ORDER OF BUSINESS
ANNUAL ORGANIZATIONAL AND REGULAR MEETING
Wednesday, July 14, 2010
Closed Session 12:30 p.m.
Public Session 3:30 p.m.

Los Angeles Trade-Technical College
South Campus Technology Building –TE 101
400 West Washington Blvd.
Los Angeles, CA 90015

I. Roll Call (12:30 p.m.)

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

III. Recess to Closed Session in accordance with The Ralph M. Brown Act, Government Code sections 54950 et seq., and the Education Code to discuss the matters on the posted Closed Session agenda pursuant to Government Code section 54954.5 (Refer to Attachment “A” for Closed Session agenda).

IV. Reconvene Regular Meeting (3:30 p.m.)

V. Roll Call

VI. Flag Salute

VII. Election of Officers: President and Vice President(s)

VIII. Approval of Minutes: Regular Meeting and Closed Session – None

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

X. Public Agenda Requests (Category A)
   A. Oral Presentations
   B. Proposed Actions

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

XII. Reports and Recommendations from the Board
   • Report on Actions Taken in Closed Session – July 14, 2010
   • Reports of Standing and Special Committees
     BT1. Trustee Authorizations
     BT2. Elect/Select Trustee Representatives

XIII. Reports from the Chancellor and College Presidents
   • Recognition of College President
XIV. Consent Calendar

Matters Requiring a Majority Vote

BF1. Budget and Finance Routine Report
BSD1. Business Services Routine Report
BSD2. Ratifications for Business Services
FPD1. Facilities Planning and Development Routine Report
HRD1. Personnel Services Routine Actions
HRD2. Approve Revisions to Master Health Benefits Agreement
ISD1. Approval of Educational Programs and Courses
PC1. Personnel Commission Actions
• Correspondence

Matters Requiring a Super Majority Vote

FPD2. Ratify an Emergency Resolution for the Removal of Discovered Hazardous Material in the Vicinity of the Child Development Center (CDC) Water Softening System Project at Los Angeles Southwest College

XV. Recommendations from the Chancellor

CH1. Adopt Whistleblower Policy
CH2. Appointment to the District Citizens’ Oversight Committee for Propositions A/AA and Measure J
CH3. Adopt Resolution Fixing the Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act 1998 (Attachments #1–#7)
CH4. Adopt Resolution Fixing the Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act Hired Between February 11, 1992 and June 30, 1998 (Attachments #1–#7)
CH5. Adopt Resolution Fixing the Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act Hired on or After July 1, 1998 (Attachments #1–#7)

• Public Hearing on a Resolution of the Board of Trustees of the Los Angeles Community College District Ratifying Preliminary Findings and Making Updated Finding Regarding Renewable Energy Optimization Program
FPD3. Authorize a Resolution Ratifying Preliminary Findings and Making Updated Findings Regarding Renewable Energy Optimization Program

• Public Hearing on the Third Addendum to the Final Environmental Impact Report for Los Angeles Harbor College and the 2010 Modifications to the Los Angeles Harbor College Master Plan – Campus Master Plan and Architectural Guidelines

• Public Hearing on the Final Supplemental Environmental Impact Report for the West Los Angeles College 2009 Facilities Master Plan and the West Los Angeles College 2009 Facilities Master Plan

XVI. Notice Reports and Informatives

CH/A [Notice] Revise Board Rule 7702.10
ISD/A [Notice] Revise Board Rules 6201.16, 6204, 6405, and 6705.20
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XVII. Public Agenda Requests (Category B)
   A. Oral Presentations
   B. Proposed Actions

XVIII. Announcements and Indications of Future Proposed Actions

XIX. Adjournment

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Next Regularly Scheduled Board Meeting
Wednesday, July 28, 2010
(Public Session scheduled for 3:30 p.m.)
Los Angeles Trade-Technical College
400 West Washington Blvd.
Los Angeles, CA 90015
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In compliance with Government Code section 54957.5(b), documents made available to the Board after the posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

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

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

Wednesday, July 14, 2010
12:30 p.m.

Los Angeles Trade Technical College
400 West Washington Boulevard
Los Angeles, California 90015

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

A. Position: Interim Chancellor

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

A. District Negotiators: Adriana D. Barrera
Jeanette Gordon

Employee Units: All Units
All Unrepresented Employees

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

IV. Conference with Legal Counsel - Anticipated Litigation
(pursuant to Government Code section 54956.9 (b))

A. Potential Litigation - 1 matter
B. Claims for mitigation measures at West Los Angeles College

V. Discussion with Real Property Negotiator as may be announced prior to closed session
(pursuant to Government Code section 54956.8)

A. Property: 3052-3070 N. San Fernando Road, Los Angeles, CA
Negotiating party: Portola Ventures
District negotiators: Larry Eisenberg, Adriana Barrera, Jamillah Moore, and Kevin Randolph
Under negotiation: Price and terms of payment

VI. Other litigation matters as may be announced prior to the closed session
(pursuant to Government Code section 54956.9)
Subject:  TRUSTEE AUTHORIZATIONS

I. Absence-Hardship Authorization

That the Board of Trustees of the Los Angeles Community College District hereby compensate Trustee Tina Park for the Board meeting of June 30, 2010 despite her absence pursuant to Board Rule 2104.14. Trustee Park’s absence was due to a matter requiring her attention.

II. Conference Attendance Authorization

Authorize payment of necessary expenses for Georgia L. Mercer, member of this Board of Trustees, to attend an award reception of the National Association of College and University Business Officers (NACUBO) to be held on July 25, 2010 in San Francisco, California.

Background: Trustee Georgia L. Mercer will be accepting the award on behalf of the Los Angeles Community College District.
Subject: ELECT/SELECT TRUSTEE REPRESENTATIVES

A. ELECT REPRESENTATIVE TO ELECT MEMBERS TO THE LOS ANGELES COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION – 2010-2011

I move that Trustee __________ be elected to serve as the Los Angeles Community College District’s governing board voting representative to elect members to the Los Angeles County Committee on School District Organization. (Education Code §35023/72403).

Background: Education Code §35023. The governing board of each school district of every kind or class shall annually at its initial meeting select one of its members as its representative who shall have one vote for each member to be elected to the county committee provided by Article 1 (commencing with Section 4000) of Chapter 1 of Part 3. The secretary or clerk of the district shall furnish the county superintendent of schools with a certificate naming the representative selected by the board.

Education Code §72403. The governing board of each community college district shall annually at its initial meeting select one of its members to serve as its representative for purposes of Article 1 (commencing with Section 4000) of Chapter 1 of Part 3. The representative selected pursuant to this section shall have one vote for each member to be elected to the county committee pursuant to Article 1 (commencing with Section 4000) of Chapter 1 of Part 3.

B. SELECT ANNUAL REPRESENTATIVE TO THE LOS ANGELES COUNTY SCHOOL TRUSTEES ASSOCIATION (LACSTA) FOR 2010-2011

I move that Trustee __________ be selected to serve as the Los Angeles Community College District’s governing board Annual Representative to the Los Angeles County School Trustees Association for 2010-2011.

Background: The representative shall perform duties as described in Standing Rule Number 7 which states that each school board will be asked to select a board member at their organizational meeting to serve as the LACSTA representative. The representative’s role is to a) vote on all Association matters; and b) communicate between the Executive Board, the Association, and the local board.

This is a separate position from that of the voting delegate for the annual county committee election, unless the board chooses to name the same person to handle both responsibilities.
Subject: BUDGET AND FINANCE ROUTINE REPORT

I. ACCEPTANCE OF INCOME BY COLLEGE

A. LOS ANGELES CITY COLLEGE

1. Ratify acceptance of an additional $18,654 from the California Department of Education for the Adult Education, Section 231 Program at Los Angeles City College for the period July 1, 2009 to June 30, 2010, inclusive. (BTA: C-159)

In accordance with Title 5 of the California Code of Regulations, the District budget is increased within the General Fund from State ($18,654) to the following accounts: 200000 ($3,360); 300000 ($1,344); 400000 ($9,790); 500000 ($4,160).

Background: This additional award brings the total allocation for this program to $418,588. The program serves over 6,000 students and reimbursement is based on benchmarks achieved by the students. The funds will be used to supplement college Adult Basic Education (ABE), English as a Second Language (ESL) and Adult Secondary Education (ASE) programs. The goal of the grant is to enable adults to become more employable, productive, and responsible citizens through literacy. The augmentation will be used to buy books for students and integrate technology in the classroom.

FISCAL IMPLICATIONS: No District matching is required.

2. Ratify acceptance of an additional $7,400 from the California Department of Education for the English Literacy and Civics Education Program at Los Angeles City College for the period July 1, 2009 to June 30, 2010, inclusive. (BTA: C-160)

In accordance with Title 5 of the California Code of Regulations, the District budget is increased within the General Fund from Local ($7,400) to account 400000.
Background: This additional award brings the total allocation for this program to $75,899. These funds will be used in conjunction with the Adult Education, Section 231 program at Los Angeles City College to achieve the program goal of enabling adults to become more employable, productive and responsible citizens through literacy. The funds supplement college Adult Basic Education (ABE), English as a Second Language (ESL) and Adult Secondary Education (ASE) programs. The programs serve over 6,000 students and reimbursement is based on benchmarks achieved by the students. The augmentation will be used to buy books for students and integrate technology in the classroom.

FISCAL IMPLICATIONS: No District matching is required.

3. Authorize the acceptance of $7,361 in income collected from Advertising for the Journalism Program at Los Angeles City College. These funds will be appropriated to accounts 500000, 600000, and 750000 in the following amounts respectively: $4,185; $700; $2,476. (BTA: C-164)

Background: These funds will be used to augment the Journalism Fund’s Contracts-Personal Services, Memberships, Other Expense, Low Value Assets Equipment, and Student Grants accounts.

4. Authorize the acceptance of $12,000 in the form of a donation from GKKworks for the Unrestricted General Fund at Los Angeles City College. These funds will be appropriated to account 790000. (BTA: C-169)

Background: These funds will be used to augment the Unrestricted General Fund’s Unallocated account in order to allow the college to increase support for the Disabled Students Programs and Services (DSPS) Program. The donor has requested that the funds be used for math tutors in the program.

B. EAST LOS ANGELES COLLEGE

Ratify acceptance of $8,500 from the Community Career Development, Inc./Wilshire-Metro WorkSource Center for the Connections Healthcare Training Academy Program at East Los Angeles College for the period June 14, 2010 to August 10, 2010, inclusive. (BTA: E-133)

In accordance with Title 5 of the California Code of Regulations, the District budget is increased within the General Fund from Local ($8,500) to the following accounts: 100000 ($8,000); 400000 ($500).
Background: The Connections Healthcare Training Academy Program will provide basic skills and work readiness training to participants selected by the Community Career Development Work Readiness Center. This program will provide 30 participants with 126 hours of instruction by East Los Angeles College instructors on the college campus. Students will be enrolled into the college and registered into the non-credit program. Funding provides students with instruction, textbooks, and access to college support services.

FISCAL IMPLICATIONS: No District matching is required

C. LOS ANGELES HARBOR COLLEGE

Ratify acceptance of $173,585 from the Board of Governors, California Community Colleges, for the Responsive Training Fund for Incumbent Workers Program at Los Angeles Harbor College for the period July 1, 2009 to June 30, 2011, inclusive. (BTA: H-114)

In accordance with Title 5 of the California Code of Regulations, the District budget is increased within the General Fund from State ($173,585) to the following accounts: 100000 ($120,000); 300000 ($24,000); 400000 ($2,000); 500000 ($27,585).

Background: This funding is to implement round of training for incumbent workers at five local oil refineries, with ISA (International Society of Automation) standards. The refineries will send approximately 150 incumbent workers to be trained annually. Successful completion of the contract between Los Angeles Harbor College and the ISA will make the college an ISA approved training center, so that the college many deliver the ISA training on demand to local refinery operators and other liquid treatment facilities.

FISCAL IMPLICATIONS: No District matching is required.

D. LOS ANGELES MISSION COLLEGE

Authorize the acceptance of $2,580 in income collected from Student Records and Transcripts Fees at Los Angeles Mission College. These funds will be appropriated to account 400000. (BTA: M-124)

Background: These funds will be used to augment the Unrestricted General Fund’s Printing account.
E. **LOS ANGELES TRADE-TECHNICAL COLLEGE**

Authorize the acceptance of $57,237 in income collected from the Los Angeles Department of Water and Power (LADWP), Gold Thimble Fashion Show Ticket Sales, Welding Certification Fees, ACT Center Revenue, and the Peralta College Foundation for the Technical Career Education Enterprise Program at Los Angeles Trade-Technical College. These funds will be appropriated to accounts 100000, 200000, 400000, 500000, 600000, and 790000 in the following amounts respectively: $20,900; $5,297; $18,887; $600; $2,570; $8,983. (BTA’s: T-129 to T-135, T-137, T-138, T-145 to T-148)

**Background:** These funds will be used to conduct non-credit instruction, vocational/extension training workshops, and to purchase instructional equipment.

F. **LOS ANGELES VALLEY COLLEGE**

1. Ratify acceptance of an additional $66,940 from the California Department of Education, Nutrition Services Division for the Child and Adult Care Food Program at Los Angeles Valley College for the period October 1, 2009 to September 30, 2010, inclusive. (BTA: V-141)

   In accordance with Title 5 of the California Code of Regulations, the District budget is increased within the General Fund from State ($66,940) to account 400000.

   **Background:** This additional award brings the total allocation for this program to $767,440. The Child and Adult Care Food Program (CACFP) complies with federal requirements to provide child development centers in the Los Angeles Community College District the ability to make meals available to all children enrolled. Eligible participants are the children of student-parents, mostly low-income, who attend Los Angeles Valley College and are enrolled in college courses or ESL classes. Normal enrollment averages one hundred and fifty (150) families, representing two hundred (200) children who are enrolled for as many as two hundred and twenty-six days each year. Children receive nutritious meals and learn healthy eating.

   **FISCAL IMPLICATIONS:** No District matching is required.

2. Authorize the acceptance of $71,896 in income collected for the Extension Program at Los Angeles Valley College. These funds will be appropriated to account 200000. (BTA: V-153)

   **Background:** These funds will be used to augment the Extension Program’s Unclassified Salaries account.
3. Ratify acceptance of an additional $75,860 from the City of Hawthorne, South Bay Workforce Investment Board for the Job Training Program at Los Angeles Valley College for the period July 1, 2010 to June 30, 2010, inclusive. (BTA: V-154)

In accordance with Title 5 of the California Code of Regulations, the District budget is increased within the General Fund from Local ($75,860) to the following accounts: 100000 ($1,000); 200000 ($64,860); 300000 ($10,000).

Background: These funds bring the total amount collected for this fiscal year to $820,986 which Los Angeles Valley College Job Training will utilize to provide employment training services to participants in the South Bay Service Delivery area. This training will include customer service, vocational English, and technical training in the areas of healthcare, transportation, manufacturing, or child development. In total, there will be one hundred and twenty individuals who will receive customized training through the program with participants potentially attaining employment at the conclusion of their training.

FISCAL IMPLICATIONS: No District matching is required.

G. WEST LOS ANGELES COLLEGE

1. Ratify acceptance of $82,470 from the Butte-Glenn Community College District for the Customized Training Program at West Los Angeles College for the period January 1, 2010 to June 30, 2010, inclusive. (BTA: W-137)

In accordance with Title 5 of the California Code of Regulations, the District budget is increased within the General Fund from Local ($82,470) to the following accounts: 100000 ($20,240); 200000 ($34,360); 300000 ($4,260); 400000 ($3,000); 500000 ($13,247); 600000 ($3,000); 790000 ($4,363).

Background: This contract will enable West Los Angeles College to provide educational services through a Butte-Glenn Community College District initiative to connect business and industry operating throughout the State of California and nationally with local colleges. The program will provide twenty-four training sections, in five locations, to train-three hundred and sixty-five workers in computer skills at Ciena and Kaiser Permanente. Workers will undergo a curriculum developed for individuals who have no experience with computers, and at the conclusion will have completed an introduction to Microsoft Word, Excel, the Internet, and using e-mail.

FISCAL IMPLICATIONS: No District matching is required.
2. Ratify acceptance of an additional $5,000 from the Yosemite Community College District for the Child Development Training Consortium Program at West Los Angeles College for the period September 1, 2009 to June 30, 2010, inclusive. (BTA: W-140)

In accordance with Title 5 of the California Code of Regulations, the District budget is increased within the General Fund from Local ($5,000) to account 750000.

**Background:** This program was designed to support Child Development students in obtaining their teaching permits and to provide them a small financial stipend to assist them with their books and supplies. There will be a total of 97 stipends given out for the 2009-2010 school year. Each student is required to submit a survey assessment of the benefits to the Consortium via the internet. This amendment to the original contract increases the total program funding to $10,000.

**FISCAL IMPLICATIONS:** No District matching is required.

3. Authorize the acceptance of $33,864 in income collected from Parking Fees at West Los Angeles College. These funds will be appropriated to accounts 200000 and 300000 in the following amounts respectively: $17,962; $15,902. (BTA: W-166).

**Background:** These funds will be used to augment the Parking Fund’s Classified Salaries, Unclassified Salaries, and Employee Benefits accounts.

