



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

MEMORANDUM

Date: October 7, 2013
To: District Executive Council Members
From: Chancellor Cindy Miles
Subject: District Executive Council Report

Preface: During the September 3, 2013, District Executive Council (DEC) meeting, the results and feedback from the DEC survey administered in spring 2013 was discussed. Among the recommendations for improvement was the idea to distribute an annual communication from DEC that included a membership photo, *"who are you DEC reps?"*, DEC accomplishments, DEC Intranet location, and Governance Structure handbook information.

DRAFT Communication:

As a result of the Annual Council/Committee Evaluation Survey administered for continuous improvement to District Executive Council (DEC) members in spring 2013, an annual communication from DEC was proposed to provide staff with information about DEC and the District's governance structure. This communication will provide you with information on where to locate the governance information, who your DEC representatives are, and 2012-13 DEC activities.



GOVERNANCE STRUCTURE HANDBOOK

In November 2011, DEC formed a Governance Taskforce to update and provide recommendations for the District's governance structure. The draft revised Governance Structure Handbook was reviewed by all constituency groups, through their representatives on DEC and District Coordinating Education Council (DCEC), during fall 2012. On January 15, 2013, the Governing Board adopted the newly revised [Governance Structure Handbook](#). The handbook is located on the Internet and may be found in the [About Us](#) menu. Contained in the handbook you will find the following introduction and governance philosophy:

Office of the Chancellor

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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.

In addition, the principles of governance are laid-out in the handbook as follows:

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.

You will also find information on the roles of stakeholders, groups that develop recommendations in the decision-making process, and on all District councils and committees, including the following:

<ul style="list-style-type: none"> ◆ District Strategic Planning & Budget Council ◆ District Coordinating Educational Council (DCEC) ◆ Diversity, Equity & Inclusion Council (DEIC) and site committees ◆ District Accreditation Coordinating Council (DACC) ◆ Human Resources Advisory Council (HRAC) to be launched this year ◆ Chancellor’s Cabinet ◆ Chancellor’s Extended Cabinet ◆ Classification Committee (CSEA) ◆ Classification Committee (Management & Supervisors) ◆ Classification Committee (Confidentials) ◆ Benefits Committee 	<ul style="list-style-type: none"> ◆ Administrative Technology Advisory Committee (ATAC) ◆ Instructional Computing Advisory Committee (ITAC) ◆ Emergency Preparedness Committee ◆ Academic Calendar Committee ◆ Institutional Research & Planning Committee ◆ Student Success Committee ◆ Grossmont Planning & Resources Council ◆ Cuyamaca Institutional Effectiveness & Resource Council ◆ District Services Leadership Council ◆ Academic Senates ◆ Classified Senate ◆ Students
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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

Cindy Miles	Chair, Chancellor
Sue Rearic	Vice Chancellor, Business Services
Marsha Edwards	Vice Chancellor, Human Resources
Mark Zacovic	President, Cuyamaca College
Sunita Cooke	President, Grossmont College
Jaclyn Marlow	President, Associated Student Government, Cuyamaca College
Esau Cortez	President, Associated Students, Grossmont College
Alicia Munoz	President, Academic Senate, Cuyamaca College
Sue Gonda	President, Academic Senate, Grossmont College
Avelina Mitchell	President, Classified Senate
Rocky Rose	President, California School Employees Association (CSEA), Chapter 707
Jim Mahler	President, American Federation of Teachers Guild
Michael Copenhaver	President, Administrators Association,
Tim Flood	Confidential Administrators representative
Kim Widdes	Confidential Supervisors/Assistants representative

WHO IS YOUR REPRESENTATIVE ON DEC?

Every employee in the District has a representative who is a member of this important council. DEC members provide a two-way dialogue for bringing information and questions to and from DEC meetings to the constituency group members they represent. Current DEC members are shown in this photo:

[Insert group photo with names/group titles – take during next meeting?]

WHERE TO ACCESS DEC INFORMATION

The [DEC](#) web page may be found on the [Intranet](#) (using your normal GCCCD login) under the [Committees and Councils](#) web page.

DEC ANNUAL REPORT OF ACCOMPLISHMENTS

DEC's focus is at the policy-level and in reviewing the Governing Board meeting dockets. During the 2012/2013 academic year, DEC, among other things, reviewed, discussed, and accomplished the following:

- ◆ Formation of the Governance Taskforce to review and update the District Governance Structure Handbook
- ◆ Reviewed and agreed upon **60** board policies (BPs) and **64** administrative procedures (APs) to send to the Governing Board for approval and information. In addition, during the 2011/2010 academic year, DEC reviewed and agreed upon **51** BPs and **38** APs to send to the Governing Board for approval and information for a total of **111** BPs and **102** APs over a two-year period.
- ◆ Review of Map of Functional Responsibilities for the District Accreditation Coordinating Council.
- ◆ Reviewed and discussed police and public safety transition

If you have any questions concerning DEC activities or discussions, please feel free to contact your representative.

Sincerely,

Cindy Miles
Sue Rearic
Marsha Edwards
Sunita Cooke
Mark Zacovic
Jaclyn Marlow
Esau Cortez

Alicia Munoz
Sue Gonda
Avelina Mitchell
Rocky Rose
Jim Mahler
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