TO: College Presidents  
   Vice Chancellors  
   Chief Instructional Officers  
   Chief Student Services Officers  
   Chief Business Officers

Re: DISTRICTWIDE INTERNAL MANAGEMENT CONSULTATION PROCESS

In order to establish an orderly process for identifying, considering and acting upon operation and policy matters which affect all the colleges in the district simultaneously the Districtwide Internal Management Consultation Process, (attached), shall be followed.

The process was developed in the Summer of 1994 by the Councils of Academic Affairs and Student Services and was subsequently reviewed and approved by the Council of Administrative Services.

After districtwide review and consultation, the Cabinet recommended approval at their meeting of August 30, 1994. The process was successfully implemented and followed during FY 1994-95 and is now institutionalized.
DISTRICTWIDE INTERNAL MANAGEMENT CONSULTATION PROCESS

Goals

1. Establish an orderly process for identifying, considering, and acting upon operational and policy matters which affect all the colleges in the district simultaneously.

2. Establish a process which strengthens, reinforces, and balances both district and campus collaboration, leadership, and accountability.

3. Establish a process which defines and specifies the roles of the consultation groups.

Districtwide Committees

There are three management Councils that are responsible for the review and study of districtwide instructional, student services and administrative operational and programmatic issues. They are the Council of Academic Affairs, the Council of Students Services and the Council of Administrative Services. The Councils are composed of the Chief Instructional, Student Services and Business Officers, the Vice Chancellors, the Senior Directors, as well as other District administrators.

The Councils have the responsibility to consider all the recommendations from all districtwide committees, as well as study, plan and implement all management instructional, student services, and administrative operational and programmatic decisions that affect student access, instruction, retention and success.

The Councils also entertain recommendations on issues that would result in changes to current Board rules, Administrative Regulations and District policies. In these cases, the Councils refer their recommendations to Senior Staff who in turn would submit the recommendation to the Presidential Cabinet and ultimately the Board of Trustees.

In order to ensure that all districtwide committees are represented and that all concerns are duly addressed, following is a list of the consultation process to be followed by all committees:

1. Chief Instructional, Student Services and Business Officers have been assigned as liaison to each districtwide committee. They are responsible for carrying forward the committee's recommendations to the appropriate Council for action.

   Please note that no decision made in a committee can be considered finalized until it has been officially approved by the either of the Councils, and when appropriate by Senior Staff, Cabinet and the Board of Trustees.

2. A yearly schedule with all the meetings that have been scheduled by districtwide committees should be sent to the Vice Chancellor and to the appropriate liaison CIO, CSSO or CBO.
3. Agendas for the meetings should be sent at least one week prior to the date of the meeting. Copies should be sent to the college Presidents, and the appropriate CIOs, CSSOs or CBOs as well as to the Senior Directors of Instructional and Students Services, Human Resources or Directors of Information Technology, International Education, or Occupational and Technical Education, also as appropriate.

4. Minutes of the meeting (along with a copy of the agenda of the meeting) should be distributed to the College Presidents, the CIOs, CSSOs and CBOs as appropriate, as well as the Senior Directors of Instructional and Student Services, Human Resources, or Directors of Information Technology, International Education or Occupational and Technical Education, also as appropriate.

5. When a committee makes a recommendation for action, that recommendation will be carried forward by the liaison CIO, CSSO or CBO to the appropriate Council.

Management Consultation Process

Following is the management consultation process for forwarding recommendations on districtwide issues for final decision. The consultation process is based on the premise that the recommendation is stemming from either a committee reporting to one of the three management Councils (Council of Academic Affairs; Council of Student Services and Council of Administration), or from one of the Councils.

There are two types of recommendations:

A. **Operational**: Recommendations on issues where the decision can be made by the Council and does not need further approval process, since it does not affect District policies, rules or regulations, or another Council's operations.

B. **Policy**: Recommendations on policy issues where the decision of the Council is forwarded for further consideration and approval, since it proposes a change in District policies, rules or regulations.

<table>
<thead>
<tr>
<th>Operational Recommendations Received from a Districtwide Committee</th>
<th>Policy Recommendations Received from a Districtwide Committee</th>
<th>Policy or Operational Recommendations made by any of the Councils</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A districtwide committee makes a recommendation to the Council</td>
<td>1. A districtwide committee makes a recommendation to the Council</td>
<td>1. Any of the Councils may at any time develop a policy or a programatic recommendation.</td>
</tr>
</tbody>
</table>
2. The liaison CIO, CSSO or CBO to the committee forwards the recommendation to the other two Councils for review and input.

3. At the next regularly scheduled meeting of the Council the recommendation is considered along with the input received from the other two Councils. The Chairperson of the districtwide committee may make the presentation on the recommendation.

4. The Council takes action.

* If not approved the recommendation will be returned by the appropriate CIO, CSSO or CBO to the originating committee, with written recommendations for further study and consideration.

* If approved, the appropriate CSSO, CIO or CBO will, in writing, inform the committee chairperson of the decision of the Council.

5. Once approved, the Vice Chancellor will, in writing, inform the other two Councils, Senior Staff and the Cabinet and the Chancellor, of the decision made.

2. The liaison CIO, CSSO or CBO to the committee forwards the recommendation to the other two Councils for review and input.

3. At the next regularly scheduled meeting of the Council the recommendation is considered along with the input received from the other two Councils. The Chairperson of the districtwide committee may make the presentation on the recommendation.

4. The Council takes action.

* If not approved the recommendation will be returned by the appropriate CIO, CSSO or CBO to the originating committee, with written recommendations for further study and consideration.

* If approved, the appropriate CSSO, CIO or CBO will in writing, inform the committee chairperson of the decision of the Council.

5. Once approved, the Vice Chancellor forwards the recommendation to the Chancellor and Senior Staff.

2. The recommendation is then forwarded to the appropriate districtwide committee for discussion and formalization.

* If there is no districtwide committee the recommendation goes directly to the next step.

3. Once the policy or programatic change has been formalized by the districtwide committee (or Council in the absence of a committee) the originating Council forwards the recommendation to the other two Councils for review and input.

4. The originating Council takes action.

* If not approved the recommendation will be returned by the appropriate CIO, CSSO or CBO to the committee with written recommendations for further study and consideration, or in the absence of a committee the originating Council will further study the issues.
NOTE: 1) Recommendations requiring consultation with the Academic Senate or the Unions or Associations will be handled through the existing consultation process prior to the Council's action.

2) Any time the recommendation is returned to a Council for further consideration the Council may:

A. Consider the matter directly

B. Return the matter to the districtwide committee for further action.

6. The Chancellor and Senior Staff make a decision.

* If further study is needed, the recommendation will be returned to the Council with written recommendations for further study and reconsideration.

* If approved the Vice Chancellor will, in writing, inform the Council of the decision.

7. Once approved, the Vice Chancellor, through the Chancellor, forwards the recommendation to the Cabinet.

* The liason CIO, CSSO or CBO may make the presentation of the recommendation to the Cabinet.

8. The Cabinet makes a decision.

* If approved, the recommendation is forwarded to the Chancellor for final consideration.

* If not approved the recommendation will be returned to the Council with written recommendations for further study and reconsideration.

9. The Chancellor makes a decision.

* If approved, the liaison CSSO, CIO or CBO will in writing, inform the committee chairperson of the decision of the Council.

5. Once approved, the Vice Chancellor will forward the recommendation to the Chancellor and Senior Staff.

6. The Chancellor and Senior Staff make a decision.

* If further study is needed, the recommendation will be returned to the Council with written recommendations for further study and reconsideration.

* If approved the Vice Chancellor will, in writing, inform the Council of the decision.

