



**Los Angeles
Community College
District**

**Handbook for
Citizens' Oversight
Committee Members**

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This Handbook is intended to provide a plain English overview, and any comments are general in nature. Governing law and other rules will prevail over any statements made in this Handbook.

CHAPTER 1

The Basics of the Citizens' Oversight Committees

What have I gotten myself into?

California law allows for community colleges to seek voter approval for taxes on real property to fund building projects. If the voters approve the taxes, the law requires that the funds spent be reviewed regularly by a citizens' oversight committee.

The Los Angeles Community College District ("the District" or "LACCD") went to the voters for three separate measures: Proposition A in 2001, Proposition AA in 2003, and Measure J in 2008. You have been appointed to serve on the citizens' oversight committee to review the funds spent by the District, as authorized by the taxpayers.

Since the District has nine individual colleges, which makes detailed oversight very difficult, the District has a district-wide committee and a separate committee for each college. The district-wide committee is called the District Citizens' Oversight Committee, or DCOC. Each college's committee is usually referred to as a College Citizens' Committee ("CCC") or College Citizens' Oversight Committee ("CCOC").

The DCOC is made up of ten regular members, none of whom are employees of the District, appointed as follows:

- Three regional members selected from the College Citizens' Committees and recommended by the Chancellor; and
- Eight appointees of the Board of Trustees:
 - One of whom is active in a business organization representing the business community in Los Angeles;
 - One of whom is active in an organization representing the labor community in Los Angeles;
 - One of whom is active in a senior citizens' organization;
 - One of whom is active in a bona fide taxpayers' organization;
 - One of whom is a student who is enrolled in one of the District's colleges and active in a college group, such as the college associated students' organization;
 - One of whom is an active member of a college advisory committee or foundation; and,
 - One member at large.

DCOC Members are required by California law to serve as volunteers, without compensation.

The regional representatives to the DCOC are expected to report to the DCOC regarding the activities of the CCCs. Each CCC has its own positions, which are often comparable to the positions on the DCOC.

What does the DCOC do?

The DCOC is charged with being the eyes and ears of the taxpayers to ensure that the bond funds are spent appropriately. To that end, the DCOC reviews spending reports and activities using bond funds. All projects are required to fit within the project list adopted by the Board at the time of the applicable ballot measure. The DCOC has a duty to prepare an annual report.

The District leverages the bond funds with other sources of funding, and so it's common that a project will have other sources of funds outside the jurisdiction of the DCOC. Any DCOC Member may make a motion, if included in the posted agenda, to have a special audit or investigation. If a majority of the committee votes to do so, that audit or investigation will be provided.

The DCOC does not have the authority to decide how bond funds are to be spent or prioritized, and it does not have the authority to direct academic or operational matters.

The DCOC bylaws and other legal authorities are included in the appendices.

Participation in the DCOC Meetings

The DCOC has regular meetings, which were historically quarterly but have been increased to every other month. They have been conducted on Fridays from noon until 2:00 p.m. historically, by consensus of the Members. Lunch is provided by the District.

Members are sent a packet of information approximately one week ahead of the meeting. There can be a lot of material, and Members are expected to have reviewed it prior to the meeting. Once at the meeting, Members are expected to ask questions and engage in discussions.

Attendance is expected. Members serve "at the pleasure" of the Board of Trustees. Any member who fails to attend three meetings in succession, or who fails to attend four meetings within a calendar year, will be deemed to have abandoned the position.

Meetings are open to the public, which means that members of the public are entitled to address the committee Members regarding their concerns. Time limits are established in order to ensure the orderly conduct of the meeting. Members of the public are entitled to see all the materials provided to DCOC Members regarding the meeting items. Members of the public are also entitled to submit information to the DCOC, and the materials submitted are posted on the website.

Meetings are conducted following the rules of Parliamentary Procedure under *Robert's Rules of Order*.

Participation in the CCC Meetings

DCOC Members who are representatives from a CCC are required to attend their respective CCC meetings regularly as well.

Communications Outside of Meetings

The DCOC is governed by the Brown Act, which is a California law that requires certain meetings and the conduct of business to be open and readily visible to the public (Government Code section 54950 and following). As a general proposition, this means that a majority of Members must not discuss DCOC business outside of a noticed, public meeting. Individual contacts are allowed, as is group attendance at a conference, ceremonial event or another Brown Act meeting.

The most common issues that arise for the DCOC Members in compliance with this provision come from two areas: email and social settings. Materials for the meetings are often distributed by email, and posted publicly at the same time because the public has the right of access to information at the same time. Members should avoid using "Reply All" at the risk of inadvertently initiating a discussion outside contemporaneous public access. In social settings, a majority of DCOC Members must not gather together privately and discuss DCOC business.

Matters may not be discussed at meetings that have not been properly noticed to the public. DCOC Members seeking to discuss a particular item should contact the Chair at least two (2) weeks in advance to request placement of an item on the agenda. The agenda must be freely accessible to the public for a minimum of 72 hours in advance, unless a special meeting is called on 24 hours' notice. The District has a designated posting location, and the DCOC should go through District staff to meet this requirement.

For items not on the agenda, DCOC Members are permitted to

- Make a brief response to public speakers or make a brief inquiry
- Make a brief announcement of one's activities, and
- Request a future item or report back.

If the item is considered urgent, in order to have a discussion, two-thirds of the body, or a unanimous vote if two-thirds are not present, must find there is

- A need for immediate action, and
- The need came to the attention of the organization after the posting of the agenda; or
- The matter is an emergency, meaning an immediate threat to public safety or the like.

Meetings must be held where members of the public can see and hear what's going on. To conduct a meeting by teleconference:

- ❑ A majority must be within the jurisdiction.
- ❑ Notice must be posted at each site.
 - No last-minute call-in.
- ❑ Each location with an official Member must be freely accessible to the public.
- ❑ A member of the public must be able to see and hear everything the official Member can see and hear.

