GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
FEBRUARY 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 ***January 14, 2014 and February 6, 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 – January 21, 2014

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

BUDGET – December 12, 2013
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

QUORUM (6) 10/10 voting members; 1 Resource, 7 guests

APPROVAL OF MINUTES

1. It was MSC to accept the November 26, 2013 Budget Committee meetings as presented.

MOTIONS APPROVED

1. MSC to allocate $33k for student workers in the Winter Intersession from the Contingency Reserve.
2. MSC to approve funding for the Emergency Roof Repair for the AA Building @ $50,000.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. Ron will consolidate the self-evaluation ratings [for the resource allocation] and bring the completed form back to the committee at the next meeting.

NEXT MEETING – January 9, 2014

CAMPUSWIDE COMPUTER COORDINATION – Last meeting reported November 21, 2013
3rd Thursday, 12:30 -1:30p, AD 121

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 – Last meeting reported December 3, 2013
1st Tuesday, 1:30-2:30pm, AD 249

NEXT MEETING: February 18, 2014 (Special meeting)

INSTITUTIONAL PLANNING COORDINATION – Last meeting reported December 9, 2013
2nd Monday, 12:15pm – 1:30pm, AD 121

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 – **November 21, 2013**
3rd Thursday, 12:30pm to 1:30pm, HR Conference room.
Report is forthcoming.
Last meeting reported October 17, 2013.

WEB OVERSIGHT – Last meeting reported May 23, 2012
4th Wednesday, 12:30 pm, AD 121
NEXT MEETING: TBD

ACADEMIC AFFAIRS – December 4, 2013
1st Wednesday, 1:40-3:40pm, AD 217
Report is forthcoming.
Last meeting reported November 6, 2013.
NEXT MEETING: March 5, 2014

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 – Last meeting reported September 23, 2013
Meets twice per academic year. Contact Chair for date, time and location.
NEXT MEETING: Spring 2014 (contact chair for date and time)

BASIC SKILLS – Last meeting reported May 20, 2013
3rd Monday, 2:30 – 4:00 pm, LB 220
NEXT MEETING – October 21, 2013

GRADUATION REQUIREMENTS – did not meet
Meets as needed.
NEXT MEETING: TBD

SCHOLARS PROGRAM – Last meeting reported October 22, 2013
2nd Tuesday, 12:30-1:30 PM, LB 214
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

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 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

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 – December 10, 2013

2nd Tuesday, 11:00 am - 12:00 pm, AD 121
Reported from unadopted minutes.

QUORUM (9): 12 out of 17. Guests: None

APPROVAL OF MINUTES:

1. MSC minutes of November 12, 2013

MOTIONS APPROVED:

1. MSC the Consent Calendar – unanimous approval.
    a. Environmental Affairs: No meeting in November
    b. Campus Development: November 7, 2013
        - Secondary Effects recommendations coming soon.
    c. Safety Committee: November 20, 2013

- The Culinary Arts soft-serve ice cream machine was stolen from SM and will be replaced by the Foundation.

2. MSC AR 3430 Prohibition of Harassment (New AR - BP 3430 approved by Admin Affairs 10-8-13)
3. MSC AR 6400 Audits (New AR – BP 6400 approved by board 8/25/08)
4. MSC AR 6540 Insurance (New AR – BP 6540 approved by board 6/23/08)
5. MSC AR 6600 Capital Construction (New AR – BP 6600 approved by board 9/18/08)

MOTIONS FAILED: None

MOTIONS TABLED:

1. AR 3100 Organizational Structure (revision)
2. AR 3435 Discrimination & Harassment Investigations (New AR – no BP)
3. BP 3500 Campus Safety (New)
4. AR 3500 Campus Safety (New)
5. BP 3510 (Old 2720) Workplace Violence Plan (Revised)
6. AR 3510 (Old 2720) Workplace Violence Plan (Revised)
7. BP 3515 Reporting of Crimes (New)
8. AR 3515 Reporting of Crimes (New)
9. BP 3540 (Old 2710) Sexual and Other Assaults on Campus (Revised)
10. AR 3540 (Old 2710) Sexual and Other Assaults on Campus (Revised)
11. AR 4142 (New 7162) Released Time/Extra Pay Committee. – tabled, RT/EP Committee finalizing soon.
12. BP 6750 Parking and Traffic Regulations (Revised)
13. AR 6750 Parking and Traffic Regulations (Revised)
14. BP 6800 Safety (New)
15. AR 6800 Safety (New)

REPORTS:

1. AR 3100 Organizational Structure (revision) will be tabled for review and approval once a year (May-June) due to the number of changes pending.

