GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE OCTOBER 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 *August 28, 2012 and September 25, 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 - September 4, 2012

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. Marukyan) to approve the Campus Executive Committee Minutes of August 21, 2012. The motion passed with a vote of 6 ayes and 1 abstention.

MOTIONS APPROVED

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

Budget Committee

Adopted Minutes of July 12, 2012 Adopted Minutes of August 9, 2012

Institutional Planning Coordination Committee

Adopted Minutes of July 23, 2012

Adopted Minutes of August 13, 2012

The motion passed unanimously.

- 3. It was moved (Mr. Marukyan) and seconded (Mr. Scott) to approve the Consent Calendar prepared for the September 4, 2012 Campus Executive Committee Meeting. The motion passed unanimously.
- 4. It was moved (Mr. Scott) and seconded (Mr. Zariani) to approve Administrative

Regulation 4100: Graduation Requirements as amended. The motion passed unanimously.

NEXT MEETING DATE - Tuesday, October 9, 2012, 2:30 p.m., AD 121

SUBCOMMITTEES OF EXECUTIVE:

BUDGET – August 28, 2012

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

QUORUM 10/10 voting members; 1 Resource, 15 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the August 9, 2012 meeting as presented.

MOTIONS APPROVED

- 1. MSC to approve the transfer of \$45k from the Contingency Reserve to fund the Presidential search consultant and travel and related expenses.
- 2. MSC to approve the hiring of an Associate VP for IT.

3.

MOTIONS FAILED - none

MOTIONS TABLED

1. Ron that said this item [overdraft account policy] is tabled until the next meeting as the sub-committee has not met.

REPORTS

1. CSEA has been notified that we are moving forward with this [one month work year reduction] strategy.

BUDGET – September 13, 2012

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

QUORUM 10/10 voting members; 2 Resource, 12 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the August 28, 2012 meeting as presented.

MOTIONS APPROVED

- 1. MSC to approve the transfer of \$45k from the Contingency Reserve to fund the Presidential search consultant and travel and related expenses.
- 2. MSC to approve the hiring of an Associate VP for IT.

3.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

- 1. Ron that said that we will be bringing a consultant for IT who will work until December; on January 1st, Reed Anderson will be the Interim Head of IT, after which we will hopefully fill the position.
 - 2. The committee will review this [overdraft account] policy with constituent groups, and action will be taken at the next meeting.

NEXT MEETING: September 25, 2012

CAMPUSWIDE COMPUTER COORDINATION – Last meeting reported May 17, 2012.

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

NEXT MEETING: TBD

ENROLLMENT MANAGEMENT – May 9, 2012

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

Last meeting reported March 14, 2012.

QUORUM 24/29 voting members, 1 Resource

APPROVAL OF MINUTES

1. MSC to approve minutes of March 14, 2012. One abstention.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORT - none

NEXT MEETING: TBD

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

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

Reported from adopted minutes.

NEXT MEETING: September 27, 2012

GOVERNANCE REVIEW – September 4, 2012

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

Report is forthcoming.

NEXT MEETING: October 2, 2012

INSTITUTIONAL PLANNING COORDINATION – July 23, 2012

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

Report is forthcoming.

Last meeting reported July 9, 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.

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

NEXT MEETING: September 20, 2012

WEB OVERSIGHT – Last meeting reported May 23, 2012.

4th Wednesday, 12:30 pm, AD 121

Reported from unadopted minutes.

NEXT MEETING: TBD

ACADEMIC AFFAIRS – June 6, 2012

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

QUORUM 25/35; 5 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve minutes of May 2, 2012.

MOTIONS APPROVED

- 1. MSC to approve that the entire prioritized list of all resource requests, and not just the ones that were ranked 5 or above to be forwarded to the budget committee for review and consideration.
- 2. MSC to acknowledge that Basic Skills will fund the collaborative and the common finals for the coming academic year, but they will remain as resource requests to be prioritized as part of the budget process in the future.
- 3. MSC to approve the following items under the consent calendar:
 - Curriculum & Instruction minutes, May 9, 2012 meeting
 - Art 179 and 280 Revision, Change in Hours
 - Social Sciences 200 New Course
 - Curriculum & Instruction minutes, May 23, 2012 meeting
 - Art 186, 187, 188, 189, 190, 191, 192, 193, 195 Revision, Change in Hours
- 4. MSC to approve the revised administrative regulation 4225, Course Repetition and Withdrawals with the following changes: (2 Nays)
 - a. First paragraph, first sentence, the words "may only be" that were replaced by "is only" be changed back to "may only be".
 - b. Third paragraph, last sentence, a period be placed after the word "time" and the rest of the sentence that says "during the Open Enrollment period" be deleted.
- 5. MSC to approve Baja California Field Studies minutes of May 22, 2012 meeting.
- 6. MSC to approve Scholars Program minutes of October 27, 2011 meeting.
- 7. MSC to approve Study Abroad minutes of May 3, 2012 meeting.