7. Once approved, the Vice Chancellor, through the Chancellor, forwards the recommendation to the Cabinet.

* The liason/chair of the CIO, CSSO or CBO Council may make the presentation on the recommendation to the Cabinet.

8. The Cabinet makes a decision.

* If approved, the recommendation is forwarded to the Chancellor for final consideration.
If approved, the recommendation is forwarded to the appropriate Vice Chancellor for presentation to the Board of Trustees (if appropriate)
* If not approved, the recommendation is returned to the Council with written recommendations for further study and reconsideration.

10. The recommendation (if appropriate) is presented to the Board of Trustees for adoption.

* If approved the Policy is distributed to all interested parties districtwide.

* If not approved, the recommendation is returned to the Council. The Vice Chancellor, in writing, will inform the Council of the issues raised by the Board of Trustees in order for the Council to take further action.

NOTE: 1) Recommendations requiring consultation with the Academic Senate or the Unions or Associations will be handled through the existing consultation process prior to the Council’s action.

2) Any time the recommendation is returned to a Council for further consideration the Council may:

* If not approved the recommendation will be returned to the Council with written recommendations for further study and reconsideration.

9. The Chancellor makes a decision.

* If approved, the recommendation is forwarded to the appropriate Vice Chancellor for presentation to the Board of Trustees (if appropriate)

* If not approved, the recommendation is returned to the Council with written recommendations for further study and reconsideration.

10. The recommendation (if appropriate) is presented to the Board of Trustees for adoption.

* If approved the Policy is distributed to all interested parties districtwide.

* If not approved, the recommendation is returned to the Council. The Vice Chancellor, in writing, will inform the Council of the issues raised by the Board of Trustees in order for the Council to take further action.
A. Consider the matter directly.

B. Return the matter to the districtwide committee for further action.

NOTE: 1) Recommendations requiring consultation with the Academic Senate or the Unions or Associations will be handled through the existing consultation process prior to the Council's action.

2) Any time the recommendation is returned to a Council for further consideration the Council may:

A. Consider the matter directly

B. Return the matter to the districtwide committee for further action.
DISTRICTWIDE INTERNAL MANAGEMENT CONSULTATION PROCESS

Districtwide Committees Reporting to Council of Student Services:
- Admissions & Records
- Counseling
- Athletic Directors
- Matriculation
- Telephone Registration
- Financial Aid
- DSP&S
- EOP&S
- Child Devt. Ctrs.
- ASO Advisors
- Health Svcs.
- Foreign Students

Districtwide Committees Reporting to Council of Administration:
- Bldg. & Grounds Admin.
- College Fiscal Admin.
- Bookstore Managers
- Cafeteria Managers
- Telephone Registration
- Financial Aid
- Police Captains
- Employee Transportation
- Information Technology
- Personnel

Districtwide Committees Reporting to Council of Academic Affairs:
- Curriculum Deans
- Deans of Voc. Ed.
- Athletic Directors
- Academic MIS
- Telephone Registration
- Library
- Foreign Students
- International Education
- Staff Development
- Community Services

Student Affairs Committee (Student Trustee and ASO Presidents)

Councils of:
- Academic Affairs
- Administration
- Student Services

Districtwide Committees

Academic Senate

Board of Trustees

Senior Staff

Cabinet

Unions and Associations
DISTRICTWIDE INTERNAL MANAGEMENT CONSULTATION PROCESS

Board of Trustees

Chancellor

Vice Chancellors

Cabinet

Senior Staff

District Academic Senate

Unions & Associations

Council of Academic Affairs

Council of Student Services

Council of Administration

Districtwide Committees

Districtwide Committees

Districtwide Committees

---Curriculum Deans
---Deans of Vocational Educ.
---Athletic Directors
---Academic MIS
---Telephone Registration
---Library
---Learning Assistance Ctr Dir.
---Foreign Students
---International Education
---Staff Development
---Community Services

---Admissions & Records
---Counseling
---Athletic Directors
---Matriculation
---Telephone Registration
---Financial Aid
---DSP&S
---Foreign Students
---EOP&S
---Child Development Ctr.
---ASO Advisors
---Health Services
---Student Affairs Committee

---Building & Grounds Admin.
---College Fiscal Admin.
---Bookstore Managers
---Cafeteria Managers
---Telephone Registration
---Financial Aid
---Police Captains
---Employee Transportation
---Information Technology
---Personnel
TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

**BOARD OF TRUSTEES**

Mona Field, President
Georgia L. Mercer, Vice President
Kelly G. Candaele
Tina Park
Nancy Pearlman
Miguel Santiago
Sylvia Scott-Hayes
Rodney D. Robinson, Student Trustee

**DISTRICT ADMINISTRATION**

Dr. Tyree Wieder, Interim Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
John Clerx, Vice Chancellor for Educational Support Services
Gary Colombo, Vice Chancellor for Institutional Effectiveness
Marvin Martinez, Vice Chancellor for Economic and Workforce Development
Larry H. Eisenberg, Executive Director, Facilities Planning and Development
Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

Please update mailing lists to reflect the new titles of the Board.

Tyree Wieder
Interim Chancellor
TO: College Presidents  
Executive Staff  
Vice Presidents of Academic Affairs  
Vice Presidents of Student Services  
Admissions and Records Officers  
DSPS Coordinators

RE: Waivers of 30-Unit Limitation on “Remedial” Coursework

Changes to Title 5, CCR, section 55035 establishes that “no student shall receive more than 30 semester units of credit for remedial coursework;” only the following students are exempt from the limitation on remedial coursework: (1) Students enrolled in one or more courses of English as a Second Language (ESL), (2) Students identified having a learning disability and 3) a waiver, based on a Board adopted policy, for “any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in degree-applicable credit courses.” The DEC SIS system has already been programmed to prevent students, who have exceeded the 30 unit remedial course unit limit, from enrolling in additional “remedial” courses, unless they are concurrently enrolled in an ESL course.

A recommendation on the proposed Board policy for granting waivers to the 30 unit remedial coursework limitation is currently being consulted with the appropriate faculty, student and administrative constituency groups. However, many students in the District have exceeded the 30 unit remedial coursework limit; the District needs to provide these current students with the ability to receive a waiver if they meet the requirements set forth in Title 5, section 55035.

Therefore, until such time as the Board of Trustees approves a final remedial unit waiver policy, colleges are directed to use their current general petition process to review waiver requests from students who have exceeded the 30 unit remedial coursework unit limit to determine if such students have shown “significant, measurable progress toward the development of skills appropriate to his or her enrollment in degree-applicable credit courses.” The DEC SIS system has been programmed to allow overrides for students who have been identified as having a learning disability, as an Americans with Disability Act (ADA) accommodation, or who have received this waiver.

signature

Tyree Wieder  
Interim Chancellor

c: DAS President  
DAS Vice President
From the Interim Chancellor
Dr. Tyree Wieder

Office of the Chancellor
Directive Number 133
February 26, 2010

TO: College Presidents
    Executive Staff
    Senior Staff

RE: Materials to Trustees

1. Information provided to one Trustee should be confirmed in a memo and
copied to the Chancellor so that that Chancellor can ensure the same
information is provided to all Trustees.

2. Information provided to the Trustees for public session items, including but
not limited to emails, must be posted contemporaneously to the official
bulletin board for posting in order to comply with public access requirements.

3. Information from the colleges or District Office staff that is provided to the
Trustees for public session items, including but not limited to emails, must be
provided contemporaneously to the Deputy Chancellor’s Office in order to
post them. Such material shall only be sent to Trustees between 8:30 and
4:00 on business days, or at other times with prior permission of the
Chancellor or Deputy Chancellor.