NEXT MEETING: February 25, 2014 (Special meeting)

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS

CAMPUS DEVELOPMENT COMMITTEE – November 7, 2013

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

Reported from unadopted minutes.

QUORUM 13/16

APPROVAL OF MINUTES

1. MSC to approve the Minutes of October 3, 2013 with two changes:
   (1) Page 3: Paul Schlossman – the correct version to say "Outreach has a need to expand. They also need to be close to the Student Center" .
   (2) Page 2: Tina Andersen-Wahlberg – the correct version to say "some things will be relatively low cost for the ADA compliance in the SR bldg.".
2. MSC A. The SM 2nd floor purple option of the Staff Dining Room becomes the Student Union. And the Scholars' Garret becomes the Staff Dining Room.
   B. If the Associated Students decide the space is not adequate, the Staff Dining Room remains.
   C. The Scholars' Garret will be used for the Outreach office expansion.
3. MSC to accept the Purple Recommendation whereby this is the Mailroom processing center (pointing to Admissions & Records AD 143 1,051.18 sq. ft. on the map) and maybe the Switchboard Operators Center, and this is the Conference Room (pointing to AD 144 311.61 sq.ft. on the map).

MOTIONS FAILED – none
MOTIONS TABLED – none
REPORTS -

1. Tina Andersen-Wahlberg to be part of a small team to discuss SG 130, 131 & 132 (these offices may turn into a small classroom, which may, or may not be the High Tech Center).

NEXT MEETING: December 5, 2013

ENVIRONMENTAL AFFAIRS COMMITTEE – No meeting in November
1st Wednesday, 12:20 pm – 1:30 pm, (HS 214)

Last meeting reported October 2, 2013.
NEXT MEETING: December 4, 2013

SAFETY – November 20, 2013
3rd Wednesday, 11:00am-12:00pm, Facilities Conference Room – HS 214

Reported from un-adopted minutes.
QUORUM 9 / 12 voting members; 1 resource members
APPROVAL OF MINUTES

1. MSC approval of October 16, 2013 minutes without changes.

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

1. Workers Compensation Report discussed. Action Item: Toni Reyes to e-mail Heidi asking for clarification as to why a student nurses are reported under the workers' comp report instead of student accident report.
2. Chief Montecuollo reported on the Crime Report. Action Item: Lee Parks to contact the El Vaquero to initiate a possible article on lost property on campus. Gary Montecuollo to help
3. Laura Matsumoto reported on the student accident report. Action Item: Ron Villa will follow up with Division chair Scott Rubke regarding proposing annual safety audits of the Verdugo Power Academy.
4. Chief Montecuollo reported that the new Emergency Procedures Guide should be available by late 2013/early 2014.
5. Laura Matsumoto reported that the Swap Meet signs have been removed from the Lot E fences.
6. AB 1088 (sexual assault victim support) compliance item tabled.
7. Laura Matsumoto reported that a work order has been placed requesting installation of safety visibility paint on the steps leading to the Verdugo Gym from the San Fernando trailers.
8. Toni Reyes reported she has addressed concerns over injuries to students in the Verdugo Power Academy (VPA) to the program coordinators with a satisfactory outcome. Action Item: Ron Villa will follow up with Division chair Scott Rubke regarding proposing annual safety audits of the Verdugo Power Academy.
9. Chief Montecuollo reported that patrols have been increased in Lot F to deter smokers

NEXT MEETING: February 19, 2014

Respectfully submitted by
Frankie Strong, Governance Office