



# Board of Trustees

Los Angeles Community College District  
770 Wilshire Blvd., Los Angeles, CA 90017 (213) 891-2000

## AGENDA

**ORDER OF BUSINESS-REGULAR MEETING**  
**Wednesday, September 19, 2012**  
**Public Session 6:30 p.m.**  
**Closed Session**  
**(Immediately Following Adjournment**  
**of Capital Construction Committee)**

**Van de Kamp Innovation Center**  
**Library/Cafeteria - Room A147**  
**2930 Fletcher Drive**  
**Los Angeles, CA 90065**

- I. Roll Call (6:30 p.m.)
- II. Flag Salute
- III. Reports from Representatives of Employee Organizations at the Resource Table
- IV. Recess to Capital Construction Committee
  - A. Report from the Chancellor
  - B. Presentation on Van de Kamp Innovation Center SEIR (Exhibit 1)
  - C. Public Speakers
  - D. New Business
  - E. Adjourn Capital Construction Committee
- V. Reconvene Regular Meeting of the Board of Trustees
- VI. Roll Call
- VII. Requests to Address the Board of Trustees – Closed Session Agenda Matters
- VIII. 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.
- IX. Reconvene Regular Meeting
- X. Reports and Recommendations from the Board
  - Report on Actions Taken in Closed Session – September 19, 2012

- XI. Notice Reports and Informatives
  - BF/A. [Notice] Adoption of the 2013-2014 Budget Development Calendar
  - ISD/A. [Notice] Authorize Revision of Board Rule 8603
- XII. Announcements and Indications of Future Proposed Actions
- XIII. Adjournment

\*\*\*\*\*  
Next Regularly Scheduled Board Meeting  
Wednesday, October 3, 2012  
(Public Session scheduled for 3:30 p.m.)  
Los Angeles Trade-Technical College  
400 West Washington Blvd.  
Los Angeles, CA 90015  
\*\*\*\*\*

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.



# Board of Trustees

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
770 Wilshire Boulevard, Los Angeles, CA 90017 213/891-2000

# AGENDA

## ATTACHMENT A

### **CLOSED SESSION**

Wednesday, September 19, 2012  
(Immediately Following Adjournment  
of Capital Construction Committee)

**Van de Kamp Innovation Center  
Old Bakery Building – Conference Room 215  
2930 Fletcher Drive  
Los Angeles, CA 90065**

- I. 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
- B. District Negotiators: Mary Gallagher  
Marvin Martinez  
Adriana D. Barrera  
Jeanette Gordon
- Employee Unit: Clerical/Technical
- C. District Negotiator: Adriana D. Barrera  
Jeanette Gordon
- Employee Unit: Faculty
- D. District Negotiator: Adriana D. Barrera  
Jeanette Gordon
- Employee Unit: Academic Administrators
- E. District Negotiator: Adriana D. Barrera  
Jeanette Gordon
- Employee Unit: Classified Supervisors

**Closed Session**  
**September 19, 2012**  
**Page Two**

F. District Negotiator: Adriana D. Barrera  
Jeanette Gordon

Employee Unit: Local 99

G. District Negotiator: Adriana D. Barrera  
Jeanette Gordon

Employee Unit: Building and Construction Trades

**Board Agenda**  
**EXHIBIT 1**  
**NOTICE OF PREPARATION**  
**OF AN ENVIRONMENTAL IMPACT REPORT**  
**AND SCOPING MEETING FOR THE**  
**VAN DE KAMP INNOVATION CENTER**

**To:** All Interested Persons and Agencies  
**From:** Los Angeles Community College District  
**Date:** September 12, 2012  
**Re:** **Notice of Preparation (NOP) of an Environmental Impact Report (EIR) and Scoping Meeting for the Van de Kamp Innovation Center**

The Los Angeles Community College District (LACCD), acting as the Lead Agency under the California Environmental Quality Act (CEQA), will prepare a Draft Environmental Impact Report (EIR) for the Van de Kamp Innovation Center. CEQA requires that an EIR be prepared for proposed projects that have been determined to have a possible adverse effect on the environment. An EIR is a public document whose purpose is to disclose information about the environmental effects of a proposed project, potential alternatives, and methods to mitigate its effects on the environment to decision-makers and the general public.

