



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Grossmont-Cuyamaca Community College District Governance Handbook For Effective Decision-Making

2012

Grossmont-Cuyamaca Community College District

Governance Handbook for Effective Decision-Making

TABLE OF CONTENTS

Vision, Mission, Values	1
Introduction.....	2
Governance Philosophy: Participatory Governance	2
Principles of Governance	3
Evaluation and Continuous Improvement	4
Roles of Stakeholders in Participatory Governance	5
Governing Board	5
Chancellor	5
Chancellor’s Cabinet	5
Administrators [Confidential Administrators, Managers, and Supervisors].....	6
Faculty [Academic Senates].....	6
Classified Staff and Confidential Supervisors/Assistants [Classified Senate]	7
Students	8
Labor Groups	9
Groups that Develop Recommendations	10
Council	10
Committee.....	10
Task Force	10
Governance Chart	11
District Participatory Governance Councils and Committees	12
District Executive Council.....	12
District Strategic Planning and Budget Council	13
Administrative Technology Advisory Committee	14
Instructional Technology Advisory Committee.....	15
Emergency Preparedness Committee	15

District Coordinating Educational Council	16
Academic Calendar Committee	17
Institutional Research & Planning Committee.....	17
Student Success Committee.....	18
Human Resources Advisory Council	19
Diversity, Equity and Inclusion Council	20
(Equal Employment Opportunity Advisory Committee)	
Grossmont College DEI Committee	21
Cuyamaca College DEI Committee	21
District Services DEI Committee	22
District Accreditation Coordinating Council	23
Protocols for District Participatory Governance	24
Executive Leadership	25
Chancellor’s Cabinet	25
Grossmont College Planning & Resource Council	26
Cuyamaca College Institutional Effectiveness & Resource Council	26
District Services Leadership Council	27
Chancellor’s Extended Cabinet.....	28
Benefits Committee	29
Classification Committee—CSEA	29
Classification Committee—Management & Supervisors	29
Classification Committee—Confidential	30
Meeting Calendar for Governance and Organizational Groups.....	31
Appendices	32

Grossmont-Cuyamaca Community College District

Vision, Mission, Values

Vision

Transforming lives through learning.

Mission

Provide outstanding learning opportunities that prepare students to meet community needs and future challenges of a complex, global society. Grossmont-Cuyamaca Community College District fulfills its mission by providing

- Outstanding undergraduate education leading to certificates, associate degrees, and transfer;
- Excellent career and technical education programs that prepare students for workforce entry and advancement;
- Comprehensive student development and support services that help students succeed in meeting their educational goals;
- Engaging educational services that meet learners needs in basic skills, English language proficiency, and lifelong learning; and
- Responsive social and economic development programs and community partnerships.

Values

Cultivate a student-centered culture of excellence, trust, stewardship, and service.

Introduction

The Grossmont-Cuyamaca Community College District (GCCCD) recognizes the critical role and contribution of all members of the District community and is committed to cultivating an effective governance system that conveys the interrelationship of all parties in fulfillment of service to our students and community. The Governing Board, Chancellor, administrators, faculty, staff, and students are pledged to work cooperatively in a principled approach that respects the interests and responsibilities of all members of the District community. Our governance system supports participation and communication to strengthen the District's capacity to carry out its mission. Members of this District are united by the collective understanding that student learning and success is our primary mission.

Governance Philosophy: Participatory Governance

Effective governance of any democratic organization relies on the individual and collective actions of those who come together for the purpose of governance. GCCCD adheres to a philosophy of participatory governance that engages primary institutional stakeholders in decision-making processes. These stakeholders generally include Board members, faculty, staff, administrators, students, and community members.

Successful participatory governance creates an environment of awareness and inclusion in which all members adhere to the following overarching goals:

- Maintain a unity of purpose
- Agree on and govern within appropriate roles
- Create and sustain a positive governance culture
- Establish policies, procedures, and practices that promote the institution's mission and strategic direction in serving the community
- Support an open and representative structure for opinions to be shared and considered
- Provide effective, timely responses to internal and external demands
- Assure accountability through a focus on evidence, transparency, and continuous improvement

This shared involvement does not always imply agreement and does not always require the same level of involvement by all stakeholders at all times; nevertheless, it always recognizes the ultimate responsibility for decisions with the Chancellor and the Board of Trustees.

Principles of Governance

Effective governance at GCCCD rests on a democratic partnership in which Board members, faculty, staff, administrators, and students commit to the following principles:

1. The Governing Board has final responsibility and authority for District policies and procedures; any individual may address the Board to share his/her opinions or concerns.
2. The Board charges the Chancellor with the responsibility for governance of the District; in turn, the Chancellor creates a structure and a systematic process for decision-making that allows for the effective participation of Board members, faculty, staff, administrators, students, and community.
3. Recommendations for decisions are made through the consultative processes involving appropriate councils and committees.
4. Representation is the cornerstone of good governance. Members of all campus constituencies – students, faculty, administration, and staff – are involved in the governance and future direction of the District through their representatives. Individual representatives are responsible for articulating the perspectives of the groups they represent, and, in turn, reporting back to their groups on the progress of issues. In addition, constituency representatives should make a sincere attempt to understand issues from a broad District perspective.
5. Effective governance is facilitated by extensive communication, timely and appropriate information, clearly noticed and accessible meetings, public deliberation, broad scale participation, published records, and regular evaluation of the quality and effectiveness of the governance structure and function.

Evaluation and Continuous Improvement

The District conducts periodic reviews and evaluation of its governance structure and function. Through two systematic review processes, one completed on an annual basis and one completed every three years, the District's *Governance Handbook* is maintained to reflect changes identified in the District's cycle of continuous quality improvement.

Annually: The handbook is reviewed each year by Chancellor's Office staff and council and/or committee members and updated to maintain accuracy. Review includes council/committee charge, composition, and meeting schedule.

Triennially: The effectiveness of the structures and processes described in the handbook are evaluated every three years as a part of the District's assessment of its planning processes. This assessment includes gathering districtwide feedback about the quality and effectiveness of the District's participatory governance process for review by the District Executive Council (DEC). DEC reviews this information and recommends revisions to the Chancellor. The updated handbook is presented to the Governing Board for review and approval.

