

Membership

Academic Senate

Glen Baghdasarian
Charles Daniel
Angela Echeverri
Jeff Hernandez
Robert L Stewart Jr.*
Eddie Tchertchian

Faculty Guild

Ruby Christian Brougham
Joseph Guerrieri
Sandra Lee
John McDowell
Olga Shewfelt
Joanne Waddell

Unions/Association

Tom Aduwo
Hazel Alonzo
Mary-Jo Apigo
Harry Ziogas
Vacant-Build & Trade
Vacant-Local 99

College Presidents

Aracely Aguiar **
Seher Awan
Luis Dorado **
Mary Gallagher *
Barry Gribbons
James M. Limbaugh
Armida Ornelas **
Albert Román
Katrina VanderWoude

STUDENT TRUSTEE REPRESENTATIVE

vacant

* Co-chairs

**Interim

District Budget Committee

Nov 10 2021

1:30 pm – 3:30 pm

Zoom Meeting

<https://laccd.zoom.us/j/94194007668>

Meeting ID:941 9400 7668

One tap mobile

+16699006833,,xxxxxxx# US (San Jose)

+13462487799,,xxxxxxx# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Find your local number: <https://laccd.zoom.us/u/adoLZ6l0Sx>

- Call to Order (*Robert L. Stewart Jr.*)
- Approval of Agenda
- Approval of Minutes for Oct 13, 2021
- Chancellor's Remarks/Updates
- ECDBC Reports and Recommendations
 - Review HEERF and explore options to help students with prep session courses and class CAP size.
 - Discuss policy on Faculty Hiring.
 - Get guidance from the OGC and the Office of Diversity and Equity in regards to ethnicity reporting.
 - Discussion on Staffing in Admissions and Records, Financial Aid.
- Enrollment Update & Reporting (Cornner)
- FON Update (Gutierrez)
- Chapter 6 Board Policies (Gordon)
- DBC Recommendations to the Chancellor
- Items to Be Addressed by ECDBC
- Other Business

Future DBC Meetings: Dec 8, Jan 12, Feb 9, Mar 9, Apr 13, May 11, Jun 8

Future ECDBC Meetings: Nov 23, Dec 21, Jan 25, Feb 22, Mar 22, Apr 26, May 24, Jun 21

Archived documents can be found on the DBC website:

<http://laccd.edu/Departments/DistrictLevelGovernance/DBC/Pages/default.aspx>

District Budget Committee Meeting Minutes
 October 13, 2021
 1:30-3:30 p.m., Zoom Meeting

Roll Call X Indicates Present

Academic Senate

Glen Baghdasarian	X
Charles V. Daniel	X
Angela Echeverri	X
Jeffrey Hernandez	X
Robert L. Stewart Jr.*	X
Eddie Tchertchian	X

L.A. Faculty Guild

Ruby Christian Brougham	X
Joseph Guerrieri	X
Sandra Lee	X
John McDowell	X
Olga Shewfelt	X
Joanne Waddell	X

Unions/Association

Tom Aduwo; Local 721	
Hazel J. Alonzo; Local 1521A	X
Vacant; SEIU Local 99	
Mary-Jo Apigo; Local 911 Teamster	X
Harry Ziogas; Class Mgmt. Rep	X
Vacant-Build & Cost Trade	

College Presidents

Aracely Aguiar**	X
Seher Awan	X
Luis Dorado**	
Mary Gallagher*	X
Barry Gribbons	X
James M. Limbaugh	X
Armida Ornelas**	X
Albert Román	X
Katrina VanderWoude	X

Student Trustee Rep

* DBC CO-chairs

** Interim

Also Present

Resources

Ryan Cornner
 Mercedes Gutierrez
 Debora La Teer
 Maury Pearl
 Francisco Rodriguez

Guests

Violet Amrikhas
 Tom Anderson
 Myeshia Armstrong
 Silvia Barajas
 Kristi Blackburn
 Grace Chee
 Amanda Gong

Guests

Robert Gonzalez
 David Hale
 Daniel Hall
 Kevin Jeter
 Greg Mazzarella
 Jose Mendoza
 Rasel Menendez

Guests

Valencia Moffett
 Asha Omar
 Bob Parker
 Pamela Sanford
 Rolf Schleicher
 Sarah Song
 Hao Xie
 Jason Zhu

1. **Call to Order** - at 1:32 p.m. by Mary Gallagher
2. **Approval of Agenda** – The Items on the Agenda were approved; an item was added to discuss faculty hiring process under the FON agenda item.
3. **Approval of Minutes** - The minutes of the September 8, 2021 meeting were approved.
4. **Chancellor’s Remarks/Updates**
 - Express gratitude to the LACCD community for their commitment and compromise in working together for one common goal of success for the LACCD students.
 - HEERF funds were received under a complex federal formula and not all of our colleges received funds equally. Commend the college presidents to come together and compromise to address this issue where allowed.
 - Negotiated with Los Angeles Metro for a pilot program for all LACCD students to receive a subsidized metro tap card.
 - Faculty Hiring: We are above the FON and the district is not obligated to hire additional faculty. The District will receive approximately \$8.9 million dollars in special FON funding with the intent of moving toward the 75/25 faculty ratio. Our colleges are at different percentage levels and will look at an allocation model to support those colleges furthest away from 75/25.
 - Thanks to all that participated in the Town Hall meetings. All Town Hall meetings are recorded and the next meeting is scheduled for November and will focus on enrollment.
5. **ECDBC Reports and Recommendations**
 - The revised ECDBC meeting Report Update on September 28, 2021, HEERF funds was discussed.
6. **Enrollment Update & Reporting (Cornner)**
 - Currently 11% down in headcount and 13% down in enrollment.
7. **FON Update (Gutierrez)**
 - Current faculty projection is 26.3 above the FON and the District is projecting to meet the obligation.
8. **Self-Evaluation for 2020-21 (Gordon)**
 - The Self-Evaluation for 2020-2021 was approved as presented.
9. **Chapter 6 Board Policies (Gordon)**
 - The Chapter 6 Board Policies were distributed and reviewed; will be brought back in November.
10. **DBC Recommendations to the Chancellor**
 - None.
11. **Items to Be Addressed by ECDBC**
 - Review HEERF and explore options to help students with prep session courses and class CAP size.
 - Discuss policy on Faculty Hiring.
 - Get guidance from the OGC and the Office of Diversity and Equity in regards to ethnicity reporting.
 - Discussion on Staffing in Admissions and Records, Financial Aid.
12. **Other Business**
 - None.

The meeting was adjourned at 3:08 p.m.



LACCD Enrollment Update

FALL 2021 TO FALL 2020 COMPARISONS

DAY 49 - RELATIVE TO THE BEGINNING OF INSTRUCTION

Relative Day Comparisons for Day 49, comparing Fall 2021 (Monday, October 18, 2021) to Fall 2020 (Monday, October 19, 2020).
Data source: LACCD PS Student Information System.