This Notice of Preparation (NOP) is being distributed to applicable responsible agencies, trustee agencies, and interested parties as required by CEQA. Comments from interested agencies are requested as to the scope and content of the environmental information that is pertinent to each agency's statutory responsibilities in connection with the proposed project.

**PROJECT LOCATION:** The Van de Kamp Innovation Center is located at 2930 Fletcher Road in northeast Los Angeles in the neighborhood of Glassell Park (project site). The project site is generally bounded by San Fernando Road to the northeast, the Glendale Freeway (State Route 2) to the southeast, Los Angeles County Metropolitan Transportation Authority right-of-way to the south, and Fletcher Drive to the northwest, as depicted in **Exhibit 1**.

**PROJECT BACKGROUND:** Presently, LACCD maintains offices at the Van de Kamp Innovation Center and leases space to educational focused tenants. As shown in the aerial photograph of the project site presented in **Exhibit 2**, there are three main buildings on the project site: (1) the Old Bakery Building; (2) a Childcare Building; and (3) a New Educational Building. Current tenants include a charter high school (Alliance for Charter Ready Public Schools – Environmental Science and Technology High School), and various worker training programs. LACCD and the worker training tenants currently occupy the approximately 30,000-square-foot, two-story Old Bakery Building that fronts Fletcher Drive. The charter high school currently occupies the approximately 45,000-square-foot, two-story, L-shaped, New Educational Building located to the south these buildings. Both the charter high school and the worker training tenants share use of the approximately 7,000-square-foot Childcare building. A 249-space parking lot that provides parking for the charter high school and the other tenants is located south of the high school building.

**PROJECT DESCRIPTION:** Listed below are four initial occupancy alternatives currently under consideration by the LACCD Board of Trustees for the future use of the Van de Kamp Innovation Center. While these occupancy alternatives would not require the construction of new facilities or buildings, tenant improvements to the existing facilities may be necessary to accommodate future tenants. Additional occupancy alternatives or combinations of these alternatives may also be considered in the EIR.

1. District-wide Academic Programs: LACCD could offer specialized regional academic programs focused on technical training.
2. Relocation of Existing Office or Business Functions: LACCD could relocate its administrative offices to the Van de Kamp Innovation Center.
3. Long-term Lease to the Charter High School: The charter high school could enter into a long-term lease, extending the current lease for an additional five years with a five-year option to renew (ten-year total).
4. Working with four-year Universities: LACCD could offer courses under partnership agreements with a four-year university system at the Van de Kamp Innovation Center.

**ISSUES TO BE ADDRESSED IN THE EIR:** The following topics have been identified to be analyzed in detail in the EIR:

- Traffic and Circulation
- Air Quality/Greenhouse Gas
- Noise
- Land Use Planning

