

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
JANUARY 2014**

The Governance Update report comprises the actions taken by various governance committees. It is required by Administrative Regulation 2511, the Governance Document. This report includes motions and information items as shown in the minutes of committees that reported to the Governance office between **December 3, 2013 and January 14, 2014.**

- 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.

CAMPUS EXECUTIVE – December 10, 2013

2:30 p.m., AD 121- Meets 1 week prior to Board of Trustees meetings
Quorum (7): 7 out of 7 voting members.

APPROVAL OF MINUTES

1. It was moved (Mr. Kamei) and seconded (Mr. Nakasone) to approve the Campus Executive Committee minutes of November 12, 2013. The motion passed unanimously.

MOTIONS APPROVED

2. It was moved (Dr. Perez) and seconded (Dr. Mirch) to accept the following subcommittee minutes:

Budget Committee

Adopted Minutes of October 10, 2013

Adopted Minutes of October 22, 2013

Campus wide Computer Coordinating Committee

Adopted Minutes of October 17, 2013

EEO Advisory Committee

Adopted Minutes of October 24, 2013

Enrollment Management Committee

Adopted Minutes of October 9, 2013

Governance Review Committee

Adopted Minutes of October 1, 2013

Released Time/Extra Pay

Adopted Minutes of October 21, 2013

The motion passed unanimously.

3. It was moved (Dr. Mirch) and seconded (Mr. Zariani) to approve the increase of hours to full-time for Naira Khudaverdyan, Senior Instructional Lab Tech in the Biology Division, effective January 1, 2014. The motion passed unanimously.

4. It was moved (Dr. Perez) and seconded (Mr. Avagyan) to approve the Consent Calendar prepared for the December 10, 2013 Campus Executive Committee Meeting. The motion passed unanimously.

5. It was moved (Mr. Scott) and seconded (Mr. Nakasone) to approve the new RTEP position for a Noncredit ESL Professional Development Coordinator. The motion passed unanimously.

6. It was moved (Dr. Perez) and seconded (Dr. Mirch) to approve Board Policy 5210: Communicable Disease. The motion passed unanimously.

7. It was moved (Dr. Perez) and seconded (Mr. Avagyan) to approve Administrative Regulation 5210: Communicable Disease. The motion passed unanimously.

NEXT MEETING – Tuesday, January 21, 2014, 2:30 p.m. – AD 121

CAMPUS EXECUTIVE – January 21, 2014
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2:30 p.m., AD 121- Meets 1 week prior to Board of Trustees meetings
Quorum (7): 7 out of 7 voting members.

APPROVAL OF MINUTES

1. It was moved (Mr. Kamei) and seconded (Mr. Nakasone) to approve the Campus Executive Committee minutes of December 10, 2013. The motion passed unanimously.

MOTIONS APPROVED

2. It was moved (Ms. Aziskhanova) and seconded (Mr. Kamei) to accept the following subcommittee minutes:

Budget Committee

Adopted Minutes of November 14, 2013

Adopted Minutes of November 26, 2013

Governance Review Committee

Adopted Minutes of November 5, 2013

Institutional Planning Coordination Committee

Adopted Minutes of October 14, 2013

Adopted Minutes of November 18, 2013

The motion passed unanimously.

3. It was moved (Mr. Nakasone) and seconded (Dr. Perez) to approve the Consent Calendar prepared for the January 21, 2014 Campus Executive Committee Meeting. The motion passed unanimously.

4. It was moved (Dr. Queen) and seconded (Mr. Kamei) to approve the Governance Review Committee's

proposal that the Program Review Committee be added as a governance subcommittee reporting directly to Campus Executive. The motion failed with the following vote: 1 Aye; 6 Nay.

5. It was moved (Ms. Aziskhanova) and seconded (Dr. Mirch) to approve Administrative Regulation 5500: Standards of Student Conduct, Procedural Guidelines and Disciplinary Action. The motion passed unanimously.