4. The following notice will be included on the Board agenda:
   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.

5. The Deputy Chancellor shall provide a memorandum to be posted at the
Security Desk that people are to be allowed into the lobby 24 hours a day,
seven days a week, without signing in, to look at the postings. This does not
change the protocol for signing in to go to particular offices.

Reference: This directive is designed to ensure the District complies with the
requirements of Government Code section 54957.5, which includes the following:

“(a) Notwithstanding Section 6255 or any other provisions of law, agendas of public
meetings and any other writings, when distributed to all, or a majority of all, of the
members of a legislative body of a local agency by any person in connection with a
matter subject to discussion or consideration at an open meeting of the body, are
Directive Number 133  
February 26, 2010  
Page 2

disclosable public records under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall be made available upon request without delay. However, this section shall not include any writing exempt from public disclosure under Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

(b) (1) If a writing that is a public record under subdivision (a), and that relates to an agenda item for an open session of a regular meeting of the legislative body of a local agency, is distributed less than 72 hours prior to that meeting, the writing shall be made available for public inspection pursuant to paragraph (2) at the time the writing is distributed to all, or a majority of all, of the members of the body.

(2) A local agency shall make any writing described in paragraph (1) available for public inspection at a public office or location that the agency shall designate for this purpose. Each local agency shall list the address of this office or location on the agendas for all meetings of the legislative body of that agency. The local agency also may post the writing on the local agency's Internet Web site in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting...

c) Writings that are public records under subdivision (a) and that are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person. These writings shall be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof...”

Tyree Wieder  
Interim Chancellor

Board of Trustees
From the Interim Chancellor  
Dr. Tyree Wieder

TO:    College Presidents  

RE:    Official Listing of Board and District Administration in Publications 

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate. 

Please inform the appropriate personnel at your respective locations that the following listing format is to be used: 

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Miguel Santiago, First Vice President 
Nancy Pearlman, Second Vice President 
Kelly G. Candaee  
Mona Field  
Tina Park  
Sylvia Scott-Hayes  
Rodney D. Robinson, Interim Student Trustee 

DISTRICT ADMINISTRATION 
Dr. Tyree Wieder, Interim Chancellor 
Dr. Adriana D. Barrera, Deputy Chancellor  
(Vacant) Vice Chancellor for Educational Programs and Institutional Effectiveness  
Marvin Martinez, Vice Chancellor for Economic and Workforce Development  
Larry H. Eisenberg, Executive Director, Facilities Planning and Development  
Camille A. Goulet, General Counsel  
Jeanette Gordon, Chief Financial Officer/Treasurer 

Please update mailing lists to reflect the new titles of the Board. 

Tyree Wieder  
Interim Chancellor
DIRECTIVE NUMBER 135
August 2, 2010

TO: College Presidents

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Rodney D. Robinson, Interim Student Trustee

DISTRICT ADMINISTRATION

Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
(Vacant) Vice Chancellor for Educational Support Services
(Vacant) Vice Chancellor for Institutional Effectiveness
(Vacant) Vice Chancellor for Economic and Workforce Development
Larry H. Eisenberg, Executive Director, Facilities Planning and Development
Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

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Daniel J. LaVista, Ph.D.
Chancellor
TO: College Presidents

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Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

Please update mailing lists to reflect the new titles of the Board.

[Signature]
Daniel J. LaVista
Chancellor

c: Board of Trustees
   Executive Staff
   Senior Staff
   Personnel Commission
TO: College Presidents  
RE: Official Listing of Board and District Administration in Publications

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Linda L. Tong, Student Trustee

**DISTRICT ADMINISTRATION**

Dr. Daniel J. LaVista, Chancellor  
Dr. Adriana D. Barrera, Deputy Chancellor  
Dr. Yasmin Delahoussaye, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness  
(Vacant) Vice Chancellor for Economic and Workforce Development  
Larry H. Eisenberg, Executive Director, Facilities Planning and Development  
Camille A. Goulet, General Counsel  
Jeanette Gordon, Chief Financial Officer/Treasurer

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[Signature]
Daniel J. LaVista, Ph.D.  
Chancellor

---
c: Board of Trustees  
Executive Staff  
Senior Staff  
Personnel Commission
Directive Number 138
January 14, 2011

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

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Please update mailing lists to reflect the new titles of the Board.

Daniel J. LaVista, Ph.D.
Chancellor

c: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
TO: College Presidents  
RE: Charge to the Review Committee - Whistleblower Policy

In addition to the provisions contained in Board Rule 7902 and following, the Director of Internal Audit ("DIA") shall:

- Report quarterly to the Review Committee regarding all complaints made utilizing only identifier numbers and the disposition of those complaints ("Quarterly Disposition Report"); and,
- Submit a written report if the DIA’s investigation determines that there is evidence of an illegal order or improper governmental activity, as defined by Education Code section 87162(b) and (c), by people acting on behalf of the District, that warrants corrective action ("Corrective Action Report").

The Review Committee members shall:

- Meet quarterly with the DIA and Chief Financial Officer/Treasurer to review Quarterly Disposition Report ("Quarterly Meeting");
- Review the Corrective Action Reports of the DIA, confer, and make a written recommendation whether corrective action is warranted ("Review Meetings");
- Notify the DIA and disqualify themselves upon receipt of a Corrective Action Report involving a situation where their participation in review of the Corrective Action Report may be perceived as a conflict of interest;
- Maintain all materials received in the course of the Review Committee work in a secure location that is not accessible by others; and,
- Maintain a District email address that is not accessible by others for purposes of receiving materials related to the work of the Review Committee. If the Review Committee member(s) allow access by others to their regular District email for operational purposes, the members will obtain a second District email for Review Committee purposes.

The Committee Chair shall:

- Schedule the Quarterly Meeting with the DIA and CFO;
- Advise the Chancellor of all scheduled meeting dates, times and locations;
- Convene the Review Meetings by teleconference, video conference or in-person meeting, as the Chair deems appropriate;
- Report to the Chancellor regarding the outcome of the Quarterly Meetings and any Review Meetings.

The Review Committee Alternates shall serve in the role of a Review Committee member when there is a conflict of interest.

Neither the DIA nor the Review Committee will determine or recommend the appropriate discipline or action to be taken.

Signed: Dániel J. LaVista, Ph.D.  
Chancellor
 Directive Number 140  
March 21, 2011

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

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Sylvia Scott-Hayes
Linda L. Tong, Student Trustee

DISTRICT ADMINISTRATION

Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Yasmin Delahoussaye, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Felicitó Cajayon, Vice Chancellor for Economic and Workforce Development
Thomas Hall, Interim, Executive Director, Facilities Planning and Development
Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

Please update mailing lists to reflect the new titles of the Board.

[Signature]
Daniel J. LaVista, Ph.D.
Chancellor

c: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
Directive Number 141
March 30, 2011

To: College Presidents
    Executive Staff
    Vice Presidents of Academic Affairs
    Vice Presidents of Student Services
    District Curriculum Committee Chairs
    District Academic Senate

Re: Title 5 Regulation - SB 1440, CSU Transfer Initiative

Based on a recommendation from the District Curriculum Committee, the 20-day challenge period in Section 3.A, Step 8 of Administrative Regulation E-64 (“Procedures for Development and Approval of New Educational Programs and Options”) is suspended through June 30, 2012 for Associate in Arts - Transfer (AA-T) and Associate in Science - Transfer (AS-T) degrees which align with the Transfer Model Curriculum (TMC) approved by the State Chancellor’s Office.