MOTION FAILED - None MOTIONS TABLED - None REPORTS - none

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR – Last meeting reported November 15, 2011.

Committee meets as needed

BAJA CALIFORNIA FIELD STUDIES - May 22, 2012

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

Reported from unadopted minutes

QUORUM 9/11 voting members

APPROVAL OF MINUTES

1. MSC to approve the November 2nd, 2011 minutes with no changes.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

- We have begun to assess two Program Level Outcomes by analyzing the results of student evaluations and comparing the student success rate between a course taught on campus and the same course being taught as part of our program.
- The following projects have been finished or will be completed this summer using funds received from our donors: construction of a new fence around the perimeter of the field station and installation of two posts with lights at the entrance to the station.
- We received a CPS Grant from ASGCC in the amount of \$1,291.82 to purchase field guides and specialized books to improve our field station library.

- A proposal for use of our field station was submitted to CICESE (Centro de Investigación Científica y de Educación Superior de Ensenada).
- Ocean 115 & 116 (Oceanography lecture & Laboratory) were taught during the Winter 2012 and had 18 students. Both classes went very well and the facilities were very useful for the field activities involved in these courses.
- Biol 125 & 126 (Marine Biology lecture and laboratory) will be at the field station from July 2-16.
- Biol 131 (Natural History Field Studies) will be at the field station from August 3-17.
- The following outside groups will be using our field station during the summer of 2012: Waldorf HS of San Francisco (May 30 June 5) and Pierce College (July 22 August 3).

BASIC SKILLS – September 26, 2011

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

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

BASIC SKILLS - April 16, 2012

3rd Monday, 2:30pm, CR 223

Report is forthcoming.

Last meeting reported March 19, 2012.

GRADUATION REQUIREMENTS – Did not meet

Meets as needed.

SCHOLARS PROGRAM - October 27, 2011, 12:30 - 1:30, LB 214

As needed, contact Chair

Reported from unadopted minutes.

QUORUM 9/13 voting members

APPROVAL OF MINUTES

- 1. MSC to approve minutes
- 2. MSC to approve agenda.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

STUDY ABROAD – May 3, 2012

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

Reported from unadopted minutes.

QUORUM 9 / 10 voting members

APPROVAL OF MINUTES

1. MSC to approve the minutes of March 22, 2012

MOTIONS APPROVED:

 MSC that the Program to Bali, Indonesia for summer 2013 be accepted with Wendy Fonarow teaching Anthropology 104 and Laura Tennenbaum teaching Oceanography 115 and the Director performing the duties of the director abroad.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

STUDENT AFFAIRS - September 19, 2012

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

Reported from unadopted minutes.

QUORUM - 18/26 voting members; 2/3 resources; 1 guest

APPROVAL OF MINUTES – It was MSC that the minutes of May 16, 2012 be approved.

MOTIONS APPROVED

- 1. It was MSC to approve draft Board Policy 5075, Course Adds & Withdrawal/Drop.
- 2. It was MSC to delete BP 5118, Withdrawal/Course Drop Policy.
- 3. It was MSC to delete Board Policy 5190, Grade Change Policy.
- 4. It was MSC to delete Board Policy 5122, Remedial Coursework Limit Policy.

MOTIONS FAILED – none

MOTIONS TABLED

1. It was MST approval of AR 5075, *Course Adds and Withdrawal/Drop*, until more information can be obtained from ITS on the capabilities of PeopleSoft.

REPORTS

- 1. Draft Board Policy 4222, was duly noted as a first reading and will be presented for a second reading at the next Student Affairs Committee.
- 2. Draft Board Policy 4231, *Grade Changes*, was duly noted as a first reading and will be presented for a second reading at the next Student Affairs Committee.

NEXT MEETING October 17, 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

4th 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

3rd Wednesday, 3:30 pm, 4x per academic year

These were informational notes. No business was conducted at the meeting due to lack of quorum.

NEXT MEETING - Wednesday, May 16, 2012, 3:30pm, Garfield Campus

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

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

Report is forthcoming.

Last reported meeting May 9, 2012.

NEXT MEETING: TBA

TECHNOLOGY MEDIATED SERVICES – Last reported meeting October 26, 2011

As needed, contact Chair

NEXT MEETING: TBA

ADMINISTRATIVE AFFAIRS - Sept 11, 2012

11 am - 12 pm, AD121

Reported from adopted minutes.

QUORUM (10): 15 out of 17. Resources: None

APPROVAL OF MINUTES:

1. MSC minutes of May 21, 2012

MOTIONS APPROVED:

- 1. MSC the Consent Calendar unanimous approval.
 - a. Campus Development: June 7, 2012
 - b. Environmental Affairs: June 6, 2012
 - c. Safety Committee: May 16, 2012
- 2. MSC to approve the following:
 - a. MSC to delete AR 2500 Damages/Loss to Vehicles While on District Property. (Gary Montecuollo will provide a revision of AR 3810 Claims Against the District that may include portions of AR 2500.)