**H. DISTRICT OFFICE**

Ratify acceptance of an additional $1,226 from the California Community Colleges Chancellor’s Office (CCCCO) for the Foster and Kinship Care Education (FKCE) Program at Los Angeles Trade-Technical College for the period July 1, 2009 to June 30, 2010. (BTA: D-914)

In accordance with Title 5 of the California Code of Regulations, the District budget is increased within the General Fund from State ($1,226) to account 790000.

**Background:** On June 16, 2010, the State Chancellor’s Office released the notification of an additional $1,226 award to Los Angeles Trade-Technical College in 2009-2010 FKCE Reallocation funds. This additional award increases the college total allocation from $150,956 to $152,182.

**FISCAL IMPLICATION:** No District matching is required.
II. ACCEPTANCE OF INCOME FOR MULTI COLLEGE GRANTS

Ratify acceptance of an additional $3,246 from the California Community Colleges Chancellor's Office (CCCCO) for the Extended Opportunity Programs and Services (EOPS) Program at Los Angeles Mission College and Los Angeles Southwest College for the period July 1, 2009 to June 30, 2010. (BTA: D-956)

In accordance with Title 5 of the California Code of Regulations, the District budget is increased within the Student Financial Aid Fund from State ($3,246) to account 750000.

Background: On May 5, 2010, the State Chancellor's Office released the notification of an additional $3,246 award to Los Angeles Mission College and Los Angeles Southwest College in 2009-2010 EOPS Reallocation funds. This additional award increases the total allocation for these colleges from $1,241,189 to $1,244,435. Accounts have been increased by location as follows: Los Angeles Mission College ($1,623); Los Angeles Southwest College ($1,623).

FISCAL IMPLICATION: No District matching is required.

III. AUTHORIZE ACCEPTANCE OF FUNDS FOR CAPITAL OUTLAY PROGRAM

A. Authorize the acceptance by the District of $10,340,000 from the State of California through the California Community Colleges, Chancellor's Office (CCCCO) to be appropriated to account 600000 for the construction phase of the Media Arts Center project at Los Angeles Mission College. (BTA: D-955)

Background: The total funding for the construction phase of the above project is $22,142,000. The State will contribute $10,340,000 and another $11,802,000 will come from the LACCD Prop A/AA Bond fund.

B. Authorize the acceptance by the District of $805,000 from the State of California through the California Community Colleges, Chancellor's Office (CCCCO) to be appropriated to account 600000 for the construction phase of the Culinary Arts Center project at Los Angeles Mission College. (BTA: D-955)

Background: The total funding for the construction phase of the above project is $37,987,000. The State will contribute $12,790,000 and another $25,197,000 will come from the LACCD Prop A/AA Bond fund. The State released $11,985,000 in fiscal year 2008-2009.
IV. INTERFUND TRANSFER

A. In Fund 10100, Unrestricted General Fund, transfer $57,116 from account 790000 at East Los Angeles College to Fund 70007, Child Development Center, account 790000 at East Los Angeles College. (BTA: E-120)

Background: Funds from Fund 10100, Unrestricted General Fund, Unallocated account, are being transferred to Fund 70007, Child Development Center, Unallocated account, through an Interfund Transfer, to allow the college to adjust its budget to the State allocation.

B. In Fund 10100, Unrestricted General Fund, transfer $30,000 from account 790000 at Los Angeles Harbor College to Fund 60006, Food Services, account 400000 at Los Angeles Harbor College. (BTA: H-116)

Background: Funds from Fund 10100, Unrestricted General Fund, Unallocated account, are being transferred to Fund 60006, Food Services, Office Supplies and Food-Cafeteria & Child Care Only accounts, through an Interfund Transfer, to pay for outstanding invoices.

V. INTRAFUND TRANSFER

In Fund 10100, Unrestricted General Fund, transfer $24,000 from account 790000 at Los Angeles City College to Fund 10420, Disabled Students Programs and Services (DSPS), a specially funded program, account 200000 at Los Angeles City College. (BTA: C-170)

Background: Funds from the Unrestricted General Fund’s Unallocated account are being transferred to the Disabled Students Programs and Services (DSPS) Program’s Unclassified Salaries account, through an Intrafund Transfer, in order to increase college support of the DSPS Program to comply with a donor request as to the use of funds.

VI. ADJUSTMENT OF FUNDS

Authorize the following adjustment between Fund 10442, California Work Opportunity and Responsibility to Kids (CalWORKs) Child Care Program, a specially funded program, and Fund 10451, California Work Opportunity and Responsibility to Kids (CalWORKs), a specially funded program, as authorized by the granting agency (BTA’s: D-925, D-926)
Board of Trustees
Los Angeles Community College District

Com. No. BF1 Division: BUSINESS AND FINANCE Date: July 14, 2010

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Background: On June 14, 2010 the California Community Colleges Chancellor’s Office (CCCCO) authorized Pierce College to move funds that were projected to remain unspent, to where areas where the colleges projected that they would be better able to fully utilize the granted funds.

VII. REDUCTION OF INCOME

A. In Fund 18528, Temporary Assistance for Needy Families (TANF)-Child Development Careers, a specially funded program, transfer $44,106 from account 100000, $177 from account 200000, $832 from account 300000, $2,180 from account 400000, $1,086 from account 500000, and $8,230 from account 750000 at Los Angeles City College and Los Angeles Mission College to account 800000 at Los Angeles City College and Los Angeles Mission College. (BTA’s: C-154, M-123)

Background: The Foundation for California Community Colleges has revised the 2009-2010 Temporary Assistance for Needy Families (TANF)-Child Development Careers allocation to reduce the program funding by $44,106 for Los Angeles City College and $12,505 for Los Angeles Mission College.

B. In Fund 19245, Tutoring/Mentoring, a specially funded program, transfer $6,130 from account 500000 at Los Angeles Valley College to account 800000 at the District Office. (BTA: V-150)

Background: The Los Angeles Department of Health Services has revised the 2009-2010 Tutoring/Mentoring allocation to reduce the program funding by $6,130 for Los Angeles Valley College.
C. In Fund 10431, Credit Matriculation, a specially funded program, reduced program income (account 800000) by $30,585. Budget adjustments are made in the following accounts: 100000 (-$13,771); 200000, (-$12,995); 300000 (-$1,716); 400000 ($131); 500000 ($336); 600000 (-$3,518); 790000 ($948). (BTA's: D-888, D-945)

Background: The State Chancellor's Office has revised the 2009-2010 funding for the Credit Matriculation program to reduce the program funding by $4,342 for Los Angeles City College, $6,216 for East Los Angeles College, $2,028 for Los Angeles Harbor College, $2,039 for Los Angeles Mission College, $4,192 for Pierce College, $1,694 for Los Angeles Southwest College, $3,673 for Los Angeles Trade-Technical College, $4,034 for Los Angeles Valley College, and $2,367 for West Los Angeles College. The revised budget allocation for this program is $3,539,893.
Subject: BUSINESS SERVICES ROUTINE REPORT

I. RATIFY SERVICE AGREEMENT

Ratify agreement with Portfolio LAX, LLC to collaborate with other partners in the Hospitality Training Partnership (HTP) grant program in the recruitment of participants for the Career Advancement Academy (CAA) project from among eligible employees of Portfolio’s subsidiary Radisson LAX and Sheraton Gateway LAX hotels, verifying eligibility of CAA participants, and maintaining participant case files with records of enrollment, attendance, progress, and retention, under the auspices of the Career Technical Education program at West Los Angeles College, during the period November 1, 2009 to June 30, 2011, inclusive, at a total cost of $193,206.

Background: Under the terms of the HTP grant program, Portfolio will identify two hundred incumbent hotel workers as eligible participants in the Room Attendant and Banquet Server programs offered under CAA guidelines, and Portfolio will ensure attendance and progress assessment for all participants against benchmarks and identified skills upgrade measures. Employer and employee satisfaction surveys will be completed to assess levels of CAA training deliverables, using Portfolio’s performance management forms and instructor evaluation forms as survey tools. Portfolio will furnish experienced industry professionals and job-specific mentors for incumbent worker support, and will provide facilities and audio-visual equipment, as well as food and beverage refreshments between the CAA sessions. Funding is through a Hospitality Training Partnership grant of the City of Los Angeles.

II. RATIFY CONTRACT EDUCATION AGREEMENT

Ratify an agreement with Condensed Curriculum International (CCI), Inc. to provide not-for-credit training and certification in allied health fields under the direction of the Community Extension program at Los Angeles Mission College during the period July 1, 2010 to June 30, 2011, inclusive, on a revenue share percentage basis ranging from 20% for classes in which at least 8 students are enrolled, to 35% for classes in which 16 or more are enrolled, for a total cost not to exceed $90,000.

Recommended by: Adriana D. Barrera, Deputy Chancellor/Acting Chancellor
Background: The allied health programs offered by CCI will schedule classes with a minimum of eight students per class, and a maximum of 25. CCI will retain the right, upon consultation with the College, to cancel any particular class for which less than 8 students have enrolled. If it is in the best interest of the College and CCI that a class continue with an active enrollment of less than 8 students, the College’s revenue share percentage will be adjusted accordingly. Training and certification classes in five allied health fields are proposed: pharmacy technician, medical administrative assistant, physical therapy aide, dialysis technician, and home health aide; these offerings may be expanded to include other allied health fields. Funding is provided through enrollment revenues of the Community Extension program of Los Angeles Mission College.

III. RATIFY AMENDMENT OF SERVICE AGREEMENTS

A. Ratify amendment to renew Agreement No. 4500096827 with Commuter Check Services Corporation to furnish “Commuter Check” regional transit vouchers for distribution to District Office employees who use public transportation to commute to and from work, under the auspices of the Human Resources Division, increasing the total contract amount from $369,000 to $514,000 from September 1, 2010 to August 31, 2011, inclusive, for the fourth year of the contract, at a total additional cost not to exceed $145,000.

Background: As part of the District’s compliance with Air Quality Management District (AQMD) Rule 2202 for commute trip reductions, District Office employees are provided Commuter Checks, which are regional transit vouchers issued by the Los Angeles County Metropolitan Transit Authority, and administered by Commuter Check Services Corporation, to encourage commutes to and from work via public transportation, a program in which the District Office has been participating since 2002. Funding is through District Office Employer-Employee Relations Exempt Costs.

B. Ratify an amendment to renew agreement with the Los Angeles Trade-Technical College Foundation and the Los Angeles Community College District on behalf of Los Angeles Trade-Technical College to provide the loan of an employee, Jiah (Rhea) Chung to the Foundation to provide services including the oversight of advancement and government relations from January 1, 2010 to December 31, 2010, inclusive. The Foundation is to reimburse the College for 50% of the Executive Director of the Los Angeles Trade-Technical College Foundation salary.

Background: This agreement was approved by the Board of Trustees on April 29, 2009 (Com. No. BSD1). This amendment will continue to provide the College Foundation with the loan of a District employee who can provide the needed services of the Foundation as needed at this time.

C. Ratify amendment to renew Agreement No. 4500077596 with Fujitsu Consulting, Inc., to continue to develop mutually agreed upon enhancements and additional functionalities, provide technical support for Business
Warehouse and third party HR interfaces, and transitioning knowledge to the Office of Information Technology staff, from July 1, 2010 to June 30, 2011, inclusive, at a total additional cost of $192,000.

**Background:** This agreement was approved by the Board of Trustees on June 21, 2006 (Com No. BSD1) with a commencement date of July 20, 2006. Funding is through ERP/SAP funds.

### IV. AUTHORIZE PAYMENT

Authorize payment for the following expenditures:

$2,871.53 to Amara Aguilar, Media Arts Instructor at Pierce College, for reimbursement of expenses incurred during the period April 3, 2010 to April 19, 2010, inclusive.

**Background:** Ms. Aguilar purchased supplies needed for the start up of the college radio station. Funding is through the Career and Technical Education Collaborative Education Grant fund.
Subject: RATIFICATIONS FOR BUSINESS SERVICES

In accordance with the California Education Code and Los Angeles Community College District Board Rules, the following ratification items are presented for approval as part of the Business Services routine report for July 14, 2010.

A. PURCHASE ORDERS 406 issued from June 14, 2010 to June 25, 2010 which totaled $1,264,826.

B. AGREEMENTS FOR ART MODELING SERVICES 1 issued which totaled $216.

C. SERVICE AGREEMENTS

4500146959 District Office. No-cost agreement with the National Student Clearinghouse for its "Student Tracker" services for reporting the enrollment status of District students under Federal student loan programs, as well as the verification of degrees awarded District students by other educational institutions; and for its "Enrollment Verify" services for verification of a District student's enrollment in one or more educational institutions, under the auspices of the Office of Institutional Research and the Central Financial Aid Unit, during the period June 9, 2010 to June 8, 2011, inclusive. Total cost: $35,000.

4500147093 Districtwide. Agreement with A Pro-1 Live Scan for mobile live scan fingerprint services for the colleges and the District Office through the auspices of the Human Resources Division during the period July 1, 2010 to June 30, 2011, inclusive. Total cost: $35,000.

4500128653 East. Amendment to renew agreement with Augusoft, Inc., to provide the Lumens Community Services program for the East Extension, increasing the total contract amount from $31,000 to $40,000 from April 1, 2010 to March 30, 2011, inclusive, for the second year of the agreement. Total additional cost: $9,000.
<table>
<thead>
<tr>
<th>Com. No. BSD2</th>
<th>Division:</th>
<th>Business Services</th>
<th>Date: July 14, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500147100</td>
<td>Mission. Agreement with Education To Go to provide various online classes for the Community Services Department during the period July 1, 2010 to June 30, 2011, inclusive. <strong>Total cost:</strong> $50,000.</td>
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<tr>
<td>4500147120</td>
<td>Mission. Agreement with Freshi Film, LLC to provide Digital Music Mixing, Stop Motion Animation, Screenwriting, Video Game Design &amp; Development, and Digital Film Making classes for the Community Services Department during the period July 1, 2010 to December 31, 2010, inclusive. <strong>Total cost:</strong> $21,000.</td>
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<tr>
<td>4500132926</td>
<td>Trade-Technical. Amendment to renew agreement with California State University Los Angeles, University Auxiliary Services, Inc., to provide for the continuation of the STEM Success Program (SSP), in cooperation with the College Engineering, Computer Science and Technology Department at California State University Los Angeles, increasing the total contract amount from $156,944 to $221,327 during the period of October 1, 2009 to September 30, 2010, inclusive. <strong>Total additional cost:</strong> $64,383.</td>
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<tr>
<td>4500110796</td>
<td>West. Amendment to renew agreement with SARS Software Products, Inc., to provide the SARS Grid and Call programs for the College increasing the total contract amount from $21,000 to $28,800 from July 1, 2010 to June 30, 2011, inclusive, for the fourth year of the agreement. <strong>Total additional cost:</strong> $7,800.</td>
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<tr>
<td>4500146818</td>
<td>West. Agreement with Plato Learning, Inc., to provide periodicals subscription for the Library Program during the period June 1, 2010 to May 31, 2011, inclusive. <strong>Total cost:</strong> $8,000.</td>
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<tr>
<td>4500146821</td>
<td>West. Agreement with Los Angeles Urban League to provide intake services to determine eligibility, enroll and track employment through the Workforce Investment Act enrollment and documentation processes for up to 75 participants in the Hospitality Training Partnership’s New Hire Boot Camp program during the period November 1, 2009 to June 30, 2011, inclusive. <strong>Total cost not to exceed:</strong> $25,000.</td>
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<tr>
<td>4500146822</td>
<td>West. Agreement with Jewish Vocational Service to provide intake services to determine eligibility, enroll and track employment through the Workforce Investment Act enrollment and documentation processes for up to 200 incumbent workers in the Hospitality Training Partnership’s New Hire Boot Camp program during the period November 1, 2009 to June 30, 2011, inclusive. <strong>Total cost not to exceed:</strong> $75,000.</td>
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<tr>
<td>4500146823</td>
<td>West. Agreement with Unite Here Local 11 to train incumbent workers in effective mentoring techniques to enable them to be workplace mentors to New Hire Boot Camp participants and provide them with on the job experience for the Hospitality</td>
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</tbody>
</table>
Training Partnership's program during the period November 1, 2009 to June 30, 2011, inclusive. Total cost not to exceed: $39,000.

D. LEASE OF EQUIPMENT AGREEMENTS

4500063574  East. Amendment to agreement with University Lease for lease of a Ricoh copier for the President's Office, to exercise the lease-end purchase option for the fair market value of the equipment. Total cost: $1,702.

4500147163  East. Agreement with Pitney Bowes, Inc. for lease of a Pitney Bowes metering and mailing machine system, for the Support Services Office/Mailroom, for a five-year period beginning August 1, 2010 or the actual date of delivery, whichever is later. Total cost: $52,549.

E. INSTITUTION AGREEMENT

4500115873  District Office. Amendment to renew agreement with XAP Corporation to provide updates to the online electronic online common admission application system (CCCApply System) for the Office of Information Technology, increasing the total contract amount from $114,609 to $180,475, from July 1, 2010 to June 30, 2011, inclusive, for the third year of the agreement. Total additional cost: $65,866.