Members of the public are entitled to contemporaneous access to materials, to speak before or during an item, to place items on the agenda, to attend without signing in, to record by audio or video, and to speak critically of the body or individuals.

Closed Sessions are permitted only under limited circumstances, which will rarely apply to the DCOC.

Intentional violation of the Brown Act is a misdemeanor.

Conflict of Interest

DCOC and CCC Members may not be employees, vendors or otherwise do business with the District. In addition, DCOC and CCC Members should be careful to consider the impact of their business and professional relationships in serving on the DCOC and CCC. A checklist is attached as Appendix A.

DCOC Members and CCC Members should “recuse” themselves from debating or discussing matters in which they may have a conflict of interest. “Recuse” means the individual with the conflict steps out of the room and does not vote on those matters.

One potential area for a conflict of interest might be the discussion of a Facilities Master Plan and Environmental Impact Report, when the DCOC Member owns property adjacent to the College, or property that is under consideration for purchase.

What if I get sued?

The approved bylaws for the DCOC state as follows:

“In the event of litigation naming the DCOC, any or all CCCs, or the individual members, the Board of Trustees shall provide counsel for the DCOC or CCCs, and shall promptly determine whether to provide counsel for individual members.”

Defense and indemnity would be provided for matters within the course and scope of one's service as a committee member, as long as the individual cooperates in the defense, and did not act, or fail to act, because of actual fraud, corruption, or actual

malice. As an example, if the District's internal investigation of a sexual harassment complaint resulted in a conclusion that the employee engaged in sexually harassing conduct, the District would not provide an attorney or indemnity.

In addition, as a matter of law, the District cannot pay any award for punitive damages against an individual. In a court action, there are various kinds of harm for which someone may seek a remedy. Monetary awards are referred to generally as "damages." For example, someone in a slip-and-fall case might seek money for medical bills. "Punitive damages" are a monetary award against a defendant designed to punish the defendant and prevent him or her from the same action, but because they are not based on a specific loss, there must be a finding that the defendant(s) acted maliciously. California public agencies cannot be held liable for punitive damages or pay for punitive damages awarded against individuals.

When a case is filed naming an individual, the District makes an assessment whether an individual should be provided defense and indemnity, then provides a written letter that confirms the limitations or reasons for denial.

CHAPTER 2

Overview of the District

The District is governed by a Board of Trustees, seven of whom are elected by the public. The eighth member is the Student Trustee, elected by the students of the District, who serves in an advisory capacity to the whole Board, acting as the voice of the students. The Board of Trustees sets policy and the District is managed by the Chancellor. The Chancellor has executives and staff that work on the district-wide level, and the Chancellor supervises the College Presidents.

Each one of the colleges has a President and other administrative leadership. There are six employee unions. In addition, the faculty members belong to the Academic Senate, which addresses issues of curriculum, grading policies and other academic matters. By state law, governance decisions regarding the colleges are made by the administrators after consulting through participatory governance, which means that representatives work collaboratively together to develop and implement policies and procedures affecting the college. There are significant processes within the District for meeting this obligation, including college councils that look at both operational and construction budgets and priorities. At the District level, there are also District-wide groups; for example, there is a Bond Steering Committee ("BSC") that meets monthly to discuss the workings of the building program. There are also collaborative councils of like counterparts that meet regularly, such as the Vice Presidents of Student Services, to discuss District-wide policy issues and to share best practices.

The District has approximately 200,000 students annually, and approximately 8,000 regular employees, with an annual operational budget of approximately

\$550,000,000. The students attend classes for a variety of reasons, ranging from a certificate in a specialty career, to preparation for transfer to a four-year institution, to improvement of skills for current employment, to an interest in lifelong self-improvement. Classes are offered for credit, leading to an Associate's degree; noncredit, which are academic but not college-level; and not for credit, which are community interest classes.

In addition to the nine primary college sites, there are other three other locations in which the District has a permanent presence: the Educational Services Center, usually referred to as the District Office; the Van de Kamp Innovation Center, located near the intersection of the 2 and the 5 freeways; and an existing campus and campus under development in South Gate. There are also other satellite locations which are temporary, ongoing, or potentially under consideration.

CHAPTER 3

The Building Program Management

The District has a Program Manager, which is designated to manage the overall Building Program. Since 2007, this has been referred to as BuildLACCD, since there are multiple firms that provide staffing for the Program Management function. The Program Manager is staffed by an outside firm that reports to a District employee, the Chief Facilities Executive.

Each college has a College Project Manager ("CPM"), an outside firm that reports to the respective College President. Each college's Vice President of Administrative Services, as well as its Facilities Director, is often closely involved in the college's building program as well.

Budgets and Planning

Each college has an allocation of funds from each of the three measures. Comprehensive budgets were developed, and are readily available in a Dashboard report online, updated monthly, down to the specific budget for each project. The DCOC Members are given a print-out of the entire, current report for each meeting.

Each college prepared a Facilities Master Plan, which was approved by the Board, together with review under the California Environmental Quality Act ("CEQA"), which is a projection of environmental impacts arising from the construction and establishment of facilities, known as an Environmental Impact Report ("EIR").

Building Design and Review

The District has established certain standards for building "green" and with renewable energy. The District has adopted a standard established by the US Green Building Council called LEED, which stands for Leadership in Energy and Environmental Design. The LEED standard has several levels: certified, silver, gold and platinum. Each level addresses six major elements of design and construction.

At each college, each project generally has a designated "user group," which is a group of people who are expected to occupy the building. The building is first

programmed by defining scope and elements, and then designed, all with the input of the user group to ensure the building will meet the needs of the ultimate users. The design then goes through a value engineering process to consider what cost-savings measures may be undertaken, and a constructability review to look for errors in drawings. Budget estimates are prepared at each stage.

