GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Grossmont-Cuyamaca Community College District

Governance Handbook

for Effective Decision-Making

2016

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Grossmont-Cuyamaca Community College District

Governance Handbook for Effective Decision-Making

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Grossmont-Cuyamaca Community College District

Vision, Mission, Values

Vision

Transforming lives through learning.

Mission

Provide outstanding learning opportunities that prepare students to meet community needs and future challenges of a complex, global society. Grossmont-Cuyamaca Community College District fulfills its mission by providing

- Outstanding undergraduate education leading to certificates, associate degrees, and transfer;
- Excellent career and technical education programs that prepare students for workforce entry and advancement;
- Comprehensive student development and support services that help students succeed in meeting their educational goals;
- Engaging educational services that meet learners needs in basic skills, English language proficiency, and lifelong learning; and
- Responsive social and economic development programs and community partnerships.

Values

Cultivate a student-centered culture of excellence, trust, stewardship, and service.

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.

Principles of Governance

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.

Evaluation and Continuous Improvement

The District conducts periodic reviews and evaluation of its governance structure and function. Through two systematic review processes, one completed on an annual basis and one completed every three years, the District's *Governance Handbook* is maintained to reflect changes identified in the District's cycle of continuous quality improvement.

Annually: The handbook is reviewed each year by Chancellor's Office staff and council and/or committee members and updated to maintain accuracy. Review includes council/committee charge, composition, and meeting schedule.

Triennially: The effectiveness of the structures and processes described in the handbook are evaluated every three years as a part of the District's assessment of its planning processes. This assessment includes gathering districtwide feedback about the quality and effectiveness of the District's participatory governance process for review by the District Executive Council (DEC). DEC reviews this information and recommends revisions to the Chancellor. The updated handbook is presented to the Governing Board for review and approval.

Roles of Stakeholders in Participatory Governance

The stakeholders in GCCCD participate in making decisions at the District level appropriate in scope to their roles within the District. The role in making decisions for each constituency described below is derived from the California Code of Regulations and GCCCD board policies and administrative procedures. District policies and procedures and the relevant sections of the California Code of Regulations, Title 5, are included in the appendix of this document.

Governing Board

The Board of Trustees retains the ultimate responsibility for governance of the District. According to the Education Code, the locally-elected Governing Board takes responsibility for the following:

- Represents the public interest
- Sets policy direction
- Establishes the climate in which educational goals are accomplished
- Defines legal, ethical, and prudent standards for college and District operations
- Hires and evaluates the Chancellor
- Assures fiscal health and stability
- Delegates power and authority to the Chancellor to effectively lead the District
- Monitors institutional performance
- Advocates and protects the District

In carrying out these functions, the Governing Board provides for and encourages effective participation by employee and student representatives through its participatory governance processes. The Governing Board, as elected representatives of the community, is the final voice in the District (subject to the laws and appropriate regulations of the State Legislature and the Chancellor's Office). As a matter of professional respect, and as outlined in AB 1725, the Board will, if it rejects or modifies a recommendation proposed by the participatory governance procedure, return to the participatory governance committee(s) its objections to the proposal. It does this through its designee, the Chancellor.

Chancellor

Pursuant to District board policy, the Chancellor is the official designee of the Board, and is directly responsible to the Board. The Chancellor is given the authority and responsibility to administer the District and to assign designees to carry out participatory governance.

The Chancellor has the right to accept, reject, or modify any participatory governance recommendation. However, in the spirit of professionalism and collegiality, if the Chancellor does not accept a formal recommendation, he/she will inform the respective group and also inform the Board.

The Chancellor is the chief academic and administrative officer of the District, charged with providing strategic direction and leadership for the District. The Chancellor facilitates the participatory governance process by promoting a decision-making environment of inclusiveness, civility, honesty, fairness, and cooperation.

Chancellor's Cabinet

Members of Chancellor's Cabinet are involved in decisions made at the District level and articulate recommendations directly to the Chancellor in matters assigned in their job descriptions. In addition to making decisions at the campus level, the members of Chancellor's Cabinet serve as the primary advocates for their colleges/divisions at the District level for resource needs, policy issues, special projects, and the promotion of college/division goals.

Members of Chancellor's Cabinet play a central role in executive leadership of the District. They contribute to administrative decisions to carry out the institutional mission and create an institutional culture reflecting District values of excellence, trust, stewardship, and service.

Administrators [Managers and Supervisors]

The role of administrators in decisions made at the District level is determined by the scope of responsibility and authority delegated in job descriptions for administrative positions.

The responsibility of District administrators includes the following:

- Provide effective leadership and support in planning and accreditation
- Implement and evaluate District objectives related to their area
- Adhere to the legal and ethical standards as well as policies established by the Board of Trustees
- Oversee the effective use of institutional resources
- Make recommendations concerning the hiring of personnel
- Make contributions to the development and improvement of all GCCCD functions
- Implement best practices and courses of action
- Assume responsibility for ensuring implementation of activities based on applicable recommendations and college goals
- Evaluate the effectiveness of activities in order to support and facilitate the educational process and ensure the institution's effectiveness
- Initiate new ideas and improvements, and promote quality and responsiveness in District operations
- Lead the units for which they are responsible, and make appropriate decisions
- The Administrators Association is the sole organization responsible for appointing managers and supervisors to participatory governance councils and committees and screening/interview committees.

Administrators Association shall also make appointments to councils, committees, and task forces for those groups specifying its representation regarding bargaining.

Faculty [Academic Senates]

The Academic Senate is the representative in participatory governance activities regarding academic and professional matters (Title 5, Section 53203 of the California Code of Regulations and board policy BP 2510 Participation in Local Decision-Making). The Grossmont College Academic Senate and the Cuyamaca College Academic Senate are established as separate bodies representing the faculty of the respective colleges. Faculty appointments to councils, committees, task forces, or other groups shall be made by the respective Academic Senates, except for those groups specifying American Federation of Teachers Guild representation.

As provided in BP 2510 Participation in Local Decision-Making, the Governing Board recognizes the authority of the Academic Senates with respect to academic and professional matters in accord with provisions of Title 5 of the California Code of Regulations. The academic and professional matters on which the Board will rely primarily on the Academic Senates are as follows:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies
- Standards or policies regarding student preparation and success
- Faculty roles and involvement in accreditation processes, including self-studies and annual reports
- Policies for faculty professional development activities

The academic and professional matters on which the Board will seek mutual agreement with the academic/faculty senates are as follows:

- Educational program development and educational program discontinuance
- District and college governance structures as related to faculty roles
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as mutually agreed by the Board of Trustees and the senate(s)

The Academic Senates regularly submit items for Board approval via the Chancellor. These include bi-annual Curriculum Committee approvals, sabbatical leave recommendations, emeritus applications, and other academic and professional matters as listed above, upon which the Board either relies primarily upon or seeks mutual agreement with the Senates.

