

**GLENDALE COMMUNITY COLLEGE  
GOVERNANCE UPDATE  
JULY/AUGUST 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 **June 12, 2012 and August 14, 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.

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<b>EXECUTIVE a.k.a CAMPUS EXECUTIVE – July 17, 2012</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 (Ms. Sargsyan) and seconded (Dr. Mirch) to approve the Campus Executive Committee Minutes of April 6, 2012. The motion passed unanimously.

**MOTIONS APPROVED**

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

Budget Committee  
Adopted Minutes of June 14, 2012

Institutional Planning Coordination Committee  
Adopted Minutes of June 11, 2012  
Adopted Minutes of June 25, 2012

Staff Development Committee  
Adopted Minutes of February 16, 2012  
Adopted Minutes of March 15, 2012

The motion passed unanimously

3. It was moved (Dr. Mirch) and seconded (Mr. Zariani) to approve moving the Physical Education division chair administrative assistant's position from 10 months to 11 months. The motion passed unanimously.
4. It was moved (Ms. Saber) and seconded (Mr. Marukyan) to table Administrative

Regulation 2511: Governance Document and to bring the document back to Campus Executive with the requested amendments for a third reading. The motion passed unanimously.

5. It was moved (Ms. Saber) and seconded (Mr. Scott) to approve Administrative Regulation 3250: Institutional Planning. The motion passed unanimously.
6. It was moved (Dr. Perez) and seconded (Ms. Saber) to approve Administrative Regulation 4225: Course Repetition and Withdrawals. The motion passed unanimously.

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – none

**NEXT MEETING DATE** – Tuesday, August 21, 2012, 2:30 p.m., AD 121

### **SUBCOMMITTEES OF EXECUTIVE:**

#### **BUDGET – June 14, 2012**

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

**QUORUM** 10/10 voting members; 2 Resources, 9 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the minutes of the May 22, 2012 meeting with the following amendments:
  - Brenda Jones had been present at the meeting;
  - Paul Mayer had been absent;
  - Abe Barakat noted that Table #7 (regarding number of employees) should have been listed as Tables #8 and #9.

#### **MOTIONS APPROVED**

1. MSC to cut the President's travel account (\$2,400) and Board travel account (\$2,465) to one half of the amount recommended by the Budget Reallocation sub-committee.
2. MSC: Use the lobbyist [funding] for the newsletter only and revisit the need for lobbying services after the November election.

#### **MOTIONS FAILED**

1. MSF to leave the level of cuts as already [originally] recommended by the Budget Reallocation sub-committee.

#### **MOTIONS TABLED**

1. The committee felt that it needed more time to review the [Vacation Position spreadsheet] data and wanted to wait until the next meeting for approval.

#### **REPORTS**

1. Ron gave an update on the State Budget.
2. The "Why are we so special" report will be mainly used for information that the Budget committee and Negotiation teams could use when comparing GCC with other Districts

#### **BUDGET – June 26, 2012**

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

**QUORUM** 10/10 voting members; 1 Resource, 6 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the Minutes of the June 14, 2012 meeting.

#### **MOTIONS APPROVED**

1. MSC to approve the revisions [as presented] into the Final Budget.

**MOTIONS FAILED** - none  
**MOTIONS TABLED** - none  
**REPORTS** – none

**BUDGET – July 12, 2012**

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

**QUORUM** 10/10 voting members; 3 Resource, 12 guests

**APPROVAL OF MINUTES**

1. MSC to approve the Minutes of the June 26, 2012 meeting as presented.

**MOTIONS APPROVED**

1. MSC for approval to put these revisions into the Budget Status report.
2. MSC to approve the potential “Must Do” requests from the standing committees.
3. MSC to move the Administrative Assistant position [Physical Education] from 10 to 11 months.

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** - none

**NEXT MEETING:** July 24, 2012

**CAMPUSWIDE COMPUTER COORDINATION – May 17, 2012**

3<sup>rd</sup> Thursday, 12:30 -1:30p, AD 121

Reported from unadopted minutes.

**QUORUM** 13/17 voting members; 3 resources; 1 guests

**APPROVAL OF MINUTES**

1. MSC to approve the April 19, 2012 minutes with no changes

**MOTIONS APPROVED**– None

**MOTIONS FAILED** – None

**MOTIONS TABLED** – None

**REPORTS**

1. Server Room Project – Great strides have been made. Centralized UPS (Uninterrupted Power Supply) will be delivered in approximately four weeks.
2. Microsoft Exchange – Work will begin this summer. We will move to the Exchange implementation around July/August 2012.

**NEXT MEETING:** TBD

**ENROLLMENT MANAGEMENT** – no report

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

Last meeting reported March 14, 2012.