In addition, the colleges of the Los Angeles Community College District shall be permitted to use the Intersegmental General Education Transfer Curriculum (IGETC) and California State University General Education-Breadth Requirements as the general education plans for all AA-T and AS-T transfer degrees while Board Rule 6201.14 is being revised in order to comply with the SB 1440 directive that no additional course work may be required. The colleges are currently developing AA-T and AS-T degrees to comply with SB 1440, which requires that at least two associate degrees for transfer be in place for the fall 2011 semester.

Daniel J. LaVista, Ph.D.
Chancellor

c: Senior Staff
TO: College Presidents

RE: Pursue Costs Savings by Use of Available Contracts for Procurement

In light of the current, severe fiscal constraints, the contracting authority delegated to the College Presidents, and delegable by them to the Vice Presidents of Administrative Services, is limited as follows, effective for all orders or contracts initiated within five business days following the date of this directive:

- Utilize existing District-wide agreements for all supplies, equipment and other purchases, in order to ensure the most effective use of funds and staff time.
- Needs that cannot be met with existing District-wide agreements or where more favorable pricing has been provided by written quote may be allowed at the discretion of the Deputy Chancellor or her designee, by obtaining permission in advance of purchase.
- Ratification items for purchases that do not comply with this directive will be returned and become the personal responsibility and liability of the individual(s) who made the purchase(s).

Specific contracts available include the Foundation for California Community College (FCCC) agreement with Office Depot with savings ranging from 10% to 60% depending on specific material. Other available agreements have been established through the Western States Contracting Alliance, including industrial supplies through Grainger with savings from 10% to 83% on over 140,000 products; janitorial supplies contract are available with Waxie with discounts from 45% to 60% off list pricing; copier agreements are also available for Konica, Oce, Ricoh, Sharp, Toshiba and Xerox machines.

- Multiple formally bid contracts have been established through Build-LACCD that include classroom, library and office furniture with discounts ranging from 35% to 61% from vendors such as Krueger International, Haworth and Unisource. The Colleges may utilize operational funds for purchases under these contracts. Use of bond funds for purchasing remains subject to established procedures and limitations for bond fund expenditures.

Daniel J. LaVista, Ph.D.
Chancellor

C: Board of Trustees
Executive & Senior Staff
Personnel Commission
I. OVERVIEW

Invoicing by the supplier and payment by the District are the final steps in the procurement lifecycle. Invoices must be carefully reviewed for accuracy before they are authorized for payment. Payment to the supplier is usually the final opportunity for the District to resolve any problems with the goods or services received. Therefore, an incorrect shipment, damaged goods, returns and other adjustments should be reflected on the invoice before it is authorized for payment.

When a vendor sends a payment invoice for supplies, materials or equipment, as opposed to services, procured through a purchase order to the Accounts Payable Department at the college or District Office, the invoice is matched to the purchase order and goods receipt document in the purchasing system before payment is issued to the vendor in the form of a commercial warrant. For services or supplies, materials or equipment procured through a contract, the invoice is matched to the hard copy of the fully-signed contract before payment is issued to the vendor. In addition, if authority to enter into the contract has not been delegated by the Board of Trustees and the Chancellor to the College President or Vice President of Administrative Services, the contract must be approved by the Board before payment can be made. If contracting authority has been delegated, payment under the contract may be made without board action but the agreement must still be ratified by the Board within 60 days after the commencement date of contract as defined by Administrative Regulation B-19.

In most cases, payment is issued within 30 days of receipt and entry of the invoice in the system. Individuals in the chain of processing and authorizing payment of supplier invoices should check the purchase order or contract to determine if discounts are offered for fast payment. Those invoices offering discounts off the billed amount if payment is received within a specified number of days (e.g., 2%, 20 days) should be processed expeditiously in order to capture the discount.

II. PROCESS

A. The invoice and payment process differs depending on whether supplies, materials or equipment ("goods") are being procured through a purchase order or services are being procured through a contract.
1. Invoice of Goods

Invoices are date-stamped as they arrive in the Accounts Payable department.

If the invoice has been sent by the supplier directly to the purchaser or requestor, the recipient forwards it to Accounts Payable for final processing. Adjustments may be made directly on the invoice reflecting discrepancies between the initial order and the goods actually received. Any adjustments to the invoice must also be done to the corresponding purchase order document line item in the system. Accounts Payable may also obtain a copy of the purchase order or view the goods receipt document in the system to ensure that all documents match with the invoice that is entered for payment.

2. Invoice for Services

Invoices are date-stamped as they arrive in the Accounts Payable Department and are then forwarded to the initiator for authorization of payment. If the invoice has been sent by the supplier directly to the purchaser or requestor, the recipient date-stamps the invoice, reviews it for accuracy against the short-term agreement (STA) or contract (CO), then signs and dates the invoice authorizing payment.

Before authorizing payment, the initiator should review the invoice as to accuracy in the following respects: (a) dates of service fall between the start and end dates on the STA/CO; (b) services rendered match the scope of work in contracted work products (e.g., repairs, reports) were received by the District and were deemed satisfactory; (d) amounts invoiced correspond to the amounts reflected in the STA/CO.

3. The following information must be verified by Accounts Payable before payment is completely entered into the system:

   (a) The copy of a fully-signed copy of the contract from the District Contracts Office or regional procurement office;

   (b) When applicable, the "Confirmation" tabs in the purchasing system identify the board date (if the contract requires prior authorization by the Board rather than ratification of a delegated contract) and the certified date. If the board date is not on the confirmation tab, the Accounts Payable staff may check the board agenda for the approval of the item.
(c) For purchases and contracts which the College is delegated to handle up to $5,000, payments may be made prior to ratification. Such purchases and contracts must be ratified within 60 days of commencement.

(d) For purchases and contracts between $5,001 and the Statutory limit, Board authorization must be obtained within 60 days of commencement in order for payment to be made.

(e) The vendor invoice has been signed and dated by the initiator and other required signatories.

(f) Ratification items for purchases or contracts that do not comply with Chancellor's Directive # 140 will be rejected and become the personal responsibility and liability of the individual(s)/college who made the procurement.

Accounts Payable may also request other written confirmation from the initiator that an invoice is approved for payment, such as an email message. The college or District Office may establish additional conditions that must be met before payment is issued such as receipt of the contract with original signatures by the District Contracts and Purchasing Section or College Procurement Specialist.

4. If the invoice matches with the fully-signed contract, which has been verified as approved by the Board of Trustees, Accounts Payable may authorize the invoice for payment. Accounts Payable will then enter the invoice verification document into the purchasing system so a commercial warrant may be issued from the system at the District Office and sent to the supplier.

5. If there is a discrepancy among the purchasing and invoice records, Accounts Payable may call the purchaser or requestor to explain the difference. If an invoice line item amount is less than the corresponding purchase order line item price, Accounts Payable may pay the lesser invoice amount. In addition, if an invoice line item amount exceeds the corresponding contract line item price by 10% or $500, whichever is less, Accounts Payable may pay the invoice amount. Larger discrepancies will result in delaying the payable until the difference has been reconciled by the purchaser or requestor.

B. The pay package is retained by Accounts Payable at the location where the match was made and payment was authorized. The contract file shall be kept by the purchasing area responsible for transacting the business. The documents must be retained in accordance with the District's records management policy.
and made available for inspection if required for audit or other business purpose. The pay package and the corresponding warrant information may also be needed to respond to supplier inquiries as to when payment was sent.

C. District standard payment term is to pay net invoice amounts within thirty (30) calendar days of receipt of correct invoices. However, some supplier agreements are negotiated—or some invoices are submitted to the District—with payment terms offering discounts for expedited payments. An example is “2%, 20, net 30,” which means that the invoice may be paid at two percent off the billed amount if paid within 20 days or paid at the net amount billed if paid within 30 days. Those employees responsible for reviewing and approving invoices and processing payment should be alert to these opportunities and process such invoices so as to capture the discounts offered.

