ORDER OF BUSINESS - REGULAR MEETING

Wednesday, April 3, 2013
Public Session 2:00 p.m.
Closed Session

East Los Angeles College
Performing & Fine Arts Complex – S2-Recital Hall
1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099

I. Roll Call (2:00 p.m.) Location: Performing & Fine Arts Complex – S2-Recital Hall

II. Flag Salute

III. Welcoming Remarks by Farley Herzek, President, East Los Angeles College

IV. Approval of Minutes: Regular Meetings and Closed Sessions: February 20, 2013; March 6, 2013; and March 20, 2013
   Special Meeting and Closed Session: March 13, 2013
   Special Meeting: March 19, 2013

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

VI. Announcements from the College Presidents

VII. Public Agenda Requests
   1. Oral Presentations
   2. Proposed Actions

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

IX. Reports and Recommendations from the Board
   - Reports of Standing and Special Committees
   - Proposed Actions
     BT1. Resolution – District Classified Employees Retirement
     BT2. 2013 California Community College Trustees Board of Directors Election
     BT3. Adopt the Legislative Committee’s Recommendations (March 20, 2013)
     BT4. Adopt the Legislative Committee’s Recommendations (April 3, 2013)

X. Reports from the Chancellor and College Presidents
   - Report from the Chancellor regarding activities or pending issues in the District
     LACCD Strategic Plan: East Los Angeles College Presentation Aligning District and College Objectives Toward Student Completion
XI. Consent Calendar

**Matters Requiring a Majority Vote**

- BF1. Budget Revisions and Appropriation Transfers
- BSD1. Ratifications for Business Services
- BSD2. Business Services Routine Report
- FPD1. Facilities Planning and Development Routine Report
- FPD2. Authorize Master Service Agreements
- HRD1. Personnel Services Routine Actions
- ISD1. Approval of Educational Programs and Courses
- ISD2. Authorization of Student Travel
- FC1. Personnel Commission Action
  - Correspondence

**Matters Requiring a Super Majority Vote**

- BSD3. Ratify Lease of District Facilities

XII. Recommendations from the Chancellor – **None**

XIII. Notice Reports and Informatives

- **ISD/A.** [Informative] Notification of Student Travel
- **ISD/B.** [Notice] Amend Board Rule 18110 – Guidelines for Implementation

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

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

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

**Location: Administration Building G1-301C**

XVII. Reconvene Regular Meeting **Location: Administration Building G1-301C**

XVIII. Roll Call

XIX. Report of Actions Taken in Closed Session – April 3, 2013

XX. Adjournment
**Next Regularly Scheduled Board Meeting**
Wednesday, April 17, 2013
(Public Session scheduled for 2:00 p.m.)
Educational Services Center
Board Room – First Floor
770 Wilshire Blvd.
Los Angeles, CA 90017

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 12:00 p.m. (noon) on the Tuesday prior to the Board meeting.
ATTACHMENT A

CLOSED SESSION
Wednesday, April 3, 2013

East Los Angeles College
Room G1 301C Admin. Bldg.
1301 Avenida Cesar Chavez
Monterey Park, CA 91754

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

A. Position: Chancellor
B. Position: College Presidents

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

A. Position: College Presidents
B. Position: Vice Chancellors
C. Position: Deputy Chancellor
D. Position: General Counsel

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

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

A. Van de Kamps Coalition v. LACCD
B. LACCD v. Constantino Gabrie
C. Charles Littles v. LACCD
D. Jacqueline Hall v. LACCD

E. Carlos Perez v. LACCD

F. Christian Daly v. LACCD

G. LACCD v. RROS dba Studios Architecture

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

A. Potential litigation – 1 matter
RESOLUTION – DISTRICT CLASSIFIED EMPLOYEES RETIREMENT

WHEREAS, The classified employees identified below have been employed with the Los Angeles Community College District for many years; and

WHEREAS, The classified employees have contributed significantly toward providing the highest quality of services to our students and the public on behalf of the Los Angeles Community College District; now, therefore, be it

RESOLVED, That the Personnel Commission and the Board of Trustees of the Los Angeles Community College District do hereby commend the employees for their contributions and extend best wishes in their retirement.

Steve Veres, President
Board of Trustees

David Iwata, Chair
Personnel Commission

SUMMARY OF RETIRED CLASSIFIED EMPLOYEES
March 1, 2013 – March 31, 2013

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>JOB CLASSIFICATION</th>
<th>YEARS OF SERVICE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Love</td>
<td>Jack</td>
<td>Sign Language Interpreter Specialist II</td>
<td>35</td>
<td>Trade Tech</td>
</tr>
<tr>
<td>Santana</td>
<td>Sandra</td>
<td>Senior Facilities Assistant</td>
<td>26</td>
<td>District</td>
</tr>
<tr>
<td>*Villa</td>
<td>Bertha</td>
<td>Administrative Aide</td>
<td>20</td>
<td>Mission</td>
</tr>
<tr>
<td>*Jacobsmeyer</td>
<td>Thomas</td>
<td>Vice President, Administrative Services</td>
<td>15</td>
<td>Valley</td>
</tr>
</tbody>
</table>

*Due to late processing, the following employees were not listed on previous report:
Jack Love - Effective date of February 12, 2013
Bertha Villa - Effective date of February 27, 2013
Thomas Jacobsmeyer - Effective date of February 7, 2013

Chancellor and Secretary of the Board of Trustees

By ___________________________ Date ____________
Subject: 2013 CALIFORNIA COMMUNITY COLLEGE TRUSTEES BOARD OF DIRECTORS ELECTION

I move that the following individual(s) be elected to the
CCCT Board of Directors for 2013.

Background: Pursuant to the CCCT Board Governing Policies, the election of
members of the CCCT Board of the League of California will take place between
March 10 and April 25, 2013. This year there are seven, three-year vacancies on
the Board.

Each member community college district board of the League shall have one vote
for each of the seven vacancies on the CCCT Board. Only one vote may be
cast for any nominee or write-in candidate. The seven candidates who receive
the most votes will serve three-year terms. In the event of a tie vote for the last
position to be filled, the CCCT Board will vote to break the tie. While districts may
nominate more than one trustee, only one may be elected to the Board. The
candidate from such district with the highest number of votes will be seated, and
additional candidates will be seated based on vote order.

Official ballots must be signed and returned to the League Office, postmarked no
later than April 25, 2013. Election results will be announced at the CCCT Annual
Conference, May 3-5, 2013 in Lake Tahoe, California

2013 CCCT Board Election
Candidates in Random Drawing Order

1. Dianne B. McKay, Ventura County CCD
2. Howard Rudd, Sierra Joint CCD
3. Adrienne Grey, West Valley-Mission CCD
4. *Cy Gulassa, Peralta CCD
5. *Louise Jaffe, Santa Monica CCD
6. *Isabel Barreras, State Center CCD
7. Sally W. Biggin, Redwoods CCD
8. Greg Bonaccorsi, Ohlone CCD
9. Susan M. Keith, Citrus CCD
10. Garrett Yee, Ohlone CCD
11. Loren Steck, Monterey Peninsula CCD
12. *Jerry D. Hart, Imperial CCD
13. Brent Hastey, Yuba CCD
14. Jeffrey Lease, San Jose-Evergreen CCD
15. Linda S. Wah, Pasadena Area CCD

*Incumbent

Chancellor and
Secretary of the Board of Trustees

By ___________________________ Date: ________________________

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Santiago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Svonkin</td>
</tr>
<tr>
<td>Park</td>
<td>Veres</td>
</tr>
<tr>
<td>Pearlman</td>
<td>Campos</td>
</tr>
</tbody>
</table>

Student Trustee Advisory Vote

Page 1 of 1 Pages Com. No. BT2 Div. Board of Trustees Date 4/3/13
Subject: ADOPT THE LEGISLATIVE COMMITTEE’S RECOMMENDATIONS (MARCH 20, 2013)

The following motion is presented by Legislative Committee members Candaele, Field, Park, and Santiago (Alternate):

A. **Support SB 4 (Pavley) Oil and Gas; Hydraulic Fracturing**
   This bill would define, among other things, the terms hydraulic fracturing and hydraulic fracturing fluid. This bill would require the Secretary of the Natural Resources Agency, on or before January 1, 2015, to cause to be conducted an independent scientific study on hydraulic fracturing treatments. The bill would require the division, on or before January 1, 2015, to adopt rules and regulations specific to hydraulic fracturing and require an operator to apply for a permit. The bill would make persons who violate specified provisions relating to hydraulic fracturing subject to a civil penalty of not less than $10,000 and not to exceed $25,000 per day per violation. The bill would allow moneys described above to be used for all costs associated with hydraulic fracturing including scientific studies required to evaluate the treatment, inspections, and any air and water monitoring and testing performed by public entities. This bill would require the supervisor, on or before January 1, 2016, and annually thereafter, to transmit to the Legislature and make available publicly a comprehensive report on hydraulic fracturing in the exploration and production of oil and gas resources in the state.

B. **Support SB 284 (De Leon) Income Taxes: Credits; Contributions to Education Funds**
   This bill, under the Personal Income Tax Law and the Corporation Tax Law, for taxable years beginning on or after January 1, 2014 and before January 1, 2017, would allow a credit equal to a certain percentage of a contribution to the College Access Tax Credit Fund, established by this bill, for specified education purposes, as provided. This bill would specify that the aggregate amount of credit that may be allocated under both laws shall not exceed $500 million for each calendar year.

C. **Support SB 285 (De Leon) Student Financial Aid: Cal Grant Program**
   This bill would appropriate, without regard to fiscal years, an amount certified by the Student Aid Commission as available for expenditure from the College Access Tax Credit Fund to the commission for distribution to students to supplement Cal Grant B access cost awards to bring those students’ total annual awards for access costs to not more than $5,000 from the current limit of $1551 annually.

D. **Oppose AB 955 (Williams) Community Colleges: Intersession Extension Programs**
   This bill would authorize the governing board of any community college district to maintain an extension program offering credit courses during summer and winter intersessions. The bill would provide that an extension program established under the bill may include any courses that are part of a course of study leading to a certificate, degree, or transfer to an institution that awards baccalaureate degrees.
E. **Oppose AB 450 (Jones-Sawyer and Bocanegra) Postsecondary education; community college trustee areas**

Existing law requires members of the governing board of the Los Angeles Community College District to be elected a large in odd-numbered years in a specified manner, except as specified commencing with the 2013 election. This bill, instead, would require the Board of Trustees of the Los Angeles Community College District to establish 7 trustee areas in the district by July 1, 2014, and would require members of the board of trustees to be elected by trustee area, as specified.

**Background:** The Board’s Legislative Committee met on March 20, 2013 and after full discussion, voted to support SB 4, SB 284, and SB 285 and to oppose AB 955 and AB 450.
ADOPT THE LEGISLATIVE COMMITTEE’S RECOMMENDATIONS (APRIL 3, 2013)

The following motion is presented by Legislative Committee members Candaele, Field, Park, and Santiago (Alternate):

A. _____ SB 520 (Steinberg) as proposed to be amended. The measure, as proposed to be amended, would provide that students could get credit for online courses. While the specific amendments have not been released, the discussion has been that the measure would provide for the application of credit from approved massive online courses.

B. _____ SCA 3 (Hill, Leno, Pavley) would condition the imposition, extension, or increase of a parcel tax by a school district, community college district, or county office of education upon the approval of 55 percent of its voters voting on the proposition.

C. _____ AB 13 (Chavez and Quirk-Silva) would exempt former members of the Armed Forces, who were honorably discharged or released from active duty within the immediately prior year, from paying nonresident tuition at the California State University and California Community Colleges.

D. _____ AB 1100 (Levine) would remove a cap on the amount of reimbursements community colleges can receive for discounted telecommunications services through the California Public Utilities Commission’s (CPUC) California Teleconnect Fund.

E. _____ SB 39 (De Leon and Steinberg) would require the Office of Public School Construction, in consultation with the State Energy Resources Conservation and Development Commission and the Public Utilities Commission, to establish a school district assistance program to distribute grants, on a competitive basis, for energy efficiency upgrade projects pursuant to the California Clean Energy Jobs Act. The bill would require the office, in consultation with the State Energy Resources Conservation and Development Commission, to establish a program to evaluate the potential to fund energy efficiency and clean energy projects for schools, including colleges and universities, through the use of matching funds, low-interest loans, or other financing methods.

F. _____ AB 1348 (Perez) would repeal the provisions establishing and providing for the duties of CPEC and would establish the California Higher Education Authority, under the administration of a 13 member board of directors. The bill would set forth the responsibilities of the authority relating to public and private postsecondary education in this state. Among other duties, the authority would be responsible for developing, presenting and monitoring post-secondary education goals for the state. The authority would make recommendations about how to improve the performance of the post-secondary segments. It would also develop and recommend strategic finance policy to the Governor and the Legislature on topics including, but not limited to, the allocation of state appropriations among the post-secondary education segments, student fee policy, and student financial aid. The authority would act as the primary source of information for the Legislature, the Governor, and other agencies.
AB 595 (Gomez) would require a community college district to grant enrollment priority registration to students in the Community College Extended Opportunity Programs and Services program (EOP&S) and to disabled students. Existing law requires the CSU and each community college district, which administers priority enrollment, to grant priority enrollment to members and former members of the Armed Forces and to foster youth. AB 595 would require an expansion of the groups given such priority to enroll.

**Background:** These bills will have been considered during the Committee meeting, which will have taken place earlier in the same day.
Subject: BUDGET REVISIONS AND APPROPRIATION TRANSFERS

Ratify acceptance of $5,956,210 in income as recommended by the Chief Financial Officer/Treasurer. In accordance with Title 5 of the California Code of Regulations, Section 58307, authorize all the appropriation transfers between major expenditure categories (EXHIBIT 1).
EXHIBIT I

BUDGET REVISIONS AND APPROPRIATION TRANSFERS
ALL FUNDS, EXCLUDING BUILDING BOND FUND
April 3, 2013

NEW INCOME (Attachment 1)

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>810000-849900</td>
</tr>
<tr>
<td>State</td>
<td>860000-869999</td>
</tr>
<tr>
<td>Local</td>
<td>870000-889999</td>
</tr>
<tr>
<td>Interfund Transfer In</td>
<td>891000-892999</td>
</tr>
<tr>
<td>Other Financing Sources</td>
<td>893000-897999</td>
</tr>
<tr>
<td>Contribution to Restricted Program</td>
<td>898000-899999</td>
</tr>
<tr>
<td><strong>Total New Income</strong></td>
<td><strong>5,956,210</strong></td>
</tr>
</tbody>
</table>

EXPENDITURES

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>Approved Budget</th>
<th>Budget Revisions</th>
<th>Appropriation Transfers</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>100000-199999</td>
<td>255,522,384</td>
<td>137,499</td>
<td>(5,170,800)</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>200000-299999</td>
<td>145,855,283</td>
<td>83,972</td>
<td>1,087,275</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>300000-399999</td>
<td>143,685,450</td>
<td>84,042</td>
<td>129,217</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>400000-499999</td>
<td>30,767,118</td>
<td>3,005,689</td>
<td>696,601</td>
</tr>
<tr>
<td>Contract Services</td>
<td>500000-599999</td>
<td>94,546,242</td>
<td>93,768</td>
<td>951,325</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>600000-699999</td>
<td>30,155,508</td>
<td>14,626</td>
<td>129,961</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>700000-709999</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Debt Services</td>
<td>710000-719999</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tuition Transfers</td>
<td>720000-729999</td>
<td>11,649</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interfunds Transfers</td>
<td>730000-739999</td>
<td>8,017,084</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Direct Support/Indirect Costs</td>
<td>740000-749999</td>
<td>230</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Loan/Grants</td>
<td>750000-759999</td>
<td>344,264,991</td>
<td>13,390</td>
<td>(59,768)</td>
</tr>
<tr>
<td>Other Financing Sources (Except 7902)</td>
<td>760000-769998</td>
<td>23,211,258</td>
<td>2,523,224</td>
<td>2,266,189</td>
</tr>
<tr>
<td>Reserve for Contingency*</td>
<td>790200</td>
<td>24,381,565</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,100,438,742</strong></td>
<td><strong>5,956,210</strong></td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

* Reserve for Contingency balance is $24.38 million, which is 5% of the Unrestricted General Fund revenue (excluding General Reserve)

All budget revisions and transfers herein are submitted for the Board of Trustees approval in accordance with Title 5 of California Regulations, Sections 58307 and 58308. Appropriation transfers between major expenditure categories are within funds/grants that have been previously received and approved by the Board of Trustees. These transfers have been reviewed by the college administrators and approved by the college Vice Presidents of Administration and College Presidents.

Reviewed by:

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

<table>
<thead>
<tr>
<th>BTA NUMBER:</th>
<th>FUND/GRANT NAME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-0581</td>
<td>Disabled Students Programs and Services (DSPS)</td>
<td>$843,522</td>
</tr>
<tr>
<td></td>
<td>To increase the program allocation to align with the amount distributed by State Chancellor's Office in the First Principal Apportionment (P1) allocation released on December 20, 2012. This revised allocation will increase the program funding to $3,766,161. Funding is from the California Community College Chancellor's Office.</td>
<td></td>
</tr>
<tr>
<td>D-0570</td>
<td>Lottery-Proposition 20</td>
<td>2,994,189</td>
</tr>
<tr>
<td></td>
<td>To distribute the Proposition 20 Restricted Lottery funds to the colleges. Restricted Proposition 20 funds can only be used for instructional materials. Funding is from the California Community College Chancellor's Office.</td>
<td></td>
</tr>
<tr>
<td>C-0268, T-0293</td>
<td>Child Development Training Consortium</td>
<td>22,175</td>
</tr>
<tr>
<td></td>
<td>To provide funding to assist students in meeting the requirements for child development permits to increase the number of qualified child development professionals in early childhood programs. Students may receive stipends once they satisfactorily complete the required coursework. This program will serve more than sixty (60). Funding is from the California Department of Education.</td>
<td></td>
</tr>
<tr>
<td>H-0320</td>
<td>Participants Electronic Transcript</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td>To provide funding to assist Los Angeles Harbor College in covering the expense of operating the eTranscript system. The eTranscript system gives LAHC the ability to electronically submit student transcripts to participating California State schools. This program benefits all students attending LAHC. Funding is from the California Community College Chancellor's Office.</td>
<td></td>
</tr>
<tr>
<td>M-0261</td>
<td>Youth Empowerment Strategies for Success Program</td>
<td>3,000</td>
</tr>
<tr>
<td></td>
<td>To provide funding for life skills classes that include banking and budgeting, job-search skills, leaving foster care, making good decisions, and self-esteem building. Foster youth who attend these classes are able to observe a college environment where they are offered presentations from college counselors and financial aid representatives. The program will serve fifty (50) participants. Funding is from the Foundation for California Community Colleges.</td>
<td></td>
</tr>
</tbody>
</table>
Energy Efficiency Program Design

To provide funding for energy efficiency program design and training for California Conservation Corps staff and corpsmembers. Funding is from the California Conservation Corps.

California Media Arts Statewide Career Technical Education Program

To provide funding to serve as a bridge between new and existing programs in media arts for students, faculty and industry partners. Key partners work with the program director and staff to provide career opportunities to thousands of students and faculty. Funding is from the California Community College Chancellor’s Office.

Board Financial Assistance Program-Student Financial Aid Administration (BFAP-SFAA)

To increase the program allocation to align with the amount distributed by the State Chancellor’s Office in the First Principal Apportionment (P1) allocation released on January 28, 2013. This revised allocation will increase the program funding to $5,611,711. Funding is from the California Community College Chancellor’s Office.

