GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
April/May 2011

The Governance Update report comprises the actions taken by various governance committees. It is required by the Governance Document. This report includes motions and information items as shown in the minutes of committees that reported to the Governance Office between *February 15, 2011 - March 8, 2011 and through May 3, 2011.*

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Any questions regarding items listed contact the chair of the appropriate committee.
- Committee chairs may be emailed directly from the Blue List. For the list of governance committees and to view committee minutes in their entirety visit: http://www.glendale.edu/governance
- Items ~~struck~~ were not approved by Campus Executive and therefore, returned to the reporting committee for clarification.

EXECUTIVE a.k.a CAMPUS EXECUTIVE – March 15, 2011

MEETING TIME 2:30 p.m., AD 121
QUORUM - 6/7 voting members
APPROVAL OF MINUTES

1. It was moved (Ms. Aziskhanova) and seconded (Dr. Barrio-Sotillo) to approve the Campus Executive Committee Minutes of February 22, 2011. The motion passed unanimously.

MOTIONS APPROVED

2. It was moved (Dr. Barrio-Sotillo) and seconded (Ms. Shamilian) to accept the following subcommittee minutes as presented:
   a) Budget Committee
      Adopted Minutes of February 10, 2011
      Adopted Minutes of February 22, 2011

   b) Campuswide Computer Coordinating Committee
      Adopted Minutes of November 18, 2010
      Adopted Minutes of January 27, 2011

   c) Governance Review Committee
      Adopted Minutes of January 4, 2011
      Adopted Minutes of February 8, 2011

   d) Institutional Planning Coordination Committee
      Adopted Minutes of January 24, 2011
      Adopted Minutes of February 14, 2011

   e) Released Time Extra Pay Committee
      Adopted Minutes of November 19, 2010

   f) Staff Development Committee
      Adopted Minutes of November 18, 2010

   The motion passed unanimously.

3. It was moved (Mr. Scott) and seconded (Ms. Shamilian) to approve the Consent Calendar prepared for the March 21, 2011 Campus Executive Committee Meeting. The motion passed unanimously.

4. It was moved (Mr. Scott) and seconded (Dr. Barrio-Sotillo) to accept the "Job Description – Articulation Officer" and to send the document forward to the RTEP Committee for advertisement. The motion passed unanimously.

5. It was moved (Mr. Scott) and seconded (Ms. Shamilian) to approve Administrative Regulation 4312: Hiring of Administrative and Management Personnel The motion passed unanimously.

6. It was moved (Dr. Mirch) and seconded (Dr. Barrio-Sotillo) to table Administrative Regulation 4315: Evaluation for Academic Administrative Personnel.

7. It was moved (Ms. Shamilian) and seconded (Dr. Barrio-Sotillo) to approve Administrative Regulation 7375: Early Retirement Medical Benefits for Academic Administrators, Classified Managers and Confidential Employees. The motion passed unanimously.

8. It was moved (Mr. Scott) and seconded (Dr. Perez) to approve Administrative Regulation 6301: Fiscal Management of Major Projects. The motion passed unanimously.

9. It was moved (Mr. Scott) and seconded (Ms. Shamilian) to approve Administrative Regulation 3730: College Mass Communication. The motion passed unanimously.

NEXT MEETING – Friday, April 8, 2011, 9:00 a.m., AD 121

EXECUTIVE a.k.a CAMPUS EXECUTIVE – April 8, 2011

MEETING TIME 2:30 p.m., AD 121
QUORUM - 6/7 voting members
APPROVAL OF MINUTES

1. It was moved (Mr. Scott) and seconded (Mrs. Combs) to approve the Campus Executive Committee Minutes of March 15, 2011. The motion passed unanimously.

MOTIONS APPROVED

2. It was moved (Mr. Scott) and seconded (Ms. Shamilian) to accept the following subcommittee minutes as amended:

   a) Budget Committee
   Adopted Minutes of March 10, 2011

   b) Campuswide Computer Coordinating Committee
   Adopted Minutes of February 17, 2011

   c) EEO Advisory Committee
   Adopted Minutes of December 2, 2010

   d) Institutional Planning Coordination Committee

Adopted Minutes of February 28, 2011 Adopted Minutes of March 7, 2011
Adopted Minutes of March 14, 2011

e) Released Time Extra Pay Committee
Adopted Minutes of March 4, 2011

The motion passed unanimously.

3. It was moved (Mr. Scott) and seconded (Ms. Shamilian) to approve Administrative Regulation 3570: Policy on Smoking on Campus as amended. The motion passed unanimously.

4. It was moved (Mr. Scott) and seconded (Ms. Shamilian) to approve Administrative Regulation 4062: Vacation Time for Employees Working More than 10 Months. The motion passed unanimously.

5. It was moved (Ms. Shamilian) and seconded (Dr. Barrio-Sotillo) to approve Administrative Regulation 4315: Evaluation for Academic Administrative Personnel as amended. The motion passed unanimously.