NEXT MEETING - Tuesday, February 18, 2014, 2:30 p.m. – AD 121

SUBCOMMITTEES OF CAMPUS EXECUTIVE
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BUDGET – November 26, 2013

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

QUORUM (6) 10/10 voting members; 1 Resource, 8 guests

APPROVAL OF MINUTES

1. It was MSC to accept the October 10th and October 22nd Budget Committee meetings as presented with one abstention.

MOTIONS APPROVED

1. MSC to approve two permanent 19-hour positions for EOP&S.
2. MSC to approve the expansion of Sofiya Nazari's Office Assistant II (Life Skills department) position to 75% (30 hours).

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

NEXT MEETING: December 12, 2013

CAMPUSWIDE COMPUTER COORDINATION – November 21, 2013

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

Reported from unadopted minutes.

QUORUM 13/16 voting members; 4 resources; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the October 17, 2013 minutes with no changes

MOTIONS APPROVED – None

MOTIONS FAILED – None

MOTIONS TABLED - None

REPORTS

1. There are difficulties with using Oracle with IE 11. Users should be notified of the incompatibility.
2. IT is currently in the process of trying to streamline and get everything onto the same domain.
3. The college was notified that room SR 312 is likely to flood during a heavy rainfall.

NEXT MEETING: TBD

ENROLLMENT MANAGEMENT – Last meeting reported October 9, 2013

2nd Wednesday, 12:20 - 1:20, AD 121

NEXT MEETING: TBD

EQUAL EMPLOYMENT OPPORTUNITY– November 5, 2013

4th Thursday, 12:30-1:30, SM270

Report is forthcoming.

Last meeting reported October 24, 2013

GOVERNANCE REVIEW – December 3, 2013

1st Tuesday, 1:30-2:30pm, AD 249

QUORUM [5] 5/9 voting members

APPROVAL OF MINUTES

1. MSC to approve the minutes of November 5, 2013

MOTIONS APPROVED

1. MSC to add the Program Review Committee as a governance committee; the subcommittee will report to Campus Executive. The composition will include: 5 Administrators – Program Review Manager, Associate Dean Research & Planning, 1 representative from Administrative Services, Instructional Services, Student Services; 5 faculty – Accreditation, Planning & Program Review Coordinator, 2 Guild reps, 2 Academic Senate reps; 2 CSEA reps; 2 ASGCC reps. 14 voting members total. J. Queen to take forward to Campus Executive.
2. MSC to recommend that the Scholars Committee add student(s) from the Scholars group as “Resource” non-voting members.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. The GRC requests that the Scholars Committee provided a rationale of how a voting Scholars student rep would be appointed.
2. It is the purview of each committee to ensure their mission statement is current.
3. J. Queen will take *Board Policy 2435 – Evaluation of Superintendent/President* to the Academic Senate on December 5, 2013.

NEXT MEETING: February 18, 2014

INSTITUTIONAL PLANNING COORDINATION – October 14, 2013

2nd Monday, 12:15pm – 1:30pm, AD 121

QUORUM 14/17 voting members present; 2 guests

APPROVAL OF MINUTES

1. MSC to accept the minutes of the September 9, 2013 meeting.

MOTIONS APPROVED

1. MSC to accept the addition of program review to the IPCC Mission Statement.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

INSTITUTIONAL PLANNING COORDINATION – November 18, 2013

2nd Monday, 12:15pm – 1:30pm, AD 121

QUORUM 11/17 voting members present

APPROVAL OF MINUTES

1. MSC to accept the minutes of the October 18, 2013 meeting with three changes.

MOTIONS APPROVED FAILED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

INSTITUTIONAL PLANNING COORDINATION – December 9, 2013

2nd Monday, 12:15pm – 1:30pm, AD 121

Reported from unadopted minutes.