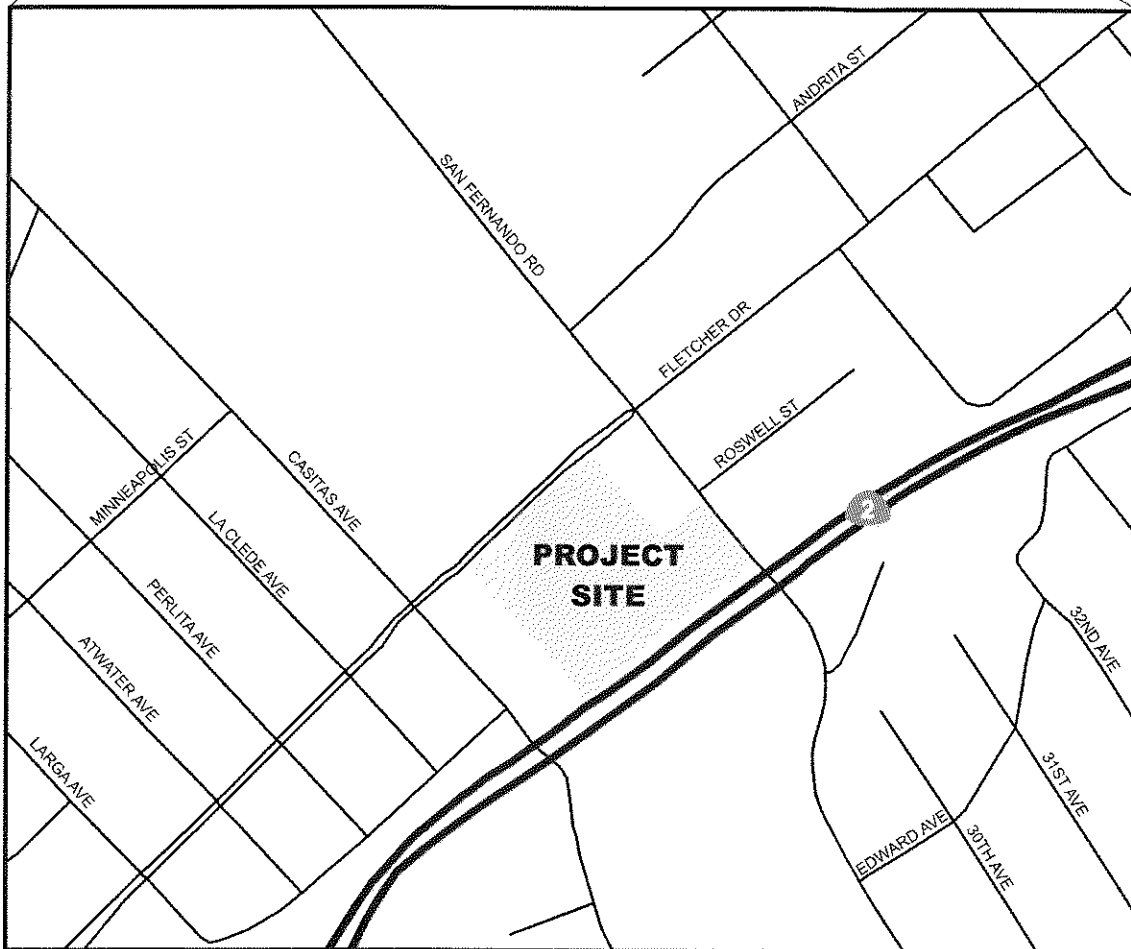
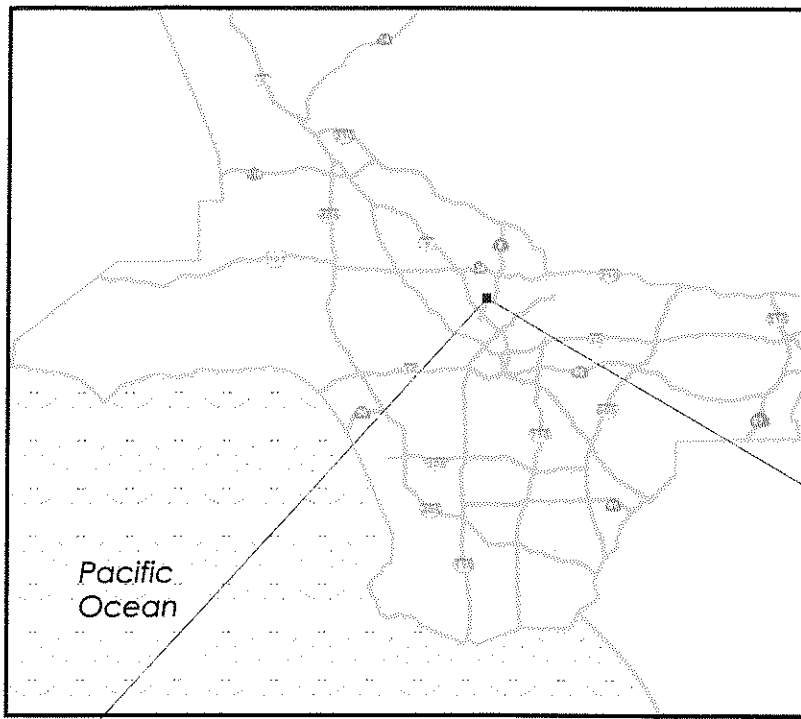
**HOW TO COMMENT:** The Lead Agency solicits comments regarding the scope, content and specificity of the EIR from all interested parties requesting notice, responsible agencies, agencies with jurisdiction by law, trustee agencies, and involved agencies. **All comments must be received by October 13, 2012 for consideration.** Please send your written or typed comments (including a name, telephone number, and contact information) to the following:

Los Angeles Community College District  
Adriana D. Barrera, Deputy Chancellor  
770 Wilshire Boulevard  
Los Angeles, CA 90017  
Fax: (213) 891-2195  
E-Mail: BarrerAD@email.laccd.edu

**NOTICE OF SCOPING MEETING:** Pursuant to California Public Resources Code Sections 21081.7, 21083.9, and 21092.2, the Lead Agency will conduct a public scoping meeting to solicit oral and written comments from interested parties requesting notice, responsible agencies, agencies with jurisdiction by law, trustee agencies, and involved federal agencies, as to the appropriate scope and content of the EIR.

**All Interested Parties are invited to attend the scheduled Public Scoping Meeting to assist in identifying issues to be addressed in the EIR. Attendees will have an opportunity to provide input to the consultants preparing the EIR. The scoping meeting is:**

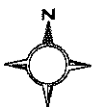
**Wednesday, September 19, 2012, 6:30 p.m.**  
Van de Kamp Innovation Center  
Alliance Environmental Science and Technology High School Cafeteria  
2930 Fletcher Drive  
Los Angeles, CA 90065



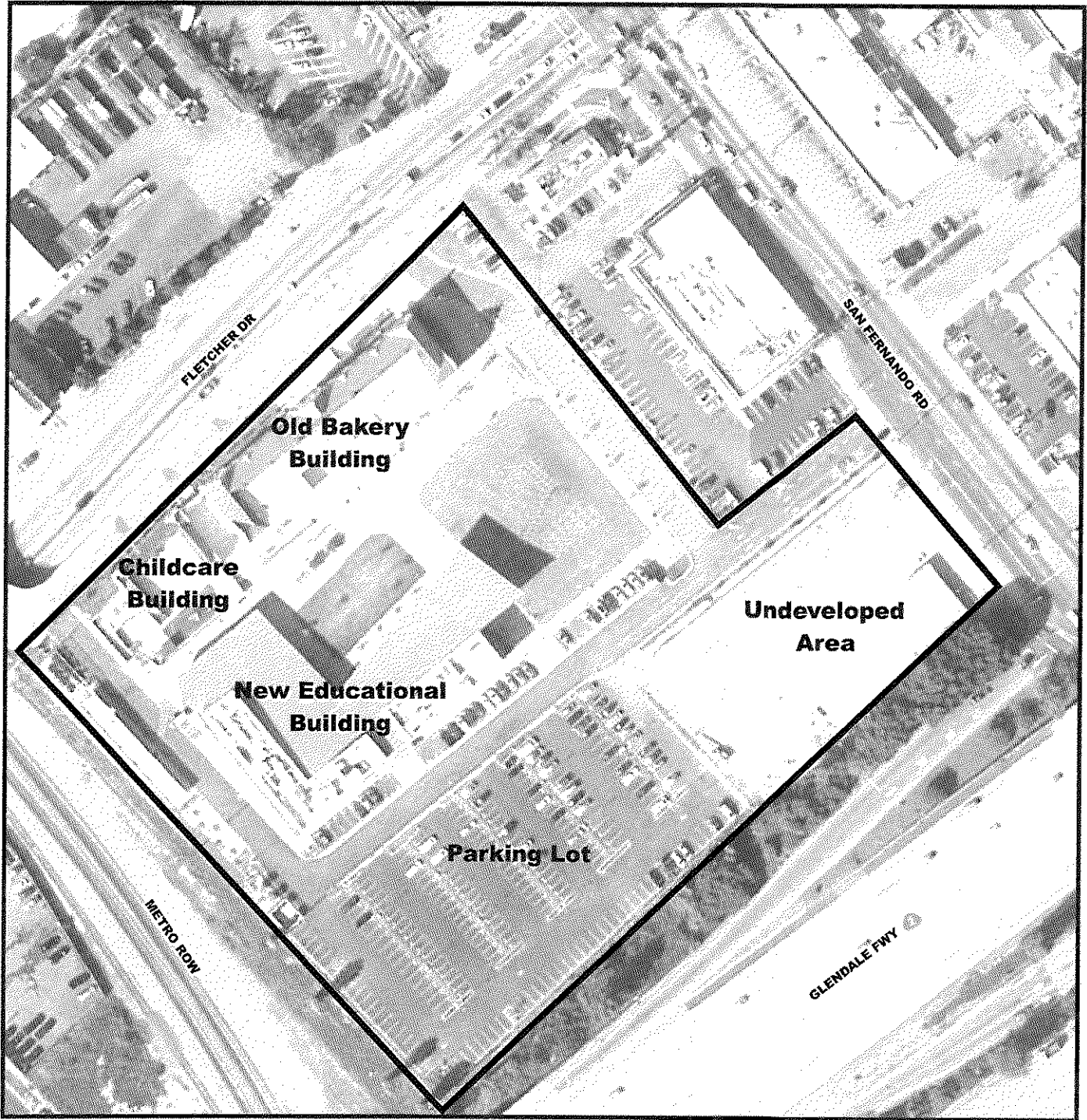
LEGEND:

