



Board of Trustees

Los Angeles Community College District

ACTION

REVISED

Com. No. BSD2

Division:

Business Services

Date: December 11, 2013

Subject: BUSINESS SERVICES ROUTINE REPORT

I. AUTHORIZE MODIFICATION OF RULES GOVERNING FLEXIBLE SPENDING ACCOUNTS

Authorize a modification of the rules for employee Flexible Spending Accounts ("FSAs") to allow for up to \$500 ("FSA Carryover") to be carried into the next year. The annual maximum election is \$2,500 ("Annual Election"), but an employee will be allowed to add to the Annual Election with his or her FSA Carryover, for a total annual maximum of up to \$3,000.

Background: Employees may annually elect during Open Enrollment to have voluntary, pre-tax deductions taken for uncovered medical expenses, known as an FSA. In prior years, the FSA had to be fully expended or the balance would revert to the District. In Late October, the Internal Revenue Services announced a change allowing for an FSA carryover. In November, the Joint Labor Management Benefits Committee voted to recommend this change to the Board of Trustees. If approved, notice will be sent to all employees. There is no cost to the District for making this change.

II. AUTHORIZE SERVICE AGREEMENTS

A. Authorize Amendment No. 1 to Agreement No. 4500181132 with SAP Public Services, Inc. for maintenance of mySAP, Payroll Tax, Employee Self Service (ESS), Mercury QC software, NetWeaver, Public Budget Formulation, Adobe enabled Interactive Forms, SAP (Manufacturing Integration and Intelligence (MII), Multi-Resource Scheduling (MRS) and dashboard reporting features modules of the SAP Enterprise System software, from January 1, 2014 to December 31, 2014, inclusive, for the second year of the agreement, increasing the total contract amount from \$689,813 to \$1,397,252, at a total additional cost of \$707,439.

Background: This agreement was approved by the Board of Trustees on January 16, 2013 (Com. No. BSD2). Funding is through the District's Information Technology funds.

Recommended and Approved by:

Adriana D. Barrera, Interim Chancellor

Chancellor and Secretary of the Board of Trustees

By: _____ Date _____

Eng _____	Santiago _____
Field _____	Svonkin _____
Moreno _____	Veres _____
Pearlman _____	Griggs _____
	Student Trustee Advisory Vote

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- B. Authorize Amendment No. 6 to extend Agreement No. 4500148684 with TekYogi, LLC to continue to provide general testing and Mercury software maintenance for the Office of Information Technology, from January 1, 2014 to June 30, 2014, inclusive, increasing the total contract amount from \$573,120 to \$664,320, at a total additional cost of \$91,200.

Background: This agreement was approved by the Board of Trustees on July 28, 2010 (Com. No. BSD1) and will provide technical support of ongoing and new SAP projects. This extension will allow time for the LACCD to complete its efforts to recruit and establish a list of qualified personnel from which to hire full-time regular employees. Funding is through District Office Information Technology funds.

III. RATIFY SERVICE AGREEMENTS

- A. Ratify Amendment No 1 to extend Agreement No. 4500185532 with Gonzalez, Quintana & Hunter, LLC to provide legislative advocacy services from November 1, 2013 to December 31, 2014, increasing the total cost of the contract from \$63,000 to \$192,000, for the second year of the contract, at a total additional cost of \$129,000.

Background: This agreement was authorized by the Board of Trustees on April 17, 2013 (Com. No. BSD2) because of the firm's extensive expertise in working with the State of California Assembly and Senate. The firm will assist and support existing advocacy efforts on behalf of the Los Angeles Community College District (LACCD) focusing on immediate legislation impacting the District and has served in these efforts during the period of April 18, 2013 to October 30, 2013, inclusive, at \$9,000 per month. This contract has complemented the McCallum Group contract which will also expire on December 31, 2014. Extension of this contract will allow the District to issue a Request for Proposals for the scope of service provided under both contracts.

- B. Ratify the following actions related to agreements to provide funding for contract education services to approximately 59 participants throughout the Los Angeles region. As one of 8 workforce Investment Act (WIA) funding authorities within the Los Angeles Region and the administrator of a state recognized Eligible Training Provider List, the South Bay Workforce Investment Board (SB-WIB) will enable WIA funds to be used in covering the costs of these employer driven training activities by partnering with SB-WIB to act as the intermediary contractor with the County of Los Angeles Department of Public Social Services (DPSS) to provide direct and intermediary services for the provision of the California Work Opportunity and Responsibility to Kids (CalWORKs) Greater Avenues for Independence (GAIN) Program Vocational Education at all nine of the Districts colleges participating under the auspices of the District's Educational Support Services Division.

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1. Terminate Agreement No. 4500174213 with SB-WIB of the City of Hawthorne, effective May 1, 2013.
2. Ratify agreement with SB-WIB of the City of Inglewood during the period of May 1, 2013 to March 31, 2015, inclusive, at an estimated cost of \$477,900.