District councils and committees on which the Academic Senate has designated representatives include the following:

- District Executive Council
- District Strategic Planning & Budget Council
- Administrative Technology Advisory Committee
- Instructional Technology Advisory Committee
- Website Standards & Communications Committee
- District Coordinating Educational Council
- Academic Calendar Committee
- Institutional Research & Planning Committee
- Human Resources Advisory Council
- Student Success Committee
- College Diversity, Equity and Inclusion Committees
- Grossmont College Planning & Resource Council
- Cuyamaca College Council
- Districtwide Public Safety & Emergency Preparedness Council

Classified Staff including Confidential Supervisors/Assistants [Classified Senate]

The role of classified staff members in making decisions at the District level is to participate in the development of recommendations to the Chancellor on issues that have or will have a significant effect on staff (California Code of Regulations and BP 2510 Participation in Local Decision-Making).

For purposes required under Title 5, section 51023.5 of the California Code of Regulations, the Governing Board generally recognizes the Classified Senate as the representative of non-management classified staff. In development of policies or procedures, after participation in established consultation processes, including consultation with administration of the colleges/District, the Classified Senate may present its views and recommendations to the Board with approval of Classified School Employees Association, Chapter 707. Classified employee appointments to councils, committees, task forces, or other groups shall be made by the Classified Senate, except for those groups specifying California School Employees Association, Chapter 707, (CSEA) representation.

A memorandum of understanding between the District, the Classified Senate, and CSEA states:

> *The Classified Senate is organized to represent classified, including confidential and supervisory staff, in issues including, but not limited to, the following (in relevant part):*
>
> - *Promoting the shared governance process, including the following: a) the selection of administrative staff; b) in-service education; c) facilities and services; d) relations and communication among interest groups in the District; and e) finance and budget*

- *Provide a centralized means of communication between classified staff and the District community*
- *Articulating the professionalism of the classified staff so that it is recognized and valued*
- *Providing an opportunity to develop individual leadership among the classified staff and increase the professional standards of its members*
- *Promoting and supporting activities that develop or increase skills, productivity, and professionalism*

CSEA negotiates and represents the classified bargaining unit regarding compensation and working conditions.

District councils and committees on which the Classified Senate has designated representatives include the following:

- District Executive Council
- District Strategic Planning and Budget Council
- Academic Calendar Committee
- Institutional Research & Planning Committee
- Human Resources Advisory Council
- Student Success Committee
- Benefits Committee
- Classification Committee—CSEA
- District Accreditation Coordinating Council
- District Services and College Diversity, Equity and Inclusion Committees
- District Services Council
- Grossmont College Planning and Resource Council
- Cuyamaca College Council
- Districtwide Public Safety & Preparedness Council
- Technology Coordinating Council

Students

The District recognizes and values the contributions of students in participatory governance. The following specific matters are identified in the California Code of Regulations, Title 5, Section 51023.7, as having a significant effect on students and calling for student contributions to decision-making:

- Grading policies
- Codes of student conduct
- Academic disciplinary policies
- Curriculum development
- Courses or programs that should be initiated or discontinued
- Processes for institutional planning and budget development
- Standards and policies regarding student preparation and success
- Student services planning and development
- Student fees within the authority of the District to adopt
- Any other District and college policy, procedure, or related matter that the District governing board determines will have significant effect on students

The Board recognizes the Associated Students of Grossmont College and the Associated Student Government of Cuyamaca College as the official voices for students in GCCCD. In accordance with Board Policy 2510 Participation in Local Decision-Making, the Associated Students are given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on them, and the recommendations and positions of the Associated Students are given reasonable consideration.

District councils and committees on which the students have designated representatives include the following:

- District Executive Council
- District Strategic Planning & Budget Council
- Emergency Preparedness Committee
- Student Success Committee
- District Coordinating Educational Council
- Academic Calendar Committee
- Institutional Research & Planning Committee
- College Diversity, Equity and Inclusion Committees
- Grossmont College Planning & Resource Council
- Cuyamaca College Council
- Website Standards & Communications Committee
- Districtwide Public Safety & Emergency Preparedness Council

Labor Groups

For matters related to compensation and working conditions, employees are represented by the following organizations:

- Faculty—American Federation of Teachers Guild, Local 1931
- Classified Staff—California School Employees Association, Chapter 707
- Administrators—Administrators Association
- Confidential Administrators—meet and confer unit*
- Confidential Supervisors/Assistants—meet and confer unit*

*Confidential Employee groups are responsible for appointing representatives from the confidential administrators and confidential staff for participatory governance councils/ committees.

A Confidential employee is an employee of the District who, in the regular course of his/her duties, has access to confidential information that contributed to the development of management proposals and decisions with respect to employer-employee relations (Government Code Section 3540.1(c)). As such, they are not a bargaining unit, but rather a meet and confer unit.

District Councils and committees on which labor groups have designated representatives include the following:

- District Executive Council
- District Strategic Planning & Budget Council
- Academic Calendar Committee
- Human Resources Advisory Council
- Benefits Committee
- Grossmont College Planning & Resource Council
- Cuyamaca College Council
- Technology Coordinating Council

Groups that Develop Recommendations

The GCCCD groups that provide recommendations in the decision-making process are organized into three categories based on the group's responsibilities and its source of authority: council, committee and task force. The groups in all three categories are essential to the involvement of the GCCCD community in both being informed about issues of districtwide importance, making decisions, and serving as conduits of information to and from the stakeholders. The membership in each type of group is determined by the source of authority on which the group is based.

Council

Councils are composed of administrators and/or executive representatives of faculty, staff, or student organizations. A council often directs the work of numerous committees or task forces. A council meets regularly and serves as an executive advisory body.

