GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
December 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 *November 8, 2011 and December 5, 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 – December 6, 2011

MEETING TIME 2:30 p.m., AD 121- Meets 1 week prior to Board of Trustees meetings

Report is forthcoming.

NEXT MEETING: January 10, 2012

SUBCOMMITTEES OF EXECUTIVE:

BUDGET – November 10, 2011

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

Reported from unadopted minutes.

QUORUM 8/10 voting members; 2 Resources, 8 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the September 27, 2011 meeting as presented.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. The Expanded Budget Committee funded these items as "Must Do's"
   1) Nursing Simulator maintenance agreement: $15,000
   2) SARS Maintenance Agreement: $6,300
   3) Oracle license: $169,500
   4) Custodian: $50,000
   5) District Accountant: $90,000
   6) Chemistry Dishwasher: $800
   - 17 new budget requests were funded through reallocated or alternative funding.
   - Total # of validated requests: 125; total number of validated requests funded: 23.

NEXT MEETING: September 8, 2011

CAMPUSWIDE COMPUTER COORDINATION – November 17, 2011
3rd Thursday, 12:30 -1:30p, AD 121

Report is forthcoming.

EQUAL EMPLOYMENT OPPORTUNITY – December 8, 2011
1ST Thursday, 12:30-1:30, SM270

Report is forthcoming.

ENROLLMENT MANAGEMENT – March 9, 2011
2nd Wednesday, 12:20 - 1:20, AD 121

QUORUM 24/26; 3 resources; 1 guest

APPROVAL OF MINUTES

1. No minutes from previous meeting was reported.

MOTIONS APPROVED

1. MSC to approve to approve Dr. Mary Mirch as the new chair of the Enrollment Management Committee.

MSC to request that the Governance Review Committee accepts the following changes to the membership of the Enrollment Management Committee:

- Paul Schlossman (per his request) be moved from the "Administration" section to the "Non-voting Resource" section.
- Karen Holden-Ferkich be added to the "Administration" section to have a representation from the non-credit program on the committee.
- Both Instructional Services Deans (Ron Harlan and Kristin Bruno) should be on the committee. However, since the goal is not to increase the number of the administration on the committee, it was recommended that one of the deans be listed as a voting, and the other one as a non-voting resource on a rotating basis. In absence of the voting dean, the non-voting dean will have his/her proxy. The President/Superintended will make the appointments and terms.
- Ed Karpp, the Dean of Research, Planning and Grants be added as a "Non-voting Resource" member.

2. MSC to approve that the Enrollment Management Committee recommends the Budget Committee find creative solutions (in conjunction with the bargaining units) to preserve summer session. Two abstentions. *[This item was taken to the March 10, 2011 Budget meeting.]*

MOTION FAILED - None

MOTIONS TABLED – None

REPORTS – none

ENROLLMENT MANAGEMENT – March 30, 2011
2nd Wednesday, 12:20 - 1:20, AD 121

QUORUM 23/26; 2 resources; 1 guest

APPROVAL OF MINUTES

2. MSC to approve minutes of March 9, 2011 meeting.

MOTIONS APPROVED - None

MOTION FAILED - None

MOTIONS TABLED – None

REPORTS – none

ENROLLMENT MANAGEMENT – May 11, 2011
2nd Wednesday, 12:20 - 1:20, AD 121

QUORUM 18/31; 1 resources; 0 guest
APPROVAL OF MINUTES
1. MSC to approve minutes of March 30, 2011 meeting.

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

ENROLLMENT MANAGEMENT – September 14, 2011
2nd Wednesday, 12:20 - 1:20, AD 121
QUORUM 25/31; 2 resources; 0 guest
APPROVAL OF MINUTES
1. MSC to approve minutes of May 11, 2011 meeting.

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

ENROLLMENT MANAGEMENT – October 12, 2011
2nd Wednesday, 12:20 - 1:20, AD 121
QUORUM 25/30; 1 resources; 0 guest
APPROVAL OF MINUTES
1. MSC to approve minutes of September 14, 2011 meeting.