6. It was moved (Mr. Scott) and seconded (Ms. Shamilian) that the Campus Executive accept the recommendation that "new nominee" means that that individual that was not reconfirmed may not run again for that term. The motion passed with the following vote: four ayes and two abstentions.

NEXT MEETING DATE – Tuesday, May 10, 2011, 2:30 p.m., AD 121

SUBCOMMITTEES OF EXECUTIVE

BUDGET – March 10, 2010
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

QUORUM 9/9 voting members; 3 resources; 21 guests
APPROVAL OF MINUTES
1. MSC to approve the Minutes of the February 22, 2011 meeting as presented.

MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

BUDGET – March 22, 2010
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.
QUORUM 9/9 voting members; 1 resource; 16 guests
APPROVAL OF MINUTES
1. MSC to approve the Minutes of the March 10, 2011 meeting as presented.

MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

BUDGET – April 19, 2010

2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.

QUORUM 9/9 voting members; 1 resource; 16 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the March 22, 2011 meeting as presented. Ron said that he will change the starting time of the meeting to 12:10 to accommodate members who cannot arrive by 12:00 pm due to classes.

MOTIONS APPROVED

1. MSC to terminate the contract for the Federal Lobbyist.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

NEXT MEETING: April 26, 2011

CAMPUSWIDE COMPUTER COORDINATING – March 17, 2011

3rd Thursday, 12:30 -1:30p, AD 121

Reported from Unadopted minutes.

QUORUM 9/17 voting members; 4 resources; 1 guest

APPROVAL OF MINUTES

1. The minutes from February 17, 2011 were approved.

MOTIONS APPROVED

1. It was MSC that the voting members would vote on the top four items from the Technology Plan to move forward in the process. The other items will be reviewed and re-ranked at a later date.
2. It was MSC that the following items from the Technology Plan be forwarded as top priorities:
   - #1 (Tie): Update all classrooms to Level III. (8 Votes)
   - #1 (Tie): Migrate all Faculty/Staff to Microsoft Exchange (8 Votes)
   - #3: Implement single sign-on (5 votes)
   - #4 Upgrade Oracle E-Business Suite (4 votes)

MOTIONS FAILED - None

MOTIONS TABLED

1. MST AR 2240, Using Information Technology Resources at GCC.

REPORTS - none

NEXT MEETING: April 21, 2011

EQUAL EMPLOYMENT OPPORTUNITY – December 2, 2010

1ST Thursday, 12:20-1:20p, SM270

QUORUM 9/15 voting members; 0 resource; 1 guests

APPROVAL OF MINUTES

1. MSC to approve the November 4, 2010 minutes with no changes

MOTIONS APPROVED

1. MSC to approve the Equal Employment Opportunity Plan.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. V. Dantzler will email the ten [2011 Diversity] priorities to the committee and each committee member will identify their top three for 2011. Deadline for submitting top three priorities is 12/22/10

EQUAL EMPLOYMENT OPPORTUNITY – March 3, 2011
1ST Thursday, 12:20-1:20p, SM270

QUORUM 15/19 voting members; 0 resource; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the December 2, 2010 minutes with no changes

MOTIONS APPROVED

1. MSC to move forward with top three (3) EEO/Diversity priorities (Open House, Internship Program, District Publication).

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

EQUAL EMPLOYMENT OPPORTUNITY – April 7, 2011
1ST Thursday, 12:20-1:20p, SM270

Reported from unadopted minutes.

QUORUM 10/19 voting members; 1 resource; 0 guest

APPROVAL OF MINUTES

1. MSC to approve the March 3, 2011 minutes with no changes

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. EEO Subcommittees (Open House and Publications) to meet to brainstorm ideas on how to achieve diversity goals in their respective areas.

NEXT MEETING: April 7, 2011

ENROLLMENT MANAGEMENT – no report
2nd Wednesday, 12:20 to 1:20

Met in March, report forthcoming.

GOVERNANCE REVIEW – April 5, 2011
1st Tuesday, 1:30 pm – 2:30pm, AD 249

QUORUM: 8/9 voting members, 1 resource

APPROVAL OF MINUTES: MSC to approve the minutes of the March 1, 2011 meeting.

MOTIONS APPROVED:

1. MSC to approve Team A as a governance committee, a sub-committee of Campus Executive, and to ask the Administration to distinguish between designated administrative seats vs. un-designated administrative seats, with the total number of administrators to stay the same as in the current composition of the committee.

Campus Executive did not approve the above motion on May 10, 2011.

2. MSC to approve the Governance Review survey and request Edward Karpp to distribute it in April.

MOTIONS TABLED

1. MST [discussion on adherence to "participatory governance"] due to the absence of Frankie Strong.

MOTIONS FAILED – none

REPORTS – none

NEXT MEETING: May 3, 2011

INSTITUTIONAL PLANNING COORDINATION – March 7, 2011
Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 14 / 20 voting members; 0 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the February 28, 2011 minutes with corrections.

