GLENDALE COMMUNITY COLLEGE
GOVERNANCE ANNUAL REPORT
2014 – 2015

The Annual Report is a summary of actions taken by the Governance Review Committee (GRC) regarding governance practices at Glendale Community College. Please review the content of the report so that you are aware of decisions made which affect the operation of all governance committees.

Glendale Community College takes pride in our shared governance system. As governance is an evolutionary process we continue to improve upon it through feedback and suggestions.

Mission Statement of the Governance Review Committee (GRC)
1. *Recommend revisions and updates of Administrative Regulation 2511, the Governance Document every 3 years or sooner as needed.*
2. *Ensure that Administrative Regulation 2511, the Governance Document and its committee structure are being followed properly.*
3. *Educate the campus community on the Administrative Regulation 2511, the Governance Document and Governance policies.*
4. *Advise Campus Executive regarding any violations of Administrative Regulation 2511, the Governance Document.*
5. *Propose policies and regulations that affect the governance process.*
6. *Perform surveys every other year regarding the function of Governance.*
For membership listing see the Blue List.

Institutional Planning Coordination Committee (IPCC)
> **IPCC is now a standing committee with subcommittees. IPCC is the fifth standing committee. The subcommittees include the Master Planning – Team A and Program Review.**
> MSC (Strong/Saber) approval of a 2-step process to make IPCC a standing committee with the following subcommittees:
> Step 1-Program Review and Team A with input from those two committees and discussion in the Academic Senate.
> Step 2-Campus Executive to examine adding the Budget committee and Enrollment Management committee as subcommittees to IPCC. *(September 2014)*

Linking budget and hiring allocation processes
> MSC (Saber/Jones) The Governance Review Committee asks that Campus Exec consider linking budget and hiring allocation processes with Administrative Regulations related to budget development such as AR 6200. *(March 2015)*

Reorganizing the Library & Information Competency Committee
> **This committee is now as subcommittee of the Academic Affairs standing committee.**
> MSC (Saber/Jones) to approve reorganizing the Library & Information Competency Committee from a subcommittee under Student Affairs to a subcommittee of Academic Affairs. *(April 2015)*

Expanded Budget Committee to meet prior to the adoption of the final budget

> MSC (Jones/Gabrielyan) the Governance Review Committee recommends, as specified in AR 6200, that the Expanded Budget Committee should meet prior to the adoption of the final budget in order to facilitate the prioritization of resource requests. It is acceptable to use an electronic survey for prioritizing such requests. *(May 2015)*

IMPORTANT GOVERNANCE REMINDERS:

Email Voting

As stated in 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. With the approval of 2/3 of the entire voting membership to call the vote, an email vote can be taken if a special meeting cannot occur."

Set Meeting Time

> Each governance committee shall have set a meeting time.

Agenda and related materials are distributed to committee members at least four (4) days prior to the scheduled meeting.

Committee Checklist for the Start of the Semester

- Committee Chair and members should refer to the Blue List for current member listing http://www.glendale.edu/bluelist
- Members should know who appointed them and know when their term ends
- Committee members should refer to the "Best Practices" which is available on the governance webpage
- The committee chair should be elected at the first meeting of the fall semester (for applicable committees); this should be recorded in the minutes
- The committee should review the mission statement of the committee and of the college
- Discussion and completion of the governance committee survey for accreditation