

## Proposed GP Workgroup Structure

All of the following positions (except the administrators and Academic Senate President) will be voted on by the GP Workgroup and approved by the Academic Senate.

1. **Steering Committee (13 People or 10 people?) While we want two captains per team, should only one captain per team be on the steering committee, thus reducing the total steering committee to 10 instead of 13?**

- Tri-Chairs
- Operations Tsar
- 6 Team Captains (2 per pillar)
- 2 Administrators and the Academic Senate President

**Tri-Chair (Release time for the Tri-chairs has become a highly debated issue in the steering committee, some feeling it needs to be as much as 60%, some arguing as little as 20%)**

Duties to be divided by the three people who are elected to these positions.

### **Budget and Transparency**

- Keep track of budget
- Provide monthly budget reports to GP Meeting
- Report budget to shared governance bodies across the district
- Review and report on budget requests

### **Coordinating with campus leaders and other workgroups responsible for legislative reform projects and equity projects**

- Liaise with AFA and any other unions/rep groups
- Liase with Senior Admin as appropriate about GP matters
- Liaise with ISSC, AB705 workgroups, and other equity-focused workgroups and reform projects
- Shepherding GP proposals through the district shared governance processes

### **Communications**

- Ensure consistency among all communications
- Maintain document repository in a polished & transparent way
- Manage the workgroup email list, sub-lists, and MS Teams
- Email agendas & minutes for meetings
- Serve as an ombudsman for complaints/concerns from all

### **Operations Tsar (We are anticipating 7 hours a week, but this is open for debate)**

#### **Currently Performed by Jessica Melvin**

- Take minutes for meetings
- Manage reservations for meetings and travel
- Manage food service and tech support for meetings as needed

- Co-Manage timesheets and communicate with Administrators and AS President and Payroll as necessary
- Co-Manage website/Teams (With a Tri-Chair)

**2 Team Captains per Pillar (We are anticipating 7 hours a week or 20% release time, but this is open for debate) Can Admin and Classified apply for these positions, or should it only be faculty.**

- Capture & communicate the will of pillar team members to the steering committee
- Capture & communicate the work of their pillar team members to the steering committee
- Provide written and graphic content for any reports, proposals, and implementation plans the group produces
- Provide content & materials for workgroup meetings as appropriate
- Recruit and maintain a diverse cross-functional team representing different areas of the district

**Administrators and Academic Senate President (No Reassigned Time)**

- Sign Time Cards
- Gather budgetary information for reporting purposes
- Coordinate with Payroll
- Coordinate with Senior Admin
- Coordinate with Chancellor's Office

**2. General GP Workgroup Member (We are anticipating approximately 3 - 4 hours/week, but this is open for debate)**

- Attend all monthly general GP workgroup meeting
- Attend (in-person or digitally) monthly pillar meeting
- Finish homework assigned by steering committee or team captains
- Read all GP communications and reports
- When possible, attend occasional special meetings (Senate meetings, off campus conferences, on campus retreats, campus visits, etc)