The design is reviewed by the Board of Trustees, sitting as a Capital Construction Committee, although earlier in the building program this review was performed by a subcommittee of the Board called the Infrastructure Committee. Once final, the design must be reviewed and approved by a State agency called the Division of State Architect ("DSA").

During construction, the District is required by law to have an Inspector of Record, who reviews the work of the contractors and ensure materials have been tested. The District also uses a whole building commissioning process to check the functionality of the building.

Contracts

There are multiple forms of contracts that may be awarded. "Professional services" contracts are awarded to architects, engineers, inspectors and others who require specialized training or licensing. Contracts for brick-and-mortar work are generally awarded either under a design-bid-build ("DBB") format or a design-build ("DB") format. Under DBB, the architect/engineer does the design work, and based on those specifications, there is a formal, sealed-bid process to award the construction based on a low bid. Under DB, there is a selection process that picks a team made up of the architect/engineer AND the contractor, and involves an assessment of proposed designs and cost. In the DB format, there are generally three short-listed teams, and the two unsuccessful teams are paid an honorarium in recognition of the design work that was performed.

Bond Program Monitor

In 2010, the Board of Trustees directed the creation of an Office of Inspector General for the building program. In 2013, the charge for the office was revised, and the title changed to Bond Program Monitor ("BPM").

CHAPTER 4

The College Citizens' Committee

In addition to this handbook, the College Citizens' Committee members are likely to be provided additional materials from the respective college. When there is a winding down of bond-funded activity, the College President may recommend that the applicable College Citizens' Committee be merged into the District Citizens' Oversight Committee. In that event, the members of that College Citizens' Committee shall be deemed advisory, non-voting members of the District Citizens' Oversight Committee until the bond funds are fully spent that are related to the applicable college.

APPENDIX 1

CONFLICTS OF INTEREST CHECKLIST

Los Angeles Community College District (LACCD) citizens' oversight committee Members acting on behalf of the LACCD have a duty to perform their roles for the benefit of LACCD and the public. To safeguard this duty, the law prevents committee Members 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 role on behalf of LACCD.

"Member" means a current position holder, or whose appointment is pending approval, for any one of the nine College Citizens' Committees or the District Citizens' Oversight Committee. "Immediate Family" means one's spouse, children, parents, former spouse(s), and members of the household, as well as their spouses, children and parents, whether or not they are dependents.

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

Financial Interest

Members 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." Since the checklist does not involve detailed information or analysis, a "yes" will not automatically result in disqualification from the committee, but rather, an assessment whether disqualification is appropriate under the circumstances.

Do you or any member of your Immediate Family have any interest in any business, partnership, corporation, or other entity within the Building Program?

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 or involved in the Building Program?

Yes No

Do you or any member of your Immediate Family have any interest in any real property that is involved in the Building Program, which is near any real property involved in the Building Program or which may be affected by the Building Program?

Yes No

Do you or any member of your Immediate Family receive income from any person or entity involved in the Building Program? Yes No

Have you or any member of your Immediate Family receive any gifts, loans, or other benefits from any person or entity involved in the Building Program? Yes No

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

Non-Financial Interest

Members 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 the Building Program? Yes No

Is any member of your Immediate Family employed by or otherwise involved with any person or entity involved in the Building Program? Yes No

Were you employed by any person or entity involved in the Building Program? Yes No

Are you related to any person involved in the Building Program? Yes No

Are you affiliated, formally or informally, with any organization involved in the Building Program or which could be affected by the Building Program? 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? Yes No

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 the Building Program? Yes No

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 involved in this decision.
- In the course of my involvement in this 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 College President 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

Name

APPENDIX 2

Education Code Sections 15278-15282

15278.

(a) If a bond measure authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution is approved, the governing board of the school district or community college shall establish and appoint members to an independent citizens' oversight committee, pursuant to Section 15282, within 60 days of the date that the governing board enters the election results on its minutes pursuant to Section 15274.

(b) The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The citizens' oversight committee shall actively review and report on the proper expenditure of taxpayers' money for school construction. The citizens' oversight committee shall advise the public as to whether a school district or community college district is in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution. The citizens' oversight committee shall convene to provide oversight for, but not be limited to, both of the following:

(1) Ensuring that bond revenues are expended only for the purposes described in paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.

(2) Ensuring that, as prohibited by subparagraph (A) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, no funds are used for any teacher or administrative salaries or other school operating expenses.

(c) In furtherance of its purpose, the citizens' oversight committee may engage in any of the following activities:

(1) Receiving and reviewing copies of the annual, independent performance audit required by subparagraph (C) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.

(2) Receiving and reviewing copies of the annual, independent financial audit required by subparagraph (C) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.

(3) Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.

(4) Receiving and reviewing copies of any deferred maintenance proposals or plans developed by a school district or community college district, including any reports required by Section 17584.1.

(5) Reviewing efforts by the school district or community college district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, all of the following:

(A) Mechanisms designed to reduce the costs of professional fees.

(B) Mechanisms designed to reduce the costs of site preparation.

(C) Recommendations regarding the joint use of core facilities.

(D) Mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design.

(E) Recommendations regarding the use of cost-effective and efficient reusable facility plans.

15280.

(a) The governing board of the district shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of its purpose and sufficient resources to publicize the conclusions of the citizens' oversight committee.

(b) All committee proceedings shall be open to the public and notice to the public shall be provided in the same manner as the proceedings of the governing board. The citizens' oversight committee shall issue regular reports on the results of its activities. A report shall be issued at least once a year. Minutes of the proceedings of the citizens' oversight committee and all documents received and reports issued shall be a matter of public record and be made available on an Internet website maintained by the governing board.

15282.

(a) The citizens' oversight committee shall consist of at least seven members who shall serve for a minimum term of two years without compensation and for no more than three consecutive terms. While consisting of a minimum of at least seven members, the citizens' oversight committee shall be comprised, as follows:

(1) One member shall be active in a business organization representing the business community located within the district.