DRAFT

Roles of Stakeholders in Participatory Governance

The stakeholders in GCCCD participate in making decisions at the District level appropriate in scope to their roles within the District. The role in making decisions for each constituency described below is derived from the California Code of Regulations and GCCCD board policies and administrative procedures. District policies and procedures and the relevant sections of the California Code of Regulations, Title 5, are included in the appendix of this document.

Governing Board

The Board of Trustees retains the ultimate responsibility for governance of the District. According to the Education Code, the locally-elected Governing Board takes responsibility for the following:

- Represents the public interest
- Sets policy direction
- Establishes the climate in which educational goals are accomplished
- Defines legal, ethical, and prudent standards for college and District operations
- Hires and evaluates the Chancellor
- Assures fiscal health and stability
- Delegates power and authority to the Chancellor to effectively lead the District
- Monitors institutional performance
- Advocates and protects the District

In carrying out these functions, the Governing Board provides for and encourages effective participation by employee and student representatives through its participatory governance processes. The Governing Board, as elected representatives of the community, is the final voice in the District (subject to the laws and appropriate regulations of the State Legislature and the Chancellor's Office). As a matter of professional respect, and as outlined in AB 1725, the Board will, if it rejects or modifies a recommendation proposed by the participatory governance procedure, return to the participatory governance committee(s) its objections to the proposal. It does this through its designee, the Chancellor.

Chancellor

Pursuant to District board policy, the Chancellor is the official designee of the Board, and is directly responsible to the Board. The Chancellor is given the authority and responsibility to administer the District and to assign designees to carry out participatory governance.

The Chancellor has the right to accept, reject, or modify any participatory governance recommendation. However, in the spirit of professionalism and collegiality, if the Chancellor does not accept a formal recommendation, he/she will inform the respective group and also inform the Board.

The Chancellor is the chief academic and administrative officer of the District, charged with providing strategic direction and leadership for the District. The Chancellor facilitates the participatory governance process by promoting a decision-making environment of inclusiveness, civility, honesty, fairness, and cooperation.

Chancellor's Cabinet

Members of Chancellor's Cabinet are involved in decisions made at the District level and articulate recommendations directly to the Chancellor in matters assigned in their job descriptions. In addition to making decisions at the campus level, the members of Chancellor's Cabinet serve as the primary advocates for their colleges/divisions at the District level for resource needs, policy issues, special projects, and the promotion of college/division goals.

Members of Chancellor's Cabinet play a central role in executive leadership of the District. They contribute to administrative decisions to carry out the institutional mission and create an institutional culture reflecting District values of excellence, trust, stewardship, and service.

Administrators [Confidential Administrators, Managers, and Supervisors]

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

Administrators Association shall make appointments to councils, committees, and task forces for those groups specifying its representation.

Faculty [Academic Senates]

The Academic Senate is the representative in participatory governance activities regarding academic and professional matters (Title 5, Section 53203 of the California Code of Regulations and board policy BP 2510 Participation in Local Decision-Making). The Grossmont College Academic Senate and the Cuyamaca College Academic Senate are established as separate bodies representing the faculty of the respective colleges. Faculty appointments to councils, committees, task forces, or other groups shall be made by the respective Academic Senates, except for those groups specifying American Federation of Teachers Guild representation.

As provided in BP 2510 Participation in Local Decision-Making, the Governing Board recognizes the authority of the Academic Senates with respect to academic and professional matters in accord with provisions of Title 5 of the California Code of Regulations. The academic and professional matters on which the Board will rely primarily on the Academic Senates are as follows:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies
- Standards or policies regarding student preparation and success
- Faculty roles and involvement in accreditation processes, including self-studies and annual reports
- Policies for faculty professional development activities

The academic and professional matters on which the Board will seek mutual agreement with the academic/faculty senates are as follows:

- Educational program development and educational program discontinuance
- District and college governance structures as related to faculty roles
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as mutually agreed by the Board of Trustees and the senate(s)

District councils and committees on which the Academic Senate has designated representatives include the following:

- District Executive Council
- District Strategic Planning & Budget Council
- Administrative Technology Advisory Committee
- Instructional Technology Advisory Committee
- District Coordinating Educational Council
- Academic Calendar Committee
- Institutional Research & Planning Committee
- Human Resources Advisory Council
- Student Success Committee
- College Diversity, Equity and Inclusion Committees
- Grossmont College Planning & Resource Council
- Cuyamaca College Institutional Effectiveness & Resource Council

Classified Staff including Confidential Supervisors/Assistants [Classified Senate]

The role of classified staff members in making decisions at the District level is to participate in the development of recommendations to the Chancellor on issues that have or will have a significant effect on staff (California Code of Regulations and BP 2510 Participation in Local Decision-Making).

For purposes required under Title 5, section 51023.5 of the California Code of Regulations, the Governing Board generally recognizes the Classified Senate as the representative of non-management classified staff. In development of policies or procedures, after participation in established consultation processes, including consultation with administration of the colleges/District, the Classified Senate may present its views and recommendations to the Board with approval of Classified School Employees Association, Chapter 707. Classified employee appointments to councils, committees, task forces, or other groups shall be made by the Classified Senate, except for those groups specifying California School Employees Association, Chapter 707, (CSEA) representation.

A memorandum of understanding between the District, the Classified Senate, and CSEA states:

The Classified Senate is organized to represent classified, including confidential and supervisory staff, in issues including, but not limited to, the following (in relevant part):

- *Promoting the shared governance process, including the following: a) the selection of administrative staff; b) in-service education; c) facilities and services; d) relations and communication among interest groups in the District; and e) finance and budget*
- *Provide a centralized means of communication between classified staff and the District community*
- *Articulating the professionalism of the classified staff so that it is recognized and valued*
- *Providing an opportunity to develop individual leadership among the classified staff and increase the professional standards of its members*
- *Promoting and supporting activities that develop or increase skills, productivity, and professionalism*

CSEA negotiates and represents the classified bargaining unit regarding compensation and working conditions.

