

**GLENDALE COMMUNITY COLLEGE  
GOVERNANCE UPDATE  
MARCH 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 **February 6, 2014 and March 4, 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.

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<b>CAMPUS EXECUTIVE – February 18, 2014</b>
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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. Scott) and seconded (Mr. Avagyan) to approve the Campus Executive Committee minutes of January 21, 2014 as amended. The motion passed unanimously.

**MOTIONS APPROVED**

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

Budget Committee

Adopted Minutes of December 12, 2013

Institutional Planning and Coordination Committee

Adopted Minutes of December 9, 2013

Adopted Minutes of January 13, 2014

Master Planning Committee (Team A)

Adopted Minutes of May 31, 2013

Released Time/Extra Pay Committee

Adopted Minutes of November 18, 2013

Adopted Minutes of December 9, 2013

The motion passed unanimously.

3. It was moved (Mr. Scott) and seconded (Ms. Aziskhanova) to approve the Consent Calendar prepared for the February 18, 2014 Campus Executive Committee Meeting. The motion passed unanimously.

4. It was moved (Dr. Mirch) and seconded (Mr. Nakasone) to approve Administrative Regulation 5600: Student Workers as amended. The motion passed unanimously.

5. It was moved (Ms. Aziskhanova) and seconded (Dr. Mirch) to approve:

Board Policy 3430: Prohibition of Harassment; Administrative Regulation 6400: Audits; Administrative Regulation 6540: Insurance; Administrative Regulation 6600: Capital Construction as presented and to approve Administrative Regulation 3430: Prohibition of Harassment as amended.

The motion passed unanimously.

**NEXT MEETING** - Tuesday, March 11, 2014, 2:30 p.m. – AD 121

<b>SUBCOMMITTEES OF CAMPUS EXECUTIVE</b>
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**BUDGET – January 28, 2014**

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

**QUORUM (6)** 6/10 voting members; 2 Resources, 8 guests

**APPROVAL OF MINUTES**

1. It was MSC to accept the Minutes of the December 12, 2013 Budget Committee meeting as presented.

**MOTIONS APPROVED**

1. It was MSC to change the number of the overall self-evaluation from 2 to 3 for the budget process link to program review.

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** - none

**NEXT MEETING** – February 13, 2014

**CAMPUSWIDE COMPUTER COORDINATION** – Last meeting reported November 21, 2013

3<sup>rd</sup> 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**

4<sup>th</sup> Thursday, 12:30-1:30, SM270

Report is forthcoming.

Last meeting reported October 24, 2013

**GOVERNANCE REVIEW – February 18, 2014**

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

Reported from unadopted minutes.

**QUORUM (5)** 8/9 voting members present

**APPROVAL OF MINUTES**

1. It was MSC to approve the December 3, 2013 minutes.

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

## REPORTS

1. Follow up on the Governance Survey: Paul will follow up with the Admin. Exec and MaC groups. John shared that Dr. Viar will be following up with the Board of Trustees.
2. Program Review as a governance committee: John will bring to the Senate. Then the Senate president will bring it forward to Campus Exec.
3. John Queen to contact committees to ask why they are not meeting. Related to Standard IV of the Accreditation Standards & Self-Study Plans related to governance: "The college's Governance Review Committee will continue its work to improve attendance at subcommittee meetings." [Accreditation Standard IV, A.3 (2)].
4. GRC will discuss the draft language [for emergency meetings] and determine where it may be placed within the Governance Document, AR 2511.
5. Isabelle will take the ancillary pay recommendation to the Guild as a reopener. This is in regards to faculty attending meetings during intersession.

**NEXT MEETING:** March 4, 2014

## **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

4<sup>th</sup> Wednesday, 12:30 pm, AD 121

**NEXT MEETING:** TBD

<b>ACADEMIC AFFAIRS – December 4, 2013</b>
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1st Wednesday, 1:40-3:40pm, AD 217

Report is forthcoming.

Last meeting reported November 6, 2013.

**NEXT MEETING:** March 5, 2014

<b>SUBCOMMITTEES OF ACADEMIC AFFAIRS</b>
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## **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  
3<sup>rd</sup> 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  
2<sup>nd</sup> Tuesday, 12:30-1:30 PM, LB 214  
**NEXT MEETING:** TBD

**STUDY ABROAD** – Last meeting reported September 26, 2013  
3<sup>rd</sup> or 4<sup>th</sup> Thursdays, 12:00-1:10pm, AD 121  
**NEXT MEETING:** TBD

**STUDENT AFFAIRS – February 19, 2014**

3<sup>rd</sup> Wednesday, 1:00-2:00pm, AD 121  
Report is forthcoming.  
Last meeting reported November 20, 2013  
**NEXT MEETING:** March 19, 2014

**SUBCOMMITTEES OF STUDENT AFFAIRS**

**ASSESSMENT** – Last reported meeting, March 8, 2012  
2<sup>nd</sup> 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  
4<sup>th</sup> Thursday, 12:30 p.m. - 1:30 p.m., LB417  
**NEXT MEETING:** TBA

**MATRICULATION - November 26, 2013**  
STUDENT SUCCESS & SUPPORT PROGRAM ADVISORY COMMITTEE (3SP)  
Meets twice per month, 2:00pm, SR 221  
Report is forthcoming.  
Last meeting reported November 12, 2013.