English as a Second Language/Basic Skills Professional Development

To provide funding to increase the ability of individual colleges to offer ongoing long-term professional development programs that focus on basic skills; increase the use of research-based program assessment and planning; and train and cultivate leadership in the principles and practices demonstrated to have improved student outcomes in basic skills across the curriculum. Funding is from the California Community College Chancellor’s Office.

TOTAL STATE

$5,752,588

Local

Rental Income – College Site

To augment the Contract-Personal Services account in the General Fund at East Los Angeles College from income generated by a rental of college site.

Customized Training Program

To augment the Salary, Benefit, and Travel accounts in the General Fund at Los Angeles City College from income collected by the Customized Training Program.
Guardian Scholars Program

To provide funding for the Foster and Kinship Care Education Program to provide financial, educational, and technical assistance to qualified emancipated foster youth via the Guardian Scholars Program. Funding is from the Anthony and Jeanne Pritzker Foundation.

Technical & Career Education

To provide funding at Los Angeles Trade-Technical College to conduct non-credit instruction and vocational/extension training workshops and to purchase instructional equipment. Funding is from Foundation for California Community College.

LAVC Job Training

To provide funding for employment training services provided to participants in the South Bay service delivery area. There are sixty-eight (68) individuals who will receive customized training through the program. The training regimen will consist of customer service, vocational English, and technical training focusing on the areas of transportation and manufacturing. Funding is from the South Bay Workforce Investment Board.

Contract Education-Community Charter Early College High School

To provide funding to teach Oral Communications to about forty (40) students at the Community Charter Early College High School. The program goal is to provide community access to expand student opportunity and exposure to college curriculum. Funding is from the Community Charter Early College High School.

Contract Education-The Social Justice Humanitas Academy

To provide funding to teach Oral Communications 1 and General Psychology 1 classes to about thirty (30) students at the Social Justice Humanitas Academy. The program goal is to provide community access to expand student opportunity and exposure to college curriculum. Funding is from the Social Justice Humanitas Academy.

Contract Education-Cesar Chavez ArTES Academy

To provide funding to teach General Psychology 1 and Theater 300 classes to about thirty (30) students per class at the Cesar Chavez ArTES Academy. The program goal is to provide community access to expand student opportunity and exposure to college curriculum. Funding is from the Cesar Chavez ArTES Academy.
V-0252, V-0301  

**Contract Education-Valley Assessment Center-L.A.C.O.E.**

To provide funding to assess participant’s work related needs. Spanish, Armenian, Russian, and Farsi vocational technicians will provide language translation services. The program anticipates doing approximately 1,000 assessments in this third year of contract. Funding is from the Los Angeles County Office of Education.

<table>
<thead>
<tr>
<th>TOTAL LOCAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$203,622</td>
</tr>
</tbody>
</table>

**OTHERS:**

<table>
<thead>
<tr>
<th>Funds</th>
<th>REDISTRIBUTION</th>
</tr>
</thead>
</table>
| M-0233
*Extended Opportunity Programs and Services-Cooperative Agencies Resources for Education (EOPS-CARE)* | ($8,785) |

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

| M-0234
*Extended Opportunity Programs and Services-Cooperative Agencies Resources for Education (EOPS-CARE)* | 8,785 |

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

<table>
<thead>
<tr>
<th>TOTAL LOCAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,956,210</td>
</tr>
</tbody>
</table>
Subject: RATIFICATIONS FOR BUSINESS SERVICES

In accordance with the California Education Code and Los Angeles Community College District Board Rules, the following routine transactions are reported for ratifications:

A. PURCHASE ORDERS 798 issued from February 1, 2013 to February 28, 2013 which totaled $1,301,191.

B. AUTHORIZATIONS TO PAY 34 issued from January 1, 2013 to January 31, 2013 which totaled $38,567.

C. FACILITIES ORDER FORMS 49 issued from February 1, 2013 to February 28, 2013 which totaled $138,620.

D. AGREEMENTS FOR ART MODELING SERVICES 13 issued which totaled $1,564.

E. CONTRACT EDUCATION AGREEMENTS
Agreement Nos.: 4500157286(amend); 4500183540
(Total Cost: $1,500,000)
(Total Income: $13,000)

F. LEASE OF EQUIPMENT AGREEMENT
Agreement No.: 4500183730
(Total Cost: $18,810)

G. LEASE OF FACILITIES FOR DISTRICT USE
Agreement Nos.: 4500183248; 4500183249; 4500183250; 4500183251; 4500183252; 4500183359
(Total Cost: $54,454)
H. LEASES, USE PERMITS AND CIVIC CENTER PERMITS OF DISTRICT FACILITIES

Agreement Nos.: 4500176347(extend); 4500176348(extend)

(Total Value: $3,650)

I. MAINTENANCE AGREEMENTS

Agreement Nos.: 4500183729; 4500183536

(Total Cost: $3,964)

J. PARTNERSHIP AGREEMENT

Agreement No.: 4500168290(renew)

(Total Income: $12,000)

K. STUDENT INTERN AGREEMENTS

Agreement Nos.: 4500183353; 4500183550; 4500183083

(Total Cost: $0)

L. SERVICE AGREEMENTS

Agreement Nos.: 4500154164(renew); 4500127655(renew); 4500169764(amend); 4500182816; 4500182817; 4500182818; 4500182819; 4500182822; 4500158701(renew); 4500158703(renew); 4500173347(renew); 4500182537; 4500182572; 4500183318; 4500183376; 4500169769(renew); 4500177873(extend); 4500182458(amend); 4500183539; 4500182766; 4500182768; 4500183123; 4500183461; 4500171435(renew); 4500182995; 4500134164(renew); 4500183460

(Total Cost: $326,694)

M. SPECIAL GRANT FUNDED AGREEMENTS

Agreement Nos.: 4500150231(renew); 4500177162(amend); 4500148126(renew); 4500183202; 4500183469; 4500183739

(Total Expense: $582,389)
N. SHORT TERM AGREEMENTS PREPARED AT SITE LOCATIONS FOR SERVICES, RENTAL & MAINTENANCE OF EQUIPMENT, AND LICENSE & MAINTENANCE OF SOFTWARE $5,000 OR LESS PER YEAR

Agreement Nos.: 4500171021; 4500177089; 4500177418; 4500181941; 4500177863; 4500177898; 4500178007; 4500179459; 4500180702; 4500178092; 4500178214; 4500178216; 4500178217; 4500178292; 4500178658; 4500178769; 4500179367; 4500179379; 4500179418; 4500180583; 4500180622; 4500180725; 4500181003; 4500181163; 4500181164; 4500181165; 450018126; 4500181330; 4500181927; 4500182001; 4500182399; 4500182349; 4500182511; 4500182693; 4500182697; 4500182866; 4500182949; 4500183439; 4500183463; 4500183470; 4500182087; 4500182565; 4500182938; 4500183198; 4500183325; 4500183326; 4500183342; 4500183356; 4500178872; 4500181770; 4500181771; 4500181772; 4500181773; 4500181774; 4500181959; 4500182401; 4500182503; 4500182505; 4500182577; 4500183054; 4500183076; 4500183077; 4500183079; 4500183320; 4500183327; 4500182896; 4500182898; 4500183560; 4500182488; 4500182639; 4500182667; 4500182705; 4500182793; 4500182796; 4500182811; 4500182847; 4500182851; 4500182882; 4500183039; 4500183065; 4500183070; 4500183355; 4500183392; 4500183394; 4500183395; 4500175945; 4500176591; 4500182797; 4500183400; 4500183398

(Total Cost: $123,417)
Subject: BUSINESS SERVICES ROUTINE REPORT

I. RATIFY PERSONAL SERVICE AGREEMENTS

A. Ratify an agreement with Kiewit Infrastructure West Company and Los Angeles Southwest College to provide work-based training for unemployed entry level engineers, unemployed experienced engineers and continuing education for unemployed engineers, through a collaboration on Department of Labor H-1B Technical Skills Training Grant – LEEF-LA Program. Program goal is to serve some 340 long-term unemployed individuals during the contract period. Period of agreement from July 1, 2012 to June 30, 2015, inclusive. Total cost: $100,000.

Background: This agreement and contractor were identified in the award of the Department of Labor H-1B Technical Skills Training Grant awarded to Los Angeles Southwest College. Funding provided through Department of Labor H-1B Technical Skills Training Grant funds.

B. Ratify an agreement with EON Reality and Los Angeles Harbor College (LAHC), to establish an interactive digital center in partnership as provided for through a grant with the California Community Colleges Chancellor’s Office (CCCCO). Industry Driven Regional Collaborative (IDRC) - Virtual Reality program. This contract will provide for the training of 20 instructors from LAHC and other colleges as well as support the training of at least one cohort of 20 students during the first year. Period of agreement November 15, 2012 to January 31, 2014, inclusive. Total cost: $200,000.

Background: This agreement is being issued as the result of the IDRC-Virtual Reality grant program. This contractor was named in the grant application to provide these services and related items. The result of this contract will be that the students will be able to market their 3-D Virtual Reality graphic services to businesses using Virtual Reality as training or marketing tools on a free-lance basis. Funding provided through the CCCCO IRDC-Virtual grant funds.
II. RATIFY LICENSE AND SERVICE AGREEMENT

Ratify an agreement with MJ Entertainment, doing business as Fun Under The Sun, for license of the use of its name, rights to use its child-care day camp license, marketing materials and consultant services for the 2013 Pierce Extension Fun Under the Sun summer camp program at Pierce College, during the period January 1, 2013 to December 31, 2013, inclusive, at a total cost of $32,500 in fees, and reimbursable expenses not to exceed $9,900.

Background: The Pierce College Extension program runs an annual summer camp with approximately 500 children from the community. MJ Entertainment has a specialty certification for a day camp that the College does not have, as well as an established trade name and expertise in marketing day camps. The day camp fees from participants generate a net revenue of approximately $44,900, after payment of camp expenses, including this vendor. Funding is provided through the Pierce College Extension program.

III. RATIFY AMENDMENT OF PROFESSIONAL SERVICES AGREEMENTS

A. Ratify amendment to Agreement No. 4500130022 with KPMG LLP to increase the total cost for additional hours required to complete the annual audit of the District's basic financial statements for the fiscal year 2011-2012, at total additional cost of $41,680.

Background: This agreement was approved by the Board of Trustees on April 29, 2009 (Com. No. BSD1) to perform the annual audits on the District's financial transactions for all funds and account groups. Funding is through the Centralized Audit Expense Account.

B. Ratify amendment to Agreement No. 4500176138 with KPMG LLP to increase the total cost for additional hours required to complete the annual financial audit of the District for Proposition A, Proposition AA and Measure J Bond programs for fiscal year 2011-2012, at a total additional cost of $76,680.

Background: This agreement was approved by the Board of Trustees on August 8, 2012 (Com. No. BSD2). The audit of Proposition A, Proposition AA and Measure J Bond programs is required by the California Constitution Article 13A and Education Code 15278 and will be reported to the Board of Trustees. Funding is through Proposition A, Proposition AA and Measure J Bond Accounts.

IV. AUTHORIZE CONTRACT FOR EXECUTIVE SEARCH FIRM

Authorize a contract for executive search services with Association of Community College Trustees to conduct the recruitment for a regular Chancellor appointment, in an amount not to exceed $54,000.
Background: In light of the resignation of Chancellor LaVista, the Board has selected an executive search firm based upon the firm’s ability to advise the Board of Trustees regarding potential approaches to the process, as well as the firm’s possession of the resources necessary for recruitment of an appropriately broad pool of applicants for consideration. In the near future, the Board of Trustees will need to make further decisions regarding the process and the desirable qualifications of candidates.

V. RATIFY ACCEPTANCE OF DONATION

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

Los Angeles Southwest College

Seventeen various pieces of fitness and weight lifting equipment, from the Los Angeles Clippers organization, to be used in the Physical Education and Athletic Department weight rooms at the college.

VI. AUTHORIZE PAYMENTS

Authorize payments of the following expenditures:

A. $1,800 to Christopher David Ruiz Cameron, neutral arbitrator and hearing officer, in reimbursement for cancellation of hearing scheduled for February 7, 2013.

Background: Mr. Cameron had been retained to provide arbitrator services on the above date, however the matter was cancelled by the District Human Resources Office. Funding is through Districtwide General Funds.

B. $1,380 to the State of California Department of General Services, Office of Administrative Hearings for conducting hearings under an administrative law judge during the period of July 2012 through November 2012.

Background: The services of an administrative law judge were required to adjudicate two (2) legal actions filed by two (2) District employees. Funding is through Districtwide General funds.
Subject: FACILITIES PLANNING AND DEVELOPMENT ROUTINE REPORT

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

The Consent Calendar may be approved with a single vote. Any member of the Board of Trustees has the authority to remove any item listed and have it included on the Action Calendar for a separate vote.

Information regarding each item on the Consent Calendar can be found in FPD1 – Resource Document.

I. AUTHORIZE NAME CHANGE

A. Authorize the use of a change of name to agreements with Converse Consultants to now use the formal and legal business name The Converse Professional Group d/b/a Converse Consultants.

B. Authorize the use of a change of name to Agreement No. 50299 with TYR FOR Services to now use the formal and legal business name T.Y.R., Inc.

II. AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS

A. Authorize an agreement with International Parking Design, Inc. to provide continued design services for the Parking Structure 3 project and the Parking Structure 4 (Northeast) project at East Los Angeles College.

B. Authorize actions for an agreement with NBBJ LP ("NBBJ") to provide continued design services for the Student Services Center project at Los Angeles Mission College.

C. Authorize an agreement with AECOM Technical Services, Inc. to provide program management services for Proposition A/AA and Measure J Bond Program from April 4, 2013 through April 3, 2018 at a cost not to exceed $94,617,987 inclusive of eligible reimbursable expenses.

III. AUTHORIZE AMENDMENT TO PROFESSIONAL SERVICE AGREEMENTS

A. Authorize Amendment No. 1 to Agreement No. 33608 with DLR Group Inc. of California to reduce the scope of design services for the Student Services Center project at Los Angeles City College.
B. Authorize Amendment No. 4 to Agreement No. 32521 with Perkins + Will to provide continued programming and design criteria services for the Student Success and Retention Center project at East Los Angeles College.

C. Authorize Amendment No. 3 to Agreement No. 50132 with Steinberg Architects to provide additional programming and design criteria services on a Task Order basis campus-wide to be issued incrementally at the direction of the College Project Manager at Los Angeles Harbor College.

D. Authorize actions for Amendment No. 4 to Agreement No. 32300 with Quatro Design Group to provide additional design services for the Media Arts Center project at Los Angeles Mission College.

E. Authorize Amendment No. 2 to Agreement No. 33539 with DLR Group, Inc. of California to provide additional campus-wide infrastructure planning services for the Master Planning project at West Los Angeles College.

F. Authorize Amendment No. 3 to Agreement No. 32623 with RBF Consulting, Inc. to provide continued Storm Water Construction General Permit assistance services District-wide.

IV. AUTHORIZE ADOPTION OF CONSTRUCTION PLANS AND SPECIFICATIONS

Authorize the adoption of plans and specifications for the Student Learning Environments (SLE) - South of Mall – Classroom Modernization/Technology/Low Voltage project at Pierce College.

V. AUTHORIZE CONSTRUCTION CONTRACTS

A. Authorize a contract with RAMCO General Engineering & Building Contractor to provide general construction – door repair services for the Child Development Center project at Los Angeles City College.

B. Authorize a contract with James Sieker d/b/a Siekertech to provide contractor services for the Student Union project at Los Angeles City College.

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

Ratify the following: Change Order Nos. 10, 11, 12, & 13 to Contract No. 33019 with HB Parkco Construction, Inc.; Change Order No. 1 for 33468 with P&J Engineering; Change Order No. 8 to Contract No. 33009 with Suffolk Construction Company, Inc.; Change Order No. 1 to Contract No. 33446 with KPRS Construction Services Inc.

VII. RATIFY CHANGE ORDERS FOR CONSTRUCTION CONTRACTS LESS THAN $30,000 IN ORIGINAL COST ISSUED UNDER THE STANDARD “DESIGN-BID-BUILD” METHOD OF PROJECT DELIVERY

Ratify the following: Change Order No. 1 to Contract No. 33486 with GMZ Engineering, Inc.; Change Order Nos. 1 & 2 to Contract No. 33487 with GMZ Engineering, Inc.; Change Order No. 1 to Contract No. 33497 with GMZ Engineering, Inc.
VIII. AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACTS

A. Authorize Acceptance of Completion of Contract No. 33627 with H & A Contractors, Inc. to provide general construction services for the School of Behavioral and Social Sciences Upgrade project at Los Angeles Southwest College.

B. Authorize Acceptance of Completion of Contract No. 33622 with RAMCO General Engineering Contractor to provide general construction services for the Child Development Center Phase 2 and the Family Resource Center project at Los Angeles Valley College.

C. Authorize Acceptance of Completion of Contract No. 33461 with RAMCO General Engineering & Building Contractor to provide general construction services for the Roadway, Walkway, Grounds, Parking Lot (RWGPL) project at Los Angeles Valley College.

D. Authorize Acceptance of Completion of Contract No. 33466 with RAMCO General Engineering & Building Contractor to provide general construction - installation services for the Campus Infrastructure project at Los Angeles Valley College.

IX. AUTHORIZE AMENDMENT TO LEASE AGREEMENT

Authorize Amendment No. 1 to Lease Agreement No. 33330 with McGrath Rent Corp., d/b/a Mobile Modular Management Corp. for the continued use of 28 temporary storage containers for 24 months for the Temporary Facilities project at Los Angeles City College.

X. RATIFY AMENDMENT TO DESIGN-BUILD AGREEMENTS

A. Ratify Amendment No. 11 to Agreement No. 33063 with Hensel Phelps Construction Co. for additional Design-Build services for the Cox Building - Little Theater Upgrade, Cox Building Upgrade, School of Math & Sciences, and Fitness and Wellness Center projects at Los Angeles Southwest College.

B. Ratify Amendment No. 6 to Agreement No. 32144 with McCarthy Building Companies, Inc. for additional Design-Build services for the Demolition of Temporary and Obsolete Facilities project at West Los Angeles College.

XI. AUTHORIZE PURCHASE ORDERS

A. 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)/KTS Network Solutions Contract No. 3-08-70-2630A, and b) authorize the purchase of telecommunication equipment for the Campus-wide Telecommunications Upgrade - Voiceover Internet Protocol (VoIP) project at Pierce College.

B. Pursuant to Public Contract Code 20653 and 10290(j), a) find it is in the best interest of the District to procure under the authority of the California Multiple Award Schedule (CMAS)/Digital Telecommunications Corporation Contract No. 3-09-70-0310D, and b) authorize the purchase of VoIP-System for the Emergency Fire Alarm and Security System project at Los Angeles Valley College.
Subject: AUTHORIZE MASTER PROCUREMENT AGREEMENTS

EXTERIOR AND INTERIOR SCHOOL FLAGS

Authorize a Master Procurement Agreement for the entire catalog, with AAA Flags and Banner Mfg. Co., Inc., for exterior and interior school flags and services for use District-wide and for other public entities, for a period of three (3) years, from start date of April 4, 2013 or as soon thereafter as possible in consideration of the guaranteed individual unit pricing as stated.