District councils and committees on which the Classified Senate has designated representatives include the following:

- District Executive Council
- District Strategic Planning and Budget Council
- Academic Calendar Committee
- Institutional Research & Planning Committee
- Human Resources Advisory Council
- Student Success Committee
- Benefits Committee
- Classification Committee—CSEA
- District Accreditation Coordinating Council
- Site based Diversity, Equity and Inclusion Committees
- District Services Leadership Council
- Grossmont College Planning and Resource Council
- Cuyamaca College Institutional Effectiveness and Resource Council

Students

The District recognizes and values the contributions of students in participatory governance. The following specific matters are identified in the California Code of Regulations, Title 5, Section 51023.7, as having a significant effect on students and calling for student contributions to decision-making:

- Grading policies
- Codes of student conduct
- Academic disciplinary policies
- Curriculum development
- Courses or programs that should be initiated or discontinued
- Processes for institutional planning and budget development
- Standards and policies regarding student preparation and success
- Student services planning and development
- Student fees within the authority of the District to adopt
- Any other District and college policy, procedure, or related matter that the District governing board determines will have significant effect on students

The Board recognizes the Associated Students of Grossmont College and the Associated Student Government of Cuyamaca College as the official voices for students in GCCCD. In accordance with Board Policy 2510 Participation in Local Decision-Making, the Associated Students are given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on them, and the recommendations and positions of the Associated Students are given reasonable consideration.

District councils and committees on which the students have designated representatives include the following:

- District Executive Council
- District Strategic Planning & Budget Council
- Emergency Preparedness Committee
- Student Success Committee
- District Coordinating Educational Council
- Academic Calendar Committee
- Institutional Research & Planning Committee
- College Diversity, Equity and Inclusion Committees

- Grossmont College Planning & Resource Council
- Cuyamaca College Institutional Effectiveness & Resource Council

Labor Groups

For matters related to compensation and working conditions, employees are represented by the following organizations:

- Faculty—American Federation of Teachers Guild, Local 1931
- Classified Staff—California School Employees Association, Chapter 707
- Police Officers—Fraternal Order of Police CCD POA Lodge 56
- Administrators—Administrators Association
- Confidential Administrators—meet and confer unit*
- Confidential Supervisors/Assistants—meet and confer unit*

*Confidential Employee groups are responsible for appointing representatives from the confidential administrators and confidential staff for participatory governance councils/committees.

A Confidential employee is an employee of the District who, in the regular course of his/her duties, has access to confidential information that contributed to the development of management proposals and decisions with respect to employer-employee relations (Government Code Section 3540.1(c)). As such, they are not a bargaining unit, but rather a meet and confer unit.

District Councils and committees on which labor groups have designated representatives include the following:

- District Executive Council
- District Strategic Planning & Budget Council
- Academic Calendar Committee
- Human Resources Advisory Council
- Benefits Committee
- Grossmont College Planning & Resource Council
- Cuyamaca College Institutional Effectiveness & Resource Council

Groups that Develop Recommendations

The GCCCD groups that provide recommendations in the decision-making process are organized into three categories based on the group's responsibilities and its source of authority: council, committee and task force. The groups in all three categories are essential to the involvement of the GCCCD community in both being informed about issues of districtwide importance, making decisions, and serving as conduits of information to and from the stakeholders. The membership in each type of group is determined by the source of authority on which the group is based.

Council

Councils are composed of administrators and/or executive representatives of faculty, staff, or student organizations. A council often directs the work of numerous committees or task forces. A council meets regularly and serves as an executive advisory body.

Committee

Committees are composed of a variety of individuals whose scope of work is narrower than a council. A committee reports its recommendations to senior administrators or a council. Committees typically have an ongoing purpose and meet regularly.

Steering committees are charged with overseeing and directing large scale initiatives and may oversee other committees or subcommittees.

Screening and interview committees screen applications for the most appropriately qualified applicants to interview, conduct preliminary interviews, and recommend applicants for final interviews.