C. In contrast to the discounts for fast pay referenced above, some purchase agreements provide for penalties or interest to be added to the net invoice amount for payments made beyond 30 days. These invoices should be processed expeditiously to avoid such late payment expenses.

III. LEGAL AUTHORITY AND CITATIONS

Administrative Regulation B-19
Total Number of Director 143
June 15, 2011

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARDS OF TRUSTEES

Georgia L. Mercer, President
Miguel Santiago, First Vice President
Nancy Pearlman, Second Vice President
Kelly Candaile
Mona Field
Tina Park
Sylvia Scott-Hayes
Amber I. Barrero, Student Trustee

DISTRICT ADMINISTRATION

Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Yasmin Delahoussey, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Felicitia Cajon, Vice Chancellor for Economic and Workforce Development
Thomas Hall, Interim, Executive Director, Facilities Planning and Development
Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

Please update mailing lists to reflect the new titles of the Board.

Daniel J. LaVista, Ph.D.
Chancellor

C: Board of Trustees
   Executive Staff
   Senior Staff
   Personnel Commission
Directive Number 144
July 14, 2011

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES
Miguel Santiago, President
Tina Park, First Vice President
Nancy Pearlman, Second Vice President
Kelly Candaele
Mona Field
Scott J. Svonkin
Steve Veres
Amber I. Barrero, Student Trustee

DISTRICT ADMINISTRATION
Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Yasmin Delahoussaye, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Thomas Hall, Interim, Executive Director, Facilities Planning and Development
Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

Please update mailing lists to reflect the new titles of the Board.

Daniel J. LaVista, Ph.D.
Chancellor

c: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
Directive Number 145
November 21, 2011

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

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**BOARD OF TRUSTEES**

Miguel Santiago, President
Tina Park, First Vice President
Nancy Pearlman, Second Vice President
Kelly Candaele
Mona Field
Scott Svonkin
Steve Veres
Amber I. Barrero, Student Trustee

**DISTRICT ADMINISTRATION**

Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
Thomas Hall, Interim, Executive Director, Facilities Planning and Development
Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

Please update mailing lists to reflect the new titles of the Board.

Daniel J. LaVista, Ph.D.
Chancellor

---
c: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
DIRECTOR OF THE CHANCELLOR

Directive Number 146
November 21, 2011

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES

Miguel Santiago, President
Tina Park, First Vice President
Nancy Pearlman, Second Vice President
Kelly Candaele
Mona Field
Scott J. Svonkin
Steve Veres
Amber L. Barrero, Student Trustee

DISTRICT ADMINISTRATION

Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
Thomas Hall, Interim Executive Director, Facilities Planning and Development
Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

Please update mailing lists to reflect the new titles of the Board.

Daniel J. LaVista, Ph.D.
Chancellor

c: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES
Miguel Santiago, President
Tina Park, First Vice President
Nancy Pearlman, Second Vice President
Kelly Candaele
Mona Field
Scott J. Svonkin
Steve Veres
Student Trustee (Vacant)

DISTRICT ADMINISTRATION
Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
Felicito Cajyon, Vice Chancellor for Economic and Workforce Development
Thomas Hall, Interim Executive Director, Facilities Planning and Development
Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

Please update mailing lists to reflect the new titles of the Board.

Daniel J. LaVista, Ph.D.
Chancellor

C: Board of Trustees
   Executive Staff
   Senior Staff
   Personnel Commission
TO: College Presidents
Executive Staff
Vice Presidents of Academic Affairs
Vice Presidents of Student Services
Admissions and Records Officers
Curriculum Deans
Schedule Preparation Deans

RE: Change in No Penalty Drop Date – Effective Summer 2012

The State Chancellor’s office has determined that colleges can no longer claim apportionment for credit courses where students drop after the census date but before they are assigned a “W” (Withdrawal).

As a result, Districts will no longer be able to claim FTES for students who were not enrolled in the class long enough to be assigned an evalutative or nonevaluative symbol (i.e. A, B, C, D, F, P, NP, I, IP, RD, W).

In response, LACCD is changing the No Penalty Drop Date to the day before census, ensuring that we are in compliance with state apportionment requirements. For full-term courses, this means that the No Penalty Drop Date will be the end of the second week. The Drop Date for short-term courses will be calculated accordingly.

This directive becomes effective Summer 2012.

Daniel J. LaVista, Ph.D.
Chancellor

c: Board of Trustees
DAS President
TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

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**BOARD OF TRUSTEES**

Miguel Santiago, President
Tina Park, First Vice President
Nancy Pearlman, Second Vice President
Kelly Candaele
Mona Field
Scott J. Svonkin
Steve Veres
Brandon Batham, Student Trustee

**DISTRICT ADMINISTRATION**

Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
Thomas Hall, Interim Executive Director, Facilities Planning and Development
Camille A. Goulet, General Counsel
Jeanette Gordon, Chief Financial Officer/Treasurer

Please update mailing lists to reflect the new titles of the Board.

Daniel J. LaVista, Ph.D.
Chancellor

---
c: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
TO: College Presidents  
RE: Buying Green/Buying Local  

Public contracting codes forbid the specification of requirements which will serve to create a single source situation. In order to preserve the balance between the goals of procuring sustainable products while maintaining an open, competitive process, District Procurement Staff and Regional Staff will develop bid specifications which delineate specific criteria:

- For “buying green,” bids will require that the product meet a minimum threshold of “green” and all bids which meet this threshold will be evaluated on cost. “Green” is defined as the use of “sustainable” products and practices in providing services to the District.

- For “buying locally,” bids will require evidence that the vendor’s carbon footprint has been reduced to create minimum to moderate impact on the environment. As a result, bidders will be required to provide documentation of those modes of transportation used for delivery from local warehousing to achieve this desired reduction.

- Continued pursuit of procurement through economy of scale shall be encouraged by requesting that District and College purchasers make use of master agreements and/or piggyback contracts presently available and issued by either Build-LACCD, District Office, other California public agencies, Western State Contracting Alliance and the Department of General Services (CMAS).

Daniel J. LaVista, Ph.D.  
Chancellor  
c: Board of Trustees  
Executive Staff  
Senior Staff  
Personnel Commission
DIRECTIVE 151

April 2, 2012

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES

Miguel Santiago, President
Tina Park, First Vice President
Nancy Pearlman, Second Vice President
Kelly Candaele
Mona Field
Scott J. Svonkin
Steve Veres
Brandon Batham, Interim Student Trustee

DISTRICT ADMINISTRATION

Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O’Reilly, Executive Director, Facilities Planning and Development

Please update mailing lists to reflect the new titles of the Board.

[Signature]
Daniel J. LaVista, Ph.D.
Chancellor

c: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
Directive Number 152  
April 26, 2012

TO:  
College Presidents
Executive Staff

RE:  
Conflict of Interest

In light of the recent findings of the Inspector General regarding scoring on design-build projects, in which the circumstances were dubious but lacked specific evidence of any conflict of interest by the participants, it has become apparent that additional measures are needed to address potential conflicts of interest.

Although the District has more than 200 people who are required to file the Fair Political Practices Commission forms that involve public disclosure of financial interests (aka “Form 700”), requiring those forms from all participants would be an imprecise way of addressing the issue. It would intrude on the private financial affairs of people who are only involved in a single scoring process, and it would not address familial conflicts. In addition, there appears to be a lack of understanding of what constitutes a conflict of interest, or the appropriate limitations on the solicitation of donations for the benefit of District programs. There is no designated, qualified conflicts officer or office to make assessments; it is important to ensure that there is coordination with existing District procedures, such as the Whistleblower Policy adopted approximately 2 years ago; and, there should be consultation and input before I will be ready to make a recommendation to the Board of Trustees regarding appropriate rules.