F. STUDENT INTERN AGREEMENT

4500073236  Harbor. No-cost amendment to renew agreement with Hawaiian Avenue Elementary School for an off-campus work study site from July 1, 2010 to June 30, 2011, inclusive, for the fourth year of the agreement.

G. WORK STUDY AGREEMENT

4500146929  Southwest. No-cost agreement with Learning Enrichment Afterschool Program to provide students who are eligible to participate in the Federal Work Study Program with community service work opportunities at Samuel Gompers Middle School during the period July 1, 2009 to June 30, 2014, inclusive.

H. SPECIALLY FUNDED AGREEMENTS

4500112731  East. Amendment to extend agreement with California Community Colleges Chancellor's Office for that agency to fund the Enrollment Growth and Retention Program Allocation for Registered Nurses from June 30, 2010 to September 30, 2010, inclusive. No additional expense.
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>4500114563</td>
<td>East, Amendment to agreement with El Rancho Unified School District to add Birney, Durfee, Maggee, North Ranchito, Rio Vista, Rivera and Valencia Elementary Schools to the Healthy Living Program from October 1, 2010 to September 30, 2011, inclusive, for the fourth year of the agreement. <strong>No additional expense.</strong></td>
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<tr>
<td>4500146556</td>
<td>East, Agreement with Community Career Development for that agency to fund the Connections Healthcare Training Academy program during the period June 14, 2010 to August 10, 2010, inclusive. <strong>Total expense:</strong> $8,500.</td>
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<tr>
<td>4500146557</td>
<td>East, Agreement with Community Career Development for that agency to fund the Emergency Medical Tech Healthcare Training program during the period July 6, 2010 to August 27, 2010, inclusive. <strong>Total expense:</strong> $26,100.</td>
<td></td>
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<tr>
<td>4500098368</td>
<td>Harbor, Amendment to agreement with the California Community Colleges Chancellor’s Office for that agency to fund the Capacity Building for Nursing program, increasing the total contract amount from $522,100 to $522,200 from July 1, 2009 to June 30, 2010, inclusive, for the second year of the agreement. <strong>Total additional expense:</strong> $100.</td>
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<tr>
<td>4500130944</td>
<td>Harbor, Amendment to renew agreement with Boys and Girls Club of South Bay for that agency to fund workshops and mentoring for students interested in the field of child care development, increasing the total contract amount from $49,000 to $66,100 from July 1, 2010 to June 30, 2011, inclusive, for the third year of the agreement. <strong>Total additional income:</strong> $17,100.</td>
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<tr>
<td>4500135338</td>
<td>Harbor, Amendment to agreement with California Community College Chancellor’s Office for that agency to fund the Responsive Training Fund Program to upgrade Instrumentation Technicians at five local refineries in order to keep skills current with technology in use at refineries and/or to upgrade their skills, increasing the total contract amount from $350,000 to $523,585 from June 1, 2009 to June 30, 2010, inclusive. <strong>Total additional expense:</strong> $173,585.</td>
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<tr>
<td>4500116214</td>
<td>Mission, Amendment to agreement with Foundation for California Community Colleges for that agency to fund the Child Development Careers (CDC) Program, to reduce the total contract amount from $237,539 to $225,034 from July 1, 2009 to June 30, 2010, inclusive. <strong>Total reduction of expense:</strong> $12,505.</td>
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<tr>
<td>4500126294</td>
<td>Mission, Amendment to extend agreement with State of California Employment Development Department for that agency to fund the training for Dislocated Worker Program participants, to increase the total contract amount from $64,484 to $74,216 from July 6,</td>
<td></td>
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</table>
2010 to February 28, 2012, inclusive. **Total additional expense: $9,732.**

4500147105 Mission. Agreement with Foundation for California Community Colleges for that agency to fund the Child Development Careers WORKS! during the period July 1, 2010 to June 30, 2011, inclusive. **Total expense: $91,850.**

4500132488 Pierce. Amendment to extend agreement with California Community Colleges Chancellor's Office for that agency to fund the California High School Exit Exam (CAHSEE) Preparation Program from August 1, 2010 to February 28, 2011, inclusive. **No additional expense.**

4500096050 Valley. Amendment to renew agreement with Foundation for California Community Colleges for that agency to fund the Youth Development Services, Youth Empowerment Strategies for Success-Los Angeles (YESS-LA) Project, increasing the total contract amount from $323,441 to $473,991 from July 1, 2010 to June 30, 2011, inclusive, for the fourth year of the agreement. **Total additional expense: $150,550.**

4500139908 West. Amendment to renew agreement with Yosemite Community College District for that agency to fund the Child Development Training Consortium, increasing the total contract from $10,000 to $15,000 from July 1, 2010 to June 30, 2011, inclusive, for the second year of the agreement. **Total additional expense: $5,000.**

I. **SHORT TERM AGREEMENTS PREPARED AT SITE LOCATIONS FOR SERVICES, LEASE & LEASE PURCHASE OF EQUIPMENT, AND LEASE OF FACILITIES $5,000 OR LESS PER YEAR**

4500140865 City. Agreement with City of Los Angeles Department of Recreation and Parks for the rental of tennis courts at Griffith Park for the Community Services Program – Tennis classes during the period February 25, 2010 to June 19, 2010, inclusive. **Total cost: $700.**

4500144787 City. Agreement with Event Solutions to provide for the ASO's Health and Wellness Carnival health related entertainment venues on May 4, 2010. **Total cost: $1,427.**

4500146994 City. Agreement with Traditional Equitation School to provide Community Services classes on horseback riding during the period July 16, 2010 to August 13, 2010, inclusive. **Total cost: $850.**
<table>
<thead>
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<tbody>
<tr>
<td>4500146997</td>
<td>City</td>
<td>Agreement with Pickwick Ice Rink to provide Community Services classes on ice skating during the period July 31, 2010 to August 28, 2010, inclusive. <strong>Total cost:</strong> $1,500.</td>
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<tr>
<td>4500147005</td>
<td>City</td>
<td>Agreement with Z Enterprises to provide Community Services classes on tennis during the period July 15, 2010 to August 13, 2010, inclusive. <strong>Total cost:</strong> $875.</td>
<td></td>
</tr>
<tr>
<td>4500145928</td>
<td>East</td>
<td>Agreement with Marie Tyra to provide professional development workshops on study skills for secondary education during the period May 17, 2010 to May 21, 2010, inclusive. <strong>Total cost:</strong> $500.</td>
<td></td>
</tr>
<tr>
<td>4500145543</td>
<td>East</td>
<td>Agreement with Canon Business Solutions to provide maintenance on a Canon IRC3170 copier located in the CalWORKs Office during the period May 1, 2010 to April 30, 2011, inclusive. <strong>Total cost:</strong> $1,200.</td>
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</tr>
<tr>
<td>4500146600</td>
<td>Harbor</td>
<td>Agreement with Peggy Jeans to provide music services for the PACE Program on May 8, 2010. <strong>Total cost:</strong> $150.</td>
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<tr>
<td></td>
<td>Various</td>
<td>Five agreements to provide workshop services for children in the Child Development Center as provided for by the Career Technical Education (CTE) Grant on June 5, 2010. <strong>Total cost:</strong> $1,250.</td>
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<tr>
<td>4500146616</td>
<td></td>
<td>Phillipa Johnson $250</td>
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<tr>
<td>4500146617</td>
<td></td>
<td>Leonard Harlin $250</td>
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<td>4500146618</td>
<td></td>
<td>Liz Ba Calja $250</td>
<td></td>
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<tr>
<td>4500146619</td>
<td></td>
<td>Marina Kozirovskaya $250</td>
<td></td>
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<tr>
<td>4500146621</td>
<td></td>
<td>Kalem Aquil $250</td>
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<tr>
<td>4500146909</td>
<td>Harbor</td>
<td>Agreement with the Community College League of California Library Consortium to provide on-line software services 24/7 to support the students with library information during the period July 2, 2010 to June 30, 2011, inclusive. <strong>Total cost:</strong> $1,200.</td>
<td></td>
</tr>
<tr>
<td>4500146887</td>
<td>Mission</td>
<td>Agreement with Dean Evans and Associates, Inc. to provide telephone support for the Event Management System (EMS) software to manage classroom schedules and booking of events on campus during the period July 1, 2010 to June 30, 2011, inclusive. <strong>Total cost:</strong> $1,953.</td>
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<tr>
<td>4500144287</td>
<td>Trade-Technical</td>
<td>Agreement with Kidtribe to provide nutrition and physical activity demonstrations for the Foster Care Education program during the period May 1, 2010 to September 30, 2010. <strong>Total cost:</strong> $1,500.</td>
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<tr>
<td>Com. No. BSD2</td>
<td>Division:</td>
<td>Business Services</td>
<td>Date: July 14, 2010</td>
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<tr>
<td>4500142751</td>
<td>Valley</td>
<td>Amendment to agreement with Canon Business Solutions, Inc. for maintenance of a Canon IR1630 copier in the Office of Associate Dean of Student Services, to increase the total contract amount from $170 to $1,277 from April 18, 2010 to April 17, 2011, inclusive. <strong>Total additional cost: $1,107.</strong></td>
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<tr>
<td>4500144471</td>
<td>Valley</td>
<td>Amendment to agreement with CPR for Life, Inc. to conduct 2-year certification of Infant, Adult CPR and Pediatric First Aid training sessions for the Child Development Department, to increase the total contract amount from $2,800 to $4,720 from May 1, 2010 to June 25, 2010, inclusive. <strong>Total additional cost: $1,920.</strong></td>
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<tr>
<td>4500146565</td>
<td>Valley</td>
<td>Agreement with Priority Mailing Systems, Inc. for maintenance of Hasler Powerpoint Digital Mailing system in the Mailroom during the period April 14, 2010 to April 13, 2011, inclusive. <strong>Total cost: $1,430.</strong></td>
<td></td>
</tr>
<tr>
<td>4500146587</td>
<td>Valley</td>
<td>Agreement with Canon Business Solutions, Inc. for maintenance of a Canon IRC4080 copier in the EOPS Department during the period May 1, 2010 to April 30, 2011, inclusive. <strong>Total cost: $785.</strong></td>
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</tr>
<tr>
<td>4500146762</td>
<td>Valley</td>
<td>Agreement with Canon Business Solutions, Inc. for maintenance of a Canon IC C2100 copier in the Reprographics Department during the period June 18, 2010 to June 17, 2011, inclusive. <strong>Total cost: $847.</strong></td>
<td></td>
</tr>
<tr>
<td>4500146833</td>
<td>Valley</td>
<td>Agreement with Commercial Meat Company to provide meat products for the 2010 Monarch Summer Day Camp cookouts during the period June 20, 2010 to August 30, 2010, inclusive. <strong>Total cost: $4,500.</strong></td>
<td></td>
</tr>
<tr>
<td>4500146837</td>
<td>Valley</td>
<td>Agreement with Chet Fouche to provide consulting services for the Employee Commute Reduction Program (ECRP) covering all South Coast Air Quality Management District (SCAQMD) Rule 2202 compliance requirements during the period July 1, 2010 to June 30, 2011, inclusive. <strong>Total cost: $3,800.</strong></td>
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<tr>
<td>4500147011</td>
<td>Valley</td>
<td>Agreement with Kellie Nicholson to conduct Professional Bartending Courses (Professional &amp; Masters Levels) for the Community Services Department during the period September 1, 2010 to August 31, 2011, inclusive. <strong>Total cost: $2,942.</strong></td>
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</tr>
<tr>
<td>4500146216</td>
<td>West</td>
<td>Agreement with Kristine Hatanaka to provide high school liaison services for the High School Outreach program during the period February 1, 2010 to June 30, 2010, inclusive. <strong>Total cost: $500.</strong></td>
<td></td>
</tr>
</tbody>
</table>
4500146365 West. Agreement with Jennifer Peeks to provide high school liaison services for the High School Outreach program during the period February 1, 2010 to June 30, 2010, inclusive. Total cost: $500.

4500146961 West. Agreement with Cynosure New Media, Inc., to provide updates for the Online College Orientation program used in the Admissions Office during the period June 21, 2010 to May 30, 2011, inclusive. Total cost: $4,950.

J. SETTLEMENT OF CLAIMS

091023 City. Settlement of claim in the amount of $576.46.
10-87 East. Settlement of claim in the amount of $500.00.
10-90 Pierce. Settlement of claim in the amount of $3,863.60.
091022 West. Settlement of claim in the amount of $650.00.
Subject: FACILITIES PLANNING AND DEVELOPMENT ROUTINE REPORT

I. AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS

Authorize an agreement with California Testing & Inspections to provide Materials Testing and Specialty Inspection services on a Task Order basis District-wide from July 15, 2010 to July 14, 2012 at a cost not to exceed $1,000,000 inclusive of eligible reimbursable expenses.

Background: California Testing & Inspections has been selected from the list of pre-qualified consultants to provide the above services. This agreement represents the first (1) awarded to this entity through the Bond Program. The fee is within the Design and Specialty Consultant Fee Guidelines. Funding is through Proposition A/AA and Measure J Bond proceeds as well as non-Bond funding sources. Specific assignments to be determined on an as-needed basis. Construction Phase.

II. AUTHORIZE AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT

A. Authorize Amendment No. 2 to Agreement No. 32266 with TMAD Taylor & Gaines to provide additional architectural and engineering services for the Maintenance & Operations Facility Scheduled Maintenance Project (SMP) at Los Angeles City College from July 15, 2010 through July 14, 2012 at a cost not to exceed $14,400 inclusive of eligible reimbursable expenses.
Background: This agreement was authorized by the Board of Trustees on January 14, 2009 (Com. No.FPD1). TMAD Taylor & Gaines was retained originally to provide design services for the above project and has been selected from the list of pre-qualified consultants to provide additional design services for college initiated requests to revise the architectural, mechanical, electrical and plumbing drawings in accordance with program revisions requested by the Los Angeles City College Facilities department, resulting in the need for revised plans to be submitted to the Division of the State Architect (DSA). This agreement has been considered through the shared governance process. Inclusive of this amendment, the total amount of this agreement is $82,400. Funding is through Proposition A-AA Bond proceeds and non-Bond funds. Maintenance & Operations Facility Scheduled Maintenance Project 11C.7116.02.01. Design Phase.

B. Authorize Amendment No. 4 to Agreement No. 2041 with State Consulting & Inspection Services, Inc. to provide additional project inspection - Inspector of Record (IOR) services on a Task order basis District-wide from July 15, 2010 to November 28, 2012 at a cost not to exceed $300,000 inclusive of eligible reimbursable expenses.

Background: This agreement was authorized by the Board of Trustees on November 28, 2007 (Com. No. FPD1). Additional services are now needed to meet the increased level of construction activity on Bond Projects and other college campus projects District-wide. Inclusive of this amendment the total amount of this agreement is $1,500,000. The fee is within the Design and Specialty Consultant Fee Guidelines. Funding is through Proposition A/AA and Measure J Bond proceeds as well as non-Bond funding sources. Specific assignments to be determined on an as-needed basis. Construction Phase.

C. Authorize Amendment No. 5 to Program Management Agreement No. 4500099574 with URS Corporation to implement modifying authorization language regarding a requirement of the Board of Trustees of the Los Angeles Community College District for the services of the Program Management contractor and associated sub-contractors allowing a multiplier on raw salary rates which does not exceed 2.0 for overhead expenses, exclusive of profit or eligible reimbursable expenses.

Background: This agreement was authorized by the Board of Trustees on April 11, 2007 (Com. No. FPD2) to provide program management services. On February 10, 2010, the Board of Trustees approved a resolution (Com. No. BT3) regarding a maximum 2.0 multiplier on raw salary rates for overhead expenses, exclusive of profit or eligible
reimbursable expenses, that can be charged for the services of the Program Management contractor and associated sub-contractors. To be consistent with this direction, URS and its sub-contractors have reduced their hourly billing rates.

The Los Angeles Community College District’s Proposition A, AA, and Measure J ballot language prohibit the expenditure of bond funds on District administrative salaries, and sitting as Committee of the Whole on October 7, 2009, the Board discussed with staff the status of consulting services provided for Campus and District-wide Bond Program Management.

The Board of Trustees was briefed by staff on the nature of overhead multipliers, profit calculations, and other billing models including fixed hourly billing rate as well as the reasoning for composite teams addressing business outreach policies of the Board. In response, the Board noted variation in the overhead multiplier used by individual firms comprising the consulting teams. Seeking consistency and efficiency in the basis of compensation for overhead expenses on the Bond program to consultants, and noting that the current economic climate in the consulting industry is depressed and current timing is supportive of a reduction of consulting fees, the Board approved the resolution disallowing a multiplier on raw salary rates which exceed 2.0 for overhead expenses.

Authorization of this proposed amendment to the Program Management agreement with URS formally implements the requirement modifying authorization language regarding a requirement of the Board of Trustees of the Los Angeles Community College District for the services of the Program Management contractor and associated sub-contractors allowing a multiplier on raw salary rates which does not exceed 2.0 for overhead expenses, exclusive of profit or eligible reimbursable expenses. This Amendment does not modify the total compensation, time period, or any other part of the agreement for program management services. Funding is through Proposition A/AA and Measure J Bond proceeds. All Phases.