HEADCOUNT

105,225

89%

117,742

ENROLLMENT

224,135

87%

256,906

SECTION COUNT

9,840

102%

9,690

ENROLLMENT DIVIDED BY SECTION

22.8

86%

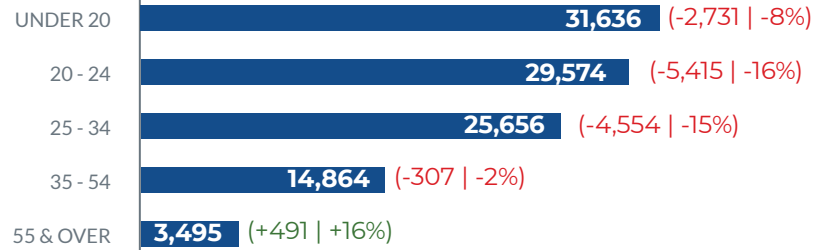
26.5

GENDER

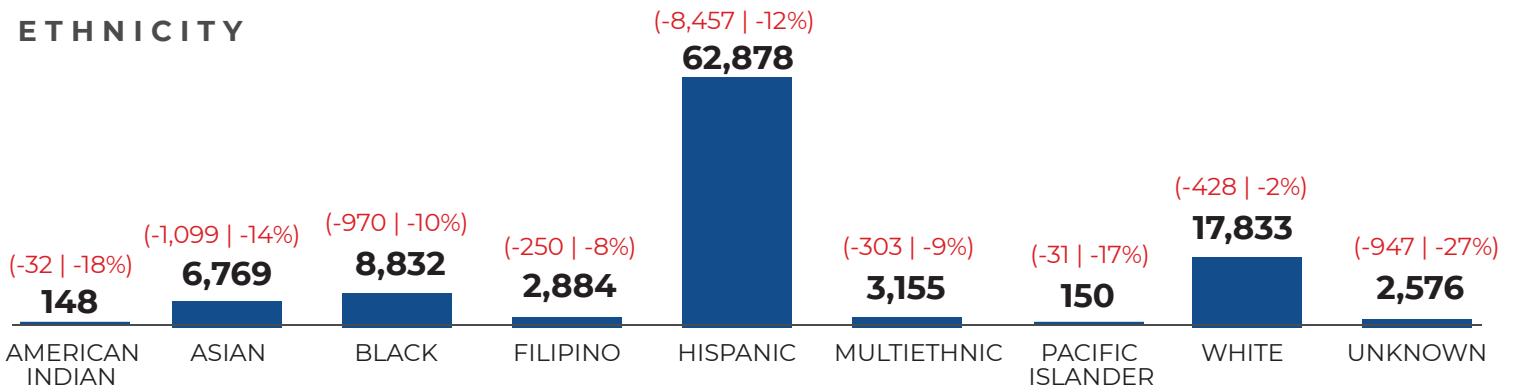
Fall 2021 Change from 2020

FEMALE	61,211	↓ -10,026 -14%
MALE	43,012	↓ -3,185 -7%
NON-BINARY	339	↑ +289 N/A
UNKNOWN	663	↑ +405 N/A

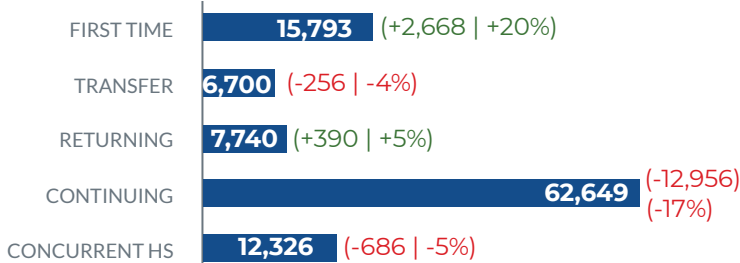
AGE



ETHNICITY



ENROLLMENT STATUS



UNIT LOAD

	<u>Fall 2021</u>	<u>Change from 2020</u>
LESS THAN 6 UNITS.....	49,851	↓ -3,425 -6%
6 - 11.5 UNITS	34,675	↓ -5,354 -13%
12 UNITS OR MORE	20,699	↓ -3,736 -15%

CLASS MODALITY & FILL RATE

CLASS MODALITY:	73% Remote	4% Hybrid	23% In-Person
FILL RATE:	76%	67%	58%

FALL 2021: Credit Enrollment Comparison

Census day for Fall 2021 (WSCH) is 9/13/2021

Fall 2021 start date: 8/30/2021

Day

Day relative to beginning of instruction

Thursday, November 4, 2021

66

Thursday, November 5, 2020

Thursday, October 31, 2019

HEADCOUNT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
Fall 2021	12,428	22,076	6,913	8,654	14,606	4,431	9,655	13,524	9,253	101,540
Fall 2020	14,094	24,278	7,974	9,035	16,695	4,955	10,851	15,159	10,916	113,957
Fall 2019	14,428	26,781	8,696	9,771	18,029	6,139	13,097	16,321	12,771	126,033
2021 % of 2020	88%	91%	87%	96%	87%	89%	89%	89%	85%	89%
2021 % of 2019	86%	82%	79%	89%	81%	72%	74%	83%	72%	81%

ENROLLMENT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
Fall 2021	26,650	47,030	15,369	17,017	33,080	7,900	19,201	27,765	18,162	212,174
Fall 2020	30,640	53,857	17,960	18,113	38,722	9,233	21,663	32,623	22,083	244,894
Fall 2019	32,373	61,466	21,617	20,685	43,876	12,918	27,985	36,560	26,697	284,177
2021 % of 2020	87%	87%	86%	94%	85%	86%	89%	85%	82%	87%
2021 % of 2019	82%	77%	71%	82%	75%	61%	69%	76%	68%	75%

SECTION COUNT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
Fall 2021	1,244	2,075	579	727	1,537	349	1,017	1,535	728	9,791
Fall 2020	1,174	2,066	650	623	1,492	397	1,070	1,365	853	9,690
Fall 2019	1,293	2,276	715	687	1,628	506	1,208	1,446	915	10,674
2021 % of 2020	106%	100%	89%	117%	103%	88%	95%	112%	85%	101%
2021 % of 2019	96%	91%	81%	106%	94%	69%	84%	106%	80%	92%

Enrollment divided by Section	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
Fall 2021	21.4	22.7	26.5	23.4	21.5	22.6	18.9	18.1	24.9	21.7
Fall 2020	26.1	26.1	27.6	29.1	26.0	23.3	20.2	23.9	25.9	25.3
Fall 2019	25.0	27.0	30.2	30.1	27.0	25.5	23.2	25.3	29.2	26.6
2021 % of 2020	82%	87%	96%	81%	83%	97%	93%	76%	96%	86%
2021 % of 2019	86%	84%	88%	78%	80%	89%	81%	72%	86%	81%

¹Source: LACCD Student Information System, PS_CLASS_TBL, PS_STDNT_ENRL tables.

²Enrollment and Section count: Includes Credit PA, WSCH (if applicable), DSCH, Ind Study, and Work Exp. Excludes Non-Credit Adult Ed and Non-Credit Tutoring. 2020 and 2019 Section count reflects the information as of the end of the term (instead of the relative day listed above).

³Headcount, Enrollment and Section Count numbers for East exclude In-Service Training (IST) classes.

⁴Headcount and Enrollment numbers exclude students with Waiting status and drops from waitlists.

⁵Due to COVID-19, registration timelines for both Fall 2020 and Fall 2021 were delayed and compressed comparing to the regular registration timeline for Fall term. Therefore, Fall 2019 enrollment data is also added as another comparison and reference point. Priority registration for Fall 2021 started on 5/24/21, whereas it was 6/8/20 for Fall 2020 and 4/29/19 for Fall 2019. Open enrollment registration for Fall 2021 started on 6/18/21, whereas it was 7/1/20 for Fall 2020 and 5/28/19 for Fall 2019. In other words, both priority registration and open enrollment for Fall 2021 started about 2 weeks earlier comparing to Fall 2020, but comparing to Fall 2019 (regular registration timeline), Fall 2021 priority registration and open enrollment started about 3-4 weeks later.

Excerpt from LACCD's Fall 2021 FON Compliance Report

DISTRICT:

Los Angeles

DATE:

October 29, 2021

I. Total Full-Time Equivalent Faculty (FTEF) attributable to full-time faculty	1,439.3
II. Total FTEF attributable to part-time faculty	878.2
III. Total FTEF	2,317.5
IV. Full-time faculty as a percentage of total FTEF	62.1%
V. Fall 2021 Full-time faculty obligation	1411.8
VI. Over(Under) full-time faculty obligation	27.5

Los Angeles Community College District
Fall 2021 Full-Time Faculty Obligation Calculations*
By College
(As of October 29, 2021)

	<u>City</u>	<u>East</u>	<u>Harbor</u>	<u>Mission</u>	<u>Pierce</u>	<u>Southwest</u>	<u>Trade</u>	<u>Valley</u>	<u>West</u>	<u>Total**</u>
Full-Time Faculty	166.84	318.84	88.67	93.10	236.50	71.20	169.65	178.40	109.54	1439.33
<u>Part-Time Faculty</u>	<u>111.65</u>	<u>176.42</u>	<u>53.93</u>	<u>78.32</u>	<u>114.75</u>	<u>33.65</u>	<u>83.94</u>	<u>151.86</u>	<u>80.29</u>	<u>878.22</u>
Total	278.49	495.26	142.60	171.42	351.25	104.85	253.59	330.26	189.83	2317.55
Full-Time/Part Time Percentage	59.9%	64.4%	62.2%	54.3%	67.3%	67.9%	66.9%	54.0%	57.7%	62.1%

Note:

* Based on SAP ZMIS Extract and 7525 program run on October 25, 2021 with adjustments

** Includes about 6.6 reassigned FTEF as the District Office. The amount is included in the total.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

**MATRIX of
LOS ANGELES CCD BOARD POLICIES & ADMINISTRATIVE PROCEDURES**

Chapter 6 -- **Business and Fiscal Affairs**

Policy/Procedure Title	Replaces LACCD Board Rule or Admin. Regulation	Board Adoption Date	Revision Date(s)	LR LA SUG AR UNQ	Legal References	Notes
BP 6100 Delegation of Authority, Business and Fiscal Affairs				LR	Ed Code Sections 70902 subdivision (d): 81655, and 81656	Legal Update issued in 4/15
AP 6100 Delegation of Authority, Business and Fiscal Affairs				LA	Education Code Sections 70902(d), 81644, 81655, and 81656; Public Contract Code Sections 20651, 20658, and 20659	Legal Updates issued in 8/06 and 4/15
BP 6150 Designation of Authorized Signatures				LR	Ed Code Sections 85232 and 85233	
AP 6150 Designation of Authorized Signatures				LR	Ed Code Sections 85232 and 85233	
BP 6200 Budget Preparation	Board Rule 7600 Budget Policy Board Rule 7601 Budget Calendar Board Rule 7602 Chancellor's Budget	3-27-74 3-27-74 3-27-74	9-23-81 9-23-81 9-23-81	AR	Ed Code Section 70902 subdivision (b)(5); Title 5 Sections 58300 et seq.; Accreditation Standard III.D	Accreditation-Related Legal Updates issued in 4/14 and 11/14 Also see AP 6200 Budget Preparation, BP/AP 6250 Budget Management, BP/AP 6300 Fiscal Management, AP 6305 Reserves, AP 6310 Accounting, and AP 6315 Warrants.