<table>
<thead>
<tr>
<th>Item No</th>
<th>Bid Item Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exterior Flags – Large US Flag, 4' x 6', Heavy Duty, Commercial Strength</td>
<td>$69.20</td>
</tr>
<tr>
<td>2</td>
<td>Exterior Flags – Large US Flag, 5' x 8', Heavy Duty, Commercial Strength</td>
<td>$112.00</td>
</tr>
<tr>
<td>3</td>
<td>Exterior Flags – Large US Flag 6' x 10', Heavy Duty, Commercial Strength</td>
<td>$164.40</td>
</tr>
<tr>
<td>4</td>
<td>Exterior Flags – Large US Flag 10' x 15', Heavy Duty, Commercial Strength</td>
<td>$369.60</td>
</tr>
<tr>
<td>5</td>
<td>Exterior Flags – Large US Flag 15' x 25', Heavy Duty, Commercial Strength</td>
<td>$785.90</td>
</tr>
<tr>
<td>6</td>
<td>Exterior Flags – Large US Flag 20' x 30', Heavy Duty, Commercial Strength</td>
<td>$1,158.00</td>
</tr>
<tr>
<td>7</td>
<td>State of California Exterior Flag, 6' x 10', Heavy Duty</td>
<td>$97.50</td>
</tr>
<tr>
<td>8</td>
<td>Interior Flags – Small US Flag, 12&quot; x 18&quot;, w/Wood staff and Tip</td>
<td>$5.50</td>
</tr>
<tr>
<td>9</td>
<td>Interior Flags – Premium Classroom US Flag Set, 2' x 3', w/staff and Mounting Bracket</td>
<td>$20.50</td>
</tr>
<tr>
<td>10</td>
<td>Interior Flags – Economy Classroom US Flag Set, 2' x 3', w/Staff and Mounting Bracket</td>
<td>$20.50</td>
</tr>
</tbody>
</table>

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

This proposed Agreement is identified for award at the amount of $500.00 to one (1) vendor because it is a Catalogue Agreement.

Catalogue Agreements are the result of formal competitive bidding and are priced at the responsive bids received using the price for benchmark items, freight costs, discount from the bidders' catalogue and warranty coverage. Participants in the bidding process are advised in advance of this selection process and must agree to abide by it in order to participate. Catalogue Agreements may be awarded to more than one bidder.

There was One (1) bidder and the awardee is:

- AAA Flags and Banner Mfg. Co., Inc.

The minimum agreement value is determined by the minimum requirement for the sponsoring college. The amount awarded is for $500.00 for eighteen (18) items. Funding is through Proposition A/AA and Measure J Bond proceeds or through General Funds as applicable. This procurement is initially for Los Angeles Harbor College and is available for use district-wide. District-wide Exterior and Interior School Flags 40J.5J55.05. (Bid# 139). All Phases.
SUBJECT: **PERSONNEL SERVICES ROUTINE ACTIONS**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Total (This Report)</th>
<th>Total (07-01-12 to Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Service: (Faculty,</td>
<td>344</td>
<td>3757</td>
</tr>
<tr>
<td>Academic Administration,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Supervisors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Classified Service: (Clerical,</td>
<td>110</td>
<td>1078</td>
</tr>
<tr>
<td>technical, supervisors, maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&amp; operations, trades, classified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>managers, confidential)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Unclassified Service: (Student</td>
<td>1719</td>
<td>13110</td>
</tr>
<tr>
<td>workers, professional experts,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>community services staff, community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>recreation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>2173</td>
<td>17945</td>
</tr>
</tbody>
</table>

**DATE RANGE:** February 13, 2013 – March 12, 2013; SR: 662; SR: 663

All personnel actions reported herein are in accordance with the Board of Trustees Rules and are within the approved budget. Personnel actions include retirements, employment, leaves, separations/resignations and assignment changes.

The classified assignments noted above have not been certified by the Personnel Commission and are subject to further audit by the Personnel Commission due to SAP transition issues and may be subject to change.

---

**Signed:**

Michael Shanahan  
Sr. Associate Vice Chancellor  
Human Resources

Karen Martin  
Personnel Director  
Personnel Commission

**Recommended by:**  
Adriana D. Barrera, Deputy Chancellor

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

---

By ___________________________  Date ___________________________
Subject: **APPROVAL OF EDUCATIONAL PROGRAMS AND COURSES**

**I. APPROVE NEW COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Unit(s)</th>
<th>Transferability</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRDCSTG 300</td>
<td>Introduction to Writing for Broadcast (3 Units)</td>
<td>EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>CH DEV 084-1</td>
<td>Child Development Lab I: Curriculum Development (0.5 Unit)</td>
<td>CITY</td>
<td>CSU</td>
</tr>
<tr>
<td>COMM 091</td>
<td>Speech Laboratory I (1 Unit)</td>
<td>CITY</td>
<td>NT</td>
</tr>
<tr>
<td>COMM 092</td>
<td>Speech Laboratory II (1 Unit)</td>
<td>CITY</td>
<td>NT</td>
</tr>
<tr>
<td>COMM 093</td>
<td>Speech Laboratory III (1 Unit)</td>
<td>CITY</td>
<td>NT</td>
</tr>
<tr>
<td>COMM 094</td>
<td>Speech Laboratory IV (1 Unit)</td>
<td>CITY</td>
<td>NT</td>
</tr>
<tr>
<td>DANCETQ 143</td>
<td>Modern Dance Techniques III (1 Unit)</td>
<td>CITY</td>
<td>CSU</td>
</tr>
<tr>
<td>DANCETQ 144</td>
<td>Modern Dance Techniques IV (1 Unit)</td>
<td>CITY</td>
<td>CSU</td>
</tr>
<tr>
<td>DANCETQ 151</td>
<td>Dance for Film and Stage 1 (1 Unit)</td>
<td>VALLEY</td>
<td>CSU</td>
</tr>
<tr>
<td>DANCETQ 152</td>
<td>Dance for Film and Stage 2 (1 Unit)</td>
<td>VALLEY</td>
<td>CSU</td>
</tr>
</tbody>
</table>

Recommended by: Donald Gauthier, President, DAS

Yasmin Delahoussaye, Vice Chancellor

Recommended by: Adriana D. Barrera, Deputy Chancellor

Approved by: Daniel J.levista, Chancellor

---

Page 1 of 5 Pages Com. No. ISD1 Div. EDUCATIONAL SUPPORT SERVICES Date 4-03-13
<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Units</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCETQ</td>
<td>242</td>
<td>Stress Management Techniques Through Dance and Movement II</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>DANCEST</td>
<td>303</td>
<td>Introduction to Choreography III</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>DANCEST</td>
<td>304</td>
<td>Introduction to Choreography IV</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>DNCESPC</td>
<td>331</td>
<td>Tap Dance Techniques 1</td>
<td>1</td>
<td>VALLEY</td>
</tr>
<tr>
<td>DNCESPC</td>
<td>332</td>
<td>Tap Dance Techniques 2</td>
<td>1</td>
<td>VALLEY</td>
</tr>
<tr>
<td>ENG GEN</td>
<td>220</td>
<td>Electrical Circuits I</td>
<td>4</td>
<td>EAST</td>
</tr>
<tr>
<td>ENG GEN</td>
<td>225</td>
<td>Digital Circuit Analysis</td>
<td>4</td>
<td>EAST</td>
</tr>
<tr>
<td>JOURNAL</td>
<td>238</td>
<td>Editing for Publication</td>
<td>3</td>
<td>PIERCE</td>
</tr>
<tr>
<td>KIN</td>
<td>215-1</td>
<td>Judo Skills-1</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>KIN</td>
<td>249-1</td>
<td>Stress Management Techniques through Movement</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>KIN</td>
<td>250-1</td>
<td>Weight Training Skills-1</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>KIN</td>
<td>250-2</td>
<td>Weight Training Skills-2</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>KIN</td>
<td>250-3</td>
<td>Weight Training Skills-3</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>KIN</td>
<td>251-1</td>
<td>Yoga Skills I</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>KIN</td>
<td>251-2</td>
<td>Yoga Skills II</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>KIN</td>
<td>266-1</td>
<td>Badminton Skills 1</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>KIN</td>
<td>266-2</td>
<td>Badminton Skills 2</td>
<td>1</td>
<td>CITY</td>
</tr>
<tr>
<td>KIN</td>
<td>271-1</td>
<td>Tennis Skills 1</td>
<td>1</td>
<td>CITY</td>
</tr>
</tbody>
</table>

Transferability: CSU
II. RATIFY ADDITIONS TO EXISTING CREDIT COURSES

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
<th>Transferability</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>213</td>
<td>Color Theory (3 Units) VALLEY</td>
<td>CSU</td>
</tr>
<tr>
<td>ART</td>
<td>521</td>
<td>Art Gallery Techniques (3 Units) VALLEY</td>
<td>CSU</td>
</tr>
<tr>
<td>ARTHIST</td>
<td>171</td>
<td>Introduction to Global Contemporary Art (3 Units) C</td>
<td></td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>046</td>
<td>Genetic Analysis (3 Units) VALLEY</td>
<td>CSU</td>
</tr>
<tr>
<td>CHEM</td>
<td>211</td>
<td>Organic Chemistry for Science Majors I (5 Units) MISSION</td>
<td></td>
</tr>
<tr>
<td>DANCETQ</td>
<td>111</td>
<td>Ballet Techniques I (1 Unit) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>DANCETQ</td>
<td>112</td>
<td>Ballet Techniques II (1 Unit) EAST</td>
<td>CSU</td>
</tr>
<tr>
<td>DANCETQ</td>
<td>121</td>
<td>Jazz Dance Techniques 1 (1 Unit) VALLEY</td>
<td>CSU</td>
</tr>
<tr>
<td>DANCETQ</td>
<td>122</td>
<td>Jazz Dance Techniques 2 (1 Unit) VALLEY</td>
<td>CSU</td>
</tr>
<tr>
<td>DANCETQ</td>
<td>141</td>
<td>Modern Dance Techniques 1 (1 Unit) CITY</td>
<td>CSU</td>
</tr>
<tr>
<td>Course Code</td>
<td>Units</td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>DANCETQ 222</td>
<td>1</td>
<td>Yoga II (1 Unit) EAST</td>
<td></td>
</tr>
<tr>
<td>EGD TEK 101</td>
<td>3</td>
<td>Engineering Graphics &amp; Design (3 Units) PIERCE</td>
<td></td>
</tr>
<tr>
<td>KIN 045</td>
<td>1</td>
<td>Adapted Fitness (1 Unit) VALLEY</td>
<td></td>
</tr>
<tr>
<td>KIN 046</td>
<td>1</td>
<td>Adapted Strength Training (1 Unit) VALLEY</td>
<td></td>
</tr>
<tr>
<td>KIN 047</td>
<td>1</td>
<td>Adapted Swimming and Hydroexercise (1 Unit) VALLEY</td>
<td></td>
</tr>
<tr>
<td>KIN 049</td>
<td>1</td>
<td>Adapted Cardiovascular Fitness (1 Unit) VALLEY</td>
<td></td>
</tr>
<tr>
<td>KIN 290</td>
<td>1</td>
<td>Softball Skills (1 Unit) CITY</td>
<td></td>
</tr>
<tr>
<td>KIN 307</td>
<td>1</td>
<td>Swim and Run for Fitness (1 Unit) CITY</td>
<td></td>
</tr>
<tr>
<td>KIN 328</td>
<td>1</td>
<td>Bicycle Spinning Activity (1 Unit) CITY</td>
<td></td>
</tr>
<tr>
<td>KIN 331</td>
<td>1</td>
<td>Cross Training Lab (1 Unit) CITY</td>
<td></td>
</tr>
<tr>
<td>KIN MAJ 100</td>
<td>3</td>
<td>Introduction to Kinesiology (3 Units) CITY</td>
<td></td>
</tr>
<tr>
<td>MUSIC 116</td>
<td>3</td>
<td>Survey Rock Pop Soul (3 Units) HARBOR</td>
<td></td>
</tr>
<tr>
<td>MUSIC 203</td>
<td>3</td>
<td>Harmony III (3 Units) EAST</td>
<td></td>
</tr>
<tr>
<td>MUSIC 217-2</td>
<td>1</td>
<td>Musicianship 2 (1 Unit) EAST</td>
<td></td>
</tr>
<tr>
<td>MUSIC 218-2</td>
<td>1</td>
<td>Musicianship 3 (1 Unit) EAST</td>
<td></td>
</tr>
<tr>
<td>MUSIC 341-1</td>
<td>2</td>
<td>Intermediate Piano I (2 Units) EAST</td>
<td></td>
</tr>
<tr>
<td>MUSIC 341-2</td>
<td>2</td>
<td>Intermediate Piano II (2 Units) EAST</td>
<td></td>
</tr>
</tbody>
</table>

Transferability: CSU
III. APPROVAL OF NEW EDUCATIONAL PROGRAMS

Los Angeles City College

A. Associate of Arts in Music for Transfer - AA-T (60 Units)

Los Angeles Southwest College

A. Associate of Science in Computer Science Homeland Security - AS (62 Units)

B. Certificate of Achievement in Homeland Security and Computer Networks (15 Units)

C. Certificate of Achievement in Homeland Security Network Administrator (15 Units)
Subject: AUTHORIZATION OF STUDENT TRAVEL

A. East Los Angeles College

Four students and two faculty members will attend the Spring 2013 National American Chemical Society Meeting in New Orleans, Louisiana during the period of April 6, 2013 to April 9, 2013.

Background: The sponsoring organization is East Los Angeles College.

FISCAL IMPLICATION: The total estimated cost of the trip will not exceed $3,936. The funds for this trip will come from the Academic and Student Support to Increase STEM Transfers (ASSIST) Project, a specially funded program.

B. Los Angeles Southwest College

Fifteen students and one faculty member will attend the 2013 Career Pathways Conference for Future Homeland Security Professionals in Washington, D.C. during the period of April 10, 2013 to April 14, 2013.

Background: The sponsoring organization is the Homeland Security Department.

FISCAL IMPLICATION: The total estimated cost of the trip will not exceed $22,500. The funds for this trip will come from the Computer Science Information Technology Homeland Security grant, a specially funded program.

Recommended by: Yasmine Delahoussaye

Recommended by: Adriana D. Barrera, Deputy Chancellor

Approved by: Daniel J. LaVista, Chancellor
Subject: PERSONNEL COMMISSION ACTION

I. Salary and Classification Study for Child Development Center Food Services Aide:

Concur with the action of the Personnel Commission to reallocate the salary schedule for Child Development Center Food Services Aide from a flat rate schedule ($9.65 per hour) to a flat rate schedule ($11.54 per hour), effective March 26, 2013.

<table>
<thead>
<tr>
<th>Current Flat Rate</th>
<th>Flat Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Rate</td>
<td>$9.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Flat Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Rate</td>
</tr>
<tr>
<td>Flat Rate</td>
</tr>
<tr>
<td>$11.54</td>
</tr>
</tbody>
</table>

BACKGROUND: The study was initiated by the Child Development Center Directors and Personnel Commission in an effort to attract more qualified applicants. The position was newly created in 2011. The initial recruitment resulted in hires that lacked the qualifications to successfully perform the duties required. The recommended salary reallocation is based on a salary study which included data for the related job classifications of Cook and Food Preparation Worker obtained from the U.S. Bureau of Labor Statistics (OES) survey-Los Angeles-Long Beach-Glendale area. The recommended salary increase represents an increase of approximately 19.6%.

Recommended by:  
Karen J. Martin, Personnel Director

Chancellor and  
Secretary of the Board of Trustees

By ___________________________ Date __________
Subject: RATIFY LEASE OF DISTRICT FACILITIES

Ratify agreement with Brandman University, to lease office facilities J/I and H in Building B1 for their exclusive use during regular college business hours pursuant to California Education Code Section 81420 at West Los Angeles College, 9000 Overland Avenue, Culver City, California 90230. The tenant is to use the facilities in conjunction with their non-exclusive use of classroom facilities (CE-220 and CE-222) Mondays through Thursdays from 5:30 pm to 9:30 pm on regular college instruction days, pursuant to California Education Codes Section 81378.1. The lease agreement shall be during the term of April 1, 2013 to June 30, 2015. Total income: $104,088.

Background: This lease of facilities will provide an agreement to allow for Brandman University to expand their educational program in the West Los Angeles area to provide upper-division curriculum for their students. This agreement will generate income to benefit the college in facilities that are structures that are all long existing facilities not currently required for educational purposes and will not interfere with regular college functions. This agreement is being issued pursuant to California Education Code Section 81420, which allows the letting of a lease to a private education institution for its sole occupancy for the office space required, and 81378.1, which allows for the letting of the lease for a period of more than five days but less than five years with a fair market value as was determined from the college’s listing of facilities rental rates. Code 81378.1 provides for this lease to be made without the need to acquire formal or informal bids or proposals.

REQUIRES FIVE AFFIRMATIVE VOTES

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

Student Trustee Advisory Vote
SUBJECT: INITIAL PROPOSAL OF THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 99 TO THE LOS ANGELES COMMUNITY COLLEGE DISTRICT REGARDING REOPENER ON COMPENSATION ISSUES OF THE COLLECTIVE BARGAINING AGREEMENT FOR 2012-2013

Pursuant to Government Code Section 3547 and the District’s public notice procedure, the Service Employees International Union, Local 99, presents its initial proposal as follows:

SEIU Local 99 hereby notifies you of its intention to re-open the 2011-2014 Collective Bargaining Agreement for the purpose of negotiating compensation issues.

Background: Government Code Section 3547 and the Board Rule 101400 require the District to inform the public of the issues to be negotiated with an employee organization by presenting initial proposals that related to matters within the scope of representation under the Educational Employment Relations Act at a public meeting of the Board. For that reason, this item is being presented as an informative so that the public can review it and be prepared to comment on it at the Board’s next scheduled meeting.
SUBJECT: DISTRICT'S INITIAL PROPOSAL TO THE EXCLUSIVE REPRESENTATIVES OF THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 99 REGARDING REOPENER ON COMPENSATION ISSUES OF THE COLLECTIVE BARGAINING AGREEMENT FOR 2012-2013

Pursuant to Government Code Section 3547 and Board Rule 101400, the Los Angeles Community College District proposes that representatives of the District and agents of the Service Employees International Union, Local 99 re-open the Agreement between the Los Angeles Community College District and the Service Employees International Union, Local 99, dated July 1, 2011 through June 30, 2014 for the purpose of discussing compensation issues.

Background: Government Code Section 3547 and Board Rule 101400 require the District to inform the public of the issues to be negotiated with an employee organization by presenting any proposed reopening at a public meeting of the Board. The matter will be noticed on April 3, 2013, with an expected adoption date of April 17, 2013. The public will have an opportunity to comment on April 17, 2013, before the parties begin formal bargaining.
Subject: **NOTIFICATION OF STUDENT TRAVEL**

**A. Los Angeles Pierce College**

Fourteen students and one faculty member will compete in the Jamfest National Competition at the University of Las Vegas in Las Vegas, Nevada during the period of April 12, 2013 to April 14, 2013.

**Background:** The sponsoring organization is the University of Las Vegas.

**FISCAL IMPLICATION:** The total estimated cost of this trip is $2,800. Funds for this trip will come from the personal budgets of the students. No District funds will be used.

**B. Los Angeles Harbor College**

Thirteen students and one faculty member attended the Catersource Conference and Tradeshow in Las Vegas, Nevada during the period of March 11, 2013 to March 14, 2013.

**Background:** The sponsoring organizations were the Catersource Magazine and the American Culinary Federation Las Vegas.

**FISCAL IMPLICATION:** The total estimated cost of this trip was $3,150. The funds for this trip came from the personal budgets of the students. No District funds were used.
Subject: AMEND BOARD RULE 18110 – GUIDELINES FOR IMPLEMENTATION

Amend Board Rule 18110 as follows:

18110. GUIDELINES FOR IMPLEMENTATION. For purposes of interpretation of this chapter, the Board adopts the attached Guidelines for Implementation of Sections 53200 to 53207 of Title 5 of the Administrative Code of California. These guidelines were agreed upon by the Community College League of California and the statewide Academic Senate for California Community Colleges. In the event the Community College League of California and the Academic Senate for California Community Colleges revise the Guidelines, the Board may adopt the most recently revised Guidelines.