III. AUTHORIZE CONSTRUCTION CONTRACTS

A. Authorize a contract with Volt Edge Services to provide general construction – electrician services for the Temporary Facilities project at Los Angeles City College at a cost of $12,000.
Board of Trustees
Los Angeles Community College District

Com. No. FPD1  Division  FACILITIES PLANNING AND DEVELOPMENT  Date: July 14, 2010

Background: Volt Edge Services provided the low quote from among three (3) written quotes ranging from $12,000 to $27,000 to repair the fire alarm system in the Cafeteria building. This contract represents the first (1) awarded to this entity through the Bond Program. Funding is through Measure J Bond proceeds. Temporary Facilities 31C.5142.03. Construction Phase.

B. Authorize a contract with HB Parkco Construction, Inc. to provide general construction services for the Parking Structure 4 (Northeast) project at East Los Angeles College at a cost of $12,040,020. Consistent with Board Rule 7100.10 authorize the Executive Director of Facilities Planning and Development to authorize change orders of up to ten percent (10%), the maximum allowed by law without re-bidding, subject to subsequent Board ratification.

Background: This contract is the result of formal competitive bidding. Eighty (80) contractors requested bid packets. One non-responsive bid was received. Eighteen (18) responsive bids were received ranging from $12,040,020 to $18,110,000. This contract represents the first (1) awarded to this entity through the Bond Program. Funding is through Measure J Bond proceeds. Parking Structure 4 (Northeast) 32E.5205.02. Construction Phase.

C. Authorize a contract with Western Allied Corporation to provide general construction – electrical installation services for the Learning Resource Center project at Los Angeles Mission College at a cost of $19,985.

Background: Western Allied Corporation provided the low quote from among three (3) written quotes requested and two (2) received ranging from $19,985 to $24,584 to install two (2) air conditioning compressors. This contract represents the first (1) awarded to this entity through the Bond Program and a cumulative original award total of $19,985. Funding is through Measure J Bond Proceeds. Learning Assistance Center 34M.5409.03. Construction Phase.

D. Authorize a contract with Let's Build It, Inc. to provide general construction – parking lot sign installation and parking lot painting services for the Roadway, Walkway, Grounds, Parking Lot (RWGPL) - General project at Los Angeles Valley College at a cost of $9,609.

Background: Let's Build It, Inc. provided the low quote from among three (3) written quotes ranging from $9,609 to $12,498 to install parking signs and to paint parking stall striping as well as parking lot curbs at the
Coldwater Canyon Extension Parking area. This contract represents the fifth (5) awarded to this entity through the Bond Program and a cumulative original award total of $141,586. Previous awards have been given to this entity for the Temporary Facilities - Library Relocation project at Los Angeles Valley College and the Life Science Building - Electrical project at Los Angeles Valley College. Funding is through Proposition A/AA Bond proceeds. RWGPL - General 08V.6873.05.01. Construction Phase.

E. Authorize a contract with Forness Construction to provide general construction – sign installation services for the Signage for Public Safety and Information project at Los Angeles Valley College at a cost of $11,787.

Background: Forness Construction provided the low quote from among three (3) written quotes ranging from $11,787 to $19,263 to install updated American with Disabilities Act (ADA) compliant assistive listening device signs at existing classroom buildings campus-wide. This contract represents the second (2) awarded to this entity through the Bond Program and a cumulative original award total of $20,068. Previous awards have been given to this entity for the Art Building - Roof project at Los Angeles Valley College. Funding is through Proposition A/AA Bond proceeds. Signage for Public Safety and Information 08V.6874.05. Construction Phase.

F. Authorize a contract with Park West Landscape to provide general construction - xeriscape services at the New Education Building project at the LACCD Van De Kamp Innovation Center at cost of $29,998.

Background: Park West Construction provided the low quote from among three (3) written quotes requested and two (2) received ranging from $29,998 to $43,634 to provide a sustainable water conserving landscape (xeriscape) at the New Education Building. This contract represents the first (1) awarded to this entity through the Bond Program. Funding is through Proposition A/AA and Measure J Bond proceeds. New Education Building 21N.8115.02. Construction Phase.

IV. RATIFY CHANGE ORDER AND AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACT

A. Authorize the following actions to Contract No. 31961 with Hickman Mechanical, Inc. for the Building E - Space Heating System project and the Math and Science Building - Space Heating System project at Los Angeles Trade-Technical College:
1. Ratify Change Order No. 1 for additional construction services at a cost of $42,431; and

2. Authorize Acceptance of Completion of Contract with a substantial completion date of September 18, 2009.

**Background:** This contract was authorized by the Board of Trustees on September 17, 2008 (Com. No. FPD1). This final change order was due to unforeseen discovered site conditions requiring a different location for an underground pump vault/piping than planned. This change order represents 8.20% of the original contract value of $514,800. Change orders to date represent 8.20%. This contract totals $557,031 with this change order. Funding is through the State Hazardous Substance Removal Program (HSRP) and Proposition A/AA Bond proceeds. Building E - Space Heating System 17T.7718.03.01, Math and Science Building – Space Heating System 17T.7713.03.06. **Construction Phase.**

B. Authorize the following actions to Contract No. 32449 with Unique Home Remodeling, Inc. for the Temporary Facilities - Temporary Trailer project at Los Angeles Valley College:

1. Ratify Change Order No. 2 for additional construction services at a cost of $13,500; and

2. Authorize Acceptance of Completion of Contract with a substantial completion date of November 1, 2009.

**Background:** This contract was authorized by the Board of Trustees on May 27, 2009 (Com. No. FPD1). This final change order was due to college initiated requests to paint the exterior of the Financial Aid and Computer Science Information Technology Buildings and provide installation of ramps and overhangs. Pursuant to Public Contract Code 20659, construction contracts with an original cost of $30,000 or less may have subsequent change orders of ten percent (10%) or $30,000, whichever is greater. This change order represents 79.72% of the original contract value of $16,934. Change orders to date represent 79.72%. This contract totals $39,697 with this change order. Funding is through Proposition A/AA Bond proceeds **Temporary Facilities - Temporary Trailer 08V.6877.04.03. Construction Phase.**
C. Authorize the following actions to Contract No. 70516 with C.J. Tech Construction, Inc. for the Art Building Renovation Phase 2 and Music Building Phase 2 project at Los Angeles Valley College:

1. Ratify Change Order No. 1 for a reduction of scope of construction services in the amount of (-$13,941); and


Background: This contract was authorized by the Board of Trustees on June 11, 2008 (Com. No. FPD1). This final change order was due to a reduction in the scope of work requested by the college. This change order represents -2.87% of the original contract value of $485,000. Change orders to date represents -2.87%. This contract totals $471,060 with this change order. Funding is through Proposition A/AA Bond proceeds. Art Building Renovation Phase II 18V.7820.03.02, Music Building Phase II 18V.7821.03. Construction Phase.

D. Authorize the following actions to Design-Build Agreement No. 31282 with Chevron Energy Solutions Company for the Campus Improvements - Central Plant & Utilities Infrastructure project at Los Angeles Valley College:

1. Ratify Amendment No. 1 with Chevron Energy Solutions Company for additional construction services at a cost of $322,552; and

2. Ratify Amendment No. 2 with Chevron Energy Solutions Company for additional construction services at a cost of $4,975,455; and

3. Authorize Acceptance of Completion of Contract with a substantial completion date of July 9, 2009.

Background: This Design-Build agreement was authorized by the Board of Trustees on December 13, 2006 (Com. No. FPD4). Amendment No. 1 includes adjustments to the contract sum and time. Amendment No. 2 includes work performed under Change Order Nos. 3 through 13.

The college requested revisions to the scope of work for the project necessitating the following changes: connect all computer rooms through the utility tunnels campus-wide; relocate a major electrical transformer from an underground vault to an above ground location to preclude potential damage during rainy season; upgrade and modernize the
campus-wide IT infrastructure system including telephone, data, and low voltage systems; and upgrade the fire alarm system, chilled water piping, and compressed air piping campus-wide.

In addition, unforeseen site conditions were discovered during construction activities necessitating the following changes: the roof on the gymnasium was found to be in poor condition and had to be replaced to allow installation of roof top photovoltaics to proceed; gas pipe mains and gas valves were found to be in poor condition requiring their replacement; and phone lines to the PE complex were found to be substandard and had to be modernized.

Finally, design revisions to the Central Plant were required by the Division of the State Architect.

Inclusive of this amendment, the total amount of this agreement is $23,531,898. Funding is through Proposition A/AA Bond proceeds. Campus Improvements - Central Plant & Utilities Infrastructure 18V.7879.03.02. Construction Phase.

V. AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACT

A. Authorize Acceptance of Completion of Contract No. 32826 with Andersen Environmental to provide general construction services for the Science Complex Soil Remediation project at Los Angeles Harbor College with a substantial completion date of April 19, 2010.

Background: This contract was authorized by the Board of Trustees on February 24, 2010 (Com. No. FPD1). This project totaling $87,000 is funded through Measure J Bond proceeds. Science Complex 33H.5344.02. Construction Phase.

B. Authorize Acceptance of Completion of Contract No. 32552 with The Lighthart Corporation to provide general construction for the installation of the Temporary Facilities - Swing Space project at West Los Angeles College with a substantial completion date of September 8, 2009.

Background: This contract was ratified by the Board of Trustees on July 15, 2009 (Com. No. FPD1). This project totaling $29,680 is funded through Proposition A/AA and Measure J Bond proceeds. Temporary Facilities - Swing Space 40J.5955.05. Construction Phase.
C. Authorize Acceptance of Completion of Contract No. 32614 with Roof Removal, Inc. to provide general construction - hazardous material abatement services for the Fine Arts/Career Education/Aviation Technology (FA/CE/ATA) Renovation project at West Los Angeles College with a substantial completion date of September 30, 2009.

**Background:** This contract was ratified by the Board of Trustees on January 13, 2010 (Com. No. FPD1). This project totaling $23,000 is funded through Proposition A/AA and Measure J Bond proceeds. FA/CE/ATA Renovation 39W.5958.03. *Construction Phase.*

**VI. RATIFY AMENDMENT TO DESIGN-BUILD AGREEMENT**

Ratify Amendment No. 1 to Design-Build Agreement No. 32534 with KPRS Construction Services, Inc. for additional construction services for the Campus Wide Improvements - General project at Los Angeles Trade-Technical College at a cost of $248,074.

**Background:** This agreement was authorized by the Board of Trustees on July 15, 2009 (Com. No. FPD1). This amendment accommodates Change Order No. 1 which was due to unforeseen discovered site conditions in the vicinity of Grand Avenue requiring the removal of concrete footings and remediation of potentially hazardous soil conditions as well as a request by the college for cleaning of forty (40) air ducts in the Construction Technology Building. Inclusive of this Amendment, the total amount of this Design-Build agreement is $2,158,265. Funding is through State 2004-2005 Scheduled Maintenance Project (SMP) as well as Measure J Bond proceeds. Duct Cleaning at Construction Technology Building – 17T.7711.03.07, Campus Wide Improvements - General 37T.5779.03.11. *Construction Phase.*

**VII. AUTHORIZE PURCHASE ORDERS**

A. Authorize a purchase order with Spray Tech to provide five (5) ductless spray booths for the art and theatre departments of the Performing & Fine Arts Complex project at East Los Angeles College at a cost of $20,428. If applicable, all sales tax shall be paid.

**Background:** Spray Tech provided the only responsive quote from among three (3) written quotes requested. Delivery and set up are included. Funding is through the State Capital Outlay Program contingent upon approval by the State of California, Department of Finance and Proposition A/AA and Measure J Bond proceeds. Performing & Fine Arts Complex 02E.6207.02, 12E.7207.02. *Construction Phase.*
B. Authorize a purchase order with Claridge Products & Equipment, Inc. to provide a mobile whiteboard for the conference room at the Baum Center Administration Building - G1 project at East Los Angeles College at a cost of $402. If applicable, all sales tax shall be paid.

**Background:** Claridge Products & Equipment, Inc. provided the low quote from among three (3) written quotes ranging from $402 to $632. Delivery and set up are included. Funding is through Proposition A/AA Bond Proceeds. Baum Center Administration Building - G1 12E.7214.03.02. Construction Phase.

C. Pursuant to Public Contract Code 20653, a) find it is in the best interest of the District to procure under the authority of National Joint Powers Alliance (NJPA) Contract No. OC011707, and b) authorize the purchase of twelve (12) marker boards for the Family and Consumer Studies Building project at Los Angeles Mission College at a cost of $5,704.39. If applicable, all sales tax shall be paid.

**Background:** LACCD is authorized to utilize the above National Joint Powers Alliance (NJPA) Contract No. OC011707. Delivery and set up are included. Funding is through Measure J Bond proceeds. Family Consumer Studies 34M.5404.02. Construction Phase.

D. Pursuant to Public Contract Code 20653, a) find it is in the best interest of the District to procure under the authority of the Western States Contracting Alliance (WSCA)/Grainger, Inc. Contract No. CA 7066, and b) authorize the purchase of three (3) utility step ladders for the Center for Sciences project at Pierce College at a cost of $510. If applicable, all sales tax shall be paid.

**Background:** LACCD is authorized to utilize the Western States Contracting Alliance (WSCA). WSCA is a California State supported program under the Department of General Services that was created to provide an equipment purchasing vehicle for publicly funded agencies. Delivery is included. Funding is through Proposition A/AA and Measure J Bond proceeds. Center for the Sciences 15P.7501.02. Construction Phase.

E. Pursuant to Public Contract Code 20653, a) find it is in the best interest of the District to procure under the authority of the California Multiple Award Schedule (CMAS)/Metronome, Inc., Contract No. 3-05-70-1868C and 3-
09-70-1868D, and b) authorize the purchase of network switches, network monitoring software, equipment racks, and backup servers and agents for the Campus-wide Information Technology Upgrade project at Los Angeles Trade-Technical College at a cost of $942,763. If applicable, all sales tax shall be paid.

**Background:** LACCD is authorized to utilize the above contract through CMAS, a California State supported program under the Department of General Services that was created to provide an equipment purchasing vehicle for publicly funded agencies. The District’s Information Technology Department concurs with this request. Delivery and set up are included. Funding is through Measure J Bond proceeds. Campus-wide Information Technology Upgrade 37T.5779.03.10. **Construction Phase.**
SUBJECT: PERSONNEL SERVICES ROUTINE ACTIONS

I. ROUTINE REPORT

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<th>Service</th>
<th>Total (This Report)</th>
<th>Total (07-01-10 to Date)</th>
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<td>Classified Service:</td>
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<td>253</td>
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DATE RANGE: June 22, 2010 – July 2, 2010; SR# 627

All personnel actions reported herein are in accordance with the Board of Trustees Rules and are within the approved budget.

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.

Karen Martin
Personnel Director
Personnel Commission

Recommended by:
Associate Vice Chancellor

Approved by:
Adriana D. Barrera
Deputy Chancellor/Acting Chancellor

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date ___________________________
II. SUSPENSION OF PERMANENT CLASSIFIED EMPLOYEE

The five (5) days suspension of employee (EN802240) assigned to Los Angeles Valley College as a permanent Custodian is based on the following causes:

- Insubordination
- Willful and Persistent Violation of the Provisions of the Education Code, Public Policy, or Policies, Rules, Regulations, or Procedures Adopted by the Board of Trustees or the Personnel Commission
- Frequent Unexcused Absences or Tardiness
- Dishonesty
- Failure to Disclose Material Facts or the Making of Any False Statement on Any Official Document of the District or Personnel Commission
- Failure to Disclose Material Facts Regarding Criminal Records

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.
SUBJECT: APPROVE REVISIONS TO MASTER HEALTH BENEFITS AGREEMENT

Approve revisions to the Master Health Benefits Agreement between the Los Angeles Community College District and the Los Angeles College Faculty Guild, AFT Local 1521, the AFT College Staff Guild, Los Angeles, AFT Local 1521a, the Los Angeles City and County School Employees Union, SEIU Local 99, the Los Angeles/Orange Counties Building and the Construction Trades Council, the Supervisory Employees Union, SEIU Local 721; and the Public, Professional and Medical Employees Union of the California Teamsters, Local 911 Regarding Hospital-Medical, Dental, Vision Group Coverage, Group Life Insurance Coverage, and the District’s Employee Assistance Program.

Background: On July 15, 2009, the Board voted to replace the District-sponsored medical plans (Kaiser, Blue Shield HMO and Blue Shield PPO) with the CalPERS medical plans. The negotiated Master Benefits Agreement, which contains the terms of coverage for represented employees, is revised to reflect differences between CalPERS medical plans and the prior medical plans.