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 LA = Legally Advised
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LOS ANGELES COMMUNITY COLLEGE DISTRICT

	Board Rule 7603 Tentative Budget	3-27-74	9-23-81 1-16-13			
	Board Rule 7604	Repealed 1-16-13				
	Board Rule 7605 Final Budget	3-27-74	9-23-81 1-16-13			
AP 6200 Budget Preparation				AR	Ed Code Section 70902 subdivision (b)(5); Title 5 Sections 58300 et seq.; Accreditation Standard III.D	Accreditation-Related Legal Update issued in 11/14 Also see BP 6200 Budget Preparation, BP/AP 6250 Budget Management, BP/AP 6300 Fiscal Management, AP 6305 Reserves, AP 6310 Accounting, and AP 6315 Warrants.
BP 6250 Budget Management	Board Rule 72000 General Purpose	No adoption date		LR	Title 5 Sections 58307 and 58308	Legal Update issued in 4/14 Also see BP/AP 6200 Budget Preparation, AP 6250 Budget Management, BP/AP 6300 Fiscal Management, AP 6305 Reserves, AP 6310 Accounting, and AP 6315 Warrants.
	Board Rule 72000.10 Due Diligence	No adoption date				
	Board Rule 72000.11 Board Resolution	No adoption date	12-7-16			
	Board Rule 7606 Budget Changes	3-20-74	9-23-81			
	Board Rule 7608 Interim Financial Reports	3-20-74	9-23-81 1-16-13 5-11-16			

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

	Board Rule 7609 Major Objects of Expenditure	3-20-74	9-23-81			
AP 6250 Budget Management				LR	Title 5 Sections 58305, 58307, and 58308	Legal Update issued in 4/14 Also see BP/AP 6200 Budget Preparation, BP 6250 Budget Management, BP/AP 6300 Fiscal Management, AP 6305 Reserves, AP 6310 Accounting, and AP 6315 Warrants.
BP 6300 Fiscal Management	Board Rule 71000 Chancellor's Authorization to Expend Funds	No adoption date		AR	Ed Code Section 84040 subdivision (c); Title 5 Section 58311; Accreditation Standard III.D;	Accreditation-Related Legal Updates issued in 11/14 and 10/16
	Board Rule 71000.10 Appropriate Functions or Events	No adoption date			2 Code of Federal Regulations Parts 200.302 subdivision (b)(6)-(7), 200.305, and 200.400 et seq.	Also see BP/AP 6200 Budget Preparation, BP/AP 6250 Budget Management, AP 6300 Fiscal Management, AP 6305 Reserves, AP 6310 Accounting, and AP 6315 Warrants.
	Board Rule 71000.11 Disallowed Reimbursables	No adoption date				
	Board Rule 71000.12 Prohibitions Consistent with California Law	No adoption date				
	Board Rule 71000.13 Requests for Expenditures	No adoption date				
		No adoption date				

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

Board Rule 71000.14 Advance Relevant Payments	No adoption date	12-07-16			
Board Rule 71000.15 Other Costs	3-20-74	9-23-81			
Board Rule 7610 Withholding Warrant Signature					
Board Rule 7620 Definition	10-15-75	9-23-81			
Board Rule 7650 Expenditure Authorization of Chief Fiscal Officer	No adoption date				
Board Rule 7650.10 Utilities	3-20-74	9-23-81			
Board Rule 7650.11 Annual Supply Contracts	3-20-74	9-23-81			
Board Rule 7650.12 Perishable Materials	3-20-74	9-23-81			
Board Rule 7650.13 Taxes	3-20-74	9-23-81			

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

	Board Rule 7650.14 Fees	3-20-74	9-23-81			
	Board Rule 7650.15 Compensation Refunds	3-20-74	9-23-81			
	Board Rule 7650.16 Fee Refunds	3-20-74	9-23-81			
	Board Rule 7650.17 Refunds	3-20-74	9-23-81 1-16-13			
	Board Rule 7651 Sales and Use Tax	3-20-74	9-23-81			
	Board Rule 7655 Effective Date of Employment	3-20-74	9-23-81			
	Board Rule 7656 Payroll Input	10-15-75	9-23-81			
	Board Rule 7657 Recovering Overpayments to Employees	11-6-02				
	Board Rule 7680 Payroll Savings Bonds	3-20-74	9-23-81 1-16-13 5-11-16			

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

	Board Rule 7690 Revolving Cash Fund	3-20-74	9-23-81 5-23-01			
	Board Rule 7695 Warrant Signature	3-20-74	09-23-81 1-11-89 1-16-13 5-11-16			
AP 6300 Fiscal Management	B-17 Employee Group Funds	9-75	3-20-01 1-23-13	AR	Education Code Section 84040 subdivision (c); Title 5 Section 58311; Accreditation Standard III.D.9; 2 Code of Federal Regulations Parts 200.302 subdivision (b)(6)-(7), 200.305, and 200.400 et seq.	Accreditation-Related Legal Updates issued in 11/14 and 10/16 Also see BP/AP 6200 Budget Preparation, BP/AP 6250 Budget Management, BP 6300 Fiscal Management, AP 6305 Reserves, AP 6310 Accounting, and AP 6315 Warrants.
AP 6305 Reserves				SUG	Budget and Accounting Manual, Chapter 5; Appendix A	
BP 6307 Debt Issuance and Management				LR	Government Code Section 8855	This policy was disseminated by the Policy & Procedure Service in 4/17 to reflect recent legislation enacting Govt. Code 8855
AP 6307 Debt Issuance and Management				LR	Government Code Section 8855	This procedure was disseminated by the Policy & Procedure Service in 4/17 to reflect recent legislation enacting Govt. Code 8855 with a Legal Update issued in 4/18
AP 6310 Accounting	B-11 Write-off of Assets	9-75	3-20-01	SUG	Budget and Accounting Manual, Chapters 3 and 4	
	B-12 Protection of Funds	9-75	3-20-01 1-23-13			

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

	B-13 "A" Scholarship Accounts	9-75	3-20-01			
	B-14 "B" Scholarship Accounts	9-75	3-20-01 1-8-15			
	B-15 Clearing Accounts	9-75	3-20-01			
	B-16 Board of Trustees Trust Accounts	9-75	3-20-01			
AP 6315 Warrants				SUG	Ed Code Sections 85230 et seq.	
BP 6320 Investments				LR/ LA	Govt. Code Sections 53600 et seq.	
AP 6320 Investments				LR/ LA	Govt. Code Sections 53600 et seq.	Legal Update issued in 4/14
AP 6322 Employee Indemnity Bonds				SUG	Title 5 Section 58318	
AP 6325 Payroll				SUG	Ed Code Section 70902	
BP 6330 Purchasing	Board Rule 7102 Purchasing	No adoption date		LR	Ed Code Section 81656; Public Contract Code Section 20650	Legal Update issued in 11/14
	Board Rule 7102.10 Competitive Bidding	No adoption date				Also see AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and AP 6380 Vendors
	Board Rule 7102.11 Purchases	No adoption date				
	Board Rule 7102.12 Guarantees	No adoption date				

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

	Board Rule 7102.13 Purchase Orders for Subsequent Year	No adoption date				
	Board Rule 7102.14 Purchase of Cafeteria Supplies	No adoption date				
	Board Rules 71500 – 71505 Opportunities for Small, Local, Emerging, and Disabled Veteran Owned Businesses	No adoption date	12-7-16			
AP 6330 Purchasing				SUG	Ed Code Section 81656; Public Contract Code Section 20650	Legal Update issued in 11/14 Also see BP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and AP 6380 Vendors
BP 6340 Bids and Contracts	Board Rules 7100.10 Delegation of Authority to Enter Into and Amend	No adoption date		AR	Ed Code Sections 81641 et seq.; Public Contract Code Sections 20650 et seq.;	Accreditation-Related Legal Updates issued in 4/14, 4/15, 10/16, and 3/19

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

	<p>Contracts – 7101.15 Acceptance of Completion for Material and Labor Contract</p> <p>Board Rule 7103 Facilities</p> <p>Board Rules 71400 - 71400.40</p>	<p>No adoption date</p> <p>No adoption date</p>	<p>12-7-16</p>		<p>Gov't. Code Section 53060; Accreditation Standard III.D.16; 2 Code of Federal Regulations Part 200.318</p>	
<p>AP 6340 Bids and Contracts</p>	<p>B-19 Delegation of Contracting Authority to College Presidents</p> <p>B-24 Building Program: CEQA Guidelines for Master Plan Environmental Impact Reports and Subsequent or Supplemental Environmental Impact Reports</p> <p>B-29 Hearing Procedures for Proceedings for Debarment, Revocation of Pre-qualification or Finding of</p>	<p>9-20-00</p> <p>7-18-02</p> <p>11-19-09</p>	<p>12-10-03 3-18-13</p> <p>11-30-12</p>	<p>AR</p>	<p>Edu Code Sections 81641 et seq.; Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et seq.; Labor Code Sections 1770 et seq.; Gov't Code Section 53060; Accreditation Standard III.D.16; 2 Code of Federal Regulations Part 200.318</p>	<p>Accreditation-Related</p> <p>Legal Updates issued in 8/06, 2/07, 2/10, 2/11, 6/13, 4/14, 4/15, 10/16, 4/18, and 3/19</p> <p>Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and AP 6380 Vendors</p>