MOTIONS APPROVED

1. Accept the IPCC's scoring for the assessment and placement request from the Matriculation Plan as 1, 1, N/A, and 1
   Accept the validation scoring of "Other" items of the requests from the Staff Development Plan as 3, 3, N/A, and N/A
2. Accept the validation scoring of personnel requests for coordinator and other value added positions from the Staff Development Plan as 3, 3, N/A, and N/A
3. Accept the validation scoring of equipment and supplies requests from the Staff Development Plan as 1, 1, N/A, and N/A
4. Accept the validation scoring of the workshops and experts requests from the Staff Development Plan as 3, 3, N/A, and N/A

MOTIONS FAILED - none

MOTIONS TABLED – none

REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – March 14, 2011
Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 16 / 20 voting members; 0 resources; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the March 7, 2011 minutes with corrections

MOTIONS APPROVED

1. Accept the validation scoring of the IPCC for the five Human Resources Plan requests and accept the ideas for improving the validation form (add "one time" or "ongoing," and EMP category should be broader to include other recognized campus plans)

MOTIONS FAILED - none

MOTIONS TABLED – none

REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – March 21, 2011
Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 13 / 20 voting members; 0 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the March 14, 2011 minutes with corrections.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED – none

REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – March 28, 2011
Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 15 / 20 voting members; 0 resources; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the March 21, 2011 minutes with corrections.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED – none
REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – April 4, 2011
Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 17 / 20 voting members; 0 resources; 3 guests
APPROVAL OF MINUTES - none
MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED – none
REPORTS – none
NEXT MEETING: April 25, 2011

RELEASED TIME EXTRA PAY – **March 4, 2011**
Dates determined by committee, 12:00-1:00p, SM 270

QUORUM 5/7 voting members; 0 resource; 0 guests
APPROVAL OF MINUTES

1. MSC to approve the November 19, 2010 minutes with no changes.

MOTIONS APPROVED

1. MSC to add CSEA Stipends to RTEP Chart (separate tab) excluding information included in the Collective Bargaining Agreement
2. MSC to approve the job description for the Educational Master Plan Coordinator position.
3. MSC to recommend 20% released time for the Educational Master Plan Coordinator position, subject to annual review.
4. MSC to approve the revised job description for the Science Lecture Series Coordinator position
5. MSC to add and retro the One Book/One Glendale Coordinator position back to Fall 2010.
6. MSC to approve continuing the Coordinator, Faculty Center for Learning and Teaching position with stipend provided by Staff Development.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

1. H. Zariani to discuss posting CSEA stipends with the CSEA Executive Board. He will report back with their opinion.
2. H. Jenkins to forward Planning and Development Coordinator job description back to J. Lewis for revisions.
3. H. Jenkins to follow up on spring RTEP evaluations.

RELEASED TIME/ EXTRA PAY – April 1, 2011
Dates and Times Determined By Committee, 12:00-1:00p, SM270

QUORUM 5/7 voting members; 0 resource; 0 guests
APPROVAL OF MINUTES

1. MSC to approve the March 4, 2011 minutes with corrections.

MOTIONS APPROVED

1. MSC to approve the revised job description for the Social Science/Humanities Lecture Series Coordinator.
2. MSC to approve the job description for the One Book/One Glendale Coordinator.
3. MSC to approve the revised job description for the Coordinator, Faculty Center for Learning and Teaching.
4. MSC to approve the revised job description for the Coordinator of the Learning Resource Center.

MOTIONS FAILED - none
MOTIONS TABLED - none

REPORTS

1. Committee to review RT/EP requests from Program Review.
2. H. Jenkins to post the Social Science/Humanities Lecture series Coordinator, Coordinator, Faculty Center for Learning and Teaching and Coordinator of the Learning Resource Center positions.
3. H. Jenkins to follow up on Athletic Director RTEP position.
4. H. Jenkins to follow up on outstanding spring RT/EP evaluations.
5. Committee to review the spring evaluations that have been submitted.
6. H. Jenkins to follow up on the evaluation and job description for the Basic Skills Coordinator

RELEASED TIME/ EXTRA PAY – April 22, 2011

Dates and Times Determined By Committee, 12:00-1:00p, SM270

Reported from unadopted minutes.

QUORUM 6/7 voting members; 0 resource; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the April 1, 2011 minutes with corrections.

MOTIONS APPROVED

1. MSC to approve the evaluation for the Literary Magazine Coordinator and continue the assignment.
2. MSC to approve the evaluation for the Coordinator of the Learning Resource Center and continue the assignment.
3. MSC to approve the evaluation for the Coordinator, Faculty Center for Learning and Teaching and continue the assignment.
4. MSC to approve the evaluation for the Art Gallery Director and continue the assignment.

MOTIONS FAILED - none

MOTIONS TABLED

1. MST to review RT/EP requests from Program Review until more information/detail from budget is received.

REPORTS

1. H. Jenkins to post the Student Equity Coordinator position.
2. H. Jenkins to follow up on Athletic Director RTEP position.
3. H. Jenkins to follow up on outstanding spring RT/EP evaluations.
4. H. Jenkins to follow up on the evaluation and job description for the Basic Skills Coordinator.
5. M. Maier to review evaluation questions and revise to clarify and eliminate redundancy.

