

District Academic Senate Meeting

Thursday, October 14, 2021

1:30 p.m. to 3:30 p.m.

Zoom URL: <https://laccd.zoom.us/j/94567699978>

Meeting ID: 945 6769 9978

MINUTES

Attendance – Senate Presidents in parentheses

	Present
Officers	Angela Echeverri (President), Anna Nicholas (1 st VP), Elizabeth Atondo (2 nd VP), Lourdes Brent (Secretary), Joshua Miller (Treasurer), John Freitas (Parliamentarian)
City	(Mickey Hong), Thi Thi Mah, Donna Morley, Joseph Ferrerosa
East	(Jeffrey Hernandez), David Hale, Cynthia Orozco, Jean Stapleton
Harbor	William Hernandez
Mission	(Carole Akl), Tracy Harkins, Esmeralda Montes, Ashley Sparks-Jamal
Pierce	(Barbara Anderson), Jamie Langan, Margarita Pillado, Sabrina Prieur
Southwest	Stephanie Arms-Gradington, Naja El-Khoury, Katrin Wilson
Trade	Paulette Bailey, David Esparza
Valley	(Chauncey Maddren), Kevin Sanford
West	(Patricia Zuk), Grace Chee, Nikki Jacobson, Adriana Martinez
Guests	Wendy Bass-Keer (Pierce), LaShawn Brinson (Southwest), Ryan Cornner (VC EPIE), Jessica Drawbond (Southwest), Randall Gust (East), Kenya Johnson (Southwest), Erum Syed (Southwest)

Call to Order:

President Angela Echeverri called the meeting to order at 1:32 p.m.

Resolution to allow to meet via teleconferencing

(Martinez/Pillado) - **Approved by unanimous consent**

Approval of the Agenda:

The agenda was adopted as written

(Akl/J. Hernandez) - **Approved by unanimous consent**

Approval of the Minutes:

The minutes of the September 9, 2021 meeting were approved as written

(Pillado/Akl) – **Approved by unanimous consent**

Public Speakers: None

MOTION: *Reorder agenda as follows - Move Action Item #3 to Action Item #1*

29 (Chee/Hale) - **Approved by unanimous consent**

30

31 **Action Items**

32

33 **1. Recommendation to lower class enrollment caps for in-person instruction, and**
34 **appropriate reductions in in-person services, for winter and spring due to imminent**
35 **risks to the health or safety of attendees**

36 (Pillado/J. Hernandez) **M/S/P – as amended**

37 **No:** Zuk

38

39 **MOTION: Amend as follows (new language underlined) – *Recommendation to lower***
40 ***class enrollment caps where appropriate for in-person instruction, and appropriate***
41 ***reductions in in-person services, for winter and spring due to imminent risks to the***
42 ***health or safety of attendees***

43 (Zuk/W. Hernandez) **M/S/F**

44 **Yes:** Ferrerosa, Hale, Orozco, W. Hernandez, Akl, Harkins, Sparks-Jamal, Anderson, El-
45 Khoury, Wilson, Bailey, Zuk, Jacobson

46 **No:** Echeverri, Nicholas, Atondo, Brent, Freitas, Hong, Mah, J. Hernandez, Stapleton,
47 Langan, Pillado, Prieur, Arms-Gradington, Esparza, Maddren, Chee, Martinez

48

49 **MOTION: Recommendation to use HEERF and, if needed, the contingency fund to**
50 **allow colleges to lower class enrollment caps for in-person instruction, and**
51 **appropriate reductions in in-person services, for winter and spring due to imminent**
52 **risks to the health or safety of attendees**

53 (J. Hernandez/Zuk) – **Amendment approved by unanimous consent**

54

55 **MOTION: Consider and approve perfected motion**

56 (Freitas/J. Hernandez) **M/S/P**

57 **Yes:** Echeverri, Nicholas, Atondo, Brent, Freitas, Hong, Mah, Morley, J. Hernandez, Hale,
58 Orozco, Stapleton, W. Hernandez, Akl, Harkins, Montes, Sparks-Jamal, Anderson,
59 Langan, Pillado, Prieur, Arms-Gradington, El-Khoury, Wilson, Bailey, Esparza, Maddren,
60 Martinez, Jacobson

61 **No:** Zuk

62

63 **2. Resolution on District-Wide Survey on Social Justice, Work Ethics, and Personnel**
64 **Diversification**

