GLENDALE COMMUNITY COLLEGE
GOVERNANCE ANNUAL REPORT
2012–2013

The accreditation team commended Glendale Community College for our shared governance system. We continue to improve upon it through feedback and suggestions. As governance is an evolutionary process the intent of this annual report is to disseminate information affecting governance practices.

The following list includes actions taken by the Governance Review Committee regarding governance practices at Glendale Community College.

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1. **E-mail voting**
   The Governance Review Committee (GRC) and Campus Executive voted to approve language on e-mail voting. Approved addition by Campus Executive to Administrative Regulation (AR) 2511, the Governance Document:
   > "E-mail voting is strongly discouraged. Issues of an urgent nature arising between regularly scheduled meetings can be addressed by a special meeting or an e-mail vote with 2/3 consent of the entire voting membership of the committee [to hold the vote by e-mail] (*September 4, 2012).*

2. **Articulation Officer added to the composition of Academic Affairs**
   The Campus Executive Committee approved adding the Articulation Officer as a voting faculty member on Academic Affairs (*September 4, 2012).*

3. **(CoDE) Committee on Distance Education**
   TMI (Technology Mediated Instruction) Committee has been reconstituted as the Committee on Distance Education (CoDE) and is under the purview of the Academic Senate. The Distance Education Plan and has been approved by Academic Affairs and Campus Executive. MSC to remove the Technology Mediated Instruction Committee from the Blue List (*September 4, 2012).*

4. **Report on points of the Self Study plans relating to governance.**
   The Governance Review Committee responded to the items related to governance that were included as plans in the Accreditation Self Study (*September 4, 2012).*

5. **Review of the mission statement of the Governance Review Committee (GRC).**
   The committee reviewed its mission statement, noting that the governance survey needs to be done this year. Discussion of the GRC's responsibility to ensure that the Governance Document's (AR 2511) committee structure is being followed took place. MSC that the GRC should be consulted when recommending changes to committee structure (*September 4, 2012).*

6. **Governance Document, AR 2511 – Documentation table of changes.**
   Dr. Riggs and the Campus Executive Committee have requested that the GRC document the changes made to Governance Document. Dr. Riggs stated that they are interested in what

process the changes went through before they were sent to Campus Executive and the genesis of each change. Abe explained that the GRC has been reviewing the Governance Document for quite some time, making the changes. Brenda stated that she and Frankie are going through the document line by line and Frankie has created a table in MS Word to identify and document the changes.

John suggested that all of the changes to AR2511 be approved by the GRC and sent to Campus Executive for final approval. This was acceptable to Dr. Riggs. The plan is to approve all changes at the November GRC meeting and then take the document, and the table that Frankie is developing, to Campus Executive's November meeting (*October 2, 2012*).

7. **Administrative Regulation 2511, the Governance Document**
   MSC to approve Administrative Regulation 2511, the Governance Document as revised. The task force will incorporate the revisions and send the committee a final clean copy. The GRC Chair, Brenda Jones, shall take AR 2511 to the Campus Executive Committee (*November 6, 2012*)**.**

   List of substantive revisions to AR 2511:
   a. Page 1 – add a diagram to show the structure of the governance committees. The intent is to show that all committees, standing and subcommittee, report to the Campus Executive Committee. This diagram will also be added to the Blue List for consistency.
   b. Page 4 – update language to lines 29-32 to read:
      "Subcommittees report to, and may be assigned specific tasks by, their standing committee. Each governance committee has a mission statement. All members of the campus community are encouraged to bring issues forward to the appropriate subcommittee for discussion and recommendation to the appropriate standing committee."
   c. Page 7 – delete sentence on lines 3-5 as it conflicts with current practice; the rule for released time seat members is stated in the "Released Time Seat" section.
   d. Page 7 – under the "Blue List" section update language to lines 36-40 to read:
      "Changes in representation of constituencies on an existing subcommittee or representation on a new subcommittee are subject to the review of the Governance Review Committee and approval of the Campus Executive Committee. However, if any constituency objects to the new subcommittee representation, such changes will be referred for resolution to the Campus Executive Committee. Final changes must be reported to the Governance Office."
   e. "Communication and Operations" section approved as revised including the new #7; add the diagram here also for consistency. Change the names on the table of committee to the offices of such persons: Governance Office, Office of Administrative Affairs, Office of Instructional Services, Office of Student Affairs.

