culinary Arts Institute during the period July 1, 2018 to June 30, 2019, inclusive. Total cost: $5,000.

4500262352 Pierce. Agreement with Flynton Ritchie dba 21st Century Party Rentals to provide tents, chairs, tables for the College Fair Extraordinaire Event during the period September 27, 2018 to September 29, 2018, inclusive. Total cost: $8,800.

4500262043 Trade-Technical. Agreement with Innovative Performance Solutions, Inc. to provide consulting services for the California Community College Athletic Associations for the Title IX Equity in Athletics Disclosure Act report and Program Evaluation model during the period of September 24, 2018 to October 31, 2018, inclusive. Total cost: $14,800.

4500248246 Valley. Amendment No. 1 to renew agreement with CollegeSource, Inc. for subscriptions to use the Transfer Evaluation System for the Counseling Department during the period July 1, 2018 to June 30, 2019, inclusive. Total cost: $11,570.

4500252563 Valley. Amendment No. 1 to renew agreement with Link-Systems International, Inc. to provide customized online tutoring services for students enrolled in Basic Skills courses using Canvas under the auspices of the Academic Resource Center during the period January 1, 2019 to June 30, 2019, inclusive. Total cost: $24,981.

4500252639 Valley. Amendment No. 1 to agreement with International Institute of Los Angeles to provide additional food delivered for the Child Development Center due to an increase in attendance during the later period of the session, effective to September 30, 2018, inclusive. Total cost: $25,000.
<table>
<thead>
<tr>
<th>Com. No.</th>
<th>Division</th>
<th>Date</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSD1</td>
<td>BUSINESS SERVICES</td>
<td>November 14, 2018</td>
<td>13 of 18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Com. No.</th>
<th>Division</th>
<th>Date</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500262354</td>
<td>Valley</td>
<td>4500262354</td>
<td>Valley Agreement with DC Group, Inc. for maintenance of 16 battery inverters that supply emergency power on campus during the period September 1, 2018 to June 30, 2021, inclusive. <strong>Total cost:</strong> $16,288.</td>
</tr>
<tr>
<td>4500262355</td>
<td>Valley</td>
<td>4500262355</td>
<td>Valley Agreement with Red Hawk Fire &amp; Security to provide semi-annual maintenance of exhaust hoods and suppression system on campus during the period August 1, 2018 to June 30, 2021, inclusive. <strong>Total cost:</strong> $21,300.</td>
</tr>
<tr>
<td>4500262358</td>
<td>Valley</td>
<td>4500262358</td>
<td>Valley Agreement with Commercial Fire Protection to provide annual testing of fire alarm systems, generators, inverters and elevator recall on campus during the period July 1, 2018 to June 30, 2021, inclusive. <strong>Total cost:</strong> $25,050.</td>
</tr>
<tr>
<td>4500262380</td>
<td>Valley</td>
<td>4500262380</td>
<td>Valley Agreement with Air Gas to supply bulk CO2 including tank rental for Maintenance and Operations Department during the period October 1, 2018 to June 30, 2021, inclusive. <strong>Total cost:</strong> $21,240.</td>
</tr>
<tr>
<td>4500261380</td>
<td>West</td>
<td>4500261380</td>
<td>West Agreement with AUMT Institute to conduct phlebotomy courses previously approved by the Board of Trustees for the Community Services Department during the period of July 1, 2018 to June 30, 2019, inclusive. <strong>Total cost:</strong> $60,000.</td>
</tr>
<tr>
<td>4500261605</td>
<td>West</td>
<td>4500261605</td>
<td>West Agreement with Ebsco Industries to provide periodical subscriptions for the Library during the period July 1, 2018 to June 30, 2019, inclusive. <strong>Total cost:</strong> $7,532.</td>
</tr>
<tr>
<td>4500261758</td>
<td>West</td>
<td>4500261758</td>
<td>West Agreement with Orkin Pest Services to provide integrated pest management services during the period of December 1, 2018 to November 30, 2019, inclusive. <strong>Total cost:</strong> $7,500.</td>
</tr>
<tr>
<td>4500263099</td>
<td>West</td>
<td>4500263099</td>
<td>West Agreement with College Bound for Kids to provide children’s classes and workshops previously approved by the Board of Trustees for the Community Services Department during the period July 1, 2018 to June 30, 2019, inclusive. <strong>Total cost:</strong> $20,000.</td>
</tr>
<tr>
<td>4500263107</td>
<td>West</td>
<td>4500263107</td>
<td>West Agreement with Engage2Serve to provide mobile application service and support during May 1, 2018 to April 30, 2022, inclusive. <strong>Total cost:</strong> $30,000.</td>
</tr>
</tbody>
</table>
4500263111  **West.** Agreement with Society of Manufacturing Engineers dba Tooling University, LLC to design, develop and implement the Aero-Flex Pre-Apprenticeship program as required by the California Apprenticeship Initiative New and Innovative Grant during the period of January 18, 2018 to January 31, 2020, inclusive. **Total cost:** $85,000.

4500263112  **West.** Agreement with TFP Group, Inc. dba Training Funding Partners to design, develop and implement the Aero-Flex Pre-Apprenticeship program as required by the California Apprenticeship Initiative New and Innovative Grant during the period of January 18, 2018 to January 31, 2020, inclusive. **Total cost:** $69,790.

4500263229  **West.** Agreement with Year Up Inc. to provide on-site training to student interns as part of their educational experience during the period of August 6, 2018 to June 30, 2019, inclusive. **Total cost:** $31,000.

**N. SPECIAL GRANT FUNDED AGREEMENTS**

4500191739  **City.** Amendment No. 9 to renew agreement with the California Community Colleges Chancellor’s Office to fund the Foster and Kinship Care Education Program to provide workshops on parenting skills for caregivers taking care of children placed in out-of-home care during the period July 1, 2018 to June 30, 2019, inclusive. **Total:** $136,174.

4500209369  **City.** Amendment No. 5 to renew agreement with Los Angeles Unified School District to fund the Gear Up 4 LA 2 grant program to provide tutoring services, host student and parent campus visits, offer career technical education opportunities, provide winter and summer boot camps, host mentor camps, and provide current/dual enrollment classes to students from LAUSD partner institutions during the period September 22, 2018 to September 21, 2019, inclusive. **Total:** $78,486.

4500248844  **City.** Amendment No. 1 to agreement with Rancho Santiago Community College District (RSCCD) as the fiscal agent for the Institute for Integrated Careers & Academic Pathways (ICAPs) to
return unspent funds for the Career Technical Education Internship and Jobs Academy (CIJA) project in the amount of $526,000. Dr. Alex Davis LA/OC Regional Consortium Executive Director has moved this project to the region office to manage and oversee. Therefore, the funding for this project is being moved to the region under the auspices of the Rancho Santiago Community College District. RS CCD commits to use these funds to scale out the regional sector strategy including placements internships and work-based learning opportunities. City College will continue to collect invoices from the partners and will retain $25,000 for local coordination of remaining contracts. Total reduction: $526,000.

4500252429 City. East, Mission, Southwest, Trade-Technical, Valley, and West. Amendment No. 1 to renew agreement with California Department of Education for that agency to fund Workforce Investment Article II Section 231 Adult Education and Family Literacy Act and English Literacy and Civics Grant from July 1, 2018 to June 30, 2019, inclusive. Total: $2,192,271.

Various City. Amendment No. 2 to renew agreements with the U.S. Department of Education to fund the Upward Bound program at the following high schools to provide college preparatory services to low-income youth during the period September 1, 2018 to August 31, 2019, inclusive. Total: $643,490.

Agreement 4500231441, Belmont and Hollywood High Schools - Total: $275,155

Agreement 4500231442, Fairfax and Manual Arts High Schools - Total: $368,335

4500263209 East. Agreement with the Los Angeles County Office of Education to fund the Child, Family and Education and Computer Applications and Office Technologies training programs in support of Greater Avenues for Independence participants, during the period of July 8, 2018 to June 30, 2019, inclusive. Total: $154,981.

4500263210 East. Agreement with the National Science Foundation to fund the "Filling Skill Gaps through the Geo-Spatial Engineering and
Technologies” program, an Advanced Technological Education Project Program Track during the period of September 1, 2018 to August 31, 2021, inclusive. **Total:** $587,208.

4500263211 **East.** Agreement with the National Science Foundation to fund the "Increasing Retention of Veterans in Engineering and Science through Student Engagement” program, which support veterans in Science, Technology, Engineering and Mathematics careers during the period of October 1, 2018 to September 30, 2023, inclusive. **Total:** $1,676,020.

4500215302 **East.** Amendment No. 3 to renew agreement with the Department of Health Services Workforce Development Program to fund the Nursing Tutoring and Mentoring Program during the period July 1, 2018 to June 30, 2020, inclusive. **Total:** $180,000.

4500262391 **Harbor.** Agreement with U.S. Department of Education to fund the Project Academic Success Action Plan under the auspices of the TRIO-Student Support Services program grant to serve students with a disability during the period September 1, 2018 to August 31, 2019, inclusive. **Total:** $321,755.

4500262359 **Mission.** Agreement with Chabot Las Positas Community College District to fund the California Early Childhood Mentor Program during the period August 1, 2018 to July 31, 2019, inclusive. **Total:** $1,000.

4500263354 **Trade-Technical.** Agreement with the California Community Colleges Chancellor’s Office to fund the Associate Degree Nursing Program during the period of July 1, 2018 to June 30, 2019, inclusive. **Total:** $200,523.

4500262342 **Valley.** Agreement with Los Angeles County Office of Education to fund The Workforce Training – Various Certification Training Programs for Greater Avenues for Independence participants during the period July 1, 2018 to June 30, 2019, inclusive. **Total:** $45,440.

4500263232 **West.** Agreement with Fineshriber Foundation to fund the West Los Angeles College Dream Center to provide the Technology Learning Library, scholarships, books and fees for undocumented students,
during the period August 1, 2018 to September 1, 2019, inclusive. Total: $40,000.

4500263114 West. Agreement with Los Angeles County Office of Education to fund the Child Development program and Business Information Worker program for Greater Avenues for Independence and General Relief Opportunity for Work participants, during the period of July 1, 2018 to June 30, 2019, inclusive. Total: $206,000.

4500263092 West. Agreement with California Community Colleges Chancellor’s Office to fund the Aero-Flex Pre-Apprenticeship program to develop a model pre-apprenticeship program for the aerospace industry during the period of January 18, 2018 to January 31, 2020, inclusive. Total: $500,000.

4500262835 West. Agreement with Arthur N. Rupe Foundation to fund the Certified Nursing Assistant program to provide instructional assistance and student support during the period of July 1, 2018 to June 30, 2019, inclusive. Total: $40,000.

O. STUDENT TRANSPORTATION AGREEMENTS

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.

4500262112 East. Agreement with American Transportation Systems to provide bus transportation services for the UCLA Center for Community College Partnership Saturday Academy days, Pathways to Law school program, Transfer Day events, Delloro program, Puente program, college tours, and student services programs during the period July 1, 2018 to June 30, 2019, inclusive. Total cost: $30,000.

4500248224 Mission. Amendment No. 2 to renew agreement with The Bus to provide transportation services for the Outreach and Recruitment Office during the period July 1, 2018 to June 30, 2019, inclusive. Total cost: $8,500.
4500262343 Valley. Agreement with Main Street Tours to provide bus transportation services for Career/Transfer Center’s trips to various colleges and universities during the period September 1, 2018 to December 31, 2018, inclusive. **Total cost**: $6,895.

