



West Los Angeles College  
Office of the President  
Mark W. Rocha, Ph.D.

DATE: September 26, 2006

**TO:** WLAC Faculty, Staff and Students  
**FROM:** Mark Rocha, President, West Los Angeles College  
**SUBJECT:** **Final Approval of MOU Concerning Effective College Governance Process**

Dear WLAC Faculty and Staff and Students:

This is to formally notice the college community that at its meeting of September 25, 2006, the College Council ratified this Memorandum of Understanding, henceforth identified as #CC906-1, the complete text of which appears below. The College Council has forwarded this MOU for final approval of the college president.

I hereby concur with the recommendation of the College Council and approve MOU #CC906-1, as a standing policy of West Los Angeles College, effective immediately.

In less than three months our collaboration and consultation has resulted in the extraordinary accomplishments of mutual agreement on the college administration reorganization plan and the accreditation progress report process. This third consensus proposal is the next step in our joint effort to establish a collegial environment rooted in mutual respect and our shared mission to do what is best for West.

**Memorandum of Understanding #CC906-1  
Concerning Effective College Governance Processes**

**I. PREAMBLE**

**Effective College Governance**

There is consensus that the college's governance should be strengthened so that mutual consultation goes beyond the merely ceremonial. Effective governance committees must be involved in the real and important work of participatory governance.

**Definitions of Policy and Operations.**

To accomplish this goal, the Office of the President and the College Council make a clear distinction between policy and operations. The work of effective shared college governance is in the area of policy formation and development which results in recommendations to the college president. Policy implementation (operations) is the purview of the college administration. Once a policy has been recommended by the College Council to the president, and the president approves the recommendation, the administration is entrusted with the responsibility for the implementation and execution of college policy as it deems appropriate given existing circumstances and resources. In those cases where the college president does not concur with a recommendation from the Council, the president will either return the recommendation to the Council for further consultation or state in writing, why the recommendation is rejected.

**Ratification Process.** WLAC's current standing system of college governance is a model that provides each of the four major constituent bodies of the college governance structure to make direct recommendations to the college president:

- A. Academic Senate. Some of the Required Committees:
  - 1. Curriculum Committee
  - 2. Educational Planning Committee
    - a. Distributive/Distance Learning Committee (recommended; cf. Article 40.B.5., p.136)
  - 3. Faculty Position Hiring Prioritization Committee
- B. AFT Guild (Faculty and Staff)
  - 1. Work Environment Committee
- C. Senior Staff (College Vice Presidents)
  - 1. Administrative Resources
    - a. Deans and Classified Managers
    - b. Divisional Council
- D. College Council (The college's effective governance body.)
  - 1. Executive Committee.
  - 2. Planning Committee
    - a. Program Review Committee
  - 3. Budget Committee
  - 4. Facilities Planning Committee (This is the required title of Article 32.)
  - 5. Information Technology Committee
- E. Other Classified
- F. Teamsters

The sub-committees listed above, under the four major effective governance recommending bodies report to their respective major governing body and make their recommendations only through that major governance body.

### **A system of checks and balances**

The college president agrees to refer recommendations received from the AFT Guild and Senior Staff of the four major governing bodies to the College Council for ratification to insure that all college constituents have been fully consulted. (*Please note: Per Title 5, recommendations on academic and faculty professional matters are the purview of the Academic Senate and its recommendations go directly to the President for either approval or rejection.*)

## **II. SEARCH COMMITTEES FOR ADMINISTRATIVE POSITIONS**

The College Council agrees that WLAC will conduct searches in accord with LACCD Personnel Guide Policy B456 governing searches for Deans, Associate Deans, Associate Directors, Assistant Directors and Assistant Deans.

The College Council agrees that searches will be conducted in accord with LACCD Personnel Guide Policy B456A governing searches for certificated Vice Presidents, Directors and Senior Directors. This policy stipulates that a search committee must be composed of at least five members, the majority of whom will be administrators.

