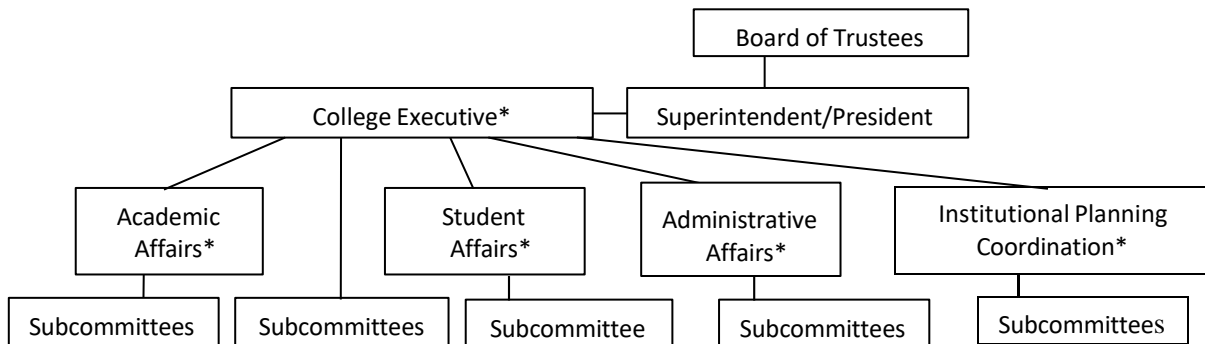


GOVERNANCE DOCUMENT

**MISSION**

Governance is a process involving students, classified staff, manager/confidential employees, faculty and administrators in deliberations regarding day-to-day and long-range planning and policies for the college. These deliberations lead to recommendations, which the Superintendent/President carries forward, as appropriate, to the Board of Trustees for final approval.

**OVERVIEW**



There are five standing governance committees\*; all governance subcommittees serve under the purview of one of these five standing committees: College Executive, Academic Affairs, Student Affairs, Administrative Affairs, and Institutional Planning Coordination. All governance committees report to the College Executive Committee.

\* indicates a Standing committee

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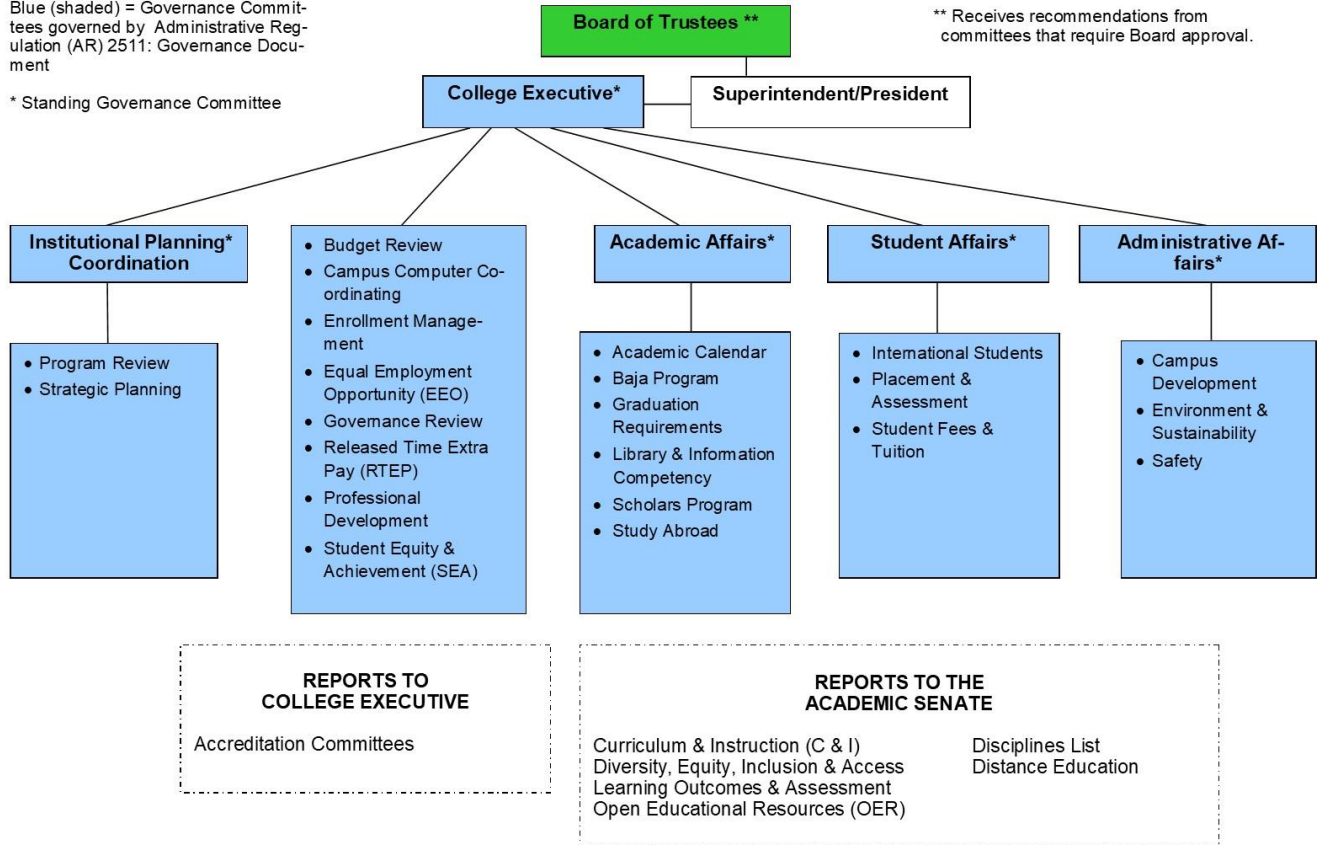
**2511**  
Administrative Regulation