P. SETTLEMENT OF CLAIMS

17-0026 **Educational Services Center.** Compromise of a Government Claim in the amount of $689.09.

**Background:** Compromise of a Government Claim filed by a former employee seeking reimbursement of expenses in the $689.09.

18-348 **Educational Services Center.** Settlement of a lawsuit in the amount of $9,200.00.

**Background:** Settlement of a lawsuit filed by Shalomon Duke in the amount of $9,200.00.
Subject: **APPROVE BUSINESS SERVICES ACTIONS**

I. **AUTHORIZED LEASE OF DISTRICT FACILITIES**

Authorize an agreement with International Union of Operating Engineers (IUOE), Local 501 JATC (Joint Apprenticeship Training Committee—an entity managed by the Operating Engineers Local 501 and their many signatory contractors) to lease a small suite within the second floor of Oak Hall. This suite contains 1,642 square feet within Oak Hall, Room F212, inclusive of three small offices, two rest rooms and an open central area 1,346 square feet for up to four desks at Los Angeles Trade-Technical College at 400 Washington Boulevard Los Angeles, California 90015. The purpose of this agreement is to provide a house the JATC which oversees the training of apprentices for the union and their signatory contractors which is conducted at LATTC. Included with the lease is parking for five space in F-Lot on the roof of Oak Hall. 2,988 total square feet at $3.01 per sq. ft. The period of the lease is November 15, 2018 to November 14, 2020, inclusive, with three one-year option periods. Monthly rental amount: $10,000 for an initial total rental amount of $240,000.

**Background:** This lease of space is being issued pursuant to California Education Code No. 81378.1, which allows for the lettings of the lease for a period if more than five days, but less than five years with a fair market value. This code provides for this lease to be made without the need to acquire formal bids or proposals. The college reviewed comparison classroom space rental in the area and arrived at the fair market value of the location to be leased. The range of rent for this type of space is between $2.30 per sq. ft. and $3.17 per sq. ft. per month. Pursuant to the Education Code No. 81378.1, an
advertisement making notice of this action was placed and run for three consecutive weeks in the Los Angeles Daily Journal.

II. AUTHORIZE SERVICE AGREEMENTS

A. Agreement with County of Los Angeles Workforce Development, Aging and Community Services (WDACS) and East Los Angeles College to provide work-based learning, job placement and employment services during the period of January 1, 2019 to June 30, 2019, inclusive. Total cost: $120,000.

Background: East Los Angeles College, Office of Continuing Education and Workforce Development (CEWD) seeks to contract with the County of Los Angeles’ Workforce Development, Aging and Community Services (WDACS) department and/or its affiliated partners in the amount of $120,000 to provide work-based learning and job placement/employment services to East Los Angeles College (ELAC) students, with special focus on CTE but also includes underserved and underrepresented student populations such as Veterans, students with disabilities, re-entry, foster youth, and CalWORKs recipients.

Additionally, through an integrated service delivery model to support successful training and education completion outcomes, the LA County WDACS will provide work experience/internship opportunities that will bolster employment outcomes of ELAC students in their field of study. Lastly, where necessary, the LA County WDACS will closely with partner agencies such as County Department of Social Services (DPSS), State Employment Development Department (EDD), Department of Rehabilitation (DOR), County Probation and Department of Mental Health (DMH) and connect students with these resources, where appropriate.

The CEWD will offer the LA County WDACS space and access to utility and equipment in the K-7 building necessary to deliver the aforementioned services during regular office hours (Monday- Friday, 8:30- 6:00 p.m. and late nights or weekends, as needed for special events and/or activities.

Goal: These services align well with the 25 recommendations of the Strong Workforce taskforce and the new student-centered funding formula’s
completion goals. Both the LA County workforce development system and ELAC are committed to building a partnership that:

1. Ensures that programs are demand driven by the needs of businesses and industries,
2. Increases the number of students enrolled in Career Technical Education programs,
3. Connects students with jobs in growing industries in the county through the alignment of resources and processes of both systems,
4. Ensures that the college has the latest labor market information, and
5. Tracks the employment of students.

B. Authorize Agreement with ConnectYourCare, LLC to provide third-party administration of the District Flexible Spending Account (FSA), Health Reimbursement Account (HRA) plans, AB 528 and COBRA enrollments during the period of January 1, 2019 to December 31, 2023, inclusive, at the rates below for a total estimated cost of $700,000 inclusive of initialization costs and plan management.

- HRA per participant per month: $2.30
- FSA per participant per month: $2.30
- Cobra per participant per month: $0.40
- AB 528 per participant per month: $0.40

Background: This contract is being awarded pursuant to a competitive Request for Proposals (RFP) No. 18-02 issued on March 13, 2018. This RFP was advertised for two consecutive weeks, and posted to the District website. Eight vendors responded to the RFP and ConnectYourCare, LLC received the highest score and the recommendation by the executive scoring committee. Funding is through Districtwide Risk Management Program funds.

C. Authorize Agreement with J. Arthur Gallagher & Co to provide broker of record services for the District’s health and welfare benefits programs during the period of January 1, 2019 to December 31, 2023, inclusive, for a total estimated cost of $740,000.

Background: This contract is being awarded pursuant to a competitive Request for Proposals (RFP) No. 18-04 issued on March 13, 2018. This RFP
was advertised for two consecutive weeks, and posted to the District website. Eight vendors responded to the RFP and J. Arthur Gallagher & Co received the highest score and the recommendation by the executive scoring committee. Funding is through Districtwide Risk Management Program funds.

III. RATIFY ACCEPTANCE OF DONATIONS

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

Los Angeles City College

Sper Scientific Refractometer model 3000034, from Chemco Products Company, valued by the donor at $500, to be used in Chemistry classes 211, 212 and 385 for instructions.

LaMotte Turbidimeter model 2020e, from Chemco Products Company, valued by the donor at $300, to be used in Chemistry classes 211, 212 and 385 for instructions.

Pure and Secure counter top water distiller, from Chemco Products Company, valued by the donor at $500, to be used in Chemistry classes 65, 101, 102, 185, 211, 212 and 385 for instructions.

Perkin Elmer Fourier Transform Infrared apparatus, from Chemco Products Company, valued by the donor at $9,000, to be used in Chemistry classes 211, 212 and 385 for instructions.

Hach Sension portable meter, from Chemco Products Company, valued by the donor at $250, to be used in Chemistry classes 65, 101 and 102 for instructions.
IV. AUTHORIZE DESTRUCTION OF RECORDS

Authorize the destruction of the following East Los Angeles College Class 3 Disposable Records:

20 Boxes of Business Financial Transactions (ledger sheets, invoices, periodic reports) from 2000-2010

40 Boxes of (Monthly Reports, Bulletins, Business Correspondence) from 1998-2012

233 boxes of Fee waivers, R2T4, FWS/BFAP timesheets, Scholarships, Reconciliation Reports, Cal Grant, Pell, and Loans from 2010-2014

Total: 293 Boxes of Class 3 Records

Background: In accordance with Title V of the California Code of Regulations, the Board’s Record Policy (Board Rule 7706 et. Seq.), Health and Safety Code 123145, and Chancellor’s Administrative Regulation E-106, the East Los Angeles College President has determined that the listed Class 3 Records are no longer needed in paper format since they have been preserved and maintained beyond their required retention period. No records included in the Action conflict with the Board’s Records Retention Policy.

V. AUTHORIZE PAYMENT

Authorize payment of the following expenditure:

$130.00 to the State of California Department of General Services, Office of Administrative Hearings (OAH) for conducting a hearing under an administrative law judge during the month of May 2018.

Background: The services of an administrative law judge were required to adjudicate legal action filed by a District employee. Funding is through the Districtwide Legal Fund.
Subject: APPROVE FACILITIES PLANNING AND DEVELOPMENT REPORT

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

I. RATIFY NAME CHANGE

Action

Ratify use of a change of name with Penco Engineering to now use the formal and legal business name Cannon Corporation.

Background

Pursuant to notification from the company previously known as Penco Engineering, this item authorizes staff to revise the legal business name to Cannon Corporation. There are no other changes made.

II. AUTHORIZE AMENDMENTS TO PROFESSIONAL SERVICES AGREEMENTS

A. Action

Authorize Amendment No. 3 to Agreement No. 50463 with P2S Engineering, Inc. to provide continued mechanical, electrical, plumbing, and telecommunication engineering services on a Task Order basis for campus-wide engineering services at East Los Angeles College from January 1, 2019 through December 31, 2019 at no additional cost.

Recommended by:  
David Salazar, Chief Facilities Executive  

Approved by:  
Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

Buelna
Fong
Hoffman
Moreno

Svonkin
Vela
Veras
Williams

By Date

Student Trustee Advisory Vote
Inclusive of this proposed amendment, the total amount of this agreement approved by the Board of Trustees remains at $75,000.

Background

On December 1, 2010 (Com. No. FPD1), the Board of Trustees authorized Agreement No. 50221 with P2S Engineering, Inc. to provide mechanical, electrical, plumbing, and telecommunication engineering services on a Task Order basis campus-wide. The agreement expired on December 2, 2015 at the end of a five-year term. Agreement No. 50463 was authorized by the Board of Trustees on November 4, 2015 (Com. No. FPD1) with P2S Engineering, Inc. to provide continued engineering services on a Task Order basis campus-wide for the current need to complete the Academic Network Backbone and Campus-Wide Fire Pump projects. Due to a delay in the award of the low voltage construction bench, it is requested the agreement be amended to allow the completion of the Academic Network Backbone project.

Funding and Development Phase

Funding is through Propositions A/AA and Measure J Bond proceeds. Projects to be determined on an as-needed basis. Design Phase.

B. Action

Authorize Amendment No. 1 to Agreement No. 4500259174 with P2S Engineering, Inc. to provide additional engineering services for the Repair Replace Central Plant and Cooling Tower project at Los Angeles Harbor College at a cost not to exceed $13,000 inclusive of eligible reimbursable expenses.

Inclusive of this proposed amendment, the total amount of this agreement approved by the Board of Trustees is $58,000.

Background

This agreement was authorized by the Board of Trustees on July 11, 2018 (Com. No. FPD1) with P2S Inc. to serve as the Engineer of Record for this project. During the initial investigation of the project, the engineer identified additional pump motor and valve control design work that needed to be conducted in order to properly control energy usage.
Funding and Development Phase


III. AUTHORIZE CONSTRUCTION CONTRACTS

A. Action

Authorize a contract with Interior Demolition Inc. to provide general construction services for the Demolition of the Former Golf Driving Range Buildings, Electrical Equipment, Concrete Walkways, and Trash Removal project at Los Angeles Harbor College at a cost of $85,029. Consistent with Board Rule 7100.10, authorize the Chief Facilities Executive to authorize change orders, each change order not to exceed ten percent (10%) of the original contract price, without re-bidding, subject to subsequent Board ratification.

Background

This contract is the result of informal competitive bidding. Two (2) contractors requested bid packets. One (1) responsive bid was received for $85,029. This construction contract is for demolition of the former golf driving range buildings, electrical equipment, concrete walkways, and trash removal.

Funding and Development Phase


B. Action

Authorize a contract with Valle Grande Construction to provide general construction services for the Oak Hall Roof - Repair Expansion Joints project at Los Angeles Trade-Technical College at a cost of $321,325. Consistent with Board Rule 7100.10, authorize the Chief Facilities Executive to authorize change orders, each change order not to exceed ten percent (10%) of the
original contract price, without re-bidding, subject to subsequent Board ratification.