Background: Agreement No. 4500174213 was ratified by the Board of Trustees on June 13, 2012 (Com. No. BSD2). This action is necessary because the South Bay Workforce Investment Board of the City of Hawthorne no longer exists as a legal entity and has been replaced with the new entity South Bay Workforce Investment Board of the City of Inglewood. No other provisions of this agreement have been changed.

IV. ADOPT FINDING OF BIDDING IMPRACTICABILITY AND RATIFY AN AWARD OF CONTRACT TO LEASE EQUIPMENT

Ratify the following actions to extend agreement with Catalina Imaging, Inc. for the lease of a Mobile Computer Tomography (CT) scanner trailer to provide training to radiation technology students by simulating a hospital setting with five (5) hands on workstations for the Responsive Training Grant offered at Los Angeles City College, increasing the total contract amount from \$63,900 to \$91,060 from November 1, 2013 to December 13, 2013, inclusive, at an additional cost of \$27,160.

1. Authorize an exception to the public bidding requirements under Public Contract Code section 20651 by adopting a finding of bidding impracticability as established by case law authority in Graydon vs. Pasadena Redevelopment Agency which exempts a public agency from formal bidding if the process poses a significant disadvantage to the public entity and makes it impossible to obtain what is required in the procurement.
2. Ratify a contract to extend the lease for CT scanner trailer to provide training to radiation technology students under the Responsive Training Grant.

Background: Agreement No. 4500187065 was previously authorized by the Board of Trustees on June 12, 2013 (Com. No. BSD1) and, at the time of the initial lease, was below the formal bid threshold for the period of June 1, 2013 to October 31, 2013. Los Angeles City College would like to extend the lease of the specialized trailer. If the Board approves, the District would extend the lease agreement for an additional term. The cost factors to the District, City College and Radiologic Technology students in the program make bidding for a short extension impractical for the District. Since the extension is for such a limited time, the costs of removing the current customized trailer, preparing an RFP to bring in an appropriate new customized trailer, setting up and configuring the new trailer would be extremely expensive in comparison to the additional funding requested. The

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Responsive Training Grant funding this lease to provide training to Radiologic Technology students will end on December 31, 2013. If we incur a training stoppage, the delay of re-starting the program may impact the grant funding and could result in loss of remaining funding.

V. AUTHORIZE CONTRACT FOR EXECUTIVE SEARCH FIRM

Authorize a contract for executive search services with **Education Leadership Search (ELS)** to conduct the recruitment for the presidential search processes for Los Angeles Harbor, Southwest, and Valley Colleges in an amount ~~not to exceed~~ of \$65,000 **plus expenses to include consultants' travel and lodging.**

Background: The Board Ad Hoc Committee on Presidential Selection solicited proposals from the five firms which currently comprise the panel for presidential selections. All five firms submitted proposals; the Ad Hoc Committee interviewed three firms on Monday, December 9th, 2013. The Board has selected **ELS** 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 firms' possession of the resources necessary for recruitment of an appropriately broad pool of applicants for consideration.

VI. RATIFY ACCEPTANCE OF DONATION

Ratify the following donation and express appreciation to the donor for its contribution to the District's educational program.

East Los Angeles College

Donation of a non-operable 56 passenger school bus from Los Angeles School Police Department for training use by East Los Angeles College Fire Technology Program. The bus will be housed at the Los Angeles Fire Department Training Center located at 1700 Stadium Way, Los Angeles, CA 90012.

VII. AUTHORIZE PAYMENTS

Authorize payments of the following expenditures:

- A. \$478.67 to Barbara Pena, Community Services Instructor Trainer for the California Corporate College -Affordable Care Act program at West Los Angeles College, as reimbursement of expenses incurred from June 26, 2013 to June 28, 2013, inclusive.

Background: Ms. Pena paid to attend a three day Train the Trainer program in Fresno between June 26th and the 28th as required by the California Corporate College's Affordable Care Act statewide healthcare education program.

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This would normally be handled by submitting a Conference Attendance Form during the appropriate Fiscal Year. Because of late submission this now needs to be processed as an Authorize Payment. Funding is through College General fund.

- B. \$1,125.26 to Chris Hickey, Community Services Instructor -Trainer for the California Corporate College -Affordable Care Act program at West Los Angeles College, as reimbursement of expenses incurred from June 26, 2013 to June 28, 2013, inclusive.

Background: Mr. Hickey paid to attend a three day Train the Trainer program in Fresno between June 26th and the 28th as required by the California Corporate College's Affordable Care Act statewide healthcare education program.

This would normally be handled by submitting a Conference Attendance Form during the appropriate Fiscal Year. Because of late submission this now needs to be processed as an Authorize Payment. Funding is through College General fund.