Committee

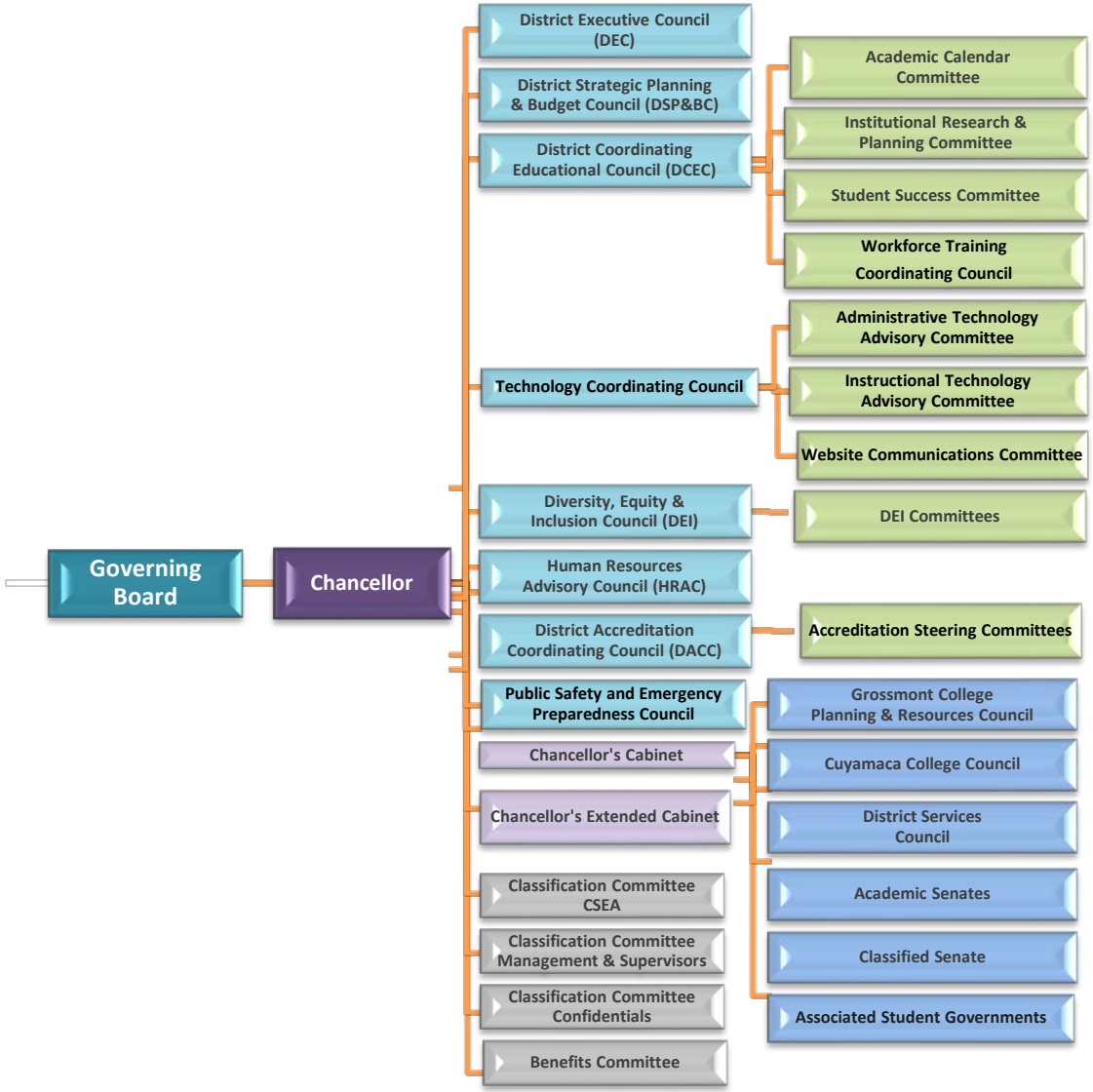
Committees are composed of a variety of individuals whose scope of work is narrower than a council. A committee reports its recommendations to senior administrators or a council. Committees typically have an ongoing purpose and meet regularly.

Steering committees are charged with overseeing and directing large scale initiatives and may oversee other committees or subcommittees.

Screening and interview committees screen applications for the most appropriately qualified applicants to interview, conduct preliminary interviews, and recommend applicants for final interviews.

Task Force

A task force may be composed of a variety of individuals relevant to its purpose. Task forces are created to address a specific issue and meet until its charge has been completed. Upon conclusion of the task, the group is disbanded.


Governing Board
Chancellor
District Executive Council (DEC)
District Strategic Planning & Budget Council (DSP&BC)
District Coordinating Educational Council (DCEC)
Academic Calendar Committee
Institutional Research & Planning Committee
Student Success Committee
Workforce Training Coordinating Council
Technology Coordinating Council
Administrative Technology Advisory Committee
Instructional Technology Advisory Committee
Website Communications Committee
Diversity, Equity & Inclusion Council (DEI)
DEI Committees
Human Resources Advisory Council (HRAC)
District Accreditation Coordinating Council (DACC)
Accreditation Steering Committees
Public Safety and Emergency Preparedness Council
Chancellor's Cabinet
Chancellor's Extended Cabinet
Grossmont College Planning & Resources Council
Cuyamaca College Council
District Services Council
Academic Senates
Classified Senate
Associated Student Governments
Classification Committee CSEA
Classification Committee Management & Supervisors
Classification Committee Confidentials
Benefits Committee

District Participatory Governance Councils and Committees

District Executive Council (DEC)

Charge

The District Executive Council (DEC) 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

Chair, Chancellor
Vice Chancellor, Business Services
Vice Chancellor, Human Resources
President, Cuyamaca College
President, Grossmont College
President, Associated Student Government, Cuyamaca College
President, Associated Students, Grossmont College
President, Academic Senate, Cuyamaca College
President, Academic Senate, Grossmont College
President, Classified Senate
President, California School Employees Association (CSEA), Chapter 707
President, American Federation of Teachers Guild
President, Administrators Association
Confidential Administrators representative
Confidential Supervisors/Assistants representative

District Strategic Planning & Budget Council (DSP&BC)

Charge

The District Strategic Planning and Budget Council (DSP&BC) serves in an advisory capacity to the Chancellor on development and evaluation of college and District strategic plans and budget planning priorities based upon the District vision and goals.