NEXT MEETING: May 20, 2011 at 10:45 am

STAFF DEVELOPMENT – no report

3rd Thursday, 12:30 pm, HR Conference Room

Last meeting reported February 17, 2011.

NEXT MEETING - March 17, 2011

WEB OVERSIGHT – no report

4th Wednesday, 12:30 pm, AD 121

Last meeting reported October 27, 2010

NEXT MEETING - November 10, 2010

ACADEMIC AFFAIRS – March 2, 2011

QUORUM 33/36; 5 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve minutes of January 2, 2011. Two abstentions.

MOTIONS APPROVED

1. MSC that either the Budget or Planning Committee come up with some sort of priorities, and the Academic Affairs Committee rank the resource requests based on those priorities.
2. MSC to approve substantive revision to Biology 103, 120, and 121.
3. MSC to approve second reading of Administration of Justice 165.
4. MSC to approve second reading of Fire Technology 106.
5. MSC to approve change in requisite skills of Electronics and Computer Technology 160.
6. MSC to approve C&I minutes of February 16, 2011 meeting.
7. MSC to approve Foundational Skills minutes of November 19, 2011.

MOTIONS TABLED – none

REPORTS – none

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR - no report

Meets as needed, contact Chair

BAJA CALIFORNIA FIELD STUDIES – no report

Meets twice per year. Contact Chair for date, time and location.

Last meeting reported October 25, 2010.

NEXT MEETING: Meets twice per year. Contact Chair for date, time and location.

CURRICULUM & INSTRUCTION – February 16, 2011

3rd Wednesday, 2:00 - 4:00 pm., AD 121

Reported from unadopted minutes.

QUORUM 7 voting / 12 total voting members; 1 resource; 6 guests

APPROVAL OF MINUTES

1. MSC to approve the November 17, 2010 minutes.

MOTIONS APPROVED

1. MSC to approve the Substantive Revision of BIOL 103.
2. MSC to approve the Substantive Revision of BIOL 120.
3. MSC to approve the Substantive Revision of BIOL 121.
4. MSC to approve ADMJ 165.
5. MSC to approve FIRE 106.
6. MSC to approve change in requisite skills for ECT 160.
7. MSC to approve changes to the Fire Technology Certificate of Achievement.
8. MSC to approve changes to the Child Development: Teacher Certificate of Achievement.
9. MSC to approve changes to the Child Development: Infant/Toddler Certificate of Achievement.
10. MSC to approve changes to the Child Development: School Age Care Certificate of Achievement.
11. MSC to approve changes to the Child Development: Master Teacher Certificate of Achievement.
12. MSC to approve changes to the Child Development: Site Supervisor Certificate of Achievement.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

FOUNDATIONAL SKILLS – November 19, 2010

4th Monday, 2:30-4:00 pm, room: contact Chair

Reported from unadopted minutes.

QUORUM 10 **/**16 voting members; 2 resources;

APPROVAL OF MINUTES - [tabled until next meeting; minutes to be corrected]

MOTIONS APPROVED

1. MSC Allocate $20,000 of 2010-11 BSI funds for travel

MOTIONS FAILED – None

MOTIONS TABLED

1. Approval of October 15, 2010 minutes.

REPORTS

1. Future BSI funding from the state.
2. Ellen Oppenberg to write 2010-11 Action Plan due to [the] State in December.
3. Michael Ritterbrown discussed focus of committee's work and funded projects.

GRADUATION REQUIREMENTS – no report
Meets as needed.

SCHOLARS – no report
Meets as needed, contact Chair

STUDY ABROAD – September 30, 2010
3rd or 4th Thursdays, 12:00-1:10pm; AD 121

Last meeting reported October 28, 2010

NEXT MEETINGS: November 11, February 24, March 24, April 28, May 26

TECHNOLOGY MEDIATED INSTRUCTION – no report
1st Tuesday, 1:30-2:30p, room: contact Chair

Last meeting reported November 2, 2010.

NEXT MEETING: TBD

ACADEMIC AFFAIRS – April 6, 2011

Reported from unadopted minutes.

QUORUM 26/36; 3 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve minutes of March 2, 2011 meeting.

MOTIONS APPROVED

1. MSC to approve changes to the structure of the C&I Committee recommended by the Senate, motion 2011-12. One opposed, one abstention.
2. MSC that the administration allocates the resources necessary to resolve the global college issues associated with the PeopleSoft including the mechanism to allow us to follow our current policy on the third attempts.
3. MSC to approve that Michael Ritterbrown and Mike Scott co-chair a task force to bring forward recommendations on behalf of Academic Affairs Committee regarding the planning and resource allocation process in the future.

MOTIONS FAILED - none

MOTIONS TABLED – MSC to table second reading of Administrative Regulation 4103 – Work Experience, and second reading of Administrative Regulation 4106 – Instructional Service Agreement, due to Dr. Kristin Bruno's absence.

