Glendale Community College District

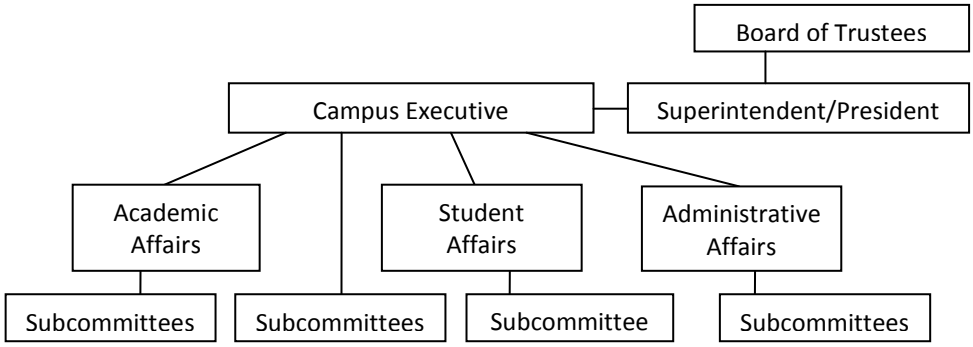
2511
Administrative Regulation

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 to the Board of Trustees for final approval.

OVERVIEW



There are 4 standing governance committees; all governance subcommittees serve under the purview of one of these 4 standing committees: Campus Executive, Academic Affairs, Student Affairs and Administrative Affairs. All governance committees report to the Campus Executive Committee.

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THE STANDING COMMITTEES AND SUBCOMMITTEES

Campus Executive	Academic Affairs	Student Affairs	Administrative Affairs
Budget	Academic Calendar	Assessment	Campus Development
Campus-wide Computer Coordinating	Baja Program	International Students	Environmental Affairs
Enrollment Management	Basic Skills	Library & Information Competency	Safety
Equal Employment Opportunity	Graduation Requirements	Matriculation	
Governance Review	Scholars Program	Noncredit Matriculation	
Institutional Planning Coordination	Study Abroad	Outreach	
Master Planning – Team A		Service Learning	
Mini-Cabinet		Student Fees & Tuition	
Released Time/Extra Pay		Technology Mediated Services	
Staff Development			
Web Oversight			

Committees not listed are non-Governance committees and may or may not report to the Campus Executive Committee.

PHILOSOPHY OF GOVERNANCE

Governance is the democratic process utilized on campus in decision-making procedures. Successful governance creates an environment of awareness on campus

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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 & timeliness
D. Provide the campus community with an annual cycle of planning and budgeting
E. Ensure that all constituencies of the campus 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 Campus Executive Committee is kept informed of governance activities through all other committees' minutes which are forwarded to the Governance Office.

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

After each Campus Executive Meeting a Governance Update, listing actions taken by all governance committees and approved by the Campus Executive Committee, is published by the Governance Office and distributed to all employees via email; it is also posted on the Governance webpage.

PRINCIPLES OF GOVERNANCE

1. The Board of Trustees has final responsibility and authority for college policies and

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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 campus governance structure is charged with making recommendations on issues affecting the institution. These recommendations are forwarded by subcommittees to standing committees. Standing committees discuss and review the recommendations prior to sending recommended actions forward to the Campus 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.

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 campus is encouraged. All five campus constituencies (students, classified staff, faculty, manager/confidential employees and administrators) are represented on most governance committees.

8. The executive committee of each constituency represented on a committee (Senate Executive, Guild Executive, CSEA Executive, or ASGCC Executive) appoints representatives, 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.

9. Any governance subcommittee, through minutes which are forwarded to its respective standing committee and the Governance office, can make

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recommendations to Campus Executive.

10. The college community as a whole is made aware of the governance process and has access to it through constituency representation. A consistent effort is made to keep the campus informed through the publication and distribution via email of the Governance Update and through posting of information on the Governance webpage.

11. Governance is facilitated by communication, timely and appropriate notice of meetings, public deliberation, full campus participation and published records.

12. Each governance subcommittee and each governance standing committee is expected to take action minutes (see the Communications & 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 Consent Calendar prepared for the Campus Executive Committee. Campus 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:

Campus Executive
Academic Affairs
Student Affairs
Administrative Affairs

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

CREATING A NEW SUBCOMMITTEE

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

Membership on governance committees is drawn from the five constituencies on campus:

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
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 a special expertise and knowledge in its role.

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MEMBERSHIP

Dedicated membership on all governance committees is essential to a successful operation; therefore, members must reflect expertise, interest, and responsibility for the entire campus 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. Also, 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 a.k.a. non-bargaining unit employees shall be allowed to have one (1) representative with full voting rights to each governance committee. Supervisors are advised to provide time for classified staff and manager/confidential representatives to participate on governance committees.

3. The Campus Executive Committee and the other three standing committees (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
   1 Manager/Confidential
   2 ASGCC – Students

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* **Joint Faculty**
* **Administration**
* **Resource**

* The number of representatives for the Joint Faculty, Administration & Resource seats may vary in number per subcommittee.