Membership

Chair, Vice Chancellor, Business Services
Vice Chancellor, Human Resources
Associate Vice Chancellor, Business Services
Associate Vice Chancellor, Advancement & Communications
Sr. Director, Information Systems
Sr. Director, Fiscal Services
Sr. Dean Research, Planning & Institutional Effectiveness
President, Cuyamaca College
President, Grossmont College
Vice President, Instruction, Cuyamaca College
Vice President, Academic Affairs, Grossmont College
Vice President, Student Services, Cuyamaca College
Vice President, Student Services, Grossmont College
Vice President, Administrative Services, Cuyamaca College
Vice President, Administrative Services, Grossmont College
President, Academic Senate, Cuyamaca College
President, Academic Senate, Grossmont College
President, Administrators Association
President, Classified Senate
President, California School Employees Association, Chapter 707
President, American Federation of Teachers Guild
President, Associated Student Government, Cuyamaca College
President, Associated Students, Grossmont College
Academic Senate representative, Cuyamaca College
Academic Senate representative, Grossmont College
Confidential Administrators representative
Communications and Public Information Director
Confidential Supervisors/Assistants representative

District Coordinating Educational Council (DCEC)

Charge: The District Coordinating Educational Council (DCEC) serves in an advisory capacity to the Chancellor and anticipates and serves the educational needs of students in the District by reviewing, facilitating, and recommending educational initiatives, services, and programs, consistent with District policies, procedures and strategic priorities. DCEC provides coordination and leadership for instructional and student support services throughout the District.

Membership

Chair, Chancellor
President, Academic Senate, Cuyamaca College
President, Academic Senate, Grossmont College
Vice President, Instruction, Cuyamaca College
Vice President, Academic Affairs, Grossmont College
Vice President, Student Services, Cuyamaca College
Vice President, Student Services, Grossmont College
Sr. Dean, Research, Planning & Institutional Effectiveness
Instructional Dean, Cuyamaca College
Instructional Dean, Grossmont College
Dean, Counseling and Enrollment Services, Cuyamaca College
Dean, Counseling and Enrollment Services, Grossmont College
Curriculum Committee Faculty Co-Chair, Cuyamaca College
Curriculum Committee Faculty Co-Chair, Grossmont College
President, Associated Student Government, Cuyamaca College
President, Associated Students, Grossmont College

Committees

Recommendations from the following committees are forwarded to DCEC:

- Academic Calendar Committee
- Institutional Research & Planning Committee
- Student Success Committee
- Workforce Training Coordinating Council

Academic Calendar Committee

Charge: To develop the annual academic calendar for review by DCEC and approval by the Governing Board.

Membership:

- Co-Chairs, Vice President, Instruction or Academic Affairs from one college, and Vice President Student Services from the other college
- Vice President, Instruction, Cuyamaca College
- Vice President, Academic Affairs, Grossmont College
- Vice President, Student Services, Cuyamaca College
- Vice President, Student Services, Grossmont College
- Dean, Counseling and Enrollment Services, Grossmont College
- Dean, Counseling and Enrollment Services, Cuyamaca College
- Instructional Operations Supervisor, Cuyamaca College
- Instructional Operations Supervisor, Grossmont College
- Academic Senate representative, Cuyamaca College
- Academic Senate representative, Grossmont College
- Classified Senate representative, Cuyamaca College
- Classified Senate representative, Grossmont College
- Associated Student Government, Cuyamaca College representative
- Associated Students, Grossmont College representative
- American Federation of Teachers Guild representative
- California School Employees Association, Chapter 707, representative
- Administrators Association representative

Institutional Research & Planning Committee

Charge: The Institutional Research & Planning Committee (IRPC) supports a culture of inquiry by providing quantitative and qualitative data to inform planning and decision making processes throughout the District, improve student learning and achievement, and enhance institutional effectiveness through the process of continuous quality improvement. Each fall semester the IRPC will review and rank research requests submitted by the colleges and District Services. The IRPC makes recommendations to DCEC, and periodically evaluates the annual District research and planning agenda. The IRPC provides guidance to the Research, Planning & Institutional Effectiveness Office regarding annual research priorities during the preparation and evaluation of District plans, and development of the annual institutional effectiveness reports. The IRPC also acts as an Institutional Review Board regarding both internal and external requests for applied educational research, when needed.

Membership:

- Chair, Sr. Dean, Research, Planning & Institutional Effectiveness
- Vice President, Instruction, Cuyamaca College
- Vice President, Academic Affairs, Grossmont College
- Vice President, Student Services, Cuyamaca College
- Vice President, Student Services, Grossmont College
- Vice President, Administrative Services, Cuyamaca College
- Vice President, Administrative Services, Grossmont College
- Academic Senate President or designee, Cuyamaca College
- Academic Senate President or designee, Grossmont College
- Classified Senate, 2 representatives
- Student representative, Cuyamaca College
- Student representative, Grossmont College
- District Services representative
- Planner or designee, Research, Planning & Institutional Effectiveness

Student Success Committee

Charge: The primary purpose of the Student Success Committee is to serve as a means for districtwide collaboration regarding student success initiatives. The committee will provide leadership with the planning, implementation and evaluation of a comprehensive student success plan that includes, but is not limited to components of the Student Success Task Force Recommendations, American Association of Community Colleges reports, ARCC 2.0 and College and District Strategic Areas of Focus. In addition, the committee will monitor and make policy and procedural recommendations to DCEC regarding legislative changes, such as the Student Success Act of 2012, Title V, and Education Code.

Membership:

- Co-Chair, Vice President, Student Services, Cuyamaca College
- Co-Chair, Vice President, Student Services, Grossmont College
- Vice President, Instruction, Cuyamaca College
- Vice President, Academic Affairs, Grossmont College
- Sr. Dean, Research, Planning & Institutional Effectiveness
- Sr. Director, Information Systems
- Dean, Counseling Services, Cuyamaca College
- Dean, Counseling Services, Grossmont College
- Academic Dean, Cuyamaca College
- Academic Dean, Grossmont College
- Academic Senate President or designee, Cuyamaca College
- Academic Senate President or designee, Grossmont College
- Chair, Counseling, Cuyamaca College
- Chair, Counseling, Grossmont College
- Faculty Co-Chair, Basic Skills Committee, Cuyamaca College
- Faculty Co-Chair, Student Success Committee, Grossmont College
- Student representative, Cuyamaca College
- Student representative, Grossmont College

Workforce Training Coordinating Council

Charge: The Workforce Training Coordinating Council (WTCC) for East San Diego County serves in an advisory capacity to District Coordinating Educational Council (DCEC) on matters regarding district wide workforce training needs.

