

GCCCD Annual Governance Council Member Orientation

Educational Support Services Council

2025 – 2026

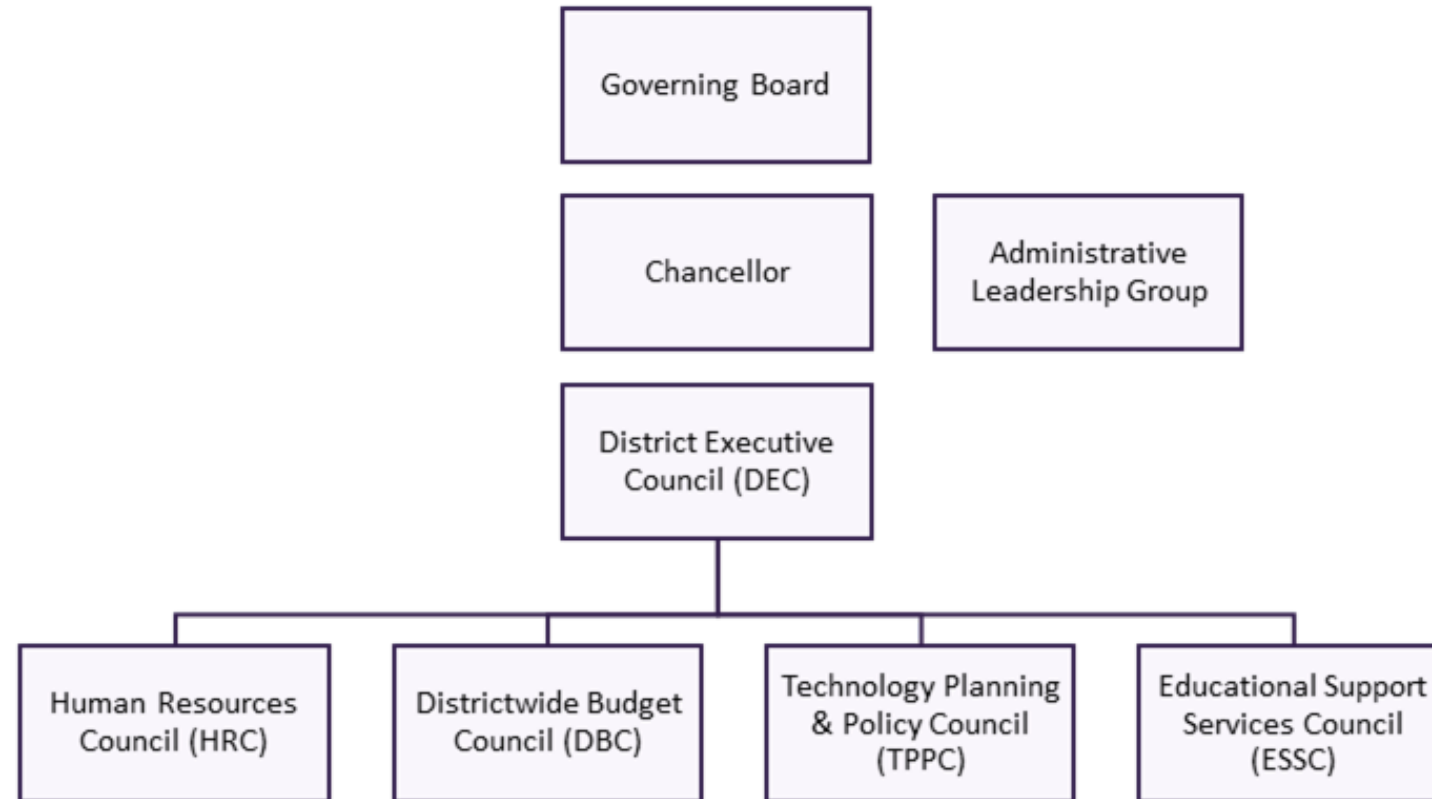


GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

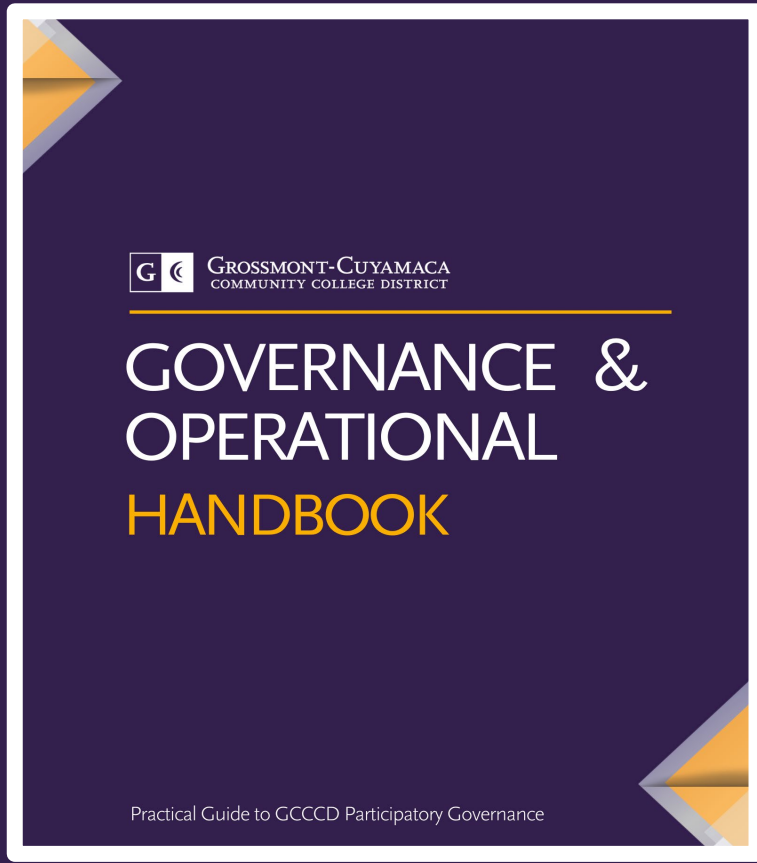
Purposes of Member Training

- Familiarize council members with participatory governance mandates, regulations, and support.
- Develop a shared understanding of GCCCD's governance history, structure, processes, and handbook.
- Develop a shared understanding of the ESSC charge, membership, functions, processes, and meeting schedule.
- Ensure council members have an understanding of their role in the success of participatory governance in general and in this council.
- Respond to questions about GCCCD's participatory governance structure and processes.

GCCCD GOVERNANCE STRUCTURE



Overview of New Governance Language



GCCCD Governance & Operational Handbook

- Introduction (pg. 4)
- Philosophy (pg. 6)
- Governance and Operations (pg. 6)
- Constituents Representation & Responsibilities (pg. 7)
- Constituent Groups (pgs. 8-10)
- Governance Structure (pgs. 11/12)
- Governance Councils (pgs. 13-19)
- Operational Groups and Structure (pgs. 20-32)
- Chair and Member Responsibilities (pgs. 32/33)
- Communication and “Close the Loop” (pgs. 34/35)
- Quorum and Consensus (pgs. 35/36)
- Procedures (pgs. 36/37)
- Annual Review & Continuous Improvement (pg. 37)

CONSTITUENT ROLES AND RESPONSIBILITIES (pg. 7)

Active engagement is essential to participatory governance. Each constituency group is responsible for appointing representatives to participatory governance councils, thus ensuring their constituency's voices are heard and reflected in the recommendation processes.

