

ARTICLE VI

COMMITTEES OF THE BOARD OF TRUSTEES

2604. COMMITTEE OF THE WHOLE. The Committee of the Whole shall consist of all members of the Board of Trustees.

Adopted 09-08-70
Amended 02-04-76

2604.10 Chair of the Committee of the Whole. The Vice President of the Board shall be the chairperson of the Committee of the Whole.

Adopted 09-08-70
Amended 02-04-76
Amended 03-23-11

2604.11 Meetings. The Committee of the Whole shall meet at such times as called by the President of the Board or as determined by the Board of Trustees.

Adopted 09-08-70
Amended 01-05-71

2604.12 Charge. The charge for the Committee of the Whole shall be to review Districtwide standards and performance for efficiency and quality.

Adopted 08-21-13

2605. COMMITTEES OF THE BOARD.

A. Membership of Committees. The President of the Board may appoint Board Members to designated standing committees, and to ad hoc committees as may be necessary, as determined by him or her and appoint a chairperson and two committee members to each committee. The President of the Board may also appoint an alternate member to each standing and ad hoc committee who shall only exercise the rights and privileges of the regular member in the absence of a regular member.

B. Expanded Ad Hoc Committees. The formation of an ad hoc committee that will include members who are not Board Members requires a majority vote of the Board of Trustees.

Adopted 09-08-70
Amended 06-22-88
Amended 08-06-03
Amended 03-23-11

2605.10 The primary function of each standing committee is articulated in Board Rule 2605.11.

Matters may be referred and taken up in committees by assignment from the President of the Board or in accordance with Robert's Rules of Order.

- a. No meeting of a standing committee may occur if an agenda is not posted 72 hours in advance of the committee's meeting date, in accordance with Government Code Section 54954.2.
- b. Each chairperson of a standing committee is responsible for preparing and forwarding to the Chancellor's Office an agenda for any meeting of a standing committee. The agendas shall be presented to the Chancellor's Office seven calendar days before the scheduled committee meeting in order to allow for printing, posting and distribution of the agenda.
- c. Standing committees may recess or adjourn to closed session in accordance with law and these Board Rules.
- d. Members of the public may address matters on the agenda of any meeting of a standing committee for a maximum of five minutes prior to or during the committee's consideration of the item.
- e. The Board's rules contained in Chapter II, Articles IV and V shall apply to meetings of standing committees.

Adopted 09-08-70
Amended 06-22-88
Amended 08-23-89
Amended 03-23-11

2605.11 Standing Committees.

- a. In addition to the Committee of the Whole, the four standing committees made up solely of Trustees of the Board shall be Institutional Effectiveness and Student Success, Budget and Finance Legislative and Public Affairs, and Facilities Master Planning and Oversight.

Adopted 03-23-11
Format correction 07-08-13
Amended 08-21-13

- b. The Institutional Effectiveness and Student Success Committee fulfills an advisory, monitoring and coordinating role regarding accreditation, planning, student success and curriculum matters. The committee's responsibilities include the coordination of accreditation activities, oversight of District-wide planning processes and all issues affecting student success, academic policies and programmatic changes. Its specific charge is to:
 - i. Review and approve a coordinated timeline for institutional effectiveness and accreditation planning processes throughout the District;
 - ii. Review and provide feedback on indicators of institutional effectiveness so that common elements, themes, and terms can be identified, reviewed and agreed upon;
 - iii. Monitor college compliance with the Standards of Accreditation of the Association of Community Colleges and Junior Colleges;
 - iv. Monitor existing planning and evaluation practices relative to student completion initiatives;
 - v. Facilitate the review, update and revision of the long-range strategic plan and goals every five years;
 - vi. Discuss potential new or revised curricular programs and services within the District, and encourage the development of new programs and services as may be appropriate; and
 - vii. Consider and discuss other related matters as may be deemed appropriate by the Committee Chair in consultation with the Chancellor and President of the Board.
- c. The Budget and Finance Committee will review and make timely recommendations to the Board prior to the Board's adoption of budget and financial reports as required by law, review general financial considerations and potential consequences to the District, and review the work of the Internal Audit Unit. Its specific charge is to:

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- i. Review and recommend adoption of the Tentative Budget to the full Board by July 1st of each year.
 - ii. Review and recommend adoption of the Final Budget to the full Board by September 15th of each year.
 - iii. Review and recommend the acceptance of the annual financial audits for both the general financial operation of the District and the bond program's financial audit to the full Board;
 - iv. Review Quarterly Financial Reports;
 - v. Review Internal Audit Reports semi-annual and/or quarterly;
 - vi. Receive Information on bond financing issues;
 - vii. Review revenue-generating plans and/or the development of public/private partnerships; and
 - viii. Consider and discuss other related matters as may be deemed appropriate by the Committee Chair in consultation with the Chancellor and President of the Board.
- d. The Legislative and Public Affairs Committee will consider potential legislative initiatives and monitor potential and pending legislation that may affect the District's interests. Its specific charge is to:
- i. Make recommendations and consider proposals regarding legislative initiatives for the benefit of the District;
 - ii. Make recommendations and review proposed state and federal statutory and regulatory legislation;
 - iii. Review the effectiveness of authorized lobbying efforts on behalf of the District;
 - iv. Review and make recommendations regarding public relations efforts for the District; and
 - v. Consider and discuss other related matters as may be deemed appropriate by the Chair in consultation with the Chancellor and President of the Board.