The District and the exclusive representatives of its employee organizations have reached tentative agreement on modifications to the District’s health and welfare benefits provisions and the Agreement is now presented for formal approval by the Board. A copy of the agreement is available from the Senior Associate Vice Chancellor’s Office and will be incorporated into each 2008-2011 collective bargaining agreement.
Subject: **APPROVAL OF EDUCATIONAL PROGRAMS AND COURSES**

I. **RATIFY ADDITIONS TO EXISTING COURSES**

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

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<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Course Name</th>
<th>Units</th>
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<td>ART</td>
<td>309</td>
<td>Oil Painting III (3 Units)</td>
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<td>CSU</td>
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<td>CH DEV</td>
<td>053</td>
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<td>College English as a ESL III: Writing/Grammar 3B (3 Units)</td>
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<td>Walking for Fitness (1 Unit)</td>
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<td>PHYS SC</td>
<td>014</td>
<td>Physical Science Laboratory (1 Unit)</td>
<td></td>
<td>WEST</td>
<td>CSU</td>
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</tbody>
</table>

Recommended by: 

David Beaulieu, President, DAS

Recommended by: 

Adriana D. Barrera, Deputy Chancellor/Acting Chancellor

Chancellor and Secretary of the Board of Trustees

By ____________________ Date ________
Subject: PERSONNEL COMMISSION ACTIONS

I. Classification Studies:

A. Concur with the action of the Personnel Commission to reclassify EN 792036, from Assistant Programmer Analyst to Programmer Analyst, effective April 30, 2010.

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<td>Assistant Programmer Analyst</td>
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<td>$ 4,315 $ 4,552 $ 4,802 $ 5,067 $ 5,345 Monthly</td>
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<td>$51,781 $54,629 $57,634 $60,804 $64,148 Annually</td>
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<th>Salary Range</th>
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<tr>
<td>Programmer Analyst</td>
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<tr>
<td>$ 5,345 $ 5,639 $ 5,949 $ 6,277 $ 6,622 Monthly</td>
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<tr>
<td>$64,148 $67,676 $71,399 $75,326 $79,468 Annually</td>
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BACKGROUND: In accordance with the Provision of the AFT contract and Education Code, Personnel Commission staff conducted an audit. The audit determined that the duties and responsibilities of the incumbent fall within the classification of Programmer Analyst. The position is located in the Information Technology Department at the District Office. The 2009-2010 fiscal year cost of this action is approximately $588.

B. Concur with the action of the Personnel Commission to reclassify EN 762024, from Executive Secretary to Executive Assistant, effective March 30, 2010.

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<th>Salary Range</th>
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<td>Executive Assistant</td>
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<td>$ 4,323 $ 4,560 $ 4,811 $ 5,076 $ 5,355 Monthly</td>
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<tr>
<td>$51,876 $54,729 $57,739 $60,915 $64,266 Annually</td>
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BACKGROUND: In accordance with the Provision of the Education Code, Personnel Commission staff conducted an audit. The audit determined that the duties and responsibilities of the incumbent fall within the classification of Executive Assistant. The position is located in the Deputy Chancellor’s Office at the District Office. The 2009-2010 fiscal year cost of this action is approximately $225.

Recommended by: [Signature] Karen J. Martin, Personnel Director

Chancellor and Secretary of the Board of Trustees

By __________________________ Date ____________
RATIFY AN EMERGENCY RESOLUTION FOR THE REMOVAL OF DISCOVERED HAZARDOUS MATERIAL IN THE VICINITY OF THE CHILD DEVELOPMENT CENTER (CDC) WATER SOFTENING SYSTEM PROJECT AT LOS ANGELES SOUTHWEST COLLEGE

Ratify an Emergency Resolution (Attachment 1) pursuant to Public Contract Code Sections 22035 and 22050 which permit the making of repairs, alterations, or improvements without using the bid process when such action is determined to be an emergency and necessary to permit the continuance of existing classes or avoid danger to life or property.

This action is to ratify a contract with TEG/LVI Environmental Services, Inc. for the abatement of mold and the replacement of damaged drywall and carpet at the CDC Water Softening System project at Los Angeles Southwest College at a cost of $8,433.

Background: A water leak at Rooms 149 and 150 of the CDC caused mold in the walls and carpeting. The potentially hazardous condition was confirmed by a hazardous materials consultant with the recommendation that the condition be immediately abated to preclude exposure to building users. Funding is through Proposition A/AA and Measure J Bond proceeds. CDC Water Softening System 06S.6616.03.03. Construction Phase.

REQUIRES SIX (6) AFFIRMATIVE VOTES

Recommended by: Adriana D. Barrera, Deputy Chancellor/Acting Chancellor

<table>
<thead>
<tr>
<th>By:</th>
<th>Date</th>
</tr>
</thead>
</table>

Chancellor and Secretary of the Board of Trustees

Com. No. FPD2 Date 7-14-10

FACILITIES PLANNING AND DEVELOPMENT
RATIFY AN EMERGENCY RESOLUTION FOR THE REMOVAL OF DISCOVERED HAZARDOUS MATERIAL IN THE VICINITY OF THE CHILD DEVELOPMENT CENTER (CDC) WATER SOFTENING SYSTEM PROJECT AT LOS ANGELES SOUTHWEST COLLEGE

WHEREAS, A discovered water leak at Rooms 149 and 150 of the Child Development Center at Los Angeles Southwest College in the vicinity of the building's water softening system caused mold that damaged walls and carpeting;

WHEREAS, An environmental hazards consultant confirmed the potentially hazardous condition and recommended immediate abatement to preclude exposure to building users;

WHEREAS, The Los Angeles Community College District has determined that immediate remediation of the potentially hazardous condition was required to restore the Child Development Center to a safe condition for occupancy and use; and

WHEREAS, The Board of Trustees of the Los Angeles Community College District is ensuring the safety of students and staff while continuing to meet the educational needs of Los Angeles Southwest College and the District; and

WHEREAS, It was essential that appropriate and immediate corrective action be undertaken to remediate the potentially hazardous condition;

WHEREAS, Pursuant to the provisions of Public Contracts Code Sections 22035 and 22050, the making of repairs, alterations, or improvements without using the bid process is permitted when such action is determined to be an emergency and necessary to continue existing classes or avoid danger to life or property;

Now, therefore be it

RESOLVED, That the Board of Trustees finds that an emergency existed wherein the abatement of a potentially hazardous material was essential and necessary to avoid danger to life or property, as well as to avoid the interruption of scheduled classes; and further be it

RESOLVED, That the Board of Trustees ratifies a written contract, or contracts to be entered into pursuant of Public Contract Code Sections 22035 and 22050 without the necessity of competitive bidding.

IN WITNESS, of the passage of the foregoing resolution, as prescribed by law, we, the Members of said Board of Trustees, present and voting thereon, have hereunto set our hands this 14th day of July 2010.

Member, Board of Trustees

Member, Board of Trustees

Member, Board of Trustees

Member, Board of Trustees

Member, Board of Trustees

President, Board of Trustees
SUBJECT: ADOPT WHISTLEBLOWER POLICY

Adopt Board Rule 7902, as follows:

7902. WHISTLEBLOWER COMPLAINT PROCESS

A. General Principles

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

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

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

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

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

2. A Whistleblower Complaint may also include an allegation of making a deliberately false complaint under this policy. A Whistleblower Complaint does not include grade grievances, matters grievable pursuant to an employee grievance policy or allegations of unlawful discrimination.

Approved by: Adriana D. Barrera, Deputy Chancellor/Acting Chancellor

Chancellor and Secretary of the Board of Trustees

By: ___________________________ Date ___________________________
3. No unlawful retaliation - Employees, students, vendors, volunteers and others will be entitled to raise Whistleblower Complaints without unlawful retaliation.

4. Potential mitigation - The submission of a Whistleblower Complaint does not operate to absolve an individual for his or her respective responsibility and conduct, but may be considered as a mitigating factor for purposes of any actions to be taken against the whistleblower.

B. Complaint Process/Alternate Reporting

1. Hotline

   a. The Internal Audit Unit will maintain a whistleblower telephone hotline that can be reached 24 hours a day, 7 days a week.

   b. The telephone hotline will be accessible only to the Director of Internal Audit ("DIA"), who will keep an appropriate and secure log of calls received and the disposition of those calls.

   c. Complainants who wish to remain anonymous will be able to telephone the hotline during business hours and be given a unique identifier number. To the extent resources become available to establish a like process for calls outside of business hours, the DIA will pursue such a process.

2. To the extent possible, the DIA will establish an Internet-based portal for submission of anonymous complaints, with a warning that reads, "The District will not trace the source of an electronic submission except in the case of exigent circumstances to protect life or property. You are cautioned that electronic transactions are generally traceable and the District cannot guarantee that others will not seek to do so. Complainants may also make complaints by telephoning [provide number] during business hours and obtaining a unique, anonymous identifier number," or comparable language as may be appropriate. Complainant Identity - The DIA will have a responsibility to protect the identity of any complainant in the role of whistleblower as confidential and may not reveal that information to anyone except as may be compelled by Court order. To the extent that a complainant becomes identified as a witness or other interested party in the course of an investigation, the complainant's identity in that capacity may be confidential during the course of the investigation, but cannot be confidential in the event of actions taken which require the revelation of the witness' or other interested party's identity for purposes of due process.
3. **Alternate Reporting for Conflicts of Interest**
   
a. **In the event that the matter involves conduct by the applicable College President or Deputy Chancellor or any other person who reports directly to the Chancellor, the report will be referred to the Chancellor.**
   
b. **Complaints against the Internal Audit Unit may be made to the Chief Financial Officer, who will act in the role of the DIA under this policy.**
   
c. **Complaints made regarding the Board of Trustees acting as a whole will be referred to the State Chancellor’s Office. In the event that the report involves conduct by the Chancellor or an individual Trustee, the report will be delivered to the General Counsel, who will have the responsibility to place it on the next available Board agenda for a report to the Board of Trustees as a whole.**

C. **Disposition**

1. **Initial Assessment - The DIA will make an initial assessment of any given report. The DIA will have discretion to determine that the allegations, if true, would not constitute inappropriate conduct or inappropriate failure to act on behalf of the District, and dispose of the matter without further action. The DIA in consultation with his supervisor, the Chief Financial Officer/Treasurer, will have discretion to determine the relative priority of complaints, and the discretion to determine that additional resources are necessary.**

2. **Investigation - The DIA or his or her designee will investigate complaints which, if true, would constitute an illegal order or improper governmental activity as defined by Education Code section 87162(b) and (c).**

3. **Reporting - The DIA will report quarterly to the Review Committee regarding all complaints made utilizing only identifier numbers and the disposition of those complaints. The Review Committee may make recommendations to the Chancellor regarding any of the dispositions.**

D. **Review Committee**

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

2. Legal Counsel - The Office of General Counsel will provide legal advice to the Review Committee if necessary. If the allegations involve the Office of General Counsel, the DIA will be authorized to obtain legal advice from an outside firm designated in advance through an appropriate selection process.

3. Referral - If the Review Committee concurs that corrective action is warranted the report will be referred to the applicable College President, Chancellor or Deputy Chancellor that has management authority regarding the area ("Receiving Authority"). The Receiving Authority will have a duty to take appropriate and prompt corrective action. In the event that student or employee discipline is involved, the student or employee will be entitled to any and all due process rights related to the imposition of any discipline, including the right to review the report, and including any applicable rights of appeal or challenge.

4. Action by the Receiving Authority - The Receiving Authority will have a duty to address the matter promptly and report to the DIA within sixty (60) days. If no actions are taken or reported, the DIA will have a duty to report the inaction to successively higher levels of authority in the organization every thirty (30) days that no action is taken unless or until there is a final disposition by the Board of Trustees.

E. Reporting to Complainant

1. Confirmation to Complainant - The DIA will provide a confirmation of receipt of the complaint to the complainant within five business days, or as soon thereafter as is practical.

2. Follow-up with Complainant - Within ninety (90) days from the receipt of a complaint, the DIA will have the responsibility to advise the complainant of the status or disposition of the complaint. In the event that a complaint requires additional time to address, the DIA will provide status reports each thirty (30) days thereafter until the matter is resolved. Since both students and employees have rights of privacy under applicable laws, the complainant is entitled only to a summary of the factual findings.
3. Follow-up by Complainant - If the complainant refuses to provide contact information, the DIA will have no duty to report to the complainant. If the complainant has been given a unique identifier number to remain anonymous, the complainant may use that identifier number to contact the DIA regarding the status.

F. Evaluation of Policy

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

Background: This proposed policy was developed over the last ten months and consulted with the Vice Presidents, Cabinet, District Office Senior Staff, the Academic Senate, Student Affairs Committee and Employee Representatives. Although there are multiple means of submitting grievances or complaints, this additional mechanism will further enhance the District's ability to ensure aggressive and diligent review of potential wrongdoing in keeping with Education Code section 81760 and following, known as the "Reporting by Community College Employees of Improper Governmental Activities Act." The Student Affairs Committee requested that a student be required to be a member of the Review Committee, however, staff does not recommend that requirement because discipline of students would be through a student disciplinary process, in which a student would serve as a member of any applicable hearing panel, and this policy is anticipated to address allegations of employee misconduct.
Subject: APPOINTMENT TO THE DISTRICT CITIZENS’ OVERSIGHT COMMITTEE FOR PROPOSITIONS A/AA AND MEASURE J

Appoint the following individual for membership on the District Citizens’ Oversight Committee:

Taxpayer Representative
Daniel Swartz

Background: Daniel Swartz is a principle with Quadrangle Development Company. He has an extensive career in real estate and finance. In accordance with Administrative Regulation C-7, the Board shall appoint the District Citizens’ Oversight Committee (DCOC) members. Members of the DCOC shall serve a term of two years and can serve no more than two consecutive terms. The newly appointed member will serve his term until July 2012.

Recommended by: Adriana D. Barrera, Deputy Chancellor/Acting Chancellor

Chancellor and Secretary of the Board of Trustees

By: _______________________________ Date: _______________________________
Subject: ADOPT RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT 1998 (ATTACHMENTS #1-#7)

Background: On July 15, 2009, the Board voted to replace the District-sponsored medical plans (Kaiser, Blue Shield HMO and Blue Shield PPO) with the CalPERS medical plans. LACCD would prefer to use the CalPERS regional rates for retirees. However, to accommodate current CalPERS system restraints, LACCD and CalPERS have agreed that CalPERS will use the Los Angeles Region for retired members residing in the Los Angeles Region and the Out of State Region for retired members residing in all other regions. CalPERS requires adoption of the attached resolutions for each of the LACCD employee bargaining units as well as for unrepresented employees.

Recommended by: Adriana D. Barrera, Deputy Chancellor/Acting Chancellor

Chancellor and Secretary of the Board of Trustees

By _______________ Date ____________

Candaele _______ Pearman _______
Field _________ Santiago _______
Mercer _________ Scott-Hayes ______
Park ___________ Robinson ______

Student Trustee Advisory Vote

Page 1 of 1 Pages 1 of 1 Comm. No. CH3 Div. ___________ CHANCELLOR Date 7-14-2010
RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees’ Medical and Hospital Care Act shall fix the amount of the employer’s contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District, hereinafter referred to as School Employer, is contracting agency under the Act for participation by members of the LOS ANGELES COLLEGE FACULTY GUILD, AFT LOCAL 1521; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer’s contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of the PERS Choice Basic premium rate for employee/annuitant only, employee/annuitant and one dependent, or employee/annuitant and two or more dependents, plus administrative fees and Contingency Reserve Fund assessments.

Los Angeles Community College District’s preference is to use all Regional Rates, however, to accommodate current CalPERS system restraints it has been agreed that CalPERS will use the Los Angeles Region for retired members and active employees residing in the Los Angeles Region, and the Out of State Region for retired members residing in all other regions. When CalPERS acquires the capability to bill premiums utilizing all Regional Rates, the Los Angeles Community College District’s contribution to premiums will be limited to the maximum of the applicable Regional Rate for each retiree.

RESOLVED, (b) That Los Angeles Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular/special meeting of the Los Angeles Community College Board of Trustees at 400 W. Washington Blvd., Los Angeles California this __________ day of __________________ 2010.

Signed: __________________________________________
(President of the Board)

Attest: __________________________________________
(Chancellor and Secretary of the Board)
RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER THE PUBLIC
EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency
under the Public Employees’ Medical and Hospital Care Act shall fix the
amount of the employer’s contribution at an amount not less than the
amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District, hereinafter referred to as
School Employer, is contracting agency under the Act for participation by
members of AFT COLLEGE STAFF GUILD LOS ANGELES, AFT LOCAL
1521A; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer’s contribution for each
employee or annuitant shall be the amount necessary to pay the cost of
his/her enrollment, including the enrollment of his/her family members, in
a health benefit plan, up to a maximum of the PERS Choice Basic
premium rate for employee/annuitant only, employee/annuitant and one
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and all applicable provisions of Government Code Section 7507 in
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Adopted at a regular/special meeting of the Los Angeles Community
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Signed: __________________________
(President of the Board)

Attest: __________________________
(Chancellor and Secretary of the Board)
RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District, hereinafter referred to as School Employer, is contracting agency under the Act for participation by members of the LOS ANGELES CITY AND COUNTIES SCHOOL EMPLOYEES UNION, SEIU LOCAL 99; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer's contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of the PERS Choice Basic premium rate for employee/annuitant only, employee/annuitant and one dependent, or employee/annuitant and two or more dependents, plus administrative fees and Contingency Reserve Fund assessments.

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Signed: ____________________________
(President of the Board)

Attest: ____________________________
(Chancellor and Secretary of the Board)
RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees’ Medical and Hospital Care Act shall fix the amount of the employer’s contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District, hereinafter referred to as School Employer, is contracting agency under the Act for participation by members of the LOS ANGELES/ORANGE COUNTIES BUILDING AND CONSTRUCTION TRADES COUNCIL; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer’s contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of the PERS Choice Basic premium rate for employee/annuitant only, employee/annuitant and one dependent, or employee/annuitant and two or more dependents, plus administrative fees and Contingency Reserve Fund assessments.