All constituent groups, Faculty, Classified Professionals, Confidential Staff, Confidential Administrators, Managers and Supervisors, Labor Group/Meet and Confer, and Students, play a critical role in governance with a shared responsibility to:

- **Attend and actively participate in all governance meetings**
- **Solicit and represent input from constituents on governance matters**
- **Engage in discussions by sharing perspectives and providing informed feedback**
- **Communicate outcomes by reporting meeting decisions and updates to constituent groups through meetings, agendas, minutes, and emails**
- **Complete assigned action items and follow through on governance responsibilities**
- **Support policy implementation by assisting with the practical application of adopted policies**

GOVERNANCE COUNCILS

- **District Executive Council** (pg.12)
- **District Budget Council** (pg.13)
- **Educational Support Services Council** (pg.14)
- **Human Resources Council** (pg.15)
- **Technology Planning & Policy Council** (pg.17)

Introduction to the Educational Support Services Council



Educational Support Services Council (ESSC)

ESSC Charge:

The Educational Support Services Council (ESSC) makes recommendations regarding governance matters to the District Executive Council (DEC).

ESSC serves to coordinate district-wide instructional and student support policy matters to promote student success, sustain academic quality, and provide opportunities for equitable student outcomes.

ESSC members formulate recommendations through consultation and are responsible for serving as a conduit for information to and from constituent groups. In addition, the members are responsible for discussion and recommendations to address governance issues that are raised throughout the District on topics involving student services and instruction. These topics include but are not limited to statutory and regulatory changes.

Educational Support Services Council (ESSC)

Functions:

- Review, develop, and/or update of board policies
- Receive recommended changes to administrative procedures from operational entities
- Review governance issues and make related recommendations pertaining to academic affairs and student services across the colleges
- Promote district-wide alignment of curriculum and instructional programming in collaboration with the academic senates
- Ensure:
 - Consistency among the colleges' implementation of policies and processes
 - Compliance with federal and state mandates
- Facilitate the establishment of new services among the colleges pertaining to instruction and student services as required by the state

Educational Support Services Council (ESSC)

Composition

- **Chair:** Associate Vice Chancellor, Educational Support Services

District Members:

- Associate Vice Chancellor, Technology

Members from each College:

- Vice President, Student Services
- Vice President, Instruction/Academic Affairs
- Academic Senate President or designee
- Classified Senate President or designee
- Administrator appointed by the Administrators

Association

- Student appointed by Associated Student Government
- Chairs, Curriculum Committee

Resource Personnel:

- Senior Dean, College Planning and Institutional Effectiveness, Grossmont
- Senior Dean, Institutional Effectiveness, Success and Equity, Cuyamaca

Educational Support Services Council (ESSC)

Reporting Relationships:

- The Associate Vice Chancellor, Educational Support Services
- District Executive Council

Receives Recommendations from:

- Educational Support Services (ESS) Operational Group
- Date Impact Group
- Colleague Operational Group (COG)
- Academic Calendar Committee
- Ad Hoc Task Forces

Meeting Schedule

- 4th Monday of the Month, 3:30 pm to 5:00 pm, in-person

COUNCIL CHAIR

Chair Duties (pg.30)

- Works with the recorder to request agenda items at least two (2) weeks before the meeting
- Set agendas that align with the council's charge and priorities.
- Distribute and post agendas and supporting materials on the council's section of the employee intranet at least one (1) week before the meeting.
- Ensure the governance processes are clear, transparent, and accessible.
- Facilitate meetings, keeping members informed of the schedule.
- Actively seek input from all council members during meeting discussions to ensure every constituent's perspective is heard.
- Maintain focus during meetings, guiding the council toward consensus on agenda items
- Summarize decisions, recommendations, and action items for members to share with constituents.
- Ensure meeting notes within one (1) week of the meeting.
- Notify the appropriate constituency group when a vacancy occurs.
- Except in unforeseen circumstances, notify members 24-48 hours before the meeting cancellation.
- Forward the council's recommendations to DEC and share the feedback from DEC with the council.