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

	Non-responsibility C-13 Conflict of Interest Checking Procedure	11-14-14	11-30-12			
AP 6345 Bids and Contracts – UPCCAA				LR -- if no AP 6340	Ed Code Sections 81641 et seq.; Labor Code Sections 1770 et seq.; Public Contract Code Sections 20110 et seq., 20650 et seq., 22000 et seq. (Uniform Public Construction Cost Accounting Act (Act))	Issued by the Policy & Procedure Service in 2/10 with Legal Updates issued in 2/11, 3/12, 3/19 Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and AP 6380 Vendors
AP 6350 Contracts – Construction				LA	Ed Code Section 81800; Public Contract Code Sections 20650 et seq. and 22000 et seq.	Legal Updates issued in 2/04 and 8/06 Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts (UPCCAA Option), AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and AP 6380 Vendors.
AP 6355 Contracts – Job Order Contracts				LA	Public Contract Code Sections 20665.20 et seq.	Issued by the Policy & Procedure Service in 4/18

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						Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts Under the UPCCAA, AP 6350 Contracts – Construction, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and BP/AP 6380 Vendors.
AP 6360 Contracts – Electronic Systems and Materials				LA	Ed Code Sections 81641 et seq., and 81651; Public Contract Code Sections 20651 et seq.	Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts Under the UPCCAA, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and BP/AP 6380 Vendors.
AP 6365 Contracts – Accessibility of Information Technology				LR	Govt. Code Section 11135; Title 5 Sections 59300 et seq.; Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794 subdivision d); 36 Code of Federal Regulations Parts 1194.1 et seq.	Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts Under the UPCCAA, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6370 Contracts – Personal Services, and BP/AP 6380 Vendors.
AP 6370 Contracts – Personal Services	B-26 Fee Guidelines for Design Consultants and Specialty Consultants	11-4-02	12-13-12	LR	Ed Code Section 88003.1; Govt. Code Section 53060; Labor Code Section 3353; Public Contract Code Section 10335.5	Legal Update issued in 4/16 Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts Under the

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	B-35 Consultant Criminal Background Checks	2-14-17				UPCCAA, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, and BP/AP 6380 Vendors.
AP 6380 Vendors				SUG	Ed Code Section 81656; Public Contract Code Section 20650	Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts (UPCCAA Option), AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and BP 6380 Vendors.
BP 6400 Financial Audits	Board Rules 7900 Policy – 7901 Authority and Responsibility	5-20-92	3-9-16	AR	Ed Code Section 84040 subdivision (b); Accreditation Standard III.D.7	Accreditation-Related Legal Update issued in 4/15 <i>Moved Board Rules 7900-7901 to new AP 6400 where detailed info should be codified.</i>
AP 6400 Financial Audits				AR	Ed Code Section 84040 subdivision (b); Accreditation Standard III.D.7	Accreditation-Related Legal Updates issued in 4/15 and 10/17
BP 6450 Wireless or Cellular Telephone Use	7500.10 Reimbursement Authorization	No adoption date		LA	Vehicle Code Sections 12810.3, 23123, 23124; Internal Revenue Code (I.R.C.) Sections 274 subdivision (d)(4) and 280F subdivision (d)(4)	Legal Updates issued in 3/12 and 4/17 <i>Moved Board Rule 7500.10 to new AP 6450 where detailed info should be codified.</i>

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AP 6450 Wireless or Cellular Telephone Use	B-7 Reimbursement District Related Car Telephone Calls	3-15-88		LA	Vehicle Code Sections 12810.3, 23123, and 23124; 26 U.S. Code Sections 274 subdivision (d)(4) and 280F subdivision (d)(4)	Legal Updates issued in 3/12 and 4/17
BP 6500 Property Management	Board Rule 7104 Leases	DONE 09/1/21	1-11-17	LR	Ed Code Sections 81300 et seq.	Also see BP/AP 3501 Campus Security and Access <i>Moved Board Rule 7104 to new AP 6500 where detailed info should be codified.</i>
AP 6500 Property Management	B-20 Guidelines for the Applicability of Local Development Permits to Los Angeles Community College District Facilities B-21 Real Property Due Diligence B-25 Guidelines for Zoning Reviews	11-22-02 10-31-01 7-18-02	 9-24-02 2-1-09 11-30-12 2-6-03	SUG	Ed Code Sections 70902 and 81300 et seq.	Also see BP/AP 3501 Campus Security and Access
BP 6520 Security for District Property	Board Rules 7800-7800.13 Management and Control of Keys Board Rules 101500-101500.12 Personal	No adoption date No adoption date	12-7-16 12-7-16	AR	Ed Code Sections 81600 et seq.; Accreditation Standard III.B.1	Accreditation-Related Legal Update issued in 11/14

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	Property Damage					
AP 6520 Security for District Property				AR	Accreditation Standard III.B.1	Accreditation-Related Legal Update issued in 11/14 Also see BP/AP 3501 Campus Security and Access, BP/AP 6540 Insurance, BP 6520 Security for District Property, and BP/AP 6535 Use of District Equipment.
AP 6530 District Vehicles	B-1 District-Owned or Leased Vehicles	10-1-77	10-82	LA	Title 13, California Code of Regulations, Division 1, Chapter 1	Legal Update issued in 6/13
AP 6535 Use of District Equipment	B-10 Equipment and Inventory	9-75	3-20-01 1-23-13	AR	Ed Code Section 70902; Accreditation Standards III.B.3 and III.C.4	Accreditation-Related Legal Update issued in 4/15 Also see BP/AP 6520 Security for District Property and BP/AP 6540 Insurance.
BP 6540 Insurance	Board Rule 2307 District Property Board Rules 7300 – 7313 Risk Insurance	No adoption date No adoption date	 12-7-16	LR	Ed Code Sections 70902, 72502, 72506, and 81601 et seq.	Also see BP 2735, BP/AP 3810, BP/AP 4300, BP/AP 5700, AP 6540, BP/AP 6800, BP/AP 7400, and AP 7343.
AP 6540 Insurance	AO-15 Insurance	No date		LR	Ed Code Sections 70902, 72502, 72506, and 81601 et seq.	Also see BP 2735 Board Member Travel, BP/AP 3810 Claims Against the District, BP/AP 4300 Field Trips and Excursions, BP/AP 5700 Intercollegiate Athletics, BP 6540 Insurance, BP/AP 6800 Occupational Safety, BP/AP 7400 Employee Travel, and AP 7343 Industrial Accident and Illness Leave.

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BP 6550 Disposal of Property				LR	Ed Code Sections 70902 subdivision (b)(6), 81360 et seq., and 81450 et seq.	Also see BP/AP 6500. Legal Updates issued in 2/04, 8/04, 8/07, 8/11, and 3/12
AP 6550 Disposal of Property				LA	Ed Code Sections 70902 subdivision (b)(6), 81360 et seq., and 81450 et seq.	Also see BP/AP 6500. Legal Updates issued in 2/02, 2/03, 2/04, 2/06, 2/08, and 3/12
BP 6560 Environmental Protection	Board Rule 71100 Integrated Waste Management	DONE 09/1/21	12-7-16	UNQ	Public Resources Code Sections 40148 et seq.	This policy is unique to the LACCD <i>Moved language from Board Rules 71100- 71103 to new AP 6560 where detailed info should be codified.</i>
	Board Rule 71101 Authorities and Responsibilities		12-7-16			
	Board Rule 71102 Waste Diversion Techniques		12-7-16			
	Board Rule 71103 Educational/ Outreach Programs		12-7-16			
AP 6560 Environmental Protection				UNQ		This procedure is unique to the LACCD
BP 6600 Capital Construction		DONE 09/1/21		LR	Ed Code Sections 81005 and 81820; Title 5 Sections 57150 et seq.	Legal Update issued in 2/07
AP 6600 Capital Construction	B-30 Bond Program Cost Principles	9-24-10	2-10-12 11-12-15	LR	Ed Code Sections 81005 and 81820;	Legal Updates issued in 2/08 and 4/16

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					Title 5 Sections 57150 et seq.	Also see BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts - UPCCAA, and AP 6350 Contracts – Construction.
BP 6620 Naming of Buildings		DONE 09/1/21		SUG	No specific references.	
AP 6620 Naming of Buildings				SUG	No specific references.	
BP 6700 Civic Center and Other Facilities Use	Board Rules 7200 – 7202.13 Use of District Facilities and Grounds	No adoption date	12-7-16	LR	Ed Code Sections 82537 and 82542; Title 5 Sections 59601 et seq.	Legal Updates issued in 2/10, 9/12, 11/14, and 4/16 <i>Moved language from Board Rules 7200- 7202.13 to new AP 6700 where detailed info should be codified.</i>
AP 6700 Civic Center and Other Facilities Use				LR	Ed Code Sections 82537 and 82542; Title 5 Sections 59601 et seq.; Public Resources Code Section 42648.3; Clark v. Community For Creative Non–Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221	Legal Updates issued in 2/05, 8/06, 4/09, 2/10, 9/12, 11/14, 4/15, 4/16
BP 6740 Citizens' Bond Oversight Committee	Board Rules 17300 - 17310 Bond Program Monitor	DONE 09/1/21	7-10-19	LA	Ed Code Sections 15278, 15280, and 15282; Cal. Constitution Article XIII A Section 1(b) and Article XVI Section 18(b)	
AP 6740 Citizens' Bond Oversight Committee	C-7 District Citizens' Oversight Committee ByLaws	5-1-01	October 17, 2001 May 25, 2010 October 28, 2011 January 11, 2013 November 15, 2013 January 12, 2015 June 10, 2015 February 14, 2017	LA	Ed Code Sections 15278, 15280, and 15282	Legal Update issued in 4/16

