ORDER OF BUSINESS - REGULAR MEETING

Wednesday, August 20, 2014
Public Session 3:30 p.m.
Closed Session
(Immediately Following Public Session)

Educational Services Center
Board Room – First Floor
770 Wilshire Blvd.
Los Angeles, CA 90017

I. Roll Call (3:30 p.m.)

II. Flag Salute

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

IV. Announcements from College Presidents

V. Public Agenda Requests
   A. Oral Presentations
   B. Proposed Actions

VI. Reports and Recommendations from the Board
   • Reports of Standing and Special Committees
     BT1. Conference Attendance Authorizations

VII. Consent Calendar
   Matters Requiring a Majority Vote
   BSD1. Ratifications for Business Services

   Matters Requiring a Super Majority Vote – None

VIII. Recommendations from the Chancellor
   • Public Hearing on Resolution to Convey Easement to City of Los Angeles at Los Angeles Valley College

   FPD1. Adopt Resolution to Convey Easement to City of Los Angeles at Los Angeles Valley College

IX. Recess to Committee of the Whole
   A. Roll Call
   B. Public Speakers
   C. Presentation/Initiative Reviews
      • Presentation of the 2014 Student Success Scorecard
   D. Other Business
   E. Adjournment of the Committee of the Whole

X. Reconvene Regular Meeting of the Board of Trustees
XI. Roll Call

XII. Notice Reports and Informatives

XIII. Announcements and Indications of Future Proposed Actions

XIV. Requests to Address the Board of Trustees – Closed Session Agenda Matters
   Location: Board Room

XV. 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. Location: Hearing Room

XVI. Reconvene Regular Meeting (Immediately Following Closed Session)
   Location: Hearing Room

XVII. Roll Call

XVIII. Report of Actions Taken in Closed Session – August 20, 2014

XIX. Consent Calendar
   Matters Requiring a Majority Vote
   HRD1. Disciplinary Action Regarding Classified Employees

XX. Adjournment

******************************************************************************************
Next Regularly Scheduled Board Meeting
Wednesday, September 3, 2014
(Public Session Scheduled for 3:30 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 p.m. (noon) on the Tuesday prior to the Board meeting.
CLOSED SESSION
Wednesday, August 20, 2014
Educational Services Center
Hearing Room – First Floor
770 Wilshire Boulevard
Los Angeles, CA 90017

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

A. District Negotiators: Adriana D. Barrera
   Albert Román

   Employee Units: All Units
   All Unrepresented Employees

B. District Negotiators: Ken Takeda
   Laurence Frank
   Albert Román

   Employee Unit: Building and Construction Trades Council

C. District Negotiators: Albert Román
   Renee Martinez
   Farley Herzek

   Employee Unit: Academic Administrators, Teamsters Local 911

D. District Negotiators: Albert Román
   Monte Perez

   Employee Unit: SEIU Local 99
II. Public Employee Discipline/Dismissal/Release/Charges/Complaints
    (pursuant to Government Code section 54957)

III. Conference with Legal Counsel - Existing Litigation
    (pursuant to Government Code section 54956.9(d)(1)   

A. Rhonda Guess v. LACCD  


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

1. Claim regarding project at Los Angeles Mission College
Subject: CONFERENCE ATTENDANCE AUTHORIZATIONS

A. Authorize payment of necessary expenses for Mona Field, member of this Board of Trustees, to attend the Community College League of California 2014 Annual Convention to be held on November 20-22, 2014 in Rancho Mirage, California.

**Background:** Trustee Field’s expenses will not exceed $1400.

B. Authorize payment of necessary expenses for Mona Field, member of this Board of Trustees, to attend the Advisory Committee on Legislation to be held on January 24, 2015 and the Community College League of California Annual Legislative Conference to be held on January 25-26, 2015 in Sacramento, California.

**Background:** Trustee Field’s expenses will not exceed $1100.
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. SERVICE AGREEMENTS

4500201329 Educational Services Center. Agreement with Super Delivery Services to provide courier services of Board meeting and other related materials, under the auspices of the Office of the Chancellor, during the period July 1, 2014 to June 30, 2019, inclusive. Total cost: $35,000.

4500202397 Educational Services Center. Agreement with Emily Sandifer Photography for photo sessions/shoots for the Executive Administrators at a rate of $175 an hour for location set up, on-location photo shoots, from start set up until the breaking down time, under the auspices of the Office of the Chancellor during the period July 1, 2014 to June 30, 2016, inclusive. Total cost not to exceed: $2,000.