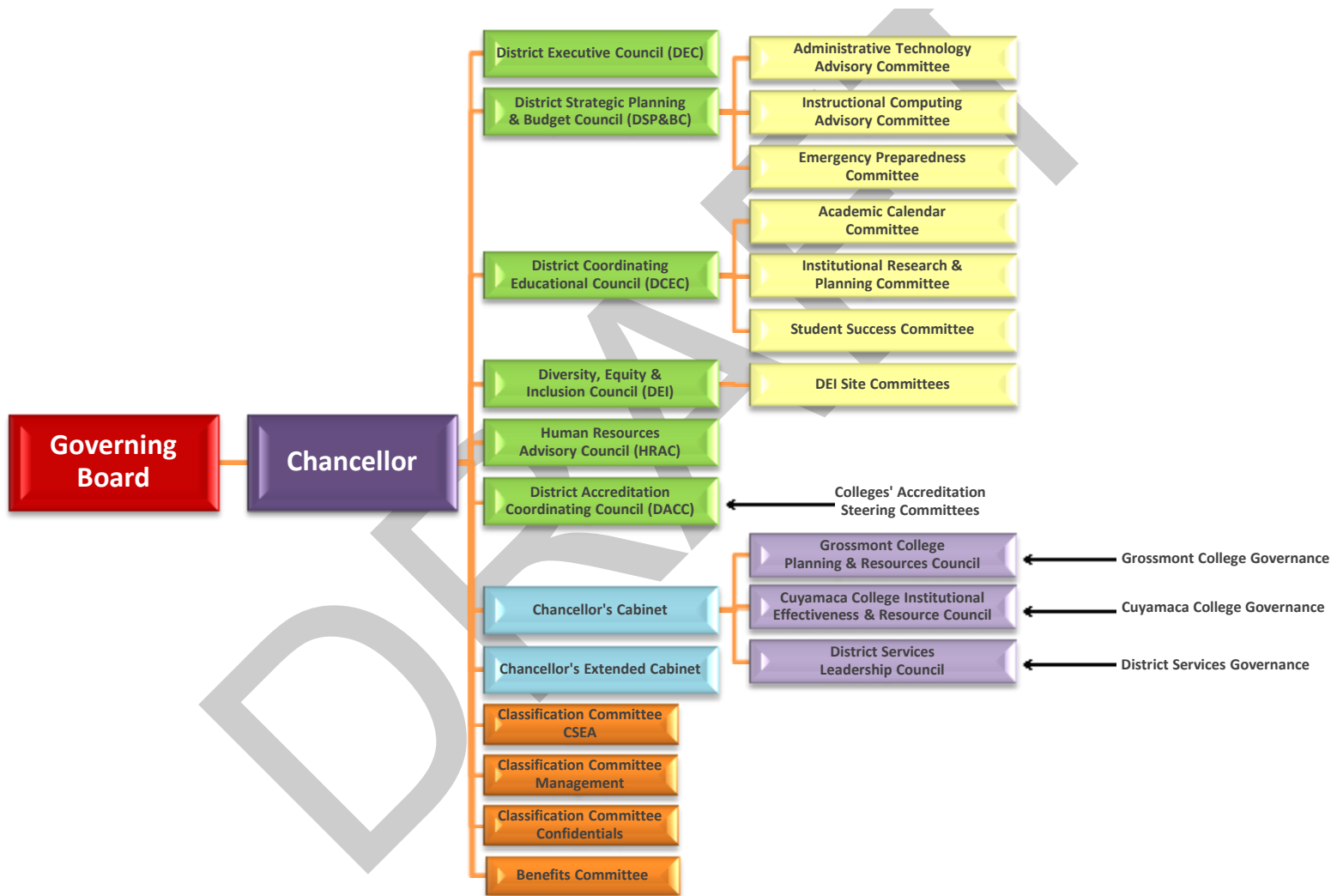
Task Force

A task force may be composed of a variety of individuals relevant to its purpose. Task forces are created to address a specific issue and meet until its charge has been completed. Upon conclusion of the task, the group is disbanded.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

GOVERNANCE



District Participatory Governance Councils and Committees

District Executive Council (DEC)

Charge

The District Executive Council serves in an advisory capacity to the Chancellor. DEC advises the Chancellor on District policy development and governance issues, and on matters referred to the council by the colleges, District Services, and/or college/District standing councils or committees. DEC reviews and recommends items for the Governing Board meeting dockets.

Membership

Chair, Chancellor
Vice Chancellor, Business Services
Vice Chancellor, Human Resources
President, Cuyamaca College
President, Grossmont College
President, Associated Student Government, Cuyamaca College
President, Associated Students, Grossmont College
President, Academic Senate, Cuyamaca College
President, Academic Senate, Grossmont College
President, Classified Senate
President, California School Employees Association (CSEA), Chapter 707
President, American Federation of Teachers Guild
President, Administrators Association
Confidential Administrators representative
Confidential Supervisors/Assistants representative
Chairman, Fraternal Order of Police CCD POA Lodge 56

District Strategic Planning & Budget Council (DSP&BC)

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
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

Administrative Technology Advisory Committee (ATAC)

Charge: Recommends vision, strategy and direction for the adoption and implementation of new and emerging technologies. The committee provides recommendations to the District Strategic Planning & Budget Council (DSP&BC) concerning strategic policies and direction for administrative information systems. The committee also provides the following:

- Provides recommendations for Information Systems Department regarding operational priorities and system enhancements
- Provides recommendations for policies and priorities related to the selection, implementation, and operation of administrative information systems
- Assists in the development of the Information Technology Plan for administrative information systems
- Provides communication and administrative information system status reporting to stakeholder groups and existing councils and committees
- Coordinates the work of specially appointed task groups as required
- Recommends allocation of Information Systems Department resources to specific projects. Provides quarterly updates to DSP&BC

Membership:

- Chair, Sr. Director, Information Systems
 - Cuyamaca College representatives appointed by College President
 - Grossmont College representatives appointed by College President
 - Vice Chancellor, Business Services and appointed representatives
 - Vice Chancellor, Human Resources and appointed representatives
 - Library/LRC jointly appointed representative
 - Information Systems staff as required
-

Instructional Technology Advisory Committee (ITAC)

Charge: Recommends vision, strategy and direction for the adoption and implementation of new and emerging instructional technologies. The committee also provides the following:

- Provides recommendations to DSP&BC concerning the application of technology for instructional programs. Recommends standards and procedures for the implementation of instructional technology throughout the District
- Recommend priorities to the Information Systems Department for instructional computing support
- Recommends standards for the acquisition of new instructional software and hardware
- Provides quarterly updates to DSP&BC
- Establishes ad hoc committees to focus on specific topics as required: Internet, network, standards and procedures, computing ethics, and software licensing

Membership:

- Chair, selected by the group and alternates between the colleges
- Sr. Director, Information Systems
- Representatives of the two colleges' instructional computing committees
- Cuyamaca College representative appointed by College President
- Grossmont College representative appointed by College President
- Cuyamaca College Academic Senate representatives
- Grossmont College Academic Senate representatives
- Sr. Director, Information Systems
- Instructional support staff
- Information Systems staff, as needed

Emergency Preparedness Committee

Charge: Develop and recommend District operating procedures relative to Governing Board policies BP 3505 Emergency Preparedness and Management Plan and BP 3510 Workplace Violence Plan. Coordinate and communicate with appropriate college committees to identify college issues and assure uniform practices. Develop, recommend, and support a training program to familiarize faculty, staff, students, and other appropriate audiences with District board policies and administrative procedures relative to emergency preparedness. Develop, recommend, and support exercises to practice response to various emergencies.

Membership:

- Chair, Director, Public Safety
 - Vice Chancellor, Business Services
 - Vice Chancellor, Human Resources
 - Grossmont College Emergency Operations Center, 3 – 5 representatives
 - Cuyamaca College Emergency Operations Center, 3 – 5 representatives
 - District Services, 3 – 5 representatives
 - Cuyamaca College student representative
 - Grossmont College student representative
- *Appointees should also serve on site Emergency Preparedness Committees

District Coordinating Educational Council (DCEC)

Charge

The District Coordinating Educational Council anticipates and serves the educational needs of students in the District by reviewing, facilitating, and recommending educational initiatives, services, and programs, consistent with District policies, procedures and strategic priorities. DCEC provides coordination and leadership for instructional and student support services throughout the District.