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	C-8 Procedure for Review & Approval of College Citizens' Committee By Laws	1-7-02				
	B-36 BuildLACCD Bond Program Code of Conduct	3-6-17				
BP 6750 Parking	Board Rule 7400 Parking and Movement of Vehicles on Campus	DONE 09/1/21	12-7-16	LR	Ed Code Section 76360; Vehicle Code Section 21113	Legal Update issued in 10/18
	Board Rule 7400.10 Bicycling, Skateboarding, Roller Skating and Rollerblading		12-7-16			
	Board Rule 7401 Damage or Loss of Property		12-7-16			
	Board Rule 7402 Injury		12-7-16			
AP 6750 Parking				LR	Ed Code Section 76360; Vehicle Code Sections 21113 and 40220	Legal Update issued in 4/16 and 10/18
BP 6800 Occupational Safety				LR	49 Code of Federal Regulations Part 40;	Legal Update issued in 8/06

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					49 Code of Federal Regulations Part 655; Title 8 Section 3203; 29 Code of Federal Regulations Parts 1910.101 et seq.; Health & Safety Code Section 104420	
AP 6800 Occupational Safety	B-5 Proper Use of Disposable and/or Non-Disposable Respirators	6-12-84		LR	Cal/OSHA; Labor Code Sections 6300 et seq.; Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Section 273.6	Legal Updates issued in 10/15 and 4/16 Also see BP/AP 3500 Campus Safety, BP/AP 3505 Emergency Response Plan, BP/AP 3510 Workplace Violence Plan, BP/AP 3530 Weapons on Campus, and AP 7343 Industrial Accident and Illness Leave.
AP 6850 Hazardous Materials	B-4 Asbestos	1-83		LA	29 U.S. Code Section 651; Title 8 Sections 340 et seq.	Legal Update issued in 10/17 Also see BP/AP 3500 Campus Safety, BP/AP 3505 Emergency Response Plan, and BP/AP 6800 Occupational Safety.
BP 6900 Bookstores				LA	Ed Code Section 81676; Civil Code Section 1798.90	Legal Updates issued in 8/06 and 2/12
AP 6900 Bookstores				SUG	Ed Code Section 81676; Civil Code Section 1798.90	Legal Updates issued in 8/06
BP 6910 Housing		DONE 09/1/21		LR <i>if</i> LA CCD <i>has it</i>	Education Code Sections 94100 et seq.	Only applies if the District has or intends to create housing Policy issued in 2/02
AP 6910 Housing				LR <i>if</i> LA CCD <i>has it</i>	Education Code Sections 94100 et seq.	Only applies if the District has or intends to create housing Policy issued in 2/02

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AP 6950 Drug and Alcohol Testing (US Department of Transportation)				LR <i>if LA CCD has it</i>	49 Code of Federal Regulations Part 40	Does not apply to every district!
BP 6975 Relocation Provisions	Board Rule 17200 - 17210 Provisions Regarding Relocation	DONE 09/1/21	12-7-16	UNQ		This policy is unique to the LACCD
AP 6975 Relocation Provisions				UNQ		This procedure is unique to the LACCD

LR = Legally Required: These are policies/procedures which the legal firm of Liebert Cassidy Whitmore has determined that, based on state/federal statutes or regulations or accreditation standards, the District must enact and which require Board action.

LA = Legally Advised: These are policies/procedures which are not specifically required based on any state/federal statutes or regulations but which the legal firm of Liebert Cassidy Whitmore has identified as essential to protect the District from potential liability, and which, if enacted, require Board action.

SUG = Suggested: These are policies/procedures that are optional but serve as standards of good practice for the District.

AR = Accreditation-Related: Board policies (BPs) and administrative procedures (APs) with direct Accreditation Standard Section references.

UNQ = Unique to the District

(2/3/20 jbw)

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BP 6100 Delegation of Authority, Business and Fiscal Affairs

References:

Education Code Sections 70902 subdivision (d), 81655, and 81656

The Board of Trustees delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See BP 6340 Bids and Contracts).

The Chancellor shall make appropriate periodic reports to the Board of Trustees and shall keep the Board fully advised regarding the financial status of the District.

[Also see AP 6100 Delegation of Authority, Business and Fiscal Affairs.](#)



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BP 6150 Designation of Authorized Signatures

References:

Education Code Sections 85232 and 85233

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Chancellor and other officers appointed by the Chancellor.

Also see AP 6150 Designation of Authorized Signatures.



BP 6200 Budget Preparation

References:

Education Code Section 70902 subdivision (b)(5);

Title 5 Sections 58300 et seq.;

ACCJC Accreditation Standard III.D

Each year, the Chancellor shall present to the Board of Trustees a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state statutes and regulations and provide adequate time for Board study.

The annual Budget is the official document through which the District expresses its educational plan in terms of planned expenditures. The budget is a tool for obtaining the most efficient and effective utilization of the District's fiscal resources. This is accomplished by compiling a complete listing of the District's priorities to determine where funds may be used most advantageously. It should be realized that budgeting is, by necessity, a continuing process of monitoring, reviewing, evaluating, and adjusting.

Budget Calendar

Annually there should be presented to the Board a Budget Calendar establishing the dates for the completion of various phases of budget preparation and a schedule of meetings to comply with provisions of law governing District budgets. Specifically, dates must be established for the following: Chancellor's Budget, Tentative Budget, Publication Budget, and Final Budget.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board by November of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long-term goals and commitments.
- Budget shall be developed in accordance with the current District Allocation Model.

Also see AP 6200 Budget Preparation.



BP 6250 Budget Management

References:

Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The District's unrestricted general reserves shall be no less than 10 %.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

General Purpose

The Board of Trustees is authorized under the Education Code to provide for the financing of the acquisition, construction and/or installation of equipment and/or real property and/or other capital improvements through the execution and delivery of certificates of participation, each which evidences the proportionate interests of owners in certain lease payments made by the District. Certificates of Participation ("COPs") are bonds, notes, warrants or other evidence of indebtedness issued by the District for this purpose. [\(Also see BP/AP 6340 Bids and Contracts\)](#)

Due Diligence

- a) **Submission of materials.** Prior to the Board taking an action authorizing the issuance of COPs, the following written materials must be submitted to the Chancellor's designee by the location requesting the COPs issuance:
 - i. A full description of the purpose of such financing, including justifications for this need and a disclosure of other financing alternatives;



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- ii. Identification of a dedicated revenue stream for debt repayments, including the impact that the dedication of the revenue stream may have on other programs conducted by that location; and,
 - iii. An analysis of the risks involved with the COPs issuance (e.g., reliability of income stream, changing conditions, etc.);
 - iv. Any other relevant information that substantiates or would materially impact the appropriateness of issuing COPs.
- b) **Chancellor's review.** The Chancellor's designee shall fully review all of the submitted materials, conduct additional inquiry as he or she deems necessary, and make a recommendation to the Chancellor. The Chancellor may then determine whether to recommend the issuance of COPs to the Board of Trustees.

Board Resolution

If the Chancellor determines to recommend the issuance of the COPs, the Board of Trustees will be presented with a proposed resolution authorizing such an action. The Board President may elect to have an initial review by an appropriate Board committee prior to consideration by the full Board of Trustees.

[Also see AP 6200 Budget Preparation.](#)



BP 6300 Fiscal Management

References:

Education Code Section 84040 subdivision (c);
Title 5 Section 58311;
ACCJC Accreditation Standard III.D;
2 Code of Federal Regulations Parts 200.302 subdivision (b)(6)-(7), 200.305, and
200.400 et seq.

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board of Trustees and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The Chancellor shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

Chancellor's Authorization to Expend Funds

The safeguarding of assets of the District shall include the control of keys to the facilities of or used by the District. The management and control of keys shall be the responsible function of the Chancellor at the District Office and the College Presidents at their respective campus locations. In the implementation of this policy appropriate technical support personnel should be provided to each location.



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Appropriate Functions or Events

Listed below are events at which such expenditures may be appropriated:

1. In-service Training Events; and
2. Educational Conferences and Events; and
3. Selected committees not covered under Personnel Commission's authority; and
4. Special functions that directly serve a District need or function.

Disallowed Reimbursables

District expenditures for meals and refreshments are NOT allowed for routine administrative meetings, budget planning sessions or other types of informal meetings that are held in the normal course of performing a job.

Prohibitions Consistent with California Law

In order to overcome prohibitions against gifts of public funds and conflicts of interest, expenditures for non-employees must be consistent with California law and with the purpose for which the District was established.

Requests for Expenditures

All requests for expenditures shall be prepared in accordance with the Business Services Procedures guidelines. Each request must be submitted prior to the event on the Request for Food Purchase form and approved by the appropriate College President, Deputy Chancellor or designee and Division (Office)/Department Head at the College or District Office.

Advance Relevant Payments

Advance payments may be authorized to caterers, restaurants, hotels and other providers of food service when required.

Other Costs

Tips or other food service related gratuities are allowed if payment is supported by a printed transaction receipt. Such tips and gratuities cannot exceed 15% of the subtotal of the food purchase costs. "Service charges" are allowed in cases where the caterer, restaurant, hotel and/or other provider or food service adds the charge to the invoice. The District will pay this charge as a cost of doing business.

Expenditures for intoxicating spirits are not allowed except in accordance with ~~Board Rule 40704~~ [board policy](#).