While we address these matters, some projects will still need to proceed. To that end, I am directing that each person participating in the selection process for a professional service, a design-builder, or any other award based on discretion and judgment in the building program be required to complete the attached form. The form is designed to be educational and understandable. These forms are subject to public inspection, in order to ensure the public’s confidence in the fairness and openness of the District’s use of taxpayer-supported funds.

The Build-LACCD and CPM managers responsible for each procurement, bidding process or selection process will be responsible for ensuring forms are distributed and completed prior to the beginning of the process, for maintaining the completed forms as part of the contract file, and for relaying any reported conflicts to the Executive Director of Facilities Planning & Development or designee for a determination whether the participant should be disqualified on that basis. Appeals of the Executive Director’s determination should be made in writing within five (5) business days to the Chancellor or his designee.

Daniel J. LaVista, Ph.D.
Chancellor

Attachments:  
(1) LACCD Conflict of Interest Form - Process Flow  
(2) Conflict of Interest Checklist and Confidentiality Requirement

c:  
Board of Trustees
Senior Staff
Personnel Commission
CONFLICTS OF INTEREST CHECKLIST AND
CONFIDENTIALITY REQUIREMENT

Date: __________________________ Title/Position: __________________________

Selection Committee Member: __________________________ College: __________________________

Title of Procurement: __________________________ Project No: __________________________

Project: __________________________

List of Proposers: __________________________

You have been identified as an Employee involved in the decision regarding the above listed procurement. To help identify actual or potential conflicts of interest, LACCD asks you to complete the checklist.

CONFLICTS OF INTEREST CHECKLIST

Los Angeles Community College District (LACCD) employees and consultants acting on behalf of the LACCD have a duty to perform their jobs for the benefit of LACCD and the public. To safeguard this duty, the law prevents LACCD employees or consultants from being involved in decisions where they have a “conflict of interest.” This is to avoid placing any person in a position where his or her personal interests conflict, or even may appear to conflict, with the interests of LACCD.

For purposes of this Checklist, wherever the term “Employee” is used it includes consultants acting on behalf of the District, such as College Project Manager Facilities Planning & Development, BuildLACCD staff, or other consultants who help direct decision-making or evaluate bids and proposals. “Immediate Family” means your spouse, children, parents, former spouse(s), and members of your household, as well as their spouses, children and parents, whether or not they are your dependents.

An Employee may not be involved in a decision if the Employee has a financial or other personal interest in the decision. In other words, if the Employee could benefit from the decision, the Employee should not be involved in making the decision.

Please review each question below and check “Yes” or “No” as appropriate. A “yes” does not mean there is an automatic disqualification, but rather, that the Executive Director of Facilities and Planning & Development or designee will assess regarding the issue in order for the District to assess whether the Employee has a conflict of interest.
Financial Interest

Employees may not participate in decisions if those decisions will affect them financially. When answering the questions below keep in mind that a "financial interest" is not required to be certain or direct. If you believe there is even a potential for an indirect financial impact please check "Yes."

- Do you or any member of your Immediate Family have any **interest** in any business, partnership, corporation, or other entity, which is competing for this work? □ Yes □ No

- Do you or any member of your Immediate Family have any **investment** in any business, partnership, corporation, or other entity, which is competing for this work? □ Yes □ No

- Do you or any member of your Immediate Family have any interest in any real property that is involved in this decision, which is near any real property involved in this decision or which may be affected by this decision? □ Yes □ No

- Do you or any member of your Immediate Family receive income from any person or entity competing for this work? □ Yes □ No

- Have you or any member of your Immediate Family receive any gifts, loans, or other benefits from any person or entity involved competing for this work? □ Yes □ No

- Will this decision impact your personal finances or the finances of any member of your Immediate Family in any way? □ Yes □ No

If you checked “Yes” to any of the above, please describe the conflict of interest below and specify which proposer(s) the conflict may exist:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Non-Financial Interest

Employees may not participate in decisions if those decisions will affect them personally in any way, including in a non-financial way. If you have any of the following interests, please check "Yes."

- Do you or any member of your Immediate Family have any personal interest in any person or entity involved in this competition? □ Yes □ No

- Is any member of your Immediate Family employed by or otherwise involved with any person or entity involved in this competition? □ Yes □ No
Were you employed by any person or entity involved in this competition?  □ Yes  □ No

Are you related to any person involved in this competition?  □ Yes  □ No

Are you affiliated, formally or informally, with any organization involved in this competition or which could be affected by this competition?  □ Yes  □ No

Do you know of any reason why your participation in this decision could lead to the appearance of impropriety or suggest the possibility of bias or a lack of fairness in the decision making process?  □ Yes  □ No

If you checked "Yes" to any of the above, please describe a financial conflict of interest below and specify which proposer(s) the conflict may exist:

__________________________________________________________________________

__________________________________________________________________________

Future Employment

Individuals may not participate in decisions, which involve an entity with whom they have discussed prospective employment.

Have you applied for, negotiated or otherwise discussed the possibility of employment with any person or entity involved in this competition?  □ Yes  □ No

If you checked "Yes, please describe a conflict of interest related to prospective employment below and specify which proposer(s) the conflict may exist:

__________________________________________________________________________

__________________________________________________________________________

By signing below I acknowledge that:

• Other than the interests disclosed above, I am not aware of any financial or personal interest related to me, my Immediate Family or any organization with which I am affiliated, formally or informally, that would raise an actual or potential conflict of interest with my involvement in this procurement decision.

• In the course of my involvement in this procurement decision I may receive information that raises questions regarding the potential for a conflict of interest arising from my financial or personal interest or those of my Immediate Family. I agree that I will notify the contract sponsor (e.g. College President, College VP Admin, Facilities Administrator, BuildLACCD Manager, etc.) immediately if such a situation occurs in order to determine whether a conflict of interest exists.

• This document is subject to being produced in response to a Public Records Act request.
By signing below I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: ___________________________  Signature

Print Name / Title or Position

CONFIDENTIALITY AGREEMENT

As an Employee, you may be provided with information that is, and must be kept, confidential both during and after employment with LACCD. This means that unless you are using the confidential information for the specific Project for LACCD, you cannot use or disclose the confidential information in anyway to anyone. This prohibits you from doing the following, whether directly or indirectly: using, making available, copying, reproducing, disclosing, publishing, selling, storing (electronically or otherwise), or otherwise revealing any confidential information to anyone for any reason or purpose either during or after employment with LACCD.

Examples of information that must be kept confidential include but are not limited to:

- Information, data, proposals, instructions, forms, plans, specifications, design documents, photographs, depictions, sketches, summaries, renderings, models, surveys, reports, studies and other information or media, in any form (for example: oral, paper, electronic);
- Other information provided by a third party in connection with the submission of a bid or proposal;
- Information exclusively owned by, and developed for, the LACCD, such as:
  - Source code information
  - Technology standards or specifications
  - Information on technology products
- Evaluation criteria or analysis;
- Personnel or student related data, information or documentation.

Confidential information belongs to LACCD, regardless of whether it was prepared by LACCD, Employee, or others.

This Confidentiality Agreement does not prevent you from disclosing, discussing, or exchanging confidential information with the District or bond program contract staff or procurement participants for the sole purpose of completing the Project. Once your participation in the Project ends, you cannot continue to disclose, discuss, or exchange the confidential information with the participants named above.

