

**Glendale Community College
Frequently Asked Questions (FAQs)
About Governance**

1. What is governance?

Governance is a process involving Students, Classified Staff, Faculty and Administrators in deliberations regarding day-to-day and long-range planning and policies for the college. The governance structure at Glendale Community College (GCC) organizes the decision making process between several Standing committees and subcommittees.

2. Where do I find a list of all the governance committees?

All of the governance committees are included on the “Blue List” which can be accessed online at: <http://www.glendale.edu/bluelist>

3. What is the Blue List ?

The Blue List is a list of all governance committees on campus and includes committee mission statement, meeting times and the membership composition of each committee.

4. What do the dates on the Blue List mean?

The date after the name of each committee member indicates when the member’s term of service is over. For example, (15-16) means that this term ends at the close of spring semester 2016. At that time, the appointing agency has the option to fill the position with another person or reappoint the current committee member.

5. What is the difference between the committees on the Blue List and the committees that are not on the Blue List?

The committees on the Blue List are governed by Administrative Regulation 2511, the Governance Document.

6. What is the Governance Document?

The Governance Document is Administrative Regulation 2511 which delineates the various standing committees and their subcommittees. It defines the membership makeup of each committee and their inter-relationships. It defines the structure and mechanism by which campus-wide decisions are made using the input of all college constituencies. The Governance Document can be found online at: <http://www.glendale.edu/governancedocument>

7. I want to be a member of a specific committee. How can I accomplish this?

Contact the Governance Office by email fstrong@glendale.edu to make known your interest in a specific committee. When an opening becomes available on the committee, the governance office will forward your name to the appointing agency for consideration.

8. Who appoints people to a governance committee?

The executive committee of each agency (Guild, Senate, CSEA, or the ASGCC, appoints its own representative(s). Administration and Manager/Confidential seats are appointed by the Superintendent/President and when applicable the appropriate Vice President. These groups are the only agencies allowed to appoint an individual to a committee as a voting member.

9. How do new members learn what they're supposed to do on a committee?

It is helpful for new members to attend the Governance Workshop that is offered during the Fall semester. The workshop introduces you to the governance system at GCC and basic procedures for participating in governance.

New members should contact the agency which appointed them and follow "Governance Best Practices" – a document available on the Governance webpage.

10. I'm going on sabbatical next semester and I'm a member of a governance committee. Can I send a proxy to my committee meetings?

If you will be on leave or on sabbatical for a semester, your proxy must be from the same constituency and area/division. Proxy may not already be a voting member of the committee. The governance office, and committee chair should be notified.

11. I'm a student who was appointed to a committee, but I've never received notification of meetings. Who is responsible for notifying students?

The chair of the committee is responsible for notifying all committee members, including students, of meetings. If you have not been notified of meetings you can contact the chair or recording secretary of that committee. Committee chairs should notify students of meetings by emailing asvpad@glendale.edu and by placing an agenda in the "ASGCC" mailbox. Obtaining students' personal email address is encouraged.

12. Who is eligible to be a committee chair?

With the exception of a few committees, any voting member of the committee can be elected as chair by other committee members. Elections of a committee chair occur at the first meeting during fall semester.

13. How is a member removed?

The agency that appoints a committee member has the authority to remove the member. Lack of attendance is a reason for removal. A member may choose to resign by way of contacting the Governance office in addition to informing the committee chairperson.

14. Who receives committee agendas?

All committee members should receive the agenda at least 4 working days prior to the meeting. Committee chairs should notify students of meeting by emailing asvpad@glendale.edu and by placing an agenda in the "ASGCC" mailbox. Agendas should be forwarded to the Governance Office by email.

15. Who takes the minutes?

Any member of the committee may take minutes. Some committees rotate the duty for each meeting while others have a set minutes recorder.

16. What should be included in the minutes?

Details are delineated in Administrative Regulation 2511, the Governance Document, section "Communications and Operations". For example, the minutes should include the names of all who attended the meeting, as well as a list of those members who were absent.

Minutes should reflect what actions have been decided and record motions put to a vote. Recording the opinions of members in minutes is not recommended.

The Campus Executive Committee will refer to the committee's minutes when considering approval of all items.

17. What happens to the minutes after a meeting?

It is the committee chair's responsibility to forward minutes and action items to the Governance Office via email. The Governance Office compiles all the minutes that have been forwarded each month and posts them online. The Governance Office Coordinator presents action items for approval to the Campus Executive Committee in the form of a Consent Calendar. A schedule for reporting motions and minutes is forwarded to chairs and minutes each month.

18. How can I find out what happened at a specific governance meeting?

You can go online and find the most recent copies of minutes that have been forwarded to the governance office at: <http://www.glendale.edu/governance/> select the "Committee Minutes" link. If you do not find what you need please contact the chair of the committee. On the Blue List, committee chairs are underlined, this is an email link.

All reported motions are published in the monthly Governance Update.

19. How do I know if my committee is following correct procedure?

You can refer to Administrative Regulation 2511, the Governance Document or consult the Governance Review Committee. You can also refer to the committee's Mission Statement, which can be found on the [Blue List](#).

20. To whom do I report problems?

Problems should be reported to the chairperson of the Governance Review Committee.

A link to the current chairperson is available on the [Blue List](#).