APPOINTMENTS

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.

Faculty Representative
The Academic Senate and Guild executive committees make all faculty appointments ("Guild," "Senate," "Joint Faculty") when appropriate. "Joint Faculty" are appointed jointly 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 vice president.

Classified Staff Representative
The CSEA president, in consultation with the CSEA executive committee, makes all "CSEA" appointments.

Administration & 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 vice-presidents.

TERMS

Appointing agencies may adjust terms to represent staggered appointments.

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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.

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.

THE BLUE LIST

A listing of all governance committees, composition of membership, and which constituency individual members represent is posted online through 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. Assigning and removing representatives from committees are usually undertaken by each constituency 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 campus and posted online.

Changes in representation of constituencies (i.e., the number of seats for the Guild, Senate, Joint Faculty, CSEA, ASGCC and Manager/Confidential) on the standing committees are subject to the approval of the Campus Executive Committee.

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Changes in representation of constituencies on an existing subcommittee or representation on a new subcommittee are subject to the review of the Governance Review Committee and approval of the Campus Executive Committee. However, if any constituency objects to the new subcommittee representation, such changes will be referred for resolution to the Campus Executive Committee. Final changes must be reported to the Governance Office.

PARTICIPATION & ATTENDANCE

If a committee member is absent fifty percent of the time over a one-year period OR absent for 2 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 chair's or designee's responsibility to track attendance; this can be done by recording members present and absent in the minutes.

Governance committee chairs shall be selected each fall semester by internal elections, with the exception of the standing committees (Campus Executive, Academic Affairs, Administrative Affairs, and Student Affairs), whose chairs are specified by the administrative position.

Due to their changing schedules, students may have difficulty attending meetings. Therefore, committees which include student representation should have two student appointments to ensure that student representatives are present at governance committee meetings.
All representatives are encouraged to appoint a proxy if they are unable to attend meetings.

PROXY

Attendance at all committee meetings is mandatory. When a member (student, classified staff, faculty, manager/confidential employee, administrator) of a campus 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.

The proxy may not already be a voting member of the committee. One person, one vote.

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The proxy is entitled to full voting rights.

The proxy information form should be brought to the appropriate committee chair, in writing, and should include the date of the meeting, the name of the proxy and the name of the absent member. Whenever possible, it should be signed by the voting member.

If the voting member is away from campus, and therefore unable to sign, the proxy form (available online or in the Governance office), will be accepted at the meeting with the above requested information and the name and signature of the proxy only.

RESOURCE MEMBER

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

RELEASED TIME SEAT

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

COMMUNICATIONS AND OPERATIONS

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 from their respective committees:

1. A "Call-for-Agenda-Items" is circulated by the committee chair to each committee member at least four working days prior to the date of the meeting. Chairs shall contact ASGCC representatives by emailing <asvpad@glendale.edu>, placing an agenda in the ASGCC mailbox, and through obtaining their student representative's personal email address.

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2. The agenda and related background materials are distributed to committee members at least four working days prior to the scheduled meeting.

3. Minutes should include the following information:
    a. **minutes adopted or unadopted**
    b. **meeting date, time, location**
    c. **members present; absent; proxies and guests**
    d. **verification of quorum** (see #4 of the Communications & Operations section)
    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 (i.e. MSC = moved, seconded, carried or MSF = moved, seconded, failed or MST = moved, seconded, tabled) of motions/actions taken**
    i. **motions - name of presenter and second; e.g."MSC (Smith/Jones) the email policy …"**
    j. **time of adjournment**
    k. **next meeting date**
    l. **name of minutes recorder and title or office**

4. Quorum is the simple majority of voting members of the committee which is 50% + 1 of the total voting membership.
   NOTE: a vacant voting member seat is not counted when determining quorum.

5. With regard to questions of order committees follow Robert's Rules of Order.

6. Email voting is strongly discouraged. Issues of an urgent nature arising between regularly scheduled meetings can be addressed by a special meeting. With the approval of 2/3 of the entire voting membership to call the vote, an email vote can be taken if a special meeting cannot occur.

7. Monthly reporting of motions and minutes.
   The Governance Office sends out a schedule for reporting motions and minutes to committee chairs and minutes recorders. The schedule is also available online. The schedule ensures that all governance committee actions are included in a consent calendar for approval by Campus Executive. Governance subcommittees shall

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submit two documents, a motions report and minutes, to the respective standing committee as indicated on the chart below.

