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**MEMORANDUM**

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**Date:** August 12, 2013

**To:** District Executive Council

**Subject:** Recommended Changes to the District Governance Structure

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Revisions to the *District Governance Structure* have been recommended as follows:

- Roles of Stakeholders in Participatory Governance (by Administrators Association)
- Addition of Associate Vice Chancellor Advancement & Communications to the following:
  - Chancellor's Extended Cabinet
  - District Strategic Planning & Budget Council
  - District Services Leadership

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**Administrators [Confidential Administrators, Managers, and Supervisors] page 6**

The role of administrators in decisions made at the District level is determined by the scope of responsibility and authority delegated in job descriptions for administrative positions.

The responsibility of District administrators includes the following:

- Provide effective leadership and support in planning and accreditation
- Implement and evaluate District objectives related to their area
- Adhere to the legal and ethical standards as well as policies established by the Board of Trustees
- Oversee the effective use of institutional resources
- Make recommendations concerning the hiring of personnel
- Make contributions to the development and improvement of all GCCCD functions
- Implement best practices and courses of action
- Assume responsibility for ensuring implementation of activities based on applicable recommendations and college goals
- Evaluate the effectiveness of activities in order to support and facilitate the educational process and ensure the institution's effectiveness
- Initiate new ideas and improvements, and promote quality and responsiveness in District operations
- Lead the units for which they are responsible, and make appropriate decisions
- [The Administrators' Association is the sole organization responsible for appointing managers and supervisors to Participatory Governance and hiring committees.](#)

Administrators Association shall also make appointments to councils, committees, and task forces for those groups specifying its representation regarding bargaining. (Note: The Administrators Association is only listed as a labor group hereafter in the document.)

### Charge

The District Strategic Planning and Budget Council serves in an advisory capacity to the Chancellor on development and evaluation of college and District strategic plans and budget planning priorities based upon the District vision and goals.

### Membership

Chair, Vice Chancellor, Business Services  
Vice Chancellor, Human Resources  
Associate Vice Chancellor, Business Services  
[Associate Vice Chancellor Advancement & Communications](#)  
Sr. Director, Information Systems  
Sr. Director, Fiscal Services  
Sr. Dean Research, Planning & Institutional Effectiveness  
President, Cuyamaca College  
President, Grossmont College  
Vice President, Instruction, Cuyamaca College  
Vice President, Academic Affairs, Grossmont College  
Vice President, Student Services, Cuyamaca College  
Vice President, Student Services, Grossmont College  
Vice President, Administrative Services, Cuyamaca College  
Vice President, Administrative Services, Grossmont College  
President, Academic Senate, Cuyamaca College  
President, Academic Senate, Grossmont College  
President, Administrators Association  
President, Classified Senate  
President, California School Employees Association, Chapter 707  
President, American Federation of Teachers Guild  
President, Associated Student Government, Cuyamaca College  
President, Associated Students, Grossmont College  
Academic Senate representative, Cuyamaca College  
Academic Senate representative, Grossmont College  
Confidential Administrators representative  
Confidential Supervisors/Assistants representative  
Chairman, Fraternal Order of Police CCD POA Lodge 56

### Committees

Recommendations from the following committees are forwarded to the District Strategic Planning & Budget Council:

- Administrative Technology Advisory Committee (ATAC)
- Instructional Technology Advisory Committee (ITAC)
- Emergency Preparedness Committee

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## District Services Leadership Council (DSL) page 27

**Charge:** The District Services Leadership Council serves in an advisory capacity to the Vice Chancellor on matters regarding strategic and budget planning for District Services, including staffing and facility requirements.

### Membership:

<ul style="list-style-type: none"><li>▪ Chair, Vice Chancellor, Business Services</li><li>▪ <a href="#">Associate Vice Chancellor Advancement &amp; Communications</a></li><li>▪ District Services Managers and Supervisors, all</li><li>▪ Administrators Association representative</li></ul>	<ul style="list-style-type: none"><li>▪ Classified Senate Vice President, District Services</li><li>▪ Classified Senate, 2 additional representatives</li><li>▪ Confidential Administrators representative</li><li>▪ Confidential Supervisors/Assistants representative</li></ul>	<ul style="list-style-type: none"><li>▪ California School Employees Association, Chapter 707, representative</li><li>▪ District Auxiliary Organization representative</li><li>▪ Foundation for Grossmont &amp; Cuyamaca Colleges representative</li><li>▪ Fraternal Order of Police CCD POA Lodge 56 representative</li></ul>
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## Chancellor's Extended Cabinet page 28

### Charge

To review administrative, policy, and procedural issues, discuss items of concern to the District, and make recommendations to the Chancellor's Cabinet regarding those issues. In addition, members are the lead advisors in the development of management proposals and representation of management with respect to employer/employee relations and bargaining matters.

### Membership

- Chair, Chancellor
- President, Cuyamaca College
- President, Grossmont College
- Vice Chancellor, Business Services
- Vice Chancellor Human Resources
- Vice President, Administrative Services, Cuyamaca College
- Vice President, Administrative Services, Grossmont College
- Vice President, Instruction, Cuyamaca College,
- Vice President, Academic Affairs, Grossmont College
- Vice President, Student Services, Cuyamaca College
- Vice President, Student Services, Grossmont College
- [Associate Vice Chancellor-Business Services](#)
- [Associate Vice Chancellor Advancement & Communications](#)
- Director, Employee and Labor Relations
- Resources as needed:
  - Sr. Dean, Research, Planning and Institutional Effectiveness
  - Director Communications and Public Information