REPORTS – none

NEXT MEETING: May 4, 2011

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR - no report
Meets as needed, contact Chair

BAJA CALIFORNIA FIELD STUDIES – no report
Meets twice per year. Contact Chair for date, time and location.
Last meeting reported October 25, 2010.
NEXT MEETING: Meets twice per year. Contact Chair for date, time and location.

CURRICULUM & INSTRUCTION – no report
3rd Wednesday, 2:00 - 4:00 pm., AD 121
Last meeting reported February 16, 2011.
Met in March and April, report forthcoming.
NEXT MEETING: May 4, 2011

FOUNDATIONAL SKILLS – no report
4th Monday, 2:30-4:00 pm, room: contact Chair
Last meeting reported November 19, 2010.

GRADUATION REQUIREMENTS – no report
Meets as needed.

SCHOLARS – no report
Meets as needed, contact Chair
Met in March, report forthcoming.

STUDY ABROAD – September 30, 2010
3rd or 4th Thursdays, 12:00-1:10pm; AD 121
Last meeting reported October 28, 2010
Met in March, report forthcoming.
NEXT MEETINGS: November 11, February 24, March 24, April 28, May 26

TECHNOLOGY MEDIATED INSTRUCTION – no report
1st Tuesday, 1:30-2:30p, room: contact Chair
Last meeting reported November 2, 2010.
Met in December 2010 and March 2011, report forthcoming.
NEXT MEETING: TBD

STUDENT AFFAIRS – March 16, 2011

3rd Wednesday, 1:00-2:00pm, AD 121
Reported from unadopted minutes.
QUORUM – 18/26 voting members; 2/3 resources
APPROVAL OF MINUTES – It was MSC that the minutes of February 16, 2010 be approved.
MOTIONS APPROVED

1. It was MSC that the minutes of the Library & Information Competency Committee of February 24, 2011 be approved.
2. It was MSC that the minutes of the Service Learning Committee of October 21, 2010 be approved.
3. It was MSC to approve the Noncredit Matriculation Plan.

4. It was MSC to approve a fines and fees for Library Study Rooms. Motion passed without opposition.
5. It was MSC to approve BP 4250 Probation, Disqualifications and Readmissions and forward to Campus Exec.
6. It was MSC that Administrative Regulation 4250, Probation be modified to bring this regulation in compliance with the board policy that's being recommended.

MOTIONS FAILED - none
MOTIONS TABLED – none
NEXT MEETING: April 20, 2011

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT COMMITTEE – did not meet
2nd Thursday, 2:00 pm, AD 121
Last reported meeting Mary 13, 2010
NEXT MEETING: TBA

INTERNATIONAL STUDENTS COMMITTEE – did not meet
Meets as needed, contact Chair
Last reported meeting November 4, 2010
NEXT MEETING: TBA

LIBRARY & INFORMATION COMPETENCY – February 24, 2011
4th Thursday, 12:30 p.m. - 1:30 p.m., LB417
Reported from unadopted minutes.
QUORUM: 7/12 voting members
APPROVAL OF MINUTES
MSC to approve the October 28, 2010 minutes with no changes.
MOTIONS APPROVED
1. MSC to approve a fine of $3.00 per hour (or portion of an hour) for not returning the study room placard within 3 hours and a $5.00 fee for losing the study room placard.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS
1. Spring 2011 Student Survey – The committee agreed that the student survey of library services should be conducted again this Spring. It was agreed that library staff would make recommended changes and the survey would be brought back to the March 24 meeting.
2. CPS Grant Ideas – Spring 2011 – The committee agreed that the library should request CPS Grant funding for replacement chairs for student use in the library.

NEXT MEETING: March 24, 2011

MATRICULATION – did not meet
4th Thursday, 2:00 pm, SR 221
Last reported meeting October 28, 2010
NEXT MEETING: TBA

NONCREDIT MATRICULATION – Did not meet
3rd Wednesday, 3:30 pm, AD 242, 4x per academic year

OUTREACH/ RECRUITMENT - Did not meet
Meets as needed, contact Chair

SERVICE LEARNING – October 21, 2010
Meets as needed, contact Chair

Reported from adopted minutes
QUORUM – 7/10 voting members
APPROVAL OF MINUTES – none
MOTIONS APPROVED

1. It was MSC that the change to the mission statement be approved.

MOTIONS FAILED – none
MOTIONS TABLED – none
REPORTS – none
NEXT MEETING: TBA

STUDENT FEES – did not meet
2nd Tuesday, 2:00-3:30pm, AD 121

Last reported meeting January 12, 2011
NEXT MEETING: TBA

TECHNOLOGY MEDIATED SERVICES – did not meet
Meets as needed, contact Chair

Last reported meeting October 21, 2010
NEXT MEETING: TBA

STUDENT AFFAIRS – April 20, 2011
3rd Wednesday, 1:00-2:00pm, AD 121

Reported from unadopted minutes.
QUORUM – 20/26 voting members; 2/3 resources
APPROVAL OF MINUTES – It was MSC that the minutes of March 16, 2010 be approved.
MOTIONS APPROVED

1. It was MSC that the Library & Information Competency Committee minutes of March 24, 2011 be approved.
2. It was MSC that the Assessment Committee minutes of March 10, 2011 be approved.
3. It was MSC that the Student Affairs Committee forwards a recommendation to the PeopleSoft Steering Committee to make Assessment a priority.
4. It was MSC to limit summer enrollment to one class or a maximum of five units.