Membership

- Associate Vice Chancellor, Advancement & Communications
- Executive Director, GCCCD Auxiliary
- Executive Director, East County Adult Education Consortium
- CTE Dean, Grossmont College
- CTE Dean, Cuyamaca College
- Allied Health and Nursing Dean, Grossmont College
- Corporate Advancement Developer, GCCCD Auxiliary
- Grossmont Academic Senate Representative
- Cuyamaca Academic Senate Representative
- Academic Senate Representative

Meeting Frequency: Quarterly

Meeting Time: TBD

Meeting Location: Rotate between GC Griffin Gate and CC Student Center

Human Resources Advisory Council (HRAC)

Charge: The Human Resources Advisory Council (HRAC) serves in an advisory capacity to the Chancellor and Vice Chancellor, Human Resources, to support the ongoing commitment to providing quality services for employees based on the District vision and goals. The council provides valuable employee perspectives and enhanced communication between Human Resources and the employees it serves. Responsibilities of the council include the following:

- Assist in the development and ongoing review of a strategic human resources plan
- Provide recommendations regarding human resources needs across the District
- Evaluate human resources services in the following categories:
  a) Scope: quantity and type of services, functions, and programs provided
  b) Quality: overall adequacy of and satisfaction with services provided
  c) Effectiveness: impact of information and services provided

Membership

Chair, Vice Chancellor, Human Resources
Communications and Public Information Director
Academic Senate, Grossmont College, representative
Academic Senate, Cuyamaca College, representative
Classified Senate, Grossmont College, representative
Classified Senate, Cuyamaca College, representative
Classified Senate, District Services, representative
Administrators Association, 2 representatives
Confidential Administrators, 2 representatives
Confidential Supervisors/Assistants representative
California School Employees Association, Chapter 707, representative
American Federation of Teachers Guild representative

Diversity, Equity & Inclusion Council (DEI)

Charge

The charge of the Diversity, Equity and Inclusion Council (DEI) serves in an advisory capacity to the Chancellor to build a culture of inclusivity that promotes a global consciousness in the college District and community. Our objective is to provide a welcoming environment that fosters cultural competence, equity and respect for all employees and students.

The council is responsible for assessing progress and disseminating information regarding diversity and equity, recommending meaningful strategies for improvement, overseeing the implementation of the charge districtwide, and ensuring compliance with relevant laws and regulations.

The council is also responsible for writing plans in accordance with Title 5 or other federal and state regulations and the District's commitment to diversity. The council also serves as the District's Equal Employment Opportunity Advisory Committee.

The council promotes acceptance of people, including those of diverse age, ancestry, color, disability, ethnicity, perspective, national origin, religion, gender, gender identity, sexual orientation, education, socioeconomic, and employment status.

The goal of the council is to create an inclusive environment in the Grossmont-Cuyamaca Community College District and to honor the importance of differences in others.

Membership

Chair, Vice Chancellor Human Resources
Co-Chair, Chancellor, ex officio
Research, Planning and Institutional Effectiveness, representative
Department of Employment Services representative
College DEI Committees, 3–5 representatives from each college
District Services DEI Committee, 3–5 representatives
Student representative, Grossmont College
Student representative, Cuyamaca College

Committees

Recommendations from the following committees are forwarded to DEI:

- Grossmont College DEI Committee
- Cuyamaca College DEI Committee
- District Services DEI Committee

(Portions of the charge of this council were previously led by the former Equal Employment Opportunity Advisory Committee)

Grossmont College DEI Committee

Charge: The charge of the Grossmont College Diversity, Equity and Inclusion Committee (DEIC) is to build a culture of inclusivity that promotes a global consciousness at Grossmont College and its community. Its objective is to provide a welcoming environment that fosters cultural competence, equity and respect for all employees and students.

The committee is responsible for assessing progress and disseminating information regarding diversity and equity, recommending meaningful strategies for improvement, overseeing the implementation of the charge college-wide, and ensuring compliance with relevant laws and regulations.

The committee is also responsible for overseeing the development, implementation, and evaluation of all college-wide diversity/equity plans in accordance with Title 5, other federal and state regulations, and GCCCD Diversity Vision and Mission statements. The DEIC promotes acceptance of people of diverse age, ancestry, color, disability, ethnicity, perspective, national origin, religion, gender, sexual orientation, education, employment status, appearance, and socioeconomic status. The goal of the DEIC is to create a welcoming and inclusive educational environment conducive to student success, where all feel safe, valued and respected.

Membership:

- Administrative Tri-Chair, selected from and elected by the DEIC membership
- Faculty Tri-Chair, Selected from and elected by the DEIC membership
- Classified Tri-Chair, Selected from and elected by the DEIC membership
- Classified Staff , 3 representatives appointed by the Classified Senate (classified tri-chair selected from this group)
- Faculty, 4 representatives, including at least one part-time faculty as recommended by the Part-time Faculty Issues Committee with all faculty appointed by the Academic Senate (faculty tri-chair selected from this group)
- Student Success Committee, 1 representative appointed by the Student Success Committee
- Administrators, 3 representatives, at least one from Administrators Association and one from Student Services (administrative tri-chair selected from this group)
- Associated Students, Grossmont College, 2 representatives
- Additional resource people, as needed

Cuyamaca College DEI Committee

Charge: The charge of the Cuyamaca College Diversity Equity and Inclusion Committee (DEIC) is to build a culture of inclusivity that promotes a global consciousness at Cuyamaca College and its community. Its objective is to provide a welcoming environment that fosters cultural competence, equity and respect for all employees and students.

Membership:

- Administrative Co-Chair, appointed by the college president
- Faculty Co-Chair, selected from and elected by faculty committee membership
- Classified Co-Chair, selected from Classified Committee membership and appointed by the Classified Senate
- Classified staff, 2 representatives
- Full-time faculty, 3 representatives
- Part-time faculty, 1 representative
- Administrators, 2 representatives
- Associated Student Government Cuyamaca College, 1 representative
- Additional resource people, as needed

District Services DEI Committee

Charge: The charge of the District Services Diversity, Equity, and Inclusion Committee (DSDEIC) is to build a culture of inclusivity that promotes global consciousness within District Services and our community. Its objective is to provide a welcoming environment that fosters cultural competence, equity, and respect for all employees and students.

The committee is responsible for:

1. Assessing progress toward and disseminating information regarding diversity and equity
2. Recommending meaningful strategies for improvement of diversity, equity and inclusion
3. Overseeing the implementation of the committee charge across District Services
4. Making recommendations to the Diversity, Equity & Inclusion Council for overall District initiatives

The DSDEIC promotes acceptance of people of diverse age, ancestry, color, disability, ethnicity, perspective, national origin, religion, gender, sexual orientation, education, and socioeconomic status. The goal of the DSDEIC is to create a welcoming and inclusive educational environment conducive to employee and student success, where all feel safe, valued, and respected.