QUORUM 11/17 voting members present

APPROVAL OF MINUTES

1. MSC to accept the minutes of the November 18, 2013.

MOTIONS APPROVED FAILED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

NEXT MEETING: January 13, 2014

MASTER PLANNING (TEAM A) – Last meeting reported October 18, 2013

Meets as needed, 1:00pm – 3:00pm, SC 212AB

NEXT MEETING: TBD

RELEASED TIME/EXTRA PAY – Last meeting reported October 21, 2013.

Dates and Times Determined By Committee, SM270

NEXT MEETING: November 18, 2013

STAFF DEVELOPMENT – October 17, 2013

3rd Thursday, 12:30pm to 1:30pm, HR Conference room.

QUORUM 6/8 voting members; 1 resource

APPROVAL OF MINUTES

1. MSC to accept the minutes of September 19, 2013

MOTIONS APPROVED

1. MSC Request that RTEP take back the funding for the Social Science and Science Lecture series. The \$1500 to support these events was taken over by Staff Development when they were cut by RTEP as part of the campus spending reductions in the 2007-2008 academic year. With the restoration of much of the budget in 2013-2014, it is time for RTEP to take back these financial responsibilities.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

STAFF DEVELOPMENT – November 21, 2013

3rd Thursday, 12:30pm to 1:30pm, HR Conference room.

Report is forthcoming.

WEB OVERSIGHT – Last meeting reported May 23, 2012

4th Wednesday, 12:30 pm, AD 121

NEXT MEETING: TBD

ACADEMIC AFFAIRS – November 6, 2013

1st Wednesday, 1:40-3:40pm, AD 217

QUORUM 33/35; 3 resources; guest 1

APPROVAL OF MINUTES

1. MSC to approve minutes of October 2, 2013 meeting.

MOTIONS APPROVED

1. MSC to approve the following items under the consent calendar:
Curriculum & Instruction Minutes of October 9, 2013 Meeting
Aviation and Transportation 139 – New Course
Engineering 298 – New Course
Engineering 299 – New Course

Entrepreneurship 180 – New Course
History 140 – New Course
History 141 – New Course
Spanish 104 – Substantial Change
Spanish 105 – Non Substantial Change
Spanish 115 – Substantial Change
Spanish 124-H – Non Substantial Change
Spanish AA-T Degree – New Degree

2. MSC to approve Baja California minutes of September 23, 2013 meeting.
3. MSC to approve Basic Skills minutes of May 20, 2013 meeting.
4. MSC to approve Scholars Program minutes of October 22, 2013.

MOTION FAILED – None

MOTIONS TABLED - None

REPORTS – None

SUBCOMMITTEES OF ACADEMIC AFFAIRS

ACADEMIC CALENDAR – Last meeting reported October 24, 2012

Committee meets as needed

NEXT MEETING: November 6, 2013

BAJA CALIFORNIA FIELD STUDIES – September 23, 2013

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

Reported from unadopted minutes.

QUORUM 11/12 voting members

APPROVAL OF MINUTES

1. MSC to approve the May 16th, 2013 minutes with the following minor change: under “Next meeting” it should read “Fall 2013”.

MOTIONS APPROVED

1. MSC to approve the following classes: Anthropology 102 and Biology (Biol) 122 (Winter 2014); Biol 125/126 and Biol 131 (Summer 2014).

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. Biol 125, 126 and 49 (Marine Biology Lecture, Laboratory and Independent Studies; J. Gago; 24, 24 and 1 students, respectively) and Biol 131 (Natural History Field Studies; G. Meyer; 24 students) were offered during the Summer 2013.
2. The following outside groups used our field station: Pierce College (July 21 – August 2), The Grauer School (September 22-27).
3. The following outside groups will be using our field station during the summer of 2014: Pierce College (July 20 - August 1) and University of Santa Clara (August 1-15).
4. The following groups have indicated an interest in using our field station: Lake Tahoe Community College, Ohlone College, and Oregon Pacific University.
5. The following items were completed at the field station: refrigerators fixed; base for water tank; enclosure for pan gas.
6. Mr. Dale Van Dalen and Mr. William and Mrs. Kathryn Scripps have indicated their willingness to continue to help our fundraising and will join the efforts of the Glendale College Foundation as co-chairs of the endowment campaign for the program.