Membership

Chair, Chancellor
President, Academic Senate, Cuyamaca College
President, Academic Senate, 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
Sr. Dean, Research, Planning & Institutional Effectiveness
Instructional Dean, Cuyamaca College
Instructional Dean, Grossmont College
Dean, Counseling and Enrollment Services, Cuyamaca College
Dean, Counseling and Enrollment Services, Grossmont College
Curriculum Committee Faculty Co-Chair, Cuyamaca College
Curriculum Committee Faculty Co-Chair, Grossmont College
President, Associated Student Government, Cuyamaca College
President, Associated Students, Grossmont College

Committees

Recommendations from the following committees are forwarded to the District Coordinating Educational Council:

- Academic Calendar Committee
- Institutional Research & Planning Committee
- Student Success Committee

Academic Calendar Committee

Charge: To develop the annual academic calendar for review by DCEC and approval by the Governing Board.

Membership:

- Co-Chairs, Vice President, Instruction or Academic Affairs from one college, and Vice President Student Services from the other college
 - Vice President, Instruction, Cuyamaca College
 - Vice President, Academic Affairs, Grossmont College
 - Vice President, Student Services, Cuyamaca College
 - Vice President, Student Services, Grossmont College
 - Dean, Counseling and Enrollment Services, Grossmont College
 - Dean, Counseling and Enrollment Services, Cuyamaca College
 - Instructional Operations Supervisor, Cuyamaca College
 - Instructional Operations Supervisor, Grossmont College
 - Academic Senate representative, Cuyamaca College
 - Academic Senate representative, Grossmont College
 - Classified Senate representative, Cuyamaca College
 - Classified Senate representative, Grossmont College
 - Associated Student Government, Cuyamaca College representative
 - Associated Students, Grossmont College representative
 - American Federation of Teachers Guild representative
 - California School Employees Association, Chapter 707, representative
 - Administrators Association representative
 - Fraternal Order of Police CCD POA Lodge 56 representative
-

Institutional Research & Planning Committee

Charge: The Institutional Research & Planning Committee (IRPC) supports a culture of inquiry by providing quantitative and qualitative data to inform planning and decision making processes throughout the District, improve student learning and achievement, and enhance institutional effectiveness through the process of continuous quality improvement. Each fall semester the IRPC will review and rank research requests submitted by the colleges and District Services. The IRPC makes recommendations to DCEC, and periodically evaluates the annual District research and planning agenda. The IRPC provides guidance to the Research, Planning & Institutional Effectiveness Office regarding annual research priorities during the preparation and evaluation of District plans, and development of the annual institutional effectiveness reports. The IRPC also acts as an Institutional Review Board regarding both internal and external requests for applied educational research, when needed.

Membership:

- Chair, Sr. Dean, Research, Planning & Institutional Effectiveness
 - Vice President, Instruction, Cuyamaca College
 - Vice President, Academic Affairs, Grossmont College
 - Vice President, Student Services, Cuyamaca College
 - Vice President, Student Services, Grossmont College
 - Administrative Services, Cuyamaca College
 - Administrative Services, Grossmont College
 - Academic Senate President or designee, Cuyamaca College
 - Academic Senate President or designee, Grossmont College
 - Classified Senate, 2 representatives
 - Student representative, Cuyamaca College
 - Student representative, Grossmont College
 - District Services representative
 - Planner or designee, Research, Planning & Institutional Effectiveness
-

Student Success Committee

Charge: The primary purpose of the Student Success Committee is to serve as a means for districtwide collaboration regarding student success initiatives. The committee will provide leadership with the planning, implementation and evaluation of a comprehensive student success plan that includes, but is not limited to components of the Student Success Task Force Recommendations, American Association of Community Colleges reports, ARCC 2.0 and College and District Strategic Areas of Focus. In addition, the committee will monitor and make policy and procedural recommendations to DCEC regarding legislative changes, such as the Student Success Act of 2012, Title V, and Education Code.

Membership:

- Co-Chair, Vice President, Student Services, Cuyamaca College
 - Co-Chair, Vice President, Student Services, Grossmont College
 - Vice President, Instruction, Cuyamaca College
 - Vice President, Academic Affairs, Grossmont College
 - Sr. Dean, Research, Planning & Institutional Effectiveness
 - Sr. Director, Information Systems
 - Dean, Counseling Services, Cuyamaca College
 - Dean, Counseling Services, Grossmont College
 - Academic Dean, Cuyamaca College
 - Academic Dean, Grossmont College
 - Academic Senate President or designee, Cuyamaca College
 - Academic Senate President or designee, Grossmont College
 - Chair, Counseling, Cuyamaca College
 - Chair, Counseling, Grossmont College
 - Faculty Co-Chair, Basic Skills Committee, Cuyamaca College
 - Faculty Co-Chair, Student Success Committee, Grossmont College
 - Student representative, Cuyamaca College
 - Student representative, Grossmont College
-

Human Resources Advisory Council (HRAC)

Charge

The Human Resources Advisory Council provides input to Human Resources for continued improvement in services and programs for employees, to improve communication between Human Resources and the employees it serves, to enhance the effectiveness of human resources in promoting the mission and goals of the District. Responsibilities of the Committee include the following:

- Identify issues of concern for response and action by Human Resources
- Assist in the development and ongoing review of a strategic human resources plan
- Serve as a sounding board for Human Resources issues
- Evaluate Human Resources services in the following areas:
 - a) Scope: what services, functions, programs HR should provide
 - b) Quality: overall adequacy of and satisfaction with services provided
 - c) Effectiveness: impact of information and services provided

Membership

Chair, Vice Chancellor, Human Resources
Director, Employee and Labor Relations
Academic Senate, Grossmont College, representative
Academic Senate, Cuyamaca College, representative
Classified Senate, Grossmont College, representative
Classified Senate, Cuyamaca College, representative
Classified Senate, District Services, representative
Administrators Association, 2 representatives
Confidential Administrators, 2 representatives
Confidential Supervisors/Assistants representative
California School Employees Association, Chapter 707, representative
American Federation of Teachers Guild representative
Fraternal Order of Police CCD POA Lodge 56 representative

Diversity, Equity & Inclusion Council (DEI)

(Equal Employment Opportunity Advisory Committee)

Charge

The charge of the Diversity, Equity and Inclusion Council is to build a culture of inclusivity that promotes a global consciousness in the college District and community. Its objective is to provide a welcoming environment that fosters cultural competence, equity and respect for all employees and students.