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Signed: ________________________

(President of the Board)

Attest: ________________________

(Chancellor and Secretary of the Board)
RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District, hereinafter referred to as School Employer, is contracting agency under the Act for participation by members of the SUPERVISORY EMPLOYEES UNION, SEIU LOCAL 721; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer's contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of the PERS Choice Basic premium rate for employee/annuitant only, employee/annuitant and one dependent, or employee/annuitant and two or more dependents, plus administrative fees and Contingency Reserve Fund assessments.

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Adopted at a regular/special meeting of the Los Angeles Community College Board of Trustees at 400 W. Washington Blvd., Los Angeles California this ______ day of ___________________ 2010.

Signed:

_____________________________
(President of the Board)

Attest:

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(Chancellor and Secretary of the Board)
RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees’ Medical and Hospital Care Act shall fix the amount of the employer’s contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District, hereinafter referred to as School Employer, is contracting agency under the Act for participation by members of the PUBLIC, PROFESSIONAL AND MEDICAL EMPLOYEES UNION OF THE CALIFORNIA TEAMSTERS, LOCAL 911; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer’s contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of the PERS Choice Basic premium rate for employee/annuitant only, employee/annuitant and one dependent, or employee/annuitant and two or more dependents, plus administrative fees and Contingency Reserve Fund assessments.

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Signed: __________________________________________ (President of the Board)

Attest: __________________________________________ (Chancellor and Secretary of the Board)
RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District, hereinafter referred to as School Employer, is contracting agency under the Act for participation by members of the UNREPRESENTED EMPLOYEES; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer's contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of the PERS Choice Basic premium rate for employee/annuitant only, employee/annuitant and one dependent, or employee/annuitant and two or more dependents, plus administrative fees and Contingency Reserve Fund assessments.

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Adopted at a regular/special meeting of the Los Angeles Community College Board of Trustees at 400 W. Washington Blvd., Los Angeles California this ______day of ___________________ 2010.

Signed: ____________________________________________

(President of the Board)

Attest: ____________________________________________

(Chancellor and Secretary of the Board)
Subject: ADOPT RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT HIRED BETWEEN FEBRUARY 11, 1992 AND JUNE 30, 1998 (ATTACHMENTS #1-#7)

Background: On July 15, 2009, the Board voted to replace the District-sponsored medical plans (Kaiser, Blue Shield HMO and Blue Shield PPO) with the CalPERS medical plans. LACCD would prefer to use the CalPERS regional rates for retirees. However, to accommodate current CalPERS system restraints, LACCD and CalPERS have agreed that CalPERS will use the Los Angeles Region for retired members residing in the Los Angeles Region and the Out of State Region for retired members residing in all other regions. CalPERS requires adoption of the attached resolutions for each of the LACCD employee bargaining units as well as for unrepresented employees hired between February 11, 1992 and June 30, 1998.

Recommended by:
Adriana D. Barrera, Deputy Chancellor/Acting Chancellor

Chancellor and Secretary of the Board of Trustees

By __________________________ Date ____________

Page 1 of 1 Pages  Com. No. CH4 Div. CHANCELLOR Date 7-14-2010
RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District is a school employer contracting under the Act; for participation by members of the LOS ANGELES COLLEGE FACULTY GUILD, AFT LOCAL 1521; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer's contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of the PERS Choice Basic premium rate for employee/annuitant only, employee/annuitant and one dependent, or employee/annuitant and two or more dependents, plus administrative fees and Contingency Reserve Fund assessments.

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This resolution pertains to LACCD Employees hired between 02/11/1992 and 06/30/1998.

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Adopted at a regular/special meeting of the Los Angeles Community College Board of Trustees at 400 W. Washington Blvd., Los Angeles California this __________ day of __________________ 2010.

Signed: ____________________________
(President of the Board)

Attest: _____________________________
(Chancellor and Secretary of the Board)
RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

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WHEREAS, (2) The Los Angeles Community College District is a school employer contracting under the Act; for participation by members of AFT COLLEGE STAFF GUILD LOS ANGELES, AFT LOCAL 1521A; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer’s contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of the PERS Choice Basic premium rate for employee/annuitant only, employee/annuitant and one dependent, or employee/annuitant and two or more dependents, plus administrative fees and Contingency Reserve Fund assessments.

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Signed: ____________________________

(President of the Board)

Attest: ____________________________

(Chancellor and Secretary of the Board)
RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER SECTION 22895 OF THE
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contracting under the Public Employees’ Medical and Hospital Care Act
shall fix the amount of the employer’s contribution at an amount not less
than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District is a school employer
contracting under the Act; for participation by members of the LOS ANGELES CITY AND COUNTIES SCHOOL EMPLOYEES UNION, SEIU
LOCAL 99; now, therefore, be it

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Signed: _____________________________
(President of the Board)

Attest: ______________________________
(Chancellor and Secretary of the Board)
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WHEREAS, (2) The Los Angeles Community College District is a school employer
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(Chancellor and Secretary of the Board)
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This resolution pertains to LACCD Employees hired between 02/11/1992
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College Board of Trustees at 400 W. Washington Blvd., Los Angeles
California this __________ day of ___________________ 2010.

Signed: _____________________________
(President of the Board)

Attest: _____________________________
(Chancellor and Secretary of the Board)
RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District is a school employer contracting under the Act; for participation by members of the PUBLIC, PROFESSIONAL AND MEDICAL EMPLOYEES UNION OF THE CALIFORNIA TEAMSTERS, LOCAL 911; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer's contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of the PERS Choice Basic premium rate for employee/annuitant only, employee/annuitant and one dependent, or employee/annuitant and two or more dependents, plus administrative fees and Contingency Reserve Fund assessments.

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Signed: ____________________________

(President of the Board)

Attest: ____________________________

(Chancellor and Secretary of the Board)
Subject: ADOPT RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT HIRED ON OR AFTER JULY 1, 1998 (ATTACHMENTS #1-#7)

Background: On July 15, 2009, the Board voted to replace the District-sponsored medical plans (Kaiser, Blue Shield HMO and Blue Shield PPO) with the CalPERS medical plans. LACCD would prefer to use the CalPERS regional rates for retirees. However, to accommodate current CalPERS system restraints, LACCD and CalPERS have agreed that CalPERS will use the Los Angeles Region for retired members residing in the Los Angeles Region and the Out of State Region for retired members residing in all other regions. CalPERS requires adoption of the attached resolutions for each of the LACCD employee bargaining units as well as for unrepresented employees hired on or after July 1, 1998.
RESOLUTION FIXING THE EMPLOYER’S CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees’ Medical and Hospital Care Act shall fix the amount of the employer’s contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District is a school employer contracting under the Act; for participation by members of the LOS ANGELES COLLEGE FACULTY GUILD, AFT LOCAL 1521; now, therefore, be it

RESOLVED, (a) Effective January 1, 2011, that the employer’s contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of the PERS Choice Basic premium rate for employee/annuitant only, employee/annuitant and one dependent, or employee/annuitant and two or more dependents, plus administrative fees and Contingency Reserve Fund assessments.

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WHEREAS, (1) Government Code Section 22892(a) provides that a school employer contracting under the Public Employees’ Medical and Hospital Care Act shall fix the amount of the employer’s contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District is a school employer contracting under the Act; for participation by members of AFT COLLEGE STAFF GUILD LOS ANGELES, AFT LOCAL 1521A; now, therefore, be it

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than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) The Los Angeles Community College District is a school employer
contracting under the Act; for participation by members of the LOS
ANGELS CITY AND COUNTIES SCHOOL EMPLOYEES UNION, SEIU
LOCAL 99; now, therefore, be it

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Signed: ___________________________________________
(President of the Board)

Attest: ___________________________________________
(Chancellor and Secretary of the Board)
SUBJECT: AUTHORIZE A RESOLUTION RATIFYING PRELIMINARY FINDINGS AND MAKING UPDATED FINDINGS REGARDING RENEWABLE ENERGY OPTIMIZATION PROGRAM

Authorize a resolution (Attachment 1) ratifying the preliminary findings made when approving (a) the Performance Based Energy Savings Agreement ("ESCO Agreement") for Los Angeles Trade-Technical College on November 19, 2008 (Com. No. CH1); updating said findings based upon results of the completed and reviewed Investment Grade Audit ("IGA") performed for Los Angeles Trade-Technical College; and authorize amendment No. 1 to Agreement No. 32258 with Siemens Industry Inc. at a not to exceed cost of $1,175,316 for the completion of this work.

Background: The Government Code allows the District to enter into energy agreements that will be funded by energy savings. In order to do that, the Board must make findings that the projected savings are at least as much as the cost of the work. The District conducted a competitive process for potential vendors to do the assessment and work, and selected Siemens Industry, Inc. The Board authorized Siemens Industry, Inc. to do the assessment on November 19, 2008. The total of the work necessary to implement the recommendations of the Investment Grade Audit is $1,175,316 for Los Angeles Trade Technical College. This agenda item confirms the finding that the savings over a 15 year period will be projected to be $1,985,692, for a net savings after the cost of work to be $810,376.

In accordance with Government Code Section 4217.12 , the District posted public notice of this action two (2) weeks in advance of the scheduled authorization of the resolution.

Recommended by:

Adriana D. Barrera, Deputy Chancellor/Acting Chancellor
RESOLUTION OF THE BOARD OF TRUSTEES
OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT
RATIFYING PRELIMINARY FINDINGS AND MAKING UPDATED FINDINGS
REGARDING RENEWABLE ENERGY OPTIMIZATION PROGRAM

WHEREAS, it is the policy of the State of California and the intent of the State Legislature to promote all feasible means of energy conservation and all feasible uses of alternative energy supply sources; and

WHEREAS, the Los Angeles Community College District (the "District") desires to reduce the steadily rising costs of meeting the energy needs at its college campuses; and

WHEREAS, the District issued a Request for Qualifications ("RFQ") for its Renewable Energy Optimization Program Phase 1A: Demand-Side Management Measures (the "Program"); and

WHEREAS, certain energy service companies ("ESCO Companies") were initially selected to enter into Performance Based Energy Savings Agreements ("ESCO Agreements") based upon the evaluation criteria included in the RFQ and the results from a representative preliminary audit performed by each selected ESCO Company at Los Angeles Southwest College to identify the potential for implementing an energy project at one or more buildings on the District’s ten (10) campuses, including the District Office; and

WHEREAS, with notice and public hearing requirements complied with pursuant to Government Code section 4217.12, on November 19, 2008, the District Board of Trustees ("Board"), by Resolution Com No. CH1, (a) approved entering into an ESCO Agreement with Siemens Industry, Inc. for Los Angeles Trade Technical College ("Trade Tech College ESCO") in furtherance of the District's Program, and (b) determined that the terms of the Trade Tech College ESCO was in the best interest of the District and that the anticipated cost to the District for electrical energy or conservation services provided by the energy conservation facility under the Trade Tech College ESCO would be less than the anticipated marginal cost to the District of electrical or other energy that would have been consumed by the District in the absence of those purchases; and

WHEREAS, Siemens Industry, Inc. has completed the Investment Grade Audit ("IGA") at Los Angeles Trade Technical College and a third party Independent Peer Reviewer has reviewed the IGAs, and the District and Siemens Industry, Inc have mutually agreed upon and selected the Energy Conservation ("EC") Measures to be installed at Los Angeles Trade Technical College; and

WHEREAS, based upon the mutually agreed upon and selected EC Measures, the Board desires to authorize the District to enter into Amendment No. 1 to the Trade Tech College ESCO with Siemens Industry, Inc. in order to implement the recommendations of the IGA ; and
WHEREAS, the District Board desires to ratify its preliminary findings made at the November 19, 2008 for the Trade Tech College ESCO respectively, based upon results of the completed IGA for Los Angeles Trade Technical College; and

WHEREAS, pursuant to Government Code section 4217.12, a public hearing will be held, public notice of which was given for at least two (2) weeks in advance, to receive public comment on the updated anticipated cost to the District for electrical energy and conservation services provided by the energy conservation facility under Amendment No. 1 to the Trade Tech College ESCO.

NOW, THEREFORE, the Board of Trustees of the Los Angeles Community College District does hereby resolve, determine, find and order as follows:

The Board hereby (a) ratifies the preliminary findings made on November 19, 2008 for the Trade Tech College ESCO and (b) finds and determines that the terms of Amendment No. 1 to the Trade Tech College ESCO are in the best interest of the District and that the anticipated additional cost to the District of $1,175,316 for electrical energy or conservation services provided by the energy conservation facility under Amendment No. 1 of the Trade Tech College ESCO will be less than the anticipated marginal cost to the District of electrical or other energy that would have been consumed by the District in the absence of those purchases. Based upon Amendment No. 1 to the Trade Tech College ESCO, a total cost savings of $1,985,692 is projected as a result of the energy and conservation construction services implemented based on the IGA recommendations for a total cumulative net savings of $810,376 projected respectively.

IN WITNESS of the passage of the foregoing resolution, as prescribed by law, we the members of said Board of Trustees, present and voting thereon, have hereunto set our hands this 14th day of July, 2010.

Member, Board of Trustees

Member, Board of Trustees

Member, Board of Trustees

Member, Board of Trustees

Member, Board of Trustees

Member, Board of Trustees

President, Board of Trustees
SUBJECT: REVISE BOARD RULE 7702.10

7702.10 Duplication Costs to Copy Written Materials.

Once the college or District administration has located the disclosable public records which will be produced pursuant to a public records request, the administration shall notify the requesting party that the documents are ready and will be provided upon payment of the costs associated with duplicating the records, which is 25 cents for the first page and 10 cents for each additional page of any public record, or $1.00 per CD where staff determines that multiple documents may be provided in that form for efficiency. The District shall not be required to expend staff time for conversion of documents to electronic format. This fee is deemed sufficient to reimburse the District for the direct costs of duplication. The actual charge of postage shall also be added for any required mailing.

Approved by: Adriana D. Barrera, Deputy Chancellor/Acting Chancellor

Chancellor and Secretary of the Board of Trustees

By: ___________________________ Date: ___________________________
Subject: REVISE BOARD RULE ARTICLE XVII SECTION 101700, et seq.

101700 Health and related benefits program for active employees and their dependents and survivors.

Approved by: Adriana D. Barrera, Deputy Chancellor/Acting Chancellor
ARTICLE XVII

HOSPITAL-MEDICAL, DENTAL, VISION GROUP COVERAGE, GROUP LIFE INSURANCE COVERAGE, AND THE DISTRICT’S EMPLOYEE ASSISTANCE PROGRAM

101700. HEALTH AND RELATED BENEFITS PROGRAM FOR ACTIVE EMPLOYEES AND THEIR DEPENDENTS AND SURVIVORS.

101700.10 Health Benefits Program. The District’s "Health Benefits Program" consists of group benefit plans recommended by the Joint Labor/Management Benefits Committee (JLMBC) and approved by the Board under which eligible District employees (and their eligible dependents) receive hospital, medical, dental, and vision care coverage. The purpose of the Health Benefits Program is to provide quality health care to the District’s employee, retirees, and their eligible dependents and survivors.

Effective beginning the 2010 plan year, as a result of JLMBC recommendation and bargaining among the parties, the hospital and medical coverage shall be administered by the CalPERS Health Care Program in accordance with the Public Employees Medical and Hospital Act (PEMHCA). The purpose of the Health Benefits Program is to provide quality health care to the District’s employees, retirees, and their eligible dependents and survivors.

Adopted 11-06-02
Amended 08-25-04

a. Eligibility. Each of the following unrepresented employees and his or her dependents and survivors are eligible to receive benefits and enroll in plans under the Health Benefits Program once the District has verified the employee’s, dependent’s or survivor’s eligibility under this agreement:

Adopted 11-06-02
Amended 08-25-04

1. every classified manager and confidential employee who is employed at least half time as either a probationary or regular classified employee:
2. every academic manager and academic confidential employee who is employed at least half-time in one or more monthly rate assignments; and

3. every member of the Board of Trustees and of the Personnel Commission (for the purposes of this Board Rule, the term “employee” shall be deemed to include Trustees and Personnel Commissioners).

Adopted 11-06-02

b. Dependents. Dependents who are eligible to enroll in plans under the Health Benefits Program include an eligible employee’s:


2. Qualified domestic partner.

3. Unmarried dependent children under age 19. Children (natural, adopted, foster, domestic partner children, or stepchildren) up to age 23 who are unmarried. Coverage will terminate at the end of the month in which dependent turns age 23.

4. Unmarried dependent children age 19 through 25 who are full-time students at a college or university. Economically Dependent Children. Children up to age 23 (not otherwise eligible under subsection 3, above) who are unmarried, who are economically dependent (as being claimed as dependents on the employee's federal income tax returns) upon the subscriber (eligible employee or retiree). The subscriber must have been granted legal or joint legal custody of the child; or the child resides with the subscriber (generally in the absence of natural or adoptive parents).