Total Cost of Section A: $37,000

B. LEASE OF FACILITIES FOR DISTRICT USE

4500202398 Educational Services Center. Agreement with San Francisco Airport Marriott Waterfront to provide one-night sleeping accommodations for participants attending the CAP Fall 2014 Institute at a rate of $139.00/night including catering for the 70 attendees on Friday, September 5, 2014. The Institute is hosted by City College of San Francisco which determined meeting rooms were not available at nearby community college districts. The Institute will be held on September 5-6, 2014 under the auspices of the Office of Educational Programs and Institutional Effectiveness and funded by the statewide ESL/Basic Skills Professional Development Grant (administered by LACCD). Total cost not to exceed: $22,000.

Total Cost of Section B: $22,000

Recommended by: Adriana D. Barrera, Deputy Chancellor
Approved by: Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

By: __________________________ Date: __________________________
C. LEASES, USE PERMITS AND CIVIC CENTER PERMITS OF DISTRICT FACILITIES

4500201728 City. Agreement with Harout Hatikyan for use of a designated site to sell food and refreshments on Monday through Thursday 7 a.m. to 7 p.m. and Fridays from 7 a.m. to 1 p.m. at a rate of $100 per business day or $2,000 per month during the period July 2, 2014 to December 31, 2014, inclusive. City College has several restaurants adjacent to the campus therefore limiting food truck revenue. Total estimated income: $12,000.

4500201752 Southwest. Agreement with AC Custom Catering dba Red’s Catering I! for use of a designated site to sell food and refreshments on Monday through Thursday 7:30 a.m. to 6 p.m., Fridays from 7:30 a.m. to 1 p.m., and Saturdays from 7:30 a.m. to 12:30 p.m. at a rate of $2500 per month during the period July 1, 2014 to December 31, 2014, inclusive. In addition, they will provide $2000 in scholarships to the ASO. Total estimated income: $17,000.

4500200655 Valley. Agreement with Erik Pualian dba All Service Catering for use of a designated site to sell food and refreshments on Monday through Thursday 7 a.m. to 7 p.m. and Fridays from 7 a.m. to 1 p.m. at a rate of $2500 per month during the period July 1, 2014 to December 31, 2014, inclusive. In addition, they will provide $2000 in scholarships to the ASU. Total estimated income: $17,000.

Total Income of Section C: $46,000

D. SPECIAL GRANT FUNDED AGREEMENTS

4500202553 Districtwide. Agreement with State of California Department of Education for that agency to fund the Child Development Centers Districtwide – General Child Care and Development Program (CCTR-4098, Project #: 19-6474-00-4) to a total of 127 student-parents, at the allocations listed below during the period July 1, 2014 to June 30, 2015, inclusive. Total expense: $1,141,157.

Los Angeles City College $39,094.00
East Los Angeles College $94,923.00
Los Angeles Harbor College $19,541.00
Los Angeles Mission College $477,074.00
Los Angeles Pierce College $52,960.00
Los Angeles Southwest College $78,733.00
Los Angeles Trade-Tech College $101,128.00
Los Angeles Valley College $186,576.00
West Los Angeles College $91,128.00
4500202558

Districtwide. Agreement with the State of California Department of Education for that agency to fund the Child Development Centers District wide - California State Preschool Program (CSPP-4198, Project #: 19-6474-00-4) to serve a total of 389 college student-parents, at the allocations listed below, during the period July 1, 2014 to June 30, 2015, inclusive. Total expense: $4,015,988.

- Los Angeles City College $215,953.00
- East Los Angeles College $637,751.00
- Los Angeles Harbor College $218,908.00
- Los Angeles Mission College $299,318.00
- Los Angeles Pierce College $388,669.00
- Los Angeles Southwest College $557,980.00
- Los Angeles Trade-Tech College $163,450.00
- Los Angeles Valley College $658,723.00
- West Los Angeles College $115,192.00
- Contingency in East LA College $760,044.00

Total Expense of Section D: $5,157,145
Subject: ADOPT RESOLUTION TO CONVEY EASEMENT TO CITY OF LOS ANGELES AT LOS ANGELES VALLEY COLLEGE

Action

Adopt a Resolution pursuant to Education Code Section 81313 to convey to City of Los Angeles a strip of real property identified in the attached Legal Description (Attachment 1) for purposes of maintaining an ADA (Americans with Disability Act) compliant public sidewalk and wheelchair accessible street crossing ramp onto Los Angeles Valley College at 5800 Fulton Avenue in Valley Glen. The new ramp and sidewalk is located at the northeast corner of the campus, along the westerly boundary of Ethel Avenue and encroaches upon Alumni Walk on campus approximately about 194 feet.

