

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES**

**MINUTES – REGULAR MEETING**

**Wednesday, September 12, 2018**

**First Closed Session 12:00 p.m. – 1:00 p.m.**

**First Public Session 3:00 p.m. – 5:45 p.m.**

**Second Closed Session 6:00 p.m. – 8:30 p.m.**

**Second Public Session**

**(Immediately Following Closed Session)**

**Los Angeles City College**

**Student Union Building, Room A-C, 3<sup>rd</sup> Floor**

**855 N. Vermont Avenue**

**Los Angeles, CA 90029**

The regular meeting of the Board of Trustees of the Los Angeles Community College District (LACCD) was called to order at 12:00 p.m. with President Mike Fong presiding.

On roll call the following members were present: Mike Fong, Gabriel Buelna, Scott J. Svonkin, David Vela, and Steven F. Veres. Absent: Ernest H. Moreno (arrived at 12:05 p.m.) and Andra Hoffman (arrived at 12:06 p.m.)

Student Trustee Kellie N. Williams not present.

Chancellor Francisco C. Rodriguez was present.

**REQUESTS TO ADDRESS THE BOARD REGARDING CLOSED SESSION AGENDA MATTERS**

None

**RECESS TO CLOSED SESSION**

There being no objection, the Board recessed to Closed Session in accordance with The Ralph M. Brown Act, Government Code sections 54950 et seq., and the Education Code to discuss the matters on the posted Closed Session agenda pursuant to Government Code section 54954.5 (see Attachment A).

The regular meeting recessed to Closed Session at 12:01 p.m.

**RECONVENE REGULAR MEETING**

The regular meeting of the Board of Trustees of the Los Angeles Community College District (LACCD) was called to order at 3:05 p.m. with President Mike Fong presiding.

On roll call the following members were present: Gabriel Buelna, Mike Fong, Andra Hoffman, Ernest H. Moreno, Scott J. Svonkin, David Vela, and Steven F. Veres.

Trustee David Vela led the Pledge of Allegiance to the Flag.

## **REPORT OF ACTIONS TAKEN IN CLOSED SESSION – SEPTEMBER 12, 2018**

President Fong indicated that the Ralph M. Brown Act requires that certain matters determined in Closed Session be reported during the public session that follows.

He noted that the Board took no action that the Ralph M. Brown Act requires to be reported.

Chancellor Rodriguez recognized four officers and presented them with a Certificate of Appreciation for outstanding service. These individuals were vigilant and instrumental in stopping a crime on campus because they took immediate action. He asked that President Fong, President Gallagher, Captain Armalin, and the following individuals come up to the dais and receive their certificates:

Deputy Victor Tiscareno, Security Officer Osvaldo Sanchez-Flores, Security Officer Michael Doo, and Security Officer Paulo Cox

## **APPROVAL OF MINUTES**

Motion by Trustee Hoffman, seconded by Trustee Svonkin, to approve the following minutes:

Special Board Meeting, August 8, 2018

*Student Trustee Advisory Vote: Aye (Williams)*

*APPROVED: 7 Ayes*

## **Welcome Remarks by Mary Gallagher, President, Los Angeles City College**

Dr. Mark Gallagher, President, Los Angeles City College (LACC), welcomed everyone. She recognized and introduced the following individuals from LACC:

Dr. Dan Wanner, Academic Senate President; Dr. April Pavlik, Vice President Academic Senate; Dr. Christine Park, President, AFT College Faculty Guild, Local 1521; Nathaniel Lorentz, Grievance Representative; Captain Armalin; .Ms. Kellie Ryan Rubios, SEIU; Ms. Kathleen Becket, SEIU, Local 99; Ms. Kellie N. Williams, Student Trustee, State CCLC Student Trustee; Mr. Bryant Wood, ASO President

Dr. Gallagher expressed her appreciation and recognized the 24 LACC faculty members that volunteered their time to the Faculty Mentor Program that matches first-year students with trained faculty members to connect new students to the campus community and support them in their transition to become successful college students. She also commended Mr. Robert Schwartz, Executive Director of the Los Angeles City College Foundation, who is instrumental in supporting the students of Los Angeles City College through its funding of scholarships, awards, emergency loans, and stipends.

She expressed her appreciation to Ms. Lilian Johnson, Executive Assistant; Ms. Deanna M. Bustamante, Senior Secretary of the President's Office; and all of the support staff for their efforts in preparing for the Board meeting.