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 Format correction 07-08-13
 Amended 08-21-13

- e. The Facilities Master Planning and Oversight Committee will provide policy guidance and program oversight for the maintenance and review of physical infrastructure tied to educational master plans, as well as the LACCD Sustainable Building Program including, but not limited to, review and approval of college master plans, district energy and sustainability goals, bond program management including compliance with the California Constitution and District cost principles, and project design concepts. The committee's specific charge is to:
- i. Act as the public forum for presentations on the college master plans and environmental impact reports in preparation for formal approval of master plans, certification of environmental impact reports, and related, necessary actions;
 - ii. Facilitate discussion on compliance with Board-established sustainability and energy goals to further advance sustainability and energy goals for the infrastructure and curriculum as new concepts and technologies are brought forward;
 - iii. Receive reports on accomplishments and general policy compliance, hear policy issues, receive briefings on technical bonds matters such as insurance, labor compliance, tax law and project list compliance and any other matter related to the District's sustainable building program;
 - iv. Receive formal conceptual design presentations on each new building and remodeling project with budgets in excess of \$5 million prior to approval of the design concept; and
 - v. Consider and discuss other related matters as may be deemed appropriate by the Chair in consultation with the Chancellor and President of the Board.

Adopted 03-23-11
Format correction 07-08-13
Amended 08-21-13

2605.20 Ad hoc committees may serve for only such specific purposes as they are convened by the President of the Board of Trustees. Ad hoc committees shall meet during the period of time designated by the President of the Board of Trustees for the accomplishment of a specific task, after which they will be dissolved. Ad hoc committees of the Board of Trustees, which are less than a quorum and composed solely of Board members, may be closed to the public.

(Henderson v. Los Angeles City Board of Education, 78 Cal. App. 3d 875 (1978))

Adopted 06-22-88
Amended 03-23-11

2606. CITIZENS ADVISORY COMMITTEES. The Board of Trustees may establish citizen advisory committees as they determine necessary to assist in Board-related matters.

Adopted 03-24-76

2607. STUDENT AFFAIRS COMMITTEE

2607.10 Composition of Committee and Voting Rights.

1. The Student Affairs Committee shall consist of:
 - a. The Student Board Member of the Board of Trustees.
 - b. A regular Board Member appointed by the President of the Board, who shall serve as a non-voting member of the Student Affairs Committee.
 - c. A second regular Board Member assigned as an alternate, in case the other regular Board member is unable to attend a meeting of the Student Affairs Committee.

The regular Board Members, and the alternate, shall not have voting rights on the Committee.

- d. The Presidents of the Associated Student Organizations.

Adopted 03-29-78
Amended 08-29-79
Amended 03-19-86
Amended 05-15-96
Amended 09-04-02
Amended 11-03-04

1) One designee shall be appointed by the ASO President to serve on this committee in the absence of the President during his/her term of office.

2) Each ASO President or their designee shall have voting rights.

e. The Associate Vice Chancellor of Instructional and Student Support Services, a Vice President of Student Services, and an ASO Advisor. These individuals shall serve as advisors and shall not have voting rights on the committee.

2. The Student Board Member of the Board of Trustees shall be the committee chairperson. The chairperson shall vote only to break ties. During the absences of the Student Board Member, a chairperson shall be selected from among the Associated Student Organization Presidents or their student designees on an ad hoc basis.

Adopted 03-29-78
Amended 08-29-79
Amended 03-19-86
Amended 05-15-96
Amended 09-04-02
Amended 11-03-04

2607.11 Meetings. The Student Affairs Committee shall meet at least once each calendar month at a time, date, and place decided upon by committee. Meetings may be held at the administrative offices or one of the colleges.

Adopted 03-29-78
Amended 03-14-79
Amended 08-29-79
Amended 05-22-02

2607.12 Agenda. The chairperson shall notify committee members of the meeting time, date and place at least one week in advance. A tentative agenda and other communications, recommendations, and reports may be included.

Adopted 03-29-78
Amended 08-29-79

2607.13 Reports. The committee chairperson shall prepare a monthly written report to be distributed to ASO officers, all college newspapers, the Chancellor, Board of Trustees, and other interested individuals.

Adopted 03-29-78
Amended 08-29-79

2607.14 Functions. This committee shall have the right to consider all matters which impact upon student life. These may include but will not be limited to areas such as the teaching and learning environment, cocurricular and extracurricular activities, student services, etc.

Adopted 03-29-78
Amended 08-29-79

2607.15 Ad Hoc Committees

a. Appointment

- 1) Ad Hoc Committees can be appointed by the Student Board Member each year, subject to the approval by majority vote of the Student Affairs Committee.
- 2) The Student Board Member shall charge the ad hoc committee with a specific task to be accomplished and shall establish a time line for completion of said task.

b. Eligibility

Any student in good standing in the Associated Student Organization can be approved as a member to an ad hoc committee. However, only members of the Executive Board of the Associated Student Organization can chair an ad hoc committee.

c. Nominations

- 1) Any Associated Student Organization member in good standing may submit nominations for membership in any ad hoc committee to the Student Board Member.
- 2) The Student Board Member, after considering all the nominations, shall appoint the chairperson and the members of each ad hoc committee subject to the approval by majority vote of the Student Affairs Committee.

Adopted 03-19-86

- 3) In the event that a student appointment is not approved by majority vote by the Student Affairs Committee, nominations shall be reopened.
- 4) The Student Board Member shall make the final determination as the total number of members in each ad hoc committee.

Adopted 03-19-86