**Background**

This contract is the result of formal competitive bidding. Six (6) contractors requested bid packets. Two (2) responsive bids were received ranging from $321,325 to $422,535. This construction contract is for the rebuilding of the expansion joints located in the concrete and repair of the speed humps located on the rooftop parking surface above the Oak Hall building. The rebuilt expansion joints will include new waterproof membrane to prevent water leaking through the concrete to the building underneath and the addition of sound dampening material to reduce noise impacts.

**Funding and Development Phase**

Funding is through 2015 - 2016 Deferred Maintenance funds. Oak Hall Roof Repair Expansion Joints. Work Order No. 40000879. Construction Phase, Non-Bond project.

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

**A. Action**

Ratify Change Order No. 4 to Construction Contract No. 33981 with S.J. Amoroso Construction Company, Inc. for additional general construction services for the Da Vinci Hall Modernization project at Los Angeles City College at a cost of $79,113.

Inclusive of this change order, the total cost of this Construction Contract is $19,122,071.

**Background**

This contract was authorized by the Board of Trustees on September 7, 2016 (Com. No. FPD1) with S.J. Amoroso Construction Company, Inc. to provide construction services for this project. This change order represents 0.45% of
the original contract value of $17,661,000. The negotiated reduction from contractor demand is $41,229.

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

1. Due to unforeseen conditions:
   - Removed existing corroded clay pipe and replaced with new underground perforated piping for the ground water collection system in the basement.
   - Removed existing corroded area drain and replaced with down spout nozzle at retaining wall in the basement.
   - Furred existing walls to conceal existing storm drain risers between the second and third floors of the building.
   - Replaced existing corroded storm drain piping and rerouted to new point of connection north of building due to existing grade differentiation at its current location.
   - Removed and replaced existing corroded sewage ejector and sump pump covers in the basement.
   - Provided and installed bracing support for the new roof storm drain receptor to accommodate existing roof slab conditions.

2. Due to additional design requirements:
   - Reframed plumbing wall to provide wider shaft for toilet fixture assembly.

Funding and Development Phase

Funding is through Propositions A/AA and Measure J Bond proceeds. Da Vinci Hall Modernization 31C.5108.03, 11C.5108.03, and 01C.6108.03. Construction Phase.

B. Action

Ratify Partial Agreement Change Order No. 5 to Construction Contract No. 33981 with S.J. Amoroso Construction Company, Inc. for additional general construction services for the Da Vinci Hall Modernization project at Los Angeles City College at a cost of $129,192.
Inclusive of this change order, the total cost of this Construction Contract is $19,251,263.

Background

This contract was authorized by the Board of Trustees on September 7, 2016 (Com. No. FPD1) with S.J. Amoroso Construction Company, Inc. to provide construction services for this project. This change order represents 0.73% of the original contract value of $17,661,000. This action is a Partial Agreement Change Order. The District and Contractor are in agreement over the number of delay days, but disagree on the cost per day. The District is electing to pay for the daily cost per the terms of the contract. The reduction from contractor per day demand is $3,398, multiplied by 84 days, or $285,432.

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

Due to unforeseen conditions:

- Delay due to abatement contractor, resulting in a 17-day reduction of rain day allowance to maintain substantial completion. This is at no cost to the project.
- Compensable time extension for redesign of tectum panel assembly supports. Redesign affects all ceiling-mounted utilities and infrastructure, resulting in an 84-calendar day delay to project completion. The contractor agrees to the 84-day time extension and disputes the daily rate of compensation.

Funding and Development Phase

Funding is through Propositions A/AA and Measure J Bond proceeds. Da Vinci Hall Modernization 31C.5108.03, 11C.5108.03, and 01C.6108.03.

Construction Phase.

C. Action

Ratify Change Order No. 1 to Construction Contract No. 4500245737 with Electro Construction Corporation for additional construction services for the Football Field Lighting project at Los Angeles Harbor College at a cost of $7,312.
Inclusive of this change order, the total cost of this Construction Contract is $231,802.

**Background**

This agreement was authorized by the Board of Trustees on July, 12, 2017 (Com. No. FPD1) with Electro Construction Corporation to provide construction services for this project. This change order represents 3.26% of the original contract value of $224,490.

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

Due to unforeseen conditions:

- Installed additional lighting required at the announcers booth to light the spectator seating areas to meet minimum requirements; the existing fixtures did not provide adequate spread to cover the spectator areas.

**Funding and Development Phase**


**D. Action**

Ratify Change Order No. 1 to Construction Contract No. 4500249967 with Eberhard Roofing for additional construction services for the Repair Fine Arts, Theater & Music Building Roofs project at Los Angeles Harbor College at a cost of $14,137.

Inclusive of this change order, the total cost of this Construction Contract is $810,807.

**Background**

This agreement was authorized by the Board of Trustees on November 1, 2017 (Com. No. FPD1) with Eberhard Roofing to provide construction services for this project. This change order represents 1.78% of the original contract value of $796,670.
The following services have been completed and are requested to be ratified:

Due to unforeseen conditions:

- A large amount of roofing blisters were required to be cut out and patched at the Theater/Drama Building.

**Funding and Development Phase**


**E. Action**

Ratify Change Order No. 1 to Construction Contract No. 4500258241 with The Nazerian Group, Inc. for additional labor and material for construction services for the Replacement of Instructional Administration Building Skylight project at Los Angeles Mission College at a cost not to exceed $96,021.

Inclusive of this change order, the total cost of this Construction Contract is $1,140,144.

**Background**

This agreement was authorized by the Board of Trustees on June 6, 2018 (Com. No. FPD1) with The Nazerian Group to provide construction services for this project. This change order represents 9.2% of the original contract value of $1,044,123.

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

Due to unforeseen conditions:

- Replaced damaged roof tiles.
- Installed safety netting.

**Funding and Development Phase**

V. RATIFY SUBSTITUTION OF CONSTRUCTION SUBCONTRACTOR

Action

Ratify the following substitutions regarding Contract No. 33966-10M8 with TIS, Inc. for the Student Services/Admin Swing Space project at Los Angeles Mission College:

- Substitute subcontractor FS Contractors, Inc. for subcontractor Addscape Inc., d/b/a Alpha Omega Builders for site grading, concrete, and asphalt paving scopes of work.
- Substitute subcontractor Comet Electric, Inc. for subcontractor APS Electric, Inc. for electrical scopes of work.

Background

This contract was authorized by the Board of Trustees on April 13, 2016 (Com. No. FPD1). These substitutions were the result of the subcontractors’ refusal to execute their subcontracts and will be at no additional cost to the District.

Funding and Development Phase

Funding is through Measure CC Bond proceeds. Student Services/Admin Swing Space 54M.4406.02.01. Construction Phase.

VI. AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACT

A. Action

Authorize Acceptance of Completion of Task Order No. 26CCS MATOC No. 33960 with Masters Contracting Corporation to provide general construction services for the Da Vinci Hall Modernization – Hazmat Remediation project at Los Angeles City College with a substantial completion date of September 28, 2018.
Background

On April 13, 2016 (Com. No. FPD1), the Board of Trustees authorized the establishment of a pre-qualified list of construction contractors that could receive construction assignments by Task Order through a competitive bidding process to be conducted by the Program Management Office. The above Task Order 26CCS was issued to Masters Contracting Corporation on November 18, 2016 with a Task Order Notice to Proceed issued on November 18, 2016. Work commenced on November 29, 2016. The total cost of this contract is $971,797.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Da Vinci Hall Modernization - Hazmat Remediation 31C.5108.03 and B1C.5108.03. Construction Phase.

B. Action

Authorize Acceptance of Completion of Contract No. 4500215739 with Best Contracting Services, Inc. to provide general construction services for the D5 Swimming Pool Roof Replacement project at East Los Angeles College with a substantial completion date of August 31, 2018.

Background

This contract was authorized by the Board of Trustees on June 10, 2015 (Com. No. FPD1).

The total cost of this contract is $205,341.

Funding and Development Phase


C. Action

Authorize Acceptance of Completion of Task Order No. 09E8 MATOC No. 8049 with World Wide Construction to provide general construction services for the
Vicky Chang Technology Building project at East Los Angeles College with a substantial completion date of September 14, 2018.

**Background**

On April 5, 2017 (Com. No. FPD1), the Board of Trustees authorized the establishment of a pre-qualified list of construction contractors that could receive construction assignments by Task Order through a competitive bidding process to be conducted by the Program Management Office. The above Task Order 09E8 was issued to World Wide Construction on July 20, 2018 with a Task Order Notice to Proceed issued on July 23, 2018. Work commenced on July 24, 2018. The total cost of this contract is $50,429.

**Funding and Development Phase**

Funding is through Capital Outlay or through other funds as applicable. Vicky Chang Technology Building 12E.7219.02.02. Construction Phase.

**D. Action**

Authorize Acceptance of Completion of Contract No. 4500249967 with Eberhard Roofing to provide general construction services for the Repair Fine Arts, Theater & Music Buildings Roofs project at Los Angeles Harbor College with a substantial completion date of September 28, 2018.

**Background**

This contract was authorized by the Board of Trustees on November 1, 2017 (Com. No. FPD1).

The total cost of this contract is $810,807.

**Funding and Development Phase**


**E. Action**
Authorize Acceptance of Completion of Contract No. 4500245737 with Electro Construction Corporation to provide general construction services for the Football Field Lighting project at Los Angeles Harbor College with a substantial completion date of August 27, 2018.

**Background**

This contract was authorized by the Board of Trustees on July 12, 2017 (Com. No. FPD1).

The total cost of this contract is $231,802.

**Funding and Development Phase**

Funding is through 2015 – 2016 Proposition 39 Project funds. Football Field Lighting. Work Order No. 40001301. **Construction Phase**. Non-Bond project.

**F. Action**

Authorize Acceptance of Completion of Contract No. 32594-1 with Hartford Fire Insurance Company/Kemp Bros to provide general construction services for the Arts, Media & Performance project at Los Angeles Mission College with a substantial completion date of August 22, 2017.

**Background**

This contract was originally authorized by the Board of Trustees on August 19, 2009 (Com. No. FPD1) for Chegini Enterprises, Inc. d/b/a SMC Construction Company (“SMC”) to provide general construction services for this project. A Takeover Agreement was subsequently authorized by the Board of Trustees on January 11, 2012, for SMC’s Payment and Performance Bond Surety, Hartford Fire Insurance Co., to perform SMC’s remaining obligations for this contract. The final completion date is September 17, 2018.

The total cost of this contract is $23,442,774.

**Funding and Development Phase**

Funding is through Measure J Bond proceeds. Arts, Media & Performance 34M.5405.02. **Construction Phase**.
G. Action

Authorize Acceptance of Completion of Contract No. 4500251712 with HALCO Services Corporation to provide general construction services for the Replace Electrical Infrastructure Campuswide - Phase I project at Los Angeles Pierce College with a substantial completion date of September 19, 2018.

Background

This contract was authorized by the Board of Trustees on January 10, 2018 (Com. No. FPD1).

The total cost of this contract is $60,100.

Funding and Development Phase

Funding is through 2013 - 2014 Scheduled Maintenance Project funds. Replace Electrical Infrastructure Campuswide - Phase I. Work Order No. 40000727. Construction Phase. Non-Bond project.