## **REPORTS FROM REPRESENTATIVES OF EMPLOYEE ORGANIZATIONS AT THE RESOURCE TABLE**

The following individuals reported from the Resource Table:

Ms. Joanne Waddell, President, Los Angeles College Faculty Guild, Local 1521; Dr. Angela Echeverri, President, District Academic Senate; Ms. Christzann Ozan, Higher Education Division Delegate, SEIU Local 99; Mr. Bryant Wood, ASO President, Mr. Daryan Hubbard, Management Association; and Mr. Paul De La Cerda, President of the Administrative Association, Local 911.

Dr. Gallagher announced that she was just notified that the LACCD's Collegian newspaper is one of the 37 finalists of the National Award for College newspapers. She stated that LACC will be celebrating its 90th anniversary at its 2019 Gala. It will be held on Thursday, March 12, 2019 at the Beverly Wilshire Hotel.

Mr. Marvin Martinez, President, East Los Angeles College (ELAC), announced that the The National Commission on Military, National and Public Service will be hosting a roundtable discussion with students at ELAC Wednesday, September 19, 2018. Their goal for this event is to discuss how students feel about serving in the military, Peace Corps, and other service organizations. They are particularly interested in hearing from female students and first-year students. He reported that the National Science Foundation awarded a five-year grant of \$1,676,028 to ELAC for "Increasing Retention of Veterans in Engineering and Science Through Student Engagement". The grant is under the direction of Dr. Armando Rivera-Figueroa, Dean of Academic Affairs; Dr. Djuradj Babic, Associate Dean of Engineering and Electronics and MESA/STEM; and Gerard Wong, UCLA professor. He announced that pianist and assistant professor of music at ELAC, Ms. Lucy Nargizyan, will perform at the All-Russian chamber music concert series at the Walt Disney Concert Hall next month.

Dr. Erika A. Endrijonas, President, Los Angeles Valley College (LAVC), announced that "the Implicit Bias Workshop" will be held on Friday, September 14, 2018 at LAVC featuring Mr. Jerry Kang, Vice Chancellor for Equity, Diversity and Inclusion at UCLA, as well as a Professor of Law and Professor of Asian American Studies. Please join us for a mind whirling workshop focused on implicit bias. Mr. Kang will be conducting a presentation on the meaning of implicit bias and how unconscious biases impact our everyday decisions and actions.

Dr. Otto Lee, President, Los Angeles Harbor College, announced and invited the Board members to the 12<sup>th</sup> Annual Athletic Hall of Fame, induction ceremony, and banquet to be held on September 21, 2018 at the Dalmatian-American Club.

Dr. Monte Perez, President, Los Angeles Mission College (LAMC), announced that the Los Angeles County Commission on Human Relations and the Board of Supervisors will present the 2018 Yvonne B. Burke award on October 9th at the County Hall of Administration in Downtown Los Angeles.

## **PUBLIC AGENDA REQUESTS**

### Oral Presentations

President Fong read the cautionary language for speakers and their personal responsibility and, potentially, personal liability for defamatory remarks.

Scheduled speaker Ms. Tarita Whitley was not present.

Ms. Rocio Rubalcava gave a positive report on the PeopleSoft software system. She thanked Project Director, Mrs. Betsy Regalado, and her team for their guidance and support through the transition to the new application.

Ms. Ki Blanco, Ms. Dana Herrera, Mr. Miguel Beltran, and Jiho (no last name was provided), expressed their concerns that the DACA fundraiser's funds has not been distributed to the Dream Resource Centers and that the LACCD administration lacks knowledge of the DACA resources/services necessary to assist this population of students.

Mr. James Gooden addressed the Board regarding alleged misappropriation of funds at Los Angeles Trade-Technical College (LATTC).

### Proposed Actions

None

## **REQUESTS TO ADDRESS THE BOARD – MULTIPLE AGENDA MATTERS**

None

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### Reports and Recommendations from the Board

### Reports of Standing and Special Committees

Trustee Moreno reported on the Facilities Master Planning & Oversight Committee meeting of August 22, 2018.

Trustee Buelna reported on the Institutional Effectiveness & Student Success Committee of August 22, 2018.