(2) One member shall be active in a senior citizens' organization.

(3) One member shall be active in a bona fide taxpayers' organization.

(4) For a school district, one member shall be the parent or guardian of a child enrolled in the school district. For a community college district, one member shall be a student who is both currently enrolled in the community college district and active in a

community college group, such as student government. The community college student member may, at the discretion of the board, serve up to six months after his or her graduation.

(5) For a school district, one member shall be both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization, such as the Parent Teacher Association or schoolsite council. For a community college district, one member shall be active in the support and organization of a community college or the community colleges of the district, such as a member of an advisory council or foundation.

(b) No employee or official of the district shall be appointed to the citizens' oversight committee. No vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. Members of the citizens' oversight committee shall, pursuant to Sections 35233 and 72533, abide by the prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code.

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APPENDIX 3

LACCD Board Rules Regarding the DCOC

17000. ESTABLISHMENT OF OVERSIGHT COMMITTEE. As provided in Education Code section 15278, the District's Citizens' Oversight Committee was established by the Board of Trustees to inform the public concerning the District's expenditure of revenues received from the sale of bonds authorized by the voters on April 10, 2001, May 20, 2003 and November 4, 2008. The College Citizens' Committees were established to be advisory to the District Citizens' Oversight Committee. These committees will serve in their respective roles for Proposition A, Proposition AA, and Measure J concurrently.
17001. ROLE OF THE DISTRICT CITIZENS' OVERSIGHT COMMITTEE.
- A. The District Citizens' Oversight Committee will provide oversight ensuring that:
1. bond revenues are expended only for the construction, rehabilitation, or replacement of college facilities, including the furnishing and equipping of college facilities, or the acquisition or lease of real property for college facilities; and
 2. no bond revenues are expended for any teacher or administrative salaries or other college operating expenses.
- B. To carry out its role, the District Citizens' Oversight Committee may:
1. receive and review copies of the annual independent performance audit,
 2. receive and review copies of the annual independent financial audit of the bond revenue,
 3. inspect college facilities and grounds to ensure that the bond revenue is expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution,
 4. receive and review copies of deferred maintenance proposals or plans developed by the District; and
 5. review efforts by the District to maximize bond revenues by implementing various cost saving measures.

17002. COMPOSITION OF THE DISTRICT CITIZENS' OVERSIGHT COMMITTEE.

- A. The District Citizens' Oversight Committee will consist of ten regular members, none of whom are employees of the District, appointed as follows:
1. Three regional members selected and recommended by the Chancellor from the College Citizens' Committees; and
 2. Seven appointees of the Board of Trustees -
one of whom is active in a business organization representing the business community in Los Angeles;
one of whom is active in an organization representing the labor community in Los Angeles;
one of whom is active in a senior citizens' organization;
one of whom is active in a bona fide taxpayers' organization;
one of whom is a student who is enrolled in one of the District's colleges and active in a college group, such as the college associated students' organization;
one of whom is an active member of a college advisory committee or foundation; and,
one member at large.
 3. In order to maximize the effectiveness of the oversight, members with a background in construction-related industries are preferred.
- B. For each regular member listed in Section A.2, the Board may appoint an alternate member who shall only exercise the rights and privileges of the regular member during the regular member's absence. To be eligible to serve as an alternate member, an individual must meet the eligibility criteria applicable to the regular member's position on the committee.
- C. Any member who fails to attend three meetings in succession, or who fails to attend four meetings within a calendar year, will be deemed to have abandoned the position.

17003. MEETINGS OF THE DISTRICT CITIZENS' OVERSIGHT COMMITTEE.
To the extent required by law, all meetings of the District Citizens'

Oversight Committee will be conducted in conformance with the Ralph M. Brown Act or other applicable open meeting law.

17004. COLLEGE CITIZENS' COMMITTEE.

- A. There will be a College Citizens' Committee at each college. The role of the College Citizens' Committee is to advise the District Citizens' Oversight Committee regarding the District's expenditure of bond revenues on the specific projects listed in the bond proposition that are planned for the college at which the committee is organized.
- B. The College President may appoint non-voting employee representatives to the College Citizens' Committee. Any employee representative to the committee may participate in the committee's deliberations but may not cast a vote as a committee member or otherwise participate in any similar form of formal decision-making.
- C. When there is a winding down of bond-funded activity, the College President may recommend that the applicable College Citizens' Committee be merged into the District Citizens' Oversight Committee. In that event, the members of that College Citizens' Committee shall be deemed advisory, non-voting members of the District Citizens' Oversight Committee until the exhaustion of bond funds related to the applicable college.

17005. OPERATIONAL RULES. The District Citizens' Oversight Committee and College Citizens' Committees shall be conducted in accordance with bylaws and/or other regulations as directed by the Chancellor.

17006. SPECIAL AUDITS AND INVESTIGATIONS.

A. District Citizens' Oversight Committee Request

In addition to the annual audits required by law, any member of the District Citizens' Oversight Committee may propose a motion, in keeping with the requirements of the Brown Act, to propose a special investigation or audit of any particular contract, component or activity involving the use of Proposition A, Proposition AA or Measure J funds. If the proposed motion is adopted by a majority of the District Citizens' Oversight Committee, the Chancellor or his or her designee shall promptly convey that direction to the designated performance auditor or financial auditor, as may be appropriate.

The auditor shall conduct an appropriate and timely review and present the findings directly to the District Citizens' Oversight Committee.

B. Board of Trustees

In addition to the annual audits required by law, any member of the Board of Trustees may propose a motion, in keeping with the requirements of the Brown Act, to propose a special investigation or audit of any particular contract, component or activity involving the use of Proposition A, Proposition AA or Measure J funds. If the proposed motion is adopted by a majority of the Board of Trustees, the Chancellor or his or her designee shall promptly convey that direction to the designated performance auditor or financial auditor, as may be appropriate. The auditor shall conduct an appropriate and timely review and present the findings directly to the Board of Trustees.