H. Action

Authorize Acceptance of Completion of Contract No. 33993 with Masters Contracting Corporation to provide general construction services for the Van De Kamp project with a substantial completion date of March 5, 2018.

Background

This contract was authorized by the Board of Trustees on December 7, 2016 (Com. No. FPD1).

The total cost of this contract is $1,587,477.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Van De Kamp Legal 40J.5N86.05. Closeout Phase.

I. Action
Authorize Acceptance of Completion of Task Order No. 16W7 MATOC No. 33955 with GMZ Engineering, Inc. to provide general construction services for the Transportation & Access Improvements - Remaining Priority 1 & 2 Items project at West Los Angeles College with a substantial completion date of May 23, 2018.

Background

On April 13, 2016 (Com. No. FPD1), the Board of Trustees authorized the establishment of a pre-qualified list of construction contractors that could receive construction assignments by Task Order through a competitive bidding process to be conducted by the Program Management Office. The above Task Order 16W7 was issued to GMZ Engineering, Inc. on October 3, 2017 with a Task Order Notice to Proceed issued on October 11, 2017. Work commenced on October 16, 2017. The total cost of this contract is $870,519.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Transportation & Accessibility Improvements - Remaining Priority 1 & 2 Items 40J.5902.03.01. Construction Phase.

J. Action

Authorize Acceptance of Completion of Contract No. 4500256830 with Hampton Tedder Technical Services to provide general construction services for the High Voltage Electrical Systems Maintenance project at West Los Angeles College with a substantial completion date of August 30, 2018.

Background

This contract was authorized by the Board of Trustees on March 7, 2018 (Com. No. FPD1).

The total cost of this contract is $157,100.

Funding and Development Phase

VII. RATIFY AMENDMENT TO DESIGN-BUILD AGREEMENT

A. Action

Ratify Amendment No. 7 to Design-Build Agreement No. 33785 with Davis Reed Construction, Inc. for additional Design-Build services for the Campus Wide ADA Transition and Access Compliance project at Los Angeles Harbor College for a credit of ($187,935) inclusive of eligible reimbursable expenses.

<table>
<thead>
<tr>
<th>Original Agreement</th>
<th>$13,696,590</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Amendments</td>
<td>- $8,928,127</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$4,768,463</td>
</tr>
<tr>
<td>Proposed Amendment</td>
<td>- $187,935</td>
</tr>
<tr>
<td>Total</td>
<td>$4,580,528</td>
</tr>
</tbody>
</table>

Inclusive of this amendment, the total cost of this Design-Build agreement is reduced to $4,580,528.

Background

The Design-Build system of project delivery was adopted by the Board of Trustees on December 3, 2003 (Com. No. BSD5) as a project delivery option available District-wide. This project was approved for delivery by Design-Build system by the Board of Trustees on December 5, 2012 (Com. No. FPD1). This Design-Build agreement with Davis Reed Construction, Inc. was authorized by the Board of Trustees on February 12, 2014 (Com. No. FPD1).

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

Due to request by the college:

* Credit for the following scopes of work:
  o Replacement of non-compliant Theater foyer entrance doors as this work was completed by a previous contractor under a previous project contract.
o Theater Drama Speech recessed door improvement at seven locations.
o Theater Drama Speech lab doors and hardware.
o Theater Main Hall Doors bottom seal removal to achieve smooth, uninterrupted surface.
o Music Building door hardware installation as existing level hardware is compliant.
o Child Development Center Lot 9A truncated domes installation.
o Compliant surface cross slopes for existing path of travel at Lot 4 and passenger drop-off at Figueroa Place.
o Detectable warning at curb ramp at the corner of “L” Street on Parking Structure side of the cross walk.

Amendment No. 7 to Agreement No. 33785 includes Change Order No. 10.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Campus Wide ADA Transition and Access Compliance 13H.7338.02.01, 33H.5338.02.01, and 401.5302.03.01. Construction Phase.

B. Action

Ratify Amendment No. 7 to Design-Build Agreement No. 33939 with Balfour Beatty Construction, LLC for additional Design-Build services for the Blue Line Station Extension project at Los Angeles Trade-Technical College at a cost not to exceed $249,409 inclusive of eligible reimbursable expenses.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Agreement</td>
<td>$4,962,912</td>
</tr>
<tr>
<td>Approved Amendments</td>
<td>+ $164,577</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$5,127,489</td>
</tr>
<tr>
<td>Proposed Amendment</td>
<td>+ $249,409</td>
</tr>
<tr>
<td>Total</td>
<td>$5,376,898</td>
</tr>
</tbody>
</table>

Inclusive of this amendment, the total cost of this Design-Build agreement is at $5,376,898.

Background

The Design-Build system of project delivery was adopted by the Board of Trustees on December 3, 2003 (Com. No. BSD5) as a project delivery option
available District-wide. This Design-Build agreement with Balfour Beatty Construction, LLC was authorized by the Board of Trustees on November 4, 2015 (Com. No. FPD3).

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

Due to additional design requirements:

- Removed and replaced curb and gutter, bus pad, and parkway drain on the east side of Grand Avenue, as required by the Los Angeles Department of Water & Power Inspector.
- The Los Angeles Bureau of Street Lighting requested a change of luminaire from the originally approved lighting fixtures to be installed along Grand Avenue.
- Removed and replaced ADA non-compliant sidewalk along the east side of Sage Hall across to the Cedar Hall ADA Ramp providing a path of travel from Grand Avenue as required by the Division of the State Architect (DSA).

Amendment No. 7 to Agreement No. 33939 includes Change Order Nos. 2 and 3.

Funding and Development Phase

Funding is through Proposition A and Measure J Bond proceeds. Blue Line Station Extension 07T.6773.05.06, Transportation and Accessibility Improvements 40J.5702.03.01. Design and Construction Phases.

VIII. RATIFY AMENDMENT TO LEASE LEASE-BACK AGREEMENT

Action

Ratify Amendment No. 7 to Lease Lease-Back Agreement No. 33894 with Pinner Construction Company, Inc. for an additional construction services for the Valley Academic and Cultural Center project at Los Angeles Valley College at a cost not to exceed $179,361 inclusive of eligible reimbursable expenses.

<table>
<thead>
<tr>
<th>Original Agreement</th>
<th>$78,508,391</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Amendments</td>
<td>+ $752,260</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$79,260,651</td>
</tr>
</tbody>
</table>
Inclusive of this amendment, the total cost of this Lease Lease-Back agreement to date is $79,529,289.

**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 services have been completed and are requested to be ratified:

1. Due to unforeseen conditions:
   - Provided additional vehicle and pedestrian control measures around the project site to improve the pedestrian path of travel.

2. Due to additional design requirements:
   - Structural steel changes to the north exterior walkway Area “A” adjacent to north terrace to allow for thickness of final floor finishes per the Structural Engineer of Record (SEOR).
   - Re-worked steel reinforcing bars configuration at Area B North Wall to fit within 10-Inch thick wall with enough concrete cover per the SEOR.
   - Provided metal stud wall head track connection and bridging details at Area “D” first floor lecture hall per the SEOR.
   - Cost of the reinforcing steel subcontractor’s supervision during a 100-day period of delay that occurred between February 2018 and May 2018 and a 63-day period of concurrent delay that occurred between May 2017 and July 2017.

Amendment No. 7 to Agreement No. 33894 includes Change Order Nos. 12 and 13.

**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.

IX. **AUTHORIZE RESCISSION OF PURCHASE ORDER**

**Action**

Authorize the Rescission of Purchase Order No. 33209 with Elsevier Inc. to provide educational material software for the Allied Health and Sciences project at Los Angeles Valley College at a cost of $26,593.

**Background**

This Purchase Order was authorized by the Board of Trustees on January 12, 2011 (Com. No. FPD1). It has been determined the project no longer needs the software. The authorization is requested to be rescinded.

**Funding and Development Phase**

Funding is through Propositions A/AA Bond proceeds. Allied Health and Sciences 08V.6803.02. Construction Phase.

X. **AUTHORIZE PAYMENT FROM BOND PROCEEDS**

**Action**

Authorize payment from Bond proceeds to AT&T for the relocation of data and internet service cabling for the Relocation of Data Center to Student Union Building project at Los Angeles Harbor College for $43,869.

**Background**

The purpose of this proposed agreement is for AT&T to provide relocation of data and internet service cabling, including pulling new infrastructure cable, for the Relocation of Data Center to Student Union Building project at Los Angeles Harbor College.

**Funding and Development Phase**
Funding is through Measure J Bond Proceeds. Relocation of Data Center to Student Union Bldg. 33H.5350.02.17. Construction Phase.

XI. AUTHORIZE PURCHASE OF BUILDING PROGRAM INSURANCE COVERAGE

Action

Authorize the purchase of an Owner Protective Professional Indemnity (OPPI) insurance policy in support of the Bond-funded Building Program from Berkley Assurance Company for a not to exceed premium cost of $135,507 for a one-year period from November 15, 2018 through November 15, 2019.

Background

The OPPI insurance policy is one of the various insurances provided through the program-wide Owner Controlled Insurance Program (OCIP). The OPPI policy is required to provide greater protection from losses due to design errors through higher limits than those provided by District professional service providers.

The current OPPI policy expires November 15, 2018. To ensure there is no lapse in coverage, the District’s OCIP Broker, Alliant Insurance Services, recently solicited proposals for OPPI coverage from the insurance markets. Out of the three (3) companies responding, Berkley Assurance Company provided the lowest premium rate schedule for maximum coverage with the most favorable terms and conditions to the District.

The policy premium amount is based on the value of construction expected to start during the policy period. Based on construction values projections provided by the Program Management Office, the premium has been calculated to be at no more than $135,507.

The OPPI policy maximum premium of $135,507 indicated above is estimated to be sufficient to cover the policy premium during the next year under the new policy based on the expected value of construction starts during the policy period.

Funding and Development

Funding is through Measure J/CC Bond proceeds. Construction Phase.
Subject: AUTHORIZE MASTER PROCUREMENT AND MASTER SERVICE AGREEMENTS

I. AUTHORIZE MASTER PROCUREMENT AGREEMENTS

MAINTENANCE, OPERATIONS, AND REPAIR (MRO) EQUIPMENT AND SUPPLIES

Action

Pursuant to Public Contract Code Section 20652, a) find it is in the best interest of the District to procure under the authority of Master Procurement Agreements established by the Foundation for California Community Colleges ("Foundation") and, b) authorize the purchase of Maintenance, Repair, and Operations (MRO) equipment, supplies and services from the following established Foundation agreement as stipulated below. If applicable, all sales tax shall be paid.

CED/All Phase Electric
Contract No. Foundation CB-259-18
Effective Dates: November 15, 2018 - June 30, 2023
Not to Exceed Amount: $5,000,000

Recommended by:  
David Salazar, Chief Facilities Executive

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
II. AUTHORIZE AMENDMENTS TO MASTER PROCUREMENT AGREEMENTS

Action

A. Authorize the following actions for Amendment No. 1 to Master Procurement Agreement No. 40395 with Waxie Enterprises Inc. d/b/a Waxie Sanitary Supply to continue the provision of janitorial supplies for the Bond Program at no additional cost:

1. Ratify Amendment No. 1 to Master Procurement Agreement No. 40395 with Waxie Enterprises Inc. d/b/a Waxie Sanitary Supply to continue the provision of janitorial supplies for the Bond Program from September 1, 2018 to November 14, 2018 at no additional cost;

and,

2. Authorize Amendment No. 2 to Master Procurement Agreement No. 40395 with Waxie Enterprises Inc. d/b/a Waxie Sanitary Supply to continue the provision of janitorial supplies for the Bond Program from November 15, 2018 to August 31, 2019 at no additional cost.