BP 6307 Debt Issuance and Management

Reference:

Government Code Section 8855

The Chancellor shall establish procedures to ensure the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

Procedures shall include:

- The purposes for which the debt proceeds may be used.
- The types of debt that may be issued.
- The relationship of the debt to, and integration with, the District's capital improvement program or budget, if applicable.
- Policy goals related to the District's planning goals and objectives.
- The internal control procedures that the District has implement, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

DEBT ISSUANCE POLICY

Amended October 7, 2020

The Board of Trustees (the "Board" of the Los Angeles Community College District (the "District") wishes to establish goals and policies for the issuance of debt obligations of the District and to outline certain procedures in connection therewith. The Debt Issuance Policy (the "Debt Policy") shall remain in place from its date of adoption by the Board until withdrawn, replaced or amended by further action of the Board. Senior District staff is directed to take all action required to implement this Debt Policy and to adhere to its precepts.

For purposes of the Debt Policy, the term "debt obligations" shall include all types of obligations, whether taxable or tax-exempt as to interest, which the District may incur pursuant to State law. Such obligations include, but are not limited to, general obligation bonds (whether issued directly by the District or by the County of Los Angeles (the "County") in the name and on behalf of the District) ("G.O. Bonds"), certificates of participation ("Certificates of Participation") representing lease or base rental payments due from the District, other lease-purchase agreements which are capital in nature ("Leases"), bond anticipation notes ("BANs") and tax and revenue anticipation notes ("TRANS").

Goals and Objectives

The Board establishes the following principal goals and objectives with respect to proposed debt issues.

- Necessity. The District shall not incur any debt unless it is required by circumstances to do so.
- Cost-Effectiveness and Risk Profile. The District shall borrow, when required, in the most cost-effective manner possible, reducing the impact on its General Fund. In the context of Bonds and BANs, the District shall seek to borrow on such terms as are most beneficial to the taxpayers of the District, given the necessity for borrowing, the nature of the financing and the

then-prevalent market conditions. The District shall pursue financing vehicles with the lowest possible risk to the District and its taxpayers, avoiding elaborate and novel financing structures unless there shall be good cause shown.

- Efficiency. District staff shall insure adequate advance planning for the authorization and issuance of each debt obligation and shall keep the Board apprised of the need and schedule for any borrowing, at the earliest possible time.
- Exigent Circumstances. The Board recognizes that due, among other things, to the vagaries of State funding of community colleges, there may be circumstances that prevent District staff from providing much advance notice to the Board of the need to incur debt; under such circumstances, District staff will accompany any request for the incurrence of debt with a detailed explanation as to why advance notice was not possible.
- Small, Local, Emerging, Disabled Veteran, and Veteran-owned Businesses (SLEVDVS). For each and every debt offering, the District shall, whenever be consistent with the above goals and objectives, include as underwriters, to a minimum thirty percent (30%) participation include Small, Local, Emerging, Disabled Veteran and Veteran-Owned Businesses to serve as senior manager, co-manager and/or syndicate member.

“Small businesses” are those firm identified as having a net capital for underwriting of less than \$100 million based on the most recent quarterly Focus Report Part II filing. “Local Businesses” are those firms which have a primary or substantial investment banking presence in Los Angeles County, are domiciled in the service area of the District, in Southern California, or which are businesses that can evidence primary headquarters in the City or Los Angeles. “Emerging” businesses are those firm that have been in business in their substantially current form for less than five (5) years. Small, Local, Emerging, Disabled Veteran and Veteran-Owned businesses are collectively designated in this policy as “SLEVDVS”. Firms will be required to provide information about their physical presence in the District’s service area and in California overall. Firms will also be required to provide information about their corporate citizenship, e.g., by demonstrating active roles in the communities they serve, including development or participation in charitable programs or scholarships, and policies with regard to the use of women-owned, minority- owned and disadvantaged business enterprises. Staff will make every effort to communicate proactively and give local firms the opportunity to participate in the process when releasing an RFQ or services in connection with a debt issuance.

- Compliance with State and Federal Law. At all times, the District shall maintain strict compliance with State and Federal law applicable to its debt instruments. In particular, the District’s G.O. Bonds and BANs issued under the provisions of Proposition 39 (“Proposition 39”), being Article XIII A of the California Constitution and related provisions of the Education Code of the State, shall meet all the requirements of Proposition 39, and all tax-exempt debt obligations of the District shall meet all applicable requirements of the Internal Revenue Code of 1986, as amended (the “Tax Code”).
- Sizing of Transactions. The District’s public offerings of debt shall be offered in the principal amounts that reflect the projected capital needs of the District for at least the upcoming calendar year, taking into account the costs of issuance of each transaction, interest rates that are obtainable for larger versus smaller financings and the amount of staff time available to support each financing. In the case of TRANs, the District shall issue notes in a principal amount sufficient to cover the projected cash flow deficits of the District during the fiscal year

in which issued.

Procedures in Connection with Debt Obligations

The Board directs District staff to adhere to the following procedures in connection with each proposed debt issue, subject to scheduling requirements, changes in market conditions, imminent changes in tax law or State law respecting debt obligations of community colleges or exigent circumstances.

- Professional Services. The following providers of professional services in connection with a debt issue shall be subject to a formal Request for Qualifications (“RFQ” process, administered by the Chief Financial Officer (the “CFO”) of the District:
 - Investment banking firms (“Underwriters”)
 - Municipal Advisor Firms (“MAs”)

The following provider of services in connection with a debt issue shall be selected by the General Counsel of the District (“General Counsel”), based upon a formal RFQ process:

- Bond Counsel, Disclosure Counsel, Tax Counsel, or other Special Counsel (“Legal Counsels”)

Engagement of the above professionals may be for a term of three (3) years, or otherwise as provided in the RFQ and the contract with the District with extensions. Prior to the final term of contract, District shall prepare a new RFQ in sufficient time to permit for the next debt offering to be fully staffed.

The following providers of related services in connection with a debt issue shall be selected by the CFO, upon the advice of the MA, based upon written proposals solicited from no less than two companies:

- Trustee or paying agent services (“Paying Agents”)
- Financial printers

It shall not be necessary for the CFO to request a proposal from an existing Trustee or Paying Agent to provide Escrow Agent services in connection with a refunding of an existing debt obligation of the District, which may instead be sole-sourced.

- Ratings and Rating Agencies. Each publicly offered issue shall be rated by one or more of the national rating agencies (each, a “Rating Agency”), as the CFO shall elect, upon consultation with the MA, at the then-prevailing charges by such Rating Agencies. The CFO, shall, from time to time, provide updated financial and operational data to the Rating Agencies in order to maintain the rating of the District at the highest achievable level. The CFO shall confer either in person, by telephone or video conference with the Rating Agencies, as he or she shall elect, prior to the sale of each public issue of debt as a part of the issuance process, with the goal of achieving the highest possible rating for such issue and the lowest possible interest rate or rates
- Selection of Underwriting Pool and MAS. The CFO shall publish each RFQ for Underwriters and MAs in accordance with District policy and shall circulate copies to all companies that, prior to the date of the RFQ, have requested a copy from the CFO in writing. Upon receipt of submissions

(each, a “Proposal”), the CFO shall (a) eliminate non-conforming Proposals, notifying each affected company.

The CFO will evaluate the proposals and shall submit recommendations to the Board Budget and Finance Committee for confirmation and approval. The recommendation for underwriters shall include the recommendation of two (2) lists: one list of Underwriters with the capability of underwriting and serving as senior manager for an assumed District debt offering of no less than \$250 million, and one list of those Underwriters designed as co- managers. The accompanying report of the CFO shall reflect compliance with this Debt Policy.

- Vendors under Leases. In the event that one of the colleges or the Executive Director of Facilities should request that a Lease be entered into with a vendor (each, a “Vendor”) that will be providing equipment or furnishings, the CFO shall determine whether that Lease is the most cost-effective manner of financing the same and shall report the justification provided by the college or the Executive Director as part of the supporting staff report to the Board. No Vendor Lease shall be approved or executed without the prior review and approval of the CFO; Vendor Leases intended to be tax-exempt as to interest shall also be reviewed and amended, if necessary, by Bond Counsel.

- Manner of Borrowing. The Board has determined that the following methods shall have the listed priority, in electing how the District shall borrow for stated capital purposes, in each case, with a preference first for tax-exempt debt and second for table debt:
 - General Obligation Bonds
 - Bond Anticipation Notes
 - Vendor Leases
 - Certificates of Participation.

In the event that a staff report to the Board requesting a debt issue shall recommend anything other than item 1 above (G.O. Bonds), the staff report shall include a justification, therefore.

TRANs shall be issued, in accordance with applicable provisions of the Government Code of the State, when necessary to address projected cash flow deficits of the District, and the proceeds applied to such purposes. The proceeds of tax-exempt TRANs may not be applied to the payment of any other tax-exempt obligation of the District.