Membership:

- Administrative Co-Chair, a District Services supervisor or administrator, designated by the site administrator
- Classified Co-Chair, selected and appointed by the Classified Senate
- Classified and/or Confidential Supervisors/Assistants, 3 representatives
- Supervisors and/or Administrators, 3 representatives
- Additional resource people, as needed

District Accreditation Coordinating Council (DACC)

Charge

Monitor ongoing accreditation from a districtwide perspective and make recommendations to the Chancellor and Chancellor's Extended Cabinet. Coordinate preparation for periodic reaffirmation of colleges' accreditation.

Membership

Co-Chairs

Chancellor
Senior Dean, Research, Planning & Institutional Effectiveness

Composition

Academic Senate President or Accreditation Faculty Co-Chair, Cuyamaca College
Academic Senate President or Accreditation Faculty Co-Chair, Grossmont College
Accreditation Liaison Officer, Cuyamaca College
Accreditation Liaison Officer, Grossmont College
President, Cuyamaca College
President, Grossmont College
President, Classified Senate
Vice Chancellor, Business Services (site lead)

Consulting Members

Meeting Schedule

Monthly or as needed.

Protocols for District Participatory Governance

Council and committee meetings may be attended by any interested person from the District or the community as an observer.

Duties of Members

Members of the District councils and committees (c/c) serve as representatives of their constituencies and as such, voice the perspectives of those they represent as well as provide feedback to their colleagues.

Any c/c member may place an item on the agenda, bearing in mind that it should address the stated purpose and activities of the respective c/c.

Attendance is required for members of the District c/c's and substitutes are permissible with approval of the c/c chair. The Chancellor may appoint an interim member when a position is vacant. Members are expected to be conversant with issues and are expected to engage in discussion and to express the perspectives of their represented stakeholders. Members are also responsible for keeping stakeholders informed on matters of the c/c and for soliciting input to inform the decision-making process.

Resource Personnel

The c/c may enlist the assistance of persons with specialized knowledge or expertise to address specific agenda items. Such persons will be identified as "Resource Personnel" on the agendas and may not address any item on the agenda other than their own unless asked to do so by the councils.

Procedures for District Participatory Governance Councils and Committees

Recommendations of the c/c to the Chancellor are developed by consensus.

If a recommendation from the c/c requires action by the Board of Trustees, the Chancellor reviews the recommendation and if he/she approves it, forwards it to the Board for their review and approval.

If the Chancellor does not concur with the recommendation, then it is either returned to the appropriate c/c that developed the recommendation with the Chancellor's feedback for further consideration or it is forwarded to the Board with rationale for disapproval from the Chancellor. In reporting to the Board, the Chancellor will provide a full accounting of the varying points of view and share the rationale for the recommendation.

If the recommendation from the c/c is related to an operational issue or other area of responsibility delegated to the Chancellor by the Board, the Chancellor reviews the recommendations and does one of the following:

- Approves the recommendation and directs implementation
- Makes modifications, directs implementation, and notifies the c/c about the modification
- Returns the recommendation to the c/c that developed the recommendation for further consideration

Meeting Notes

Notes of c/c meetings in the form of meeting summaries shall be recorded by a designated recorder and are subject to review and approval by the c/c chair. These summaries are posted on the employee Intranet under c/c's and committees following the meeting.

Executive Leadership

Chancellor's Cabinet

Charge

Members of Chancellor's Cabinet play a central role in executive leadership of the District. They contribute to administrative decisions to carry out the missions of the District and colleges and create an institutional culture reflecting District values of excellence, trust, stewardship, and service.

Membership

- Chair, Chancellor
- President, Cuyamaca College
- President, Grossmont College
- Vice Chancellor, Business Services
- Vice Chancellor, Human Resources
- Associate Vice Chancellor, Advancement & Communications

Recommendations from the following committees are considered by Chancellor's Cabinet:

- Grossmont College Planning & Resource Council
- Cuyamaca College Council
- District Services Council
- Academic Senates
- Districtwide Public Safety & Preparedness Council
- Classified Senate
- Associated Student Government

Grossmont College Planning & Resources Council (PRC)

Charge: This council provides guidelines and recommendations for all Grossmont College planning processes and identifies institution-wide priorities. The council makes budget recommendations to the President for all staffing and facility requirements. It recommends the annual college budget and periodic changes to current year expenditures.

Membership:

- Co-Chairs, Vice President Administrative Services and Academic Senate or designee
- College President
- Vice President, Academic Affairs
- Vice President, Student Services
- Vice President, Administrative Services
- Sr. Dean, College Planning & Institutional Effectiveness
- Sr. Dean, Allied Health & Nursing
- Dean, Career and Technical Education/Workforce Development
- Dean, Admission & Records & Financial Aid
- Dean, Counseling Services
- Dean, Arts, Languages and Communication
- Dean of English & Social/ Behavioral Sciences
- Dean, Mathematics, Natural Sciences, and Exercise Science/Wellness and Ops
- Dean, Learning & Technology Services
- Associate Dean, Athletics
- Associate Dean, Student Success & Equity
- Director, Campus Facilities, Maintenance & Ops
- President, Academic Senate or designee
- AFT representative
- Chairs and Coordinators representative
- Division representatives, 7
- Basic Skills representative
- Supervisory representative
- Classified Senate President or designee
- Classified Senate representative
- CSEA representative
- ASGC representative

Cuyamaca College Council (CCC)

Charge: The Cuyamaca College Council is the primary participatory governance structure for the college responsible for coordinating the institutional effectiveness process in support of the college's mission. All college constituencies are engaged to ensure broad-based participation in outcomes assessment and campus planning. This integrated process is cyclical, participative, flexible, relevant, and focused on continuous quality improvement.

Membership:

- Chair, College President
- Vice Chair, Academic Senate President
- Vice Chair, Classified Senate Vice-President or designee
- Vice President, Instruction
- Vice President, Student Services
- Vice President, Administrative Services
- Faculty or Classified co-chairs of Unit Program Review Committees
- Academic Senate President
- Classified Senate Vice President or designee
- California School Employees Association, Chapter 707, representative
- American Federation of Teachers Guild representative
- Administrators Association representative
- President, Associated Students
- At large faculty member representative
- At large classified member representative
- SLO Coordinator from each unit, as needed

District Services Council (DSC)

Charge: The District Services Council serves in an advisory capacity to the District Services Cabinet, on matters regarding strategic and budget planning for District Services, including staffing and facility requirements. The council provides valuable employee perspectives and enhanced communication between all District Services departments/divisions and the employees within them.