**GOVERNANCE COMMITTEES**

Blue (shaded) = Governance Committees governed by Administrative Regulation (AR) 2511: Governance Document

\* Standing Governance Committee

\*\* Receives recommendations from committees that require Board approval.



Gov 5-2024

A larger version is available on the Governance Webpage, go to the [“Committees Flow Chart.”](#)

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Links to sections in this document

<a href="#">Add a voting member</a>	<a href="#">Budget Development</a>	<a href="#">Committee Chairperson</a>
<a href="#">Appointments</a>		<a href="#">Committees List</a>
<a href="#">Membership</a>	<a href="#">Mandates, Governance</a>	<a href="#">Creating a Subcommittee</a>
<a href="#">Proxy</a>	<a href="#">Philosophy of Governance</a>	<a href="#">Committees' Purpose and Membership</a> (Blue List)
<a href="#">Released Time seat</a>	<a href="#">Principles of Governance</a>	<a href="#">Meeting Procedures</a>
<a href="#">Resource Member, non-voting</a>	<a href="#">Structure, Governance</a>	<a href="#">Terms of Appointments</a>
<a href="#">Urgent Actions</a>	<a href="#">Standing Committees Representation</a>	<a href="#">College Executive Members</a>
<a href="#">Institutional Planning (IPCC) Members</a>	<a href="#">Academic Affairs Members</a>	<a href="#">Student Affairs Members</a>
<a href="#">Administrative Affairs Members</a>	<a href="#">Subcommittees of College Exec.</a>	<a href="#">Subcommittees of IPCC</a>
<a href="#">Subcommittees of Academic Affairs</a>	<a href="#">Subcommittees of Student Affairs</a>	<a href="#">Subcommittees of Administrative Affairs</a>

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**THE STANDING COMMITTEES AND SUBCOMMITTEES LIST** (the [Blue List](#))

All governance committees report to the College Executive Committee.

<p><b>College Executive *</b> <span style="float: right;"><b>* Indicates a Standing committee</b></span></p> <p><i>Subcommittees:</i></p> <ul style="list-style-type: none"> <li>Budget</li> <li>College Computer Coordinating (4Cs)</li> <li>Enrollment Management</li> <li>Equal Employment Opportunity (EEO)</li> <li>Governance Review</li> <li>Professional Development</li> <li>Release Time/Extra Pay (RTEP)</li> <li>Student Equity and Achievement (SEA)</li> </ul>	
<p><b>Institutional Planning Coordination *</b> (IPCC)</p> <p><i>Subcommittees:</i></p> <ul style="list-style-type: none"> <li>Program Review</li> <li>Strategic Planning</li> </ul>	<p><b>Administrative Affairs *</b></p> <p><i>Subcommittees:</i></p> <ul style="list-style-type: none"> <li>Campus Development</li> <li>Environment and Sustainability</li> <li>Safety</li> </ul>
<p><b>Academic Affairs *</b></p> <p><i>Subcommittees:</i></p> <ul style="list-style-type: none"> <li>Academic Calendar</li> <li>Baja Program</li> <li>Graduation Requirements</li> <li>Library and Information Competency (LICC)</li> <li>Scholars Program</li> <li>Study Abroad</li> </ul>	<p><b>Student Affairs *</b></p> <p><i>Subcommittees:</i></p> <ul style="list-style-type: none"> <li>International Students</li> <li>Placement and Assessment</li> <li>Student Fees and Tuition</li> </ul>

Committees not listed are non-Governance committees and may or may not report to the College Executive Committee. Governance committees follow guidelines set forth in Administrative Regulation (AR) 2511: Governance Document.

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### **PHILOSOPHY OF GOVERNANCE**

Governance is the democratic process utilized by the college for decision-making procedures. Successful governance creates an environment of awareness by having each constituency represented throughout the process. To be effective, governance must:

- A. Exhibit the capacity to establish directions and goals
- B. React to internal and external stimuli
- C. Move with diligence and timeliness
- D. Provide the college community with an annual cycle of planning and budgeting
- E. Ensure that all constituencies of the college community have an equal opportunity to participate in the decision-making process.