Background

Ethel Avenue has historically had high curbs which now requires the College to construct and the City of Los Angeles to maintain a longer wheelchair accessible ramp with a modified sidewalk route in order to legally comply with ADA requirements. Public notices of the action were posted in accordance with Education Code Section 81312.

REQUIRES FIVE (5) AFFIRMATIVE VOTES

Recommended by: Adriana D. Barrera, Deputy Chancellor

Approved by: Francisco C. Rodriguez, Chancellor

Chancellor and Secretary of the Board of Trustees

By: _______________________________ Date _______________________________
RESOLUTION TO CONVEY EASEMENT TO CITY OF LOS ANGELES, DEPARTMENT OF WATER AND POWER ("LADWP")

WHEREAS, Education Code Section 81313 requires that before a governing board of a community college district orders the dedication or conveyance of any real property owned by the district, the governing board shall in a regular open meeting conduct a public hearing on the matter and subsequently may at the meeting by two-thirds vote of all its members adopt a resolution to dedicate or convey the property; and

WHEREAS, It is the intention of the Los Angeles Community College District ("District") Board of Trustees to convey an easement of real property identified in the Legal Description attached herein (Exhibit A) to the City of Los Angeles for purposes of maintaining an American with Disabilities Act ("ADA") compliant sidewalk and wheelchair accessible street ramp onto Los Angeles Valley College at 5800 Fulton Avenue in Valley Glen. The new ramp and sidewalk is located at the northeast corner the campus, along the westerly boundary of Ethel Avenue and encroaches upon Alumni Walk on campus approximately about 194 feet.

WHEREAS, Ethel Avenue has historically had high curbs which now requires the City of Los Angeles to maintain a longer wheelchair accessible ramp with a modified sidewalk route in order to legally comply with ADA requirements.

WHEREAS, The District provided public notice of the Resolution of Intent to Convey and the time and place of the board meeting by publicly posting notices not less than 10 days in three appropriate locations throughout the district and not less than 5 days publishing notice in a newspaper of general circulation before the conveyance action as prescribed by Education Code Section 81312.

NOW THEREFORE BE IT

RESOLVED, That the Los Angeles Community College District Board of Trustees shall convey to the City of Los Angeles an easement of real property identified in the Legal Description attached herein (Exhibit A) located at Los Angeles Valley College at 5800 Fulton Avenue in Valley Glen.

IN WITNESS, of the passage of the foregoing resolution, as prescribed by law, we, the members of said Board of Trustees, present and voting thereon, have hereunto set our hands this 20th day of August 2014.
Attachment 1 to FPD1

Member, Board of Trustees

Member, Board of Trustees

Member, Board of Trustees

Member, Board of Trustees

President, Board of Trustees
Exhibit A
(Sidewalk Easement Legal Description)

A portion of land in the City of Los Angeles, County of Los Angeles, State of California, being a portion of Lot 4 of Tract No. 16864 per map recorded in Map Book 635, Pages 64 through 68, in the office of the County Recorder of said County.

Said portion of land is described as follows:

Commencing at a point on the easterly boundary of Ethel Avenue (60' wide) as shown on said map, said point being the northwest corner of said Lot 4; thence, along the easterly boundary of Ethel Avenue S 00° 11' 48" W, 321.51 feet to the point of beginning; thence,

1st Continuing along the easterly boundary of Ethel Avenue S 00° 11' 48" W, 44.20 feet; thence,
2nd N 45° 11' 35" E, 7.07 feet; thence,
3rd N 00° 11' 48" E, 34.20 feet; thence,
4th N 44° 48' 25" W, 7.07 feet to the point of beginning.

Containing an area of 195.99 square feet more or less.

This real property description was prepared by me, or under my direction, in conformance with the Professional Land Surveyor's Act.

Signature: Shane C. Sobecki, PLS

Date: 5/19/14
Subject: ADOPTION OF 2014-2015 FINAL BUDGET

Adopt the 2014-2015 Final Budget and authorize staff to file same with the California Community College Chancellor’s Office and the County Office of Education no later than September 30, 2014.

