GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE March 2012

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 13, 2012 and March 6, 2012*.

- 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 **QUORUM** (7): 7 out of 7 voting members.

APPROVAL OF MINUTES

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

MOTIONS APPROVED

- 2. It was moved (Ms. Sargsyan) and seconded (Dr. Mirch) to accept the following subcommittee minutes:
 - a) Budget Committee

Adopted Minutes of November 10, 2011

- b) Enrollment Management Committee
 Adopted Minutes of October 12, 2011
- c) Institutional Planning Coordination Committee
 Adopted Minutes of October 24, 2011
 Adopted Minutes of November 7, 2011
 Adopted Minutes of November 14, 2011
- d) Released Time Extra Pay Committee
 Adopted Minutes of October 21, 2011

The motion passed unanimously.

- 3. It was moved (Ms. Saber) and seconded (Ms. Aziskhanova) to approve the Consent Calendar prepared for the December 6, 2011 Campus Executive Meeting. The motion passed unanimously.
- 4. It was moved (Dr. Perez) and seconded (Ms. Saber) that the college move forward with the implementation of MOODLE contingent upon the approval of the TMI subcommittee meeting minutes at the December 7, 2011 Academic Affairs Meeting. The motion passed unanimously.
- 5. It was moved (Mr. Nakasone) and seconded (Dr. Mirch) to approve the deletion of Administrative Regulation 2300: Recycling Program. The motion passed unanimously.
- 6. It was moved (Mr. Nakasone) and seconded (Mr. Scott) to approve Administrative Regulation 3110: Environmental Sustainability. The motion passed unanimously.
- 7. It was moved (Ms. Aziskhanova) and seconded (Ms. Sargsyan) to approve Administrative Regulation 3050: Conflict of Interest Code of the Glendale Community College District as amended. The motion passed unanimously.
- 8. It was moved (Dr. Perez) and seconded (Ms. Sargsyan) to approve the deletion of Board Policy 5010: Student Services Mission Statement. The motion passed unanimously.

NEXT MEETING DATE – Tuesday, January 10, 2012, 2:30 p.m., AD 121

EXECUTIVE a.k.a CAMPUS EXECUTIVE – January 10, 2011

MEETING TIME 2:30 p.m., AD 121- Meets 1 week prior to Board of Trustees meetings **QUORUM** (7): 6 out of 7 voting members.

APPROVAL OF MINUTES

1. It was moved (Mr. Scott) and seconded (Ms. Saber) to approve the Campus Executive Committee Minutes of December 6, 2011. The motion passed unanimously.

MOTIONS APPROVED

- 2. It was moved (Ms. Sargsyan) and seconded (Mr. Scott) to accept the following subcommittee minutes:
 - a) Budget Committee Adopted Minutes of November 22, 2011
 - b) Staff Development Committee Adopted Minutes of October 20, 2011
 - c) Web Oversight Committee Adopted Minutes of November 10, 2010

The motion passed unanimously.

- 3. It was moved (Mr. Scott) and seconded (Ms. Sargsyan) to approve the revision of Administrative Regulation 2121: Line of Responsibility to Board Policy 3100: Line of Responsibility Administrative Operations. The motion passed unanimously.
- 4. It was moved (Ms. Sargsyan) and seconded (Dr. Mirch) to approve the revision of Administrative Regulation 2130: Organizational Structure to Administrative Regulation 3100: Organizational Structure. The motion passed unanimously.
- 5. It was moved (Dr. Perez) and seconded (Ms. Sargsyan) to approve Board Policy 5010: Admissions & Concurrent Enrollment. The motion passed unanimously.
- 6. It was moved (Dr. Perez) and seconded (Dr. Mirch) to table Administrative Regulation 5010: Eligibility for Admissions for verification of the age requirements stated in the document. The motion passed unanimously.

NEXT MEETING DATE - Tuesday, February 21, 2012, 2:30 p.m., AD 121

SUBCOMMITTEES OF EXECUTIVE:

BUDGET – February 9, 2012

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

Reported from unadopted minutes.

QUORUM 9/10 voting members; 1 Resources, 3 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of the January 24, 2012 meeting as presented.

MOTIONS APPROVED

1. MSC that the reallocation committees look at all discretionary accounts in excess of \$6k.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

- 1. Ron gave an update on the State Budget
- 2. The [salary and benefits] report will be reviewed and brought back to a future meeting.

NEXT MEETING: February 28, 2012

CAMPUSWIDE COMPUTER COORDINATION – February 24, 2012

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

Report is forthcoming.

EQUAL EMPLOYMENT OPPORTUNITY - March 1, 2012

1ST Thursday, 12:30-1:30, SM270

Reported from unadopted minutes.