NEXT MEETING: Spring 2014 (contact chair for date and time)

BASIC SKILLS – May 20, 2013

3rd Monday, 2:30 – 4:00 pm, LB 220

Reported from adopted minutes.

QUORUM 11/14 voting members; 1 resource; 0 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of April 8, 2013 meeting with no changes

MOTIONS APPROVED

1. MSC to allocate \$20,600 to fund ESL Collaborative.
2. MSC to allocate \$29,050 to fund English Collaborative.
3. MSC to allocate \$44,645 to fund Math Collaborative.
4. MSC to allocate \$9,500 to fund English Common Final.
5. MSC to allocate \$19,166 to fund Math Common Final.
6. MSC to not fund ESL Common Final.
7. MSC to allocate \$20,318 to fund Math-At-Risk Intervention.
8. MSC to allocate \$6,305 to fund Career Center – Math Project.
9. MSC to allocate \$3,860 to fund English SLOAC Database.
10. MSC to allocate \$32,545 to fund Garfield Library.
11. MSC to allocate \$27,250 to fund Non-credit Student Services.
12. MSC to allocate \$10,500 to fund Garfield Laptop Computers.
13. MSC to allocate \$4,000 for Jan Young's stipend for administration and coordination of basic skills.

MOTION FAILED – None

MOTION TABLED

1. MST to table funding ESL Accelerated course.

REPORTS – None

NEXT MEETING – October 21, 2013

GRADUATION REQUIREMENTS – did not meet

Meets as needed.

NEXT MEETING: TBD

SCHOLARS PROGRAM – October 22, 2013

2nd Tuesday, 12:30-1:30 PM, LB 214

Reported from unadopted minutes.

QUORUM 11/13 voting members (1 proxy); 1 resource; 3 guests

APPROVAL OF MINUTES – none

MOTIONS APPROVED

1. MSC to approve the addition of a Scholars Representative on the Scholars Program Advisory Committee.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS – none

NEXT MEETING: TBD

STUDY ABROAD – Last meeting reported September 26, 2013

3rd or 4th Thursdays, 12:00-1:10pm, AD 121

NEXT MEETING: TBD

STUDENT AFFAIRS – Last reported meeting November 20, 2013

3rd Wednesday, 1:00-2:00pm, AD 121

NEXT MEETING: February 19, 2014

SUBCOMMITTEES OF STUDENT AFFAIRS

ASSESSMENT – Last reported meeting, March 8, 2012

2nd Thursday, 2:00 pm, AD 121

NEXT MEETING: TBA

INTERNATIONAL STUDENTS – Last reported meeting, May 7, 2013

As needed, contact Chair

NEXT MEETING: TBA

LIBRARY & INFORMATION COMPETENCY – Last reported meeting October 24, 2013

4th Thursday, 12:30 p.m. - 1:30 p.m., LB417

NEXT MEETING: TBA

MATRICULATION

STUDENT SUCCESS & SUPPORT PROGRAM ADVISORY COMMITTEE (SSSPAC) – November 26, 2013

Meets twice per month, 2:00 pm, SR 221

Report is forthcoming.

Last reported meeting November 12, 2013

NONCREDIT MATRICULATION– Last reported meeting September 26, 2013

4th Thursday, 1:00 – 2:00pm, 4x per academic year

NEXT MEETING: TBA

OUTREACH & RECRUITMENT - Last reported meeting unknown

As needed, contact Chair

NEXT MEETING - TBA

SERVICE LEARNING – November 14, 2013

2ND Thursday, 12:30 – 1:30pm, SC208

Report is forthcoming.

Last reported meeting October 10, 2013

STUDENT FEES – Last reported meeting October 9, 2013

2nd Tuesday, 2:00-3:30pm, AD 121

TECHNOLOGY MEDIATED SERVICES – Last reported meeting, October 26, 2011

As needed, contact Chair

NEXT MEETING – TBA

ADMINISTRATIVE AFFAIRS – November 12, 2013

2nd Tuesday, 11:00 am - 12:00 pm, AD 121

Reported from unadopted minutes.