Background: The governing board of the Los Angeles Community College District must adopt the budget no later than September 15, 2014 as required by Section 58305(c) of Title 5, California Code of Regulations. On September 3, 2014 a public hearing will be conducted at the Board of Trustees’ meeting prior to the adoption of the 2014-2015 Final Budget.
Subject: 2013-2014 FOURTH QUARTER FINANCIAL STATUS REPORT

In accordance with Title 5, California Code of Regulations, Section 58310, each district is required to report the financial and budgetary conditions of the District at least once every three months. Following this summary is a copy of the report filed with the State (Attachment I). This report provides a status of cash balances and quarterly revenue and expenditure activity. It also allows districts an opportunity to identify significant events affecting their financial condition.
## I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

### A. Revenues:

<table>
<thead>
<tr>
<th>Description</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>539,813,920</td>
<td>496,160,233</td>
<td>495,519,617</td>
<td>529,143,922</td>
</tr>
<tr>
<td>Other Financing Sources (Object 8900)</td>
<td>200,000</td>
<td>835,000</td>
<td>294,728</td>
<td>1,058,500</td>
</tr>
<tr>
<td>Total Unrestricted Revenue (A.1 + A.2)</td>
<td>540,013,920</td>
<td>496,985,233</td>
<td>495,814,375</td>
<td>530,202,722</td>
</tr>
</tbody>
</table>

### B. Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>513,682,754</td>
<td>502,937,482</td>
<td>498,969,352</td>
<td>525,814,644</td>
</tr>
<tr>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>12,346,309</td>
<td>12,317,171</td>
<td>8,925,347</td>
<td>13,571,670</td>
</tr>
<tr>
<td>Total Unrestricted Expenditures (B.1 + B.2)</td>
<td>526,029,063</td>
<td>515,254,653</td>
<td>507,694,699</td>
<td>539,386,514</td>
</tr>
</tbody>
</table>

### C. Revenues Over(Under) Expenditures (A.3 - B.3)

-2010-11: 13,984,857
-2011-12: -18,269,420
-2012-13: -12,080,324
-Projected 2013-2014: -9,183,792

### D. Fund Balance, Beginning

-2010-11: 73,303,220
-2011-12: 90,093,671
-2012-13: 74,687,223
-Projected 2013-2014: 66,699,483

### E. Prior Year Adjustments (+) (-)

-2010-11: 2,805,794
-2011-12: 2,862,772
-2012-13: 4,052,584
-Projected 2013-2014: 15,795,224

### F. Adjusted Fund Balance, Beginning (D + D.1)

-2010-11: 76,109,014
-2011-12: 92,956,643
-2012-13: 78,749,807
-Projected 2013-2014: 82,494,707

### G. Fund Balance, Ending (C. + D.2)

-2010-11: 54,013,920
-2011-12: 496,985,233
-2012-13: 495,814,375
-Projected 2013-2014: 530,202,722

### H. Percentage of GF Fund Balance to GF Expenditures (E.1 / J.3)

-2010-11: 17.1%
-2011-12: 14.5%
-2012-13: 13.1%
-Projected 2013-2014: 13.6%

## II. Annualized Attendance FTES:

-2010-11: 109,350
-2011-12: 103,529
-2012-13: 97,858
-Projected 2013-2014: 101,363

## III. Total General Fund Cash Balance (Unrestricted and Restricted):

<table>
<thead>
<tr>
<th>Description</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash, excluding borrowed funds</td>
<td>21,795,292</td>
<td>29,066,166</td>
<td>57,765,612</td>
<td></td>
</tr>
<tr>
<td>Cash, borrowed funds only</td>
<td>0</td>
<td>80,000,000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Cash (H.1 + H.2)</td>
<td>41,124,868</td>
<td>21,798,292</td>
<td>109,066,166</td>
<td></td>
</tr>
</tbody>
</table>

## IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

### A. Revenues:

<table>
<thead>
<tr>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actual (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>521,798,098</td>
<td>548,267,334</td>
<td>529,143,922</td>
<td>96.5%</td>
</tr>
<tr>
<td>Other Financing Sources (Object 8900)</td>
<td>0</td>
<td>1,058,800</td>
<td>1,058,800</td>
<td>100%</td>
</tr>
<tr>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>521,798,098</td>
<td>549,326,134</td>
<td>530,202,722</td>
<td>96.5%</td>
</tr>
</tbody>
</table>

### B. Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>582,284,582</td>
<td>602,453,947</td>
<td>525,814,844</td>
<td></td>
</tr>
<tr>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>6,202,999</td>
<td>13,571,570</td>
<td>13,571,570</td>
<td>100%</td>
</tr>
<tr>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>588,487,581</td>
<td>616,025,517</td>
<td>539,386,414</td>
<td>87.5%</td>
</tr>
</tbody>
</table>

### C. Revenues Over(Under) Expenditures (I.3 - J.3)

-2010-11: -66,699,403
-2011-12: -66,699,483
-2012-13: -9,153,792
-Projected 2013-2014: 82,494,707

### D. Adjusted Fund Balance, Beginning

-2010-11: 66,699,483
-2011-12: 66,699,483
-2012-13: 73,310,915
-Projected 2013-2014: 73,310,915

### E. Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)

-2010-11: 0%
-2011-12: 0%
-2012-13: 0%
-Projected 2013-2014: 0%
V. Has the district settled any employee contracts during this quarter?  