C. Notice

The Chancellor or his or her designee shall be responsible for providing notice of this Board Rule at least biannually to the members of the Board of Trustees and the District Citizens' Oversight Committee.

APPENDIX 4
Bylaws of the DCOC

[To be inserted after pending revisions]

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APPENDIX 5
Project Lists

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Proposition "A" Project List

REVISED

ATTACHMENT "B" TO CH 2

Los Angeles Community College District

Facilities Report for Board of Trustees

Year 2001 Bond Authorization Facilities Projects List

The Facilities Projects List proposed for financing with the proceeds of the District's general obligation bonds includes the following projects to be undertaken at each of the nine colleges within the District: acquire related furnishings and equipment for all modernization, renovation, improvement, and/or new construction project components; install and/or upgrade emergency lighting, fire alarm, and security systems throughout the campus; roadway, walkway, grounds, parking lot, and entrance improvements; signage for safety and public information; modernize and/or construct new restrooms campus-wide; development and implementation of facilities master plans and related requirements such as environmental impact reports and soils testing; demolition of temporary and/or obsolete facilities; the relocation and/or acquisition of temporary facilities during the modernization, renovation, improvement and/or new construction of project components as necessary to maintain educational programs in operation during construction; and acquiring land including but not limited to contiguous parcels, making site improvements thereon and/or constructing additional facilities thereon, for the purpose of expanding instructional programs to meet future educational demands of District students.

Specific projects at each of the colleges include:

Los Angeles City College: Construct New High Technology Building with Parking; Science Facilities Modernization; Construct New Maintenance Facility; Construct New Police Station; Replace Electrical Transformers; Modernize the Following Outdated/Deteriorating Instructional Classroom Buildings: Caesar Chavez Building, Clausen Hall, DaVinci Hall, Franklin Hall, Holmes Hall, and Jefferson Hall; Upgrade Campus-wide Computer Network for Internet Access; Modernize the Martin Luther King Library; Construct New Classrooms and Labs to Support Performing Arts and Entertainment Industry Workforce including Theater Modernization; Modernize Health, Fitness, and Physical Education Classrooms/Labs and Construct Parking Structure; Construct New Financial Aid/Counseling/Admissions Center; and Construct New Child Development Center.

East Los Angeles College: Construct New Health Care Careers Center; Construct New Lot 3 Parking Structure with Safety & Police Station; Construct New Maintenance and Operations Facility; Construct New Comprehensive Health & Fitness Center; Construct New Lot 4 Parking Structure; Modernize Men's & Women's Gymnasiums; Construct New Performing & Fine Arts Complex; Construct New Parking Lot 2 Expansion and Structure; Fencing; Construct New Language Arts Building; Physical Education Fields Renovation and Safety Improvements; Modernization of Helen Miller Bailey Library with Internet Access; Modernize Student Services Center including Health, Counseling, Financial Aid, Disabled Students, Transfer Center and other Necessary Student Services; Baum Student Activities / Food Services Center Modernization; Weingart Stadium Modernization & Expansion; Site Improvements, and Construction for Community Outreach Educational Centers; Administration/Student Services Modernization and Addition; and Academic Network Integrated Backbone.

REVISED

ATTACHMENT "B" TO CH 2

Los Angeles Community College District

Facilities Report for Board of Trustees

Los Angeles Harbor College: Modernization of Liberal Arts, Business, Physics, Science, Astronomy, Student Services Center/Administration, Drama/Speech/Theater, Fine Arts, Student Food Services, Seahawk Center, and Physical Education Buildings; Construct New Parking Structure; Parking Lot Improvements; Construct New Technology Building; Construct New Classroom Building; Construct New Maintenance & Operations Facility; Construct Fine Arts Building Addition; Construct New Community Services Building; Construct New Fire Training Safety Course; Modernize Student Services/Administration Building and partially convert space for Learning Assistance Center; Construct Student Services Addition to Seahawk Center; Modernize Theatre/Speech Building; Construct New Business Center; Modernize Learning Assistance Center for Library Uses; Construct New Wellness Center including pools; Renovate Physical Education Fields and Courts; Storm Drainage Improvements; Modernization of Nursing, Police Station, and Music Buildings; and Construct New Child Development Center.

Los Angeles Mission College: Construct New Classroom Building and Parking Structure; Construct New Wellness & Health Center; Construct New Student Food Services Facility; Construct New Culinary Arts Facility; Construct New Media Arts Facility; Student Support Center Modernization of and Addition to the Instructional/~~Administration~~ Student Services Building; Modernization of Campus Center, Learning Assistance Center/Library Building, and Campus Services Building; Construct New Police Station and Safety Information Center; and Construct New Child Development Center.

Los Angeles Pierce College: Construct New Agriculture / Science / Nursing Building; Modernization of Life Science, Chemistry, and Physics Buildings for New Instructional Purposes; Fencing; Construct New Admissions/Counseling/Financial Aid/Student Services Building; Modernization of Administration Building and Campus Center and Partially Convert to New Student Uses; Construct New Technology Center; Modernization of Computer Science, Computer Applications, and Learning Assistance Center Facilities for Other Instructional Uses; Library Modernization; Construct New Child Development Center; Modernize Behavioral Science, Social Science, Mathematics, Business Education, English, Faculty Office, Fine Arts, Music, & Theater Buildings; Construct New Maintenance & Operations Facility; Construct New Student Food Services/Conference Facility; Construct New Horticulture Building; Modernize Greenhouses & Animal Science Facilities; Construct New Water Reclamation Facility; Restoration of Life Science and Natural Resources Management Outdoor Laboratory; Modernize and Expand Campus Police Station; Construct New Exhibition/Events Center; and Physical Education Facilities Renovation & Improvements including Gymnasiums, Pool, Fields, and Courts.