The process is designed to establish the goals, priorities, and objectives of the college.

The exercise of administrative prerogatives must reflect these aims in order to perpetuate an environment of mutuality and trust.

### **GOVERNANCE MANDATES**

The task of governance is the continuing development of the institution and its mission; it takes into account the need for the broadest possible constituency participation and information dissemination.

The College Executive Committee is kept informed of governance activities through all other committees' minutes that are forwarded to the Governance Office.

The motions/actions from committee minutes are reported to the College Executive Committee through the Governance Committees Summary Report, which is prepared by the Governance Office, forwarded to the President's office, attached to the College Executive agenda and distributed to members of the College Executive Committee prior to each meeting.

After each College Executive meeting, a [Governance Update](#), which lists actions taken by all governance committees and approved and reviewed by the College Executive

Committee, is published by the Governance Office and distributed to all employees via email; it is also posted on the [Governance webpage](#).

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**PRINCIPLES OF GOVERNANCE**

1. The Board of Trustees has final responsibility and authority for college policies and procedures; any individual may address the Board regarding these policies and procedures.
2. The Board of Trustees charges the Superintendent/President with the responsibility for governance of the institution; in turn, the Superintendent/President supports a structure and systematic process for decision making.
3. The college governance structure is charged with making recommendations on issues affecting the institution. Subcommittees forward recommendations to standing committees. Standing committees discuss and review the recommendations prior to sending recommended actions forward to the College Executive Committee, which is chaired by the Superintendent/President, who in turn is charged with carrying the approved recommendations forward to the Board of Trustees, as appropriate.
4. The college recognizes the role of collective bargaining in certain aspects of policy development and implementation.
5. The college recognizes the Academic Senate's primary responsibility for making recommendations in areas of curriculum and academic standards (AB 1725).
6. The membership and interrelationships of committees give the governance structure preeminence in the decision-making process.
7. Broad participation from all segments of the college community is encouraged. All five college constituencies (students, classified staff, faculty, manager/confidential employees and administrators) are represented on most governance committees.
8. The executive committee of each constituency (Senate Executive, Guild Executive, CSEA Executive, or ASGCC Executive) appoints representatives to committees; taking into account not only the needs of the constituency but also the broader needs of the college. The manager/confidential employee (non-bargaining unit employee) representative is appointed to committees in consultation with the Superintendent/President and the appropriate administrator.

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#### Administrative Regulation

9. Any governance subcommittee, through minutes that are forwarded to its respective standing committee and the Governance office, can make recommendations to the College Executive Committee.
10. The college community as a whole is informed of the governance process and has access to it through constituency representation. A consistent effort is made to keep the college informed through the publication and distribution via email of the monthly Governance Update and through information on the Governance webpage.
11. Governance is facilitated by civil and inclusive communication, timely and appropriate notice of meetings, public deliberation, full college community participation, and published records.
12. Each governance subcommittee and each governance standing committee are expected to take action minutes (see the “Communications and Operations” section). Each subcommittee is charged with forwarding those minutes to its respective members, to the appropriate standing committee with a motions report, and to the Governance Office. In turn, standing committees are charged with review and action on minutes received from their respective subcommittees.

Standing committees submit a motions report to the Governance Office for inclusion in the Governance Committees Summary Report prepared for the College Executive Committee. College Executive in turn forwards appropriate recommendations to the Board.

Minutes, correspondence, and records are the property of the committee or subcommittee and are to remain in its possession. It is the responsibility of the chair to ensure that these files are maintained and passed on to new chairs.

### **GOVERNANCE STRUCTURE**

The governance structure at Glendale College organizes the decision-making process between several standing committees and their subcommittees.

The subcommittees report to one of the following standing committees:

- College Executive Committee
- Institutional Planning Coordination Committee
- Academic Affairs Committee
- Student Affairs Committee
- Administrative Affairs Committee

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#### Administrative Regulation

The College Executive Committee, chaired by the Superintendent/President, is responsible for final review and recommendations, which are then carried forward to the Board of Trustees by the Superintendent/President.

The standing committees, as listed above, develop and formulate the plans, policies and procedures for their respective areas of the college and forward, via meeting minutes, these recommendations to the College Executive Committee for final disposition. The standing committees' membership is listed at the end of this document.

Subcommittees report to, and may be assigned specific tasks by, their standing committee. Each governance committee has a mission statement. All members of the college community are encouraged to bring issues forward to the appropriate subcommittee for civil and inclusive discussion and recommendation to the appropriate standing committee.

#### **CREATING A NEW SUBCOMMITTEE**

Standing committees may form new permanent subcommittees with the approval of College Executive. The proposal to create a new subcommittee should go first to the Governance Review Committee; include a rationale for creating the subcommittee; and indicate under which standing committee the subcommittee should be housed. Upon approval by the Governance Review Committee the proposal will be forwarded to the College Executive Committee.