Trustee Hoffman reported on the Budget & Finance Committee meeting of August 22, 2018. She announced that she was appointed to the CEO Affordability, Food & Housing Access Task Force of the Community College League of California (CCLC).

Trustee Vela reported on the Legislative & Public Affairs Committee meeting that was held earlier today.

Trustee Moreno reported on the Human Resources External Assessment Ad Hoc Task Force Team progress.

Trustee Buelna reported on the Ad Hoc Information Technology progress. He announced that there will be a meeting at East Los Angeles College on October 3, 2018 at 5:00 p.m.

Trustee Buelna expressed his concern regarding the comments made earlier today during Public Comment about the DACA fundraiser funds not being distributed to the Dream Centers. He announced that he would address this at the next DACA meeting being held at East Los Angeles College on September 27, 2018 at 2:00 p.m.

### Proposed Actions

The following action item, considered as a part as if fully set forth hereto and certified copies of which will be on file in the Office of the Board of Trustees, was presented by the Board of Trustees and action taken as indicated.

### Com. No. BT1. Board Travel Authorizations

Motion by Trustee Buelna, seconded by Trustee Moreno, to adopt Com. No. BT1.

*Student Trustee Advisory Vote: Aye (Williams)*

*ADOPTED: 7 Ayes*

### **REPORT FROM THE CHANCELLOR**

Chancellor Rodriguez thanked Dr. Gallagher for hosting the Board meeting at her campus. He indicated that earlier today he conducted the first series of "Chat with the Chancellor" for informal talks about the District's achievements, activities, and events. He noted that this will be a standard event on the same day of the Board meetings scheduled at the colleges. He also thanked Mr. James Ingram, President, Associated Student Government, for his support in organizing the LACC Appreciation Day that was bountiful with resources and very positive for its employees. He discussed the LACCD's

transitional strategies to address the new "Student Centered Funding Formula (SCFF)" and AB 19 25 percent increase of the college promise. He also discussed various components that are being implemented to ensure campus safety and emergency preparedness throughout the LACCD. He indicated that he will be speaking to staff and the presidents as to the distribution of the DACA Barbeque Fundraiser fund to the Dream Centers.

Chancellor Rodriguez distributed a document entitled "September 2018 – Chancellor's Monthly Report" and the "Board Meetings and Board Standing Committees Follow-up items as informational only.

Trustee Svonkin indicated that because of the various Board's ad hoc task force committees created over the years there has been significant improvements throughout the District in Campus Safety and Emergency Preparedness, the DACA Dreamer Resource Centers, Workforce Development, and other efforts. He commended the Chancellor's leadership and his staff in executing the Board's direction from its resolutions and ad hoc committees.

Trustee Buelna expressed his concern regarding the students who addressed the Board earlier today during Public Comment with respect to the DACA Barbeque fundraiser funds not being allocated to the Dreamer Resources Centers. He requested that the Chancellor address these concerns with a full report at the next DACA meeting.

The Chancellor responded in the affirmative.

- College Presentation: LACC – Branding and Marketing

Dr. Gallagher gave a PowerPoint presentation regarding LACC branding and marketing efforts.

## **CONSENT CALENDAR**

### **Matters Requiring a Majority Vote**

Motion by Trustee Svonkin, seconded by Trustee Buelna, to adopt the Consent Calendar for Matters Requiring a Majority Vote.

#### **Com. No. BSD1. Ratify Business Services Actions**

*With respect to Item M. Service Agreements, Contract 4500260555 East. Agreement with ThinkLogic, Inc. for marketing consulting services to redesign the ELAC website for the Information Technology department.*

A question and answer session was conducted regarding the ThinkLogic architect site's capacity to interconnect districtwide.

President Fong requested that this topic be referred to the Information Technology committee for a robust discussion as to the commonalities among the District.

With respect to BSD1. Item O. Student Transportation Items, Trustee Veres noted that there are considerable transportation items for the various colleges. He recommended a master agreement be considered in order to have a preset negotiated price and set standards in terms of clean energy buses, best value, and high quality experience for our students. He indicated that he is prepared to approve this item.

Chancellor Rodriguez indicated that this topic will be agenzized at a Budget & Finance Committee meeting.

Trustee Vela requested that BSD1. Item M. agreement #4500259821 City be separated for discussion and vote.