 Project Site

NOT TO SCALE



SOURCE: TAHA and ESRI, 2012.



LEGEND:


 Project Site

SOURCE: TAHA and Google Earth, 2012.

APPROX.  
SCALE



0 85 171  
FEET

 Van de Kamp Innovation Center  
Notice of Preparation

taha 2012-061 LOS ANGELES COMMUNITY COLLEGE DISTRICT

EXHIBIT 2

PROJECT SITE





# Board of Trustees

Los Angeles Community College District

## NOTICE

Notice: September 19, 2012

Com. No. BF/A

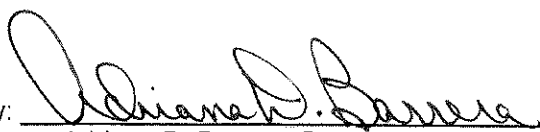

Division: BUSINESS AND FINANCE

Date: October 3, 2012

**Subject: ADOPTION OF THE 2013-2014 BUDGET DEVELOPMENT CALENDAR**

Adopt the Budget Development Calendar for fiscal year 2013-2014  
(Attachment I).

Background: Adoption of the 2013-2014 Budget Development Calendar by the Board of Trustees informs the Board, the District and community constituencies of the planned schedule of budget development activities in order to promote participation in the budget process.

Recommended by:  Approved by:   
Adriana D. Barrera, Deputy Chancellor Daniel J. LaVista, Chancellor

Chancellor and  
Secretary of the Board of Trustees

By \_\_\_\_\_ Date \_\_\_\_\_

Candaele _____	Pearlman _____
Field _____	Santiago _____
Mercer _____	Scott-Hayes _____
Park _____	Robinson _____
	Student Trustee Advisory Vote