Membership on governance committees is drawn from the five constituencies of the college:

1. Students - *listed as ASGCC representatives on the Blue List*
2. Classified Staff - *listed as CSEA representatives on the Blue List*
3. Faculty – *listed as Senate, Guild and Joint Faculty on the Blue List*
4. Manager/Confidential employees – *listed as MaC on the Blue List*
5. Administrators

Contractual stipulations recognize the American Federation of Teachers (Guild) as the bargaining unit for faculty and the California School Employees Association (CSEA) as the bargaining unit for classified staff. Additionally, the Academic Senate has a state mandated role in academic leadership. Management (Administration) of the college has special expertise and knowledge in its role.

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**CONSTITUENT REPRESENTATION**

Dedicated membership on all governance committees is essential to a successful operation; therefore, members must reflect expertise, interest, and responsibility for the entire college community.

It is noted that several groups, specifically noncredit and off-campus staff, confidential staff, classified managers, and students are frequently under-represented in the decision-making process. In addition, the dissemination of information to individuals/departments directly impacted by the decision-making process must be clearly defined.

The following procedures have been designed with the intent of enhancing representation:

1. The CSEA and the ASGCC shall each be allowed to appoint two (2) representatives with full voting rights from their individual constituencies, to each governance committee, where applicable.
2. Manager/Confidential (non-bargaining unit) employees shall be allowed to have one (1) representative with full voting rights to each governance committee, where applicable.
3. Supervisors are advised to provide time for classified staff and manager/confidential representatives to participate on governance committees.
4. The College Executive Committee and the other four standing committees (Institutional Planning Coordination, Academic Affairs, Student Affairs, Administrative Affairs) have restricted representation as listed under the "Committee Representation" section. Subcommittees do not have the same limitations of faculty and administrative representation, but do need to have representation from each constituency where applicable.

Unless special circumstances dictate otherwise the "Noah's ark-formula" for subcommittees indicates that they should have the following representation:

**1 Senate**

**1 Guild**

**2 CSEA – Classified**

**1 Manager/Confidential (MaC)**

**2 ASGCC – Students**

**\*Jointly appointed Faculty**

**\*Administration**

**\*Resource, non-voting**

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#### Administrative Regulation

- \* The number of representatives for the Joint Faculty, Administration and Resource seat may vary in number for each subcommittee.

### **APPOINTING COMMITTEE MEMBERS**

Each constituent group is responsible for appointing committee members by the end of May to ensure a smooth transition of representation from spring to fall.

#### **Student Representative**

Students have an important role as stakeholders and are represented by the Associated Students (ASGCC). The ASGCC makes all student appointments. The ASGCC constitution includes provision to appoint other student representatives to committees.

#### **Faculty Representative**

The Academic Senate and Guild executive committees make all faculty appointments (“Guild,” “Senate,” “Joint Faculty”) when appropriate. “Joint Faculty” are jointly appointed by the Academic Senate and the Guild executive committees, with the exception of released time seats, which are appointed by the Senate and Guild presidents and the appropriate administrator.

#### **Classified Staff Representative**

The CSEA president, in consultation with the CSEA executive committee, makes all “CSEA” appointments.

#### **Administration and Manager/Confidential Representative**

Where applicable a “Manager/Confidential” representative is appointed to committees by the Superintendent/President and the appropriate administrator. “Administration” members are appointed to committees by the Superintendent/President, in consultation with the appropriate vice president.

### **TERMS**

Appointing agencies may adjust terms to represent staggered appointments.

1. The Academic Senate and Guild appointments (“Guild,” “Senate,” “Joint Faculty”) are up to 4-year terms.
2. The CSEA appointments (“CSEA”) are up to 2-year terms.
3. The Administration appointments (“Administration,” “Manager/Confidential”) are 4-year terms; appointments without terms indicate ex officio.
4. The “ASGCC” appointments change each semester subject to students’ schedules.

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#### Administrative Regulation

5. It is in the interest of the governance process to ensure the widest possible participation. Although the importance of expertise is recognized, rotation is strongly encouraged. After a term is completed, the member may be replaced or reappointed.

Please note that "ASGCC", "Minutes Recorder" and "Resource" do not have a term of service. "Division Chairs" may have a term where applicable.

6. Each constituent group is responsible for appointing committee members by the end of May to ensure a smooth transition of representation from spring to fall.

#### **COMMITTEES' PURPOSE AND MEMBERSHIP (THE BLUE LIST)**

The list of all governance committees' purpose and membership. It is maintained and made available online by the Governance office. The list is commonly referred to as the "[Blue List](#)."

Appointments are made in the spring and implemented at the beginning of the fall semester. Each constituency usually undertakes assigning and removing representatives from committees during the spring semester. After the appointments have been completed, and the new information has been received in the Governance Office, an updated "Blue List" is prepared, emailed to the college and posted online.

#### **VOTING MEMBER**

##### **Standing Committee Representation**

Changes in representation of constituencies (i.e., the number of seats for the Administration, Guild, Senate, Joint Faculty, CSEA, ASGCC and Manager/Confidential) on the standing committees are subject to the approval of the College Executive Committee. To add a voting member to a standing committee, the committee votes to move the proposal and rationale forward to the College Executive Committee.