MOTIONS FAILED: None

MOTIONS TABLED:

- AR 3501 Campus Security and Access: Tabled for revision by Gary Montecuollo and Bill Shamhart.
- 2. AR 3530 Weapons on Campus: Tabled due to lack of time.
- 3. AR 3050 Conflict of Interest Code: Tabled due to lack of time.

REPORTS:

- 1. Smoking on Campus: Student Rich Kontas addressed the committee to support a smoke-free campus. Direction from the students was requested.
- 2. Food Services: Week Nights. Suggestions to provide food to evening students included bringing a catering truck on campus or extending the hours of The Milky Way. Obstacles were discussed.
- 3. Sartoris Stadium Track Sanitation: Tabled for October 9 meeting.

NEXT MEETING: October 9, 2012

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT – June 7, 2012

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

Reported from unadopted minutes

QUORUM 13/16

APPROVAL OF MINUTES

1. MSC to approve the Minutes of June 7, 2012 with no changes.

MOTIONS APPROVED

1. none

MOTIONS FAILED – none MOTIONS TABLED – none REPORTS

- 1. To check with Ron Villa about the key authorization process.
- 2. To check with GCC legal staff whether there are any civil issues that would preclude GCC from using cameras.
- 3. To check with other campuses regarding their experience with cameras. Legal council as to how long to keep information on the tape.

NEXT MEETING: July 12, 2012, 2:00pm - 3:00pm

ENVIRONMENTAL AFFAIRS – June 6, 2012

1st Wednesday, 12:20 pm – 1:30 pm, (HS 214)

Reported from adopted minutes.

QUORUM (7): 5/11 No Quorum present

APPROVAL OF MINUTES

1. No quorum.

MOTIONS APPROVED:

MOTIONS FAILED - None

MOTIONS TABLED - None

REPORTS:

- 1. Garden update:
 - 21 raised beds have been constructed.
 - Completion of the fence (hill side) expected in Fall. No planting can be started until then. Beds will be open to GCC students and employees only.
 - Funding is needed to continue work on the garden.
 - The Garden Project has been added to the GCC Constitution to insure continuity of student involvement.

NEXT MEETING: September 5, 2012

SAFETY – May 16, 2012

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

Reported from un-adopted minutes.

QUORUM 10 / 12 voting members; 4 resource members

APPROVAL OF MINUTES

MSC approval of April 18, 2012 minutes

MOTIONS APPROVED – MSC to recommend that the Sartoris Stadium track be sanitized twice per year – e.g. bi-annually in May/June (at graduation) and January/February – in order to maintain industry standards for health and safety of the area.

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

- 1. Heidi Jenkins updated on 2 employee injuries, but none required safety follow-up at this time.
- 2. Chief Montecuollo reported that the crime and traffic stop report was not available at this time.

- 3. Laura Matsumoto reported that there were no new student accident reports.
- 4. Chief Montecuollo reported that a meeting is scheduled on May 24, 2012 with Glendale Fire and Police for on-going revisions to the campus emergency plans. He also reported that BP 3505 was accepted at Administrative Affairs, but AR 3505 is still in progress.
- 5. Chief Montecuollo reported that the cell phone signal strength project is still ongoing.
- 6. Chief Montecuollo reported that he and Deb Kinley will meet next week to complete the Garfield parking structure signage project.
- 7. Chief Montecuollo reported that funding for panic buzzers is the main issue holding the project back. A prioritization of the suggested locations will also need to be determined. Chief Montecuollo, Toni Reyes, and Laura Matsumoto will meet over the summer to work on this project.
- 8. Mark Poore reported that the Administrative Affairs Committee approved the elimination of the designated smoking area at the AA annex, but that they also requested that Ron Villa and Chief Montecuollo survey the area for a possible alternate location.
- 9. Chief Montecuollo reported that he has contacted a video camera surveillance company to do a free assessment of the parking structure. Funding the technology continues to be the main barrier. ACTION ITEM: Chief Montecuollo to do more research on video surveillance possibilities in the parking structure and put together a presentation package for committee at next meeting.
- 10. Chief Montecuollo reported that he met with Glendale City traffic engineers about the Town Driveway area. A number of recommendations are being considered and the Chief will ask for a second review by the city engineers.
- 11. Toni Reyes reported that it is recommended for health & safety that the Sartoris Stadium track be sanitized at least bi-annually. It currently is only being washed down once a year before graduation. MSC to recommend that the Sartoris Stadium track be sanitized twice per year e.g. bi-annually in May/June (at graduation) and January/February in order to maintain industry standards for health and safety of the area.
- 12. Lee Parks reported increased skateboarding hazards between the south end of SN and SF. ACTION ITEM: Chief Montecuollo will increase officer patrol of south SN and SF to deter skateboarding.
- 13. Laura Matsumoto reported that former ASGCC representative to the committee approached her about increased safety hazards slipping and ankle twisting at the SF outdoor courts. ACTION ITEM: Arman Marukyan will gather more specifics about the safety issues at the SF courts and email Laura Matsumoto with information for follow-up.

NEXT MEETING: September 19, 2012