GUIDELINES FOR IMPLEMENTATION OF SECTION 53200-53204 OF TITLE 5 OF THE ADMINISTRATIVE CODE OF CALIFORNIA

The Role of Academic Senates in the California Community Colleges

1. QUESTION: What needs to be done to implement the new regulations to strengthen local academic senates?

The senate and the local board or its designee (usually the chancellor, or president and senior administration) need to “consult collegially” on the development of a new district policy for board action to implement the new regulations. This policy can be very general (i.e., a statement that the district will operate according to the provisions of Title 5, Sections 53200-53204) or more specific in terms of how the district carries out the regulations. Different boards and districts may include different amounts of procedural detail in district policies. (However, see recommendations in the third and fourth answers.)

2. QUESTIONS: In adopting new policies on academic and professional matters, does the governing board have to meet directly with the senate?

Recommended by: Yasmin Delahoussaye

Adriana D. Barrera, Deputy Chancellor

Recommended by: Daniel J. LaVista, Chancellor

Adriana D. Barrera, Deputy Chancellor

By ___________________________ Date ___________________________
No. The governing board and the senate may each designate appropriate representatives as their voices in the mutual development of policies on academic and professional matters, on a blanket basis or on a policy-by-policy basis. It is the responsibility of the designees to communicate with their respective constituencies on an ongoing basis so as to best represent them in the development of policies.

3. QUESTION: The regulations list ten areas defined as “academic and professional matters.” The local board must adopt procedures identifying how it will “consult collegially” in these ten areas. Those procedures include either to “rely primarily upon the advice and judgment of the academic senate” or to “reach mutual agreement.” Must a local board select only one procedure for addressing all ten of the identified academic and professional matters or can there be a different approach used for the different matters?

Either one of the procedures can be used to address each of the ten areas defined as academic and professional matters; the procedure need not be the same for all ten. It is recommended, although not required, that the specific procedure selected be identified in policy for each of the ten “academic and professional matters.”

4. QUESTION: Who decides which of the two processes in the regulations (“rely primarily” or “mutual agreement”) should be used on a given issue?

The local governing board. However, it is recommended that the ten categories of academic and professional matters listed in the regulations be the subject of local discussions during the initial implementation of the regulations so that all concerned will know in advance which issues will be dealt with according to which process. These may then be included in adopted policy.

5. QUESTION: If the governing board chooses the option to “rely primarily” on the advice of the academic senate in any of the ten defined areas of “academic and professional matters,” is the board required to accept the recommendation of the senate?

No. Title 5 regulations clearly state that in most cases under the “rely primarily” option the recommendation of the academic senate will be adopted. However, there are conditions under which the local board may need to make a decision different from the senate’s recommendation. (See next Question and Answer)

6. QUESTION: A district governing board which chooses the “rely primarily” procedure is normally supposed to accept recommendations of the senate in any of the ten defined areas of “academic and professional matters” unless there are “exceptional circumstances” and “compelling reasons.” What do these mean?

The regulations do not define the terms “exceptional circumstances” and “compelling reasons,” and these terms are not intended to have a legal definition. These terms mean that boards must usually accept senate recommendations, and that in instances where a recommendation is not accepted the board’s decision must be based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context.

Boards tempted to reject a recommendation might, instead, ask the senate to reconsider the recommendation in light of the issues that have not been resolved to the board’s satisfaction.
Board of Trustees
Los Angeles Community College District

7. QUESTION: A district governing board which chooses the "mutual agreement" procedure is supposed to reach written agreement with the senate in any of the ten defined areas of "academic and professional" matters. When may the board act if it is not able to reach mutual agreement with the academic senate?

If there is no existing policy, the regulations say the board may act without reaching mutual agreement if there are "compelling legal, fiscal, or organizational reasons" why it must do so. Again, the word "compelling" is not defined in the regulations and is not intended to have a legal definition. It means that in instances where mutual agreement with the senate is not reached, a board decision must be based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate and relevant context.

8. QUESTION: When there is an existing policy, is the board permitted to act without mutual agreement?

No. If there is an existing policy, that policy simply stays in effect until mutual agreement is reached. However, there may be cases when the existing policy "exposes the district to legal liability or causes substantial fiscal hardship." In these circumstances, a board may act without reaching mutual agreement provided that it has made a good faith effort to reach agreement and has "compelling legal, fiscal, or organizational reasons" to act (as the term "compelling" is described in question 7 above) without waiting any longer for agreement.

9. QUESTION: The "mutual agreement" procedure appears to contain de facto ability to block changes in policy when an existing policy is in place by failing to agree to needed action. What would happen if this occurs?

It would be bad faith to use the regulations in order to block changes in policy when an existing policy is in place by failing to agree to needed action. A senate faced with a board which refuses or fails to participate or consult constructively in the attempt to reach mutual agreement may choose to use the complaint process delineated in question 18. On the other hand, if the senate attempts to use the regulations process to block board action by refusing or failing to participate or consult constructively, it is unlikely that either the Chancellor or a court would object to a board which takes action without mutual agreement under those circumstances.

10. QUESTION: Can the local board choose the academic senate to be the organization that represents faculty in matters that have previously been collectively bargained or are within the legal scope of bargaining? Can the local board accept recommendations from the academic senate or reach agreements with the academic senate which contradict a collective bargaining agreement?

The answer to both questions is no. The governing board may not legally delegate to the senate any responsibilities or functions which belong to the exclusive representative. AB 1725 did not change collective bargaining law (i.e. EERA, Government Code Section 3540 et seq.) nor the legal scope of bargaining. The regulations specifically point out that nothing in the Board of Governors’ regulations may be construed to "detract from any negotiated agreements between collective bargaining and district governing boards."
11. QUESTION: Can a board and union through a collective bargaining agreement change a policy previously adopted by a board based upon recommendation of the academic senate or mutually agreed to with the academic senate?

Yes. Matters appropriately within the scope of collective bargaining may be negotiated between collective bargaining representatives and district governing boards regardless of previous policies.

12. QUESTION: May the collective bargaining agent delegate matters within the scope of bargaining to the local senate and may the senate delegate matters within the scope of the ten defined areas of "academic and professional matters" to the collective bargaining agent?

Yes, to the extent permitted by collective bargaining laws. The regulations state that the intent is to "respect agreements between academic senates, and collective bargaining representatives...".

13. QUESTION: Must the district consult collegially on the administrative organization chart of the college?

No. How the administration is organized may be a matter for shared governance but is outside the scope of the district's responsibility to "consult collegially" with the senate.

14. QUESTION: Another one of the ten areas of "academic and professional matters" is "processes for institutional planning and budget developments." Does this regulation relate to the institutional plans and budgets themselves, or only to the process by which plans and budgets are developed for presentation to the board?

The regulation relates only to the process. The academic senate's role is in helping to shape the processes used for developing the plans and budgets to be acted upon by the governing board. The board is not required to either "rely primarily" on the senate's recommendations or reach agreement with the senate on the plans and budgets themselves.

15. QUESTION: If a local board violates the regulations, will the state Chancellor's Office intervene and/or investigate the case for possible noncompliance?

Probably not. While the Chancellor's Office will probably not become involved in a single issue within a college district, if a district board develops a pattern of violating the regulations, the Chancellor's Office has the authority to enforce compliance.

16. QUESTION: Do these regulations have the force of law?

Yes. If a district board does not make a good faith effort and does not ultimately abide by these regulations it would be in violation of law.

17. QUESTION: What powers do the Board of Governors have to enforce Title 5 regulations such as the ones on strengthening local senates?
Education Code Section 70901 mandates that the Board of Governors establish minimum conditions entitling districts to receive state aid. Currently there are some 15 minimum conditions that districts must meet in order to receive state funds. The Board of Governors can withhold funding from any district that does not meet established minimum qualifications. One of these minimum conditions is adoption of procedures consistent with sections 53200-53204 of the Administrative Code. Thus one of the minimum conditions that districts must substantially meet in order to receive state aid is to strengthen local academic senates as per the new regulations.

18. QUESTION: If a local senate feels that it has exhausted all sincere internal efforts to work cooperatively with the local governing board and believes the new regulations continue to be ignored, what remedies can be sought?

First, the statewide Academic Senate should be contacted for useful advice and direct support. Also, the Senate can make some initial contact with the Chancellor's Office to seek informal resolution if possible. The Academic Senate has established a Standards and Practices Committee that will become increasingly active in documenting, publishing and assisting in the resolution of senate role issues.

Secondly, if the local academic senate believes that there is clear and consistent noncompliance, the local senate may contact the Legal Affairs Office of the Chancellor's Office.

19. QUESTION: Does the term “rely primarily upon the advice and judgment of the academic senate” mean that the governing board should not receive and consider the advice and judgment of others on issues of “academic and professional matters”?

No. Indeed, there are other regulations and laws which address the participation of the public, students, staff and unions in district governance.

20. QUESTION: Should the advice and judgment of the academic senate be accorded greater weight than the advice and judgment of other groups and constituencies in connection with “academic and professional matters”?

Yes. Subject to questions 10, 11, and 12, the intent of the regulations is to ensure that, while all relevant constituencies should have the opportunity to participate, boards must accord the greater weight to academic senates in “academic and professional matters” by “consulting collegially” with the senate, as described in these guidelines.

GUIDELINES FOR IMPLEMENTATION OF SECTION 53200-53204 OF TITLE 5 OF THE ADMINISTRATIVE CODE OF CALIFORNIA

Source Document: Participating Effectively in District and College Governance
The Academic Senate for California Community Colleges and The Community College League of California
Fall 1998
INTRODUCTION

The following guidelines on local decision-making processes have been developed by a joint task force of representatives of the California Community College Trustees (CCCT), Chief Executive Officers of the California Community Colleges (CEOCCC) and the Academic Senate of the California Community Colleges. They have been endorsed by the boards of directors of the CCCT and CEOCCC and by resolution of the Academic Senate for California Community Colleges. The guidelines augment ones developed in 1992 by a similar joint task force.

The guidelines are grouped by issue area and are in the form of questions and answers. The questions and answers are not intended to cover all situations which may be encountered, but address questions most frequently raised. In the answers developed, use of the word “should” refers to a good practice, but one that is not required. The word “must” indicates the action outlined is required by law or state regulation.

The purpose of the guidelines is to provide assistance to trustees, CEOs, academic senate leaders, administrators, classified staff and students which will enable them to fulfill the intent of effective participation in local decision making as delineated in state law and Board of Governors regulations.

PART I. THE LOCAL BOARD POLICY ON COLLEGIAL CONSULTATION

1. QUESTION: What is meant by the term “shared governance”?

“Shared governance” is not a term that appears in law or regulation. Education Code §70902(b)(7) calls on the Board of Governors to enact regulations to “ensure faculty, staff, and students...the right to participate effectively in district and college governance” and, further, to ensure “the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.”

The intent of the Legislature in enacting this section of AB 1725 was “to authorize more responsibility for faculty members in duties that are incidental to their primary professional duties” and to assure that “increased faculty involvement in institutional governance and decision making” does not conflict with faculty rights in collective bargaining (Section 4n). This shared involvement in the decision making process does not necessarily imply total agreement nor does it abrogate the ultimate decision making responsibility of the local governing board.

Title 5 §§51023.7 and 52023.5 state requirements for the “effective participation” of students and staff, respectively, in the development of recommendations to the governing board. Title 5 §53203 requires the governing board to "consult collegially" with the academic senate on academic and professional matters (defined in §53200).

Consequently, the more precise terms call for the governing board to assure effective participation of students and staff and to consult collegially with academic senates. Later questions will give guidance on these two processes. The term “shared governance” can take on many meanings and it is suggested that its use be curtailed in favor of the more precise terms.
2. QUESTION: What needs to be done by local boards and academic senates to implement the regulations to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of academic and professional matters?

The senate and the local board or its designee (usually the chancellor, superintendent/president, or president and senior administration) need to “consult collegially” on the development or modification of the district policy for board action to implement the regulations. This policy can be very general (i.e., a statement that the district will operate according to the provisions of Title 5 §§53200-53204) or more specific in terms of how the district carries out the regulations. Different boards and districts may include different amounts of procedural detail in district policy. (However, see recommendations in Questions 4 and 5 on selecting rely primarily/mutual agreement options.)

3. QUESTION: In adopting or modifying policy on academic and professional matters, does the governing board have to meet directly with the senate?

No. The governing board and the senate may each designate appropriate representatives as their voices in the mutual development or modification of policy on academic and professional matters. It is the responsibility of the designees to communicate with their respective constituencies on an ongoing basis so as to best represent them.

4. QUESTION: The regulations list eleven areas defined as academic and professional matters. The local board must adopt procedures identifying how it will consult collegially in these eleven areas. Those procedures include either to “rely primarily upon the advice and judgment of the academic senate” or to “reach mutual agreement.” Must a local board select only one procedure for addressing all of the identified academic and professional matters or can there be a different approach used for the different matters?

Either one of the procedures can be used to address each of the eleven areas defined as academic and professional matters; the procedure need not be the same for all eleven. It is recommended, although not required, that the specific procedure selected be identified in policy for each of the academic and professional matters.

5. QUESTION: Who decides which of the two processes in the regulations (“rely primarily” or “mutual agreement”) should be used on a given issue related to academic and professional matters?

The local governing board. However, it is recommended that the eleven categories of academic and professional matters listed in the regulations be the subject of local discussions so that all concerned will know in advance which issues will be dealt with according to which process. These may then be included in adopted policy.

6. QUESTION: Why is it recommended that the governing board policy specify either the rely primarily or mutual agreement mode of collegial consultation for each of the eleven academic and professional matters?
In preparing recommendations to the governing board, it is necessary that all parties know in advance their responsibilities for determining recommendations. It is important for the governing board to communicate its expectations for the process of developing recommendations. Prior agreement on process has the advantage of allowing the board to focus on the content of recommendations rather than on procedural details.

PART II. ACADEMIC AND PROFESSIONAL MATTERS

7. QUESTION: The regulations list eleven areas defined as "academic and professional matters." What is the scope of each of the academic and professional matters?

The intent of the list of academic and professional matters is to state more specifically the breadth of the legal requirement for the academic senate to assume primary responsibility for making recommendations on "curriculum and academic standards" [Education Code §70901(b)(7)]. These guidelines do not attempt to further define the list of academic and professional matters. Often it is the context of the issue which determines if it is an academic and professional matter. To assist in this determination, the companion document "Scenarios Illustrating Effective Participation in District and College Governance" gives examples of particular issues and good practice for their resolution through collegial consultation. Furthermore, the eleventh item allows the academic senate and the governing board to mutually agree on adding other issues as being subject to collegial consultation. Academic senates, along with governing boards and their designees, are encouraged to establish processes through which the status of any issue as an academic and professional matter is determined.

8. QUESTION: Is it helpful to have a process by which issues are determined to be an academic and professional matter?

Yes. Because academic and professional matters are broad in scope, it is important that colleges and districts have an agreed-upon mechanism for clarifying when an item is an academic and professional matter and thus requiring collegial consultation. Good practice for developing this mechanism involves agreement between the academic senate or its representative(s) and the board or its designee.

9. QUESTION: One of the eleven areas of academic and professional matters is district and college governance structures, as related to faculty roles. Must the district consult collegially on the administrative organization chart of the district and/or college?

No. How the administration is organized may be a matter for wide participation by the affected parties but is outside the scope of the district’s responsibility to consult collegially with the senate. However, organizational changes which affect academic and professional matters such as curriculum or faculty role in governance would require consultation with the academic senate.

10. QUESTION: Another one of the eleven areas of academic and professional matters is "processes for institutional planning and budget development." Does this regulation relate to the institutional plans and budgets themselves, or only to the process by which plans and budgets are developed for presentation to the board?
The regulation relates only to the process. The academic senate is to be consulted collegially in shaping the processes used for developing the plans and budgets to be acted upon by the governing board. The board is not required to either “rely primarily” on the senate’s recommendations or reach mutual agreement with the senate on the plans and budgets themselves.

PART III. MUTUAL AGREEMENT AND REPLY PRIMARILY

11. QUESTION: If the governing board chooses the option to “rely primarily” on the advice of the academic senate in any of the eleven areas of academic and professional matters, is the board required to accept the recommendation of the senate?

No. Title 5 regulations clearly state that in most cases under the “rely primarily” option the recommendation of the academic senate will be adopted. However, there are conditions under which the local board may need to make a decision different from the senate’s recommendation. (The circumstances covering such a decision are addressed in the next Question.)

12. QUESTION: A district governing board which chooses the “rely primarily” procedure is normally supposed to accept recommendations of the senate in any of the eleven areas of academic and professional matters unless there are “exceptional circumstances” and “compelling reasons.” What do these mean?

The regulations do not define the terms “exceptional circumstances” and “compelling reasons,” and these terms are not intended to have a legal definition outside the context of this law. (However, these regulations do have the force of law. See Question 35.) These terms mean that boards must usually accept senate recommendations, and that in instances where a recommendation is not accepted the reasons for the board’s decision must be in writing and based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context.

Boards tempted to reject a recommendation might, instead, ask the senate to reconsider the recommendation in light of the issues that have not been resolved to the board’s satisfaction or in cases in which the clarity, accuracy or completeness of the recommendation needs improvement.

13. QUESTION: A district governing board which chooses the “mutual agreement” procedure is supposed to reach written agreement with the senate in any of the eleven areas of academic and professional matters. When may the board act if it is not able to reach mutual agreement with the academic senate?

If there is no existing policy, the regulations say the board may act without reaching mutual agreement if there are “compelling legal, fiscal or organizational reasons” why it must do so. Again, the word “compelling” is not defined in the regulations and is not intended to have a legal definition outside the context of this law. (Again, the regulations have the force of law. See Question 35.) It means that in instances where mutual agreement with the senate is not reached, a board decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate and relevant context.

14. QUESTION: When there is an existing policy, is the board permitted to act without mutual agreement?
Generally, no. If there is an existing policy, that policy simply stays in effect until mutual agreement is reached. However, there may be cases when the existing policy "exposes the district to legal liability or causes substantial fiscal hardship." In these circumstances, a board may act without reaching mutual agreement provided that it has made a good faith effort to reach agreement and has "compelling legal, fiscal or organizational reasons" to act (as the term "compelling" is described in the previous question) without waiting any longer for agreement.

15. QUESTION: The "mutual agreement" procedure appears to contain de facto ability to block changes in policy when an existing policy is in place by failing to agree to needed action. What would happen if this occurs?

It would be bad faith to use the regulations in order to block changes in policy when an existing policy is in place by failing to agree to needed action, if a board refuses or fails to participate or consult constructively in the attempt to reach mutual agreement, a senate may choose to initiate the technical assistance process delineated in the Academic Senate/CCLC document "Assistance to Assure Effective Participation in District and College Governance." (See Appendix A.) On the other hand, if the senate attempts to use the regulations process to block board action by refusing or failing to participate or consult constructively, the board and chief executive officer may seek help through the technical assistance process as well.

PART IV. IMPLEMENTING THE COLLEGIATE CONSULTATION PROCESS

16. QUESTION: Once board policies on collegial consultation and effective participation have been approved, how can the implementing procedures, structures and committees be developed to ensure the process follows the intent of policy?

Adoption of the governing board policy on collegial consultation is only the first step in complying with the regulations. Procedures, structures, and committees must be reviewed and revised to implement the policy.