##### **Subcommittee Committee Representation**

Changes in representation of constituencies on an existing subcommittee or representation on a new subcommittee are subject to the review and confirmation of the Governance Review Committee. To add a voting member, the committee votes to move the proposal and rationale forward to the Governance Review Committee.

The Governance Review Committee votes to confirm the addition. However, if any constituency objects to the new subcommittee representation, such changes will be referred for resolution to the College Executive Committee.

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Final changes must be reported to the Governance Office.

### **ADD A VOTING MEMBER**

Follow the steps outlined in the previous paragraphs.

### **COMMITTEE CHAIRPERSON**

Election of the committee chair, when applicable, shall be done by the last meeting of the academic year. The newly elected chair is effective the upcoming Fall semester. Chairs that are ex officio do not require a vote (as defined by this AR, or job duty); on the Blue List without a term.

Elected committee chair must be a voting member. If no committee member steps forward to be chair/a chair was not elected then the Chair of the appropriate Standing committee will select a chair for that subcommittee.

### **PARTICIPATION AND ATTENDANCE**

If a committee member is absent fifty percent of the time over a one-year period OR absent for two consecutive meetings without a proxy during the academic year then, at the chair's recommendation, the member may be replaced by the appointing agency. It is the responsibility of the committee chair, or designee, to track attendance; this can be done by recording members present or absent in the minutes.

All representatives are encouraged to appoint a proxy if they are unable to attend meetings.

Governance committee chairs shall be selected each fall semester by internal elections, with the exception of the standing committees (College Executive, Institutional Planning

Coordination, Academic Affairs, Administrative Affairs, and Student Affairs), whose chairs are specified by AR 2511 as the administrative position.

### **PROXY**

Attendance at all committee meetings is mandatory. When a member (student, classified staff, faculty, manager/confidential employee, administrator) of a governance committee will be absent; the member should make every effort to assign a proxy who will attend the meeting on the absent member's behalf.

It is recommended that the proxy be from the same constituency as the member.

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#### Administrative Regulation

The proxy may not already be a voting member of the committee.

The proxy is entitled to full voting rights when acting as a substitute for that particular meeting.

The member needing a proxy will email the committee chair to give advance notice of their absence and notice of proxy participation. The email should include meeting date and proxy name.

Following the meeting, the proxy will submit a meeting summary to their constituency group.

#### **RESOURCE MEMBER**

Persons may be added to committees and subcommittees by committee vote to serve as resources of information; however, a resource member will not have voting rights, and therefore cannot be elected as chair of the committee. A resource can be any person a committee feels has expertise to offer with respect to the committee's business.

Information on how to add a voting member refer to the "Voting Member" section.

#### **RELEASED TIME SEAT**

Released Time seats are indicated with the [±] symbol on the Blue List.

An individual receiving released time to direct a program will be listed under "Joint Faculty". When released time ends that person will no longer be a committee member. Faculty released time seats are jointly appointed by the Senate and Guild presidents and the appropriate vice president or administrator.

#### **MEETING PROCEDURES**

The work of governance is communicated and facilitated through consistent committee procedures. Committees should adhere to the following format and timeline for the dissemination of information to committee members and to the public:

1. A "Call-for-Agenda-Items" is circulated by the committee chair to each committee member at least five days prior to the date of the meeting. Any non-member may also request that items be added to the agenda. Chairs shall contact ASGCC representatives by emailing them at both <[asvpad@glendale.edu](mailto:asvpad@glendale.edu)>, and their GCC student email addresses.

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#### Administrative Regulation

2. The agenda and related background materials are distributed to committee members at least 72 hours (three days) prior to the scheduled meeting. Committee agendas can be accessed in [Board Docs](#), or by contacting the committee chair. A link to a consistent Zoom room or other electronic means (such as Microsoft Teams) is provided on all agendas.
3. Meetings should be held according to the schedule on the Blue List. Specified meeting dates for the semester/academic year are determined by the chair and shared with the committee during the first meeting. If no agenda items have been proposed by the chair or recommended during the call for agenda items period, it is permissible to cancel a regularly scheduled meeting.
4. Minutes should include the following information:
  - a. minutes adopted or draft (unadopted)
  - b. meeting date, time, location
  - c. members present; absent; proxies, and guests
  - d. verification of quorum (see #5 below)
  - e. time meeting called to order
  - f. approval of minutes (indicate date of minutes being approved)
  - g. brief rationale of motions/actions
  - h. vote results of motions/action taken such as:
    - i. MSC = moved, seconded, carried or
    - ii. MSF = moved, seconded, failed or
    - iii. MST = moved, seconded, tabled of motions/actions taken
  - i. for motions include the name of presenter and person seconding the motion; e.g., "MSC (Smith/Jones) approval of the email policy"
  - j. time of adjournment
  - k. dates of next scheduled meetings
  - l. name of the minutes recorder, and title or office
5. Quorum is the simple majority of voting members of the committee which is 50% + 1 of the total voting membership whom are present.  
NOTE: a vacant voting member seat is not counted when determining quorum.
6. With regard to questions of order, committees follow Robert's Rules of Order.
7. Email voting is strongly discouraged. Issues of an urgent nature arising between

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#### Administrative Regulation

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.