Campus Executive Submit documents to the Governance Office	**Academic Affairs** Submit documents to the VP of Instruction Office	**Student Affairs** Submit documents to the VP of Student Affairs Office	**Administrative Affairs** Submit documents to the VP of Administrative Affairs Office
Budget	Academic Calendar	Assessment	Campus Development
Campus-wide Computer Coordinating	Baja Program	International Students	Environmental Affairs
Enrollment Management	Basic Skills	Library & Information Competency	Safety
Equal Employment Opportunity	Graduation Requirements	Matriculation	
Governance Review	Scholars Program	Noncredit Matriculation	
Institutional Planning Coordination	Study Abroad	Outreach	
Master Planning - Team A		Service Learning	
Released Time/Extra Pay		Student Fees & Tuition	
Staff Development		Technology Mediated Services	
Web Oversight			

8. General campus awareness of governance committees' activities will be achieved through the posting of minutes on the Governance webpage and through the distribution of the Governance Update through email. Questions on minutes from governance committees may be addressed by contacting the committee chair.

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9. 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 not to 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 …"

10. When Campus Executive makes a major decision which will directly impact 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.

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

12. 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.

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

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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.

COMMITTEE REPRESENTATION

The following lists include the composition of the (4) standing committees:

- **Campus Executive Committee**
- **Academic Affairs Committee**
- **Student Affairs Committee**
- **Administrative Affairs Committee**

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

Subcommittee membership composition is listed on the Blue List.

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CAMPUS EXECUTIVE COMMITTEE

MISSION: The Campus Executive Committee constitutes an effective means of gathering information, deliberating and reporting on issues of concern to the college. Campus Executive has several subcommittees that report directly to it. Campus Executive is the highest governance committee on campus 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 campus Committee-on-Committees. 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 Master 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 campus community.
8. Creates Task Force groups, as needed.

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

VOTING MEMBERSHIP:

Faculty (2)	1 Senate President, 1 Guild President
Classified Staff (1)	1 CSEA President
Students (1)	1 ASGCC President
Administrators (3)	Vice-Presidents

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NON-VOTING MEMBERS:

Resource persons:	Secretary to the Superintendent/President
	Administrative Dean Human Resources
	Governance Office Coordinator
	Manager/Confidential

SUBCOMMITTEES OF CAMPUS EXECUTIVE:

Budget
Campus-wide Computer Coordinating
Enrollment Management
Equal Employment Opportunity
Governance Review
Institutional Planning Coordination
Master Planning - Team A
Mini-Cabinet
Released Time/Extra Pay
Staff Development
Web Oversight

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ACADEMIC AFFAIRS COMMITTEE

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

ACTIVITIES:

1. Develops the instructional component of the College Master 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 Campus 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.

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

VOTING MEMBERSHIP:

Faculty:	All Division Chairs – not to include the Associate Dean of Nursing (see Administration)
	Curriculum and Instruction Committee Co-Chair
	Articulation Officer
	1 Senate Representative

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	1 Guild Representative
	3 “Joint Faculty”, appointed jointly by the Senate and Guild
Classified Staff:	2 CSEA Representatives
Students:	3 ASGCC Representatives
Administration:	1 Dean, Student Services
[10 representatives]	7 Administrators from Instructional Services
	Associate Dean of Nursing
	Administrator from Administrative Services (VP or designee)
	Information Technology (IT)
Manager/Confidential:	1 Representative

NON-VOTING MEMBERS:

Resource persons:	Vice President, Student Services
	Dean, Admissions and Records
	Associate Dean, Library and Learning Center
	Associate Dean, Information Technology
	Senate appointee
	Governance Office Coordinator
	Instructional Technology

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SUBCOMMITTEES OF ACADEMIC AFFAIRS:

Academic Calendar
Baja Program
Basic Skills
Graduation Requirements
Scholars Program
Study Abroad

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STUDENT AFFAIRS COMMITTEE

MISSION: The Student Affairs Committee recommends plans, policies, and procedures to the Campus 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 Master 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.

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

VOTING MEMBERSHIP:

Faculty:	Division Chair of Student Services
	1 Senate Representative
	1 Guild Representative
	7 "Joint Faculty" appointed jointly 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

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NON-VOTING MEMBERS:

Resource persons:	1 Research and Planning Representative
	1 AIS/ IT
	Student Employment
	Governance Office Coordinator

SUBCOMMITTEES OF STUDENT AFFAIRS:

Assessment
International Students
Library & Information Competency
Matriculation
Noncredit Matriculation
Outreach
Service Learning
Student Fees & Tuition
Technology Mediated Services

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ADMINISTRATIVE AFFAIRS COMMITTEE

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

ACTIVITIES:

1. Develops the Administrative Services component of the Strategic Master 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.

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

VOTING MEMBERSHIP:

Faculty:	(4) 1 Senate , 1 Guild, 2 jointly appointed by the Senate and the Guild including one from 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

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NON-VOTING MEMBERS:

Resource persons	Vice President, Student Services

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

Campus Development
Environmental Affairs
Safety

Adopted:
Spring 1989; 12/15/09 CE; 05/11/10 CE; 11/15/11 CE; 02/19/13 CE

Revised:
11/03/09 GRC; 05/04/10 GRC; 10/04/11 GRC; 05/01/12 GRC; 07/17/12 CE; 11/06/12

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