QUORUM 12/15 voting members; 0 resource; 2 guest

APPROVAL OF MINUTES

1. MSC to approve the November 3, 2011 minutes

MOTIONS APPROVED – none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

NEXT MEETING: April 5, 2012

ENROLLMENT MANAGEMENT – Last meeting reported October 12, 2011.

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

GOVERNANCE REVIEW – March 6, 2012

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

Report is forthcoming. Did not meet in January & February 2012.

NEXT MEETING: April 3, 2012

INSTITUTIONAL PLANNING COORDINATION – January 23, 2012

2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121 Report is forthcoming.

RELEASED TIME EXTRA PAY – February 24, 2012

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

Reported from unadopted minutes.

QUORUM 5/7 voting members; 0 resource; 1 guests

APPROVAL OF MINUTES

1. MSC to approve the December 9, 2011 minutes with corrections.

MOTIONS APPROVED

1. MSC to merge the two positions (SLO Coordinator and eLumen Coordinator) back to one at 40% released time and advertise.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

- 1. H. Jenkins to send requests for RT/EP evaluations.
- 2. M. Mirch to forward all job descriptions packet of all job descriptions (C&I Coordinator and Articulation Coordinator and dean positions) to the RT/EP Committee
- 3. D. Voogt will bring a revised job announcement to the RT/EP committee for review.
- 4. H. Jenkins to forward the SLO Coordinator job description to the RT/EP committee.
- 5. D. Voogt and H. Jenkins to bring full RT/EP list to the next meeting.

NEXT MEETING: March 9, 2012

STAFF DEVELOPMENT - November 17, 2011

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

Reported from adopted minutes.

QUORUM 8/8; 0 resource

APPROVAL OF MINUTES

1. MSC to approve minutes of October, 2011.

MOTIONS APPROVED

1. MSC to develop survey questions to gage interest in leadership activities.

MOTIONS FAILED- none

MOTIONS TABLED- none

REPORTS- none

STAFF DEVELOPMENT - February 16, 2012

3rd Thursday, 12:30 pm, HR Conference Room Report is forthcoming.

WEB OVERSIGHT - Last meeting reported November 30, 2011.

4th Wednesday, 12:30 pm, AD 121

ACADEMIC AFFAIRS - December 7, 2011

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

Report is forthcoming.

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR – Last meeting reported September 20, 2011.

Committee meets as needed

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 - February 15, 2012

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

Reported from unadopted minutes.

QUORUM – 18/23 voting members; 3/3 resources; 2 guests

APPROVAL OF MINUTES – It was MSC that the corrected minutes of November 16, 2011 be approved. Ms. Agazaryan abstained.

MOTIONS APPROVED

- 1. It was MSC that the Matriculation Committee minutes of October 27, 2011 be approved.
- 2. It was MSC that the Non Credit Matriculation minutes of November 30, 2011 be approved.
- 3. It was MSC that the Service Learning Committee minutes of October 13, 2011 be approved.
- 4. It was MSC that the Student Fees Committee minutes of January 11, 2012 be approved.
- 5. It was MSC to recommend deletion of the old board policies and administrative regulations as listed in the agenda. The list of proposed deletions will be forwarded to the Campus Executive Committee for approval.
- 6. It was MSC to approve the increase in the International Application Fee from \$50 to \$60.
- 7. It was MSC to approve the following increases to the GED test fee for the Fall 2012 semester: Full battery (five tests): from \$125 to \$150; Individual: from \$25 to \$30 per test.

MOTIONS FAILED – none MOTIONS TABLED – none REPORTS

- A task force was created to further investigate how other schools conduct their priority registration. The following committee members volunteered to serve on the task force: Bianca Saleebyan, Lucy Agazaryan, Paul Schlossman, Jason Bender, Jewel Price, Michelle Mora, Pat Hurley. Michelle will take the lead on the Task Force. Edward Karpp and Rueben Cuevas will be invited to join.
- 2. The following items were not discussed due to a lack of time and will be placed on the agenda for the next meeting: Non Credit to Credit Matriculation; Credit Course Repetition and Withdrawal

NEXT MEETING: March 21, 2012

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT – Last reported meeting October 13, 2011

2nd Thursday, 2:00 pm, AD 121 **NEXT MEETING:** TBA

INTERNATIONAL STUDENTS – Last reported meeting November 4, 2010

As needed, contact Chair

NEXT MEETING: TBA

LIBRARY & INFORMATION COMPETENCY - Last reported meeting October 27, 2011

4th Thursday, 12:30 p.m. - 1:30 p.m., LB417 **NEXT MEETING:** February 23, 2012

MATRICULATION - October 27, 2011

4th Thursday, 2:00 pm, SR 221

Reported from unadopted minutes.

QUORUM - 8 /14 total voting members; 4 resources

APPROVAL OF MINUTES - MSC to approve the May 26, 2011 minutes.