Membership:

- Tri-Chairs, Vice Chancellor, Business Services, Vice Chancellor, Human Resources, Associate Vice Chancellor, Advancement & Communications
- District Services Managers and Supervisors representatives
- Administrators Association representative
- Classified Senate representative
- Confidential Administrators representative
- Confidential Staff representative
- California School Employees Association, Chapter 707, representative
- District Auxiliary Organization representative
- Foundation for Grossmont & Cuyamaca Colleges representative

Districtwide Public Safety & Emergency Preparedness Council

Charge: The Council serves in an advisory capacity to the Chancellor on matters concerning public safety, emergency readiness, parking and facilities safety. The Council shall provide coordination and a communication link between the emergency preparedness committees, public safety, transportation, and parking programs across the District. The Council will develop recommendations on emergency coordination, training, communication and other public safety and workplace safety issues that address current challenges and future needs.

Membership

Chair, Director-Campus & Parking Services (CAPS)
Associate Dean-Student Affairs, Cuyamaca College
Associate Dean-Student Affairs, Grossmont College
GCCCD/Sheriff's Office Sergeant
GCCCD/Sheriff's Office Deputy (Deputy on duty at site-alternates GC/CC)
CAPS Specialist (Specialist on duty at site-alternates GC/CC)
Cuyamaca College Representative at-large
Grossmont College Representative at-large
District Services Representative at-large
Academic Senate Representative, Grossmont College
Academic Senate Representative, Cuyamaca College
Classified Senate Representative
Director-Facilities Planning, Development & Maintenance
Director-Campus Facilities, Grossmont College
Director-Campus Facilities, Cuyamaca College
CAPS, Administrative Support
Director, Communications and Public Information
Extended Cabinet Representative
Student Representative, Grossmont College
Student Representative, Cuyamaca College
Chair, CC Emergency Preparedness Committee
Chair, GC Emergency Operations Center Working Group

Beginning Fall 2015, this Council will replace the District Public Safety, Parking and Campus Services Committee (formerly the Districtwide Parking Committee and the Police and Public Safety Transition Taskforce) and the Districtwide Safety Committee. Meetings will be held monthly and alternate between sites at Grossmont College/District Services and Cuyamaca College sites. Notes will be posted on the Employee Intranet.

Technology Coordinating Council

Charge: Recommends vision, strategy, prioritization and direction for the adoption and implementation of new and emerging technologies. Serves in an advisory capacity to the Chancellor concerning strategic policies and direction for enterprise systems and technology. The committee also provides the following:

- Recommendations for Information Systems Department regarding vision, strategy, and direction
- Recommendations for policies and strategic priorities related to enterprise systems and technology
- The Information Technology Plan for enterprise systems, administrative, and instructional technology districtwide
- Communications on enterprise systems and technology status reporting to stakeholder groups and existing councils and committees
- Communication with Administrative Technology Advisory Committee (ATAC), Instructional Technology Advisory Committee (ITAC) and Web Communications Committee (WCC)
- Recommendations for allocation of Information Systems Department resources to specific projects.
- Provide quarterly updates to Chancellor
- Coordinate technology improvements at each site for consistency of services to students and employees

Membership

- Chair, President (Grossmont or Cuyamaca, alternate every year)
- Sr. Director, Information Systems
- Vice President Student Services (Grossmont or Cuyamaca, alternate every year)
- Vice President, Instruction or Academic Affairs (Grossmont or Cuyamaca, alternate every year)
- Vice President, Administrative Services (Grossmont or Cuyamaca, alternate every year)
- Vice Chancellor, Business Services
- Vice Chancellor, Human Resources
- Sr. Dean, Research, Planning & Institutional Effectiveness
- Sr. Dean College Planning & Institutional Effectiveness
- Deans of LTRC/Technology (Grossmont and Cuyamaca)
- Representative from DCEC
- Faculty representatives from college technology committees (Grossmont and Cuyamaca)
- Classified Senate representative (Grossmont, Cuyamaca or District Services, alternate every year)

Resources

- Other representatives as needed
- Information Systems staff as required

Meeting Schedule**:** As needed, at least quarterly, alternate sites (meetings cannot be teleconferenced)

Administrative Technology Advisory Committee (ATAC)

Charge:

- Provide recommendations to Chancellor concerning strategic policies and directions for administrative information systems
- Provide recommendations for Information Systems Department regarding operational priorities and system enhancements
- Recommend policies and priorities related to the selection, implementation, and operation of administrative information systems
- Assist in the development of the Information Technology Plan for administrative information systems
- Provide communication and administrative information system status reporting to constituent groups and existing councils and committees
- Coordinate the work of specially appointed task groups as required
- Recommend allocation of Information Systems Department resources to specific projects

Membership:

- Chair, Sr. Director, Information Systems
- Cuyamaca College representatives appointed by College President
- Grossmont College representatives appointed by College President
- Vice Chancellor, Business Services and appointed representatives
- Library/LRC jointly appointed representative
- Information Systems staff as required

Instructional Technology Advisory Committee (ITAC)

Charge:

- Provide recommendations to Chancellor concerning the application of technology for instructional programs
- Recommend standards and procedures for the implementation of instructional technology throughout the District
- Recommend priorities to the Information Systems Department for instructional computing support
- Recommend standards for the acquisition of new instructional software and hardware
- Provide quarterly updates to DSP&BC
- Establish ad hoc committees to focus on specific topics as required: Internet, network, standards and procedures, computing ethics, and software licensing

Membership:

- Chair, selected by the group and alternates between the colleges
- Sr. Director, Information Systems
- Representatives of the two colleges' instructional computing committees
- Cuyamaca College representative appointed by College President
- Grossmont College representative appointed by College President
- Cuyamaca College Academic Senate representatives
- Grossmont College Academic Senate representatives
- Information Systems staff, as required

Website Communications Committee (WCC)

Charge: The public face of the Grossmont-Cuyamaca Community College District is the digital footprint on the Intranet of the colleges and the District. This presence includes the web sites, blogs, wiki pages, and social media points of presence. All website pages represent the District and colleges and must conform to approved design standards to ensure consistency.