MOTIONS APPROVED - None
MOTION FAILED - None
MOTIONS TABLED – None
REPORTS – none
NEXT MEETING - TBD

GOVERNANCE REVIEW – Last meeting reported September 6, 2011.
1st Tuesday, 1:30 pm – 2:30pm, AD 249
Met in October and November, report forthcoming.
NEXT MEETING: December 6, 2011

INSTITUTIONAL PLANNING COORDINATION – October 10, 2011
2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121
QUORUM 16/19 voting members; 0 resources; 1 guest
APPROVAL OF MINUTES
1. MSC to approve the September 26, 2011 minutes
MOTIONS APPROVED
1. MSC to accept the changes made to the Planning Handbook
MOTIONS FAILED - none
MOTIONS TABLED
1. MST to table discussion of urgent resource request procedure until more facts are gathered.
REPORTS – none
NEXT MEETING: October 24, 2011

INSTITUTIONAL PLANNING COORDINATION – October 24, 2011
2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121
QUORUM 17/19 voting members; 0 resources; 1 guest

APPROVAL OF MINUTES
1. MSC to approve the October 10, 2011 minutes
MOTIONS APPROVED
1. MSC to approve the IPCC's Annual Report (2010-2011 Annual Report Evaluating Program Review, Planning, and Resource Allocation)
MOTIONS FAILED - none
MOTIONS TABLED
1. MST discussion of CHAC hiring issues until they come back with revisions to the policy. The CSEA Executive Board and HR agreed to work together on this.
REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – November 7, 2011
2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121
QUORUM 15/19 voting members; 0 resources; 1 guest
APPROVAL OF MINUTES
1. MSC to approve the October 24, 2011 minutes
MOTIONS APPROVED
1. MSC to to have Ron Nakasone ask Campus Exec. to direct the standing committees and the 4 C's to develop a common scale for prioritization of resource requests and define their own criteria in order to establish a consistent and transparent process across the campus.
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS – none
NEXT MEETING: November 14, 2011

RELEASED TIME EXTRA PAY – November 18, 2011
Dates and Times Determined By Committee, 12:00-1:00p, SM270
Reported from adopted minutes.
QUORUM 5/7 voting members; 0 resource; 0 guests
APPROVAL OF MINUTES
1. MSC to approve the October 21, 2011 minutes with corrections.

MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS
1. Committee to review Athletic Director and Assistant Athletic Director job descriptions.
2. D. Voogt to follow up on the hiring committee for the Articulation Coordinator.
3. H. Jenkins to follow up on the SLO Coordinator and eLumen Coordinator job descriptions.

NEXT MEETING: December 9, 2011

STAFF DEVELOPMENT – November 17, 2011
3rd Thursday, 12:30 pm, HR Conference Room
Report is forthcoming.

WEB OVERSIGHT – November 10. 2011
4th Wednesday, 12:30 pm, AD 121
Report is forthcoming.

ACADEMIC AFFAIRS – October 5, 2011

1st Wednesday, 2:00 - 4:00 pm, AD 217

QUORUM 29/35; 3 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve minutes of September 7, 2011 meeting.

MOTIONS APPROVED

1. MSC that the Academic Affairs Committee approves the distance education program, mission statement, committee, and five-year plan as a living document with understanding that each goal may be reviewed and modified by the Academic Affairs Committee from year to year. Two nay, two abstentions.
2. MSC to approve Academic Calendar minutes of September 20, 2011 meeting. Dr. Perez reviewed the proposed 2012-2013 academic calendar.

MOTION FAILED - None

MOTIONS TABLED – None

REPORTS – none

NEXT MEETING: December 7, 2011

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR – **September 20, 2011**

Committee meets as needed

Reported from unadopted minutes.

