



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

TO: Members of the Board of Trustees
FROM: Daniel J. LaVista, Chancellor
DATE: January 30, 2013
SUBJECT: BOARD LETTER FOR FEBRUARY 6, 2013 MEETING

Board Meeting Location

Next week's Board meeting will be held at **West Los Angeles College**. The meeting times and locations are as follows:

<u>Meetings</u>	<u>Time</u>	<u>Location</u>
Finance and Audit Committee	11:30 a.m. – 1:00 p.m. <u>12:30 p.m. – 1:30 p.m.</u>	Fine Arts Bldg., Room 104
Lunch	1:00 p.m. – 1:45 p.m.	Winlock Lounge, HLRC/Library, 2 nd Floor
Break	1:45 p.m. – 2:00 p.m.	
Convene for Public Session	2:00 p.m.	Fine Arts Theater, Fine Arts Bldg., Room 100
Recess to Closed Session	Immediately Following Public Session	Fine Arts Theater, Fine Arts Bldg., Room 100
Convene for Closed Session	Approximately 15 minutes after conclusion of Public Session	Winlock Lounge, HLRC/Library, 2 nd Floor
Reconvene for Public Session	Immediately Following Closed Session	Winlock Lounge, HLRC/Library, 2 nd Floor

Finance and Audit Committee Meeting (Svonkin, Santiago, Veres, Pearlman, Alt.)

The committee will meet from 11:30 a.m. to 1:00 p.m. in the **Fine Arts Bldg., Room 104**. The agenda for the meeting includes the following items for discussion:

- I. Roll Call
- II. Public Speakers
- III. Reports/Recommendations
 - A. Internal Audit Quarterly Report
 - B. Governor's 2013-2014 Update/Second Quarter Financial Report (***Refer to Attachment A***)
 - C. Update on Budget Allocation Model Review (***Refer to Attachment B***)
 - D. Update on Past Actions (***Refer to Attachment C***)
- IV. Future Discussion Items
 - A. Efficiency Audit
 - B. Proposed Parking Fee Increase
 - C. Retirement Incentives

D. Policy Framework for Naming Buildings

V. Future Finance and Audit Meeting Dates

March 6, 2013

April 3, 2013

May 1, 2013

June 12, 2013

VI. New Business

VII. Adjournment

Parking

Parking for Board Members and Chancellor will be located in **South Parking Structure**. A campus map has been included for your convenience.

Agenda Format

Welcoming Remarks – President Nabil Abu-Gazaleh will provide welcoming remarks during the Public Session of the Board Meeting.

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

- Reports from the Chancellor regarding District activities or pending issues
 - Overview of Planning Processes to Implement the District Strategic Plan at West Los Angeles College

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 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 review is background information pertaining to Bond-related litigation matters. ***(Refer to Attachment G)***
- **Human Resources** – Information pertaining to five disciplinary actions is included. ***(Refer to Attachment H)***

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