Accordingly, by mutual agreement with the Academic Senate and AFT Faculty Guild Chair, the search committee for the Vice President of Student Services shall be comprised of seven members:

- A. Four administrators appointed by the college president,
- B. One member appointed by the Academic Senate President
- C. One member appointed by the AFT Faculty Guild Chair
- D. One member appointed by the AFT Staff Guild Chair.
- E. One ASO President, ex officio (non-voting member – by mutual agreement).

### III. EDUCATIONAL MASTER PLAN: REVISION PROCESS

#### A. Charge

The college president has charged the Academic Senate with bringing forward a formal recommendation for a revised and updated Educational Master Plan by the end of the 2006-07 academic year. The current EMP was written in 2002 for the years 2002-2008.

#### B. Process:

1. The annual Leadership Retreat will convey this charge at its meeting on November 3rd and then gather broad input on both the content of the EMP and the processes that will produce a revised EMP.
2. The chair of the Leadership Retreat, Professor Siever, will then turn over this input to the Academic Senate
3. The Academic Senate will formally task its Educational Policies Committee to begin work. The EPC will forward its recommendation to the Senate which will then act and bring forward a recommendation to the college president.
4. The president will then charge the College Council to conduct hearings on the proposed plan and to prepare a final recommendation to the president.

### IV. FACILITIES MASTER PLAN: BUILDING PROGRAM OPERATIONS SIGN-OFF

#### A. Background

The current facilities master plan has been approved and adopted as formal college planning policy and is now in the process of being implemented by the college administration. Each month the college's capital budget incurs costs of approximately \$175,000 to maintain the building program operations, so time is of the essence. Delays in executing projects that have already been approved in the Master Plan cause higher costs and are not in the interests of our students, faculty and staff.

#### B. Mutual Agreement

The college president and the Vice President of Administrative Services shall be the final sign-offs for operations orders in the building program. The signature of the president indicates that s/he has consulted in advance with the Academic Senate President, AFT Faculty Guild Chair and AFT Staff Guild Chair and has received their concurrence. The president shall also be responsible for notifying the College Council of such operational actions in the regular president's report to the Council.

V. **CLARIFICATION OF THE CHARGE OF THE COLLEGE PLANNING COMMITTEE**

A. **A Standing Committee of the College Council.**

*(Please Note: This subsequent text and clarification updates and supersedes previous agreements with respect to the Planning, Budget and Facilities committees.)*

B. **Charge**

*Its charge is to link the college's existing planning to the college's budgeting of discretionary resources.*

C. **Responsibilities**

1. Make allocation recommendations to the College Council. The Planning Committee does not itself do planning but rather *uses* existing plans to establish criteria by which it makes allocation recommendations against funds identified by the Budget Committee as discretionary.
2. Monitor the policies and procedures by which program reviews and unit plans are produced and submitted to the Committee. It is the Planning Committee's responsibility to see to it that all program reviews and unit plans are submitted in a timely manner so that it can perform its major function of using these existing plans to make judgments as to college priorities for the allocation of resources.
3. Develop and enforce policies that qualify a program or unit to apply for funding against identified discretionary resources.

So, for example, the two major tasks of the Planning Committee for the Fall semester 2006, are to prioritize the 2006-07 facility requests and the enrollment growth initiatives. In the case of the facilities requests, the Facilities Committee would identify the nature, scope and effect of each project and the Budget Committee would identify the available resources to fund projects. The Planning Committee would then develop its own criteria from the existing unit plans to prioritize requests for the available funding. This recommendation would go to the College Council for review and approval.

The Facilities Planning Committee and Budget Committee report directly to the College Council which directs these committees to serve as resources to the Planning Committee.

*(Please Note: The current Planning Committee may at a later date take up the issue of adopting a new name for the committee that better describes its charge. e.g. "Mission Priorities and Allocations Committee (M-PAC).)*