QUORUM 6/6 voting members; 1 guest

APPROVAL OF MINUTES – none

MOTIONS APPROVED

1. It was MSC to post the Winter 2012 schedule online only and not produce a paper schedule.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

1. Dr. Perez will consult with Ron Nakasone regarding the fiscal implications of offering Summer 2013 beginning in June 2012.
2. Dr. Perez asked for committee members to email him as soon as they have updates from their respective constituency groups. He will meet with Ms. Mora to formulate a draft 2012/2013 calendar to be presented to the Committee at the next scheduled meeting.

NEXT MEETING: October 4, 2011

BAJA CALIFORNIA FIELD STUDIES – Last meeting reported May 9, 2011.

Meets twice per year. Contact Chair for date, time and location. 12:30-1:30p, SG202

NEXT MEETING: Fall 2011 (contact chair for date and time)

BASIC SKILLS – Last meeting reported May 31, 2011.

3rd Thursday, 2:30-3:30p, room: contact Chair

NEXT MEETING: TBD

GRADUATION REQUIREMENTS – Did not meet

Meets as needed.

SCHOLARS PROGRAM – Last meeting reported March 29, 2011
As needed, contact Chair

.

STUDY ABROAD – Last minutes reported April 28, 2011.
3rd or 4th Thursday s, 12:00-1:10pm, AD 121

TECHNOLOGY MEDIATED INSTRUCTION – Last minutes reported April 26, 2011.
3rd Tuesday, 1:30-2:30p, SR 328

STUDENT AFFAIRS – November 16, 2011

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

Reported from unadopted minutes.

QUORUM – 16/25 voting members; 2/3 resources; 1 guest

APPROVAL OF MINUTES – It was MSC that the minutes of October 19, 2011 be approved.

MOTIONS APPROVED

1. It was MSC that the Assessment Committee minutes of October 13, 2011 be approved.
2. It was MSC that the Library and Information Competency Committee minutes of October 27, 2011 be approved.
3. It was MSC that the Matriculation Committee minutes of February 24, 2011 and of May 26, 2011 be approved.
4. It was MSC that the Student Fees Committee minutes of November 9, 2011 be approved.
5. It was MSC that the Technology Mediated Services Committee minutes of December 2, 2010 and October 26, 2011 be approved.
6. It was MSC to approve Board Policy 5010, *Admissions*, with the recommended changes.
7. It was MSC to approve Administrative Regulation 5010, *Admissions*, with the recommended changes.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS – none

NEXT MEETING: February 15, 2012

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT – October 13, 2011

2nd Thursday, 2:00 pm, AD 121

Reported from unadopted minutes

QUORUM- 10 voting members/ 3 resources

APPROVAL OF MINUTES - MSC to approve the March 10, 2011

MOTIONS APPROVED – MSC appoint Alen Andriassian Chair & Maria Hicks Recording Secretary

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - Assessment is now under Paul Schlossman Student Affairs.

INTERNATIONAL STUDENTS – Last reported meeting November 4, 2010
As needed, contact Chair

NEXT MEETING: TBA

LIBRARY & INFORMATION COMPETENCY – October 27, 2011
4th Thursday, 12:30 p.m. - 1:30 p.m., LB417

Reported from unadopted minutes.
QUORUM: 8/11 voting members (1 position is vacant)
APPROVAL OF MINUTES – MSC to approve the September 22, 2011 minutes with no changes.
MOTIONS APPROVED – none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

1. A comparison of student surveys from 2007-2011 was distributed and discussed.
2. The topic of future library expansion was introduced and discussed.

NEXT MEETING: February 23, 2012

MATRICULATION – February 24, 2011
4th Thursday, 2:00 pm, SR 221

Reported from adopted minutes.
QUORUM 8/9 voting members; 1 resource; 0 guests
APPROVAL OF MINUTES - MSC: Approval of Minutes from the October 28, 2010 meeting.
MOTIONS APPROVED

1. It was MSC to approve the Non Credit Matriculation plan as written.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