MOTIONS APPROVED – none

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

- 1. Alen Andriassian gave an Assessment Committee update.
- 2. Deb Kinley relayed the Non-Credit Matriculation Committee Report.
- 3. Jewel Price provided an update on PeopleSoft Advising Module/Student Education Plan
- 4. Jewel Price related the effects of the Categorical budget cuts.
- 5. Jewel Price discussed the Matriculation expenditure report.

NEXT MEETING: February 23, 2012.

NONCREDIT MATRICULATION – November 30, 2011

3rd Wednesday, 3:30 pm, AD 242, 4x per academic year Reported from unadopted minutes.

QUORUM = 50% + 3 Voting members; 2 resource; 1 guest

APPROVAL OF MINUTES – MSC to approve the October 5, 2011 meeting with no changes. **MOTIONS APPROVED**

1. MSC to have Elodia Collins be the point person to guide and direct the Continuing to Credit Classes Process in the future.

2. MSC to form task force to plan a proposal for BSI.

MOTIONS FAILED – None MOTIONS TABLED – None REPORTS

1. Deborah Kinley, Alfred Ramirez, and Margaret Mansour to discuss Plan Review and Program Review forms and the process.

NEXT MEETING - March 21, 2012

OUTREACH/ RECRUITMENT - Last reported meeting unknown

As needed, contact Chair

SERVICE LEARNING – October 13, 2011

As needed, contact Chair

QUORUM - 7/9 total voting members APPROVAL OF MINUTES – none MOTIONS APPROVED – none MOTIONS FAILED – none MOTIONS TABLED – none

REPORTS

- 1. A study will be done at the end of the semester to see if the SPARK program helped the students. Need help with funding.
- 2. The committee is requesting help from AS and the board to promote the resource directory.
- 3. The GearUp program ended as of June 30, 2011.

NEXT MEETING: TBA

STUDENT FEES - January 11, 2012

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

Reported from unadopted minutes.

QUORUM 7/9 voting members/0 resources/1 guest

APPROVAL OF MINUTES – MSC to approve the minutes of the November 9, 2011 meeting. **MOTIONS APPROVED**

- 1. MSC to rearrange new business item #2, International Application Fee Increase, to first topic under new business.
- 2. MSC to increase the International Application Fee from \$50 to \$60 for Fall 2012.
- 3. MSC to keep the Nonresident Tuition Fee at \$181 per unit for academic year 12/13.
- 4. MSC to increase the Capital Outlay Fee from \$5 to \$9 for academic year 12/13.
- 5. MSC to increase the GED test by the following for the Fall 2012 semester: Full battery (five tests) from \$125 to \$150.

Individual tests from \$25 to \$30 per test.

MOTIONS FAILED – None MOTIONS TABLED – None

REPORTS – None

NEXT MEETING: March 14, 2012

TECHNOLOGY MEDIATED SERVICES - Last reported meeting October 26, 2011

As needed, contact Chair

NEXT MEETING: February 22, 2012, 3:00-4:00pm

ADMINISTRATIVE AFFAIRS - February 14, 2012

2nd Tuesday, 11 am – 12 pm, AD121 Reported from adopted minutes.

QUORUM: 15 out of 18, Resource: 1

APPROVAL OF MINUTES:

1. MSC minutes of December 13, 2011: approved with 13 ayes, 2 abstentions

MOTIONS APPROVED:

- 1. MSC the Consent Calendar unanimous approval.
 - a. Campus Development: None
 - b. Environmental Affairs: January 25, 2012
 - c. Safety Committee: None
- 2. MSC to approve the following:
 - a. AR 3570 Policy on Smoking on Campus
 - b. To approve a one-time waiver of the 50 mile limitation in AR 7400 Travel Expense Policy for a specific travel expense request.

MOTIONS FAILED: None MOTIONS TABLED:

- 1. BP 2900 Employee Referral Program
- 2. AR 6750 Parking and Traffic Regulations

REPORTS:

- 1. First readings:
 - a. BP 3820 Gifts, Grants and Requests
 - b. AR 3820 Gifts, Grants and Requests
 - c. AR 2121 Line of Responsibility Administrative Operations (approve for deletion)
- 2. Update on relocation of Planetarium smoking area.

NEXT MEETING: March 13, 2012

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

ENVIRONMENTAL AFFAIRS - January 25, 2012

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

Report is forthcoming.

NEXT MEETING: FEB. 1, 2012

CAMPUS DEVELOPMENT – Did not meet for December 2011 or January 2012

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

NEXT MEETING: FEB. 2, 2012

SAFETY - Did not meet for December 2011 or January 2012

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

NEXT MEETING: FEB. 15, 2012

Respectfully submitted by Frankie Strong, Governance Office