Governance Councils Meeting Structure

The Chair will:

1. **Open the meeting**
2. **Share absences**
3. **Check for quorum**
4. **Conduct personal items—welcome new members, introduce guests, etc.**
5. **Confirm the minutes**
6. **Address agenda items**
7. **Summarize actions and information members are to share with constituents**
8. **Close the meeting**

MEMBER RESPONSIBILITIES

Member Responsibilities (pg.30)

- Prepare for meetings by reviewing the agenda and handouts and gathering constituent feedback (via email or meetings) to ensure representation of constituent perspectives.
- Attend and actively participate in meetings, providing constituent feedback during agenda discussions.
- Follow up with constituents after meeting notes are posted to ensure council activities are clear, transparent, and widely understood.
- Focus discussions on District strategic priorities, keeping the conversation free from personal, individual, constituency, or college-based interests not relevant to the topic at hand.
- Consider themselves fully empowered to act on behalf of their constituents, checking back with them only when **new information or evolving discussion raises questions they can't answer with the existing information.**
- Approach interactions with goodwill, ensuring that all communications and behaviors demonstrate respect for the diverse backgrounds, experiences, and opinions of others and recognize that inclusivity enhances decision-making.
- Encourage open participation from all members ensuring that:
 - a) No individual dominates the discussion,
 - b) Responses are thoughtful, ~~not pre-formulated~~ and reflective of the discussion, and
 - c) There are no interruptions and sidebar conversations.
- Acknowledge and appreciate both individual contributions and the collective achievements of the council, regardless of the level of controversy or the outcome of discussions.
- Work toward consensus, in the best interest of the District.

Educational Support Services Council Website Documents

Participatory Governance District Website

[Home](#) > [Councils, Committees, and Task Forces](#) > [Participatory Governance](#) > [Educational Support Services Council \(ESSC\)](#)

Contact

Visit the [Employee Directory](#)

Educational Support Services Council (ESSC)

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- Promote districtwide alignment of curriculum and instructional programming in collaboration with the academic senates
- Ensure consistency among the colleges' implementation of policies and processes
- Ensure compliance with federal and state mandates
- Facilitate the establishment of new services among the colleges pertaining to instruction and student services as required by the state
- Use a systems approach to ensure optimal capacity, avoid redundancy of effort and increase efficiency

Meeting Schedule

OCT

Educational Support Services Council (ESSC)
Oct 27, 2025

Meeting Frequency

Monthly: 4th Monday

Time: 3:30-5:00 pm

Location: In-person, alternating colleges

QUORUM AND CONSENSUS

Quorum (pg.33)

- A quorum is a simple majority (50% + 1) of the council composition.
- A quorum is required before a governance council can take action on recommendations.

Consensus (pg.33)

Governance councils strive for consensus-based decisions, ensuring all voices are heard. Consensus is achieved through open dialogue, active listening, addressing concerns, and collaboratively refining recommendations. While compromise may be necessary, the goal is to develop a recommendation that best serves the District.

Consenting to a recommendation does not necessarily mean unanimous support or that it is every member's first choice, but it reflects the council's collective willingness to uphold the final recommendation.

- If there are no objections, a consensus is reached, and the recommendation moves to the District Executive Council (DEC), and to the Chancellor from DEC.
- **In cases where consensus cannot be reached, council chairs will forward a recap of the issue and the corresponding discussion to DEC, and to the Chancellor from DEC.**
- In all cases, the Chancellor has final decision-making authority, and the Governing Board holds final determination authority.

COMMUNICATION AND “CLOSING THE LOOP”

Communication & Accountability (pg.31)

Effective communication is the cornerstone of participatory governance, requiring proactive engagement from all constituents. It is more than just sharing information—it’s a mutual responsibility and continuous dialogue.

Clear, consistent communication:

- Strengthens alignment between institutional policies and daily operations.
- Ensures decisions are representative, actionable, and sustainable.
- Reinforces transparency and trust throughout the decision-making process.

Closing the Loop (pg.31)

“Closing the loop” is a two-way communication process that ensures all constituents receive timely updates as issues continue through the governance process.

- Providing regular updates on recommendations and decisions.
- Ensuring that outcomes are communicated back to the originating bodies.
- Facilitating dialogue between councils, operational groups, and constituency groups.

By closing the loop, GCCCD reinforces a culture of collaboration, transparency, trust, and accountability.

Thank You!