B. Authorize Amendment No. 1 to Master Procurement Agreement 40408 with SHI International Corporation to continue the provision of hardware and software for the Bond Program from November 25, 2018 to November 23, 2019 at no additional cost.

III. AUTHORIZE MASTER SERVICE AGREEMENTS

ASSET TAGGING AND SURPLUS SERVICES

Action

Authorize Master Service Agreements with each of the following service providers to provide asset tagging and surplus services on a Task Order basis District-wide from January 1, 2019 through December 31, 2024 at a cost not to exceed the amounts shown. If applicable, all sales tax shall be paid.
<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Unit Pricing per Day of Service</th>
<th>Not to Exceed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mike’s Moving Solutions LLC</td>
<td>$1,736</td>
<td>$500,000</td>
</tr>
<tr>
<td>2. Homeboy Recycling</td>
<td>$3,000</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

**Background**

During the course of the Bond Program, the construction of new buildings and the renovation of existing buildings require asset tagging and surplus of equipment, furniture, and supplies. This ongoing requirement is proposed to be met through the award of Master Services Agreements that are the result of formal and competitive bidding to each firm shown in the table above.

There were a total of two (2) responsive bidders with bids that ranged from $1,736 to $3,000 per day of service. The awards are proposed to be made to the two (2) lowest, responsive bidders based on “Unit Pricing per Day of Service.”

**Funding and Development Phase**

Funding is through Propositions A/AA, and Measures J/CC Bond proceeds, or through General Funds as applicable. District-wide Asset Tagging and Surplus Services Procurement No. SP-02-18-RFB. 40J.5J88.05. All Phases.
Subject: APPROVE PERSONNEL SERVICES ROUTINE ACTIONS

<table>
<thead>
<tr>
<th>TOTAL (This Report)</th>
<th>TOTAL (07-01-18 to Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Service:</td>
<td></td>
</tr>
<tr>
<td>(Faculty, Academic Administration, Academic Supervisors)</td>
<td>668</td>
</tr>
<tr>
<td>2. Classified Service:</td>
<td></td>
</tr>
<tr>
<td>(Clerical, Technical, Supervisors, Maintenance &amp; Operations, Trades, Classified Managers, Confidential)</td>
<td>300</td>
</tr>
<tr>
<td>3. Unclassified Service:</td>
<td></td>
</tr>
<tr>
<td>(Student Workers, Professional Experts Community Services Staff, Community Recreation)</td>
<td>2010</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2978</td>
</tr>
</tbody>
</table>

DATE RANGE: September 11, 2018 – October 15, 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

Karen Martin, Personnel Director
Personnel Commission
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>EGD TEK</td>
<td>Engineering Graphics with Introduction to GD&amp;T and 2-D CAD (3 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN MAJ</td>
<td>Exercise Testing &amp; Prescription (2 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN MAJ</td>
<td>Techniques of Instruction: Group Fitness (2 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN MAJ</td>
<td>Techniques of Instruction: Strength Training (2 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN MAJ</td>
<td>Sports Nutrition (2 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN MAJ</td>
<td>Kinesiology Internship Experience (1 Unit) EAST</td>
<td>CSU</td>
</tr>
</tbody>
</table>

**Recommended by:**

Angela Bheverri, President, DAS  
Ryan Comner, Vice Chancellor, EPIE

**Approved by:**

Francisco C. Rodriguez, Chancellor
<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH</td>
<td>093</td>
<td>Multivariate Statistical Analysis for the Social and Behavioral Sciences (3 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>125S</td>
<td>Intermediate Algebra with Support (5 Units) MISSION</td>
<td>NT</td>
</tr>
<tr>
<td>MATH</td>
<td>227C</td>
<td>Statistics with Corequisite (4 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>238C</td>
<td>Calculus for Business and Social Science I with Corequisite (5 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>240S</td>
<td>Trigonometry with Support (4 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>245C</td>
<td>College Algebra with Corequisite (3 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>DANCEST</td>
<td>808</td>
<td>Ballet III (3 Units) PIERCE</td>
<td>CSU</td>
</tr>
<tr>
<td>FASHDSN</td>
<td>218</td>
<td>Millinery (3 Units) TRADE</td>
<td>CSU</td>
</tr>
<tr>
<td>REF A/C</td>
<td>301</td>
<td>Air Conditioning and Refrigeration Principles and Practices – Third Semester (9 Units) TRADE</td>
<td>NT</td>
</tr>
<tr>
<td>CINEMA</td>
<td>150</td>
<td>Cinema Internship (3 Units) VALLEY</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN</td>
<td>315-3</td>
<td>Judo III (1 Unit) VALLEY</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN</td>
<td>369-3</td>
<td>Gymnastics III (1 Unit) VALLEY</td>
<td>CSU</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>OLD ADL</td>
<td>Tai Chi I – Basics (18 Hours) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>OLD ADL</td>
<td>Tai Chi II – Forms (18 Hours) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>OLD ADL</td>
<td>Tai Chi III – Routines (18 Hours) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>History of Women in Sport (18 Hours) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>Physiology and the Female Athlete (18 Hours) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>Women in the Sport Industry Ethics in Sport: Competition and Fair Play (18 Hours) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>Ethics in Sport: Competitive Advantages in Sport (18 Hours) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>Equity Issues in Sport (18 Hours) EAST</td>
<td>NT</td>
</tr>
<tr>
<td>BSICSKL</td>
<td>Arithmetic Lab (Min: 18 Hours; Max: 54 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>BSICSKL</td>
<td>Pre-Algebra Lab (Min: 18 Hours; Max: 54 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>BSICSKL</td>
<td>Math for College and Career Readiness (Min: 18 Hours; Max: 54 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>BSICSKL</td>
<td>College and Career Pathways for the Science Field (Min: 18 Hours; Max: 54 Hours) WEST</td>
<td>NT</td>
</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>KIN MAJ</td>
<td>Introduction to Exercise Physiology (3 Units) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>ENG GEN</td>
<td>Electrical Circuits I (3 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>HTHTEK</td>
<td>Introduction to Health Information Technology (3 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>HTHTEK</td>
<td>Introduction to Basic Coding (3 Units) MISSION</td>
<td>NT</td>
</tr>
<tr>
<td>HTHTEK</td>
<td>Ambulatory Care Coding (3 Units) MISSION</td>
<td>NT</td>
</tr>
<tr>
<td>HTHTEK</td>
<td>Electronic Health Records in the Health (3 Units) MISSION</td>
<td>NT</td>
</tr>
<tr>
<td>MATH</td>
<td>Statistics with Support (4 units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics For Liberal Arts Students (3 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>Trigonometry with Vectors with Support (4 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH</td>
<td>Precalculus with Support (6 Units) MISSION</td>
<td>CSU</td>
</tr>
<tr>
<td>Com. No.</td>
<td>Division: Educational Support Services</td>
<td>Date: November 14, 2018</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>CAOT 048</td>
<td>Customer Service (3 Units) PIERCE</td>
<td>CSU</td>
</tr>
<tr>
<td>ENGLISH 072</td>
<td>English Bridge (1-3 Units) PIERCE</td>
<td>NT</td>
</tr>
<tr>
<td>CH DEV 060</td>
<td>Introduction to Family Child Care I (1 Unit) SOUTHWEST</td>
<td>CSU</td>
</tr>
<tr>
<td>CH DEV 061</td>
<td>Introduction to Family Child Care II (1 Unit) SOUTHWEST</td>
<td>CSU</td>
</tr>
<tr>
<td>CH DEV 063</td>
<td>Creative Curriculum in a Family Child Care Setting (2 Units) SOUTHWEST</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN 330-1</td>
<td>Cardio Kickboxing I (1 Unit) SOUTHWEST</td>
<td>CSU</td>
</tr>
<tr>
<td>MATH 134</td>
<td>Accelerated Elementary and Intermediate Algebra (6 Units) SOUTHWEST</td>
<td>NT</td>
</tr>
<tr>
<td>KIN 237</td>
<td>Boot Camp I (1 Unit) TRADE</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN 317-2</td>
<td>Self-Defense II (1 Unit) TRADE</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN 337</td>
<td>Boot Camp II (1 Unit) TRADE</td>
<td>CSU</td>
</tr>
<tr>
<td>KIN MAJ 117</td>
<td>Personal Trainer Instructor (3 Units) TRADE</td>
<td>CSU</td>
</tr>
<tr>
<td>LAW 931</td>
<td>Cooperative Education – Law (3 Units) TRADE</td>
<td>CSU</td>
</tr>
<tr>
<td>ENG GEN 120</td>
<td>Introduction to Programming Concepts and Methodologies for Engineers (4 Units) WEST</td>
<td>CSU</td>
</tr>
<tr>
<td>ENGLISH 072</td>
<td>English Bridge (1-3 Units) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>MATH 230</td>
<td>Mathematics for Liberal Arts Students (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 noncredit 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>VOC ED</td>
<td>281CE Exploring Computer Science Information Technology Careers (27 Hours) MISSION</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>292CE Robotics Lab I (18 Hours) MISSION</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>294CE Introduction to Social Media - WordPress Blogs (18 Hours) MISSION</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>053CE Spanish for the Workplace (54 Hours) SOUTHWEST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>408CE In-Home Supportive Services Provider (90 Hours) SOUTHWEST</td>
<td>NT</td>
</tr>
<tr>
<td>VOC ED</td>
<td>420CE Introduction to Starting a New Business (18 Hours) SOUTHWEST</td>
<td>NT</td>
</tr>
<tr>
<td>ACAD PR</td>
<td>015CE Data Analysis (36 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>ACAD PR</td>
<td>016CE Algebra (54 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>ACAD PR</td>
<td>017CE Geometry (36 Hours) WEST</td>
<td>NT</td>
</tr>
<tr>
<td>ACAD PR</td>
<td>018CE Preparatory Mathematics (72 Hours) WEST</td>
<td>NT</td>
</tr>
</tbody>
</table>
V. APPROVE NEW EDUCATIONAL CREDIT PROGRAMS

East Los Angeles College
A. Associate of Science – Environmental Science for Transfer (60 Units)
B. Certificate of Achievement – Fitness Specialist Certification (23 Units)
C. Associate of Science – Physics for Transfer (60 Units)

Los Angeles Harbor College
A. Associate of Arts – Kinesiology for Transfer (60 Units)

Los Angeles Pierce College
A. Associate of Science – Agriculture Animal Science for Transfer (60 Units)
B. Certificate of Achievement in American Sign Language Interpreting (38 Units)

Los Angeles Valley College
A. Associate of Arts in Cinema Arts Theory (60 Units)
B. Associate of Arts in Media Arts: Visual Effects (60 Units)
C. Certificate of Achievement in Media Arts: Core Studies (15 Units)
D. Certificate of Achievement in Media Arts: Visual Effects (21 Units)

West Los Angeles College
A. Certificate of Achievement in Essentials of Robotics and Programming (11 Units)
B. Certificate of Achievement in Mobile Application Essentials (9 Units)
C. Certificate of Achievement in Real Estate Appraisal I (10 Units)
D. Certificate of Achievement in Real Estate Salesperson (9 Units)

VI. APPROVE NEW EDUCATIONAL NONCREDIT PROGRAMS

East Los Angeles College
A. Certificate of Completion in Sport Ethics (0 Units)
B. Certificate of Completion in Women in Sport (0 Units)

Los Angeles Southwest College
A. Certificate of Competency in Beginning ESL (0 Units)
B. Certificate of Competency in Citizenship Preparation (0 Units)
C. Certificate of Competency in Custodial Technician Preparation (0 Units)
D. Certificate of Competency in ESL Life Skills (0 Units)
E. Certificate of Competency in HSE Language Arts (0 Units)
F. Certificate of Competency in HSE Math (0 Units)
G. Certificate of Competency in HSE Science (0 Units)
H. Certificate of Competency in HSE Social Studies (0 Units)
I. Certificate of Competency in Intermediate ESL (0 Units)
J. Certificate of Completion in In-Home Supportive Services Provider (0 Units)
K. Certificate of Completion in Introduction to Building and Construction Trades (0 Units)
L. Certificate of Completion in Phlebotomy Technician I (0 Units)

West Los Angeles College
A. Certificate of Competency in Liberal Arts Transfer Mathematics Preparation (0 Units)
B. Certificate of Competency in Statistics Preparation (0 Units)
C. Certificate of Competency in STEM Mathematics Preparation

VII. APPROVE SUBSTANTIAL CHANGES TO EXISTING PROGRAMS

Los Angeles Harbor College

To present male and female students with multiple opportunities for articulation for their respective sport activity and to reflect the departmental name change of Physical Education to Kinesiology.