Com. No. BSD2. Approve Business Services Actions

*With respect to BSD2. Roman Numeral I. Item A. Authorize an Agreement with the City of Los Angeles Department of Water and Power (LADWP) to fund the Transportation Workforce Institute (LATTC/TWI) Industry Standard and Certification Training Program during the period of May 1, 2018 to April 30, 2023, inclusive. Total: \$15,000,000.* Trustee Svonkin noted for the record that this is outstanding.

Com. No. FPD1. Approve Facilities Planning and Development Report

With respect to FPD1. Roman Numeral II. Authorize Construction Contracts, Trustee Svonkin requested a report on the energy savings for each college.

With respect to FPD1. Roman Numeral VI. Authorize Amendment to Lease-Back Agreement, Trustee Svonkin noted for the record that he recalls that the original agreement approved was \$67 million not \$78 million as displayed on the action item. He requested that his questions and the responses be recorded for the record.

Chancellor Rodriguez responded that his recollection is that it was \$78 million with a guaranteed maximum price.

Dr. Endrijonas indicated that the \$67 million was the original projected cost based on a 2013 projection estimate cost and once it went out to bid the total estimated cost was \$78 million.

Trustee Svonkin stated that the \$78 million was approved and the voted was 6/1. There was a recommendation by some of our staff to allow an increase. He asked if the \$78 million is a hard bid project.

Mr. David Salazar, Chief Facilities Executive, responded in the affirmative.

Trustee Svonkin expressed his concern that yet a \$453,000 proposed amendment is before the Board for approval. He inquired as to the contingency cost on this project.

Mr. Charbel Sfeir, Program Director, BuildLACCD, indicated that at the Facilities Master Planning & Development Committee, this was discussed and recommended a contingency cost of 10 percent of the \$78.5 million be added to the project.

Trustee Svonkin stated that the maximum cost of the project could go up to \$86 million.

Mr. Sfeir responded that only if valet change orders are submitted and approved but that the project can also be completed under \$79 million.

Trustee Svonkin stated that he has a different recollection with respect to the bid process and the initial \$67 million cost as opposed to \$78 million currently being quoted.

He stated that he would be registering a "No" vote on this item.

Com. No. FPD2 Authorize Master Procurement Agreements

Com. No. FPD3. Approve Third Addendum to West Los Angeles College 2010 Facilities Master Plan Final Supplemental Environmental Impact Report and Approve the 2018 West Los Angeles College Facilities Master Plan Update and Modified Mitigation Measures

Com. No. HRD1. Approve Personnel Services Routine Actions

Com. No. HRD2. Approve Retention of Search Consultant Firms

Trustee Svonkin noted for the record that he is concerned that the LACCD is conducting a search mid-year for the recruitment of the President of Los Angeles Pierce College. He recommended that there be discussions held on the timing of searches to have the best pool of candidates to select from.

Com. No. HRD3. Authorize Stipend Increase for Unclassified Walk-on Assistant Coaches

Trustee Veres recommended that this topic be agenized for further discussion at one of the Board's committee meetings in terms of modernization as a whole experience.

Chancellor Rodriguez indicated that this topic will be assigned to a Board committee.

Com. No. HRD4. Approve Agreement Between the Los Angeles Community College District and the AFT College Staff Guild, Local 1521A

Trustee Svonkin expressed his concern that all the bargaining units have settled three contracts except this one. He stated that this item has not been discussed in closed session nor in open session to approve a one year extension. He recommended that negotiations take place so that the AFT College Staff Guild, Local 1521A, can have an agreement for three years like every other bargaining unit in the District. He indicated that this is not fair to the classified employees to not be given the same consideration as the other bargain units have had with their three year contacts.

Mr. Daryan Hubbard, Classified Management Association, expressed his concern regarding the lack of resources available to classified employees to better perform their jobs.

Mr. Jeffrey Prieto, General Counsel, stated that relative to the comments of the *Resource Table* it does not have the authority to be recognized at this time to speak. It is not their purview that only if the President of the Board calls upon the Resource table for comment would this be appropriate at this time.

Mr. Hubbard requested that PC1. be separated from the Consent Calendar for discussion and roll call for the votes.

President Fong stated that this is not proper protocol to engage with the *Resource Table* during this time of the meeting.