MOTIONS FAILED - none
MOTIONS TABLED – none
NEXT MEETING: May 18, 2011

SUBCOMMITTES OF STUDENT AFFAIRS:

ASSESSMENT COMMITTEE – March 10, 2011
2nd Thursday, 2:00 pm, AD 121

Reported from unadopted minutes.
QUORUM – 17/21 voting members
APPROVAL OF MINUTES – It was MSC to approve minutes of October 14, 2010.
MOTIONS APPROVED

1. It was MSC to recommend the following: In order to fix problems occurring in Assessment we must continue the development and correction of deficiencies in the programming of PeopleSoft by dedicating the adequate financial resources available.

MOTIONS FAILED - none
MOTIONS TABLED – none
NEXT MEETING: TBA

INTERNATIONAL STUDENTS – did not meet
As needed, contact Chair
Last reported meeting November 4, 2010
NEXT MEETING: TBA

LIBRARY & INFORMATION COMPETENCY – March 24, 2011
4th Thursday, 12:30 p.m. - 1:30 p.m., LB417
Reported from unadopted minutes.
QUORUM: 7/12 voting members
APPROVAL OF MINUTES - MSC to approve the February 24, 2011 minutes with no changes.
MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

1. Spring 2011 Student Survey – Changes recommended by the library staff were reviewed by the Committee.
2. Library and Learning Resources Technology Plan – The revised plan will be brought to the May meeting for discussion and approval.

NEXT MEETING: Thursday, May 19, 2011

MATRICULATION – did not meet
4th Thursday, 2:00 pm, SR 221
Last reported meeting October 28, 2010
NEXT MEETING: TBA

NONCREDIT MATRICULATION – Did not meet
3rd Wednesday, 3:30 pm, AD 242, 4x per academic year

OUTREACH/ RECRUITMENT - Did not meet
As needed, contact Chair

SERVICE LEARNING – did not meet
Meets as needed
Last reported meeting October 21, 2010
NEXT MEETING: TBA

STUDENT FEES COMMITTEE – did not meet
2nd Tuesday, 2:00-3:30pm, AD 121
Last reported meeting January 12, 2011
NEXT MEETING: TBA

TECHNOLOGY MEDIATED SERVICES – did not meet
As needed, contact Chair
Last reported meeting October 21, 2010
NEXT MEETING: TBA

ADMINISTRATIVE AFFAIRS – March 8, 2011

2nd Tuesday, 11:00 am – 12:00 pm, AD121

QUORUM: 14 out of 17 voting members, Resource: 0, Guests: 0

APPROVAL OF MINUTES:

1. February 8, 2011 minutes approved without changes or opposition.

MOTIONS APPROVED:

1. MSC to approve the Consent Calendar.
    a) Campus Development [minutes]: February 3, 2011
    b) Environmental Affairs [minutes]: January 12, 2011
    c) Safety Committee [minutes]: February 16, 2011
2. MSC to approve AR 4062 Vacation Time for Employees Working More Than 10 Months, with changes.
3. MSC to approve AR 3570 Policy on Smoking on Campus, with changes
4. MSC to approve BP 4032 Nondiscrimination and Equal Opportunity Policy.
5. MSC to approve BP 4351 Salary Schedules, as amended.
6. MSC to approve placement of stickers on towel dispensers and copiers as well as duplicating requests. (See report below)

MOTIONS FAILED – none

MOTIONS TABLED:

The following items were tabled due to lack of time:

1. AR 3540 Claims and Actions Against the District (Revised)
2. BP 4060 Claims for Money and Damages (Recommend Deletion)
3. BP 4351 Salary Schedules (Recommend Deletion)
4. BP 4354 Health & Welfare Benefits for Management and Confidential Employees (Revised)
5. AR 4354 Health & Welfare Benefits for Management and Confidential Employees (Revised)
6. AR 4610 Instructional Service Agreements (Review of draft):
7. AR 6300 Fiscal Management
8. BP 6450 Wireless or Cellular Telephone Use (New)
9. AR 6450 Wireless or Cellular Telephone Use (New)
10. AR 7700 Whistleblower Protection (Revised)

REPORTS

1. Facilities Rental Group – February 23, 2011
    a. Revisions to AR 6700 Use of College Facilities
    b. Revisions to Rental Rates Sheet
2. "These Come from Trees" – Student Jennifer Halliday requested permission to place stickers on the approximately 70 – 75 copiers and 320 paper towel dispensers on the main campus and Garfield. The stickers have been shown to significantly reduce paper costs in field trials and were bought by Jennifer. Funding by ASGCC is being proposed and the Environmental Club will volunteer to place the stickers. It was also approved to place stickers on Duplicating requests.

