

**Glendale Community College  
Shared Governance Handbook  
Fall 2023**



# A Letter from our President

GCC Colleagues,

I am pleased to endorse Glendale Community College's work on shared governance which has culminated in GCC's Shared Governance Model. The Shared Governance Taskforce, composed of representatives from Faculty, Staff and Administration, worked diligently over the past year to solicit feedback, gather recommendations and build our Shared Governance model and process, which will be implemented in Fall 2023. We appreciate those who have served on the task force and those who will be serving on the Shared Governance Council. Just as important, we look forward to your dynamic suggestions in GCC's ongoing efforts to improve shared governance on our two campuses.

"Shared governance is one of the basic tenets of higher education, . . . and effective shared governance creates a healthy campus environment that can more easily act on needed change and emerging opportunity" (Association of Governing Boards, Shared Governance: Changing with the Times, 2017).

At GCC, shared governance is exemplified through a collaborative, inclusive, and intentional process in which all stakeholders have a responsibility to participate in decision making, engage in critical dialogue, and advance the college's mission and values to achieve its success.

Ernie Lara,  
Interim President

# Introduction to Shared Governance

In the spirit of fostering collaboration, communication, and access to information among its faculty, staff, administrators, and students, Glendale Community College (GCC) is committed to decision-making through a deliberate and intentional process of Shared Governance. Shared Governance empowers all members of GCC to have a voice in decision-making, encouraging diverse and creative input that advances the success of the College and utilizes interest-based problem solving (IBPS).

## What is Shared Governance?

Shared governance at GCC refers to structures, processes, and practices through which faculty, staff, administration, and, as relevant, students participate in decision-making and the development of recommendations that impact the college and its community, using transparent communication strategies.

- It recognizes and values the individual expertise and responsibilities of faculty, staff, administrators, and students as true partners in problem-solving.
- It provides a venue and gives voice to common concerns, as well as to issues unique to specific groups.
- It depends on open communication and transparency in planning, deliberation, and implementation.
- It supports the shared vision of community colleges working collectively and responsibly to meet the life-long learning needs of diverse students and communities.



# What is Covered by the Shared Governance Process?

The shared governance process should be used for all matters that have a college-wide impact and/or may require the approval of the Glendale Community College President or a Vice President for Implementation.

## Examples of matters that may be considered (not a comprehensive list):

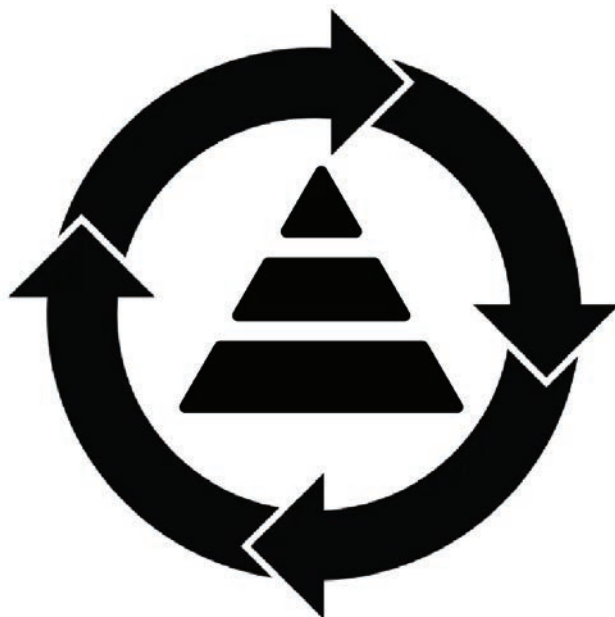
- Processes and procedures to implement District policies
- Institutional program creation, expansion, or elimination
- Institutional programs and partnerships
- Organizational restructuring
- Professional development programming
- New base budget funding requests (e.g., regular hires for new full-time employees)
- Co-curricular program creation, expansion, or elimination
- Community programs and partnerships
- College promotion
- Instructional and non-instructional technology

## Examples of matters that will not be considered (not a comprehensive list)

- Grievances (instructional, non-instructional, or employee)
- Employee relations and personnel disputes
- Disciplinary actions and conflict resolution
- Interpretation of employee policies

## Organization

While numerous groups at GCC demonstrate Shared Governance in their decision-making processes, institutional decision-making at GCC utilizes its Shared Governance Council (SGC), Elected Representative Bodies (ERB), College Committees, and Advisory Bodies (CCAB). For Shared Governance to be effective, these groups must communicate, collaborate, and respond in a timely manner. Such expediency must occur in dealing with time-sensitive issues.