Com. No. HRD5. Layoff of a Classified Employee

Com. No. ISD1. Approve New Educational Courses and Programs

Com. No. ISD2. Approve New Community Services Courses

Com. No. ISD3. Approve Out of State Student Travel

Com. No. ISD4. Ratify Out of State Student Travel

Com. No. PC1. Personnel Commission Actions

Correspondence

The Student Trustee's vote did not apply to HRD1., HRD2., HRD3., HRD4., HRD5., ISD3., ISD4., PC1., and the Correspondence.

President Fong stated that Com. No. BSD1. Item M. agreement #4500259821 City and Com. No. BSD2. Roman Numeral I. Item D will be separated from the Consent Calendar for discussion and votes.

*Student Trustee Advisory Vote: Aye (Williams)*

*ADOPTED AS AMENDED WITH THE EXCEPTION OF THE FOLLOWING NOTED ITEMS:*

*ADOPTED: 7 Ayes*

*Com. No. FPD1. Roman Numeral VI. Authorize Amendment to Lease-Back Agreement, Trustee Svonkin registered a "No" vote on this item.*

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Motion by Trustee Vela, seconded by Trustee Moreno, to approve Com. No. BSD1. agreement number 4500259821 City.

*Com. No. BSD1. Ratify Business Services Actions Item M. Service Agreements, agreement number 4500259821 City. Agreement with Think Green Tree Care to trim various trees throughout the campus during the period July 16, 2018 to August 30, 2018, inclusive. Total cost: \$42,200.*

Trustee Veres expressed his concern with respect to the Think Green Tree Care agreement in lieu of the LACCD union agreement to perform the tree trimming job.

Dr. Gallagher agreed with Trustee Veres' concern. She explained that LACC had not done any tree trimming for at least four years and there was only one groundskeeper when she arrived in the summer. The work was extensive that needed to be done to get the trees healthy again. There was concern with safety as well since the trees were hanging very low. It was important to do it in the summer before all the students returned from break. She discussed that going forward the groundkeepers will be able to maintain the trees with the hiring of additional staff, a new lead gardener, and the Director of Facilities.

Trustee Svonkin expressed his concern that this item is a ratification because of negligence on the part of the campus. He stated that he is not comfortable approving this item and that he would be voting "no." He urged his colleagues to vote "no" to send a message to the colleges that ratify action items for work already performed because someone didn't plan appropriately is unacceptable.

President Fong concurred with Trustee Svonkin comments. He noted for the record that even though this was considered an emergency, this is Local 99 operations. This action item should have never been presented to the Board after the fact.

*Student Trustee Advisory Vote: Aye (Williams)  
ADOPTED: 4 Ayes: (Hoffman, Moreno, Vela, Veres)  
3 Noes: (Buelna, Fong, Svonkin)*

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Motion by Trustee Buelna, seconded by Trustee Vela, to approve Com. BSD2. I. Item D.

*Com. No. BSD2. Item D. Authorize an agreement with Elder Tree Advertising to provide marketing and advertising services to create a long-term plan for strategic enrollment and fiscal stability at Los Angeles City College. The success strategy includes the utilization of digital marketing and advertising to reach and attract distinct groups of targeted student profiles. All-encompassing LACC brand messaging will be retained across all elements of the project during the period of October 1, 2018 to September 30, 2019, inclusive. Total cost not to exceed: \$500,000.*

Dr. Gallagher provided the Elder Tree Advertising schedule of fees for each task to be performed and discussed various components regarding the LACC marketing, advertising, and branding concept. She stated that she will be closely monitoring the process.

Trustee Svonkin expressed his concern regarding the proposed schedule of fees for Year 1, Year 2, Year 3, and various issues of concern.

A robust question and answer session was conducted regarding various issues of concern regarding the efforts to increase enrollment with this contract and the fees associated with them.

*Student Trustee Advisory Vote: Aye (Williams)*  
*ADOPTED: 4 Ayes (Buelna, Fong, Hoffman, Vela, Veres)*  
*2 Noes: (Moreno, Svonkin)*

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## **RECOMMENDATIONS FROM THE CHANCELLOR**

- Public Hearing to Adopt the 2018-2019 Final Budget

President Fong declared the public hearing open to adopt the 2018-2019 Final Budget.