**EQUAL EMPLOYMENT OPPORTUNITY** – Last meeting reported May 24, 2012.

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

**NEXT MEETING:** September 27, 2012

**GOVERNANCE REVIEW** – Last meeting reported May 3, 2012.

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

**NEXT MEETING:** Fall 2012

**INSTITUTIONAL PLANNING COORDINATION – May 14, 2012**

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

**QUORUM** 12/19 voting members; 0 resources; 1 guest

**APPROVAL OF MINUTES**

1. MSC to approve the April 30, 2012 minutes

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – none

**INSTITUTIONAL PLANNING COORDINATION – June 11, 2012**

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

**QUORUM** 11/19 voting members; 0 resources; 1 guest

**APPROVAL OF MINUTES**

1. MSC to approve the May 14, 2012 minutes

**MOTIONS APPROVED**

1. MSC to approve Administrative Regulation 3250 with the addition of the Distance Education Plan and the deletion of the Student Services Master Plan in the list of example plans

2. MSC that the IPCC will review Administrative Regulation 3250 in June 2013

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – none

**INSTITUTIONAL PLANNING COORDINATION – June 25, 2012**

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

**QUORUM** 10/18 voting members; 0 resources; 1 guest

**APPROVAL OF MINUTES**

1. MSC to approve the June 11, 2012 minutes

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – none

**INSTITUTIONAL PLANNING COORDINATION – July 9, 2012**

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

**QUORUM** 13/18 voting members; 0 resources; 1 guest

**APPROVAL OF MINUTES**

1. MSC to approve the June 25, 2012 minutes

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – none

**NEXT MEETING:** July 23, 2012

**MASTER PLANNING - TEAM A** – Last meeting reported May 18, 2012.

Meets as needed, 1:30pm – 3:30pm, MP 103 (Garfield Campus Community Room)

**NEXT MEETING:** Fall 2012

**RELEASED TIME/EXTRA PAY** – Last meeting reported May 4, 2012.

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

**NEXT MEETING:** September 21, 2012

**STAFF DEVELOPMENT** – Last meeting reported May 17, 2012.

3<sup>rd</sup> Thursday, 12:30 pm, HR Conference Room

**NEXT MEETING:** September 20, 2012

**WEB OVERSIGHT – May 23, 2012**

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

Reported from unadopted minutes.

**QUORUM** 5/8 voting members; 4 resources; 0 guests

**APPROVAL OF MINUTES**

1. There was no vote to approve the Minutes from March 28, 2012.

**MOTIONS APPROVED**

1. It was MSC to ask Vision are when CMS 6 is coming out, the cost and whether we can skip versions. If the cost is close to \$7,000 we will move forward with it.

**MOTIONS FAILED** – None

**MOTIONS TABLED** – None

**REPORTS** – None

**NEXT MEETING:** TBD

**ACADEMIC AFFAIRS – June 6, 2012**

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

Report is forthcoming.

#### **SUBCOMMITTEES OF ACADEMIC AFFAIRS:**

**ACADEMIC CALENDAR** – Last meeting reported November 15, 2011.

Committee meets as needed

**BAJA PROGRAM** – Last meeting reported November 2, 2011.

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

**NEXT MEETING:** Spring 2012

**BASIC SKILLS – September 26, 2011**

3<sup>rd</sup> Thursday, 2:30-3:30p, room: contact Chair

Report is forthcoming. Minutes to be reviewed by Academic Affairs.

**BASIC SKILLS – April 16, 2012**

3<sup>rd</sup> Monday, 2:30pm, CR 223

Report is forthcoming.

Last meeting reported March 19, 2012.

**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 March 22, 2012.

3<sup>rd</sup> or 4<sup>th</sup> Thursday s, 12:00-1:10pm, AD 121

**TECHNOLOGY MEDIATED INSTRUCTION** – Last minutes reported November 22, 2011.  
3rd Tuesday, 1:30-2:30p, SR 328

**STUDENT AFFAIRS** – Last meeting reported May 16, 2012.

3<sup>rd</sup> Wednesday, 1:00-2:00pm, AD 121

**NEXT MEETING** - September 19, 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 – March 22, 2012**

4<sup>th</sup> Thursday, 12:30 p.m. - 1:30 p.m., LB417

Report is forthcoming.

Last reported meeting February 23, 2012

**MATRICULATION – April 26, 2012**

4th Thursday, 2:00 pm, SR 221

Report is forthcoming.

Last reported meeting March 22, 2012.

**NONCREDIT MATRICULATION – May 16, 2012**

3<sup>rd</sup> Wednesday, 3:30 pm, 4x per academic year

Report is forthcoming.

**OUTREACH & RECRUITMENT** - Last reported meeting unknown

As needed, contact Chair

**NEXT MEETING** - TBA

**SERVICE LEARNING** – Last reported meeting October 13, 2011

As needed, contact Chair

**NEXT MEETING:** TBA

**STUDENT FEES COMMITTEE – June 13, 2012**

2<sup>nd</sup> Tuesday, 2:00-3:30pm, AD 121

Report is forthcoming.

Last reported meeting May 9, 2012.

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

As needed, contact Chair

**NEXT MEETING:** TBA

**ADMINISTRATIVE AFFAIRS – June 12, 2012**

11 am – 12 pm, AD121 (Rescheduled June meeting as it was after finals.)  
Report is forthcoming.

**SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:**

**CAMPUS DEVELOPMENT – June 7, 2012**

1<sup>st</sup> Thursday, 12:00 – 1:30 p.m., HS 214  
Report is forthcoming.

**ENVIRONMENTAL AFFAIRS – Last meeting reported May 2, 2012.**

1<sup>st</sup> Wednesday, 12:20 pm – 1:30 pm, SR 134  
**NEXT MEETING:** Sept. 5, 2012

**SAFETY – May 16, 2012**

3<sup>rd</sup> Wednesday, 11:00am-12:00pm, HR Conference Room  
Report is forthcoming.

*Respectfully submitted by  
Frankie Strong, Governance Office*