

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:

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

- i. Review and recommend adoption of the Tentative Budget to the full Board by July 1<sup>st</sup> of each year.
  - ii. Review and recommend adoption of the Final Budget to the full Board by September 15<sup>th</sup> 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.

Adopted 03-23-11  
 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