**NONCREDIT MATRICULATION –October 31, 2013**  
NONCREDIT STUDENT SUCCESS & SUPPORT COMMITTEE  
4<sup>th</sup> Thursday, 1:00 – 2:00pm, 4x per academic year  
Report is forthcoming.  
Last meeting reported September 26, 2013.  
**NEXT MEETING:** March 27, 2014, 1pm at Main Campus

**OUTREACH & RECRUITMENT** - Last reported meeting unknown  
As needed, contact Chair

**NEXT MEETING - TBA**

**SERVICE LEARNING** – November 14, 2013

2<sup>ND</sup> Thursday, 12:30 – 1:30pm, SC208

Report is forthcoming.

Last reported meeting October 10, 2013

**STUDENT FEES** – Last reported meeting October 9, 2013

2<sup>nd</sup> 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 – February 25, 2014 (Special Meeting)**

2<sup>nd</sup> Tuesday, 11:00 am - 12:00 pm, AD 121

Reported from unadopted minutes.

**QUORUM (9):** 14 out of 17. Guests: 1

**APPROVAL OF MINUTES:**

1. MSC minutes of December 10, 2013. Approval was unanimous.

**MOTIONS APPROVED:**

1. MSC the Consent Calendar – unanimous approval.
  - a. Environmental Affairs: No meeting in December
  - b. Campus Development: December 5, 2013
  - c. Safety Committee: No meeting in December.
2. MSC (13 ayes, 1 abstention) to approve the Campus Police Department remodel with the stipulation that a public unisex restroom suitable for wheelchairs be included.
3. MSC to approve the Secondary Effects Recommendations from Campus Development.

**MOTIONS FAILED:** None

**MOTIONS TABLED:**

**RECOMMENDED DELETIONS**

1. BP 2700 (New BP 3430 Prohibition of Harassment) Policy on Sexual Harassment (Recommend deletion)
2. AR 2700 (New AR 3430 Prohibition of Harassment) Implementation and Grievance Procedures for Sexual Harassment of Employees (Recommend deletion)
3. BP 2710 (New 3540) Policy on Sexual Assault (Recommend deletion)
4. AR 2710 (New 3540) Sexual Assault (Recommend deletion)
5. BP 2720 (New BP 3510) Workplace Violence (Recommend deletion)
6. AR 2720 (New AR 3510) Workplace Violence (Recommend deletion)
7. AR 4142 (New 7165) Released Time/Extra Pay Committee (Recommend deletion)

**NEW AND REVISED**

1. AR 3435 Discrimination & Harassment Investigations (New)
2. BP 3500 Campus Safety (New)
3. AR 3500 Campus Safety (New)
4. BP 3510 (Old 2720) Workplace Violence Plan (Revised)
5. AR 3510 (Old 2720) Workplace Violence Plan (Revised)
6. BP 3515 Reporting of Crimes (New)
7. AR 3515 Reporting of Crimes (New)
8. BP 3540 (Old 2710) Sexual and Other Assaults on Campus (Revised)

9. AR 3540 (Old 2710) Sexual and Other Assaults on Campus (Revised)
10. AR 4142 (New 7165) Released Time/Extra Pay Committee (Revised – 2<sup>nd</sup> reading)
11. BP 6750 Parking and Traffic Regulations (Revised)
12. AR 6750 Parking and Traffic Regulations (Revised)
13. BP 6800 Safety (New)
14. AR 6800 Safety (New)

**REPORTS:** None

**NEXT MEETING:** March 11, 2014

<b>SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS</b>
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**CAMPUS DEVELOPMENT – December 5, 2013**

Reported from unadopted minutes

**QUORUM** 15/16

**APPROVAL OF MINUTES**

1. MSC to approve the Minutes of November 7, 2013. All approved.
2. MSC to approve LCS (Lab College Services) Secondary Effects Plan (revised 12/4/13) as “the Plan”, with the Option (1) SM 2<sup>nd</sup> floor to be scratched out - with the understanding that it could be Option A or Option B (Tina Andersen/Wahlberg’s packet) and the understanding that some of the offices may be assigned differently.

Note: Option A is now called Option 1

Option B is now called Option 2

3. MSC - Asking this Committee to allow/endorse (at least with the concept) of moving forward with the remodel, subject to:
  - (1) Finding an independent source of funding
  - (2) Acknowledging and allowing Restrooms to convert into a Locker Room

**MOTIONS FAILED – none**

**MOTIONS TABLED – none**

**REPORTS -**

1. Old Business: (TABLED)
  1. Track – Warranty (follow-up) Nelson Oliveira/Jon Gold
2. New Business: (TABLED)
  - I. Naming of the Building (Lab College Services Building) Ron Nakasone
  - II. Room Use Analyses Done in 2008 & 2009. Jim Spencer (NTD)

**NEXT MEETING:** February 3, 2014

**ENVIRONMENTAL AFFAIRS – No meeting in November or December**

1<sup>st</sup> Wednesday, 12:20 pm – 1:30 pm, HS 214

**NEXT MEETING:** March 5, 2014

**SAFETY – Last meeting reported November 20, 2013**

3<sup>rd</sup> Wednesday, 11:00am-12:00pm, HS 214

**NEXT MEETING:** TBD

*Respectfully submitted by  
Frankie Strong, Governance Office*