The council is responsible for assessing progress and disseminating information regarding diversity and equity, recommending meaningful strategies for improvement, overseeing the implementation of the charge districtwide, and ensuring compliance with relevant laws and regulations.

The council is also responsible for writing plans in accordance with Title 5 or other federal and state regulations and the District Diversity Vision and Mission. The DEI promotes acceptance of people of diverse age, ancestry, color, disability, ethnicity, perspective, national origin, religion, gender, sexual orientation, education, and socioeconomic status. The goal of the DEI is to create an inclusive environment in the District and to honor the importance of differences in others.

Membership

Chair, elected by Council

Vice Chair, elected by Council

Research, Planning and Institutional Effectiveness, 1 – 2 representatives

Human Resources, 1 – 2 representatives

Campus based DEI Committees, 3-5 representatives from each college

District Services DEI Committee, 3-5 representatives

Committees

Recommendations from the following committees are forwarded to the Diversity, Equity & Inclusion Council:

- Grossmont College DEI Committee
- Cuyamaca College DEI Committee
- District Services DEI Committee

Grossmont College DEI Committee

Charge: The charge of the Grossmont College Diversity, Equity and Inclusion Committee (DEIC) is to build a culture of inclusivity that promotes a global consciousness at Grossmont College and its community. Its objective is to provide a welcoming environment that fosters cultural competence, equity and respect for all employees and students.

The committee is responsible for assessing progress and disseminating information regarding diversity and equity, recommending meaningful strategies for improvement, overseeing the implementation of the charge college-wide, and ensuring compliance with relevant laws and regulations.

The committee is also responsible for overseeing the development, implementation, and evaluation of all college-wide diversity/equity plans in accordance with Title 5, other federal and state regulations, and GCCCD Diversity Vision and Mission statements. The DEIC promotes acceptance of people of diverse age, ancestry, color, disability, ethnicity, perspective, national origin, religion, gender, sexual orientation, education, employment status, appearance, and socioeconomic status. The goal of the DEIC is to create a welcoming and inclusive educational environment conducive to student success, where all feel safe, valued and respected.

Membership:

- Administrative Tri-Chair, selected from and elected by the DEIC membership
- Faculty Tri-Chair, Selected from and elected by the DEIC membership
- Classified Tri-Chair, Selected from and elected by the DEIC membership
- Classified Staff , 3 representatives appointed by the Classified Senate (classified tri-chair selected from this group)
- Faculty, 4 representatives, including at least one part-time faculty as recommended by the Part-time Faculty Issues Committee with all faculty appointed by the Academic Senate (faculty tri-chair selected from this group)
- Student Success Committee, 1 representative appointed by the Student Success Committee
- Administrators, 3 representatives, at least one from Administrators Association and one from Student Services (administrative tri-chair selected from this group)
- Associated Students, Grossmont College, 2 representatives
- Additional resource people, as needed

Cuyamaca College DEI Committee

Charge: The charge of the Diversity Equity and Inclusion Committee (DEIC) is to build a culture of inclusivity that promotes a global consciousness in the college District and community. Its objective is to provide a welcoming environment that fosters cultural competence, equity and respect for all employees and students.

The committee is responsible for assessing progress and disseminating information regarding diversity and equity, recommending meaningful strategies for improvement, overseeing the implementation of the charge districtwide, and ensuring compliance with relevant laws and regulations.

The committee is also responsible for writing plans in accordance with Title 5 or other federal and state regulations, and the District diversity, vision, and mission. The DEIC promotes acceptance of people of diverse age, ancestry, color, disability, ethnicity, perspective, national origin, religion, gender, sexual orientation, education and socioeconomic status. The goal of the DEIC is to create a welcoming and inclusive educational environment conducive to student success, where all feel safe, valued and respected.

Membership:

- Administrative Co-Chair, a college vice president, appointed by the college president
 - Faculty Co-Chair, selected from and elected by faculty committee membership
 - Classified Co-Chair, selected from Classified Committee membership and appointed by the Classified Senate
 - Classified staff, 2 representatives
 - Full-time faculty, 3 representatives
 - Part-time faculty, 1 representative
 - Administrators, 2 representatives
 - Associated Student Government Cuyamaca College, 1 representative
 - Additional resource people, as needed
-

District Services DEI Committee

Charge: The charge of the District Services Diversity, Equity, and Inclusion Committee (DSDEIC) is to build a culture of inclusivity that promotes global consciousness within District Services and our community. Its objective is to provide a welcoming environment that fosters cultural competence, equity, and respect for all employees and students.

The committee is responsible for:

1. Assessing progress toward and disseminating information regarding diversity and equity
2. Recommending meaningful strategies for improvement of diversity, equity and inclusion
3. Overseeing the implementation of the committee charge across District Services
4. Ensuring compliance with relevant laws and regulations

The committee is also responsible for overseeing the development, implementation, and evaluation of all District Services diversity/equity plans in accordance with Title 5, other federal and state regulations, and the GCCCD diversity vision and mission statements.

The DSDEIC promotes acceptance of people of diverse age, ancestry, color, disability, ethnicity, perspective, national origin, religion, gender, sexual orientation, education, and socioeconomic status. The goal of the DSDEIC is to create a welcoming and inclusive educational environment conducive to employee and student success, where all feel safe, valued, and respected.