## Shared Governance Council (SGC)

The Shared Governance Council is the first point of contact for all shared governance matters at GCC. The SGC is an advisory body that reviews matters of shared governance and provides recommendations and considerations to administration and the decision making bodies.

### **Purpose:**

- Provides representation for faculty, staff, administration, and students to ensure all stakeholders are involved in the decision-making at GCC.
- Reviews all matters referred to the SGC.
- Uses IBPS and the shared governance process indicated within this document to determine a consensus, and then provides the recommendation directly to the College President, college leadership, any appropriate decision making bodies, as well as the original proposer.
- Ensure all affected stakeholders are involved in the SGC matter.
- Ensure transparent communication to all affected stakeholders.

## Membership:

To ensure equitable and diverse representation, the committee will consist of 13 members including four administrators, four faculty members, four staff members, and the student body president. All members of the SGC must complete IBPS training. All SGC members will have voting privileges except that the Student Body President's vote will be advisory in nature. The committee will be led by tri-chairs; one administrator, one faculty member, and one staff member.

### Trichairs:

- Administrator (VP Designee of the President)
- Faculty Senate President
- Employee Representative Senator

### General Members:

- Administrative Services Designee
- Academic Dean
- Student Affairs Dean (or their designee)
- Faculty Chair of Chairs
- Faculty Senate Designee
- Adjunct Faculty Elected Representative
- Employee Representative Designee (exempt)
- Employee Representative Designee (non-exempt)
- Employee Representative Designee (sworn officer)
- Student Body President (advisory vote only)

### Elected Representative Bodies (ERB)

Elected Representative Bodies are composed of members who have been elected by their constituents to represent their employee group. The ERB will be the first point of contact for the SGC.

### Purpose:

- Discuss and provide input, in a timely manner, to the SGC as needed.
- Distribute relevant information and support to their constituents.
- Ensure all affected stakeholders are involved in the SGC matter.
- Ensure transparent communication to all affected stakeholders.

### Current ERBs:

Administration: VPs and SAVP

Faculty: Department Chairs, Faculty Senate, and Adjunct Faculty Representatives

Staff: Staff Representation Group

Students: Associated Student Government

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## College Committees and Advisory Bodies (CCAB)

Glendale Community College has numerous committees and advisory bodies specializing in areas of academics, students support, technology, and more.

These groups focus on their specific areas of interest and can provide the invaluable insight necessary for the SGC and ERB.

### **Purpose:**

- Provide input, in a timely manner, to the SGC and ERB in their area of expertise.
- Ensure all affected stakeholders are involved in the SGC matter.
- Ensure transparent communication to all affected stakeholders.

### **Current College Committees and Advisory Bodies:**

A complete list of the committees is in development.

## Procedure

### **Proposal Submission Process**

Need to create a form and submission process (a dynamic form that is forwarded to the tri-chairs).

### **Form should include:**

- Name and Contact Information
- If you are submitting the form on behalf of a group, identify the group here.
- Issue (title)
  - Paragraph to describe the proposal (500 words or less)
  - Potential solution for consideration and/or desired outcome(s) (500 words or less)
  - How will the outcomes be assessed?
- Which College Strategic Priorities are covered by the proposal, if any?
- Primary Area (department/stakeholder group) impacted
  - Potential other areas (departments/stakeholder group) impacted
- Resources Needed and Potential Budgetary Considerations
  - One time funding (cost)
  - Budgetary benefit?
  - Does it require a base reallocation of funds?
- Supporting documents
  - Images, studies, examples, etc?
- Urgency to address
  - Please state the urgency level; high urgency (i.e. a legal compliance issue), medium urgency, low urgency.

All forms are submitted to each of the tri-chairs.



## GLENDALE COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

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