



LOS ANGELES COMMUNITY COLLEGE DISTRICT

EAST • CITY • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST
OFFICE OF THE CHANCELLOR

Directive Number 139
January 18, 2011

TO: College Presidents

RE: Charge to the Review Committee - Whistleblower Policy

In addition to the provisions contained in Board Rule 7902 and following, the Director of Internal Audit ("DIA") shall:

- Report quarterly to the Review Committee regarding all complaints made utilizing only identifier numbers and the disposition of those complaints ("Quarterly Disposition Report"); and,
- Submit a written report if the DIA's investigation determines that there is evidence of an illegal order or improper governmental activity, as defined by Education Code section 87162(b) and (c), by people acting on behalf of the District, that warrants corrective action ("Corrective Action Report").

The Review Committee members shall:

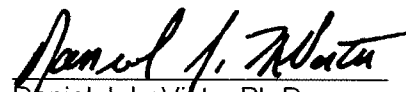
- Meet quarterly with the DIA and Chief Financial Officer/Treasurer to review Quarterly Disposition Report ("Quarterly Meeting");
- Review the Corrective Action Reports of the DIA, confer, and make a written recommendation whether corrective action is warranted ("Review Meetings");
- Notify the DIA and disqualify themselves upon receipt of a Corrective Action Report involving a situation where their participation in review of the Corrective Action Report may be perceived as a conflict of interest;
- Maintain all materials received in the course of the Review Committee work in a secure location that is not accessible by others; and,
- Maintain a District email address that is not accessible by others for purposes of receiving materials related to the work of the Review Committee. If the Review Committee member(s) allow access by others to their regular District email for operational purposes, the members will obtain a second District email for Review Committee purposes.

The Committee Chair shall:

- Schedule the Quarterly Meeting with the DIA and CFO;
- Advise the Chancellor of all scheduled meeting dates, times and locations;
- Convene the Review Meetings by teleconference, video conference or in-person meeting, as the Chair deems appropriate;
- Report to the Chancellor regarding the outcome of the Quarterly Meetings and any Review Meetings.

The Review Committee Alternates shall serve in the role of a Review Committee member when there is a conflict of interest.

Neither the DIA nor the Review Committee will determine or recommend the appropriate discipline or action to be taken.


Daniel J. LaVista, Ph.D.
Chancellor

c: Board of Trustees
Executive & Senior Staff
Personnel Commission