Membership:

- Administrative Co-Chair, a District Services supervisor or administrator, designated by the site administrator
 - Classified Co-Chair, selected and appointed by the Classified Senate
 - Classified and/or Confidential Supervisors/Assistants, 3 representatives
 - Supervisors and/or Administrators, 3 representatives
 - Additional resource people, as needed
-

District Accreditation Coordinating Council (DACC)

Charge

Coordinate preparation for periodic reaffirmation of colleges' accreditation and ongoing accreditation monitoring from a districtwide perspective and makes recommendations to the Chancellor and Chancellor's Extended Cabinet.

Membership

Co-Chair, Chancellor
Co-Chair, Senior Dean, Research, Planning & Institutional Effectiveness
Vice Chancellor, Business Services
President, Grossmont College
President, Cuyamaca College
Accreditation Liaison Officer, Grossmont College
Accreditation Liaison Officer, Cuyamaca College
Accreditation Co-Chair, Grossmont College
Accreditation Co-Chair Cuyamaca College
President, Classified Senate
Consulting Members

Committees

Recommendations from the following committees are forwarded to the District Accreditation Coordinating Council:

- Grossmont College Accreditation Steering Committee
- Cuyamaca College Accreditation Steering Committee

Protocols for District Participatory Governance

Council and committee meetings may be attended by any interested person from the District or the community as an observer.

Duties of Members

Members of the District councils and committees (c/c) serve as representatives of their constituencies and as such, voice the perspectives of those they represent as well as provide feedback to their colleagues.

Any c/c member may place an item on the agenda, bearing in mind that it should address the stated purpose and activities of the respective c/c.

Attendance is required for members of the District c/c's and substitutes are permissible with approval of the c/c chair. The Chancellor may appoint an interim member when a position is vacant. Members are expected to be conversant with issues and are expected to engage in discussion and to express the perspectives of their represented stakeholders. Members are also responsible for keeping stakeholders informed on matters of the c/c and for soliciting input to inform the decision-making process.

Resource Personnel

The c/c may enlist the assistance of persons with specialized knowledge or expertise to address specific agenda items. Such persons will be identified as "Resource Personnel" on the agendas and may not address any item on the agenda other than their own unless asked to do so by the councils.

Procedures for District Participatory Governance Councils and Committees

Recommendations of the c/c to the Chancellor are developed by consensus.

If a recommendation from the c/c requires action by the Board of Trustees, the Chancellor reviews the recommendation and if he/she approves it, forwards it to the Board for their review and approval.

If the Chancellor does not concur with the recommendation, then it is either returned to the appropriate c/c that developed the recommendation with the Chancellor's feedback for further consideration or it is forwarded to the Board with rationale for disapproval from the Chancellor. In reporting to the Board, the Chancellor will provide a full accounting of the varying points of view and share the rationale for the recommendation.

If the recommendation from the c/c is related to an operational issue or other area of responsibility delegated to the Chancellor by the Board, the Chancellor reviews the recommendations and does one of the following:

- Approves the recommendation and directs implementation
- Makes modifications, directs implementation, and notifies the c/c about the modification
- Returns the recommendation to the c/c that developed the recommendation for further consideration

Meeting Notes

Notes of c/c meetings in the form of meeting summaries shall be recorded by a designated recorder and are subject to review and approval by the c/c chair. These summaries are posted on the employee Intranet under c/c's and committees following the meeting.

Executive Leadership

Chancellor's Cabinet

Charge

Members of Chancellor's Cabinet play a central role in executive leadership of the District. They contribute to administrative decisions to carry out the missions of the District and colleges and create an institutional culture reflecting District values of excellence, trust, stewardship, and service.

Membership

- Chair, Chancellor
- President, Cuyamaca College
- President, Grossmont College
- Vice Chancellor, District Services
- Vice Chancellor, Human Resources

Recommendations from the following committees are considered by Chancellor's Cabinet:

- Grossmont College Planning & Resource Council
- Cuyamaca College Institutional Effectiveness & Resource Council
- District Services Leadership Council

DRAFT

Grossmont College Planning & Resource Council (PRC)

Charge: This council provides guidelines and recommendations for all Grossmont College planning processes and identifies institution-wide priorities. The council makes budget recommendations to the President for all staffing and facility requirements. It recommends the annual college budget and periodic changes to current year expenditures.

Membership:

- Co-Chairs, College President and faculty member
 - Vice President, Academic Affairs
 - Vice President, Student Services
 - Vice President, Administrative Services
 - Dean, Career and Technical Education/Workforce Development
 - Dean of Counseling Services
 - Dean of Arts, Languages and Communication
 - Dean of English & Social/Behavioral Sciences
 - Dean, Mathematics, Natural Sciences, and Exercise Science/Wellness and Operations
 - President, Academic Senate or designee
 - AFT representative
 - Chairs and Coordinators representative
 - Academic Senate, 5 representatives
 - Technology for Teaching and Learning Committee Chair or designee
 - Library representative
 - Supervisory representative
 - Classified Senate President or designee
 - Classified Senate representative
 - CSEA representative
 - ASGC representative
-

Cuyamaca College Institutional Effectiveness & Resource Council (IERC)

Charge: The Institutional Effectiveness & Resource Council is the primary participatory governance structure for the college responsible for coordinating the institutional effectiveness process in support of the college's mission. All college constituencies are engaged to ensure broad-based participation in outcomes assessment and campus planning. This integrated process is cyclical, participative, flexible, relevant, and focused on continuous quality improvement.