Ms. Jeanette Gordon, Chief Financial Officer/Treasurer, distributed and discussed a document entitled\_“2018-2019 Proposed Final Budget, September 12, 2018” with respect to the Governor’s signed Budget, the Student Centered Funding Formula, LACCD Final FY 2018-2019 Budget, Changes from Tentative to Final Budget, Budget Planning Assumptions – Unrestricted, Budget Planning Assumptions – Restricted, 2018-19 Allocation Assumptions, 2018-19 Reserves, Fiscal Challenges, PER/STRS Liability, and Next Steps.

A robust question and answer session was conducted with respect to the presentation.

### Public Speakers

None

President Fong declared the public hearing closed.

Com. No. BF1. Adopt the 2018-2019 Final Budget

Motion by Trustee Buelna, seconded by Trustee Veres, to adopt Com. No. BF1.

*Student Trustee Advisory Vote: Aye*  
*ADOPTED: 5 Ayes (Buelna, Fong, Svonkin, Vela, Veres)*  
*ABSENT: 2 (Hoffman, Moreno)*

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President Fong declared the public hearing open to adopt the Resolution to Dedicate Property of City of South Gate for Street Widening Purposes.

Public Speakers

None

President Fong declared the public hearing closed.

Com. No. FPD4. Adopt Resolution to Dedicate Property to City of South Gate for Street Widening Purposes

Motion by Trustee Buelna, seconded by Trustee Svonkin, to adopt Com. No. FPD4.

*Student Trustee Advisory Vote: Aye*

*ADOPTED: 6 Ayes*

*ABSENT: 1 (Moreno)*

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Com. No. CH1. Memorandum of Understanding Between the French Cultural and Academic Mission in the United States, the n + I engineering schools network, and the Los Angeles Community College District

Motion by Trustee Svonkin, seconded by Trustee Hoffman, to adopt Com. No. CH1.

*Student Trustee Advisory Vote: Aye (Williams)*

*ADOPTED: 7 Ayes*

Com. No. CH2. Adopt the Equal Employment Opportunity Plan

Motion by Trustee Svonkin, seconded by Trustee Hoffman, to adopt Com. No. CH2.

Ms. Brittany Grice, Director of Diversity, Equity and Inclusion, gave a presentation regarding the Equal Employment Opportunity Plan.

A question and answer session was conducted regarding the presentation.

*Student Trustee Advisory Vote: Aye (Williams)*

*ADOPTED: 7 Ayes*

**Matters Requiring a Super Majority Vote - None**

**NOTICE REPORTS AND INFORMATIVES - None**

**ANNOUNCEMENTS AND INDICATIONS OF FUTURE PROPOSED ACTIONS BY MEMBERS OF THE BOARD OF TRUSTEES**

None

**REQUESTS TO ADDRESS THE BOARD REGARDING CLOSED SESSION AGENDA MATTERS**

None

**RECESS TO CLOSED SESSION**

There being no objection, the Board recessed to Closed Session in accordance with The Ralph M. Brown Act, Government Code sections 54950 et seq., and the Education Code to discuss the matters on the posted Closed Session agenda pursuant to Government Code section 54954.5 (see Attachment A).

The regular meeting recessed to Closed Session at 7:25 p.m.

(Student Trustee Williams left at 7: 26 p.m.)

**RECONVENE REGULAR MEETING**

The regular meeting reconvened at 11:00 p.m.

The following members were present: Gabriel Buelna, Mike Fong, Andra Hoffman, Ernest H. Moreno, Scott J. Svonkin, David Vela, and Steven F. Veres. Student Trustee Kellie Williams was not present.

**REPORT OF ACTIONS TAKEN IN CLOSED SESSION – September 12, 2018**

President Fong indicated that The Ralph M. Brown Act requires that certain matters determined in Closed Session be reported during the public session that follows.

The Board voted unanimously to accept the settlement with Masters Contracting Corp. regarding the Red Line Pedestrian Corridor project at Los Angeles City College.

Copies of the settlement agreement can be obtained from the General Counsel.

President Fong noted that the Board took no further actions that The Ralph M. Brown Act requires to be reported.

**ADJOURNMENT**

There being no objection, the regular meeting was adjourned at 7:26 p.m.

FRANCISCO C. RODRIGUEZ  
Chancellor and Secretary of the Board of Trustees

By: \_\_\_\_\_  
Guadalupe M. Orozco  
Administrative Assistant to the Board

APPROVED BY THE BOARD OF TRUSTEES:

\_\_\_\_\_  
Mike Fong  
President of the Board

Date \_\_\_\_\_