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Degree/Certificate Type</th>
<th>Substantive Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinesiology</td>
<td>Associate in Arts for Transfer</td>
<td>Add New Courses to Program</td>
</tr>
</tbody>
</table>

West Los Angeles College

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Degree/Certificate Type</th>
<th>Substantive Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Preparation</td>
<td>Certificate of Competency</td>
<td>Add required course BSICSKL 009CE to certificate</td>
</tr>
</tbody>
</table>

VIII. DISCONTINUANCE OF EXISTING EDUCATIONAL PROGRAMS

Los Angeles Pierce College

Los Angeles Pierce College is requesting discontinuance of the following program:
A. Certificate of Achievement in Photojournalism

The College has established a Photography Associate Degree and a Photography Certificate of Achievement in place of this program. Discontinuance of the existing degree will have no impact on students, as the courses in it will still be available in the new degree and certificate.

Discontinuance of the Photojournalism Certificate of Achievement was approved by the College's Educational Planning Committee and Academic Senate in spring 2017.
Subject: **APPROVE NEW COMMUNITY SERVICES COURSES**

I. Approve the following new Community Services course offerings as submitted by Los Angeles Valley College, as listed in Attachment 1.
<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Little Yogis</td>
<td>Students in this class will learn how to channel their inner yogi from a certified yoga instructor. Designed for kids ages 5 to 12 years old, students will be introduced to the power of yoga and its benefits—such as mindfulness, meditation, and inner strength that they can engage through practice. Students will also learn how to improve their focus, combat anxiety, gain self-empowerment, and find positivity in everything.</td>
</tr>
</tbody>
</table>
Subject: **PERSONNEL COMMISSION ACTIONS**

**I. Claims for Temporary Work Out of Classification**

A. Concur with the action of the Personnel Commission to APPROVE payment for temporary work out of classification for EN 762816 for the period of 01/01/2018 through 07/13/2018.

**BACKGROUND:** EN 762818, Administrative Assistant to the Chancellor at the Educational Services Center, was performing duties outside of her current classification during the time periods noted above. Staff found that the higher level duties assigned to the employee were consistent with the duties of the class of Executive Assistant to the Chancellor. The estimated cost of this action is $2,320.33.

B. Concur with the action of the Personnel Commission to APPROVE payment for temporary work out of classification for EN 767806 for the period of 01/03/2018 through 08/31/2018.

**BACKGROUND:** EN 767806, Administrative Assistant to the Board of Trustees at the Educational Services Center, was performing duties outside of her current classification during the time periods noted above. Staff found that the higher level duties assigned to the employee were consistent with the duties of the class of Executive Assistant to the Board of Trustees. The estimated cost of this action is $3,180.10.

---

Approved by: [Signature]
Karen Martin, Personnel Director

Chancellor and Secretary of the Board of Trustees

By _____________________________ Date _____________________________

Buana
Fong
Hoffman
Moreno

Svonkin
Vela
Veres
Williams

Student Trustee Advisory Vote
C. Concur with the Personnel Commission and APPROVE payment for temporary work out of classification for EN 776386 for the period of 12/16/2017 through 09/30/2018.

**BACKGROUND:** EN 776386, Cashier in the College Store at Los Angeles Valley College, was performing duties outside of her current classification during the time periods noted above. Staff found that her higher level duties assigned to the employee were consistent with the class of Senior Cashier. The estimated cost of this action is approximately $918.10.
II. Establishment of New Classifications

A. Concur with the action of the Personnel Commission to establish the new classifications of Information Security Analyst, Chief Information Security Officer, Computer Network Architect, Technology Service Desk Manager, Senior Technology Service Desk Technician, and Technology Service Desk Technician and allocate the new classes to the salary schedules noted below to be effective October 24, 2018.

**Information Security Analyst**
Salary Schedule 8514.20
$8,514.20 $8,982.48 $9,476.52 $9,997.73 $10,547.60 Monthly
$102,170.40 $107,789.76 $113,718.24 $119,972.76 $126,571.20 Annually

**Chief Information Security Officer**
Salary Schedule 10547.60
$10,547.60 $11,127.72 $11,739.74 $12,385.43 $13,066.63 Monthly
$126,571.20 $133,532.64 $140,876.88 $148,625.16 $156,799.56 Annually

**Computer Network Architect**
Salary Schedule 7971.26
$7,971.26 $8,409.67 $8,872.21 $9,360.18 $9,874.99 Monthly
$95,655.12 $100,916.04 $106,466.52 $112,322.16 $118,499.88 Annually

**Technology Service Desk Manager**
Salary Schedule 7423.98
$7,423.98 $7,832.30 $8,263.08 $8,717.54 $9,197.01 Monthly
$89,087.76 $93,987.60 $99,156.96 $104,610.48 $110,364.12 Annually
### Senior Technology Service Desk Technician

<table>
<thead>
<tr>
<th>Salary Schedule</th>
<th>Monthly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,384.21</td>
<td>$6,322.36</td>
<td>$6,670.09</td>
</tr>
<tr>
<td>$5,680.34</td>
<td>$71,913.12</td>
<td>$80,041.08</td>
</tr>
</tbody>
</table>

### Technology Service Desk Technician

<table>
<thead>
<tr>
<th>Salary Schedule</th>
<th>Monthly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,837.86</td>
<td>$5,992.76</td>
<td>$58,054.32</td>
</tr>
<tr>
<td>$5,103.52</td>
<td>$5,680.34</td>
<td>$61,242.24</td>
</tr>
<tr>
<td>$5,384.21</td>
<td>$64,610.52</td>
<td>$68,164.08</td>
</tr>
</tbody>
</table>

**BACKGROUND:** The new classifications were established based on recommendations from Huron Consulting Group. Huron was hired by the District in December of 2017 to perform a comprehensive evaluation of the District’s Information Technology organizational structure, staffing, and information security and overall efficiency and effectiveness.

The establishment of the new information security job classes will enable the District to address the significant deficiencies identified by Huron related to information security; the new Computer Network Architect class will enable the District to more effectively design, configure, and maintain enterprise networks on a District-wide basis; and the new service desk job classes will enable the District to design and implement a comprehensive service desk program to more effectively provide user support for all technologies and applications within the District. In addition, the new classes will provide additional career paths for employees in the computer and network occupational area.
B. Concur with the action of the Personnel Commission to establish the new classifications of Child Development Center Aide, Recreation Event Aide, and Youth Camp Assistant, and re-establish the class of Pool Lifeguard, and allocate the classes to the hourly flat rates noted below to be effective October 24, 2018.

**Child Development Center Aide**
Flat Rate $12.00/hr.

**Recreation Event Aide**
Flat Rate $12.00/hr.

**Youth Camp Assistant**
Flat Rate $12.00/hr.

**Pool Lifeguard**
Flat Rate $14.71/hr.

**BACKGROUND:** On September 18, 2018, Governor Brown signed Assembly Bill 2160 into law, effective January 1, 2019, which eliminated the exemption of playground positions from the classified service.

Effective January 1, 2019, positions must become part of the classified service. In order to implement the new law within the District, it is necessary to establish job classifications within the Classified Service that are counterpart jobs to those currently in the Unclassified Service. It is expected that as more thorough assessments are completed and with time, adjustments may be necessary to the classifications and salaries of the positions.
C. Concur with the action of the Personnel Commission to establish the new classification of Recruitment and Assessment Manager and allocate the new class to the salary schedule $8,932.23, effective November 7, 2018.

**Recruitment and Assessment Manager**

Salary Schedule 8932.23

<table>
<thead>
<tr>
<th>Monthly</th>
<th>$8,932.23</th>
<th>$9,423.50</th>
<th>$9,941.80</th>
<th>$10,488.60</th>
<th>$11,065.47</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annually</td>
<td>$107,186.76</td>
<td>$113,082.00</td>
<td>$119,301.60</td>
<td>$125,863.20</td>
<td>$132,785.64</td>
</tr>
</tbody>
</table>

**BACKGROUND:** A close review of the classified recruitment and testing processes, as a result of the District’s SRP, determined the need for a position that applies psychometric expertise to the recruitment and assessment program administered by the Personnel Commission. The addition of a staff member with this specialized expertise will enable the Personnel Commission to focus on both thoroughly assessing current recruitment and assessment approaches, protocols, and tools and introducing innovative new approaches and enhancements.
Subject: **NOTIFICATION OF OUT OF STATE TRAVEL**

I. **Los Angeles Pierce College**

Twenty-five students and one faculty member will travel to Estero de Punta Banda, Baja California, Mexico for the class Biology 11B: The Marine Biology of the Rocky Intertidal Community Environment of the Punta Banda, Baja California, Mexico during the period of November 10 to November 11, 2018.

**Background:** Biology 11B is a field study class that examines the ecology of the rocky intertidal community in the Estero de Punta Banda region of the Baja California peninsula.

**FISCAL IMPLICATION:** The estimated total cost of the trip is $3375. Funds from students' personal funds will be used for this travel. No District funds will be used for this travel.
Subject: **APPROVE COLLEGE AND CAREER ACCESS PATHWAY PARTNERSHIP AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND THE LOS ANGELES COMMUNITY COLLEGE DISTRICT**

Assembly Bill 288 (Education Code Section 76004), effective January 1, 2016, authorizes the governing board of a community college district to enter into a College and Career Access Pathways partnership with the governing board of a school district with the goal of developing seamless pathways from high school to community college for career technical education, preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. The Burbank Unified School District ("BUSD") and the Los Angeles Community College District ("LACCD") propose to execute a College and Career Access Pathway Partnership Agreement, a copy of which is attached as Attachment A.

The attached Agreement is being presented as an informational item. At its meeting on November 14, 2018, the Board of Trustees for the LACCD will take public comment regarding the attached Agreement and will then vote to approve or disapprove the Agreement.

**Background:** Assembly Bill 288 (Education Code Section 76004(b)) requires the governing board of each district to hold an open public meeting and to present their proposed College and Career Access Pathway Partnership agreement as an informational item prior to adopting the agreement. At a subsequent open public meeting, both governing boards of must take comments from the public and shall thereafter approve or disapprove the proposed agreement. Pursuant to this requirement, LACCD hereby presents its proposed College and Career Access Pathway Partnership Agreement (Attachment A) between LACCD and BUSD as an informational item.