When your participation in the Project ends, or when requested by LACCD at any time, you must return any and all copies of confidential information to LACCD. You cannot keep any copies of confidential information, whether these are actual physical copies or in electronic form.
If you believe that some person other than LACCD, an LACCD-approved participant, or an 
Employee involved in the Project has obtained, or is using any confidential information, you 
must immediately notify LACCD in writing.

If you believe that a law or regulation of the United States, or a court order, requires 
disclosure of the confidential information, you must immediately notify LACCD in writing of 
the law, regulation or court order that you believe requires disclosure and allow LACCD time 
to seek an appropriate protective order before disclosing such information.

Failure to comply with this Confidentiality Agreement may subject you to administrative, 
civil, and/or criminal penalties.

I understand and agree to the terms of the Confidentiality Agreement set forth above.

Date: ___________________________                  Signature

Print Name / Title or Position

District Use Only

Conflicts Of Interest Checklist And Confidentiality Requirement
Rev March 21, 2012
DIRECTIVE

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES
Miguel Santiago, President
Tina Park, First Vice President
Nancy Pearlman, Second Vice President
Kelly Candaele
Mona Field
Scott J. Svonkin
Steve Veres
Daniel Campos, Student Trustee

DISTRICT ADMINISTRATION
Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O'Reilly, Executive Director, Facilities Planning and Development

Please update mailing lists to reflect the new titles of the Board.

Daniel J. LaVista, Ph.D.
Chancellor

C: Board of Trustees
   Executive Staff
   Senior Staff
   Personnel Commission
DIRECTIVE NO. 154
July 12, 2012

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES
Steve Veres, President
Tina Park, First Vice President
Nancy Pearlman, Second Vice President
   Kelly Candaele
   Mona Field
   Miguel Santiago
   Scott J. Svonkin
   Daniel Campos, Student Trustee

DISTRICT ADMINISTRATION
Dr. Daniel J. LaVista, Chancellor
   Dr. Adriana D. Barrera, Deputy Chancellor
   Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
   Jeanette Gordon, Chief Financial Officer/Treasurer
   Camille A. Goulet, General Counsel
   James D. O'Reilly, Executive Director, Facilities Planning and Development

Please update mailing lists to reflect the new titles of the Board.

Daniel J. LaVista, Ph.D.
Chancellor

C: Board of Trustees
   Executive Staff
   Senior Staff
   Personnel Commission
Directive Number 155
June 13, 2013

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g., inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES

Steve Veres, President
Tina Park, First Vice President
Nancy Pearlman, Second Vice President
Kelly Candaele
Mona Field
Miguel Santiago
Scott J. Svonkin
Michael J. Griggs, Student Trustee

DISTRICT ADMINISTRATION

Dr. Daniel J. LaVista, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O’Reilly, Executive Director, Facilities Planning and Development

Please update mailing lists to reflect the new titles of the Board.

Daniel J. LaVista, Ph.D.
Chancellor

C: Board of Trustees
   Executive Staff
   Senior Staff
   Personnel Commission
Directive Number 156
July 1, 2013

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

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BOARD OF TRUSTEES
Steve Veres, President
Tina Park, First Vice President
Nancy Pearlman, Second Vice President
Kelly Candaele
Mona Field
Miguel Santiago
Scott J. Svonkin
Michael J. Griggs, Student Trustee

DISTRICT ADMINISTRATION
Dr. Adriana D. Barrera, Interim Chancellor
Deputy Chancellor (Vacant)
Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O'Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.
Directive Number 157
July 2, 2013

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES
Steve Veres, President
Nancy Pearlman, Second Vice President
Mike Eng
Mona Field
Ernest H. Moreno
Miguel Santiago
Scott J. Svonkin
Michael J. Griggs, Student Trustee

DISTRICT ADMINISTRATION
Dr. Adriana D. Barrera, Interim Chancellor
Deputy Chancellor (Vacant)
Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O'Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.

Adriana D. Barrera, Ph.D.
Interim Chancellor

C: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
Directive Number 158
July 10, 2013

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES
Miguel Santiago, President
Scott J. Svonkin, Vice President
Mike Eng
Mona Field
Ernest H. Moreno
Nancy Pearman
Steve Veres
Michael J. Griggs, Student Trustee

DISTRICT ADMINISTRATION
Dr. Adriana D. Barrera, Interim Chancellor
Deputy Chancellor (Vacant)
Dr. Yasmin Delahoussaye, Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Felicito Cajbayon, Vice Chancellor for Economic and Workforce Development
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O’Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.

Adriana D. Barrera, Ph.D.
Interim Chancellor

c: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
DIRECTIVE

DIRECTIVE NUMBER 159

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES
Miguel Santiago, President
Scott J. Svonkin, Vice President
Mike Eng
Mona Field
Ernest H. Moreno
Nancy Pearlman
Steve Veres
Michael J. Griggs, Student Trustee

DISTRICT ADMINISTRATION
Dr. Adriana D. Barrera, Interim Chancellor
Deputy Chancellor (Vacant)
Maury Y. Pearl, Acting Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Felicito Cajyon, Vice Chancellor for Economic and Workforce Development
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O'Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.

Adriana D. Barrera, Ph.D.
Interim Chancellor

cc: Board of Trustees
    Executive Staff
    Senior Staff
    Personnel Commission
TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

**BOARD OF TRUSTEES**
Miguel Santiago, President
Scott J. Svonkin, Vice President
Mike Eng
Mona Field
Ernest H. Moreno
Nancy Pearlman
Steve Veres
Michael J. Griggs, Student Trustee

**DISTRICT ADMINISTRATION**
Dr. Adriana D. Barrera, Interim Chancellor
Deputy Chancellor (Vacant)
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Felicito Cajayon, Vice Chancellor for Economic and Workforce Development
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O'Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.

Adriana D. Barrera, Ph.D.
Interim Chancellor

cc: Board of Trustees
    Executive Staff
    Senior Staff
    Personnel Commission
Director Number 161
December 4, 2013

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

BOARD OF TRUSTEES
Miguel Santiago, President
Scott J. Svonkin, Vice President
Mike Eng
Mona Field
Ernest H. Moreno
Nancy Pearlman
Steve Veres
Michael J. Griggs, Student Trustee

DISTRICT ADMINISTRATION
Dr. Adriana D. Barrera, Interim Chancellor
Deputy Chancellor (Vacant)
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Felicito Cajyon, Vice Chancellor for Economic and Workforce Development
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O'Reilly, Chief Facilities Executive
Dr. Albert J. Roman, Vice Chancellor for Human Resources

Please update mailing lists to reflect the new titles of the Board.

[Signature]
Adriana D. Barrera, Ph.D.
Interim Chancellor

cc: Board of Trustees
    Executive Staff
    Senior Staff
    Personnel Commission
TO: College Presidents

RE: Community Services Course Submissions

All community services classes, regardless of whether provided as part of an overall contract or by an individual, must be approved by the LACCD Board of Trustees in accordance with California Education Code 78300. Courses must be submitted to the Office of Educational Programs and Institutional Effectiveness for approval by the Board of Trustees prior to being offered.

Colleges contemplating their community service offerings should take the following criteria into account when determining which courses to offer:

**Course Authenticity**

The course presents an accepted activity in the community, or genuinely represents the acquisition of skills or competencies attained through enrollment in the course(s), or presents a new activity that meets a community interest or need.

*Example:* Zumba is an aerobic activity that became prominent within the last decade.

**Skills vs. Sales**

The proposed activity conveys new information or skills to the attendees, rather than simply promoting commercial activities outside the class.

*Example:* "How to Get Your Novel Published" should include tips on editing and submission to publishers, not merely be a conduit for instructors to promote a self-publication opportunity.