- Certificates of Participation. Certificates of Participation shall be issued by or on behalf of the District only for those projects for which G.O. Bonds are not available under Proposition 39, or when a stated revenue source other than the General Fund, such as energy savings, may be used to pay lease payments. The proceeds of Certificates of Participation may be applied only to the acquisition of equipment, furnishings, real property and improvements, with the maturity dates of such Certificates of Participation not in excess of limits established under the Education Code and the Tax Code.
- Factors in Structuring Each Debt Offering. At the discretion of the CFO, any debt offering may be pursued as (1) a competitive sale; (2) a negotiated offering or (3) a private placement. In making his or her election under this provision, the CFO shall consider conditions in the municipal markets, the type and complexity of the transaction, the timing of the issue and the costs of issuance as described below:

Competitive Sales of Debt. The CFO shall structure an offering for competitive sale under the following conditions:

1. Bond prices are stable and/or demand is strong.
2. Marketing timing and interest rate sensitivity are not critical to pricing.
3. Participation from LSEs is not a factor.
4. The District then has a credit rating of A+ or better.
5. There are no complex explanations required during marketing concerning the District's projects, media coverage, political structure, popular support, and funding or credit quality.
6. The debt type and features are conventional.

7. Municipal bond insurance (“Bond Insurance”) is available and expected.
8. The transaction is less than \$100,000,000 in principal amount.

Negotiated Sales of Debt. The CFO shall structure an offering for negotiated sale under the following conditions:

1. Bond prices are volatile.
2. Demand is weak or supply of competing bonds is high.
3. Market timing is important, either due to funding deadlines or the desire to affect a refunding of other debt.
4. There is a need to coordinate multiple components of a single financing (such as combining tax-exempt with taxable obligations).
5. Participation from LSEs is desired.
6. The District’s credit rating has been downgraded since the most recent transaction.
7. The sale and marketing of the bonds will require complex explanations about the District’s projects, media coverage, political structure, popular support, and funding or credit quality.
8. The bond type and/or features are non-standard, such as a forward delivery bond sale or the intended use of derivative financial products.
9. Bond Insurance is not available or not expected.
10. Early structuring and market preparation by the Underwriters are desired.
11. The par amount of the offering is in excess of \$100,000,000.
12. Demand for the bonds by retail investors is expected to be high.

Private Placements. The CFO shall structure an offering as a private placement when critical timing issues prevent use of either a competitive or negotiated sale of debt. Private placements shall be subject to a bid within the Pool (as defined below.)

- Procedures Applicable to Each Debt Offering. Prior to commencing documentation for any public debt offering, the CFO, in conjunction with the MA, will prepare and submit to the Board his or her choices for the Underwriter’s syndicate (the “Pool”) for that offering, detailing the Senior and/or Co-Senior Manager and the Co-Managers. The CFO shall demonstrate compliance with the Districts local firm preference policy. The CFO shall establish allocations of debt instruments among members of the Pool in a fair manner taking into account past performance of Pool members on the District’s prior debt issues. The proposed underwriting group and all other consultants participating in the debt issuance shall provide a completed Form 700 to be kept on file with the District. The proposed underwriting group for that issue shall be provided on an informational basis to the Board prior to the Board’s considering an action to authorize the debt issue.



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In connection with a proposed private placement, the CFO shall offer the transaction to all members of the Pool and shall, after considering the costs of issuance and proposed interest cost, select the Underwriter or Underwriters submitting proposals for purchase of the obligations on the best terms for the District, with such results provided on an informational basis to the Board prior to the Board's considering an action to authorize the private placement.

- Refundings. Refundings of tax-exempt debt, whether advance refundings or current refundings, shall be done as negotiated offerings pursuant to the above provisions, no new proposals to act as Paying Agent shall be required in connection with a refunding. Refundings shall be considered by the CFO and recommended to the Board when present value savings reach or exceed 3%, based on calculations by the MA. Refundings of G.O. Bonds shall be considered by the CFO and recommended to the Board when present value savings reach or exceed 3%, based on calculations by the MA. BANs shall be refunded, or "rolled over" by other BANs or paid off by the issuance of subsequent G.O. Bonds in accordance with their terms, without any requirement of a showing of savings, as their pay off is required by the Education Code. Certificates of Participation may be refunded with the proceeds of G.O. Bonds at any time, without a demonstration of present value savings.
- Changes to Pool Following Selection. Recognizing that investment bankers and investment banking firms have transferred, changed focus, merged and gone out of business over the years, the Board authorizes the CFO to delete from the Pool any Underwriter which: (a) withdraws from active participation in the California municipal marketplace; (b) has been subject of a material adverse action taken by the Securities and Exchange Commission or the Municipal Securities Rulemaking Board; or (c) terminates or loses the services of the senior bankers included in their Proposal as the District's primary point of contact. The CFO shall notify the deleted Underwriter in writing and shall so advise the Board at its next meeting in an informational item.
- Credit Enhancement of Debt Issues. The CFO, upon consultation with the MA, shall determine whether it is financially advantageous to the District to purchase Bond Insurance to secure the repayment of its publicly offered debt obligations. the Costs of Bond Insurance on tax-exempt offerings must demonstrate an interest rate savings to the District and/or its taxpayers. For other than G.O. Bond issues, the CFO may, upon consultation with the MA, determine to obtain credit enhancement through the issuance of letters of credit or standby purchase agreements, upon his or her determination that it is financially advantageous to the District to do so.
- Post Closing. The CFO shall take such actions and maintain such records regarding the District's debt issues as may be required pursuant to the Tax Code and pertinent regulations, including, without limitation, information required to calculate arbitrage rebate due to the Department of the Treasury, and to insure compliance with the District's continuing disclosure obligations incurred pursuant to Rule 15c2-12 of the Securities and Exchange Commission.

[Also see AP 6307 Debt Issuance and Management.](#)



BP 6320 Investments

References:

Government Code Sections 53600 et seq.

The Chancellor is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

Also see AP 6320 Investments.



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BP 6330 Purchasing

References:

Education Code Section 81656;

Public Contract Code Sections 20650 and 20651

The Chancellor, ~~or designee~~, is authorized to procure equipment, supplies, materials, apparatus, and services for all colleges, divisions, and offices of the District within budgetary limitations as authorized in ~~Board Rules 7100~~ policy.

No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.

All such transactions shall be reviewed by the Board of Trustees every sixty (60) days.

Opportunities for Small, Local, Emerging, and Disabled Veteran Owned Businesses

The Board of Trustees seeks to continue and further its mission to contribute to the economic development of the community. The growth and success of Small, Local, Emerging, and Disabled Veteran Owned businesses ("SLEDV") is critical to the development and health of the local economy. The Board desires to support the economic growth of the local community by increasing participation of SLEDV business in District leasing, procurement, and purchasing activities.

The Board of Trustees hereby establishes and requires as a goal that at least thirty-percent (30%) of all leases, procurements, and purchases of goods, services and equipment, where District general or bond funds are utilized, be made with, or include the participation of, SLEDV businesses. This ~~Board Rule~~ board policy shall apply to any and all leases of District owned facilities or space and to any and all procurements and purchases of goods, services and equipment where District general or bond funds are utilized.

Also see AP 6330 Purchasing and BP/AP 6340 Bids and Contracts



BP 6340 Bids and Contracts

References:

Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.;
Government Code Section 53060;
ACCJC Accreditation Standard III.D.16;
2 Code of Federal Regulations Part 200.318

The Board of Trustees has the sole responsibility for all contracts obligating the District.

The Board of Trustees delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board of Trustees.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires or reject all bids.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Board requires and may reject all bids.

If the Chancellor concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Chancellor is authorized to proceed with a contract.



BP 6400 Financial Audits

References:

Education Code Section 84040 subdivision (b);
ACCJC Accreditation Standard III.D.7

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Chancellor shall assure that an annual outside audit is completed. The Chancellor shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit.

Also see AP 6400 Financial Audits, BP 6410 District Audit Charter



BP 6410 District Audit Charter

References:

Education Code Section 84040 subdivision (b);
ACCJC Accreditation Standard III.D.7

Internal Audit Department (IAD) is an independent appraisal function established within the Los Angeles Community College District to provide an independent, objective assurance and consulting services to the District. The objective of IAD is to assist the Board of Trustees and executive management in the effective discharge of their responsibilities. To this end IAD will furnish the Board of Trustees and executive management with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed.

To yield independent, objective internal audit results within the District, it is the responsibility of the Director of IAD to ensure the IAD complies with auditing standards issued by the Comptroller General of the United States and The International Standards for the Professional Practice of Internal Auditing published by the Institute of Internal Auditors, Inc. Compliance with those standards requires the IAD be independent in fact and in appearance to the activities under audit. To meet this requirement, IAD will report audit findings to the Board of Trustees' Audit/Budget Committee no less than annually. The IAD will report, functionally, through the Chancellor. IAD will have full access to all information necessary to fulfill its audit obligations. The Director of IAD also the Chief Audit Officer (CAE) is responsible for the internal audit activity at the district as a whole.

The IAD will be maintained to provide assurance to the Board of Trustees through this Audit Charter that:

Financial statements and reports comply with Board policy, applicable government regulations and generally accepted accounting principles;

Internal accounting controls are adequate and effective in ensuring compliance with Federal, State and County laws and regulations and in protecting the assets of the District;

Operational policies promoting compliance with regulations and efficient use of available resources are enforced.

The District maintains a Risk assessment database to mitigate the financial and operation impact of these potential risks.

Investigate and report incidents of fraud, waste and abuse to ensure efficiency and effective use of District funds; and



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Manage whistle blower hotline, including assigning hotline incidents reports to staff audit investigators. [Also see BP/AP 7700 Whistleblower Protection.](#)

Authority and Responsibility

The Director of IAD/CAE is responsible for providing direction in carrying out the District policy regarding the District Audit function.