The academic senate and the governing board designee should examine existing structures that deal with academic and professional matters. Those committees which are already charged with academic and professional matters, such as curriculum and staff development, should be reviewed to assure that their structures and charges are appropriate. (See Question 17 on committee structure.) Where committees may not exist to deal specifically with an academic and professional matter, a new committee may be needed or, perhaps, the charge of a related committee can be modified. For example, the matriculation advisory committee might be charged with developing proposals for student preparation and success.

Throughout this document, the work products of committees pertaining to academic and professional policies and procedures will be referred to as "proposals." These proposals are available for review by college groups as part of the process to assure effective participation of those affected by such proposals. As part of their reporting processes, committees forward these proposals to the academic senate for consideration and refinement. After approval by the senate, the "proposal" becomes a "recommendation" of the academic senate. Beyond their charge to develop such proposals, committees also may be involved in implementation of existing policies and procedures. (See Question 19 for a distinction among policy, procedure, and implementation.) For example, curriculum committees implement curriculum policies by reviewing proposals for new and revised courses.
In all procedures, structures, and committees, students and staff should be assured of effective participation in matters which affect them. (See Questions 31 and 32 for more on effective participation of staff and students.)

17. QUESTION: What essential elements need to be defined in order to ensure that the committee structure, used in collegial consultation and to provide effective participation, is functional?

It is recommended that the charge to a college committee be clearly defined. This permits matters within the scope of the charge to be handled by the committee without overlapping responsibilities with other groups. A clear charge also lessens the tendency to create a new committee for every new issue. (For use of a college council to do issue management for committee referrals, see the next question.)

Committees should have definite membership. Members should be chosen for their expertise and area of responsibility, not just to represent a constituent group. For each place on the committee the following should be specified: appointing body, term length, and voting status (if votes are to be taken).

The expected reports or other work products should be delineated, including to whom the reports are submitted. Committee proposals for policies and procedures on all academic and professional matters should be submitted to the academic senate as well as being available for review by other affected groups. (See the previous question regarding how a committee proposal becomes an academic senate recommendation.)

Operation of the college committee structure takes a commitment of the time and effort of the participants as well as a commitment of resources by the institution. All parties should weigh carefully the developmental needs of the college. To the extent possible, there should be consideration of and accommodation for the time required for student, faculty and staff participation which may be above and beyond their regular duties. Examples of accommodation include convenient times and locations of meetings, reassigned time, and granting of flexibility in work schedules. Consideration is also needed for technical and clerical support for committees with special needs. Operational requirements should not be ignored; written minutes should be kept of all committee meetings. Meeting times should be arranged so that all members are available. Agendas should be distributed with adequate time (and all needed reference materials) for members to prepare for meetings. Orientation and training of members should be provided regularly.

18. QUESTION: Some institutions have college or district coordinating councils consisting of representatives of the academic senate, unions, classified staff, administrative staff and students. What is the role of such a council within the dictates of the law and regulations?

Neither the law nor regulations call for any specific committees or structures, nor is a coordinating council prohibited. Many colleges have found coordinating councils useful, but some cautions are warranted.

A forum for communication on common issues and for reporting group activities are important functions coordinating councils can play. Often a particular matter may have implications for other groups that are not evident without discussion.
issue management can be another useful activity for such councils. Broaching topics when they initially arise can give all parties the opportunity to participate in devising a common strategy for addressing that topic. It can be within this forum that the academic senate may identify issues which are academic and professional in nature. These discussions can assure that topics are properly referred to the committee charged with handling that matter. Coordinating councils also provide a venue to resolve conflicts that may arise as issues work their way through the governance process.

However, a coordinating council is not the appropriate body to make recommendations to the governing board or designee on academic and professional matters. These issues are appropriately within the purview of the academic senate. Furthermore, care should be taken in placing decision-making authority in the hands of coordinating councils. The strength of participatory governance lies in recommendations being made by those who have the necessary expertise and are most affected by the decision.

19. QUESTION: The law and regulations use the terms “district and college governance,” “policies,” “policy development and implementation” and “policies and procedures.” What are the distinctions among policy, procedures and implementation?

Distinctions among policy, procedures, and implementation are not exact, and specific delineations should be made locally on a case-by-case basis. That said, some generalizations may be useful.

Policies give the college general direction to accomplish its mission. They create the context for action as well as foster a positive climate in which change can occur. Policies delineate the conditions which procedures must meet and state the expectations for what is to be accomplished. They are of a sufficient scope and significance that they are adopted by public action of the governing board. Procedures define the steps to be taken to carry out a policy. They specify those responsible for carrying out each step and may include a timeline by which tasks are to be completed. Implementation means carrying out the steps called for in the procedure.

20. QUESTION: For those matters which the governing board delegates to the chief executive officer, does collegial consultation still apply? Is the governing board still responsible to assure the effective participation of affected groups?

Yes to both questions. Education Code §70902(d) gives the governing board authority to delegate certain responsibilities to groups or individuals employed within the district. Those to whom those responsibilities are delegated must themselves consult collegially with the academic senate on academic and professional matters. Before agreeing to delegation, boards should carefully consider whether decisions are of a nature that they should be made in the public forum of the board meeting. Note that the Brown Act, Government Code §54950-54962, specifically requires open meetings of groups to whom boards have delegated authority, such as the academic senate.

Even on matters delegated to others, the governing board still maintains the responsibility to assure effective participation of students, faculty, and staff. The academic senate still retains its right to place issues on the board agenda and to present its views to the board (Title 5 §53203), with the understanding that reasonable, accepted procedures will be followed.
21. QUESTION: What features characterize an effective collegial consultation process?

Collegial consultation requires mutual understanding among the faculty, administration, and the governing board. Such understanding requires an awareness of interdependence, a commitment to communication, and the exchange of ideas as well as a commitment to joint action in the interests of solving educational problems or setting educational policy.

There is no one best method for implementing collegial consultation. Each college tends to develop a culture of its own within which collegial consultation takes place. Nevertheless, a few features seem to be common among those colleges with effective processes.

One such feature is a clearly defined governance structure that includes an organizational chart, charges of the councils or committees, and defined memberships and processes. A regular program should be established for old and new members of the governing board, administration, and faculty to acquaint them with the principles and practices of the collegial consultation structure. When everyone understands how the process works, and the structure is used consistently, it allows for success.

Communication is also a hallmark of a good collegial consultation process. Venues are created for key leaders to discuss matters in formal settings such as a coordinating council. (See Question 19 on the role of councils.) Informal meetings can be held between key leaders between formal meetings to further understanding, but official conclusions should be a part of the formal process. All participants must make a conscientious effort to keep one another informed.

The need for trust will often be raised in the context of shared decision-making. Trust is fostered when well established principles and practices of collegiality are adhered to by all. In addition, trust can be built by creating opportunities for individuals to establish professional relationships in a variety of venues.

Collegial consultation works best in well-run districts where expertise and delegation of authority is respected, and where representatives are open and honest and are committed to working together for the benefit of the students.

22. QUESTION: Can a CEO make faculty appointments to committees, task forces, or other groups dealing with academic and professional matters?

No. Title 5 §53203(f) requires that appointments of faculty to groups dealing with academic and professional matters be made by the academic senate after consultation with the CEO or designee. Furthermore, consultation is required in establishing committees if the purpose of the committee is to develop policy or procedures related to an academic and professional matter or as part of the basic governance structures set forth in the board's policy on collegial consultation. (See Chancellor's Office Legal Opinion M 97-20, October 23, 1997.)

23. QUESTION: What do the law and regulations say about participation in collegial consultation of college and district senates in multi-campus districts?

Delegation of authority and responsibility by a governing board under Title 5 §53203(a) can be to its college senate, district senate, or both. In districts with a district senate established pursuant to Title 5 §53202, governing boards may establish policies delineating collegial consultation with college senates only, district senates only, or to both.
When collegial consultation involves both college and district senates, distinction should be made between recommendations that involve college matters only and those which have district scope. This is a local matter to be worked out among the senates and the board or its designee(s). It is recommended that on district matters the board specify the chancellor as its designee and on college matters the designee be the college president.

24. QUESTION: How can the timelines of collegial consultation be respected while addressing opportunities and requirements to which a college must respond quickly?

Development of effective policies and procedures takes time. Issues requiring the development or revision of policies and procedures should be identified as early as possible and the consultation process initiated right away. Development of proposals in isolation which are then brought into consultation is not a productive methodology. Prolonged debate without constructive recommendations needlessly extends resolution of the issue. All parties should agree to reasonable timelines at the beginning of the consultation process.

Particularly stressful is the need to make a decision in a short timeframe imposed by external considerations. Districts which seem to handle these situations best are those which have a comprehensive planning process. If the institution has foresight and agreed upon goals and objectives, it is likely that new challenges can be more quickly integrated into the district’s plans. An atmosphere of trust in the leadership is critical as well, considering that recommendations on items with short deadlines often necessitate the academic senate president and college president collaborating without opportunity to obtain full input from the various constituents. Even in such circumstances it is expected that the actions of both presidents will not be inconsistent with the established positions of their respective groups.

PART V. ROLES OF THE ACADEMIC SENATE AND EXCLUSIVE BARGAINING AGENT

25. QUESTION: Can the local board choose the academic senate to be the organization that represents faculty in matters that have previously been collectively bargained or are within the legal scope of bargaining? Can the local board accept recommendations from the academic senate or reach agreements with the academic senate which contradict a collective bargaining agreement?

The answer to both questions is no. The governing board may not legally delegate to the senate any responsibilities or functions which belong to the exclusive representative. AB 1725 did not change collective bargaining law (i.e., the Educational Employment Relations Act, Government Code 53540 et seq.) nor the legal scope of bargaining. The regulations specifically point out that nothing in the Board of Governors’ regulations may be construed to “detract from any negotiated agreements between collective bargaining and district governing boards.”

26. QUESTION: Can a board and union through a collective bargaining agreement change a policy previously adopted by a board based upon recommendation of the academic senate or mutually agreed to with the academic senate?
Yes. Matters appropriately within the scope of collective bargaining may be negotiated between collective bargaining representatives and district governing boards regardless of previous policies. Citing the Educational Employment Relations Act (EERA) in Government Code §3543.2(a), “The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms and conditions of employment.” These terms and conditions are then enumerated in the Act. Furthermore, exclusive bargaining agents have the right to “consult on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks...” However, the EERA does not supersede Education Code provisions and, as stated in Government Code §3540, “shall not restrict, limit, or prohibit the full exercise of the functions of any academic senate or faculty council established by a school district in a community college to represent the faculty in making recommendations to the administration and governing board of the school district with respect to district policies on academic and professional matters, so long as the exercise of the functions does not conflict with lawful collective agreements.”

27. QUESTION: May the collective bargaining agent delegate matters within the scope of bargaining to the local senate and may the senate delegate matters within the scope of the eleven defined areas of academic and professional matters to the collective bargaining agent?

Yes, to the extent permitted by collective bargaining laws. The regulations state that the intent is to “respect agreements between academic senates and collective bargaining representatives....”

PART VI. STUDENTS AND STAFF

28. QUESTION: Does the phrase “rely primarily upon the advice and judgment of the academic senate” mean that the governing board should not receive and consider the advice and judgment of others on issues of academic and professional matters?

No. Indeed, there are other regulations and laws which address the participation of the public, students, staff and unions in district governance.

Title 5 §51023.7 requires the governing board to “adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance.” Students are to participate in “formulation and development” of policies and procedures that have a “significant effect” on them. The regulation lists ten areas of such significant effect, most of which are quite similar to the senate’s academic and professional matters. Boards are not to act unless students have had the opportunity to participate, with the exception of “unforeseeable, emergency situations” and shall give positions of the students “reasonable consideration.” The regulation states the intent that boards are to respect the agreements with senates and unions while working with students.

Title 5 §51023.5 requires the governing board to “adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance.” However, areas that affect staff are not defined in the regulation but remain matters “that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.”
The role of the exclusive bargaining agents is explicitly protected in Title 5 and is cited in the Educational Employment Relations Act. (See Government Code §3543.2.) The public is granted access to the governing board through the open meeting provisions of the Brown Act. (See Government Code §54950-54962.)

29. QUESTION: What are good practices to assure effective participation of students and staff in the process of formulating recommendations which affect them?

Student participation can be strengthened in several ways. Student leaders can work with the college leadership to identify committees whose charges incorporate the ten areas of significant effect on students. Student membership can be specified on those committees. The names of those who will participate on committees can be identified early in the year. It is important that committees meet at regularly scheduled times convenient to students interested in being members. Student members can benefit from orientation and training and from having an assigned mentor to assist in getting to know the work of the committee. An effective strategy to strengthen leadership skills is to have a student government course as part of the curriculum. Communication between the student government, the academic senate, and other groups can be improved by having liaisons attend one another’s board meetings.

Administrative staff have a role beyond that of the chief executive officer functioning as the board’s designee. It is advised that committees dealing with specific topics have the participation of mid-level administrators in whose areas of responsibility those topics fall. That participation may be as a resource, as a member, or as chair, depending on the local college decision-making process.

Classified staff should participate in the formation and development of policies and procedures on matters which significantly affect staff. Committees and task forces on campus which deal with those issues should have classified staff as members. As with all committee members, classified staff can benefit from orientation and training and from a mentor relationship with a seasoned committee member.

30. QUESTION: Should the advice and judgment of the academic senate be accorded greater weight than the advice and judgment of other groups and constituencies in connection with academic and professional matters?

Yes. Subject to Questions 25, 26, and 27, the intent of the regulations is to ensure that, while all relevant constituencies should have the opportunity to participate, boards must accord the greater weight to academic senates in academic and professional matters by consulting collegially with the senates, as described in these guidelines.

31. QUESTION: What are the responsibilities of the academic senate to obtain input from staff and students on academic and professional matters that have a significant effect on these groups?
In the creation of the structures, procedures and committees for collegial consultation (see Question 16) provisions must be included for the effective participation of students and staff on matters which affect them. Proposals which come from committees on academic and professional matters are available for review by all college constituencies and are considered in open deliberations at academic senate meetings. When such proposals are heard by the academic senate, every effort should be made to engage affected parties in the deliberations. In this manner the academic senate will have considered the input of students and staff before making recommendations to the governing board (or its designee) on matters which affect students and staff. Of course, all parties may directly address the board as it deliberates on its ultimate decision.

32. QUESTION: What can be done to educate all members of the college community participating in the collegial processes concerning the law, regulations, best practices of decision making and the issues under discussion?

Good practices might include the following. All participants in the governance process should be provided copies of the relevant laws, regulations, and district policies and procedures. It is recommended that each standing governance committee have a handbook of such information as well as reports and minutes generated in previous years. The first annual organizational meeting of each committee should be devoted to orientation and training on the committee charge and procedures. The leadership of constituency groups might get together in a retreat format at the beginning of each academic year to review the governance process, consider priorities for the coming year, and build personal relationships.

PART VII. KEEPING PARTICIPATORY GOVERNANCE STRONG

33. QUESTION: Are effective participation and collegial consultation policies and practices subject to regular evaluation and revision as necessary by the governing board?

While there is no requirement that such policies be regularly reviewed, it is a good idea. The review process should be mutually agreed upon, and, further, the board policy should specify that recommendations for change should be by collegial consultation with the academic senate (on the board policy affecting the academic senate) and by effective participation of staff and students (on policies affecting them).

It should be possible for any of the parties to initiate the process for review of these policies. It may be the case, for example, that a change in leadership might bring new perspectives to the decision making process that might engender a desire for certain improvements. However, districts should take care that the collegial consultation process is not built on individual strengths that may be idiosyncratic to particular leaders.

34. QUESTION: How can the academic senate and other constituent groups and the local governing board engage in mutually productive dialogue?

Engaging in mutually productive dialogue is based on respect, trust and willingness to seek information. Mutually productive dialogue may take place at regular business meetings of the board, at open college and community forums and board study sessions and retreats, and by sharing written information.
Under the provisions of the Brown Act, governing board meetings are open to everyone. All constituent members have the right to address the board on items on its agenda and matters under the board's purview.

Beyond legal requirements, boards should recognize the special role that academic senates and student and staff organizations play in developing recommendations for board action. Following are some suggestions to strengthen that role. Organizational representatives may be seated prominently to facilitate discourse with the board. Reports from each organization may be regularly agendized. Items on the board agenda which were developed through significant senate, student, or staff involvement can be jointly presented by the appropriate organizational representatives. Commentary on board agenda items can be solicited from the senate, student, and staff representatives without restrictions such as filling out speaker cards and being subject to short time limitations.

In addition to regular business meetings of the board, other opportunities can be structured for mutually productive dialogue and education. Study sessions, workshops, and college and community forums often provide a more open environment for board members, key community groups, and college leaders to engage in discussion about external trends and broad policy direction and for the board to share its vision and to hear about activities in the district related to achieving the vision and mission. Sessions such as these enable constituent groups to identify and address areas of agreement and concern early in policy discussions.

PART VIII. COMPLIANCE

35. QUESTION: Do these regulations have the force of law?

Yes. If a district board does not make a good faith effort and does not ultimately abide by these regulations it would be in violation of law.

36. QUESTION: What powers do the Board of Governors have to enforce Title 5 Regulations such as the ones on ensuring the right of academic senates to assume primary responsibility for making recommendations in the areas of academic and professional matters?

Education Code §70901 mandates that the Board of Governors establish minimum conditions entitling districts to receive state aid. The Board of Governors can withhold funding from any district that does not meet established minimum conditions. One of these minimum conditions is adoption of procedures consistent with sections §§53200 - 53204 of the California Code of Regulations. Thus one of the minimum conditions that districts must substantially meet in order to receive state aid is to assure the effective participation of local academic senates as per the regulations.

37. QUESTION: What are the responsibilities of the governing board and chief executive officer to implement the regulations to ensure the effective participation of faculty, staff and students in district and college governance? What obligations does a governing board have to ensure that recommendations regarding academic and professional matters have gone through the collegial consultation process?
The board must uphold the requirements of Education Code §70902(b)(7) and Title 5 §53200-204 (academic senates), §52023.7 (students) and §51023.5 (staff). As the designee of the board, the chief executive officer is likewise bound to carry out these regulations. When considering action on an academic and professional matter, the local governing board must first ascertain that the collegial consultation process has been followed. If not, action on the item would then be delayed until such consultation has been obtained.

38. QUESTION: If the regulations are violated, will the state Chancellor's Office intervene and/or investigate the case for possible noncompliance?

Violations of Title 5 Regulations may be reported in writing by filing a written complaint with the Legal Affairs Division of the Chancellor’s Office. The General Counsel will investigate credible complaints and determine needed corrective action to assure compliance with the regulations.

39. QUESTION: If a local senate or CEO and governing board feels that it has exhausted all sincere internal efforts to work cooperatively and believes the regulations continue to be ignored, what remedies can be sought?

The following steps are recommended. First, the representative group—the statewide Academic Senate or the Community College League—should be contacted for useful advice and direct support. Secondly, the local academic senate and governing board may mutually request technical assistance through the process established jointly by the Academic Senate and the League. Thirdly, if the local academic senate believes that there is clear noncompliance, it may file a complaint with the Legal Affairs Division of the Chancellor’s Office. Finally, the local senate may pursue remedies with the state Attorney General or in court.
A. Purchase Orders issued as indicated. These are orders issued on campus for purchase not to exceed $83,400 each.

B. Authorizations to Pay.

C. Facilities Order Forms.

D. Agreements for Art Modeling Services.

E. CONTRACT EDUCATION AGREEMENTS

4500157286 East. Amendment No. 3 to agreement with Los Angeles Fire Department to provide jointly with the College, mutually agreed upon educational courses to Fire Department personnel, in an FTES-revenue-generation and apportionment—sharing partnership; and to compensate the agency use of its classroom facilities in providing the educational courses, based upon the number of students enrolled, at a cost of $3.50 per student instructional hour, conducted under the auspices of the College’s Affiliation Program, increasing the total contract amount from $3,000,000 to $4,500,000 from July 1, 2012 to June 30, 2013, inclusive, for the fourth year of the agreement. Total additional cost: $1,500,000.