65 (Hale/Jacobson) – **Approved by unanimous consent**

66

67 **3. Resolution to Improve Outcomes of LACCD AB 705 Implementation, and Address**
68 **COVID-19 Related Learning Loss and LACCD Enrollment Declines**

69 (J. Hernandez/Nicholas) – **Approved by unanimous consent**

70

71 **MOTION: Postpone action on this item until December 9, 2021 meeting of the DAS**

72 (Hale/Wilson) **M/S/F**

73 **Yes:** Hale, Prieur, Arms-Gradington, El-Khoury, Wilson
74 **No:** Echeverri, Nicholas, Atondo, Grent, Miller, Freitas, Hong, Mah, Morley, Ferreros, J.
75 Hernandez, Orozco, Stapleton, W. Hernandez, Akl, Montes, Sparks-Jamal, Anderson,
76 Langan, Pillado, Bailey, Maddren, Sanford, Zuk, Martinez, Jacobson

77
78 Echeverri introduced the resolution citing data on the second year of implementation of
79 AB 705. Issues of great concern remain, including low enrollment and learning loss.
80 Those issues also seemed to be of great concern to the Board of Trustees at the last
81 meeting of their Institutional Effectiveness and Student Success Committee. Of
82 particular concern are the data for English 101, which show that course completion has
83 gone down from 67% to 58%. Data disaggregation by ethnicity shows widening equity
84 gaps. Echeverri argued that the District is disenfranchising students in the middle of a
85 pandemic by limiting course options. Overall, the LACCD is seeing enrollment declines
86 among first-time students. Many students who have recently graduated high school
87 may not be ready for college-level work and feel reluctant to enroll. Most colleges are
88 not offering any English classes below English 101. Curriculum choices impact
89 enrollment. Nicholas observed that data reported at the District Planning Committee
90 show that the LACCD has lost 30% of its associate's degree students since the beginning
91 of the COVID-19 pandemic. Limited access to services such as Financial Aid and
92 Admissions and Records were also cited as barriers. There was also discussion of
93 dividing or postponing this action item. The motion to postpone failed; the original
94 motion was approved by unanimous consent.

95
96 **4. Resolution on Long-Term Extension of Hold Harmless**
97 (J. Hernandez/Maddren) – **Approved by unanimous consent**

98
99 **5. New Subject: Registered Behavior Technician (RBT) posting closed 06.03.21**
100 **Minimum qualifications for RBT from the ASCCC disciplines list: Master's in behavior**
101 **analysis, education, or psychology OR the equivalent AND certification as a Board-**
102 **Certified Behavior Analyst (BCBA) as set by the Behavior Analyst Certification Board**
103 **(BACB)**
104 (Akl/Maddren) – **Approved by unanimous consent**

105
106 **6. New Subject from LA Valley College: Lesbian, Gay, Bisexual, Transgender, and Queer**
107 **Studies (LGBTQ+) with Minimum Qualifications per ASCCC Disciplines List:**
108 **Interdisciplinary Studies - Master's Degree**
109 (Maddren/Akl) - **Approved by unanimous consent**

110
111 **7. Move all of E-115 (Creation of New Subjects) into AP 4020 Curriculum Development**
112 (Akl/W. Hernandez) - **Approved by unanimous consent**

113
114 Freitas noted that this is part of the Board Rules revision process. This E-Reg will be
115 moved to an AP (Administrative Procedure), and then revised in the context of an
116 existing AP.

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8. Recommendation to Chancellor: Explore Expansion of Project MATCH by Including a Cohort of Adjunct Faculty Mentees and by Using Faculty internship Minimum Qualifications defined in Title 5

(Akl/Jacobson) - **Approved by unanimous consent**

9. Recommendation on Accessibility Specialists

(J. Hernandez/Maddren) - **Approved by unanimous consent**

Drawbond noted that this recommendation to the Chancellor asks that the District pursue the position of an accessibility specialist for EEAAPs and VPATs (Equally Effective Alternate Access Plan; Voluntary Product Accessibility Template).

