## ANNUAL REPORT **GOVERNANCE REVIEW COMMITTEE** 2010-2011

The accreditation team commended GCC for our shared governance system we continue to improve upon it through feedback and suggestions.

As governance is an evolutionary process the intent of this annual report is to disseminate information affecting governance practices.

The following list includes actions taken by the Governance Review Committee regarding governance practices at Glendale Community College.

1. MSC that "A quorum is a simple majority of voting members of the committee which is 50% plus 1 of the total voting membership. NOTE: a vacant voting member seat is not counted towards quorum" (October 5, 2010).

This language will be added to Administrative Regulation (AR) 2511, Governance Document.

2. MSC that "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 (October 5, 2010).

This language will be added to AR 2511, Governance Document.

- 3. It was recommended that the following checklist be emailed as a reminder to the chairs, members, & resources of governance committees:
  - Chairs should be referring to the Blue List for current member listing http://www.glendale.edu/bluelist; each member should receive a hard copy
  - Members should know who appointed them and know when their term ends
  - Committee members should refer to the "Best Practices" available on the governance webpage
  - The committee chair should be elected at the first meeting of the fall semester (this should be recorded in the minutes)
  - The committee should review the mission statement of the committee and of the college

(October 5, 2010)

4. Action Item: A "Resource" section will be added to the "Best Practices" link and document (October 5, 2010).

http://www.glendale.edu/index.aspx?page=3499

5. MSC to amend the Governance Document to state "The proxy may not already be a voting member of the committee" (January 4, 2011).

This language will be added to AR 2511, Governance Document.

6. MSC that "Email voting is not allowed. Issues of an urgent nature can be addressed by calling a Special Meeting" (March 1, 2011).

This language will be added to AR 2511, Governance Document.

7. A separate GRC actions report will be done in Fall 2011 summarizing the 2010-11 academic year. Thereafter, an end of semester report will be provided to the campus each semester. Reports will be posted on the Governance webpage (June 7, 2011).