---

**Recommended by:**
Ryan M. Corrner, Vice Chancellor

**Approved by:**
Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

<table>
<thead>
<tr>
<th>Buelna</th>
<th>Svonkin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fong</td>
<td>Vela</td>
</tr>
<tr>
<td>Hoffman</td>
<td>Veres</td>
</tr>
<tr>
<td>Moreno</td>
<td></td>
</tr>
</tbody>
</table>

Student Trustee Advisory Vote

---
Attachment A

COLLEGE AND CAREER ACCESS PATHWAYS
PARTNERSHIP AGREEMENT

BETWEEN

LOS ANGELES COMMUNITY COLLEGE DISTRICT,
a community college district duly organized and existing under the laws
of the State of California

AND

BURBANK UNIFIED SCHOOL DISTRICT,
a school district duly organized and existing under the laws
of the State of California

DATED

September 25, 2018
COLLEGE AND CAREER ACCESS PATHWAYS

PARTNERSHIP AGREEMENT

This College and Career Access Pathways Partnership Agreement ("Agreement") is made as of September 25, 2018 ("Commencement Date"), by and between the LOS ANGELES COMMUNITY COLLEGE DISTRICT, a community college district duly organized and existing under the laws of the State of California ("LACCD"), and the BURBANK UNIFIED SCHOOL DISTRICT, a school district duly organized and existing under the laws of the State of California ("BUSD"). LACCD and BUSD hereby agree as follows:

RECITALS

A. Assembly Bill 288, effective January 1, 2016, authorizes the governing board of a community college district to enter into a College and Career Access Pathways partnership with the governing board of a school district with the goal of developing seamless pathways from high school to community college for career technical education, preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

B. Assembly Bill 288 allows community college districts to enter into partnership agreements with high school to outline the terms of the partnership and to establish protocols for information sharing, joint facilities use, and parental consent for high school pupils to enroll in community college courses.

C. Assembly Bill 288 authorizes specified high school pupils to enroll in up to 15 units per term if those units are required for the pupils' partnership programs and would authorize a community college district to exempt special part-time and special full-time students taking up to a maximum of 15 units per term from specified fee requirements.

AGREEMENT:

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Terms of the Partnership:

1.1. Term of the Agreement: The term of this Agreement shall be five (5) years from the Commencement Date, unless sooner terminated as provided herein.

1.2. Submission and Amendments: Pursuant to Education Code Section 76004(c)(3), copies of this Agreement shall be filed with both the Chancellor of the California Community Colleges ("State Chancellor") and with the Department of Education before the start of the partnership created by this Agreement. The State Chancellor may void this Agreement if it is determined that this Agreement does not comply with the intent of Education Code Section 76004. Any amendment to this Agreement shall be filed with the
State Chancellor. The parties may meet on an annual basis to determine if the Agreement should be amended, to include but not be limited to adding additional courses and pathways that have been developed.

1.3. **Courses Offered Under this Agreement:** LACCD shall offer courses to BUSD students who are dual enrolled at both BUSD and LACCD. LACCD shall offer courses on at John Burroughs High School and Burbank High School and/or on a LACCD campus. LACCD will offer these courses to BUSD’s students for college credit and limit courses to BUSD students pursuant to Education Code Section 76004(o). Courses will be offered (See Appendix A)

1.3.1. **Minimum Class size:** BUSD and LACCD will work collaborative to ensure a class size of at least 30 students. In circumstances in which fewer than 30 students are enrolled in the course, LACCD retains the right to cancel the course until such time that the class size threshold is met.

1.4. **Employer of Record:** All courses offered under this Agreement shall be taught by faculty employed by LACCD. LACCD shall be the employer of records for these faculty members and shall be responsible for all assignment monitoring and reporting obligations to the county office of education and under applicable federal teacher quality mandates, if any.

1.5. **Collective Bargaining:** LACCD and BUSD certify that all actions taken pursuant to this Agreement are in compliance with all local collective bargaining agreements.

1.6. **Criteria for Assessing Pupils’ Ability to Benefit:** In developing the educational program created under this Agreement, LACCD and BUSD shall make assessments as to whether the participating BUSD students have the ability to benefit from the courses offered in this Agreement. LACCD and BUSD shall apply the following criteria in making this assessment: 1) Likelihood of being successful in dual enrollment courses, student interest, and student GPA.

1.7. **Total Number of High School Student Served Per Year is projected to be:**

500.

1.8. **Apportionment:** Pursuant to Education Code Section 76004(s), LACCD shall request and receive state apportionment funding for all college courses offered under the AB 288 Agreement. Pursuant to Education Code Section 76004(r), BUSD shall not seek or receive a state allowance or apportionment funding for any instructional activity for which LACCD requests or receives state apportionment funding. Any courses offered under this Agreement shall be offered at such times to ensure that BUSD students are scheduled to meet minimum day requirements to receive average daily attendance funding.

1.9. **Student Fee Exemptions:** Pursuant to Education Code Section 76004(q), BUSD students admitted to LACCD under this Agreement as special part-time students shall be exempt from the following student fees: 1) Student Representation Fee (Education Code
Section 76060.5; 2) Nonresident Tuition Fee (Education Code Section 76140); 3) Transcript Fee (Education Code Section 76223); 4) Enrollment Fee (Education Code Section 76300); 5) Apprentice Fee (Education Code Section 76350); and 6) Child Development Center Fee (Education Code Section 79121). A high school pupil enrolled in a course offered through this Agreement shall not be assessed any fee that is prohibited by Section 49011. (Education Code Section 76004(f).)

1.10. Protocol for Information Sharing: Any education records or personally identifiable information pertaining to any BUSD students taking courses under this Agreement shall be exchanged between BUSD and LACCD in compliance with the Family Educational Privacy Rights Act (FERPA), Education Code Sections 76200-76246, and LACCD Board Rules. LACCD shall provide a dual enrollment application form on which the parent or guardian of the BUSD student will provide written consent to information sharing between BUSD and LACCD. Education records and personally identifiable information regarding BUSD students shall be shared between the Points of Contact identified in Paragraph 6 below. BUSD’s and LACCD’s Points of Contact shall then further share that information within their respective institutions as necessary.

1.11. Parental Consent: BUSD shall obtain any required parental consent for any BUSD student taking LACCD courses under this Agreement. Parental consent will be part of the application process, which includes the dual enrollment/ special part-time student approval form.

2. Courses Offered under this agreement

2.1. Courses Offered: Appendix A to this Agreement lists the courses that LACCD shall offer on BUSD campuses. Each course listed in Appendix A is offered for the purpose of: 1) preparing students for transfer; or 2) completing a CTE Pathway. Courses are offered to expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education. All courses listed in Appendix A are offered to attain these specific goals.

2.2. Use of BUSD Facilities: When LACCD offers any course specified in Appendix A at a BUSD site, BUSD shall provide the classrooms in which LACCD’s faculty shall conduct the courses and provide parking spaces for use by LACCD faculty.

2.3 Materials Fees: In compliance with Education Code Sections 76004(f) and 49011, BUSD shall provide to its students, at no cost to the students, all textbooks, equipment, and any materials needed in connection with any course specified in Appendix A. LACCD will make every effort to minimize costs of textbooks through methods such as using textbooks for at least three years.

2.5 LACCD Faculty: No LACCD or community college instructor who has been convicted of any sex offense, as defined in Education Code Section 87010, or any controlled substance offense, as defined in Education Code Section 87011, shall be retained by LACCD to teach any course on any BUSD campus. All LACCD faculty teaching courses under this Agreement shall meet all required minimum qualifications and conditions including clearance through a Live Scan process.
2.6 No Displacement of BUSD Faculty: BUSD certifies that no BUSD faculty member who was teaching a course similar to one offered under this Agreement has been displaced or terminated because a course is being offered under this Agreement.

2.7 Admission of Special Part-Time or Full-Time Students: BUSD students who are selected to take courses at LACCD campuses under this Agreement shall be admitted to LACCD as special part-time or special full-time students pursuant to Education Code Section 76001 and applicable regulations and LACCD Board Rules. BUSD students admitted to the LACCD under this Agreement, or otherwise permitted to enroll in LACCD courses, shall be subject to LACCD's student Code of Conduct, LACCD student discipline rules and regulations, and Education Code sections, or other laws, governing community college student discipline.

2.8 Unit Limit: Pursuant to Education Code Section 76004(p), BUSD students admitted as special part-time students and taking courses under this Agreement, may enroll in up to a maximum of 15 units per term if: 1) the units constitute no more than four community college courses per term; 2) the units are part of an academic program under this Agreement; and 3) the units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

3. Certifications: LACCD hereby certifies that: 1) the community college courses offered for college credit on BUSD's campus do not reduce access to the same course offered on LACCD's campus; 2) community college courses that are oversubscribed or have waiting lists shall not be offered in this Agreement; 3) participation in this partnership and this Agreement is consistent with LACCD's core mission pursuant to Education Code Section 66010.4; and 4) BUSD students participating in this partnership and this Agreement will not cause otherwise eligible adults to be displaced from LACCD courses.

4. Points of Contact at LACCD and BUSD: The following officials shall serve as the point of contact under this Agreement:

BUSD:

Sharon Cuseo
Asst. Superintendent of Instructional Services
BURBANK Unified School District
1900 West Olive Avenue
Burbank, CA 91506
Phone: 818-729-4455
Email: sharoncuseo@burbankusd.org

LACCD:

Jermain Pipkins
Dean of Academic Affairs
L. A. Community College District
5800 Fulton Avenue
Valley Glen, CA 91401
Phone: 818-947-2625
Email: pipkinjic@lavc.edu

5. Annual Reporting to the State Chancellor: On or before January 1 of each year of this Agreement, BUSD and LACCD shall submit a joint report to the State Chancellor. The report shall state: 1) the total number of BUSD students, by school site, taking courses under this Agreement, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws; 2) the total number of community college courses offered under this Agreement by course category and type and by school site; 3) the total number and percentage of successful course completions, by course category and type and
by school site; and 4) the total number of full-time equivalent students generated through courses offered under this Agreement. By October 1 of each year of this Agreement, the Points of Contact from BUSD and LACCD shall meet to plan and commence the preparation of the joint report.

6. **Mutual Defense and Indemnity:** LACCD shall indemnify and hold harmless BUSD, its officers, agents, and employees for any and all loss, cost, expense, claims or liability for injury to or death of any person, or damage to any property, caused by the negligence and/or tortuous conduct of LACCD in the performance of LACCD's responsibilities under this Agreement. In such an event, LACCD, at its own expense, shall also defend all actions, suits, or other proceedings brought against BUSD, its officers, agents, or employees and satisfy any judgment rendered against BUSD, its officers, agents, or employees because of such negligence and/or tortuous conduct. Similarly, BUSD shall indemnify and hold harmless LACCD, its officers, agents, and employees for any and all loss, cost, expense, claims or liability for injury to or death of any person, or damage to any property, caused by the negligence and/or tortuous conduct of BUSD in the performance of BUSD's responsibilities under this Agreement. In such an event, BUSD, at its own expense, shall also defend all actions, suits, or other proceedings brought against LACCD, its officers, agents or employees and satisfy any judgment rendered against LACCD, its officers, agents, or employees because of such negligence and/or tortuous conduct.