11. Approve New Board Policy (BP) 4400-Community Services Programs (replaces Board Rules 12001-12007)

(J. Hernandez/Akl) - **Approved by unanimous consent**

12. Approve Revisions to Chapter 4 Administrative Procedures:

- **AP 4106 Registered Nursing Program (replaces E-10)**
- **AP 4225-Course Repetition**
- **AP 4227-Repeatable Courses**

(Akl/Esparza) - **Approved by unanimous consent**

13. Approve New Chapter 4 Administrative Procedures:

- **AP 4228-Course Repetition – Significant Lapse of Time**
- **AP 4232-Pass/No Pass (Pending Title 5 changes will require further revision)**
- **AP 4236-Advanced Placement Credit (replaces E-110)**
- **AP 4237-International Baccalaureate Credit (replaces E-122)**
- **AP 4238-College-Level Examination Preparation Credit (replaces E-123)**
- **AP 4400-Community Services (replaces Board Rules 12001-12007)**

(J. Hernandez/Akl) - **Approved by unanimous consent**

14. Recommendation to the Chancellor: Rescind the following Administrative Regulations related to Chapter 4 Administrative Procedures:

- **E-10: Registered Nursing Standards (now AP 4106)**
- **E-64: Procedures for Development and Approval of Educational Programs (now AP 4023)**
- **E-65: Course Development and Approval: Standards and Practices (now AP 4022)**
- **E-79: Competency Requirement (now in AP 4100)**
- **E-89: Distance Education (now in AP 4105)**

- 160 • E-103: Repeatable Courses (now in AP 4225)
- 161 • E-109: Policies and Procedures for Implementing Instructional Service
- 162 Agreements (now AP 4610)
- 163 • E-100: Advanced Placement Credit (now AP 4236)
- 164 • E-113: Unit/Hour Alignment (now in AP 4020)
- 165 • E-122: International Baccalaureate Credit (now AP 4237)
- 166 • E-123 CLEP Credit (now AP 4238)

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168 (J. Hernandez/Akl) - **Approved by unanimous consent**

169

170 **15. Recommendation to the Board: Repeal Board Rules 12001-12007 Community**
 171 **Services-replaced by BP 4400 and AP 4400**

172 (J. Hernandez/Hale) - **Approved by unanimous consent**

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174 **16. Approve New Chapter 5 Administrative Procedures for Student Services:**

- 175 • AP 5010 Admissions (replaces E-99, E-107, E-108)
- 176 • AP 5013 Students in the Military
- 177 • AP 5017 Responding to Inquiries of Immigration Status, Citizenship Status, and
- 178 National Origin Information
- 179 • AP 5020 Nonresident Tuition
- 180 • AP 5030 Fees
- 181 • AP 5031 Instructional Materials Fees (replaces E-112)
- 182 • AP 5035 Withholding of Student Records
- 183 • AP 5040 Student Records, Directory Information, and Privacy (replaces E-91, E-
- 184 105)
- 185 • AP 5045 Student Records-Challenging Content and Access Log
- 186 • AP 5050 Student Success and Support Program
- 187 • AP 5055 Enrollment Priorities
- 188 • AP 5070 Attendance (replaces E-113)

189

190 (J. Hernandez/Hale) - **Approved by unanimous consent**

191

192 **17. Approve New Chapter 5 Administrative Procedures for Student Services:**

- 193 • AP 5160 Child Development Centers
- 194 • AP 5203 Lactation Accommodation
- 195 • AP 5210 Communicable Diseases-Students
- 196 • AP 5300 Student Equity
- 197 • AP 5400 Associated Students Organization (replaces S-1)
- 198 • AP 5410 Associated Students Elections (replaces S-10)
- 199 • AP 5520 Student Discipline Procedures (replaces Board Rules 91101 and 91103,
- 200 which were repealed July 7, 2021 and Board Rule 91102)
- 201 • AP 5530 Student Rights and Grievances (replaces E-55)
- 202 • AP 5570 Student Credit Card Solicitation

203 • AP 5700 Intercollegiate Athletics (replaces E-11)

204 • AP 5800 Prevention of ID Theft in Student Financial Transactions (replaces E-

205 114)

206

207 **MOTION: *Divide AP 5700 and consider separately***

208 (J. Hernandez/Orozco) - **Approved by unanimous consent**

209 **MOTION: *Postpone consideration of AP 5700 until the December 9, 2021 DAS meeting***

210 (Harkins/Prieur) – **Approved by unanimous consent**

211

212 **MOTION: *Approval of all APs in Action Item # 17 except AP 5700***

213 (Harkins/Freitas) – **Approved by unanimous consent**

214

215 **18. Approve New Chapter 5 Administrative Procedure for Student Services and**

