



From the Interim Chancellor
Dr. Tyree Wieder

Office of the Chancellor
Directive Number 133
February 26, 2010

TO: College Presidents
Executive Staff
Senior Staff

RE: Materials to Trustees

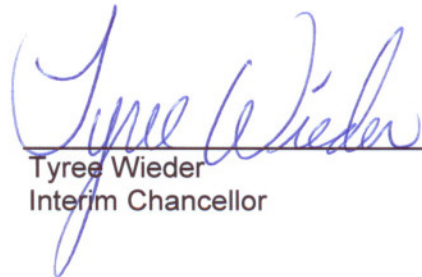
1. Information provided to one Trustee should be confirmed in a memo and copied to the Chancellor so that that Chancellor can ensure the same information is provided to all Trustees.
2. Information provided to the Trustees for public session items, including but not limited to emails, must be posted contemporaneously to the official bulletin board for posting in order to comply with public access requirements.
3. Information from the colleges or District Office staff that is provided to the Trustees for public session items, including but not limited to emails, must be provided contemporaneously to the Deputy Chancellor's Office in order to post them. Such material shall only be sent to Trustees between 8:30 and 4:00 on business days, or at other times with prior permission of the Chancellor or Deputy Chancellor.
4. The following notice will be included on the Board agenda:
In compliance with Government Code section 54957.5(b), documents made available to the Board after the posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.
5. The Deputy Chancellor shall provide a memorandum to be posted at the Security Desk that people are to be allowed into the lobby 24 hours a day, seven days a week, without signing in, to look at the postings. This does not change the protocol for signing in to go to particular offices.

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

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

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

- (b) (1) If a writing that is a public record under subdivision (a), and that relates to an agenda item for an open session of a regular meeting of the legislative body of a local agency, is distributed less than 72 hours prior to that meeting, the writing shall be made available for public inspection pursuant to paragraph (2) at the time the writing is distributed to all, or a majority of all, of the members of the body.
- (2) A local agency shall make any writing described in paragraph (1) available for public inspection at a public office or location that the agency shall designate for this purpose. Each local agency shall list the address of this office or location on the agendas for all meetings of the legislative body of that agency. The local agency also may post the writing on the local agency's Internet Web site in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting...
- (c) Writings that are public records under subdivision (a) and that are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person. These writings shall be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 ([42 U.S.C. Sec. 12132](#)), and the federal rules and regulations adopted in implementation thereof..."



Tyree Wieder
Interim Chancellor

c: Board of Trustees