8. **CoDE committee composition**
   MSC to communicate to the Academic Senate the recommendation that CoDE [the committee on Distance Education] include the following non-voting resource members: the

Articulation Officer, an ITS representative, and students. In addition, the Academic Senate bylaws should be updated to include a mission statement for CoDE and the committee composition (*February 12, 2013 – Special Meeting*).

9. **Governance Survey**

   MSC to approve the Governance Survey (April 2, 2013).

   There are 4 surveys geared towards the following groups – for the Board of Trustees and Superintendent/President; for the President and Administrative Executive; for the Executive Committees to include the Senate, Guild, CSEA, Administrators and Managers/Confidentials; and for the ASGCC (Associated Students of Glendale Community College) Executive.

   Each group is requested to review Board Policy (BP) 2510, Participation in Local Decision-Making. John Queen and Brenda will present the survey at the April 9, 2013 Campus Executive committee meeting. The survey was approved at the April 9, 2013 Campus Executive committee meeting as presented.

10. **Governance Survey – Update**

    The timeline for the next steps are:

    September 2013

    Distribution to the three groups other than the Board of Trustees (BOT): including 1) the President and Admin. Exec.; 2) Executive committees of the Academic Senate, CSEA, Guild, and Managers and Confidentials (MaC); and 3) the ASGCC Executive.

    Late summer 2013

    Present the survey to the incoming Superintendent/President to recommend that he present the survey to the BOT at their November retreat.

    Further recommendations include open discussion of the survey by the Board of Trustees at Board meeting to fulfill Technical Assistance recommendations (*May 7, 2013*).

11. **First and Second Readings**

    Based on the information provided and thorough discussion, the GRC recommends that it is at the discretion of the committee to decide whether an item presented at the meeting for a first reading shall be put forward for a vote. Minutes of the committee should reflect that the committee agreed to take action to vote on such an item. Information provided: Board Policy 2410, titled Board Policies and Administrative Regulations delineates the procedures. The process of first and second readings and subsequent readings apply to Board Polices. Within this board policy the Governance Review Committee noted that such steps are not delineated for administrative regulations (*May 7, 2013*).

12. **Meetings during intersession**

    MSC that the Governance Review Committee recommends to Campus Executive that committees are discouraged from meeting outside of the fall and spring semesters when all

constituent groups cannot be represented; with the exception of Budget, Campus Development, Campus Executive, IPCC and the Student Fees committees (*June 4, 2013*).

13. **Template for Board Policies and Administrative Regulations**
    MSC that the Governance Review Committee recommends to Campus Executive that the guidelines, formatting template and sample be placed online under the "Board of Trustees" button, specifically under the Board Policies and Administrative Regulations link. A separate button will be added under the above link for "BP & AR template and sample." (June 4, 2013).
    The language is as follows.
    "Guidelines for new or revised board policies or administrative regulations:
    1. Initiator brings forth the policy to the appropriate committees or governance channels.
    2. The policy is approved through the appropriate committees or governance channels.
    3. The Campus Executive Committee ensures that the final policy is revised, formatted (see <u>formatting template</u>) [*will be link to formatting template]* and electronically forwarded in PDF form to Merrilee Ahaus in the VP of Administrative Services' office for posting to the GCC website.
    4. The Campus Executive Committee ensures that the initiator follows up to ensure that indeed the online document is correct and shares the link and/or information that this task is complete with the appropriate parties."
    (*June 4, 2013*)

14. **Set meeting times and minimum meeting requirements.**
    MSC that the Governance Review Committee recommends to each governance committee chair and minutes recorder to 1.) to have a set a meeting time, and 2.) at minimum the committee shall meet twice per semester during the months of October and November, then in March and April. This is to ensure that committees are meeting regularly. Frankie will email this information to the governance committee chairs and minutes recorders (*June 4, 2013*).

Respectfully submitted by
Frankie Strong, Governance Office