5. Unmarried dependent children (not otherwise eligible under subsection 2.c or 2.d above) without regard to age who are physically or mentally incapacitated, and who are being claimed as dependents on the employee's federal income tax returns. (However, a dependent’s coverage under this subsection must be a continuation of his or her coverage under the Health Benefits Program and, if there is ever a break in coverage, the dependent shall not be eligible to re-
enrolled) Disabled Children Over Age 23*. Children (not otherwise eligible under subsection 3 above) who have never been unmarried, without regard to age, who are physically or mentally incapacitated (and therefore incapable of self support), and who are being claimed as dependents on the employee's federal income tax returns. The mental or physical condition must have existed prior to age 23 and continuously since age 23.

*Effective January 1, 2011, the upper age limit will increase from age 23 to age 26.

As used in this section, the term "dependent children" means an employee's natural children, step-children, legally adopted children, foster children, and the dependent children of a domestic partner only.

c. Survivors. Upon the death of an active employee, the District shall deem the employee to have resigned from District employment on the date of his or her death and to have begun receiving a retirement allowance whether or not the employee was in fact old enough to retire. If, based on that premise, the employee would have been eligible to continue his or her participation in the hospital and medical plans available to active employees under Section 101701.11 below, all of Section 101701 shall be applicable to the employee’s survivors as if they were survivors of a retiree. For that purpose, references to survivors of retirees in Section 101701 shall be deemed to refer to those individuals.

d. Enrollment. Verification of eligibility, and enrollment or re-enrollment in plans shall be administered as follows:

Chapter X – Article XVII – Page 3
1. **Initial Enrollment.** Upon employment, each new employee who is eligible to enroll in plans under the Health Benefits Program shall receive complete information regarding the District’s Health Benefits Program, and may enroll in hospital, medical, dental, and vision care plans at any time. The employee’s hire date will establish an event date by which the employee will need to enroll all eligible family members into an eligible health plan within 60 (sixty) days. (Enrollment in the Premium Only Plan described in Section II takes place during the designated time periods.) If the District receives the employee’s enrollment forms on or before the 15th day of the calendar month, the District shall process the forms so as to make coverage effective on the first day of the following calendar month, otherwise coverage shall become effective on the first day of the second calendar month following the District’s receipt of the forms.

If the District receives the employee’s enrollment forms at anytime during the calendar month, the District shall process the forms so as to make coverage effective on the first day of the following calendar month. If the District receives the employee’s enrollment forms after the 60 (sixty) day eligibility timeframe, this will be considered a Late Enrollment. Under this situation, the employee will either have to wait a 90-day period or until the next CalPERS Open Enrollment period. The earliest effective date of enrollment will be the first of the month following the 90-day waiting period or the January 1 following the Open Enrollment period.

2. **Re-enrollment following a Break in Coverage.** Following a break in coverage for any reason other than an error by the District, an eligible employee may re-enroll in hospital, medical, dental, and vision care plans at any time. However, unless re-enrolling during an open enrollment period, the employee must re-enroll in the same plan he or she was enrolled in when his or her previous enrollment ended.

Adopted 11-06-02
Amended 08-25-04
If the District receives the employee’s re-enrollment forms on or before the 15th day of the calendar month, the District shall process the forms so as to make coverage effective on the first day of the following calendar month, otherwise coverage shall become effective on the first day of the second calendar month following the District’s receipt of the forms.

Adopted 08-25-04

If the District receives the employee’s re-enrollment forms at anytime during the calendar month, the District shall process the forms so as to make coverage effective on the first day of the following calendar month.

3. **Open Enrollment.** There shall be an open enrollment period each enrollment year during which eligible employees may change plans. The District shall establish and announce the dates of such open enrollment period, and shall mail open enrollment materials to employees fourteen or more days before the beginning of the open enrollment period. If an eligible employee requests a change of plan, he or she shall continue to be covered under his or her existing plan until coverage under the new plan can be instituted.

Adopted 11-06-02
Amended 08-25-04

4. **Changes in Enrollment other than during Open Enrollment.** Once enrolled in a plan, employees are generally barred from changing their enrollment except during an open enrollment period. Nevertheless, changes may be made under the following circumstances:

Adopted 11-06-02
Amended 08-25-04

i. Any employee who is enrolled in a closed panel plan and who changes his or her permanent residence to a location that is outside the service area of the plan may, by submitting a timely application to CalPERS, via the District, change his or her enrollment to a plan that provides service in the area of his or her new permanent residence without a break in coverage. To be timely, the application for a change
in enrollment must be received by the District within ninety (90) days after the employee established his or her new permanent residence.

ii. Any employee who is enrolled in a closed panel plan and who, during an approved study, retraining or sabbatical leave of absence of sixty (60) days or more, temporarily relocates to a location that is outside the service area of the plan may, by submitting a timely application to CalPERS, via the District, temporarily change his or her enrollment to a plan that provides service in the area in which he or she will be temporarily located. To be timely, the application for a temporary change in enrollment must be received by the date on which the employee’s leave commences.

iii. Any employee whose enrollment in a plan is terminated at the request or option of the plan provider for any reason other than non-payment of premium may enroll in another plan without a break in coverage by submitting a timely application to CalPERS, via the District. To be timely, the application for a change in enrollment must be received by the District within ninety (90) sixty (60) days after the employee’s enrollment was terminated. Qualified, covered individuals will not have their health plans terminated due to claims or increased utilization.

iv. Finally, any employee who has had a “qualifying qualified life event” as defined by Sections 125 and 129 of the Internal Revenue Code may change his or her eligible dependents by submitting a timely application to CalPERS, via the District. To be timely, the application for a permissible “qualifying qualified life event” change must be received by CalPERS, via the District within thirty-one days of the qualifying event.
Refer to CalPERS’s “Health Enrollment Reason Codes” for specific qualifying events and effective dates for coverage. Contact the District Benefits Office for this information.

5. **Mandatory Re-enrollment during Open Enrollment.** The District, upon recommendation of the JLMBC, may designate any open enrollment period as a mandatory enrollment period during which every eligible employee must re-enroll for himself or herself and for each of his or her eligible dependents.

   If an employee fails to re-enroll during any such mandatory enrollment period, his or her enrollment in the hospital, medical, dental, and vision-care plans shall end at the beginning of the next plan year. In that event, the employee may, if he or she remains eligible, re-enroll in plans at any time and the District shall verify his or her eligibility and process the employee’s re-enrollment forms as if they were initial enrollment forms — i.e. if the District receives the re-enrollment forms on or before the 15th day of the calendar month, it shall process them so as to make coverage effective on the first day of the calendar month following receipt of the forms, otherwise coverage shall become effective on the first day of the second calendar month following the District’s receipt of the forms.

Under normal circumstances CalPERS does not require mandatory re-enrollment each year in its health plans. They will notify current participating active employees of their options to change health plans or add/remove dependents during open enrollment. If the employee does not elect any changes, his or her hospital/medical coverage will continue with the same plan and dependents (pending eligibility).

If the employee does not elect any changes to the dental, vision and life insurance benefits during open enrollment, coverage will continue with the same plans and dependents.
e. **District Contribution Towards Premiums.** Eligible employees shall be entitled to the District’s contribution towards the premium costs of the plans in which they and their dependents are enrolled if:

1. the eligible employee was in paid status during the calendar month preceding the month during which benefit coverage is effective and received at least one-half of the pay he or she would have earned had he or she received pay for full-time work. *An employee shall be deemed to be in paid status during any recess or intercession if he or she is scheduled to return to paid status at the end of the recess or intercession.* or

2. the eligible employee, even though not in paid status, is on a formal illness leave of absence for a period of not more than eighteen months.

f. **Payment of Premiums During Unpaid Leaves.** Eligible employees who have been granted an unpaid leave of absence and who are therefore not entitled to the District’s contribution towards the premium costs of the plans in which they and their dependents are enrolled may continue to receive benefits under the Health Benefits Program by paying the District in advance for the full monthly premium of the plans. The amount of the reimbursement shall be determined by dividing the annual premium for the plans by twelve and multiplying the result by the number of months of leave during which the employee will not be entitled to the District’s contribution towards premium costs, establishing a direct payment between the employee and the health plan provider for the period of the leave.

*If a direct payment method cannot be established,* payment must be made by check or money order made payable to the District, and may be made in monthly installments.
Should an employee fail to make a payment required by this section, coverage shall terminate at the end of the month for which the last payment was received. Should the District terminate an employee’s coverage in error, it shall reinstate the employee’s coverage as soon as the error is discovered and, at the employee’s option, either issue the employee a refund of the amount he or she paid for the months during which he or she did not receive coverage, or extend the employee’s coverage for an equivalent period.

Adopted 11-06-02  
Amended 12-14-05

g. **Continued Eligibility and Payment of Premiums Following Layoff or Furlough.** Notwithstanding anything in Sections 101700.10.a and 101700.10.f to the contrary, employees who have been furloughed (*a furlough is a temporary lay-off for a specified period with a definite return date*) shall remain eligible to receive benefits under the Health Benefits Program, and shall continue to be entitled to the District’s contribution towards the premium costs of the plans in which they and their dependents are enrolled, during the period of their furlough. **Furthermore,** employees who have been laid-off shall remain eligible to receive benefits, and shall continue to be entitled to the District’s contribution towards the premium costs of their plans, according to the following table:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Months of Continuation following Layoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>2 months</td>
</tr>
<tr>
<td>6-10</td>
<td>4 months</td>
</tr>
<tr>
<td>11 or more</td>
<td>6 months</td>
</tr>
</tbody>
</table>

When an employee is laid off (a layoff is a separation from regular service for lack of work or lack of funds, or because of a reduction in force) CalPERS’ business rules stipulate termination of coverage for layoff beginning the next month after separation date. Employees who have been laid-off shall, upon applying and qualifying for COBRA (see section 101700.10.i below), continue to be entitled to the District’s contribution towards the COBRA premium costs of their plans, according to the following table:

Chapter X – Article XVII – Page 9
A furlough is a temporary lay-off for a specified period with a definite return date. A layoff is a separation from regular service for lack of work or lack of funds, or because of a reduction in force.

These rules for furlough and lay-off do not apply to employees who are in temporary or limited status or classified specially funded program (SFP) status unless they hold regular or permanent status in another position in the District.

Adopted 11-06-02
Amended 12-14-05

h. Conditions of and Limitations on Eligibility and Coverage.

1. **Dual Coverage.** Employees and their dependents may not be enrolled in more than one CalPERS plan at any one time. For that reason, an employee may be enrolled in a plan in his or her own capacity as an employee, or as a dependent of another employee, but not simultaneously in one plan as an employee and in another plan as a dependent. **Likewise, children or other individuals who qualify as dependents may be enrolled in a plan only once as a dependent, not simultaneously in one plan as a dependent of one employee and in another plan as a dependent of another employee.**

2. **Split Enrollment.** Children or other individuals who qualify as dependents may be enrolled in a plan only once as a dependent, not simultaneously in one plan as a dependent of one employee and in another plan as a dependent of another employee.

3. Every employee (or in the event of his or her incapacity, the employee’s representative or agent) shall report any event or change of circumstance that has an effect on the administration of coverage under the Health Benefits Program. Such events or changes include, but are not limited to, change of address or telephone number, marriage, divorce, dependent’s loss of eligibility, death of the employee, or death of a dependent.

Adopted 11-06-02
i. COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985). Once an employee who has enrolled in a plan under the Health Benefits Program becomes qualified for COBRA benefits, the District shall ensure that he or she is given the opportunity to continue coverage under the Health Benefits Program pursuant to COBRA in the manner prescribed by federal law. (CalPERS does not administer payments to COBRA.)

Adopted 11-06-02

j. If the internal responsibility for the administration of the Health Benefits Program is changed because responsibilities among the administrative units of the District are reorganized, notice of that change shall be given to the exclusive representatives within thirty days.

k. Health Care Legislation. In the event that new health care legislation is enacted and the District is required to implement a plan pursuant to such legislation, the District and the Exclusive Representatives shall consult in order to assess the effects of such legislation.

l. Pre-funding Retiree Health Benefits Costs. The District has established and will maintain a Trust with the California Public Employee's Retirement System (CalPERS) to prefund retiree health benefit costs for all eligible fulltime employees. The Trust is funded with annual contributions to the trust of 1.92% of the total full time salary expenditures in the district. Additionally the District will direct an amount equivalent to all of the Federal Medicare Part D subsidy returned to the District each year into the trust fund. Funding from both of these sources commenced with fiscal year 2006-07. An annual Trust status report will be made to the JLMBC and to the District Budget Committee at their first meetings of the fiscal year.

Annual funding of the Trust from both these sources shall continue until/unless the parties agree otherwise due to changes in the healthcare landscape which make prefunding no longer necessary. Should that prove to be the case the 1.92% of the total full time salary expenditures will be placed on the salary schedules of all full time employees, effective the end of the payroll month that the decision is made to no longer fund the trust.
101700.11 Group Life Insurance Program. The District’s group term life insurance program shall be continued until modified or repealed by the Board. The District’s group term life insurance program shall be continued for the duration of this Agreement subject to modification based on the recommendations of the Joint Labor Management Benefits Committee and approval of the Board.

a. All active employees eligible for benefits under Section 101700.10.a of this Rule shall be eligible for group term life insurance benefits under the program.

b. The limits of coverage under the program shall be $50,000, however, employees age 70 or above shall receive coverage equal to an amount equal to the greater of the minimum amount required by Federal Law or 50% of the amount in force immediately prior to his or her 70th birthday. This reduction shall take place on the premium date coincident with or immediately following his or her 70th birthday.

Adopted 11-06-02
Amended 12-14-05

101700.12 Employee Assistance Program/Wellness Services. The District shall make available to all active employees (including those who are not eligible for benefits under Section I.A.1 of this Agreement) employee assistance and wellness services. The services shall help employees deal with problems that might adversely impact their work performance, health, and well-being and shall include assessment, short-term counseling, informational resources and referral services. Such services hold the same level of privacy/confidentiality as other medical services. Modification to the employee assistance and wellness services may be recommended by the Joint Labor Management Benefits Committee to the Board of Trustees.

101700.13 Tax Sheltered Retirement Plans. The District shall continue its voluntary salary reduction program under which employees may contribute to tax sheltered retirement plans under Internal Revenue Code Sections 403(b) and 457. The process for selecting third-party administrators (TPAs) for these plans shall include the issuance of a formal request for proposals by the District, review of the responses by a task group consisting of representatives of the District and the Exclusive Representatives, and selection of TPAs based on the recommendation of the task group.

Adopted 12-14-05
A list of the 403b vendors and enrollment forms available through our District can be found at www.403bcompare.com or via a link on the District’s web site.

101700.14 Health Reimbursement Arrangements (HRAs). The District shall establish HRAs under IRC Section 105 for eligible, benefited active employees and early retirees (under age 65). The District’s contributions will be $1500, for the 2010, 2011 plan years. HRA contributions for subsequent plan years shall be agreed upon by the parties. The process for selecting a TPA for these HRAs shall include the issuance of a formal request for proposals by the District, review of the responses by a task group consisting of representatives of the District and the Exclusive Representatives, and selection of a TPA based on the recommendation of the task group.

101700.15 IRC 125 and 129 Plans (Flexible Spending Accounts). The District shall continue its voluntary Flexible Spending Account (FSA) plan covering medical and dependent care expenses under Internal Revenue Code Sections 125 and 129. The process for selecting a TPA for FSAs shall include the issuance of a formal request for proposals by the District, review of the responses by a task group consisting of representatives of the District and the Exclusive Representatives, and selection of a TPA based on the recommendation of the task group.

101700.16 Ordering Rules for HRAs and Medical FSAs. Employees shall be informed at the time of enrollment that amounts available under an HRA must be exhausted before reimbursements may be made from the medical FSA.

101701. HEALTH BENEFITS FOR RETIREES RETIREFROM A “QUALIFYING POSITION”), THEIR DEPENDENTS AND SURVIVORS.

101701.10 Hospital, Medical, Dental and Vision Benefits. Eligible retirees and their eligible dependents and survivors shall have the right to continue their participation in the health benefits plans available to active employees, subject to the terms and conditions of this Board Rule. Nothing in this Board Rule, however, shall be construed as conveying any vested right to any particular plan, plan design, or plan component. The terms of the District’s Health Benefits Program (CalPERS Health Care Program), as well as the plans available under the Program, remain subject to alteration by action of CalPERS, the Joint Labor/Management Benefits Committee or any future action of the Board agreement between the District and its Exclusive Representatives.
101701.11 Eligibility. A retiree who is eligible to continue his or her participation in the District’s health benefits plans which are available to active employees is one who has retired from District service under the rules of the California Public Employees Retirement System (CalPERS) or the California State Teachers Retirement System (CalSTRS), who is receiving a retirement allowance from that system, and who:

a. for employees whose most recent uninterrupted District employment began before July 1, 1998 February 11, 1992—has rendered continuous paid service to the District in a “qualifying position” for seven three or more years immediately preceding his or her retirement; and—for employees whose most recent uninterrupted District Employment began before July 1, 1998—has rendered continuous paid service to the District in a “qualifying position” for seven or more years immediately preceding his or her retirement; or

b. for employees whose most recent uninterrupted District employment began on or after July 1, 1998—has rendered continuous paid service to the District in a “qualifying position” for ten or more years immediately preceding his or her retirement—provided, however, the employee received District paid benefits each month during the 39 months immediately preceding his or her retirement.