216 **Proposed Amendment for AP 5220: Shower Facilities for ~~Homeless~~ Unhoused Students**

217 **(replaces S-15)**

218

219 **MOTION: *Change title of Action Item # 18 to omit “homeless” and replace with***

220 ***“unhoused”***

221 (Orozco/J. Hernandez) **M/S/P**

222

223 **MOTION: *Consider and approve Action Item #18 with the amended title***

224 (Freitas/Hale) – **Approved by unanimous consent**

225

226 Freitas noted that state law requires California community colleges to give homeless

227 students access to shower facilities. The implementation of this requirement and this

228 administrative procedure would involve multiple unions. This AP is intended to be an

229 over-arching statement.

230

231 **19. Recommendation to the Chancellor: Rescind Administrative Regulation E-100 and**

232 **rename and re-label forms E-100A through D and post as appendices to AP 5140 in**

233 **BoardDocs**

234 (Jeff/Akl) - **Approved by unanimous consent**

235

236 **20. Recommendation to the Chancellor – Rescind the following Administrative**

237 **Regulations related to Chapter 5 Administrative Procedures (APs):**

238 • **E-11 Participation in Intercollegiate Athletics (AP 5700)**

239 • **E-13 Attendance and Attendance Accounting (AP 5070)**

240 • **E-20 Class-Related Student Travel (AP 4300)**

241 • **E-55 Student Grievance Procedures (AP 5530)**

242 • **E-62 Regulations on Class-Related Activities Expenditures (AP 4300)**

243 • **E-86 Nonresident Tuition Exemption for Eligible Children of Deported or**

244 **Voluntarily Departed Parents (AP 5020)**

245 • **E-99 Classification of Admissions and Records Documents (AP 5010)**

- 246 • E-105 LACCD Annual FERPA Notification (AP 5040)
- 247 • E-107 Incoming/Outgoing Student Transcripts (AP 5010)
- 248 • E-108 Student Documentation for Admission and Registration (AP 5010)
- 249 • E-112 Instructional Materials Fees (AP 5031)
- 250 • E-114 Identity Theft Prevention Program (AP 5800)
- 251 • E-117 On-Campus Child Care CalWORKs Funding (AP 5160)
- 252 • E-121 Child Development Centers – Termination of Services (AP 5160)
- 253 • S-1 Associated Student Organization (AP 5400)
- 254 • S-10 ASO Election Procedures (AP 5410)
- 255 • S-15 Shower Facilities for Student Use (AP 5220)

256
 257 **MOTION: *Divide E-11 and consider separately from other items in Action Item # 20***
 258 (Freitas/J. Hernandez) – **Approved by unanimous consent**

259 **MOTION: *Postpone consideration of E-11 to the December 9, 2021 meeting of the DAS***
 260 (Esparza/J. Hernandez) - **Approved by unanimous consent**

261
 262 **MOTION: *Approve remaining items in Action Item # 20***
 263 (Esparza/J. Hernandez) - **Approved by unanimous consent**

264
 265 **21. Recommendation to the Board of Trustees: Rescind Board Rule 91102 Reports to**
 266 **Law Enforcement Authorities (replaced by AP 5520)**
 267 (J. Hernandez/Freitas) - **Approved by unanimous consent**

268
 269 **Noticed Items**

270
 271 **1. Approve Revisions to AP 4100 – Graduation Requirements (incorporates E-118 and**
 272 **elements of E-12)**

273
 274 Atondo reported that the District Curriculum Committee (DCC) has been working on this
 275 AP since summer. The updates proposed here are being approached from a student-
 276 facing perspective. This will be an action item for DAS in December.

277
 278 **2. Approve Revisions to AP 4050 – Articulation**

279
 280 Atondo expressed her appreciation for the hard work done by Freitas, Cathleen
 281 Rozadilla, and other articulation officers on this AP.

282
 283 **3. Approve New AP 4051 – Acceptance of External Credit (replaces E-93, E-101, E-119)**

284
 285 Atondo noted that the DAS approved a strong resolution in Spring of 2020 affirming
 286 faculty primacy over curriculum and provided clarification regarding the roles of faculty
 287 and Admissions and Records evaluators.