7. **Insurance:** Without limiting the parties' indemnification obligations herein and as a material condition of this Agreement, each party shall maintain, at its expense and for the duration of this Agreement, a program of insurance or self-insurance and provide evidence thereof, as required below, against claims for injury, damage or loss that may arise from or in connection this Agreement and/or the use of facilities under the Agreement. Each party shall furnish the other party with certificates of insurance or other satisfactory documentation of all insurance or self-insurance required by this Agreement. Each party shall have the other party added as additional insureds to all of the following policies. The Minimum Scope and Limits of Insurance shall be as follows (coverage shall be at least as broad):

**Commercial General Liability Insurance** "occurrence" form only to provide defense and indemnity coverage to the insured for liability for bodily injury, personal injury, and property damage, of not less than a combined single limit of Five Million Dollars ($5,000,000.00) per occurrence. The general aggregate limit shall be twice the required per occurrence limit. If such insurance is obtained from a third party insurer and not self-insured, the insuring party shall name the other party as an additional insured on the policy.

**Business Automobile Liability Insurance** to provide defense and indemnity coverage to the Insured for liability for bodily injury and property damage covering owned, non-owned, and hired automobiles of not less than a combined single limit of One Million Dollars ($1,000,000) per occurrence. If such insurance is obtained from a third party insurer and not self-insured, the insuring party shall name the other party as an additional insured on the policy.

-6-
Workers' Compensation Insurance as required by the Labor Code of the State of California, and Employers' Liability insurance with limits of not less than One Million Dollars ($1,000,000.00) per accident. Any notice required to be served hereunder shall be in writing.

8. **Choice of Law and Venue:** This Agreement, its interpretations, performance or any breach thereof, shall be construed in accordance with, and all questions with respect thereto shall be determined by, the laws of the State of California applicable to contracts entered into and wholly to be performed within the State of California. Los Angeles County shall be the venue for all legal matters concerning the Agreement.

9. **Termination:** Either party shall have the right to terminate this Agreement without cause by providing to the non-terminating party a written notice of termination. Notice of termination shall be provided at least 180 days prior to the termination date. Each party shall continue to fulfill its obligations under this Agreement until date of termination.

10. **Notices:** Any notices to be given pursuant to this Agreement shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addresses to the party for whom intended as follows:

    **To BUSD:**

    Burbank Unified School District  
    Office of the Superintendent  
    1900 West Olive Avenue  
    Burbank, CA 91506

    **To LACCD:**

    Los Angeles Community College District  
    Contracts Office - 3rd Floor  
    770 Wilshire Boulevard  
    Los Angeles, California 90017

11. **Miscellaneous:** This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and all prior and contemporaneous agreements, representations and understandings of the parties hereto, oral or written, are hereby superseded and merged herein. No supplement, modification or amendment of this Agreement shall be binding unless in writing and executed by all parties hereto. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provisions, whether or not similar, nor shall any waiver be a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver. This Agreement shall be construed and enforced in accordance with, and governed by, the law of the State of California. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions hereof. This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.
12. **Board Approval Required.** This Agreement is conditioned upon the approval of the governing boards of both BUSD and LACCD as set forth by Education Code Section 76004.

IN WITNESS WHEREOF, LACCD and BUSD have executed this Agreement as of the date first above written.

BURBANK UNIFIED SCHOOL DISTRICT
By: ________________________________
Name: ______________________________
Title: ______________________________

LOS ANGELES COMMUNITY COLLEGE DISTRICT,
By: ________________________________
Name: ______________________________
Title: ______________________________
### Appendix A

**Courses Offered by LACCD on BUSD Campuses**

1. Courses offered to prepare students for transfer (Education Code Section 76004(a) and (d))

<table>
<thead>
<tr>
<th>COMM</th>
<th>101</th>
<th>PUBLIC SPEAKING</th>
</tr>
</thead>
</table>

2. Courses offered to help high school complete a Career Pathway (Education Code Section 76004(a) and (d))

<table>
<thead>
<tr>
<th>BROADCASTING/CINEMA/MEDIA ARTS PATHWAY</th>
<th>FUNDAMENTALS OF TELEVISION AND RADIO BROADCASTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRDCSTG 1</td>
<td>VOICE AND DICTION FOR RADIO AND TELEVISION</td>
</tr>
<tr>
<td>BRDCSTG 3</td>
<td>RADIO AND TELEVISION ACTING</td>
</tr>
<tr>
<td>BRDCSTG 5</td>
<td>DIGITAL &amp; SOCIAL MEDIA BROADCAST COMMUNICATION</td>
</tr>
<tr>
<td>BRDCSTG 6</td>
<td>RADIO PROGRAMMING AND PRODUCTION</td>
</tr>
<tr>
<td>BRDCSTG 10</td>
<td>DIGITAL AUDIO EDITING AND PRODUCTION</td>
</tr>
<tr>
<td>BRDCSTG 11</td>
<td>INTRODUCTION TO VOICE-OVER</td>
</tr>
<tr>
<td>BRDCSTG 17</td>
<td>ADVERTISING, MARKETING, AND PROMOTIONS FOR BROADCASTING</td>
</tr>
<tr>
<td>BRDCSTG 21</td>
<td>INTRODUCTORY RADIO/TELEVISION ACTIVITIES</td>
</tr>
<tr>
<td>BRDCSTG 022-1</td>
<td>BEGINNING RADIO/TELEVISION ACTIVITIES</td>
</tr>
<tr>
<td>BRDCSTG 022-2</td>
<td>INTERMEDIATE RADIO/TELEVISION ACTIVITIES</td>
</tr>
<tr>
<td>BRDCSTG 022-3</td>
<td>ADVANCED RADIO/TELEVISION ACTIVITIES</td>
</tr>
<tr>
<td>BRDCSTG 022-4</td>
<td>NEWS, SPORTS, AND LIVE REMOTE BROADCASTING FOR RADIO &amp; TELEVISION</td>
</tr>
<tr>
<td>BRDCSTG 23</td>
<td>PODCASTING PRODUCTION FOR RADIO &amp; THE INTERNET</td>
</tr>
<tr>
<td>BRDCSTG 24</td>
<td>RADIO/TVMIL FILM WRITING</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Number</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>26</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>28</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>31</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>32</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>45</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>46</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>47</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>48</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>49</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>51</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>81</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>82</td>
</tr>
<tr>
<td>BRDCSTG</td>
<td>83</td>
</tr>
<tr>
<td>CINEMA</td>
<td>101</td>
</tr>
<tr>
<td>CINEMA</td>
<td>102</td>
</tr>
<tr>
<td>CINEMA</td>
<td>103</td>
</tr>
<tr>
<td>CINEMA</td>
<td>104</td>
</tr>
<tr>
<td>CINEMA</td>
<td>105</td>
</tr>
<tr>
<td>CINEMA</td>
<td>106</td>
</tr>
<tr>
<td>CINEMA</td>
<td>107</td>
</tr>
<tr>
<td>CINEMA</td>
<td>110</td>
</tr>
<tr>
<td>CINEMA</td>
<td>111</td>
</tr>
<tr>
<td>CINEMA</td>
<td>113</td>
</tr>
<tr>
<td>CINEMA</td>
<td>114</td>
</tr>
<tr>
<td>CINEMA</td>
<td>115</td>
</tr>
<tr>
<td>CINEMA</td>
<td>120</td>
</tr>
<tr>
<td>CINEMA</td>
<td>123</td>
</tr>
<tr>
<td>CINEMA</td>
<td>124</td>
</tr>
<tr>
<td>CINEMA</td>
<td>125</td>
</tr>
<tr>
<td>MEDIART</td>
<td>100</td>
</tr>
<tr>
<td>MEDIART</td>
<td>101</td>
</tr>
<tr>
<td>MEDIART</td>
<td>103</td>
</tr>
<tr>
<td>MEDIART</td>
<td>104</td>
</tr>
<tr>
<td>MEDIART</td>
<td>105</td>
</tr>
<tr>
<td>MEDIART</td>
<td>110</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
</tr>
<tr>
<td>MEDIART</td>
<td>113</td>
</tr>
<tr>
<td>MEDIART</td>
<td>115</td>
</tr>
<tr>
<td>MEDIART</td>
<td>116</td>
</tr>
<tr>
<td>MEDIART</td>
<td>118</td>
</tr>
<tr>
<td>MEDIART</td>
<td>120</td>
</tr>
<tr>
<td>MEDIART</td>
<td>129</td>
</tr>
<tr>
<td>MEDIART</td>
<td>130</td>
</tr>
<tr>
<td>MEDIART</td>
<td>131</td>
</tr>
</tbody>
</table>

**CERTIFICATE OF ACHIEVEMENT IN BUSINESS MANAGEMENT**

<table>
<thead>
<tr>
<th>BUS</th>
<th>1</th>
<th>INTRODUCTION TO BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>32</td>
<td>BUSINESS COMMUNICATIONS</td>
</tr>
<tr>
<td>Acctg</td>
<td>1</td>
<td>INTRODUCTORY ACCOUNTING I</td>
</tr>
<tr>
<td>BUS</td>
<td>911</td>
<td>COOPERATIVE EDUCATION - BUSINESS</td>
</tr>
<tr>
<td>BUS</td>
<td>921</td>
<td>COOPERATIVE EDUCATION - BUSINESS</td>
</tr>
<tr>
<td>BUS</td>
<td>931</td>
<td>COOPERATIVE EDUCATION - BUSINESS</td>
</tr>
<tr>
<td>BUS</td>
<td>941</td>
<td>COOPERATIVE EDUCATION - BUSINESS</td>
</tr>
</tbody>
</table>

**CERTIFICATE OF ACHIEVEMENT IN CHILD DEVELOPMENT: ASSOCIATE TEACHER, PRESCHOOL (A)**

<table>
<thead>
<tr>
<th>CH DEV</th>
<th>1</th>
<th>CHILD GROWTH AND DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH DEV</td>
<td>3</td>
<td>CREATIVE EXPERIENCES FOR CHILDREN I</td>
</tr>
<tr>
<td>CH DEV</td>
<td>11</td>
<td>CHILD, FAMILY AND COMMUNITY</td>
</tr>
<tr>
<td>CH DEV</td>
<td>2</td>
<td>EARLY CHILDHOOD: PRINCIPLES AND PRACTICES</td>
</tr>
<tr>
<td>CH DEV</td>
<td>7</td>
<td>INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION</td>
</tr>
<tr>
<td>CH DEV</td>
<td>10</td>
<td>HEALTH, SAFETY AND NUTRITION</td>
</tr>
<tr>
<td>CH DEV</td>
<td>35</td>
<td>FOSTERING LITERACY DEVELOPMENT IN YOUNG CHILDREN</td>
</tr>
<tr>
<td>CH DEV</td>
<td>42</td>
<td>TEACHING IN A DIVERSE SOCIETY</td>
</tr>
<tr>
<td>CH DEV</td>
<td>48</td>
<td>POSITIVE GUIDANCE IN EARLY CHILDHOOD SETTINGS</td>
</tr>
</tbody>
</table>
Subject: APPROVE DISCIPLINARY ACTION FOR CLASSIFIED PERMANENT EMPLOYEE

DISMISSAL OF CLASSIFIED PERMANENT EMPLOYEE

The dismissal of employee (EN 789672) assigned to Educational Services Center (ESC) as a Data Communications Specialist is based on the following cause:

- ABSENT WITHOUT LEAVE OR ABANDONMENT OF POSITION
- DISHONESTY

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

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