QUORUM (9): 14 out of 17. Guests: Officer Neil Carthew, Toni Reyes

APPROVAL OF MINUTES:

1. MSC minutes of October 8, 2013

MOTIONS APPROVED:

1. MSC the Consent Calendar – unanimous approval.
 - a. Environmental Affairs: October 2, 2013
 - MSC to support retrofit of water fountains. The water fountain in the AD building was fitted with a spout to refill bottles. An ASGCC CPS grant was

being sought by the Environmental Club to fund modification of additional water fountains.

- b. Campus Development: October 3, 2013
 - Secondary Effects discussion
- c. Safety Committee: October 16, 2013
 - MSC to replace unsafe table saw in the Studio Arts Dept. lab in order to comply with current OSHA requirements.

MOTIONS FAILED: Motion to approve AR 3430 Prohibition of Harassment failed – no vote taken.

MOTIONS TABLED:

- 1. AR 4142 (New 7162) Released Time/Extra Pay Committee. – tabled, pending RT/EP Committee.
- 2. AR 3430 Prohibition of Harassment (new) – Tabled for Gary Montecuolo and Donna Voogt to re-write.

REPORTS:

- 1. Change references in policies and regulations from Campus Police to official department name: College Police.
- 2. Staff should receive training in harassment, assault and other policies when approved.

NEXT MEETING: December 10, 2013

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS
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CAMPUS DEVELOPMENT COMMITTEE – October 3, 2013

1st Thursday, 12:30-1:30 PM, HS 214

Reported from unadopted minutes

QUORUM 9/16

APPROVAL OF MINUTES

- 1. MSC to approve the Minutes of September 5, 2013. All approved.
- 2. MSC to eliminate Blue, Green and Orange Options.
- 3. MSC to eliminate the Yellow Option.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS -

- 1. Guido will update the Purple and Violet list for next meeting and e-mail it to members of this committee.
- 2. Shoji (NTD) to do a preliminary plan development till next meeting.
- 3. New Business: (TABLED)
 - I. Naming of the Building. Ron Nakasone
 - II. Track – Warranty – Nelson/Chair will discuss with Jon Gold, Bryan Ramos (proxy for Jon Gold) after the meeting.
 - III. Room use Analyses done in 2008 & 2009. Jim Spencer (NTD)

NEXT MEETING: November 7, 2013

ENVIRONMENTAL AFFAIRS COMMITTEE – October 2, 2013

1st Wednesday, 12:20 pm – 1:30 pm, (HS 214)

Reported from adopted minutes.

QUORUM (5): 6 out of 9. Guests: 2

APPROVAL OF MINUTES:

MSC minutes of June 5, 2013

MOTIONS APPROVED:

None

MOTIONS FAILED: None
MOTIONS TABLED: None
REPORTS: None
NEXT MEETING: October 2, 2013

SAFETY – October 16, 2013

3rd Wednesday, 11:00am-12:00pm, Facilities Conference Room – HS 214

Reported from un-adopted minutes.

QUORUM 9 / 12 voting members; 2 resource members; 2 guests

APPROVAL OF MINUTES

1. MSC approval of September 18, 2013 minutes with minor amendments (correct notation of AB 588 to AB 1088, and correct numbering of items).

MOTIONS APPROVED – MSC the Safety Committee recommends the immediate replacement of the table saw in the Studio Arts Department Lab in order to meet current OSHA compliance and to provide students with vital instructional equipment.

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

1. Workers Compensation Report was tabled.
2. Laura Matsumoto reported on the student accident report. Discussion of need for instructors to properly deal with potential bio-hazards (blood or other bodily fluids) as result of injuries in class.

NEXT MEETING: November 20, 2013

*Respectfully submitted by
Frankie Strong, Governance Office*