NEXT MEETING: April 12, 2011 (May be changed due to Spring Break)

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT – February 3, 2011

1st Thursday, 12:00 – 1:30 p.m., HS 214

Reported from unadopted minutes

QUORUM 11/16 voting members

APPROVAL OF MINUTES

1. MSC to approve the October 7, 2010 minutes with no changes

MOTIONS APPROVED

1. MSC To name one building (at Garfield) the "Mariposa" and the other "Tropico".
2. MSC To adopt Version 1 of 2011-12 Projects priority Order.

MOTIONS FAILED – none

MOTIONS TABLED

1. [Tabled for future discussion] a) Allocation of Space in New Bldg., b) Identification of Vacated Space, and c) Allocation of Net New Space Process.

REPORTS

1. Bill Easley will update this Committee about the Verdugo/Mountain corner Landscape project funded by the Rotary Club and the Gas Co.

NEXT MEETING: March 3, 2011

ENVIRONMENTAL AFFAIRS – January 12, 2011

1st Wednesday, 12:20 pm – 1:30 pm, (SR 134)

Reported from unadopted minutes.

QUORUM – 8/9 voting members, 1 Resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of December 1, 2010.

MOTIONS APPROVED - none

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

1. Board Policies on Sustainability/Purchasing Policy – Mike Reed will investigate state programs and other colleges' purchasing plans.
2. Energy Efficiency Audit: Committee members should read the audit and develop questions. A meeting with PE Consulting will then be arranged.
3. Curriculum: Earth Day/Week: Hoover Zariani and ASGCC will be contacted by Mike Reed to solicit their input and cooperation on Earth Day/Week.
4. Board Policy 3110 and AR 3110 Environmental Sustainability: Will be revised by Mike Allen, Bill Shamhart and Ron Nakasone.

NEXT MEETING: March 2, 2011 (No February meeting)

SAFETY – February 16, 2011

3rd Wednesday, 11:00am-12:00pm, HR Conference Room

Reported from unadopted minutes.

QUORUM 6 / 11 voting members; 3 resource members

APPROVAL OF MINUTES

1. MSC to approve February 16, 2011 minutes with minor change

MOTIONS APPROVED - none

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

1. Laura Matsumoto will request that Joy Cook encourage nurses to include more specific location details on ASCIP reporting form for student accidents and suggest using a campus map to have the student reporting the injury better identify location of injury in order to address any areas that require safety hazard remediation.
2. The ASGCC representatives will follow-up with Campus Police on resources for a potential future personal safety workshop offering.
3. Corporal Abou-Rass reported that the Campus Police will not be implementing on-line vandalism reporting because the current procedure is working effectively.

4. Captain Erin Kurasz will sign up to have GCC participate in the 2011 Shake Out and chair a task force to coordinate a campus disaster drill for Fall 2011.
5. Corporal Abou-Rass reported that Mike Nevius and Facilities are working on the logistics for placement of a mirror at the convergence of the 3rd & 4th floor ramps in the parking structure.
6. Ron Nakasone will send Laura Matsumoto the CCLC language for BP & AR 3500/3505 on which to model GCC's revisions.
7. Laura Matsumoto will e-mail the committee a link to De Anza College's emergency website as an example on which to possibly model GCC's emergency plan.
8. Paul Venhuizen will investigate and report on status of Facilities work to remediate safety hazard at athletic field caused by unstable faulty water and electrical access covers.

NEXT MEETING: March 16, 2011

ADMINISTRATIVE AFFAIRS – April 26, 2011

2nd Tuesday, 2 pm - 3 pm, AD121

Reported from unadopted minutes.

QUORUM: 13 out of 17, Resource: 0, Guests: 0

APPROVAL OF MINUTES:

1. MSC March 8, 2011 minutes.

MOTIONS APPROVED:

1. MSC to approve the Consent Calendar.
   a) Campus Development: April 7, 2011
   b) Environmental Affairs: March 2, 2011 and April 6, 2011
   c) Safety Committee: March 16, 2011
2. MSC to approve AR 4354 Health & Welfare Benefits for Management and Confidential Employees, with changes.
3. MSC to approve AR 6300 Fiscal Management.
4. MSC to approve AR 7700 Whistleblower Protection, with changes.
5. MSC to approve BP 4354 Health & Welfare Benefits for Management and Confidential Employees, with changes.

MOTIONS FAILED – none

MOTIONS TABLED:

The following items were tabled due to lack of time:

1. AR 3540 Claims and Actions Against the District (Revised)
2. BP 4060 Claims for Money and Damages (Recommend Deletion)
3. BP 4351 Salary Schedules (Revised)
4. AR 4610 Instructional Service Agreements (Review of draft):
5. BP 6450 Wireless or Cellular Telephone Use (New)
6. AR 6450 Wireless or Cellular Telephone Use (New)
7. AR 6700 Use of College Facilities

REPORTS

1. Prioritization of Administrative Services Budget Requests – Requests will be submitted to committee members by email to rank for the next meeting.
2. MSC 5-year Construction Plan: The 5-year Construction Plan was discussed. The plan is the same as last year, with the exception of changes in start dates due to lack of funding.
3. Facilities Rental Group, March 23, 2011 meeting: Revised AR 6700 Use of College Facilities.

