

WEST LOS ANGELES COLLEGE COUNCIL

I. WEST LOS ANGELES COLLEGE COUNCIL.

The College Council is a recommending body to the President of the College on college-wide policy and issues.

A. As a condition for participation on the College Council, each group participating as a constituent group member shall make the following commitments:

(1) Each constituent group, insofar as it participates in the College Council shall commit to promote the development of policy which is in the best interests of students and college;

(2) Each constituent group shall commit to first attempt to use the College Council for pursuing recommended policy changes or recommended policy that can be dealt with in the Council;

(3) Each constituent group shall commit to strive to accept and accommodate the consensus reached in the College Council, although each group will retain its ultimate right to excuse itself from the Council on a particular issue or the ultimate right to take an issue to a different arena;

(4) Each constituent group shall agree to attend the College Council meetings, complete any work it agrees to undertake in an expedient manner, and communicate with and involve the constituency it represents; and

B. All constituent groups shall agree that they will work to achieve consensus.

C. If the constituent group members cannot achieve consensus on an issue before the College Council, then the Chair of the Council will call for a vote that shall be incorporated into the written minutes of the Council.

D. College Council meetings shall be open and public, and agenda materials, minutes and other documents discussed by the Council will be made available for public perusal.

II. STANDING COMMITTEES OF THE COLLEGE COUNCIL.

A. Planning

B. Budget

C. Facilities

III. RESPONSIBILITIES OF CONSTITUENT GROUPS WITH MEMBERS ON THE COLLEGE COUNCIL.

A. Constituent groups that appoint representatives to the College Council shall establish and maintain written procedures for:

(1) communicating with their constituencies,

(2) securing the input and views of their constituencies, and

(3) representing the views of their constituencies.

B. These procedures will be made available for public record.

IV. INTRODUCING ITEMS INTO CONSULTATION FOR THE COLLEGE COUNCIL.

A. Whenever any member of the College Council proposes that the Council address an issue, it should be brought to the Council in the form of a "Consultation Digest." A Consultation Digest is a formal written request for the Council to address a particular college-wide issue.

B. Prior to the preparation of a Consultation Digest, the focus shall be on the following:

- (1) whether the issue is one which requires Council attention,
- (2) how the issue should be defined and addressed.

C. The Consultation Digest will:

- (1) clearly and succinctly define the issue or problem to be addressed,
- (2) provide a brief background on the issue,
- (3) describe the various alternative approaches to addressing the issue,
- (4) propose timelines for action and implementation.

V. ITEMS AND ISSUES FOR CONSIDERATION OF THE COLLEGE COUNCIL.

Items and issues for consideration by the College Council must be of those that have college-wide impact. These topics shall not include the academic and professional matters under Academic Senate purview as defined in AB 1725. The College Council shall make recommendations to the College President in writing with respect to the following:

- A. Annual college strategic and operational plans.
- B. Long range strategic planning.
- C. The College Master Plan.
- D. The college vision and mission statements.
- E. College-wide task forces and committees.
- F. Development, evaluation and management of the college budget.
- G. Annual evaluation of progress toward achieving college goals.
- H. Issues dealing with, but not limited to:
 1. Calendared cyclical reports (marketing/enrollment plan, facilities plan, research plan/agenda, etc.)
 2. Communication and Technology
 3. Physical Plant
 4. Environmental Impact Report
 5. Prop A / AA
 6. Any other college-wide policy and issues forwarded by the Executive Committee to the College Council.

VI. MEETINGS OF THE COLLEGE COUNCIL.

A. Agendas: The meeting agendas for the College Council will be prepared and distributed to council members at least three (3) days in advance. The Executive Committee of the College Council, using

mechanisms designed to solicit input from its constituencies will determine the agenda for the Council meeting.

B. Schedule of Meetings: The Chair of the College Council shall recommend a schedule of meetings for the Council with the approval of the Executive Committee.

C. Open Meetings: Meetings of the College Council are open to all interested persons or organizations who wish to observe the discussions and deliberations.

D. The College Council's procedure shall follow Robert's Rules of Order.

E. Official College Council business cannot be conducted without a quorum (as defined by Robert's Rules of Order).

F. Forwarding Recommendations to the College President: When the College Council forwards its recommendation(s) to the President, the recommendations(s) may or may not represent a consensus of the Council and that shall be noted in the written record of the minutes.

G. A record of each member's vote on the issues before the College Council will be noted in the official minutes of the Council.

H. Summary of College Council Meeting: Within five (5) days after a meeting of the College Council, the Chair of the Council shall provide a summary of the meeting. The summary will indicate the disposition of the various items considered by the Council, including the recommendation(s) forwarded to the President. Approved Council minutes shall be posted for public perusal.

I. Attendance: If a member has missed two consecutive meetings, or three per semester of the Council, the constituent body that appointed that member will be notified of that fact, and asked to remedy that situation.

K. The Chair of the Council: When appropriate, the Chair should have released/reassigned time in order to perform the functions required of the position. Clerical support should also be provided.

VII. TRAINING FOR COUNCIL MEMBERS.

A. Members of the College Council and the constituent groups that appoint representatives to the College Council shall annually be provided training, as determined by the Council Executive Committee, regarding the College Council process and procedures. This training will occur at the first meeting in July.