Whistleblower Complaint Process

A. General Principles

1. Definition – A “Whistleblower Complaint” is a good faith question or complaint that there has been an illegal order or improper governmental activity as defined by Education Code section 87162(b) and (c). This definition shall apply as it may be amended and as it presently reads as follows:

“(b) ‘Illegal order’ means any directive to violate or assist in violating a federal, state, or local law, rule, or regulation or an order to work or cause others to work in conditions outside of their line of duty that would unreasonably threaten the health or safety of employees or the public...”

“(c) ‘Improper governmental activity’ means an activity by a community college or by an employee that is undertaken in the performance of the employee’s official duties, whether or not that activity is within the scope of his or her employment, and that meets either of the following descriptions:

- (1) The activity violates a state or federal law or regulation, including, but not limited to, corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty.
- (2) The activity is economically wasteful or involves gross misconduct, incompetency, or inefficiency.”

2. A Whistleblower Complaint may also include an allegation of making a deliberately false complaint under this policy. A Whistleblower Complaint does not include grade grievances, matters grievable pursuant to an employee grievance policy or allegations of unlawful discrimination.

3. No unlawful retaliation – Employees, students, vendors, volunteers and others will be entitled to raise Whistleblower Complaints without unlawful retaliation.

4. Potential mitigation – The submission of a Whistleblower Complaint does not operate to absolve an individual for his or her respective responsibility and



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conduct, but may be considered as a mitigating factor for purposes of any actions to be taken against the whistleblower.

B. Complaint Process/Alternate Reporting

1. Hotline

a. The Internal Audit Unit will maintain a whistleblower telephone hotline that can be reached 24 hours a day, 7 days a week.

b. The telephone hotline will be accessible only to the Director of Internal Audit (“DIA”), who will keep an appropriate and secure log of calls received and the disposition of those calls.

c. Complainants who wish to remain anonymous will be able to telephone the hotline during business hours and be given a unique identifier number. To the extent resources become available to establish a like process for calls outside of business hours, the DIA will pursue such a process.

2. To the extent possible, the DIA will establish an Internet-based portal for submission of anonymous complaints, with a warning that reads, “The District will not trace the source of an electronic submission except in the case of exigent circumstances to protect life or property. You are cautioned that electronic transactions are generally traceable and the District cannot guarantee that others will not seek to do so. Complainants may also make complaints by telephoning [provide number] during business hours and obtaining a unique, anonymous identifier number.” or comparable language as may be appropriate.

Complainant Identity

The DIA will have a responsibility to protect the identity of any complainant in the role of whistleblower as confidential and may not reveal that information to anyone except as may be compelled by Court order. To the extent that a complainant becomes identified as a witness or other interested party in the course of an investigation, the complainant’s identity in that capacity may be confidential during the course of the investigation, but cannot be confidential in the event of actions taken which require the revelation of the witness’ or other interested party’s identity for purposes of due process.

3. Alternate Reporting for Conflicts of Interest

a. In the event that the matter involves conduct by the applicable College President or Deputy Chancellor or any other person who reports directly to the Chancellor, the report will be referred to the Chancellor.



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b. Complaints against the Internal Audit Unit may be made to the [Deputy Chancellor](#), who will act in the role of the DIA under this policy.

c. Complaints made regarding the Board of Trustees acting as a whole will be referred to the State Chancellor's Office. In the event that the report involves conduct by the Chancellor or an individual Trustee, the report will be delivered to the General Counsel, who will have the responsibility to place it on the next available Board agenda for a report to the Board of Trustees as a whole.

C. [Disposition](#)

1. Initial Assessment – The DIA will make an initial assessment of any given report. The DIA will have discretion to determine that the allegations, if true, would not constitute inappropriate conduct or inappropriate failure to act on behalf of the District, and dispose of the matter without further action. The DIA in consultation with his supervisor, the Chief Financial Officer/Treasurer, will have discretion to determine the relative priority of complaints, and the discretion to determine that additional resources are necessary.

2. Investigation – The DIA or his or her designee will investigate complaints which, if true, would constitute an illegal order or improper governmental activity as defined by Education Code section 87162(b) and (c).

3. Reporting – The DIA will report quarterly to the Review Committee regarding all complaints made utilizing only identifier numbers and the disposition of those complaints. The Review Committee may make recommendations to the Chancellor regarding any of the dispositions.

D. [Review Committee](#)

1. Submission to Review Committee – If the DIA's investigation determines that there is evidence of 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 the DIA will submit a written report to the Review Committee. The Review Committee will be made up of three employees designated by the Chancellor, with designated alternates in the event of a conflict of interest. The Review Committee members will be employees with diverse knowledge and skills, and be expected to serve for a two-year period. Neither the DIA nor the Review Committee will determine or recommend the appropriate discipline or action to be taken.

2. Legal Counsel – The Office of General Counsel will provide legal advice to the Review Committee if necessary. If the allegations involve the Office of General Counsel, the DIA will be authorized to obtain legal advice from an outside firm designated in advance through an appropriate selection process.



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3. Referral – If the Review Committee concurs that corrective action is warranted the report will be referred to the applicable College President, Chancellor or Deputy Chancellor that has management authority regarding the area (“Receiving Authority”). The Receiving Authority will have a duty to take appropriate and prompt corrective action. In the event that student or employee discipline is involved, the student or employee will be entitled to any and all due process rights related to the imposition of any discipline, including the right to review the report, and including any applicable rights of appeal or challenge.

4. Action by the Receiving Authority – The Receiving Authority will have a duty to address the matter promptly and report to the DIA within sixty (60) days. If no actions are taken or reported, the DIA will have a duty to report the inaction to successively higher levels of authority in the organization every thirty (30) days that no action is taken unless or until there is a final disposition by the Board of Trustees.

E. Reporting to Complainant

1. Confirmation to Complainant – The DIA will provide a confirmation of receipt of the complaint to the complainant within five business days, or as soon thereafter as is practical.

2. Follow-up with Complainant – Within ninety (90) days from the receipt of a complaint, the DIA will have the responsibility to advise the complainant of the status or disposition of the complaint. In the event that a complaint requires additional time to address, the DIA will provide status reports each thirty (30) days thereafter until the matter is resolved. Since both students and employees have rights of privacy under applicable laws, the complainant is entitled only to a summary of the factual findings.

3. Follow-up by Complainant – If the complainant refuses to provide contact information, the DIA will have no duty to report to the complainant. If the complainant has been given a unique identifier number to remain anonymous, the complainant may use that identifier number to contact the DIA regarding the status.

F. Evaluation of Policy

1. The Chancellor or his or her designee will report annually to the Board of Trustees or an appropriate Board committee regarding this policy.

[Also see BP 6400 Financial Audits, AP 6400 Financial Audits Charter](#)



BP 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

26 U.S. Code Sections 274 subdivision (d)(4) and 280F subdivision (d)(4)

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for non-compensatory business reasons.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

There shall be no expectation of privacy in the use of a District-issued cellular telephone.

[Also see AP 6450 Wireless or Cellular Telephone Use.](#)



BP 6520 Security for District Property

References:

Education Code Sections 81600 et seq.;
ACCJC Accreditation Standard III.B.1

The Chancellor shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

Also see BP/AP 3501 Campus Security and Access, BP/AP 6540 Insurance, and AP 6520 Security for District Property.



BP 6540 Insurance

References:

Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The Chancellor shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her office or employment. The Chancellor may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance shall also include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

Also see BP/AP 2735 Board Member Travel, BP/AP 3810 Claims Against the District, BP/AP 4300 Field Trips and Excursions, BP/AP 5700 Intercollegiate Athletics, AP 6540 Insurance, BP/AP 6800 Occupational Safety, BP/AP 7400 Employee Travel, and AP 7343 Industrial Accident and Illness Leave.



BP 6550 Disposal of Property

References:

Education Code Sections 70902 subdivision (b)(6), 81360 et seq., and 81450 et seq.

The Chancellor is delegated authority by the Board of Trustees to declare as surplus such personal property of the District as is no longer useful for District purposes and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

Also see AP 6550 Disposal of Property.



BP 6700 Civic Center and Other Facilities Use

References:

Education Code Sections 82537 and 82542;

Title 5 Sections 59601 et seq.

There is a Civic Center and other facilities for use at each of the nine colleges. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

The administrative procedure shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537 subdivision (a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside." (Education Code Section 82537 subdivision (a)) In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

[Also see AP 6700 Civic Center and Other Facilities Use.](#)



BP 6800 Occupational Safety

References:

49 Code of Federal Regulations, Parts 40 and 655;
Title 8 Section 3203;
29 Code of Federal Regulations 1910.101 et seq.;
Health & Safety Code Section 104420

The Chancellor shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.

Also see BP/AP 3500 Campus Safety, BP/AP 3505 Emergency Response Plan, BP/AP 3510 Workplace Violence Plan, BP/AP 3570 Smoking on Campus, AP 6530 District Vehicles, and AP 6800 Occupational Safety, AP 6850 Hazardous Materials, and AP 7343 Industrial Accident and Illness Leave.



BP 6900 Bookstore(s)

References:

Education Code Section 81676;

Civil Code Section 1798.90

College bookstore(s) shall be established and operated by the District.

College bookstore(s) shall comply with the requirements of the Reader Privacy Act.

Operational costs of the college bookstore(s) shall be paid from revenue earned from the bookstore.

Fiscal management of the bookstore[s] shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board.

Also see AP 6900 Bookstore(s).