NEXT MEETING: May 10, 2011

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT – April 7, 2011
1st Thursday, 12:00 – 1:30 p.m., HS 214

Reported from unadopted minutes

QUORUM 13/16 voting members

APPROVAL OF MINUTES

1. MSC to approve the February 3, 2011 minutes with no changes.

MOTIONS APPROVED

1. MSC For Campus Development Committee to support version 2 (2011-12 Projects Priority Order).
2. MSC To approve mounting the pull-up bars on the concrete wall behind Central Plant II (for the Fire Academy)
3. MSC To approve installation of the Trophy cabinet in the Administration Building, second floor, next to the stairwell, as long as it does not impede traffic.

MOTIONS FAILED – none

MOTIONS TABLED

1. [Tabled for future discussion] a) Allocation of Space in New Bldg., b) Identification of Vacated Space, and c) Allocation of Net New Space Process.

REPORTS - None

NEXT MEETING: May 5, 2011

ENVIRONMENTAL AFFAIRS – March 2, 2011
1st Wednesday, 12:20 pm – 1:30 pm, (SR 134)

QUORUM: 8 voting members of 9 present

APPROVAL OF MINUTES

1. MSC to approve the minutes of January 12, 2011

MOTIONS APPROVED

1. MSC to approve "These Come from Trees" stickers". Student Jennifer Halliday asked about placing these stickers on towel dispensers and copiers which have been proven to reduce paper consumption. A grant from ASGCC will be requested for funding. The Environmental Club will place stickers on dispensers and copiers.
2. MSC to request the Foundation to support the position of Sustainability Coordinator for one year.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

1. Planning for Earth Day/Week during the week of April 25.
2. It was decided to contact Douglas Poffinbarger to invite him to the campus to address questions on the Energy Audit produced by PE Consulting.
3. Discussion on grant applications.

NEXT MEETING: April 6, 2011

ENVIRONMENTAL AFFAIRS – April 6, 2011
1st Wednesday, 12:20 pm – 1:30 pm, (SR 134)

QURORUM: 5 voting members of 9 present

APPROVAL OF MINUTES

1. MSC to approve the minutes of March 2, 2011

MOTIONS APPROVED - none

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

1. Energy Efficiency Audit Meeting: Douglas Poffinbarger has not responded to the request to meet on campus. Ron Nakasone and/or Dan Padilla will be contacted for assistance.
2. The North West Earth Institute Discussion Course met with 5 participants. This course is designed to encourage environmental issues within curriculum. Meets every Thursday, 4:30 – 5:30 pm.
3. Discussion of Earth Day/Week plans.
4. Grants – Mike Reed and Paul Mayer will contact the grant writer in Research and Planning for assistance with the EPA [Environmental Protection Agency] grant.
5. BP and AR 3110 Environmental Sustainability – still being revised.
6. Garden on Campus – Maria Shufeldt. Maria would like to apply for a grant from the Foundation for funding to start a garden on campus. Discussion centered on persons to contact and how the program could include instructional components and volunteers from the staff. Maria will return with more information at the next meeting.

NEXT MEETING: May 4, 2011

SAFETY – March 16, 2011

3rd Wednesday, 11:00am-12:00pm, HR Conference Room

Reported from unadopted minutes.

QUORUM 6 / 11 voting members; 3 resource members

APPROVAL OF MINUTES

1. MSC to approve February 16, 2011 minutes with minor change

MOTIONS APPROVED - none

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

1. Laura Matsumoto will request that Joy Cook encourage nurses to include more specific location details on ASCIP Alliance of Schools for Cooperative Insurance Programs reporting form for student accidents and suggest using a campus map to have the student reporting the injury better identify location of injury in order to address any areas that require safety hazard remediation.
2. The ASGCC representatives will follow-up with Campus Police on resources for a potential future personal safety workshop offering.
3. Corporal Abou-Rass reported that the Campus Police will not be implementing on-line vandalism reporting because the current procedure is working effectively.
4. Captain Erin Kurasz will sign up to have GCC participate in the 2011 Shake Out and chair a task force to coordinate a campus disaster drill for Fall 2011.
5. Corporal Abou-Rass reported that Mike Nevius and Facilities are working on the logistics for placement of a mirror at the convergence of the 3rd & 4th floor ramps in the parking structure.
6. Ron Nakasone will send Laura Matsumoto the CCLC language for BP & AR 3500/3505 on which to model GCC's revisions.
7. Laura Matsumoto will e-mail the committee a link to De Anza College's emergency website as an example on which to possibly model GCC's emergency plan.
8. Paul Venhuizen will investigate and report on status of Facilities work to remediate safety hazard at athletic field caused by unstable faulty water and electrical access covers.

NEXT MEETING: April 20, 2011

Respectfully submitted by
Frankie Strong, Governance Office