4500183540 Valley. Agreement with Birmingham High School for the College to conduct Anthropology 101 and English 101 classes for advanced studies and enrichment of its students during the period January 9, 2013 to December 31, 2013, inclusive. Total income: $13,000.

F. LEASE OF EQUIPMENT AGREEMENT

4500183730 Pierce. Agreement with Canon Financial Services for lease of a Canon IR 5250 copier system for a 60-month period beginning April 4, 2013 or the actual date of delivery, whichever is later. Total cost: $18,810.

G. LEASE OF FACILITIES FOR DISTRICT USE

4500183359 District Office. Facilities Use agreement with UCLA Lake Arrowhead Conference Center for use of their facilities for the fifth annual summer leadership California Community College’s Success Network Basic Skills Initiative Leadership Institute conference. Conference to be held during the period of June 2, 2013 to June 7, 2013, inclusive, and includes meals and accommodations. Program is designed to provide training for approximately fifty faculty and other community college leaders involved with serving developmental students. Funding provided...
through the ESL/Basic Skills Professional Development Specially Funded Grant Project. Total cost: $42,280.

4500183248 East. No-cost use of facilities with La Puente Unified School District for classroom facilities to allow the East Los Angeles College – Jaime Escalante Math Program to provide two math courses, at Workman High School and at La Puente High School on Tuesdays and Thursdays from 3:00 pm to 5:00 pm during the period of January 8, 2013 to May 16, 2013.

4500183249 East. Facilities Use agreement with Montebello High School for the use of baseball field for baseball practices while construction of field at East Los Angeles College continues during the period of January 2, 2013 to May 31, 2013, inclusive. Total cost not to exceed: $11,664.

4500183250 East. Facilities Use agreement with California State University – Los Angeles, for use of the baseball field for a single game held on February 3, 2013, due to construction taking place at East Los Angeles College. Total cost: $510.

4500183251 East. No-cost use of facilities with Garvey School District for use of eight (8) classrooms at Dan T. Williams High School to allow the East Los Angeles College – Jaime Escalante Math Program to provide math courses to students from various school districts on Mondays to Fridays from 8:00 am to 5:00 pm during the period of June 17, 2013 to August 2, 2013, inclusive.

4500183252 East. No-cost use of facilities with the New Millennium Secondary School for use of classroom space to allow the East Los Angeles College – Jaime Escalante Math Program to provide math courses to students Mondays to Fridays from 8:00 am to 3:20 pm during the period of January 7, 2013 to May 30, 2013, inclusive.

H. LEASES, USE PERMITS AND CIVIC CENTER PERMITS OF DISTRICT FACILITIES

4500176347 Valley. Amendment to extend agreement with Los Angeles Baseball League (LABL) for use of the baseball field for practices and games only on specific dates and times during the period of February 1, 2013 to June 30, 2013. In lieu of rental fee, LABL will purchase baseball uniforms for the benefit of the college. Due consideration value: $2,750.

4500176348 Valley. Amendment to extend agreement with Easton Elite Softball Organization for the use of the softball field for practices and games only on specific dates and times during the period of February 1, 2013 to June 30, 2013. In lieu of rental fee, Easton Elite will provide field
maintenance to benefit the college. Due consideration value: $900.

I. MAINTENANCE AGREEMENTS

4500183729 District Office. Agreement with Harland Technology Services for maintenance of two Scantron machines for the Districtwide Assessment and Placement Management System Project overseen by a Pierce College staff member during the period December 1, 2012 to November 30, 2013, inclusive. Total cost: $1,691.

4500183536 Mission. Agreement with SecureAuth Corporation for license to use its software including server maintenance for the Information Technology Department during the period February 20, 2013 to February 19, 2015, inclusive. Total costs: $2,273.

J. PARTNERSHIP AGREEMENT

4500168290 Pierce. Amendment No. 1 to renew agreement with Institute of Reading Development (IRD) to conduct series of non-credit reading enrichment programs for the Community Services; IRD will provide registration services for all programs including collection of tuition fees of $299 per student for program levels 1-4, $349 per student for program levels 5-7 and $239 per person for program level R; and will remit to the college 10% of the gross tuition income, increasing the total contract amount from $6,110 to $18,110 from January 1, 2013 to December 31, 2013, inclusive, for the second year of the agreement. Total estimated additional income: $12,000.

K. STUDENT INTERN AGREEMENTS

4500183353 East. No-cost agreement with Downey Regional Medical Center to provide clinical training for students enrolled in the Nursing Program from March 1, 2013 to February 28, 2016, inclusive.

4500183550 East. No-cost agreement with Beverly Hospital to provide clinical training for students enrolled in the Respiratory Therapy Program from April 22, 2013 to April 21, 2018, inclusive.

4500183083 Pierce. No-cost agreement with Providence Health System Southern California dba Providence Health System for clinical training of students enrolled in the Nursing Program during the period March 1, 2013 to February 28, 2015, inclusive.
L. SERVICE AGREEMENTS

4500154164 City and West. Amendment No. 2 to renew agreement with Ramona Munsell and Associates for technical assistance, consultation, recommendations, and grant writing services for the third year of the 2010-2015 Title V Strengthening Hispanic Institutions Cooperative Project, at a cost of $16,235 for West; and a cost of $29,063 for City as the lead college in the cooperative grant program; increasing the total contract amount from $90,641 to $135,939 from October 1, 2012 to September 30, 2013, inclusive, for the third year of the agreement. **Total additional cost: $45,298.**

4500127655 District Office. Amendment No. 5 to renew agreement with Security Weaver, LLC to provide support services required to fix bugs, make enhancement, provide patches and upgrades for the Security Weaver software application for the Office of Information Technology, increasing the total contract amount from $200,000 to $250,000, from April 23, 2013 to April 22, 2014, inclusive, for the fifth year of the agreement. **Total additional cost: $50,000.**

4500169764 District Office. Amendment No. 1 to agreement with SouthTech Systems to provide support services for the eDisclosures software application which interfaces with existing programs to assist in the validation of Form 700 to be completed by District staff as required by the County of Los Angeles to confirm compliance and to reduce possible conflict of interest situations, increasing the total contract amount from $34,750 to $38,920, from March 20, 2013 to March 19, 2014, inclusive, for the second year of the agreement. **Total additional cost: $4,170.**

Various District Office. Agreements with the following providers to implement activities for regional networks serving participating colleges in Northern, Southern, and Central California as part of and funded by the California Community College Chancellor's Office ESL/Basic Skills Professional Grant, during the period of July 1, 2012 to June 30, 2013, inclusive, at a not-to-exceed daily amount of $300/per day for work completed during this period. **Maximum annual cost for each agreement: $5,000.**

4500182816 Erik Armstrong
4500182817 Rebecca L. Rudd
4500182818 Donna Cooper
4500182819 Janice Connal

4500158701 East. Amendment No. 2 to renew agreement with Blackbaud for the Financial Edge program used in the Resource Department, increasing the total contract amount from $31,000 to $33,000 from June 30, 2013 to June 29,
2014, inclusive, for the second year of the agreement. **Total additional cost:** $2,000.

4500158703 **East.** Amendment No. 2 to renew agreement with Blackbaud for the Raiser’s Edge program used in the Resource Department, increasing the total contract amount from $19,000 to $21,000 from March 21, 2013 to March 20, 2014, inclusive for the second year of the agreement. **Total additional cost:** $2,000.

4500173347 **East.** Amendment No. 2 to renew agreement with Golden Star Technology, Inc., for the Starbak Bustpoint program used in the Information Technology Department, increasing the total contract amount from $7,000 to $14,000 from March 31, 2013 to March 30, 2014, inclusive for the second year of the agreement. **Total additional cost:** $7,000.

4500182537 **East.** Agreement with American Society of Composers Authors & Publishers for the music copyright license to be used on campus during the period July 1, 2013 to June 30, 2017, inclusive. **Total cost:** $23,000.

4500182572 **East.** Agreement with American Transportation Systems to provide shuttle bus service between the South Gate Educational Center and the Main Campus during the period February 11, 2013 to June 30, 2013, inclusive. **Total cost:** $54,094.

4500183318 **East.** Agreement with Pacific Land Seminars to provide Land Surveyors Certification Training for students enrolled in engineering courses during the period November 1, 2012 to March 31, 2013, inclusive. **Total cost:** $6,500.

4500183376 **East.** No-cost agreement with Arbor Education & Training to provide occupational training and job search services for students enrolled in Workforce Education programs during the period August 1, 2011 to July 31, 2013, inclusive.

4500169769 **Harbor.** Amendment to renew agreement with Learning Express, LLC. To provide an interactive site license program, standard platform, and e-courses for the Nursing exams, increasing the contract amount from $1,050 to $2,100, during the period February 1, 2013 to January 31, 2014, inclusive. **Total additional cost:** $1,050.

4500177873 **Pierce.** Amendment No. 1 to extend agreement with Enterprise Rent-A-Car Company for rental of 12-15 passenger vans for at least 190 separate events some of which may be on the same day for the Athletic Department’s Intercollegiate competitions; rental rates are per State of California Department of Services Agreement No. 5-11-99-01 corporate rates, increasing the total contract amount from $17,000 to $37,000 from March 16,
2013 to June 30, 2013, inclusive. **Total additional cost: $20,000.**

4500182458 Pierce. Amendment No. 1 to agreement with Hilton Woodland Hills to provide 15 rooms and one conference room for four nights for the 2013 Accrediting Commission for Community and Junior Colleges accreditation visiting team, to increase the total contract amount from $9,500 to $12,200 from March 10, 2013 to March 13, 2013, inclusive. **Total additional cost: $2,700.**

4500183539 Pierce. Agreement with World Instructor Training Schools to conduct “Personal Trainer Fitness Certification” classes for the Community Services Department during the period February 23, 2013 to April 27, 2013, inclusive. **Total cost: $10,680.**

4500182766 Trade-Technical. Agreement with Comodo, LTD to provide Secure Sockets Line Certificate for campus internet connections during the period March 1, 2013 to February 29, 2016, inclusive. **Total cost: $3,600.**

4500182768 Trade-Technical. Agreement with Host International to provide training on commercial food service for Culinary Arts Department students during the period November 1, 2012 to January 1, 2013, inclusive. **Total cost: $19,880.**

4500183123 Trade-Technical. Agreement with The Collaboratory to provide a student field guide for the Kresge Project Emerging Green Economy Program during the period July 1, 2012 to March 31, 2013, inclusive. **Total cost: $12,170.**

4500183461 Trade-Technical. Agreement with Golden Star Technology, Inc. to provide support for the B-Line Medical Simulation Capture program used in the Information Technology Department during the period February 7, 2013 to February 6, 2014, inclusive. **Total cost: $19,880.**

4500171435 Valley. Amendment No. 1 to renew agreement with Educational Testing Service to provide General Education Diploma (GED) scoring services for the College’s GED Center, increasing the total contract amount from $6,090 to $19,140 from January 1, 2013 to January 31, 2014, inclusive, for the second year of the agreement. **Total additional cost: $13,050.**

4500182995 Valley. Agreement with College Braintrust Consulting Firm to provide consulting services to conduct a fiscal analysis of the college’s budget situation in response to Accrediting Commission for Community and Junior Colleges’ directive to provide a comprehensive plan addressing the college’s ongoing fiscal challenges during the period February 27, 2013 to April 1, 2013, inclusive. **Total cost: $10,010.**
Amendment No. 3 to renew agreement with AT&T Mobility to provide eight phones for Academic Affairs, increasing the total contract amount from $22,000 to $29,000 from October 1, 2013 to September 30, 2014, inclusive, for the fourth year of the agreement. **Total additional cost: $7,000.**

Amendment with AT&T Mobility to provide eight phones used for the Title V Program during the period October 1, 2013 to September 30, 2014, inclusive. **Total additional cost: $7,200.**

**M. SPECIAL GRANT FUNDED AGREEMENTS**

Amendment No. 4 to renew agreement with Los Ríos Community College District for that agency to fund the Electronic Healthcare Records program for up to 60 students increasing the total contract amount from $953,488 to $1,113,488 from April 1, 2012 to September 30, 2013, inclusive, for the third year of the agreement. **Total additional expense: $160,000.**

Amendment No. 2 to agreement with Foundation for California Community Colleges for that agency to fund the Youth Empowerment Strategies for Success Program, to provide training for 50 Foster Youth participants to prepare them for emancipation and support them in their education, to increase the total contract amount from $109,700 to $112,700 from January 1, 2013 to June 30, 2013, inclusive. **Total additional expense: $3,000.**

Amendment to renew agreement with The Carnegie Foundation for the Advancement of Teaching for that agency to fund the development of the Carnegie Statistics Pathway Network, increasing the total contract amount from $50,000 to $95,000 from July 1, 2011 to June 30, 2013, inclusive, for the second and third years of the agreement. **Total additional expense: $45,000.**

Agreement with The Anthony & Jeanne Pritzker Foundation for that agency to fund the Guardian Scholars Program for the Foster and Kinship Care Independent Living Program for up to 70 students during the period December 1, 2012 to November 30, 2013, inclusive. **Total expense: $75,000.**

Agreement with California Community Colleges Chancellor’s Office for that agency to fund the Career Transitions Program for up to 50 students during the period July 1, 2012 to June 30, 2013, inclusive. **Total expense: $49,389.**
Agreement with Managed Care Solutions for that agency to fund the Entertainment Industry Sector Grant to provide job training for up to 80 participants during the period May 1, 2012 to June 30, 2013, inclusive. Total expense: $250,000.

N. SHORT TERM AGREEMENTS PREPARED AT SITE LOCATIONS FOR SERVICES, RENTAL & MAINTENANCE OF EQUIPMENT, AND LICENSE & MAINTENANCE OF SOFTWARE $5,000 OR LESS PER YEAR

Agreement with Quiznos Sub to provide 75 boxed lunches for Gaining Early Awareness and Readiness for Undergraduate Programs – Los Angeles participants as allowed by a Pell grant on March 8, 2012. Total cost: $571.

Agreement with Michael Colmaire dba The Chicken Lady to provide catering services for the Title V Informational Flex Day as allowed by the Title V Hispanic Serving Institutions grant on August 23, 2012. Total cost: $1,360.

Two agreements with City of Los Angeles Department of Recreation and Parks for use of their tennis courts at Griffith Park to conduct Tennis classes for the Community Services Department during the period September 20, 2012 to March 23, 2013, inclusive. Total cost: $750.

Agreement with Sandra Smith to conduct a 33-hour training workshops for Permanence and Safety – Model Approach to Partnerships in Parenting Program participants during the period September 1, 2012 to June 30, 2013, inclusive. Total cost: $3,000.

Agreement with Maria Arvizu to conduct a 33-hour training workshop in Spanish for the Permanence and Safety – Model Approach to Partnerships in Parenting Program participants during the period August 1, 2012 to October 31, 2012, inclusive. Total cost: $1,500.

Three agreements with Michael Colmaire dba The Chicken Lady to provide catering services for EOPS/CARE workshops as allowed by this grant during the period September 28, 2012 to December 5, 2012, inclusive. Total cost: $1,539.
4500178092  City. Agreement with Tina Scruggs to conduct a 33-hour training workshop for the Permanence and Safety – Model Approach to Partnerships in Parenting Program participants during the period October 1, 2012 to November 30, 2012, inclusive.  **Total cost: $1,500.**

4500178129  City. Agreement with Lighthouse Stained Glass to conduct classes titled “Glass Fusion, Stained Glass, Blow Glass, and Making Glass Beads” for the Community Services Department during the period September 22, 2012 to November 18, 2012, inclusive.  **Total cost: $2,145.**

4500178213  City. Agreement with Mel Dangcil to conduct “Singer’s Workshop” classes for the Community Services Department during the period September 23, 2012 to December 2, 2012, inclusive.  **Total cost: $1,300.**

4500178214  City. Agreement with Traditional Equitation School to conduct “Horseback Riding” classes for the Community Services Department during the period September 28, 2012 to December 7, 2012, inclusive.  **Total cost: $1,700.**


4500178217  City. Agreement with Rounds, Miller and Associates to conduct “Money Making Using your Computer and Professional Speaking for Clueless” class for the Community Services Department on November 15, 2012.  **Total cost: $150.**

4500178292  City. Agreement with University of California-UCSB Conference Services to provide overnight housing for the Upward Bound Program Academy participants during the period August 2, 2012 to August 3, 2012, inclusive.  **Total cost: $783.**

4500178658  City. Agreement with CI Solutions for maintenance of four CI Solutions ID Card systems and one ID card printer in the Cub Card Office during the period July 1, 2012 to June 30, 2013, inclusive.  **Total cost: $3,390.**

4500178769  City. Agreement with Cineamor Production, LLC to provide maintenance and support services for online orientation software program in the Counseling office during the period July 1, 2012 to June 30, 2013, inclusive.  **Total cost: $400.**
4500179367  City. Agreement with C. Aisha Dixon-Peters to conduct a workshop titled “Relationship with Self” for EOPS/CARE Program participants on October 26, 2012. Total cost: $250.


4500179418  City. Agreement with Atlantic Express of Los Angeles to provide bus transportation services for the Upward Bound Program participants during the period October 20, 2012 to November 19, 2012, inclusive. Total cost: $950.

4500180583  City. Agreement with Hewlett Packard Company for maintenance and support of four VMWARE ESX Enterprise SP Licenses for the Information Technology Department during the period December 1, 2012 to November 30, 2013, inclusive. Total cost: $4,092.

4500180622  City. Agreement with Golden Star Technology, Inc. to provide software support for HP MSM765 ZL Premium Mobility Controller in the Information Technology Department during the period December 1, 2012 to November 30, 2013. Total cost: $267.


4500181003  City. Agreement with Electromechanical Services for maintenance of four Omega C-700, nine Beseler 45MX and nine Beseler 23CI photographic enlargers in the Photography Department during the period July 1, 2012 to June 30, 2013, inclusive. Total cost: $2,010.

Various  City. Three agreements with the following contractors to act as a local advisor to the Consortium for Undergraduate Research Experience (CURE) Program; to help recruit, train and supervise students from a particular college; CURE is a National Science Foundation grant to the college to fund a number of student internships at the Jet Propulsion Laboratory in Pasadena during the period August 1, 2012 to July 31, 2013, inclusive. Total cost: $5,400.

James Somers  $1,800
Michael Butros  $1,800
John Sepikas  $1,800
Various City. Two agreements with LIBCA, Inc. to conduct Medical Terminology classes for the Community Services Department during the period September 22, 2012 to March 23, 2013, inclusive. Total cost: $1,525.

- 4500178126 $2,800
- 4500181936 $1,525

4500181330 City. Agreement with Johanna McKay to conduct a "Career Day Boot Camp" for the Career and Technical Education Program during the period December 1, 2012 to June 30, 2013, inclusive. Total cost: $2,000.

4500181927 City. Agreement with Double Tap Training Center to conduct "Security Guard Certification and How to Become a Bodyguard" classes for the Community Services Department during the period February 23, 2013 to March 23, 2013, inclusive. Total cost: $1,700.

4500182001 City. Agreement with City of Los Angeles Department of Recreation and Parks Municipal Sports for use of Ferraro Soccer Complex at Griffith Park to conduct "Children's Soccer" classes for the Community Services Department during the period February 23, 2013 to March 23, 2013, inclusive. Total cost: $110.

4500182399 City. Agreement with United Parcel Service to provide parcel pick-up services for the Receiving Department during the period of July 1, 2012 to June 30, 2013, inclusive. Total cost: $2,000.