REVISED

ATTACHMENT "B" TO CH 2

Los Angeles Community College District

Facilities Report for Board of Trustees

Los Angeles Southwest College: Construct New Student Activities/Services Center; Construct New Community Services Center; Construct New Student Food Services/Conference Facility; Construct New Parking Structures; Construct New Community Arts Center; Construct New Education Center; Modernization of Cox Building, Lecture/Laboratory Building; Renovation of Physical Education Gymnasium, Pool, Fields and Courts; Construct New Stadium; Refurbish and Expand Field House; Construct New Advanced Technology Center; Modernize Technology Education Center and Convert to Industrial Technology Center; Relocate Learning Assistance Center to Another Campus Building; Construct New Child Development Center; and Construct New Maintenance & Operations Facility.

Los Angeles Trade-Technical College: Construct New Technology Building; Reconstruct Learning Assistance Center Basement Classrooms; Construct New Student Services Building; Construct New Lot P Parking Structure with connecting pedestrian bridges; Relocate Child Care Center; Construct New Child Development Center; and Modernization of Apparel/Drafting, Auto/Metal, and Art/Culinary Arts, General Classrooms/Administration, Construction Technology, and Gymnasium Buildings.

Los Angeles Valley College: Construct New Media Arts Center; Construct New Library/Learning Assistance Center; Construct New Allied Health /Sciences Building; New Information Police Station; Construct New Maintenance & Operations Facility; Implement Facilities Master Plan and related requirements; Campus Wide Security System Improvements; Construct New Computer Science/Technology Building or reconstruct existing Physics Building for such purposes; Construct New Student Services Center or reconstruct existing Library Building for such purposes; Modernization and/or Expansion of Life Sciences, Chemistry, Business & Journalism, Planetarium, Engineering, Math/Science, Humanities, Foreign Languages, Behavioral Science, Campus Center, Art, Music, Motion Picture, and Theater Arts Buildings; Construct New Physical Fitness/Gymnastics Center; Construct New Disabled Exercise Facility; Modernize Gymnasiums, Pool, and Field House; Renovate Track, Playing Fields and Courts; Construct New Therapy Pool; Reconstruction of Student Services / Administration Building space for Community Services Programs; Construct New Fire / Life Safety Training Center; Historical Museum Restoration & Addition; and Construct New Child Development Facility.

West Los Angeles College: Renovate and Expand Science Center; Construct New Learning Technology Center and Library; Fencing; Student Center Modernization; Construct New Lot 8 Parking Structure; Construct New High Technology Building; Modernize Career Education Center; Construct New Lot 2 Parking Structure; Construct New Media-Entertainment Arts Complex; Construct New Community Educational Center; Construct New Cultural Arts Center; and Construct New General Classroom Building.

Proposition "AA" Project List

Com. No. CH3. Adopt Project List for May 2003 Bond Measure

The following revisions were noted prior to presentation:

Adopt the list identified as Attachment 1 as the project list for the May 2003 bond measure.

Background: . . .

PROJECT LIST FOR MAY 2003 BOND MEASURE

. . .

Specific projects will also include:

. . .

Los Angeles Harbor College: Construct new child development center; replace or renovate student services facility; construct new technology instruction building; upgrade the Learning Assistance Center; build a new library building; complete the physical education, wellness and community services center; build additional parking lots and structures; construct new and upgraded classroom buildings; complete the renovation of the following facilities: Administration/Student Services Building, Cafeteria, Liberal Arts, Business, Physics, Science, Astronomy, Student Services Center/Administration, Drama/Speech/Theater, Fine Arts, Student Food Services and the Seahawk Center; build a student services addition to the Seahawk Center; modernize the Students Services/Administration Building; modernize the Learning Assistance Center; construct a new business center; **and** modernize the Nursing, Police Station and Music buildings/facilities; **and construct and improve new and existing athletic facilities.**

Los Angeles Mission College: Complete the new student food services and culinary arts building; complete the new media arts building; complete the new wellness and health center; construct additional parking structures; build a new child development center; construct a new community extension and workforce development center; construct additional classroom buildings; expand the Learning Assistance Center/Library; complete the new student services building; renovate and improve the Campus Center, **and** Campus Services **and Instructional** Buildings; build a new police station and safety information center.

. . . .

Motion by Trustee Scott-Hayes, seconded by Trustee Waxman, to adopt Com. No. CH3. as revised.

Trustee Pearlman requested that the project list include the provision for the development of food service facilities at each college.

There was discussion regarding the project list with respect to the amount of detail.

Ms. Goulet indicated that each college's master plan has more detailed information regarding each project.

REVISED Attachment 1

PROJECT LIST FOR MAY 2003 BOND MEASURE

The Facilities Projects List proposed for financing or refinancing with the proceeds of the District's general obligation bonds includes the following projects to be undertaken in order to reduce administrative overhead at the District Office and at each of the nine colleges within the District: acquire related furnishings and equipment for all upgrades, renovation, improvement, and/or new construction project components; install and/or upgrade emergency lighting, fire alarm and security systems throughout the campuses; roadway, walkway, grounds, parking lot and entrance improvements; transportation and accessibility improvements; energy infrastructure improvements; environmentally sustainable design and construction; signage for safety and public information; renovate, conform to the Americans with Disabilities Act and/or construct new restrooms campus-wide; environmental impact reports and soils testing; demolition of temporary and/or obsolete facilities; the relocation and/or acquisition of temporary facilities during the construction; renovation; improvement and/or new construction of project components as necessary to maintain educational programs in operation during construction; restructuring existing lease-purchase obligations of the District to lower annual payments from the general fund and maximize amounts available for educational and student services programs; acquiring and leasing land and/or facilities including but not limited to contiguous parcels; making site improvements thereon and/or constructing additional facilities thereon, to provide administrative offices and expand instructional programs to meet future educational demands of District students.