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

Last reported meeting October 5, 2011
NEXT MEETING: TBA

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

Last reported meeting unknown

SERVICE LEARNING – did not meet
2nd Thursday, 9:30-10:30am, SC208

Last reported meeting October 21, 2010
NEXT MEETING: TBA

STUDENT FEES – November 9, 2011
2nd Tuesday, 2:00-3:30pm, AD 121

Reported from unadopted minutes.
QUORUM 7/ 9 voting members/0 resources/2 guests
APPROVAL OF MINUTES - MSC to approve the minutes of the October 13, 2011 meeting.
MOTIONS APPROVED

1. MSC that if payment is not made prior to the drop deadline, the student will be dropped using the proposed schedule:

   1st Drop Date - January 19, 2011 by 12 noon
   for students registering from 1/9/12 to 1/12/12.

   2nd Drop Date – January 26, 2011 by 12 noon

for students registering 1/13/12 to 1/19/12.

3rd Drop Date – February 2, 2011 by 12 noon
for students registering 1/20/12 to 1/26/12.

4th Drop Date – February 9, 2011 by 12 noon
for students registering from 1/27/12 to 2/2/12.

MOTIONS FAILED – None
MOTIONS TABLED - None
REPORTS

1. Parking fees for students will increase by the following for Spring 2012:

BOGG "A" Recipients

Fall/Spring	From $30 to $32.50
Summ/ Winter	From $15 to $17.50

All Others

Fall/Spring	From $65 to $70
Summ/ Winter	From $35 to $40

NEXT MEETING: December 14, 2011

TECHNOLOGY MEDIATED SERVICES – October 26, 2011
As needed, contact Chair

Reported from adopted minutes.
QUORUM 6/11 voting members; 1 resource; 0 guests
APPROVAL OF MINUTES – It was MSC to adopt the minutes of December 2, 2010.
MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

1. The student members of the committee will talk with other students, research other Peoplesoft college websites and bring back suggestions for project ideas to the Committee.

TECHNOLOGY MEDIATED SERVICES – December 2, 2010
As needed, contact Chair

Reported from adopted minutes.
QUORUM 7/11 voting members; 1 resource; 0 guests
APPROVAL OF MINUTES – It was MSC to adopt the minutes of April 21, 2010 as amended.
MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none
NEXT MEETING: February 22, 2012

ADMINISTRATIVE AFFAIRS – November 8, 2011

2nd Tuesday, 11 am – 12 pm, AD121
Reported from adopted minutes.
QUORUM: 16 out of 18, Resource: 1

APPROVAL OF MINUTES:

1. MSC minutes of October 11, 2011, unanimous approval.

MOTIONS APPROVED:

1. MSC the Consent Calendar – unanimous approval.
    a. Campus Development: October 6, 2011
    b. Environmental Affairs: October 5, 2011
    c. Safety Committee: October 19, 2011
2. MSC to approve the following policies and regulations
    a. AR 2130 (New # AR 3100) Organizational: Unanimous approval, with changes.
    b. AR 2300 Recycling: Unanimous approval to delete.
    c. AR 3110 Environmental Sustainability: Unanimous approval to amend.

MOTIONS FAILED: None

MOTIONS TABLED: None

REPORTS:

1. First readings:
    a. BP 2900 Employee Referral Program: Delete or revise.
    b. BP 3820 Gifts, Grants and Requests: Current text moved to new AR 3820. Current BP revised to incorporate CCLC recommendations (required).
    c. AR 3820 Gifts, Grants and Requests: Language taken from current BP 3820.

NEXT MEETING: December 13, 2011

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT - September 15, 2011

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

Reported from unadopted minutes

QUORUM 10/16

APPROVAL OF MINUTES

1. Minutes of 5/5/11, 9/15/11 and 10/6/11 postponed till next meeting on 11/3/11.

MOTIONS APPROVED

1. None

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

1. Shoji/Pablo (NTD/Resource) to update the draft list of vacated spaces and e-mail to Dan Padilla next week (PDF format). Dan to distribute the info to the rest of Campus Development Committee Members.
2. Brenda Jones (Library) to bring a plan for 2nd floor Library and how it is utilized at the present time.
3. Jim Spencer (NTD/Resource).
4. Dan Padilla will get the drawings from IT Department.