8. Except for the College Executive; Budget; Campus Development; Institutional Planning Coordination; Student Fees & Tuition committees, emergency meetings of governance committees during intersessions are permissible only if:
  - A) They are approved by a majority of the voting membership of the committee;  
AND
  - B) All constituencies on the committee are represented at the emergency meeting.
  
10. For meetings that are scheduled during the fall or spring semester but which fall outside of the negotiated work calendar for committee members such as instructors, librarians, academic counselors, and division chairs, these members may request compensation for their participation pursuant to the college's collective bargaining agreement. [Reference [Guild Contract](#), Article VI, Section 1, Subsection G.]
  
11. Monthly reporting of motions and minutes.

The Governance Office sends out a schedule for reporting motions and minutes to committee chairs and minutes recorders, which they are required to follow. The schedule is also available online. The schedule ensures that all governance committee actions are included in the Governance Committees Summary Report for approval by the College Executive Committee. Governance subcommittees shall submit two documents, a motions report and minutes, to the respective standing committee as indicated on the [Blue List](#).
  
12. From the "[Principles of Government](#)" section:

Each governance subcommittee and each governance standing committee are expected to take action minutes (see the "[Meeting Procedures](#)" section). Each subcommittee is charged with forwarding those minutes to its respective members, to the appropriate standing committee with a motions report, and to the Governance Office. In turn, standing committees are charged with review and action on minutes received from their respective subcommittees.

Standing committees submit a motions report to the Governance Office for inclusion in the Governance Committees Summary Report prepared for the College Executive Committee. College Executive in turn forwards appropriate

## Glendale Community College District

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#### Administrative Regulation

recommendations to the Board.

Minutes, correspondence, and records are the property of the committee or subcommittee and are to remain in its possession. It is the responsibility of the chair to ensure that these files are maintained and passed on to new chairs.

13. General college awareness of governance committee activities will be achieved through the posting of minutes, and through a monthly report of committee activities, this report is the Governance Update. This report is made available on the Governance webpage and distributed by email to the College community. Questions regarding minutes from governance committees may be addressed by contacting the committee chair.

14. When a standing committee approves subcommittee minutes, they are approving the minutes as a whole (i.e., everything in the minutes).

The standing committee may vote to not approve certain recommendations brought forth in subcommittee minutes; this motion shall be recorded in that standing committee's minutes. For example: "Motion to approve the minutes from the (subcommittee) dated ... except the motion on ..."

When written documents, policies, or procedures are approved or edited by governance committee motion, those documents should be agendized, along with the committee's minutes, by the appropriate standing committee, for its approval of the document, policy, or procedure.

15. When the College Executive Committee makes a major decision, which will directly affect a specific individual(s) or department(s), the respective administrator for that area shall immediately inform those individuals who will be directly involved with or affected by the decision. Every effort should be made by the designated administrator to see that the information is dispersed to those affected prior to the distribution of the Governance Update.

16. Each constituency group will take care to inform their representatives of their responsibilities and to provide them opportunities to keep their constituencies informed.

This dissemination of information is achieved through the monthly constituent meetings of the CSEA, Guild, Academic Senate, Associated Students,

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#### Administrative Regulation

MaC (Manager/Confidential), and Executive Cabinet meetings.

17. At the conclusion of the meeting, designated committee members disseminate information, keeping open lines of communication on all approved motions. Designated members include:

- a. The committee chair, who brings forth information to the standing committee and appropriate area administrator. For example, the Governance Review reports to the College Executive Committee chaired by the Superintendent/President.
- b. The committee representative, who brings forth information to their respective constituent leadership. For example, the CSEA representative reports to the CSEA Leadership, preferably the president.
- c. The administrator and constituency group leadership (CSEA, Guild, Academic

Senate, Associated Student, MaC [Manager and Confidential], and Executive Cabinet), who promptly bring forth meeting decisions that will directly affect or involve a specific individual(s) or department(s).

Stakeholders are encouraged to follow up on information by checking with one or more of the following sources:

- monthly governance updates
- committee chairs or minutes recorders
- committee representatives
- committee minutes posted online

### **URGENT ACTIONS**

On occasion, the Superintendent/President may be required to make urgent decisions on matters that would normally be acted upon through the established governance process.

If an emergency meeting of the College Executive Committee cannot be convened prior to making the decision, it is incumbent upon the Superintendent/President to immediately inform, *in writing*, the members of the College Executive Committee of the action taken.

### **BUDGET DEVELOPMENT**

The Budget Committee is responsible for monitoring the budget development process and the ongoing implementation of the annual college budget. The Budget Committee is responsible for recommending to the Superintendent/ President and the College

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### **2511**

#### Administrative Regulation

Executive Committee funding priorities within both short-term and long-term income and expense expectations.