4500182349 City. Agreement with Potato Concept to provide catering services for CalWORKs Program events as allowed by this grant during the period January 18, 2013 to June 30, 2013, inclusive. Total Cost: $1,500.

4500182511 City. Agreement with Atlantic Express of Los Angeles to provide bus transportation services for the Upward Bound Program participants during the period April 6, 2013 to April 13, 2013, inclusive. Total cost: $883.

4500182822 District Office. Agreement with I-8 Food Services & Catering to provide food items for the First Year Experience Exchange program meeting held at Pasadena City College serving the 22 attendees on November 16, 2012 with funds authorized through Educational Services and Institutional Effectiveness/Basic Skills Professional Development grant program. Total cost: $412.

4500182693 East. Agreement with Golden Star Technology, Inc. to provide software support for the Symantec Servers located in the Information Technology Department during the

4500182697  East. Agreement with D&D Power Associates to provide maintenance for the Symmetra back up power system located in the Information Technology Department during the period March 19, 2013 to March 18, 2014, inclusive. Total cost: $3,616.

4500182866  East. Agreement with Archway Systems, Inc. to provide training for the Bentley Software program used by students enrolled in Architecture classes during the period February 20, 2013 to May 20, 2013, inclusive. Total cost: $4,400.

4500182949  East. Agreement with Onset, LLC to provide three musicians for the performance of the play "Dream On" held on March 13, 2013. Total cost: $600.

4500183439  East. Agreement with Wildlife Learning Center to provide a workshop on conservation for the Earth Day program to be held on April 24, 2013. Total cost: $3,360.

4500183463  East. Agreement with Jo Anne Mixpe Ley to provide a workshop on coping skills for single parent families on March 1, 2013. Total cost: $132.

4500183470  East. Agreement with Mary Anna Pomonis to provide a series of workshops on Contemporary Art at the Vincent Price Museum during the period March 1, 2013 to March 26, 2013, inclusive. Total cost: $2,000.


4500182938  Mission. Agreement with Lloyd J. Hebert to provide piano tuning and repairs for the Music Department during the period February 4, 2013 to March 4, 2013, inclusive. Total cost: $400.

4500182565  Mission. Agreement with Ofelia Garcia to conduct workshops on the key components and practices of Cabrillo College’s Early Child Education Program teaching Child Development classes bilingually during the period February 15, 2013 to February 18, 2013, inclusive. Total cost: $1,000.

4500183198  Mission. Agreement with Harland Technology Services Division of Scantron to provide onsite maintenance of Class Climate Facility Starter system used for the Title V Hispanic Serving Institutions project evaluation, analysis and reporting of the program’s activities during the period...

4500183325 Mission. Agreement with Alicia Tell to conduct workshops on the topic of the special needs of D-Rate children for the Foster and Kinship Care Education Program participants during the period February 15, 2013 to June 30, 2013, inclusive. Total cost: $450.

4500183326 Mission. Agreement with Elsa Rojas to conduct workshops on the topics of managing your wellness and children’s behavior for the Foster and Kinship Care Education Program participants during the period February 15, 2013 to June 30, 2013, inclusive. Total cost: $1,500.

4500183342 Mission. Agreement with Cecilia Ramirez to conduct workshops on the topics of helping relatives to care for children in the system and working with the system for the Foster and Kinship Care Education Program participants during the period February 15, 2013 to June 30, 2013, inclusive. Total cost: $240.

4500183356 Mission. Agreement with Fran Cameron to conduct workshops on the topics of behaviors of foster children and helping them through the education system for the Foster and Kinship Care Education Program participants during the period February 15, 2013 to June 30, 2013, inclusive. Total cost: $450.

4500178872 Pierce. Agreement with Scott Rosengard to conduct a workshop on “Gangs and Drugs Prevention Program” for the Foster and Kinship Care Education Program participants on September 15, 2012. Total cost: $150.

4500181770 Pierce. Agreement with Helene Liatsos dba Home Office for conducting a class titled “Start Your Own Home Based Business” for the Community Services Department on March 16, 2013. Total cost: $1,456.

4500181771 Pierce. Agreement with Diana Rodgers to conduct a class titled “Support Your Local Farmers” for the Community Services Department on May 25, 2013. Total cost: $400.

4500181772 Pierce. Agreement with Sherilynn Powell-Wolff to conduct a class titled “City Chicks & the Soil Foodweb” for the Community Services Department on March 23, 2013. Total cost: $375.

4500181773 Pierce. Agreement with Silver Lake Farms, LLC for conducting a class titled “Urban Farming” for the Community Services Department on February 23, 2013. Total cost: $600.
4500181774 Pierce. Agreement with Marilee Kuhlmann to conduct a class titled “Sustainable Residential Gardening” for the Community Services Department on April 27, 2013. Total cost: $500.

4500181959 Pierce. Agreement with Joseph A. Hackett for conducting workshops on the topic of adolescents and the law, working with the juvenile court, and navigating the children’s court for the Foster and Kinship Care Education Program participants during the period October 27, 2012 to March 16, 2013, inclusive. Total cost: $450.

4500182401 Pierce. Agreement with Canon Solutions America, Inc. for maintenance of a Canon IFP 8000S wide format printer in the Administrative Services Office during the period January 14, 2013 to January 13, 2014, inclusive, with a 30 day termination clause. Total cost: $1,061.

4500182503 Pierce. Agreement with Ken O’Donnell as a keynote speaker during the Center for Academic Success Convocation event on February 1, 2013. Total cost: $165.

4500182505 Pierce. Agreement with Securitech to provide maintenance for access control, burglar alarm and CCTV alarm systems including monitoring services in the College Services Building during the period February 1, 2013 to January 31, 2014, inclusive. Total cost: $2,000.

4500182577 Pierce. Agreement with Theresa Reed to conduct a workshop on AB 12 Fostering Connections to Success Act update for the Foster and Kinship Care Education Program participants on June 29, 2013. Total cost: $150.

4500183054 Pierce. Agreement with Evolution Wireless Advisors, LLC to provide consulting services to assist in managing and reviewing existing and new wireless telecommunication facilities at the college during the period January 1, 2013 to December 31, 2013, inclusive. Total cost: $500.

4500183076 Pierce. Agreement with John Raede to conduct classes titled “Applied Farrier I & II” for the Community Services Department during the period February 9, 2013 to May 18, 2013, inclusive. Total cost: $1,200.

4500183077 Pierce. Agreement with John Feeney to conduct a class titled “The Entrepreneur’s Guide” for the Community Services Department on March 2, 2013. Total cost: $672.

4500183079 Pierce. Agreement with Elysee Calcagnini to conduct a class titled “Introduction to QuickBooks” for the Community Services Department during the period February 23, 2013 to April 6, 2013, inclusive. Total cost: $1,560.
Pierce. Agreement with Card Integrators Corporation dba CI Solutions to provide maintenance and support of CI Solutions ID Card system for the Administrative Services during the period August 16, 2012 to August 15, 2013, inclusive. Total cost: $2,980.

Pierce. Agreement with Superior Scientific, Inc. to provide maintenance on various exercise equipment in the Athletic training room during the March 1, 2013 to June 30, 2013, inclusive. Total cost: $460.

Trade-Technical. Agreement with Rosalba Covarrubias to provide workshops with Spanish translation for the Healthy California program during the period January 1, 2013 to September 30, 2013, inclusive. Total cost: $1,000.

Trade-Technical. Agreement with Kidtribe to provide workshops on physical activity for the Healthy California program during the period January 1, 2013 to September 30, 2013, inclusive. Total cost: $1,600.

Trade-Technical. Agreement with Intuit, Inc. to provide Quick Books Full Services program to be used in the Information Technology Department during the period January 30, 2013 to January 29, 2014, inclusive. Total cost: $1,516.

Valley. Agreement with Harland Technology Services, Division of Scantron, to provide maintenance on a Scantron Scanmark ES2260 in the Continuing Education Office during the period March 14, 2013 to March 13, 2014, inclusive. Total cost: $897.

Valley. Agreement with Canon Solutions America, Inc. for maintenance of a Canon IR4570 copier in the Administrative Services Office during the period February 9, 2013 to February 8, 2014, inclusive, with a 30 day termination clause. Total cost: $485.

Valley. Agreement with Tereso Gonzalez Galvan dba Tatis Diamond Tours to provide bus transportation services for the Student Support Services Program participants trip to California African-American and Natural History Museums on February 22, 2013. Total cost: $425.

Valley. Agreement with Blacklight Entertainment to provide cultural entertainment during the college’s Black History celebration on February 27, 2013. Total cost: $700.

Various. Three agreements with the following contractors to provide consulting services for the development of pathways activities for the Career Technical Education Transitions and Child Development Program during the

- 4500182793  Wendy Zahn  $240
- 4500182796  Marseda Pearson  $240
- 4500182811  Jose R. Castro  $240

Valley. Agreement with Canon Solutions America, Inc. for maintenance of a Canon IR1630 copier in the Personnel Office during the period March 1, 2013 to February 28, 2014, inclusive, with a 30 day termination clause. Total cost: $420.

Valley. Agreement with Canon Solutions America, Inc. for maintenance of Canon IRC3080 and IR2022 copiers in the South Gym during the period September 17, 2012 to September 16, 2013, inclusive, with a 30 day termination clause. Total cost: $1,080.

Valley. Agreement with Canon Solutions America, Inc. for maintenance of a Canon IR2200 copier in CalWORKs Office during the period January 1, 2013 to December 31, 2013, inclusive, with a 30 day termination clause. Total cost: $1,248.


Valley. Agreement with Sunrise Kitchens, Inc. to provide approximately 100 boxed lunches for Student Support Services Program participants’ field trips as allowed by the Student Support Services grant during the period October 1, 2012 to June 30, 2013, inclusive. Total cost: $1,000.

Valley. Agreement with Canon Solutions America, Inc. for maintenance of a Canon ADVC5045 copier in the Academic Affairs Office during the period February 1, 2013 to January 31, 2014, inclusive, with a 30 day termination clause. Total cost: $1,114.

Valley. Agreement with Martin Container, Inc. for rental of a walk-in refrigerator unit for the 2013 Monarch Summer Day Camp for the Community Services Department during the period June 5, 2013 to August 14, 2013, inclusive. Total cost: $1,755.

Valley. Agreement with Sprint PCS to provide airtime services for 14 Motorola IC602 walkie talkie phones for the Information Technology Department during the period November 1, 2012 to October 31, 2013, inclusive. Total cost: $4,700.
4500183394  Valley. Agreement with E. Sarine Rudolph dba Problemsolvers to solicit advertisements for the college’s newspaper, “The Valley Star” during the period October 1, 2012 to June 30, 2013, inclusive. **Total cost:** $2,500.

4500183395  Valley. Agreement with Commercial Meat Company to provide approximately 333 snacks for the Upward Bound Math and Science Program participants as allowed by this grant during the period March 1, 2013 to September 30, 2013, inclusive. **Total cost:** $1,500.

4500175945  West. Agreement with Curtis Adney to provide workshops on scholarship success for the Westside Extension during the period January 1, 2013 to June 30, 2013, inclusive. **Total cost:** $4,000.

4500176591  West. Agreement with Power Hunger Film to provide workshops on film production for the Westside Extension during the period January 1, 2013 to June 30, 2013, inclusive. **Total cost:** $4,975.

4500182797  West. Agreement with Nefertiti Austin to provide workshops on parenting for the Foster and Kinship Program during the period January 8, 2013 to June 20, 2013, inclusive. **Total cost:** $320.

4500183400  West. Agreement with National Capital Funding to provide workshops on real estate for the Westside Extension during the period January 1, 2013 to June 30, 2013, inclusive. **Total cost:** $800.

4500183398  West. Agreement with Cohen Naglestad Enterprises to provide workshops on computer programming for the Westside Extension during the period January 1, 2013 to June 30, 2013, inclusive. **Total cost:** $2,610.
I. **AUTHORIZE NAME CHANGE**

A. **Action**

Authorize the use of a change of name to the following agreements with Converse Consultants to now use the formal and legal business name The Converse Professional Group d/b/a Converse Consultants:

<table>
<thead>
<tr>
<th>Agreement No.</th>
<th>Date of Com. No. FPD1</th>
</tr>
</thead>
<tbody>
<tr>
<td>50243</td>
<td>February 23, 2011</td>
</tr>
<tr>
<td>50287</td>
<td>November 7, 2012</td>
</tr>
</tbody>
</table>

There are no other changes.

**Background**

The above table identifies the agreement numbers and the dates when authorized by the Board of Trustees. Pursuant to notification from the company previously known as Converse Consultants this item authorizes staff to revise the legal business name to name The Converse Professional Group d/b/a Converse Consultants. There are no other changes made.

B. **Action**

Authorize the use of a change of name to Agreement No. 50299 with TYR IOR Services to now use the formal and legal business name T.Y.R., Inc. There are no other changes.

**Background**

This agreement was authorized by the Board of Trustees on November 7, 2012 (Com. No. FPD1). Pursuant to notification from the company previously known as TYR IOR Services this item authorizes staff to revise the legal business name to name T.Y.R., Inc. There are no other changes made.

II. **AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS**

A. **Action**

Authorize an agreement with International Parking Design, Inc. to provide continued design services for the Parking Structure 3 project and the Parking Structure 4 (Northeast) project at East Los Angeles College from April 4, 2013 through April 3, 2015 at a cost not to exceed $61,023 inclusive of eligible reimbursable expenses.

**Background**

On March 26, 2003 (Com. No. FPD1), the Board of Trustees authorized Agreement No. 30374 with International Parking Design, Inc. to provide design services for the above referenced projects as the Architect of Record. The Agreement was subsequently amended and expired after the maximum five year term. In response to a request to allow for the continued provision of design services, the Board of Trustees ratified Agreement No. 30374-1 with International Parking Design, Inc. on September 15, 2010 (Com. No. FPD1) for work that began on April 17, 2008 and which was subsequently amended for a maximum five year term that will expire on April 16, 2013. As Parking Structure 3 and Parking Structure 4 (Northeast) are complete, the current proposed Agreement will allow International Parking Design, Inc. to continue the provision of project closeout services for the Division of the State Architect process. The unexpended
funds remaining from Agreement No. 30374-1 will be utilized to fund this proposed Agreement. This proposed Agreement has been considered through the participatory governance process.

**Award History**

This agreement represents the fifth awarded to this company through the Bond Program and a cumulative original award total of $2,888,515 for the Parking Structure 3 and Parking Structure 4 (Northeast) projects at East Los Angeles College. The fee is within the Design and Specially Consultant Fee Guidelines.

**Funding and Development Phase**

Funding is through Measure J Bond proceeds. Parking Structure 3 02E.6202.02, Parking Structure 4 (Northeast) 32E.5205.02. **Construction Phase.**

**B. Action**

Placeholder

Authorize the following actions for an agreement with NBBJ LP ("NBBJ") to complete the provision of design services for the Student Services Center project at Los Angeles Mission College from February 22, 2013 through May 31, 2013 at a cost not to exceed $420,250 inclusive of eligible reimbursable expenses.

1. Ratify this agreement to provide these services from February 22, 2013 to April 3, 2013 at a cost not to exceed $307,761; and
2. Authorize this agreement to provide these services from April 4, 2013 to May 31, 2013 at a cost not to exceed $112,488.

**Background**

On June 30, 2010 (Com. No. FPD1), the Board of Trustees authorized Design-Build Agreement No. 33003 with FTR International for the Student Services Center project at Los Angeles Mission College. Under this Agreement, all design services were to be provided by NBBJ as the project architect. On February 22, 2012 (Com. No. FPD1), when the Board of Trustees terminated the Design-Build Agreement for convenience, NBBJ was directed to continue working on the project's design which at that time was approximately 85% complete. It is recommended that this proposed Agreement with NBBJ be approved to capitalize on the design work completed, to complete all remaining design work in a consistent manner, and to meet the Division of the State Architect (DSA) established deadline.

**Award History**

This agreement represents the first awarded to this company through the Bond Program.

**Funding and Development Phase**

Funding is through Measure J Bond proceeds. Student Services Center 34M.5406.02. **Design Phase.**
C. Action

Authorize an agreement with AECOM Technical Services, Inc. to provide program management services for Proposition A/AA and Measure J Bond Program from April 4, 2013 through April 3, 2018 at a cost not to exceed $94,617,987 inclusive of eligible reimbursable expenses.

Background

Program management services for the Proposition A/AA and Measure J Bond program have been provided from inception of the Bond Program. The previous five (5) year contract expired April 11, 2012. On April 12, 2012 the District issued a short term program management contract to URS Corporation which expires April 30, 2013. This timeframe allowed revisions to the program management agreement to be completed and a new competitive selection process to be conducted.

On October 3, 2012 a Request for Proposals was posted. The District received proposals from three (3) firms. Extensive evaluations were conducted and the three (3) firms were invited to interviews. The Executive Director of Facilities Planning and Development then entered into negotiations with the top ranked firm. As a result, the Executive Director of Facilities Planning and Development and the Chancellor are recommending that the Board of Trustees authorize a contract with AECOM Technical Services, Inc. to provide these services.

Funding is through Measure J Bond proceeds. Program Management 40J5J90.05. All Phases.

III. AUTHORIZE AMENDMENT TO PROFESSIONAL SERVICE AGREEMENTS

A. Action

Authorize Amendment No. 1 to Agreement No. 33608 with DLR Group Inc. of California to reduce the scope of design services for the Student Services Center project at Los Angeles City College from April 4, 2013 through September 7, 2014 reducing the cost by ($409,593), inclusive of eligible reimbursable expenses.

Inclusive of this proposed amendment, the total amount of this agreement approved by the Board of Trustees shall be reduced to a not to exceed cost of $190,000.

Background

This agreement was authorized by the Board of Trustees on October 3, 2012 (Com. No. FPD1) for DLR Group Inc. of California to continue to serve as the Architect of Record for this project. The previous Agreement No. 31690 with this firm was authorized by the Board of Trustees on April 23, 2008 (Com. No. FPD1) to provide design services for the MLK Modernization project which subsequently became the Student Services Center project. Agreement No. 31690 was amended for additional time and expired on November 7, 2012. This project was originally envisioned to be developed under the standard design-bid-build procurement model. On January 16, 2013 (Com No. FPD3), through recommendation by the college and program manager, the Board of Trustees adopted a resolution finding it instead in the best interest of the District to deliver this project through the Design-Build system of project delivery. As a result of this determination, it is proposed that the Agreement be amended as follows: omit construction administration services and add design programming and post award services. As a result, the cost is $190,000. This agreement has been considered through the participatory governance process.
Funding and Development Phase

Funding is through Measure J Bond proceeds. Student Services Center 31C.5134.02. Construction Phase.

B. Action

Authorize Amendment No. 4 to Agreement No. 32521 with Perkins + Will to provide continued programming and design criteria services for the Student Success and Retention Center project at East Los Angeles College from June 25, 2013 through June 23, 2014 at no additional cost.

Inclusive of this proposed amendment, the total amount of this agreement approved by the Board of Trustees remains at $574,092.

Background

This agreement was authorized by the Board of Trustees on June 24, 2009 (Com. No. FPD1) with Perkins + Will to provide design services for this project. The Agreement was structured to allow Perkins + Will to continue participation in the development of the project to ensure the program criteria was adhered to as defined. The currently proposed Amendment will allow additional time for completion of the Division of the State Architect process. This agreement has been considered through the participatory governance process.

Funding and Development Phase

Funding is through Measure J Bond Proceeds. Student Success and Retention Center 32E.5234.02. Design Phase.