**2013 - 2014 BUDGET DEVELOPMENT CALENDAR**

**DRAFT**

DATE	ACTIVITY
<b>SEPTEMBER, 2012</b>	<b>DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES</b>
September 5	District Budget Committee reviews proposed Budget Development Calendar.
September 12	Finance and Audit Committee Meeting.
September 19	Notice of Budget Development Calendar presented to Board of Trustees.
<b>OCTOBER, 2012</b>	<b>DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES</b>
October 3	A) Adoption of Budget Development Calendar; B) Finance and Audit Committee Meeting.
October 10 - 31	College Projections and Financial Plans Review.
October 30	1st Quarter Reports due from colleges.
<b>NOVEMBER, 2012</b>	<b>DEVELOPMENT OF BUDGET OPERATION PLAN</b>
November 6	Initial assessment projections of Centralized accounts.
November 7	A) Finance and Audit Committee receives briefing on 1st Quarter Rep.; B) 1st Quarter Report submitted to Board of Trustees for approval.
November 8 - 30	Review of Centralized Accounts Projection.
November 15	1st Quarter Report due to State.
November 28	Constituencies review of 1st Quarter Report and Districtwide projections.
<b>DECEMBER, 2012</b>	<b>BUDGET PREP WORKSHOP</b>
December 3 - 4	A) Budget Prep file available; B) Budget Prep Workshop.
December 12	Finance and Audit Committee Meeting.
December 19	Constituencies review of mid-year projections and possible mid-year reductions.
<b>JANUARY, 2013</b>	<b>GOVERNOR'S PROPOSED STATE BUDGET AND PRELIMINARY ALLOCATIONS</b>
January 4	A) Budget Office distributes Budget Operation Plan Instructions; B) Dedicated Revenue Projections due in the Budget Office.
January 7 - 11	Budget Office reviews colleges' 2013-14 dedicated revenue projections.
January 7 - 31	Cabinet reviews Proposed 2013-14 Preliminary Allocation.
January 16	Finance and Audit Committee Meeting
January 22	CFO and Accounting Office provide initial ending balance projections.
January 23	Constituencies review Proposed 2013-14 Preliminary Allocation.
January 31	2nd Quarter Reports due from colleges.
<b>FEBRUARY, 2013</b>	<b>CONSTITUENCIES REVIEW BUDGET STATUS</b>
February 4	Budget Office distributes 2013-14 Preliminary Allocation.
February 5 - 28	Cabinet reviews 2013-14 Budget update.
February 6	A) Finance and Audit Committee receives briefing on 2nd Quarter Report; B) 2nd Quarter Report submitted to Board of Trustees for approval.
February 14	2nd Quarter Report due to State.
February 19 - 28	Constituencies review 2nd Qtr Report & College Financial Plans.
February 20	CFO and Accounting Office update ending balance projections.
<b>MARCH, 2013</b>	<b>PREPARATION OF PRELIMINARY BUDGETS</b>
March 1	Budget Prep files transmitted to Budget Office.
March 4 - 18	Technical review of Budget Prep data files and upload to SAP.
March 6	Finance and Audit Committee Meeting.
March 22	A) CFO and Accounting Office update ending balance projections; B) Preliminary Budget available on SAP system.
<b>APRIL, 2013</b>	<b>REVIEW OF PRELIMINARY BUDGET DATA</b>
April 2 - May 10	Open period for Tentative Budget adjustments (First Adjustment).
April 3	Finance and Audit Committee Meeting
April 22	CFO and Accounting Office update ending balance projections.
April 26	CFO and Accounting Office distribute purchasing & year-end closing schedule.

**2013 - 2014 BUDGET DEVELOPMENT CALENDAR**

**DRAFT**

DATE	ACTIVITY
April 30	3rd Quarter Reports due from colleges.
April 30 - May 21	Budget hearings on preliminary budgets conducted w/coll. administrators.
<b>MAY, 2013</b>	<b>REVENUE PROJECTIONS UPDATED</b>
May 1	A) Board of Trustees authorization to encumber new year appropriations. B) Finance and Audit Committee receives briefing on 3rd Quarter Report;
May 2	Constituencies review budget status.
May 3 - 22	Cabinet receives briefing on Tentative Budget.
May 6	Revised revenue projections based on Governor's proposed State Budget.
May 15	3rd Quarter Report due to State.
May 17	A) Constituencies review May Revise update; B) Constituencies receive briefing on Tentative Budget; C) Open period for Final Budget adjustments (Second Adjustment).
May 15	A) 3rd Quarter Report submitted to Board of Trustees for approval; B) Constituencies receive a briefing on Tentative Budget (Bd Mtg).
May 20	CFO and Accounting Office update ending balance projections.
May 21	Budget Operation Plans due in Budget Office.
<b>JUNE, 2013</b>	<b>TENTATIVE BUDGET</b>
June 12	A) Finance and Audit Committee reviews Proposed Tentative Budget; B) Notice of Tentative Budget to Board of Trustees.
June 18	CFO and Accounting Office update ending balance projections.
June 26	Adoption of Tentative Budget.
June 28	Deadline for submission of revised Dedicated Revenue for Final Budget.
<b>JULY, 2013</b>	<b>REVISION TO REVENUE PROJECTIONS/ALLOCATIONS</b>
July 1	File Tentative Budget report with County and State Agencies.
July 10	Finance and Audit Committee Meeting.
July 18	CFO and Accounting Office run 1st closing activities.
July 19	Constituencies review Budget status.
July 24	A) CFO and Accounting Office update ending balance projections; B) CFO and Accounting Office run 2nd closing activities.
<b>AUGUST, 2013</b>	<b>FINAL BUDGET</b>
August 1	Final year-end closing and establishment of actual ending balances.
August 7*	A) Notice/briefing of Final Budget to Board of Trustees; B) Board Budget and Finance Committee to review Proposed Final Budget.
August 7 - 12*	Publication budget available for public review.
August 21*	Public Hearing and adoption of Final Budget.
<b>SEPTEMBER, 2013</b>	<b>FINAL BUDGET/YEAR-END ANALYSIS</b>
September 13	File Final Budget report with County and State agencies.