The budget process begins with units preparing a recommended budget for their specific area. A participatory process is used within each unit to ensure that requests are responsive to campus needs and reflect established goals and objectives of the college. The units' budget requests are forwarded to the appropriate Vice President of Administrative Services, Student Services and Instructional Services. The Vice Presidents then forward area budget requests to the appropriate Governance committee which is charged with establishing funding priorities that are then forwarded to the Budget Committee for consideration and integration into a district-wide funding priority list. The Superintendent/President is responsible for presenting the final budget proposal to the Board of Trustees.

Under the direction of the Vice President of Administrative Services, administrative services personnel will produce the various fiscal documents requested by the Budget Committee, the Board of Trustees, and various state agencies. Statutory regulations and deadlines, relative to budget development, must be adhered to.

For further information on budget development, refer to [Administrative Regulation 6200: The District's Budget](#).

#### **STANDING COMMITTEE REPRESENTATION**

The following pages include the composition of the (5) standing committees:

- College Executive
- Institutional Planning Coordination
- Academic Affairs
- Student Affairs
- Administrative Affairs

Standing committee chairpersons only vote in the event of a tie.

Subcommittee membership composition are listed on [the Blue List](#): the governance committees' purpose and membership.

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**COLLEGE EXECUTIVE COMMITTEE**

**MISSION:** The College Executive Committee constitutes an effective means of gathering information, deliberating and reporting on issues of concern to the college. College Executive has several subcommittees that report directly to it. College Executive is the highest governance committee for the college and approves all recommendations that the Superintendent/President is charged with carrying forward to the Board.

**ACTIVITIES:**

1. Serves as the highest and final level of review on governance issues.
2. Serves as the review body for governance items going to the Board of Trustees.
3. Serves as the Committee-On-Committees for the college. It directs governance items through the process.
4. Reviews the report of the Budget subcommittee and makes appropriate recommendations on the annual budget.
5. Establishes and coordinates the mechanism for long-range planning and the development of the College Strategic Plan.
6. Serves as an appeals body for items rejected at a lower level in the governance process.
7. Oversees the dissemination of information to the college community.
8. Creates Task Force groups, as needed.

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**CHAIR:** Superintendent/President, votes only in the event of a tie

**VOTING MEMBERSHIP:**

Faculty (2)	Senate President, Guild President
Classified Staff	CSEA President
Students	ASGCC President
Administrators (4)	Vice-Presidents (Administrative Services; Human Resources, Instructional Services; Student Services)

**NON-VOTING MEMBERS:**

Resource persons	Secretary to the Superintendent/President and Board of Trustees Governance Office Coordinator Manager and Confidential (MaC) Representative
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Administrative Regulation

**SUBCOMMITTEES OF COLLEGE EXECUTIVE:**

Budget Review

College Computer Coordinating

Enrollment Management

Equal Employment Opportunity (EEO)

Governance Review

Released Time/Extra Pay

Professional Development

Student Equity and Achievement (SEA)

*Space left intentionally*

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**INSTITUTIONAL PLANNING COORDINATION COMMITTEE (IPCC)**

**MISSION:** The Institutional Planning Coordination Committee (IPCC) models and monitors continuous quality improvement to ensure institutional effectiveness.

The committee oversees college planning; assesses the effectiveness of planning; makes recommendations for sustained continuous quality improvement; develops strategies to promote college-wide dialogue, discussion and participation in the integrated planning process; and identifies trends and common needs that reveal institutional and student needs.

These objectives are achieved by the strategic use of institutional data, accreditation standards, federal and state regulation, and community input as guiding principles for assessing institutional effectiveness.

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**CHAIR:** Dean of Research, Planning, and Grants, votes only in the event of a tie

**VOTING MEMBERSHIP:**

Faculty (4)	Senate President, Guild President, (2) "Joint" faculty appointments, including one from Garfield
Other Faculty (3-5)	Seats determined by position: Curriculum and Instruction Coordinator; Institutional Outcomes Coordinator; Faculty Accreditation Coordinator; [Planning Coordinator, Program Review Coordinator]
Classified Staff (2)	CSEA President; and an appointed CSEA member
Students	(2) Appointed by ASGCC
Administrators (7)	(3) Vice-Presidents; (4) appointed administrators
Manager/Confidential	Program Review Manager

**SUBCOMMITTEES OF IPCC:**

Program Review

Strategic Planning Team A

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Administrative Regulation

**ACADEMIC AFFAIRS COMMITTEE**

**MISSION:** The Academic Affairs Committee recommends plans, policies, and procedures to the College Executive Committee in support of the instructional activities of the college.