NEXT MEETING: November 3, 2011

ENVIRONMENTAL AFFAIRS - October 5, 2011

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

Reported from adopted minutes.

QUORUM: 10 out of 11 present, 2 resources

APPROVAL OF MINUTES: Unanimous approval of Sept. 7, 2011 minutes.

MOTIONS APPROVED:

1. MSC to approve establishing a sub-committee for the Garden Project. Approval was unanimous.
2. MSC to approve deletion of AR 2300 Recycling Program and including a statement in AR 3110 Environmental Sustainability. Approval was unanimous.

MOTIONS FAILED: None

MOTIONS TABLED: None

REPORTS:

1. Campus Lighting and Energy Efficiency Update – no information

a. Discussion on Goals and Priorities for Environmental Affairs for 2011-12.

NEXT MEETING: November 2, 2011

SAFETY – October 19, 2011

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

Reported from un-adopted minutes.

QUORUM 10 / 12 voting members; 3 resource members; 1 guest

APPROVAL OF MINUTES

1. MSC approval of September 21, 2011 minutes.

MOTIONS APPROVED - none

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

1. Heidi Jenkins updated on 5 employee injuries, but none required safety follow-up at this time.
2. Chief Montecuollo reported that the College Police are working with the Glendale Gang Suppression Unit to identify potential gang related graffiti
3. Heidi Jenkins reported that HR will develop a procedure specific to classified employees involved in the Baja Program
4. Sgt. Kurasz reported that she sent an email to the campus encouraging them to register and participate in the Shake Out drill at 10:20am on 10-20-11
5. Sergeant Kurasz reported that the group working on the safety issue at the convergence of the 3rd & 4th floor ramps in the parking structure had not been able to meet yet. Action Item: Ron Villa, Erin Kurasz, and Patrick Shahnazaryan will follow-up on another possible solution.
6. Chief Montecuollo reported that a new user-friendly emergency procedures guide is in the works.
7. Laura Matsumoto reported that a meeting was held to catch Chief Montecuollo up on BP & AR 3500 & 3505, and that a task force is continuing to work on revising the Emergency Operations Plan.
8. Chief Montecuollo reported that he met with Dr. Lindsay about having an Administrative Regulation that addresses citations for smoking policy violations.
9. Sergeant Kurasz reported that Garfield is still technically a non-smoking campus until designated smoking locations are determined. The administration is following-up on this issue.
10. Sergeant Kurasz reported that the Garfield CDC safety measures project is completed, but the Garfield CDC administration will have to decide whether or not to install mesh screening for the Adams St. gated area.
11. Chief Montecuollo requested volunteers for an informal analysis of cell phone signal strength around the District. Action Item: Andranik Dertsakyan and Hasmik Simidyan will

work with Chief Montecuollo on the cell phone signal analysis project; the group will report results back to Ron Nakasone.

12. Chief Montecuollo reported that the project to add parking stalls for more police vehicles is completed and that the AA temporary parking was preserved.
13. Sgt. Kurasz reported that project for Garfield parking structure signs, speed bumps and striping is completed, but that signs designating faculty/staff parking are still needed
14. Laura Matsumoto reported that multiple people are choosing to come down the hillside as a shortcut, instead of taking the stairs and ramp by VG or Cafeteria loading dock, and are sliding dangerously down losing their footing. Action Item: Chief Montecuollo will follow-up on the possibility of a way to deter people from using the Lot A hillside spanning from EOPS to VG as a short-cut.
15. Laura Matsumoto reported that recent incidents of staff being in potentially unsafe situations with students/others has sparked a request for new panic buzzers – the ones in some departments are either lost, or broken. Action Item: Chief Montecuollo will investigate options for new panic buzzers, and if a feasible solution is found he will email campus about requests for new buttons.

NEXT MEETING: November 16, 2011

Respectfully submitted by
Frankie Strong, Governance Office