Adopted 11-06-02
Amended 08-25-04

For the purposes of this section, a “qualifying position” is any position that made the employee eligible to enroll in plans under the Health Benefits Program, except those who are in temporary or limited status or classified specially-funded program (SFP) status unless they held regular or permanent status in another position in the District. An individual shall be deemed to have “retired from District service” if the effective date of his or her retirement under CalPERS or CalSTRS is no later than 120 days after his or her resignation from District employment. Retirees do not have to be enrolled in health benefits at the time of their retirement; they just need to have been eligible as indicated above. In addition, no absence from the service of the District under any paid leave of absence, or any unpaid leave of
Absence or layoff of thirty-nine months or less, shall be deemed a break in the continuity of service required by this section. An individual shall be deemed to have "retired from District service" if the effective date of his or her retirement under PERS or STRS is no later than the day after his or her resignation from District employment.

(This language, although it differs from the eligibility language that appeared in prior Board Rules, reflects the Board’s existing interpretation of that language and is declarative of the Board’s original intent.)

101701.12 Dependents and Survivors. To qualify as a dependent or survivor who is eligible to continue his or her participation in the hospital and medical plans available to active employees.

Adopted 11-06-02
Amended 12-14-05

a. a dependent or survivor must be an eligible retiree’s:

1. spouse and receive a survivor’s allowance under CalPERS or CalSTRS; This condition shall not apply to the survivor of a retiree who had not elected to provide an allowance (unmodified) prior to January 1, 2010;

2. qualified domestic partner on the date of retirement from District service;

3. unmarried dependent children under age 19; child (natural, adopted, foster, domestic partner children, or stepchildren) up to age 23* who is unmarried (coverage will terminate at the end of the month in which dependent turns age 23*);

4. unmarried dependent child age 19 through 25 who is a full-time student at a college or university, or a child up to age 23* (not otherwise eligible under subsection 3 above) who is unmarried and is economically dependent upon the retiree (as being claimed as dependents on the retiree's federal income tax returns) and for whom the retiree must have been granted legal or joint legal custody, or, in the absence of natural or adoptive parents, the child resides with the retiree; or
5. **unmarried dependent a disabled** child (not otherwise eligible under subsection 3 above) who is **unmarried** without regard to age and is physically or mentally incapacitated (**and therefore incapable of self support**), and who is being claimed as a dependent on the retiree’s federal income tax returns. **(However, a dependent’s coverage under this subsection must be a continuation of his or her coverage under the Health Benefits Program and, if there is ever a break in coverage, the dependent shall not be eligible to re-enroll under this subsection.**

*Effective January 1, 2011, the upper age limit will increase from age 23 to age 26.*

Adopted 11-06-02
Amended 08-25-04

(As used in this section, the term "dependent children” means an employee’s natural children, step-children, legally adopted children, foster children, and the dependent children of a domestic partner only.)

Adopted 11-06-02
Amended 08-25-04

—and—

b. a dependent may not be enrolled in any plans other than those under which the retiree is covered, or in the case of any survivor, the survivor must have been enrolled in plans as a dependent at the time of the retiree’s death.

Adopted 11-06-02
Amended 08-25-04

101701.13 **Limitations on Survivor Eligibility.** A survivor’s eligibility to continue his or her participation in the Health Benefits Program **shall be limited as follows: depends on whether he or she continues to receive a survivor’s allowance. The eligibility of a surviving child receiving a survivor’s benefit continues until the end of the month in which he or she turns age 23.**

*Effective January 1, 2011, the upper age limit will increase from age 23 to age 26.*

Adopted 11-06-02
Amended 08-25-04
a. The eligibility of a surviving spouse shall terminate when he or she remarries, enters into a domestic partner relationship, or is eligible for group coverage under his or her own employment.

   Adopted 11-06-02
   Amended 08-25-04

b. The eligibility of a surviving qualified domestic partner shall terminate when he or she marries, enters into another domestic partner relationship, or is eligible for group coverage under his or her own employment.

   Adopted 11-06-02
   Amended 08-25-04

c. The eligibility of a surviving child who is a dependent of a surviving spouse or domestic partner shall terminate when the eligibility of the surviving spouse or domestic partner terminates, unless the eligibility of the surviving spouse or domestic partner terminates because of death, in which case the child shall remain eligible as if the surviving spouse or domestic partner had not died.

   Adopted 11-06-02
   Amended 08-25-04

d. Any survivor whose eligibility terminates for any reason, shall not be eligible for re-enrollment.

   Adopted 11-06-02

101701.14 Enrollment. Enrollment and re-enrollment in plans shall be administered as follows:

   Adopted 11-06-02
   Amended 08-25-04

   a. Initial Enrollment. Upon retirement, each new retiree who is eligible to enroll in plans under the Health Benefits Program shall receive uninterrupted coverage under the plan in which he or she was enrolled as an active employee, provided the employee submits all necessary applications and other required documentation in a timely fashion.

   b. Open Enrollment. There shall be an open enrollment period each enrollment year during which eligible retirees may change plans. The District CalPERS Health Care Program, in consultation with the District (via the JLMBC) shall establish and announce the dates of such open enrollment
c. period, and shall mail open enrollment materials to retirees fourteen or more days before the beginning of the open

d. enrollment period. If an eligible retiree requests a change of plan, he or she shall continue to be covered under his or her existing plan until coverage under the new plan can be instituted.

e. Changes in Enrollment other than during Open Enrollment. Once enrolled in a plan, retirees are generally barred from changing their enrollment except during an open enrollment period. Nevertheless, changes may be made under the following circumstances:

Adopted 11-06-02

1. Any retiree who is enrolled in a closed panel plan and who changes his or her permanent residence to a location that is outside the service area of the plan may, by submitting a timely application to CalPERS via the District, change his or her enrollment to a plan that provides service in the area of his or her new permanent residence. To be timely, the application for a change in enrollment must be received by CalPERS via the District within ninety (90) days after the retiree established his or her new permanent residence.

Adopted 11-06-02
Amended 08-25-04

2. Any retiree whose enrollment in a plan is terminated at the request or option of the plan provider for any reason other than non-payment of premium may enroll in another plan by submitting a timely application to the District. To be timely, the application for a change in enrollment must be received by CalPERS via the District within ninety (90) days after the retiree’s enrollment was terminated.

Adopted 11-06-02
Amended 08-25-04

d. Mandatory Re-enrollment during Open Enrollment. Upon recommendation of the JLMBC the District may designate any open enrollment period as a mandatory enrollment period during which every eligible retiree or survivor must re-enroll for himself or herself and for each of his or her eligible dependents. If a retiree or survivor fails to re-enroll during any such mandatory enrollment period, his or her enrollment in hospital, medical, dental and vision care plans shall end at the beginning of the next plan year. In that event, only a retiree (and his or her eligible dependents) may, if he or she remains
eligible, re-enroll in plans. The retiree may re-enroll in plans at anytime and the District shall verify his or her eligibility and process to CalPERS so that it can process the retiree’s or survivor’s re-enrollment forms as if they were initial enrollment forms—i.e. if CalPERS via the District receives the re-enrollment forms on or before the 15th day of at

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...anytime during the calendar month, it shall process them so as to make coverage effective on the first day of the calendar month following receipt of the forms, otherwise coverage shall become effective on the first day of the second calendar month following the District’s receipt of the forms.

Adopted 08-25-04

101701.15 District Contribution Towards Premiums. The District shall contribute towards the premium costs of the plans in which an eligible retiree and his or her eligible dependents and survivors are enrolled as follows:

Adopted 11-06-02
Amended 08-25-04

a. For retirees (and their eligible dependents and survivors) who became eligible under Section 101701.11.a, the District will pay 100% of the District’s contribution towards premiums.

Adopted 11-06-02
Amended 08-25-04

b. For retirees (and their eligible dependents and survivors) who became eligible under Section 101701.11.b, the District will pay 50% of the District’s contribution towards premiums for those retirees who rendered service in a “qualifying position” for at least ten years but fewer than fifteen years; 75% of the District’s contribution towards premiums for those retirees who rendered service in a “qualifying position” for at least fifteen years but fewer than twenty years; and 100% of the District’s contribution towards premiums for those retirees who rendered service in a “qualifying position” for at least twenty (20) years.

Adopted 11-06-02
Amended 08-25-04

101701.16 Conditions of and Limitations on Eligibility and Coverage.
a. Active employees who become eligible retirees under this agreement are entitled to uninterrupted coverage under the Health Benefits Plan provided they submit all necessary applications and other required documentation in a timely fashion.

b. **Dual Coverage.** Retirees, their dependents, and survivors may not be enrolled in more than one **District sponsored** plan at any one time. For that reason, a retiree may be enrolled in a plan in his or her own capacity as a retiree, or as a dependent of another retiree, but not simultaneously in one plan as a retiree and in another plan as a dependent.

c. **Likewise, Split Enrollment.** Children or other individuals who qualify as dependents may be enrolled in a plan only once as a dependent or survivor, not simultaneously in one plan as a dependent or survivor of one retiree and in another plan as a dependent or survivor of another retiree.

d. To the extent allowed by law, benefits provided under the District’s Health Benefits Program shall be secondary to the benefits provided to a retiree or his or her dependents or survivors under Medicare. Furthermore, as a condition of continued enrollment in any hospital or medical plan available under the Health Benefits Program, each retiree and every eligible dependent and survivor age 65 and older must (unless exempted from this requirement under rules adopted by the Joint Labor/Management Benefits Committee) **apply for and obtain coverage under Part A (hospital benefits)**—either paid or premium free—and **Part B (medical benefits) of Medicare. It shall be the sole responsibility of the employee or survivor to provide the District with verification of enrollment in Medicare. The District shall acknowledge receipt of verification of Medicare enrollment upon a retiree’s request.**
Medicare Part A (hospital benefits): Every person who is eligible for premium-free Medicare Part A coverage must obtain that coverage. Those retirees age 65 and older who (a) chose to begin payment of Medicare tax in the Medicare Division (election) of June 14, 2001, and (b) retire after the end date of the CalSTRS Medicare premium payment program or are otherwise ineligible for said program, and (c) do not earn sufficient service credits to qualify for premium-free Part A, are not required to enroll in Part A.

Retirees age 65 and older who chose not to begin payment of Medicare tax in the Medicare Division (election) of June 14, 2001 must obtain and maintain coverage under Part A with no District contribution, unless the retiree was 58 or older on June 14, 2001. All dependents and survivors must obtain and maintain coverage under Part A, with no District contribution, in order to remain eligible for the District’s medical plans.

Adopted 12-14-05

Medicare Part B (medical benefits): Every person must apply for, obtain and maintain coverage under Part B of Medicare at his or her own expense.

Medicare Part D (prescription drug benefits): Enrollment in Medicare Part D shall be addressed each plan year by the JLMBC, and if deemed necessary, enrollment shall be accomplished through coordination with District medical plans. Retirees, eligible dependents, and survivors over the age of 65 shall not enroll as individuals. Those enrolling in Part D when not required to by the District shall be responsible for paying the entire Part D premium.

Other Requirements: Any retiree or eligible dependent or survivor who enrolls in Medicare but assigns his or her Medicare benefits to a Medicare-Advantage medical plan not sponsored by the District shall be ineligible for continued benefits under the District’s medical plans. It shall be the sole responsibility of the retiree, dependent and survivor to provide the District with verification of enrollment in Medicare. The District shall acknowledge receipt of verification of Medicare enrollment upon a retiree’s request.
d. Every retiree (or in the event of his or her incapacity, the retiree’s representative or agent) shall report, by telephone, e-mail, or written correspondence, any event or change of circumstance that has an effect on the administration of coverage under the Health Benefits Program. Such events or changes include, but are not limited to, change of address or telephone number, marriage, divorce, dependent’s loss of eligibility, death of the retiree, or death of a dependent. When a retiree (or his or her representative or agent) submits such a report, the District shall acknowledge receipt of the information by e-mail or other written correspondence.

Adopted 11-06-02

e. A retiree’s or survivor’s eligibility (and that of his or her dependents) under this agreement shall terminate whenever the retiree or survivor accepts employment in a position covered by CalSTRS or CalPERS and becomes eligible for health benefits by virtue of that employment.

Adopted 11-06-02

101702. JOINT LABOR/MANAGEMENT BENEFITS COMMITTEE

101702.10 The District shall convene a Joint Labor/Management Benefits Committee (JLMBC) as prescribed by the Master Agreement between the District and the exclusive representatives of its employees. The role, composition, and authority of the Committee are specified in Section IV of the Master Agreement. Section IV of that Agreement (as it now reads or as it may be revised by the parties from time to time) is, by this reference, incorporated herein as if set forth in full.

Adopted 11-06-02
Subject: REVISE BOARD RULES 6201.16, 6204, 6405 AND 6705.20

6201.16  GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREE IN NURSING

To obtain an associate degree in nursing, students who have baccalaureate or higher degrees from a United States regionally accredited institution of higher education are only required to complete the course work that is unique and exclusively required for completion of the registered nursing program, including prerequisites and nursing course work.

These students are not to be required to complete any other courses required by the college for an associate degree.

6204.  ADDITIONAL and CONCURRENT ASSOCIATES DEGREES.

Additional Associate Degrees: Students who have previously earned an associate, baccalaureate or higher degree from a United States regionally accredited institution will be granted an additional associate degree when the following requirements have been met:

associates degree from an accredited college will be granted a second associates degree when the following requirements have been met:

Recommended by: Adriana D. Barrera, Deputy Chancellor/Acting Chancellor

Chancellor and Secretary of the Board of Trustees

By ________________  Date ________________
1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements – i.e., scholarship, residency, competency, general education and major requirements.

2. Completion of a minimum of 12 six (6) new units in a major following Plan A of General Education requiring 18-35 units or twelve (12) new units in a major following Plan B of General Education requiring 36 or more units. Including those required by the new major or area of emphasis. Major course requirements completed in previous degrees awarded can be used again for the second additional degrees.

3. A minimum of 50% of the major coursework for the additional degree(s) must be completed in the LACCD. The colleges may establish a petition process to allow for exceptions to this requirement.

4. General Education requirements for the second an additional associate degree are satisfied by an associate, baccalaureate or higher degree from a United States regionally accredited institution provided they meet the Title 5, § 55063, minimum requirements for an Associate Degree general education requirements.

3. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of “C” or higher or “P” (pass).

4. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.
5. Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of Chapter XVII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy.

Concurrent degrees: Concurrent degrees are degrees awarded in the same semester. Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.

2. There is no maximum number of concurrent degrees that a student may be awarded.

3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

4. If an Associate of Science and Associate of Arts degree can be awarded in the same major, only one degree will be granted as selected by the student.

5. Completion of the General Education requirements for one associate degree will fulfill the general education requirements for concurrent degrees, if the same general education pattern applies to the additional degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each concurrent degree.

6. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of “C” or higher or “P” (pass).
7. The LACCD does not offer double majors.

6405. **COOPERATIVE EDUCATION.** The Board of Trustees may provide for the instruction of students in a Work Experience Education program involving employer, student-employee, and college whereby the student-employee receives on-the-job training and unit credit for work experience directly related to his career major. Through his college coordinating class, the student develops the proper skills, attitudes, and understandings necessary to successful employment.

6405.10 **UNIT LIMITS**

A) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 units, subject to the following limitations:

1) **General Work Experience Education.**

A maximum of six units may be earned in general work experience education.

2) **Occupational Work Experience Education.**

A maximum of eight credit hours may be earned in occupational work experience education during one enrollment period up to a total of 16 units. A maximum of eight units may be earned in occupational work experience education during one enrollment period up to a total of 16 units.
(B) If a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course, a student may repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in section A of the Board Rule.

Title 5, C.C.R., 55250-55257

6705.20 Statement of Basis for Grading Syllabus.*
Retention of Written Work and Grade Books.
During the first week of classes, the faculty members teaching classes shall distribute provide students and the Department Chairperson (in hard copy or electronically) a syllabus that statement describing the student work product which will be the basis for determining each student's grade in the class as well as the grading criteria for the class. Furthermore, the syllabus shall include the approved course objectives, as indicated in the course outline of record, the approved course student learning outcomes, and an accommodation statement for students registered through the DSPS office, instructor contact information, and a reference to the student code of conduct as it relates to academic dishonesty (Board Rule 9803.28).
To the extent such student work product takes the form of written work, such written work shall, if not returned to the students, be retained by the faculty member for at least one year from the end of the term in which the course was taken. All faculty grade records shall be retained by the faculty member for at least such a one-year period. All of such written work and grade records may be stored on campus pursuant to the direction of each college president following consultation with the college's academic senate.

Adopted 11-21-94
6705.30 Retention of Written Work and Grade Records.
To the extent that student work product takes
the form of written work, such written work
shall, if not returned to the student, be
retained by the faculty member for at least one
year from the end of the term in which the
course was taken. All faculty grade records
shall be retained by the faculty member for at
least a one-year period. All written work and
grade records may be stored on campus pursuant
to the direction of each college president
following consultation with the college's
academic senate.

Background: These changes were recommended by the District Curriculum Committee
and consulted with all appropriate constituency groups.