**Endorsement of Political/Religious Activities**

Neither the materials promoting a class, or the content of the class itself, shall promote sales, commercial activity or advocacy for opposition or defeat of any strike, lockout, or boycott of any political, religious, sociological, or economic movement, activity or program may be promoted without the express permission of the Board, in accordance with Education Code Section 72000(b)(3)(B) and (C). All contracts with instructors shall include this information.

**Self-Supporting**

The class must cover its marginal costs as well as a percentage in assumed overhead for the college. New classes should cover their direct costs immediately, and must cover the direct costs plus assumed overhead by the third offering.

*Example:* A new class may only have enough students to cover the cost of the instructor until a regular group of attendees has been established.
Risk Considerations

The class shall be conducted in a manner with appropriate safety training and considerations.

*Example:* A SCUBA class should only be conducted by an appropriately certified instructor, with reliable, tested equipment.

Adriana D. Barrera, Ph.D.
Interim Chancellor

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c: Board of Trustees
   Executive Staff
   Senior Staff
   Personnel Commission
TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

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**BOARD OF TRUSTEES**

Miguel Santiago, President  
Scott J. Svonkin, Vice President  
Mike Eng  
Mona Field  
Ernest H. Moreno  
Nancy Peariman  
Steve Veres  
LaMont G. Jackson, Student Trustee

**DISTRICT ADMINISTRATION**

Dr. Francisco C. Rodriguez, Chancellor  
Dr. Adriana D. Barrera, Deputy Chancellor  
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness  
Jeanette Gordon, Chief Financial Officer/Treasurer  
Camille A. Goulet, General Counsel  
James D. O'Reilly, Chief Facilities Executive  
Dr. Albert J. Roman, Vice Chancellor for Human Resources

Please update mailing lists to reflect the new titles of the Board.

Francisco C. Rodriguez, Ph.D.  
Chancellor

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770 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90017-3856 • OFFICE (213) 891-2201 • FAX (213) 891-2304
Directive Number 164
July 9, 2014

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

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BOARD OF TRUSTEES
Scott J. Svonkin, President
Steve Veres, Vice President
Mike Eng
Mona Field
Ernest H. Moreno
Nancy Pearlman
Miguel Santiago
LaMont G. Jackson, Student Trustee

DISTRICT ADMINISTRATION
Dr. Francisco C. Rodriguez, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Felicito Cajayon, Vice Chancellor for Economic and Workforce Development
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Albert J. Roman, Vice Chancellor for Human Resources
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O’Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.

Francisco C. Rodriguez, Ph.D.
Chancellor

C: Board of Trustees
   Executive Staff
   Senior Staff
   Personnel Commission
Los Angeles Community College District

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

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**BOARD OF TRUSTEES**

Scott J. Svonkin, President
Steve Veres, Vice President
Mike Eng
Mona Field
Ernest H. Moreno
Nancy Pearman
Seat No. 7 (Vacant)
LaMont G. Jackson, Student Trustee

**DISTRICT ADMINISTRATION**

Dr. Francisco C. Rodriguez, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Felicito Cajayon, Vice Chancellor for Economic and Workforce Development
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Albert J. Roman, Vice Chancellor for Human Resources
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O'Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.

Francisco C. Rodriguez, Ph.D.
Chancellor

c: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
DIRECTIVE 166
March 25, 2015

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class
dates, and catalogs, members of the Board of Trustees and Chancellor must be listed in a
prominent location in front of the publication (e.g. inside front cover or first few pages). College
administration and District senior staff may be added as appropriate.

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to be used:

BOARD OF TRUSTEES
Scott J. Svonkin, President
Steve Veres, Vice President
Mike Eng
Mona Field
Mike Fong (Interim)
Ernest H. Moreno
Nancy Pearlman
LaMont G. Jackson, Student Trustee

DISTRICT ADMINISTRATION
Dr. Francisco C. Rodriguez, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Dr. Felicito Cajayon, Vice Chancellor for Economic and Workforce Development
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and
Institutional Effectiveness
Dr. Albert J. Roman, Vice Chancellor for Human Resources
Jeanette Gordon, Chief Financial Officer/Treasurer
Camille A. Goulet, General Counsel
James D. O'Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.

Francisco C. Rodriguez, Ph.D.
Chancellor

C: Board of Trustees
Executive Staff
Senior Staff
Personnel Commission
TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

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**BOARD OF TRUSTEES**

- Scott J. Svonkin, President
- Steve Veres, Vice President
- Mike Eng
- Mona Field
- Mike Fong (Interim)
- Ernest H. Moreno
- Nancy Pearlman
- Student Trustee (Vacant)

**DISTRICT ADMINISTRATION**

- Dr. Francisco C. Rodriguez, Chancellor
- Dr. Adriana D. Barrera, Deputy Chancellor
- Dr. Felicito Cajayon, Vice Chancellor for Economic and Workforce Development
- Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
- Dr. Albert J. Roman, Vice Chancellor for Human Resources
- Jeanette Gordon, Chief Financial Officer/Treasurer
- Camille A. Goulet, General Counsel
- James D. O’Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.

Francisco C. Rodriguez, Ph.D.
Chancellor

---

770 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90017-3856 • OFFICE (213) 891-2201 • FAX (213) 891-2304
Directive Number 168
July 1, 2015

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

**BOARD OF TRUSTEES**

Mike Eng  
Mike Fong  
Andra Hoffman  
Sydney K. Kamlager  
Ernest H. Moreno  
Nancy Pearlman  
Scott J. Svonkin  
Student Trustee (Vacant)

**DISTRICT ADMINISTRATION**

Dr. Francisco C. Rodriguez, Chancellor  
Dr. Adriana D. Barrera, Deputy Chancellor  
Dr. Felicito Cajyon, Vice Chancellor for Economic and Workforce Development  
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness  
Dr. Albert J. Roman, Vice Chancellor for Human Resources  
Jeanette Gordon, Chief Financial Officer/Treasurer  
Kevin D. Jeter, Acting General Counsel  
James D. O'Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.

Francisco C. Rodriguez, Ph.D.  
Chancellor

---

c: Board of Trustees  
   Executive Staff  
   Senior Staff  
   Personnel Commission
Directive Number 169  
July 10, 2015

TO: College Presidents

RE: Official Listing of Board and District Administration in Publications

In major District and College Publications such as commencement programs, diplomas, class schedules, and catalogs, members of the Board of Trustees and Chancellor must be listed in a prominent location in front of the publication (e.g. inside front cover or first few pages). College administration and District senior staff may be added as appropriate.

Please inform the appropriate personnel at your respective locations that the following listing format is to be used:

**BOARD OF TRUSTEES**
- Scott J. Svonkin, President
- Mike Eng, Vice President
- Mike Fong
- Andra Hoffman
- Sydney K. Kamlager
- Ernest H. Moreno
- Nancy Pearlman
- Student Trustee (Vacant)

**DISTRICT ADMINISTRATION**
- Dr. Francisco C. Rodriguez, Chancellor
- Dr. Adriana D. Barrera, Deputy Chancellor
- Dr. Felicito Cajayon, Vice Chancellor for Economic and Workforce Development
- Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
- Dr. Albert J. Roman, Vice Chancellor for Human Resources
- Jeanette Gordon, Chief Financial Officer/Treasurer
- Dr. Kevin D. Jeter, Acting General Counsel
- James D. O'Reilly, Chief Facilities Executive

Please update mailing lists to reflect the new titles of the Board.

Francisco C. Rodriguez, Ph.D.
Chancellor

---

C: Board of Trustees
   Executive Staff
   Senior Staff
   Personnel Commission