C. Action

Authorize Amendment No. 3 to Agreement No. 50132 with Steinberg Architects to provide additional programming and design criteria services on a Task Order basis campus-wide to be issued incrementally at the direction of the College Project Manager at Los Angeles Harbor College within the existing time period which expires on January 14, 2014 at a cost not to exceed $30,000 inclusive of eligible reimbursable expenses.

Inclusive of this proposed amendment, the total amount of this agreement approved by the Board of Trustees is $2,230,000.

Background

This agreement was Authorized by the Board of Trustees on January 14, 2009 (Com. No. FPD1). Steinberg Architects was retained originally to provide campus wide architectural, design & planning services on a Task Order basis. Previous Task Orders under this Agreement have been assigned by the College Project Manager for the provision of these services for the Science Complex Project, Student Union, Astronomy, Infrastructure, Landscape, Security project (SAILS), the Library Learning Resource Center, the Nursing Modernization project, and the Campus Wide ADA Transition and Access Compliance project. The proposed Amendment is requested to increase the capacity of the Agreement. The current need is to provide additional design and criteria services for revisions to the campus wide ADA Transition and Access Compliance project. This agreement has been considered through the participatory governance process.
Funding and Development Phase

Funding is through Proposition A/AA and Measure J Bond proceeds. Projects to be determined on an as-needed basis. All Phases.

D. Action

Authorize the following actions for Amendment No. 4 to Agreement No. 32300 with Quatro Design Group to provide additional design services for the Media Arts Center project at Los Angeles Mission College September 1, 2012 through January 13, 2014 at a cost not to exceed $332,000 inclusive of eligible reimbursable expenses:

1. Ratify Amendment No. 4 to Agreement No. 32300 from September 1, 2012 to April 3, 2013 at a not to exceed cost of $107,000; and
2. Authorize Amendment No. 4 to Agreement No. 32300 from April 4, 2013 to January 13, 2014 at a not to exceed cost of $225,000, and;

Inclusive of this proposed amendment, the total amount of this agreement approved by the Board of Trustees is $1,874,292.

Background

This agreement was authorized by the Board of Trustees on January 14, 2009 (Com. No. FPD1) with Quatro Design Group to serve as the Architect of Record (AOR) for this project. Amendment No. 3 provided an extension of time to perform a forensic analysis of defective construction work in place. This analysis was reviewed by the Division of the State Architect (DSA). Amendment No. 4 is to perform the extensive additional documentation of the deficiencies and proposed solutions as required by DSA. This additional analysis and documentation is required in order for DSA to authorize continuation of construction and eventual certification of the project. This agreement has been considered through the participatory governance process.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Media Arts Center 34M.5405.02. Design Phase.

E. Action

Authorize Amendment No. 2 to Agreement No. 33539 with DLR Group, Inc. of California to provide additional campus-wide infrastructure planning services for the Master Planning project at West Los Angeles College from April 4, 2013 through June 12, 2013 at a cost not to exceed $8,700 inclusive of eligible reimbursable expenses.

Inclusive of this proposed amendment, the total amount of this agreement approved by the Board of Trustees is $101,815.

Background

This agreement was authorized by the Board of Trustees on June 13, 2012 (Com. No. FPD1) with DLR Group, Inc. of California to serve as Architect of Record for this project. This proposed amendment expands the scope of work to include surveying for underground fiber optic infrastructure on campus. This agreement has been considered through the participatory governance process.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Master Planning 39W.5970.01. Planning Phase.
F. Action

Authorize Amendment No. 3 to Agreement No. 32623 with RBF Consulting, Inc to provide continued Storm Water Construction General Permit assistance services District-wide from May 12, 2013 through September 8, 2014 at no additional cost.

Inclusive of this proposed amendment, the total amount of this agreement is $418,000.

Background

This agreement was authorized by the Board of Trustees on September 9, 2009 (Com. No. FPD1) with RBF Consulting to develop Storm Water Management Guidelines District-wide pursuant to requirements of the National Pollutant Discharge Elimination System ("NPDES") permit. The purpose of the NPDES permit is to ensure storm water runoff does not cause the pollution of the bodies of water where it eventually drains to. When originally implemented, the requirement for obtaining a permit applied to construction sites larger than five acres in size and was the responsibility of the construction contractor. On July 1, 2010, the NPDES regulation became applicable to construction sites larger that one acre in size and responsibility for compliance shifted to the owner.

This amendment is requested to expand the term of the Agreement to meet the expanded applicability of the NPDES requirements to all construction sites District-wide. This agreement has been considered through the participatory governance process.

Funding and Development Phase

Funding is through Proposition A/AA and Measure J Bond proceeds. District-wide Storm Water Program 40J.5J09.05.

IV. AUTHORIZE ADOPTION OF CONSTRUCTION PLANS AND SPECIFICATIONS

Action

Authorize the adoption of plans and specifications for the Student Learning Environments (SLE) - South of Mali - Classroom Modernization/Technology/Low Voltage project at Pierce College. This project is less than $5,000,000 in value and does not require the review of the Capital Construction Committee.

Background

In accordance with Public Contract Code Section 22039, the Board of Trustees shall adopt the construction plans and specifications for projects over $175,000 in value prior to bidding construction work. The project plans and specifications have been designed and developed by a licensed architect and reviewed by the LACCD Facilities Planning and Development Executive Director or designee, the College Project Manager and the Program Manager. The subject plans and specifications were developed to meet additional design requirements of the Division of the State Architect to allow the continued use of modular units brought to the college as temporary swing space.

Funding and Development Phase

Funding is through Measure J Bond proceeds. SLE - South of Mali - Classroom Modernization/Technology/Low Voltage 35P.5535.03.03. Bid Phase.
V. AUTHORIZE CONSTRUCTION CONTRACTS

A. Action

Authorize a contract with RAMCO General Engineering & Building Contractor to provide general construction - overhead door renovation services for the Child Development Center project at Los Angeles City College at a cost of $2,697.

Background

RAMCO General Engineering & Building Contractor provided the low quote from among three written quotes ranging from $2,697 to $9,775 to upgrade the overhead door seals at the Child Development Center per the Architect’s detail to eliminate minimal air and water infiltration around the doors.

Award History

This agreement represents the 18th awarded to this company through the Bond Program and a cumulative original award total of $296,138. Previous awards have been given to this company for the Blue Light Phone Installation – Parking Lot D project at Los Angeles Valley College and the marquee Sign Modernization – Foundation Dowel project at Los Angeles Harbor College.

Funding and Development Phase

Funding is through Proposition A Bond proceeds. Child Development Center 01C.6122.02. Closeout Phase.

B. Action

Authorize a contract with James Sieker d/b/a Siekertech to provide general construction – cabinet installation services for the Student Union project at Los Angeles City College at a cost of $4,852.

Background

James Sieker d/b/a Siekertech provided the low quote from among three written quotes ranging from $4,852 to $6,200 for the installation of wall and floor seismic bracing for (54) floor cabinets.

Award History

This agreement represents the first awarded to this company through the Bond Program.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Green Technology Student Union Building 31C.5145.02. Construction Phase.

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

Action

Ratify the following Change Orders for additional construction services for the projects, colleges, and amounts shown:
<table>
<thead>
<tr>
<th>PROJECT NAME &amp; LOCATION and PROJECT NUMBER</th>
<th>CONTRACTOR NAME and CONTRACT NUMBER</th>
<th>ORIGINAL CONTRACT COST</th>
<th>CHANGE ORDER NO., COST, and CUMULATIVE PERCENT CHANGES</th>
<th>NEGOTIATED REDUCTION FROM CONTRACTOR DEMAND</th>
<th>PURPOSE</th>
</tr>
</thead>
</table>
| Parking Structure 4 (Northeast) East Los Angeles College 32E.5205.02 | HB Parkco Construction, Inc. No. 33019 | $12,040,020 | CO Nos. 10, 11, 12, & 13 for $415,591. 7.04% | $34,323 | Unforeseen Condition:  
  - Repave on-campus driveway to match changes made by the City of Monterey Park to the adjacent public street  
  - Replace soil discovered to be unsuitable and not shown on geotechnical report  
  - Reroute and remove discovered underground electrical and plumbing utilities not shown on the as-built drawings.  
  College Requests:  
  - Expand garage security system. |
| Storm Water implementation – Southwest / California Department of Transportation (CalTrans) Wall Project Los Angeles Southwest College 40J.5609.05.02 | P&J Engineering No. 33468 | $197,711 | CO No. 1 for $11,142. 5.64% | $800 | Unforeseen Condition:  
  - Protect nine (9) electrical conduits discovered underground not shown on as-built drawings  
  - Install storm drain pipeline as existing storm drain pipeline as shown on construction documents does not exist.  
  Additional Requirements:  
  - Additional survey work to bring the wall within the College's property line due incorrect as-built drawings per EOR. |
<table>
<thead>
<tr>
<th>Description</th>
<th>Contractor/Company, Inc.</th>
<th>Amount</th>
<th>Change Order</th>
<th>Unforeseen Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Assistance Center/Library Renovation</td>
<td>Suffolk Construction</td>
<td>$21,514,634</td>
<td>CO No. 8</td>
<td>• Existing floor discovered to be uneven and condition was not shown on as-built drawings</td>
</tr>
<tr>
<td>Los Angeles Trade Technical College</td>
<td>No. 33009</td>
<td></td>
<td></td>
<td>• Excavate and lower the existing irrigation mainline piping, not shown on as-built drawings to proper depth below new design grade.</td>
</tr>
<tr>
<td>17T.7702.03.01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roadway, Walkway, Grounds, and Parking Lot-Library Border &amp; Wayfinding Phase 2</td>
<td>KPRS Construction Services Inc.</td>
<td>$505,758.00</td>
<td>CO No. 1</td>
<td>• Provide subsurface membrane to separate top soil to be planted from discovered unsuitable soil.</td>
</tr>
<tr>
<td>Los Angeles Valley College</td>
<td>No. 33446</td>
<td></td>
<td></td>
<td>• Remove soil to improve transition between paved and planted area due to differing site condition not identified on site survey.</td>
</tr>
<tr>
<td>08V.6873.05.01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Background**

The Change Orders listed above have been executed per Board Rule 7100.10 and are presented here for ratification as required therein.

**Funding and Development Phase**

Funding for each item is shown in the table above. **Construction Phase**.
VII. **RATIFY CHANGE ORDER FOR CONSTRUCTION CONTRACTS LESS THAN $30,000 ISSUED UNDER THE STANDARD "DESIGN-BID-BUILD" METHOD OF PROJECT DELIVERY**

Ratify Change Orders for additional construction services for the project identified below at listed campus for the amount indicated:

<table>
<thead>
<tr>
<th>PROJECT NAME &amp; LOCATION and PROJECT NUMBER</th>
<th>CONTRACTOR NAME and CONTRACT NUMBER</th>
<th>ORIGINAL CONTRACT COST</th>
<th>CHANGE ORDER NO., COST, and CUMULATIVE TOTAL COST OF ALL CHANGE ORDERS</th>
<th>PURPOSE</th>
</tr>
</thead>
</table>
| Student Learning Environments (SLE) - North of Mail - Classroom Modernization/ Technology/ Low Voltage Pierce College 35P.5535.03.02 | GMZ Engineering, Inc. No. 33486 | $29,000 | CO No. 1 for $4,000. | College Request:  
- Extend the rental period for temporary lighting by four months. |
| Stadium with Disabilities Act (ADA) Improvements Pierce College 35P.5537.03 | GMZ Engineering, Inc. No. 33487 | $20,000 | CO Nos. 1 & 2 for $19,910. | College Request:  
- Expand project scope to include additional signs  
- Final construction cleaning  
- Extend the rental period for temporary fencing by four months including replacement of wind-screen fabric. |
| Life Science, Chemistry, Physics Building / Phase II Renovations - Computer Science and Computer Learning (North of Mall Building 1500 Heat Restoration) Pierce College 35P.5502.03 / 35P.5507.03 | GMZ Engineering, Inc. No. 33497 | $29,300 | CO No. 1 for $27,000. | Placeholder  
Additional requirements:  
- Restore fire rating of Building 900 Mechanical Room per National Fire Protection Association (NFPA) code, per IOR  
- Provide a stand-alone Fire Alarm Control Panel, per NFPA 72 Code, per IOR. |
Background

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.

Funding and Development Phase

Funding for each item is shown in the above table. Construction Phase.

VIII. AUTHORIZE ACCEPTANCE OF COMPLETION OF CONSTRUCTION CONTRACTS

A. Action

Authorize Acceptance of Completion of Contract No. 33627 with H & A Contractors, Inc. to provide general construction services for the School of Behavioral and Social Sciences Upgrade project at Los Angeles Southwest College with a substantial completion date of November 27, 2012.

Background

This contract was ratified by the Board of Trustees on January 16, 2013 (Com. No. FPD1).

The total cost of this contract is $22,874.

Funding and Development Phase

Funding is through Measure J Bond proceeds. School of Behavioral and Social Sciences Upgrade 36S.5601.03.04. Construction Phase.

B. Action

Authorize Acceptance of Completion of Contract No. 33622 with RAMCO General Engineering Contractor to provide general construction services for the Child Development Center Phase 2 and the Family Resource Center project at Los Angeles Valley College with a substantial completion date of January 4, 2013.

Background

This contract was authorized by the Board of Trustees on November 7, 2012 (Com. No. FPD1).

The total cost of this contract is $16,675.

Funding and Development Phase

Funding is through Proposition A Bond proceeds. Funding for the the Family Resource Center project will be reimbursed through a private grant. Child Development Center 08V.6831.02, Family Resource Center 08V.6832.02. Construction Phase.

C. Action

Authorize Acceptance of Completion of Contract No. 33461 with RAMCO General Engineering & Building Contractor to provide general construction services for the Roadway, Walkway, Grounds, Parking Lot (RWGPL) project at Los Angeles Valley College with a substantial completion date of January 30, 2013.
Background

This contract was authorized by the Board of Trustees on January 11, 2012 (Com. No. FPD1).

The total cost of this contract is $25,291.

Funding and Development Phase

Funding is through Proposition A Bond proceeds. Roadway, Walkway, Grounds, Parking Lot 08V.6873.05.01. Construction Phase.

D. Action

Authorize Acceptance of Completion of Contract No. 33466 with RAMCO General Engineering & Building Contractor to provide general construction - installation services for the Campus Infrastructure project at Los Angeles Valley College with a substantial completion date of January 28, 2013.

IX. AUTHORIZE AMENDMENT TO LEASE AGREEMENT

Action

Authorize Amendment No. 1 to Lease Agreement No. 33330 with McGrath Rent Corp., d/b/a Mobile Modular Management Corp. for the continued use of 28 temporary storage containers for 24 months for the Temporary Facilities project at Los Angeles City College from June 16, 2013 through June 15, 2015 at a cost of $46,049. If applicable, all sales tax shall be paid.

Inclusive of this amendment, the total amount of this lease agreement is $90,557.

Background

This Lease Agreement was authorized by the Board of Trustees on June 15, 2011 (Com. No. FPD1). An extension of this lease agreement is requested to allow for the storage of existing campus-wide furniture fixtures and equipment.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Temporary Facilities 31C.5142.03. Construction Phase.
A. Action

Ratify Amendment No. 11 to Agreement No. 33063 with Hensel Phelps Construction Co. for additional Design-Build services for the Cox Building - Little Theater Upgrade, Cox Building Upgrade, School of Math & Sciences, and Fitness and Wellness Center projects at Los Angeles Southwest College at a cost not to exceed $329,060 inclusive of eligible reimbursable expenses.

Inclusive of this amendment, the total cost of this Design-Build agreement is $90,426,814.

Background

The Design-Build system of project delivery was adopted by the Board of Trustees on December 3, 2003 (Com. No. BSD5) as a project delivery option available District-wide. This project was approved for delivery by Design-Build system by the Board of Trustees on August 19, 2009 (Com. No. FPD1). This Design-Build agreement with Hensel Phelps Construction Co. was authorized by the Board of Trustees on August 11, 2010 (Com. No. FPD1) for this project composed of multiple buildings.

Additional Design-Build services are proposed to accommodate the following:

1. Due to requests by the College:
   • Provide data connections for the Cox Building Annex network equipment.

2. Due to unforeseen conditions:
   • Replace discovered, severely damaged electrical lines from Manhole 4 to Manhole 5 that were deemed unsafe when energizing the Cox Building Annex.

3. Due to additional requirements:
   • Provide Architectural and Engineering services to resolve unknown and outstanding Division of the State Architect (DSA) issues pertaining to the 1993 DSA approved plans for the construction of the Physical Education Facility. Resolution of these outstanding issues will allow the modernization of the Fitness and Wellness Center under Measure J to proceed.
   • Install fire sprinkler systems in the temporary Library and School of Math & Sciences (SoMS) Academic Village, as required by the Los Angeles County Fire Department, and provide temporary auxiliary fire pumps to supply these fire sprinkler systems with adequate water pressure.

Amendment No. 11 to Agreement No. 33063 includes Change Order No. 15, 16, 17, and 18.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Cox Building - Little Theater Upgrade 36S.5607.03.09, Cox Building Upgrade 36S.5607.03.10, School of Math & Sciences 36S.5618.03.01, and Fitness and Wellness Center 36S.5667.03. Design & Construction Phases.
B. Action

Ratify Amendment No. 6 to Agreement No. 32144 with McCarthy Building Companies, Inc. for additional Design-Build services for the Demolition of Temporary and Obsolete Facilities project at West Los Angeles College at a cost not to exceed $385,999 inclusive of eligible reimbursable expenses.

Inclusive of this amendment, the total cost of this Design-Build agreement is $14,346,626.

Background

The Design-Build system of project delivery was adopted by the Board of Trustees on December 3, 2003 (Com. No. BSD5) as a project delivery option available District-wide. This project was approved for delivery by Design-Build system by the Board of Trustees on May 21, 2008 (Com. No. FPD1). This Design-Build agreement with McCarthy Building Companies, Inc. was authorized by the Board of Trustees on November 19, 2008 (Com. No. FPD1).

Additional Design-Build services to accommodate the following unforeseen conditions:

- Remove and replace a discovered transite water main and transite pipe laterals and appurtenances within the identified project area not shown on the project area survey nor on as-built drawings.
- Remove additional 2,000 square feet of asbestos containing floor tile and mastic in Building A-12 not shown on as-built drawings nor on survey documents.

Amendment No. 6 to Agreement No. 32144 includes Change Order No. 6.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Demolition of Temporary and Obsolete Facilities 39W.5979.03.33. Construction Phase.

XI. AUTHORIZE PURCHASE ORDERS

A. Action

Pursuant to Public Contract Code 20653 and 10290(j), a) find it is in the best interest of the District to procure under the authority of the California Multiple Award Schedule (CMAS)/KTS Network Solutions Contract No. 3-08-70-2630A, and b) authorize the purchase of telecommunication equipment for the Campus-wide Telecommunications Upgrade - Voiceover Internet Protocol (VoIP) project at Pierce College at a cost of $20,737. 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 along with services for publicly funded agencies. Delivery and setup are included.

Funding and Development Phase

Funding is through Measure J Bond proceeds. Campus-wide Telecommunications Upgrade - VoIP 35P.5544.03.04. Construction Phase.
B. Action

Pursuant to Public Contract Code 20653 and 10290(j), a) find it is in the best interest of the District to procure under the authority of the California Multiple Award Schedule (CMAS)/Digital Telecommunications Corporation Contract No. 3-09-70-0310D, and b) authorize the purchase of VoIP-System for the Emergency Fire Alarm and Security System project at Los Angeles Valley College at a cost of $190,334. 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 along with services for publicly funded agencies. Delivery and setup are included.

Funding and Development Phase

Funding is through Proposition A Bond proceeds. Emergency Fire Alarm and Security System 08V.6872.05. Construction Phase.