**NO**

If yes, complete the following. *(If multi-year settlement, provide information for all years covered.)*

<table>
<thead>
<tr>
<th>Contract Period Settled</th>
<th>Management</th>
<th>Permanent</th>
<th>Academic</th>
<th>Temporary</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Specify) YYY:YYY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cost Increase</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td></td>
</tr>
<tr>
<td>Temporary</td>
<td></td>
</tr>
<tr>
<td>Classified</td>
<td></td>
</tr>
</tbody>
</table>

- **a. SALARIES:**
  - Year 1:
  - Year 2:
  - Year 3:

- **b. BENEFITS:**
  - Year 1:
  - Year 2:
  - Year 3:

* As specified in Collective Bargaining Agreement or other Employment Contract

- **c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.**

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)?

**NO**

If yes, list events and their financial ramifications. *(Enter explanation below, include additional pages if needed.)*

VII. Does the district have significant fiscal problems that must be addressed?

<table>
<thead>
<tr>
<th>This year?</th>
<th>Next year?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NO</strong></td>
<td><strong>NO</strong></td>
</tr>
</tbody>
</table>

If yes, what are the problems and what actions will be taken? *(Enter explanation below, include additional pages if needed.)*
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

District: (740) LOS ANGELES

Your Quarterly Data is Certified for this quarter.

Chief Business Officer
CBO Name: Jeanette L. Gordon
CBO Phone: 213-891-2090
CBO Signature: [Signature]
Date Signed: 8/11/2014

Chief Executive Officer Name: Francisco C. Rodríguez
CEO Signature: [Signature]
Date Signed: 8/11/2014

Electronic Cert Date: 08/11/2014

District Contact Person
Name: Vinh D. Nguyen
Title: Director of Budget and Management Analysis
Telephone: 213-891-2085
Fax: 213-891-2413
E-Mail: NguyenVD@email.laccd.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916) 327-5772 catalig@ccrcp.edu or Tracy Britten (916) 322-6899 trbritt@ccrcp.edu
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SUBJECT: DISCIPLINARY ACTION REGARDING CLASSIFIED EMPLOYEES

I. SUSPENSION OF CLASSIFIED PERMANENT EMPLOYEE

The ten (10) day suspension of employee (EN1032785) assigned to West Los Angeles College as a permanent Senior Secretary is based on the following causes:

- Frequent Unexcused Absence and Tardiness
- Abuse of Leave Privileges by Habitual Use of Leave for Trivial Indispositions or by Absence so Frequent that the Efficiency of the Service is Impaired
- Inefficiency
- Insubordination
- Willful Misconduct or Any Other Willful Failure to Injure the Public Service
- Absent Without Leave or Abandonment of Position
- Inattention to or Dereliction of Duty

Background: The above recommendation is in accordance with procedures listed in Education Code Section 88123 and Personnel Commission Rule 735. Evidence is on file in the Employer-Employee Relations Unit of the Human Resources Division to support the above recommendation.

Due process rights guaranteed by Skelly v. State Personnel Board, 15 Cal. 3d 194 (1975) have been afforded the above listed permanent employee.
II. DISMISSAL OF CLASSIFIED PERMANENT EMPLOYEE

The dismissal of employee (EN805191) assigned to the Los Angeles Community College District Human Resources Division as a permanent Academic Personnel Specialist is based on the following causes:

- One or More Criminal Convictions Which Indicate that the Person is a Poor Employment Risk in the Job Classification He/She Holds

- Failure to Disclose Material Facts Regarding Criminal Records

Background: The above recommendation is in accordance with procedures listed in Education Code Section 88123 and Personnel Commission Rule 735. Evidence is on file in the Employer-Employee Relations Unit of the Human Resources Division to support the above recommendation.

Due process rights guaranteed by Skelly v. State Personnel Board, 15 Cal. 3d 194 (1975) have been afforded the above listed permanent employee.