



INTER-OFFICE CORRESPONDENCE
LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR

TO: Members of the Board of Trustees
FROM: Adriana D. Barrera, Interim Chancellor
DATE: September 4, 2013
SUBJECT: BOARD LETTER FOR SEPTEMBER 11, 2013 MEETING

Board Meeting Location

Next week's Board meeting will be held at the Educational Services Center. The meeting times and locations are as follows:

<u>Meetings</u>	<u>Time</u>	<u>Location</u>
Legislative and Public Affairs Committee	12:30 p.m. – 1:30 p.m.	Board Room
Break	1:30 p.m. – 1:45 p.m.	
Budget and Finance Committee	1:45 p.m. – 2:45 p.m.	Board Room
Break	2:45 p.m. – 3:30 p.m.	
Convene for Public Session	3:30 p.m.	Board Room
Recess to Closed Session	Immediately Following Public Session	Board Room
Convene for Closed Session	Approximately 15 minutes After conclusion of Public Session	Hearing Room
Reconvene for Public Session	Immediately Following Closed Session	Board Room

Please note that we have planned a 45-minute break between the last committee meeting and the start of the public session. This period of time will allow faculty and staff an opportunity to step away from the building for a quick lunch or snack.

As was the case during the last Board meeting, light snacks will be available in the Hearing Room at about 1:30 p.m.

Legislative and Public Affairs Committee Meeting (Eng, Pearlman, Santiago)

The committee will meet from 12:30 p.m. to 1:30 p.m. in the **Board Room**. For the committee's agenda, **refer to Attachment A**.

Budget and Finance Committee Meeting (Svonkin, Moreno, Eng)

The committee will meet from 1:45 p.m. to 2:45 p.m. in the **Board Room**. For the committee's agenda, **refer to Attachment B**.

Agenda Format

Under Reports from the Chancellor, the following will take place:

- Reports from the Chancellor regarding District activities or pending issues
 - Presentation of the Faculty Teaching & Learning Academy 2012-2013 Participants
 - Update on Information Technology - SAP

Confidential Matters

The attached correspondence is confidential and should not be shared with other persons.

- **Office of General Counsel**
 - Enclosed for your review is background information pertaining to District-related litigation matters. **(Refer to Attachment C)**
 - Enclosed for your review is background information pertaining to Bond-related litigation matters. **(Refer to Attachment D)**
 - Enclosed for your review is an update pertaining to the status on personnel actions. **(Refer to Attachment E)**
 - Enclosed for your review is an update pertaining to complaints of discrimination/harassment. **(Refer to Attachment F)**
- **Facilities Planning and Development**
 - Enclosed for your information is a memo from James O'Reilly, Chief Facilities Executive, regarding an update on validation action. **(Refer to Attachment G)**
- **Human Resources** – Enclosed for your review is information pertaining to employment and disciplinary actions. **Due to its size, this document will be sent via U.S. mail.**
- **Educational Programs and Institutional Effectiveness** – Enclosed for your review is information pertaining to two expulsions. **Due to its size, this document will be sent via U.S. mail.**

Other Matters

- **Chancellor's Office**
 - Enclosed for your information is the Final Budget 2013-2014 **Due to its size, this document will be sent via U.S. mail.**
 - Enclosed is background information on the SAP unit of the District's Information Technology Department. **(Refer to Attachment H)**
- **Facilities Planning and Development** – Enclosed for your information is a memo from James O'Reilly, Chief Facilities Executive, regarding responses to inquiries from the Board of Trustees. **(Refer to Attachment I)**

Please let me know should you have any questions regarding the meeting.