**ACTIVITIES:**

1. Develops the instructional component of the Institutional Strategic Plan.
2. Prioritizes budget recommendations for the instructional area.
3. Establishes the academic calendar in cooperation with the Guild.
4. Works cooperatively with the Academic Senate regarding Graduation Requirements.
5. Works with the library to develop instructional resources.
6. Establishes and regulates study abroad programs.
7. Guides management of the Baja Program and Field Studies.
8. Develops and administers the Instructional Computing Plan.
9. Submits recommendations in areas of curricular and academic standards to the Academic Senate for concurrent review and recommendation to the College Executive Committee, as appropriate.

See Administrative Regulation 4000, *Mutual Gains Agreement*, located on the Board of Trustees webpage and for the areas in which the Academic Senate and Academic Affairs mutually confer.

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**CHAIR:** Vice President, Instructional Services, votes only in the event of a tie

**VOTING MEMBERSHIP:**

Faculty	All Division Chairs – (the Associate Dean of Nursing is listed under the “Administration” seats) Curriculum and Instruction Committee Co-Chair Articulation Officer Senate Representative Guild Representative (3) “Joint Faculty”, appointed by the Senate and Guild
Classified Staff	(2) CSEA Representatives
Students	(3) ASGCC Representatives
Administration	Dean Student Services (7) Administrators from Instructional Services Associate Dean of Nursing

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Administrative Regulation

*Administration continued*

Administrator from Administrative Services (VP or designee)  
Information Technology (IT)

Manager/Confidential (1) representative

**NON-VOTING MEMBERS:**

Resource persons    Vice President Student Services  
                                 Director Admissions and Records  
                                 Chief Information Systems Officer  
                                 Dean Library and Learning Support Services  
                                 Distance Education Instructional Technology  
                                 Senate appointee  
                                 Governance Office Coordinator

**SUBCOMMITTEES OF ACADEMIC AFFAIRS:**

Academic Calendar  
Baja Program  
Graduation Requirements  
Library and Information Competency  
Scholars Program  
Study Abroad

*Space left intentionally*

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Administrative Regulation

**STUDENT AFFAIRS COMMITTEE**

**MISSION:** The Student Affairs Committee recommends plans, policies, and procedures to the College Executive Committee in support of the student services that assist students in attaining their educational objectives.

**ACTIVITIES:**

1. Develops the Student Services component of the College's various Strategic Plans.
2. Prioritizes budget recommendations for the Student Services area.
3. Reviews and recommends policies and regulations relating to students.
4. Oversees the effectiveness of Student Services.
5. Maintains responsibility for the college catalog.

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**CHAIR:** Vice President, Student Services, votes only in the event of a tie

**VOTING MEMBERSHIP:**

Faculty (10)	Division Chair of Student Services Senate Representative Guild Representative "Joint Faculty" appointed by the Senate and Guild; to include (4) from Student Services, (2) Division Chairs, (1) other faculty
Classified Staff	(2) CSEA Representatives
Students	(3) ASGCC Representatives
Administration	(8) from Student Services: (1) from Administrative Services, and (1) from Instructional Services
Manager/Confidential	(1) Representative

**NON-VOTING MEMBERS:**

Resource persons	Dean Research, Planning and Grants AIS/Informational Technology Student Employment Services Governance Office Coordinator
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Administrative Regulation

**SUBCOMMITTEES OF STUDENT AFFAIRS:**

International Students

Placement & Assessment

Student Fees & Tuition

*Space left intentionally*

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Administrative Regulation

**ADMINISTRATIVE AFFAIRS COMMITTEE**

**MISSION:** The Administrative Affairs Committee recommends plans, policies, and procedures to the College Executive Committee to ensure the proper and efficient administrative operation of the District.

**ACTIVITIES:**

1. Develops the Administrative Services component of the Institutional Strategic Plan.
2. Prioritizes budget recommendations for the Administrative Services area.
3. Develops plans, policies and procedures for facilities planning, renovation and maintenance.
4. Develops plans, policies and procedures for the parking operation of the District.
5. Develops plans, policies and procedures for the safe operation of the District.
6. Develops and reviews Board Policies and Administrative Regulations relative to the Administrative, Human Resources and Business operations of the District.

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**CHAIR:** Vice President, Administrative Services, votes only in the event of a tie.

**VOTING MEMBERSHIP:**

Faculty: (4)	1 Senate, 1 Guild, (2) appointed by the Senate and the Guild including one faculty involved in Specially Funded Programs
Classified Staff:	(3) CSEA representatives
Students:	(2) Students appointed by the ASGCC.
Administration: (6)	3 Administrative Services, 1 Student Services, 1 Instruction, and 1 Noncredit program
Manager/Confidential:	1 Representative

**NON-VOTING MEMBERS:**

Resource persons                      Vice President, Student Services

**SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:**

Campus Development  
Environment and Sustainability  
Safety

Glendale Community College District

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Administrative Regulation

Board Policy

None

Adopted: 3/31/1983

Revised: Spring 1989; 12/15/2009; 05/11/2010; 11/15/2011; 02/19/2013; 06/17/2014;  
12/08/2015; 05/10/2016; 05/10/2017; 06/12/2018; 11/13/2018; 12/11/18,  
9/6/2022, 10/11/2022; 01/09/2024