

# District Governance and Functions Handbook

## INTRODUCTION

### *District Overview*

Serving approximately 250,000 students a year in 36 cities across an area of 822 square miles, the Los Angeles Community College District is by many measures the largest community college district in the United States. The LACCD is composed of nine comprehensive colleges and a central office, which together employ roughly 5,000 fulltime and part-time faculty and nearly 7,000 fulltime and part-time administrative and support staff. The scope of the District's operations and the geographic dispersion of its resources and staff present challenges in its governance, decision making and planning processes and render them unique in many respects among California's community colleges. During the half century since the birth of the LACCD, District leaders have created a complex inter-dependent network of policy making, planning, and governance tools designed to coordinate district-wide activities and to provide district-wide oversight and accountability. During this time, the relationship between the central district office and the nine colleges it serves has and continues to evolve to better fulfill the District's mission.

### *Handbook Purpose and Contents*

This document is designed to provide faculty, staff, and students in the Los Angeles Community College District with a guide to the governance, decision-making, and planning processes that shape district-wide policies and procedures. It is also meant as an aid to those outside the District who wish to understand the structure of the District Office and the functional relationship between the District and the nine colleges that comprise the LACCD. It contains information on a wide range of critical district-level processes and functions, including the following:

- The functions of the LACCD Board of Trustees and its associated committees
- A definition of the functional relationship between the District System and the colleges
- The roles of all major decision-making stakeholder groups
- An overview of all district-level policy, planning, management, and operational decision-making processes
- The functions and memberships of 46 district-wide governance and coordinating committees
- Organizational charts of the major units of the District and the District Office
- A 71-page "map" of District Office Service Outcomes (DOSOs) detailing the function of each administrative unit in the District Office
- A series of 26 flow charts documenting district and college participation in critical administrative processes

### *Handbook Assessment and Revision Process*

Incorporating information gathered from the first "District/College Roles & Responsibilities Survey," which was piloted in fall 2009, and involving district-wide stakeholder review of the accuracy of all components, this edition of the *District Governance and Functions Handbook* was produced by the District Planning Committee and approved by the Board of Trustees in spring 2010. It will be revised and resubmitted to the Board for approval in spring 2012 after the next comprehensive survey of District/college roles and relationships, scheduled for fall 2011.