Specific projects will also include:

Los Angeles City College: Complete new math-science-technology building; construct new police station; complete renovation of the following outdated/deteriorating instructional classroom buildings: Caesar Chavez Building, Clausen Hall, DaVinci Hall, Franklin Hall, Holmes Hall, Jefferson Hall, cafeteria building and Family Life Science Building; upgrade campus-wide computer network for Internet access; complete Martin Luther King Library Annex; build new classrooms and labs to support performing arts and entertainment industry workforce development, including theater renovation, upgrade of health, fitness and physical education labs, and a parking structure; and construct a new student services center.

East Los Angeles College: Complete new technology education building; construct new mathematics/science complex; build a comprehensive health and fitness center complex and gymnasium renovation; construct a new humanities building; construct parking structures; complete new fencing; complete safety

services/conference facility; build new parking structures; construct a new community arts center; build a new advanced technology center.

Los Angeles Trade-Technical College; Renovate the Learning Resource Center/Library; make renovations and additions to the Fashion and Cosmetology Building; refurbish and reequip campus buildings; acquire property and construct new vocational/technology complex; build new instructional facilities; renovate and make additions to the Liberal Arts Building; and construct additional parking structure(s).

Los Angeles Valley College: Complete renovation of the following facilities: Planetarium, Motion Picture Life Science, Business & Journalism, Engineering, Math/Science, Humanities, Foreign Language, Behavior Science, Campus Center, Art, Music, Theater Arts, Cafeteria, physical education complex and athletic facilities; construct a new computer-business-technology center; construct a fire/life safety training center; build a child development center; and construct a job training center.

West Los Angeles College: Renovate the Library/Learning Resource Center; complete the new entertainment media arts complex; build a public safety institute; construct or complete new parking structures; modernize the Career Education Center; Student Services and Administration Building; expand physical education facilities; construct new plant operation and storage facilities; and build a new community arts and entertainment center.

Outreach: Improve access to education and mitigation of local traffic congestion by the acquisition; construction and development of additional campus sites in Northeast Los Angeles; Gateway Region of Los Angeles County and the San Fernando Valley.

Measure "J" Project List

EXHIBIT "A"

PROJECT LIST

The Facilities Projects List proposed for financing with the proceeds of the District's general obligation bonds includes the following projects to be undertaken in order to reduce administrative overhead at the District Office and at each of the nine colleges within the District: Acquire related furnishings and equipment for all modernization; renovation, improvement, and/or new construction project components; install and/or upgrade emergency lighting, fire alarm, and security systems throughout all of the campuses; make roadway, walkway, grounds, parking lots and structures, and entrance improvements; make transportation and accessibility improvements; construct energy infrastructure improvements, including sustainable design and construction; upgrade of technology systems; construct and install signage for safety and public information; modernize and/or construct new restrooms campus-wide; develop and implement of facilities master plans and related requirements such as environmental impact reports and soils testing; demolish temporary and/or obsolete facilities; undertake or provide mitigation measures; relocate and/or acquire temporary facilities during the modernization, renovation, improvement and/or new construction of project components as necessary to maintain educational programs in operation during construction; restructure existing lease-purchase obligations of the District to lower annual payments from the general fund and maximize amounts available for educational and student services programs; restructure debt by substitution of existing financing for less expensive financing to maximize funds available for educational and student services programs; acquire and lease land and/or facilities including but not limited to contiguous parcels, make site improvements thereon and/or construct additional facilities thereon, including administrative offices and support areas, and expand instructional programs to meet future educational demands of District students.

Specific projects will also include:

Los Angeles City College: Renovate and modernize Holmes Hall for use as a Center for the Study of Human Behavior; renovate and modernize Jefferson Hall for use as a Language and Literacy Training Institute; renovate and modernize Franklin Hall for use as a Basic Skills and Matriculation Partnership Building; renovate and modernize the Chemistry Building; renovate and modernize the Life Sciences Building;; demolish the existing Martin Luther King Library building and replace with a Student Services Center building; construct a Green Technology Student Union; modernize and renovate Clausen Hall for use as a Performing Arts Training Center; modernize and renovate DaVinci Hall for use as a Job Training and Workforce Readiness Academy; modernize the Cesar Chavez Administration Building; build a Physical Plant/Maintenance and Operations facility; demolish the Cafeteria Building and replace it with a Learning Support Center building; renovate and modernize the South Gymnasium; demolish the Men's Gym Pool, Maintenance & Misc. Bungalows once a new Health, Fitness, and Physical Education Building is constructed; construct up to six tennis courts; and construct a parking structure with an energy system.

East Los Angeles College: Renovate and modernize Bailey Library Learning Center; construct a Campus Student Center; construct a Science Career and Mathematics Building; construct a Public Service Careers Building; construct Parking Structure 4 / Facilities Maintenance Operations Center (Northeast) structure; renovate and modernize the Health and Fitness Center; construct a Book Store Complex; construct a Healthcare Career Center; rehabilitate the Health and Wellness Center; construct a Student Success and Retention Center; renovate and modernize the stadium; renovate and modernize the Aquatic Center; construct an Environmental Technology and Sciences Building; restore the athletic fields; and add an energy system to Parking Structure 3.

Los Angeles Harbor College: Construct a new Physical Sciences Building; construct a new Culinary Arts Kitchen and Restaurant Laboratory, Disabled Students Programs and Services, Bookstore, Health Center, Business Office and Student Union building; construct a Sustainable Design & Ecological Studies, Life Sciences and Nanotechnology building; renovate and modernize the Fine Arts Theater; renovate and modernize the existing administration building; build a satellite uplink dish to support the Emergency Broadcast System; renovate and modernize the Astronomy Building for future scientists; renovate and modernize the Basic Education - General Classroom Building; construct two new parking structures; upgrade all existing building exteriors; repair and upgrade campus fencing; renovate and modernize the old Nursing Building to house Public Safety and Fire Science programs; construct a new Nursing and Allied Health Laboratory and Classroom building; and construct athletic facilities.