Membership:

- Chair, College President
- Vice Chair, Academic Senate President
- Vice Chair, Classified Senate Vice-President or designee
- Vice President, Instruction
- Vice President, Student Services
- Vice President, Administrative Services
- Faculty or Classified co-chairs of Unit Program Review Committees
- Academic Senate President
- Classified Senate Vice President or designee
- California School Employees Association, Chapter 707, representative
- American Federation of Teachers Guild representative
- Administrators Association representative
- President, Associated Students
- SLO Coordinator
- At large faculty member representative
- At large classified member representative

District Services Leadership Council (DSL)

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:

- Chair, Vice Chancellor, Business Services
 - District Services Managers and Supervisors, all
 - Administrators Association representative
 - Classified Senate Vice President, District Services
 - Classified Senate, 2 additional representatives
 - Confidential Administrators representative
 - Confidential Supervisors/Assistants representative
 - California School Employees Association, Chapter 707, representative
 - District Auxiliary Organization representative
 - Foundation for Grossmont & Cuyamaca Colleges representative
 - Fraternal Order of Police CCD POA Lodge 56 representative
-

DRAFT

Chancellor's Extended Cabinet

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
- Director, Employee and Labor Relations
- Resources as needed:
 - Sr. Dean, Research, Planning and Institutional Effectiveness
 - Director Communications and Public Information

Benefits Committee

Charge: To review the benefits provided by the District and to make recommendations, as appropriate, through the Vice Chancellor Human Resources and bargaining units to the Chancellor.

Membership:

- Chair, Vice Chancellor, Human Resources
 - American Federation of Teachers Guild, 2 representatives
 - California School Employees Association, Chapter 707, 4 representatives
 - Confidential Administrators, 2 representatives
 - Administrators Association, 2 representatives
 - Confidential Supervisors/ Assistants, 1 representative
 - Fraternal Order of Police CCD POA Lodge 56 representative
 - Retiree representatives, 2 representatives
-

Classification Committee—California School Employees Association, Chapter 707

Charge: The California School Employees Association, Chapter 707, (CSEA) Classification Committee is a subcommittee of the collective bargaining teams. The committee's primary role is to measure and evaluate work as described, and assign a value to any new or modified classifications assigned to the unit (reference CSEA, Chapter 707, and GCCCD, Collective Bargaining Agreement, Article 8: Classification/Reclassification and Abolition of Position, Section 8.6). Committee reports to the Chancellor.

Membership:

- Chair, Director, Employee and Labor Relations
 - Employment Services Specialist, staff support
 - District, 4 representatives (recommended by the Vice Chancellor Human Resources and appointed by the Chancellor)
 - California School Employees Association, Chapter 707, 4 representatives (One representative to be from the Y-Rated Classified group. If no one is available from the group, the fourth position will be filled by any bargaining unit member.)
-

Classification Committee—Management & Supervisors

Charge: This committee is a subcommittee of the Administrators Association and the District. The committee's primary role is to measure and evaluate work using an agreed upon job measurement methodology as described, and assign a point value to any new or modified classification assigned to the unit. The committee reports to the Chancellor.

Membership:

- Chair, Director, Employee and Labor Relations
 - Administrators Association, 4 representatives
 - District, 3 representatives (recommended by the Vice Chancellor Human Resources and appointed by the Chancellor)
-

Classification Committee—Confidential

Charge: The committee's primary role is to measure and evaluate work as described, and assign a value to any new or modified classifications assigned to the unit. The committee reports to the Chancellor.

Membership:

- Chair, Director, Employee and Labor Relations
 - Confidential Supervisors/ Assistants, 2 representatives
 - District, 2 representatives
 - Director, Employee and Labor Relations, staff support
 - Personnel Specialist, staff support
-

DRAFT

Governance and Organizational Groups Meeting Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
1st week of the month				
<ul style="list-style-type: none"> • Chancellor's Cabinet 	<ul style="list-style-type: none"> • CC IERC 	<ul style="list-style-type: none"> GC PRC 	<ul style="list-style-type: none"> • Extended Cabinet • DEI Council 	
2nd week of the month				
<ul style="list-style-type: none"> • Chancellor's Cabinet • DEC • DSP&BC 	<ul style="list-style-type: none"> • DS DEI Committee • CC IERC 	<ul style="list-style-type: none"> • GC PRC 	<ul style="list-style-type: none"> • DACC 	
3rd week of the month				
<ul style="list-style-type: none"> • Chancellor's Cabinet 	<ul style="list-style-type: none"> • Governing Board • CC IERC 	<ul style="list-style-type: none"> • GC PRC 	<ul style="list-style-type: none"> • GC DEI Committee • CC DEI Committee • ITAC 	<ul style="list-style-type: none"> • ATAC
4th week of the month				
<ul style="list-style-type: none"> • Chancellor's Cabinet • DCEC 	<ul style="list-style-type: none"> • CC IERC 	<ul style="list-style-type: none"> • GC PRC 		

Note:

- **Academic Calendar Committee** meets annually in September or October
- **Institutional Research & Planning Committee** meets once a semester with additional meetings as needed
- **District Emergency Preparedness Committee**, annual coordination meeting
- **Human Resources Advisory Council**, minimum of once per semester with additional meetings as needed
- **Student Success Committee**, monthly

Appendices

California Code of Regulations, Title 5, (Collegial Consultation)

- Academic Senate (Title 5, Sections 53200—53206)
- Faculty (Title 5, Section 51023)
- Staff (Title 5, Section 51023.5)
- Students (Title 5, Section 51023.7)

GCCCD Board Policy 2510 Participation in Local Decision-Making

GCCCD Board Policy 2200 Board Duties and Responsibilities

GCCCD Board Policy 2430 Delegation of Authority to Chancellor

GCCCD Board Policy 5400 Associated Student Government Associations

District Board Policies and Administrative Procedures are available on the District website under Governing Board.

District Organization Charts are available on the Intranet.

DRAFT

Back page - Insert design

District Services

8800 Grossmont College Drive
El Cajon, CA 92020
619-644-7010
<http://www.gcccd.edu/>

Grossmont College

8800 Grossmont College Drive
El Cajon, CA 92020
619-644-7000
<http://www.grossmont.edu/>

Cuyamaca College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-660-4000
<http://www.cuyamaca.edu/>

DRAFT

Governing Board Members:
Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson, and Mary Kay Rosinski
Student Members: Mohammad Alyasini, Samantha Elliot

Chancellor: Cindy L. Miles, Ph.D.
Grossmont College President: Sunita V. Cooke, Ph.D.
Cuyamaca College President: Mark J. Zacovic, Ph.D.