

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE ANNUAL REPORT
2015 - 2016**

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.

Campus Exec is now “College Exec”

Revisions to Administrative Regulation 2511, the Governance Document

The Campus Executive Committee is now the “College Executive Committee”, the College Executive Committee is the highest governance committee of the college.

The “Consent Calendar” has been updated to the “Governance Committees’ Summary Report.” After review by the College Executive Committee the monthly report is posted online as the “Governance Update.” (May 3, 2016)

Scheduling Meetings and Proxy Assignment

The GRC reminds chairs to make every effort to be inclusive of all members when scheduling meetings, especially when action must be taken on an agenda item. Members unable to attend a meeting must assign a proxy so that quorum can be met. (March 1, 2016)

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.

Routine Committee Tasks

- Committee Chair and members should refer to the Blue List for current member listing <http://www.glendale.edu/bluelist>
- The committee should review the mission statement of the committee and of the college
- 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
- Refer to Administrative Regulation 2511, the Governance Document for guidelines
- Discussion and completion of the governance committee evaluative survey for accreditation