\* Based on 2013/14 Board Meeting calendar (TBA).

Revised 08/29/12



# Board of Trustees

Los Angeles Community College District

## NOTICE

Notice: September 19, 2012

Com. No. ISD/A	Division Educational Support Services	Date	October 3, 2012
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Subject: **AUTHORIZE REVISION OF BOARD RULE 8603**

8603. LIMITATIONS ON ENROLLMENT. All courses shall be open to enrollment in accordance with a priority system established by the Chancellor and consistent with Title 5, Sections 58106 and 58108.

Enrollment in specific courses or programs may be limited as follows:

- a) Enrollment may be limited to students meeting prerequisites and corequisites established pursuant to Title 5, sections **55200, 55202 55003** and Board Rule 8605.
- b) Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:
  - 1) limiting enrollment to a "first-come, first-served" basis or using the following nonevaluative selection techniques:

Recommended by: Yasmin Delahoussaye  
Yasmin Delahoussaye, Vice Chancellor

Recommended by: Adriana Barrera  
Adriana Barrera, Deputy Chancellor

Approved by: Daniel J. LaVista  
Daniel J. LaVista, Chancellor

Chancellor and Secretary of the Board of Trustees	Candaele _____	Santiago _____
	Field _____	Svonkin _____
By: _____ Date _____	Park _____	Veres _____
	Pearlman _____	Campos _____
	Student Trustee Advisory Vote	

# Board of Trustees

Los Angeles Community College District

Com. No. ISD/A	Division: Educational Support Services	Date: October 3, 2012
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**Students shall be assigned priority on the basis of college, then district cumulative units completed. During the primary terms of fall and spring, students will be limited to registering for no more than 19 units per semester, and during the winter and summer will be limited to registering for no more than 9 units.**

**For any term or intersession, students shall be separated into the following four priority groups, in order from highest to lowest priority: (DSPS) student, Extended Opportunities Programs and Services (EOP&S) students; members or former members of the Armed Forces of the United States (as defined in Education Code section 66025.9).**

**Priority 1: Disabled Students Programs and Services (DSPS) students, Extended Opportunities Programs and Services (EOP&S) students; members or former members of the Armed Forces of the United States (as defined in Education Code section 66025.8); and foster youth or former foster youth (as defined in Education Code section 66025.9).**

**Priority 2: continuing and middle college students**

**Priority 3: new and returning students.**

**Priority 4: Special K-12 admits (pursuant to Education Code section 76001).**

- 2) limiting enrollment using a registration procedure authorized by Title 5, section 58108; or
- 3) in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
- 4) limiting enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions; or

# Board of Trustees

Los Angeles Community College District

Com. No. ISD/A	Division: Educational Support Services	Date: October 3, 2012
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- 5) with respect to students on probation or subject to dismissal, consistent with the provisions of Title 5, sections ~~55754~~ **55755 55030, 55031, 55032, 55033, and 55034** and Board Rule 8200 et seq., students may be limited to enrollment in a total number of units or to selected courses, or required to follow a prescribed educational plan.
  
- c) A student may challenge an enrollment limitation on any of the following grounds:
  - 1) the enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
  - 2) the District is not following its policy on enrollment limitations; or
  - 3) the basis upon which the District has established an enrollment limitation does not in fact exist.
  
- d) The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the enrollment limitation shall be waived with respect to that particular student.
  
- e) In the case of a challenge under Subsection c of this Board Rule, the college where the challenge is initiated shall, upon completion of the challenge, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5, California Code of Regulations, section 59300 et seq. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5, California Code of Regulations, section 59328(b) that the District and the student attempt to informally resolve the complaint.

Title 5, C.C.R., Section 58106