288

- 289 **4. Approve Revisions to AP4051 Appendix A - LACCD ADT Reciprocity Guidelines**
 290
- 291 **5. Approve New AP 4052 – Articulation of High School and Adult Education**
 292 **Consortium Courses**
 293
- 294 **6. Approve Revisions to AP 4101 – Independent Study (incorporates existing E-116)**
 295
- 296 **7. Approve Revision to AP 4222 – Remedial Coursework (incorporates existing E-124)**
 297
- 298 **8. Approve New AP 4223 – Academic Honors (replaces existing E-88)**
 299
- 300 **9. Approve New AP 4240 - Academic Renewal (Replace BR Ch. VI Article VII Section**
 301 **6705)**
 302
- 303 **10. Approve New AP 4500 – Student News Media (renumbering of existing E-63;**
 304 **forward to Journalism Discipline Committee for review)**
 305
- 306 Stapleton will forward this new AP to the District Journalism Committee for review and
 307 consideration.
 308
- 309 **11. Approve New AP 5110 – Counseling (replaces repealed Board Rules 8300-8306)**
 310
- 311 **12. Approve New AP 5120 - Transfer Center (replaces repealed Board Rule 8800)**
 312
- 313 **13. Approve New AP 5150 – Extended Opportunity Programs and Services**
 314
- 315 **14. Recommendation to the Chancellor - Rescind Administrative Regulations:**
 316 • **E-12 Credit for Units for Law Enforcement Academy Training (AP 4100)**
 317 • **E-63 Journalism and College Newspaper Grievance Procedures (AP 4500)**
 318 • **E-66 Guidelines for California State University General Education Certification**
 319 **(AP 4100)**
 320 • **E-88 Academic Honors (AP 4223)**
 321 • **E-93 Acceptance of Courses to Meet Associate Degree Requirements (AP 4051);**
 322 • **E-101 Credit for Courses Taken at Institutions of Higher Learning Outside the**
 323 **United States (AP 4051)**
 324 • **E-116 Independent Study (AP 4101)**
 325 • **E-118 Military Credit (AP 4100)**
 326 • **E-119 Acceptance of Upper Division Coursework to Meet Associate Degree**
 327 **Requirements (AP 4051)**
 328 • **E-124 Exemptions to Remedial Coursework Limit (AP 4222)**
 329

330 **15. Recommendation to the Board: Approve New BP 7211 - Faculty Service Areas,**
331 **Minimum Qualifications, and Equivalencies and repeal Board Rule 10305 – The**
332 **Equivalence Policy for Faculty Qualifications**
333

334 Echeverri noted that the faculty have reviewed this BP, which will be considered in
335 December.

336
337 **Reports**
338

- 339 • **Officer Reports**

340
341 **President**

342 **COVID-19**

343 **Budget**

344 **ASCCC Fall 2021 Plenary**

345 **DAS Newsletter**

346 **Events**
347

348 Echeverri reported on possible marketing for the LACCD. The firm, Elder Tree, would bill
349 the District for \$15 million per year, with an option to renew for 5 years. The Board of
350 Trustees did not accept this initial proposal, citing concerns about cost. This item will be
351 reconsidered at a subsequent Board meeting. Echeverri noted that advertising is a
352 positive move for the LACCD, but if students cannot enroll because of software or
353 business practices which are not student-friendly, or if the District is offering courses
354 which students do not need, then the significant funds spent on advertising may not be
355 a wise expenditure. The District had a contract with Interact a few years ago which was
356 \$4 million, and the deliverables were not significant. Moreover, it is unclear how
357 colleges can pay for this new cost. The proposed contract with the L.A. County Sheriffs
358 was not accepted, in large part due to the increased cost. At present, it is not known
359 what will happen if the Sheriffs' Department is not requiring their deputies to be
360 vaccinated, a possible conflict with BP 2900, which mandates vaccinations for students
361 and employees (unless they have an approved medical or religious exemption).
362

363 **1st Vice President**

364 **Equivalency**

365 **Project MATCH**
366

367 Nicholas reported that the Equivalency Committee met Monday, October 11, 2021. The
368 committee discussed AP 7211 and incorporated the current district process in the AP.
369 Nicholas will work with Echeverri and Freitas regarding any updates or revisions.
370

371 **2nd Vice President**

372 **DCC**

373 **eLumen**

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Atondo reported that DCC is holding a special meeting to do eLumen course reconciliation. At its regularly scheduled meeting in November, it will continue to review APs for updates.