B. Training shall include, but not be limited to, the purposes and mechanics of the process, and methods for resolving disputes and achieving consensus.

VIII. COLLEGE COUNCIL MEMBERSHIP.

A. Terms of Members & the Council Chair

(1) Members shall have 2- year staggered terms.

(2) Appointments of members shall be made in May, and the terms shall begin July 1st of that year.

(3) In the first year of the Council, where a constituent group has more than one member, that group will determine which members shall have a one (1) or two (2) year term.

(4) An alternate may be appointed who can act and vote when the official member is not in attendance. The official member must inform the alternate, in a timely manner, that he/she will be absent from a Council meeting, so that the alternate can be prepared.

(5) The Chair of the Council shall have a two-year term.

(6) The Chair shall be elected at the first meeting of the Council in July.

B. Council Membership:

Academic Senate	4
AFT Faculty Guild	4
AFT Classified	2
Other Classified Unit Collective Bargaining Unit	1
ASO	2
Teamsters	1
Vice Presidents	3
President (non-voting)	1
<hr/>	
Total Membership =	18

IX. EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL.

A. Membership:

Senate President

Faculty Guild President

Classified Guild Chair

ASO President

College Council Chair

Senior Staff appointee

B. Duties of the Executive Committee of the Council:

(1) prepares the Agenda for the College Council meetings,

(2) decides whether a two-thirds (2/3) or majority vote of the Council is appropriate for Agenda action items taken to the council,

(3) reviews the Consultation Digest items and determines the disposition of such: either the item moves forward and becomes is put on agenda of the College Council or is referred to another group. The disposition of the Consultation Digest item will be recorded on the Executive Committee Action Form, a

copy of which will be kept by the Council Chair. If the Consultation Digest item is referred to another group that group will have ten (10) to respond, in writing, to the Executive Committee, as to the action taken. A copy of the action form shall be sent to the appropriate group.

X. REVIEW.

The President, at the end of every two years, shall provide for review and evaluation of the College Council, as it functions under this document.

XI. AMENDMENTS TO THIS POLICY.

A. Any member or members of the College Council may propose amendments to this document at any time.

B. Proposed amendments must be submitted in writing as Noticed Motions at a regular meeting of the College Council. The date and time of the meeting at which proposed amendments are to be discussed and voted on shall be determined at that time.

C. An amendment becomes part of this document, or replaces part of this document, when two-thirds of the total membership of the College Council votes to make it so.

ATTACHMENT (A)



College Executive Committee Action Form

Date: ____/____/____

Issue Presented in Consultation Digest: _____

A. Scheduled for Placement on Agenda

B. Referred To: (Check Appropriate Box)

- | | |
|--|---|
| <input type="checkbox"/> College President | <input type="checkbox"/> Senior Staff Chair |
| <input type="checkbox"/> Academic Senate | <input type="checkbox"/> ASO |
| <input type="checkbox"/> AFT Faculty Guild | <input type="checkbox"/> Other _____ |

10 Working Days to Report Back To the Committee after Referral

C. No Action

Reasons for not taking action _____

Signature of the Executive Committee Chair: _____

ATTACHMENT (B)

Date: ____ / ____ / ____

GLOSSARY

Ad Hoc Committee: a temporary committee created by the College Council for specific or immediate college needs.

Consensus: no more than 1/5 (20%) of the council members in attendance express dissenting opinions.

Consultation Digest: a formal written proposal that clearly and succinctly defines an issue or problem, provides a brief background on the issue, describes the various alternative approaches to addressing the issue, and includes proposed timelines for action and implementation.

Council: the college governance group elected or appointed by their constituencies to act as the recommending body to the College President.

Committee: a body delegated to consider, investigate, or report on some matter.

Day: a work day.

Faculty: those academic employees of the campus who are employed in positions that are not designated as supervisory or management for the purposes of the Educational Employment Relations Act, encompassed in Government Code Section 3540 et seq., and for which minimum qualifications for hire are specified by the Board of Governors for the California Community Colleges.

Majority vote: more than 50% of the vote.

Master plan: the comprehensive description of the college's plan for the future. The master plan addresses the college's educational programs and services, facilities, and technology. In addition, the master plan serves as the college's framework for resource allocation, priority setting and continuous innovation.

Operational plan: An operational plan is one that implements (operationalizes) the goals of the college

Policy: Policy answers the "what" – it states what overall plan or course of action is to be taken - policy is what guides the action.

President: the President of West Los Angeles College.

Procedure: Procedure answers the "how" – it is how the policy will be implemented – it is the implementation arm of policy. Procedures are established as a way to carry out policy.

Process: a series of actions leading to a policy or a goal.

Program review: evaluation of an academic program or operational unit for effectiveness and efficiency.

Prop A/AA: construction funded by passage of Proposition A/AA.

Public perusal: Information accessible, electronically, by internet, intranet and also by the posting of information in designated areas that are accessible to the public.

Quorum: 50% of the voting members + one

Standing Committee: a body delegated to report on matters on a regular basis.

Strategic plan: a plan for a course of action and allocation of resources to achieve objectives for three years or more in the future.

Task Force: a body created as needed to deal with a specific, single item issue.