Los Angeles Mission College: Construct a Media Technology & Arts Building; construct a Student Services and Administration Building; convert the Student Services Annex to a Career and Job Placement Complex; modernize the Campus Center building; construct a Plant Facilities building; modernize the Library/Learning Resource Center; convert the Culinary area to a Business Technology Laboratory in the Instructional Building; construct a Professional Health Sciences building; construct a Center for Applied Sciences & Technology building; construct Parking Structures B1 and B2; implement the Eldridge Ave. Extension facilities; implement pedestrian access improvements; remodel the Campus Services Building; build a community recreational, equestrian, and multi-purpose athletic facilities complex; construct a Career Technologies Academy.

Los Angeles Pierce College: Install parking lot energy systems; construct a Green Technologies Building; construct a Digital Arts and Media Building; construct a Library Learning Crossroads Building; renovate and modernize classroom technology, student study areas and faculty offices; perform adaptive reuse of the existing library; implement campus-wide landscape improvements; construct a Maintenance Facility building; implement accessibility improvements for the Performing Arts building; rehabilitate, improve and expand existing parking lots and roadways; construct an Agricultural Education Center; renovate horticulture, animal science and agricultural facilities; construct infrastructure and central plant extensions; construct a Partnership/Business/Biotech Incubation building; make land acquisitions and

improvements and renovation of physical education fields and courts; modernize Helen Miller Bailey Library; complete Student Services Center modernization, including health, counseling, financial aid, disabled students, transfer center and other necessary student services; modernize Baum Student Activities; modernize Weingart Stadium, including addition and expansion; upgrade of the Nursing Building; provide multimedia conversions for classroom buildings; complete new health care careers center; and complete new language arts building.

Los Angeles Harbor College: Construct new child development center; replace or renovate student services facility; construct new technology instruction building; upgrade the Learning Assistance Center; build a new library building; complete the physical education, wellness and community services center; build additional parking lots and structures; construct new and upgraded classroom buildings; complete the renovation of the following facilities: Administration/Student Services Building, Cafeteria, Liberal Arts, Business, Physics, Science, Astronomy, Student Services Center/Administration, Drama/Speech/Theater, Fine Arts, Student Food Services and the Seahawk Center; build a student services addition to the Seahawk Center; modernize the Students Services/Administration Building; modernize the Learning Assistance Center; construct a new business center; and modernize the Nursing, Police Station and Music buildings/facilities; and construct and improve new and existing athletic facilities.

Los Angeles Mission College: Complete the new student food services and culinary arts building; complete the new media arts building; complete the new wellness and health center; construct additional parking structures; build a new child development center; construct a new community extension and workforce development center; construct additional classroom buildings; expand the Learning Assistance Center/Library; complete the new student services building; renovate and improve the Campus Center, ~~and~~ Campus Services and Instructional Buildings; build a new police station and safety information center.

Los Angeles Pierce College: Complete the Agriculture/Nursing/Science Building; complete the Technology Building; complete the Child Development Center; complete the library renovation; increase parking capacity; construct and renovate the outdoor agricultural labs, animal science and horticulture areas; modernize and improve the physical education facilities; construct new art education facilities; complete the Equestrian Education facility; upgrade the Performing Arts Building and provide a new theater support facility; construct new agriculture, outreach and support facilities; provide new improvements to mitigate local traffic congestion; build a connection with the express busway; and complete the water reclamation project.

Los Angeles Southwest College: Construct a new student activities/services center; build a new community services center; construct a new student food

Los Angeles Southwest College: Modernize and renovate the Lecture Laboratory Building; construct the Visual, Communications and Performing Arts Training Complex; construct a career and applied technology building; construct a parking structure; renovate and modernize the Fitness and Wellness Center; renovate and modernize the Tech Education Center; renovate and modernize the Little Theater; renovate and modernize the Cox Building; and construct a Normandie Avenue campus entrance.

Los Angeles Trade-Technical College: Renovate and modernize the Library, Digital Arts and Media Center; renovate and modernize the Culinary and Hospitality Arts Center; construct a new athletic field; construct a parking structure and facilities management and operations headquarters building; renovate and modernize the Environmental, Allied Health and Science Center; renovate and modernize the Fashion & Fine Arts Center; renovate and modernize the Performing Arts & Entertainment Center; implement hazardous material abatement for existing buildings; update the Central Plant; renovate and modernize the Career Technical Education Building including developing an Alternative Fuel / Technology Facility; build a Construction Trades Center; renovate and modernize the Physical Education Sports Center, and build new twin Career Technology Education buildings - south campus.

Los Angeles Valley College: Construct a Media Arts Building; construct a Los Angeles Valley College Community Work Force Development Center; construct an athletic training facility; expand the Planetarium Building; construct a Performing Arts Center; construct a Multi-purpose Community Services Center; construct a new parking structure; renovate and modernize the Cafeteria/Bookstore; construct a Business Technology building; and construct an Environmental Center.

West Los Angeles College: Construct an Allied Health/PE, Recreation and Wellness Center; construct a Safety and Security building; construct an Entertainment Industry Complex & Media Arts project; construct a technology learning center; construct a parking structure and energy system; construct athletic fields; construct a plant facilities center; upgrade campus entrances; construct a performing arts center; and renovate and repair existing buildings.

Multi-Campus Projects: Renovate and modernize the Educational Services Center; upgrade communications systems, data transfer hardware, smart classrooms, and remote learning systems; funding for extended commissioning activities; lease space at County General Hospital to support a Health Careers Academy; implement an anti-graffiti program; implement a storm water management program; implement a warranty program; reconstruct and remodel the existing Firestone factory building for use as an educational facility; purchase and construction of satellite campus sites for West Los Angeles College, Los Angeles Valley College, and Los Angeles Mission College; and upgrade the Southwest Museum facility; identify opportunities to work with public and private entities on common projects that serve students and generate revenues for the District.