The purpose of the Website Communications Committee is to maintain the integrity of the design, functionality and content of the college and District digital presence. The committee is responsible for overseeing the policies, standards and practices for both design and content of these media.

The Website Communications Committee will report to the Technology Coordinating Council.

Membership

- Chair: Communications and public information director
- Director, Information Systems or designee
- Instructional Design Technology Specialist, District
- Instructional Design Technology Specialist, Grossmont
- Instructional Design Technology Specialist, Cuyamaca
- Dean of Learning and Technology Resources, Cuyamaca
- Dean of Learning and Technology Resources, Grossmont
- Director of College and Community Relations, Grossmont
- Academic Senate representative, Grossmont
- Academic Senate representative, Cuyamaca
- Student government representative, Grossmont
- Student government representative, Cuyamaca

Schedule: The committee meets monthly on the fourth Thursday of the month.

Chancellor's Extended Cabinet

Charge

To review administrative, policy, and procedural issues, discuss items of concern to the District, and make recommendations to the Chancellor regarding those issues. In addition, members are the lead advisors in the development of management proposals and representation of management with respect to employer/employee relations and bargaining matters.

Membership

- Chair, Chancellor
- President, Cuyamaca College
- President, Grossmont College
- Vice Chancellor, Business Services
- Vice Chancellor Human Resources
- Vice President, Administrative Services, Cuyamaca College
- Vice President, Administrative Services, Grossmont College
- Vice President, Instruction, Cuyamaca College,
- Vice President, Academic Affairs, Grossmont College
- Vice President, Student Services, Cuyamaca College
- Vice President, Student Services, Grossmont College
- Associate Vice Chancellor, Business Services
- Associate Vice Chancellor, Advancement & Communications
- Director, Human Resources
- Director, Human Resources

Sr. Dean, Research, Planning and Institutional Effectiveness

- Sr. Dean College Planning & Institutional Effectiveness, Grossmont College
- Resources as needed:
    - Director Communications and Public Information

Benefits Committee

Charge: To review the benefits provided by the District and to make recommendations, as appropriate, through the Vice Chancellor Human Resources and bargaining units to the Chancellor.

Membership:

- Chair, Vice Chancellor, Human Resources
- American Federation of Teachers Guild, 2 representatives
- California School Employees Association, Chapter 707, 4 representatives
- Confidential Administrators, 2 representatives
- Administrators Association, 2 representatives
- Confidential Supervisors/ Assistants, 1 representative
- Retiree representatives, 2 representatives

Classification Committee—California School Employees Association, Chapter 707

Charge: The California School Employees Association, Chapter 707, (CSEA) Classification Committee is a subcommittee of the collective bargaining teams. The committee's primary role is to measure and evaluate work as described, and assign a value to any new or modified classifications assigned to the unit (reference CSEA, Chapter 707, and GCCCD, Collective Bargaining Agreement, Article 8: Classification/Reclassification and Abolition of Position, Section 8.6). Committee reports to the Chancellor or designee.

Membership:

- Chair, Vice Chancellor, Human Resources or designee
- District, 4 representatives (recommended by the Vice Chancellor Human Resources and appointed by the Chancellor)

California School Employees Association, Chapter 707, 4 representatives

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Classification Committee—Managers & Supervisors

Charge: This committee is a subcommittee of the Administrators Association and the District. The committees' primary role is to measure and evaluate work using an agreed upon job measurement methodology as described, and assign a point value to any new or modified classification assigned to the unit. The committee reports to the Chancellor or designee.

Membership:

- Chair, Vice Chancellor, Human Resources or designee
- Administrators Association, 4 representatives
- District, 4 representatives (recommended by the Vice Chancellor Human Resources and appointed by the Chancellor)

Classification Committee—Confidential

Charge: The committee's primary role is to measure and evaluate work as described, and assign a value to any new or modified classifications assigned to the unit. The committee reports to the Chancellor.

Membership:

- Chair, Vice Chancellor, Human Resources
- Confidential Supervisors/ Assistants, 2 representatives
- District, 1 representatives

Governance and Organizational Groups Meeting Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
1st week of the month				
• Chancellor's Cabinet	• CC Pres Cab • GC Pres Cab	• DSC	• DEI Council	
2nd week of the month				
• Chancellor's Cabinet • DEC • DSP&BC • IRP	• DS DEI • CCC • CC Pres Cab • GC Pres Cab		• DACC	
3rd week of the month				
• Chancellor's Cabinet	• Governing Board • • CC Pres Cab • GC Pres Cab		• GC DEI • CC DEI • ITAC	• ATAC
4th week of the month				
• Chancellor's Cabinet • Extended Cabinet • DCEC	• CCC • CC Pres Cab • GC Pres Cab		• HRAC • GC PRC • Website Standards Committee	

Note:

- **Academic Calendar Committee** meets annually in September or October
- **Student Success Committee**, monthly
- **Public Safety and Emergency Preparedness Council,** monthly meetings
- **Workforce Training Coordinating Council,** quarterly meetings
- **Technology Planning & Resources Committee,** at least quarterly meetings
- **Diversity, Equity & Inclusion Council,** quarterly meetings

Appendices

California Code of Regulations, Title 5, (Collegial Consultation)

- Academic Senate (Title 5, Sections 53200—53206)
- Faculty (Title 5, Section 51023)
- Staff (Title 5, Section 51023.5)
- Students (Title 5, Section 51023.7)

GCCCD board policy BP 2510 Participation in Local Decision-Making
GCCCD board policy BP 2200 Board Duties and Responsibilities
GCCCD board policy BP 2430 Delegation of Authority to Chancellor
GCCCD board policy BP 5400 Associated Student Government Associations

District Board Policies and Administrative Procedures are available on the District website under Governing Board.

District Organization Charts are available on the Intranet.

District Services

8800 Grossmont College Drive
El Cajon, CA 92020
619-644-7010
http://www.gcccd.edu/

Grossmont College

8800 Grossmont College Drive
El Cajon, CA 92020
619-644-7000
http://www.grossmont.edu/

Cuyamaca College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-660-4000
http://www.cuyamaca.edu/

Governing Board Members:
Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson, and Mary Kay Rosinski

Chancellor: Cindy L. Miles, Ph.D.
Grossmont College President: Nabil Abu-Ghazaleh, Ed.D.
Cuyamaca College President: Julianna Barnes, Ed.D.