Treasurer - no report

Owing to the lack of time remaining in the meeting, some of the remaining agenda items were truncated or reserved until the following meeting.

Secretary and Professional Development College Reports

Brent reported that the revision to the PDC Steering Committee bylaws is noticed this month for action at its November meeting. Collaboration with the Sustainable Environment Institute (SEI) continues through its monthly Lunch with Leddy series. The October 15th E-100/AP 5140 update seminar will be facilitated by Brittany Grice, director of the LACCD ODEI (Office of Diversity, Equity, and Inclusion), John Freitas, faculty lead in the board rules revision project, David Green, associate dean at Valley's office for Serving Students with Disabilities, and Eric Wagner, DSPS counselor at Trade.

Standing & Other Committee/Task Force Reports

- **Administrator Retreat Rights**
Brent reported that the task force has not met with District Human Resources lately since they have been busy with the retirement incentive and COVID-19-related re-engagement. Two dates and times have been suggested to recommence the dialogue and seek resolution.
- **Online Education and Academic Technology**
- **Technology Policy and Planning,**
- **Sustainable Environment Institute**
- **Other**

Board Rules Alignment Project – Freitas

District Budget Committee (DBC) – Stewart
Enrollment
State Funding

J. Hernandez reported on a discussion related to District enrollment, and added that more information on diversity in faculty hires was needed. The DBC agenda packet is linked below:

<https://www.laccd.edu/Departments/DistrictLevelGovernance/DBC/Documents/DBC-Agenda%20and%20Supporting%20Docs%20-Oct%2013%202021v2.pdf>

418 Echeverri added that Charles Daniel from West is now on DBC.

419

420 **Guided Pathways Committee – Miller**

421

422 **Other**

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424 **Discussion Items**

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426 **1. Planning for 2021-2022:**

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- **Committees: DBC, Bond Steering Committee, Transfer, Articulation, and Student Services task force**

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- **DAS Goals for 2021-2022**

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- **Academically Speaking Newsletter**

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- **ASCCC Events: ASCCC Fall 2021 Plenary, ASCCC Institutes**

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- **LACCD Events: Joint Summit, PDC, Sustainable Environment Institute, and**

433

Spring 2022 Discipline Day, and Request for Technical Assistance-Collegiality in

434

Action Visit

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436 **2. SEI: Sustainable Environment Institute Staffing and LACCD Sustainability Efforts**

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438 **3. AB 705 Update:**

439

- **2020-2021 Outcomes for English and Math Courses**

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- **Learning Loss During Pandemic and Enrollment**

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- **Pierce Math Program Pilot**

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- **Other Initiatives**

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444 **4. COVID-19 Update: Revisions to BP 2900 Vaccine Mandate, DAS Resolution on**

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COVID-19, other

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447 **5. LACCD Participation in CVC-OEI**

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449 **6. Ethnic Studies: Update on General Education Graduation Requirement, Articulation,**

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Legislation and Title 5 Regulations

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452 **7. Student Workers: Unclassified Tutor and Student Tutor III Classifications**

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454 **8. Other items**

455

456 **Adjourn**

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458 **Future dates & Upcoming Events**

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- **District Budget Committee: Wednesday, October 13, 2021**

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- **ASCCC Area C Meeting: Saturday, October 16, 2021-by Zoom**

- 461 • LACCD Board Standing Committees: Wednesday, October 20, 2021
- 462 • LACCD Board Meeting: Wednesday, October 22 and November 3, 2021
- 463 • ASCCC Fall 2021 Plenary: November 4-6, 2021-Hybrid Conference
- 464 • DAS Consultation Meeting: Tuesday, November 9, 2021, by Zoom
- 465 • DAS Executive Committee: Friday, November 12, 2021 9:30 AM by Zoom?
- 466 • District Curriculum Committee: Friday, November 12, 2021, 11:00 AM-1:00 PM
- 467 by Zoom
- 468 • DAS Meeting: Thursday, December 3, 2021 1:30-3:30 pm by Zoom?
- 469

470 **Adjournment**

471 (Zuk/Jacobson) **M/S/P**

472

473 The meeting was adjourned at 3:32 p.m.

474

475 Respectfully submitted by Lourdes M. Brent, DAS Secretary