GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
MARCH 2013

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 12, 2013 and March 5, 2013.***

- 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 – February 19, 2013

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 January 8, 2013. The motion passed unanimously.

MOTIONS APPROVED

2. It was moved (Ms. Saber) and seconded (Mr. Marukyan) to accept the following subcommittee minutes:

   a) Budget Committee
      Adopted Minutes of December 13, 2012
   b) Governance Review Committee
      Adopted Minutes of November 6, 2012
   c) Institutional Planning Coordination Committee
      Adopted Minutes of November 19, 2012
      Adopted Minutes of December 17, 2012

   The motion passed unanimously.

3. It was moved (Dr. Perez) and seconded (Mr. Marukyan) to amend the language to Board Policy 2345, agendized as a first reading in the February 25, 2013 board agenda. The motion passed unanimously.

4. It was moved (Mr. Marukyan) and seconded (Dr. Perez) to approve the Consent Calendar prepared for the February 19, 2013 Campus Executive Committee Meeting. The motion passed unanimously.

5. It was moved (Mr. Marukyan) and seconded (Dr. Perez) to approve the "Classified Hiring Advisory Committee (CHAC) - February 2013 - (Revised)" document.

The motion passed unanimously.

6. It was moved (Mr. Scott) and seconded (Mr. Zariani) to approve the deletion of Board Policy 9344: Appearance Before the Board of Trustees. The motion passed unanimously.

7. It was moved (Mr. Marukyan) and seconded (Ms. Saber) to approve Board Policy 2345: Public Participation at Board Meetings as amended. The motion passed unanimously.

8. It was moved (Ms. Saber) and seconded (Mr. Scott) to approve Administrative Regulation 2511: Governance Document as amended. The motion passed unanimously.

NEXT MEETING DATE – March 12, 2013

SUBCOMMITTEES OF CAMPUS EXECUTIVE:

BUDGET – January 22, 2013
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

QUORUM 10/10 voting members; 3 resources, 11 guests

APPROVAL OF MINUTES

1. MSC to approve the December 13, 2012 minutes as presented, with meeting with two comments /revisions:
   - Paul Mayer said that his comment in "Other" regarding the campus closing down for two weeks was not specifically referring to summer but that the Senate had wanted to know in what area we would accrue the savings. Jim Riggs had said that there would be savings through moving the Spring session up. The area of savings is unidentifiable at this time.
   - Hoover Zariani made a correction in Old Business/Budget Update that the state deficit for 13-14 was $1.9b, not $1.9 m.

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

1. Ron said that the 2013-14 Governor's Budget that had been released on January 10th is showing that the economy is picking up. Proposition 30 was able to eliminate $4.6m in midyear cuts.
2. There will be no change in the $46 per unit fee. [from the Governor's Budget]
3. Ron distributed a revised 2012-13 [College] Budget status memo to the committee for review. Subtotal: Additional: $247,218 savings. The outstanding budget deficit is $170,185.
4. Dr. Mary Mirch distributed a chart for the committee on the [Instructional management] re-organization strategy; Administrative Affairs has already approved the re-organization. No action was needed by Budget Committee on this re-organization.

BUDGET – February 14, 2013
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.

QUORUM 9/10 voting members; 1 resource, 6 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the January 22, 2013 meeting with revisions:

Hoover Zariani was proxy for Bill Elbettar; Hasmik Ghanbary was proxy for Saodat Aziskhanova.

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

1. Ron distributed a spreadsheet with the 2013-14 Additional Budget Needs/ Exempt Costs Comparison Rates for Budget Year 2012-13 and 2013-14.
2. Our current policy requires setting aside a 5% reserve level when the budget is developed. All funds above the 5% level of the year-end fund balance are used to balance the subsequent year's budget. When the ending balance goes up, more funds are available the following year. When the ending balance goes down less funds are available. This practice results in fluctuating resources. A better practice would be to have ongoing revenues support ongoing expenses and one-time revenue sources like reserves supporting one-time expenditures.
3. Ron proposed in reviewing the vacant positions for 2013-14, only those positions that are going to be filled will be included in the budget. Current practice shows all vacant positions in the budget document. Our current practice has several issues. One is that it overstates the rollover budget and indicates a larger deficit than actual. The second is that when layoffs occur, it erroneously implies a position that can be bumped into. The college current hiring practice no longer ensures that vacancies will be re-filled.
4. Ron said that he will e-mail to the Committee the 2013-14 Vacant Positions for review before the next meeting.

NEXT MEETING: February 26, 2013

BUDGET – February 26, 2013
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Report is forthcoming.

CAMPUSWIDE COMPUTER COORDINATION – November 15, 2012
3rd Thursday, 12:30 -1:30p, AD 121

Report is forthcoming.
Last meeting reported October 18, 2012
NEXT MEETING: TBD [To Be Determined]

ENROLLMENT MANAGEMENT – Last meeting reported January 16, 2013.
2nd Wednesday, 12:20 - 1:20, AD 121

NEXT MEETING: TBD

EQUAL EMPLOYMENT OPPORTUNITY – February 28, 2013
4th Thursday, 12:30-1:30pm, SM 270

Reported from unadopted minutes.
QUORUM no quorum; 4/15 voting members; 0 resources; 1 guest
APPROVAL OF MINUTES

1. No quorum – November 29, 2012 minutes were not approved.

MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

1. D. Voogt to email the EEO committee to ask for volunteers to be on the diversity plan taskforce.

NEXT MEETING: March 28, 2013

GOVERNANCE REVIEW – January 15, 2013 *Special Meeting*
1st Tuesday, 1:30-2:30pm, AD 249

QUORUM [5] 5/9 voting members
APPROVAL OF MINUTES – N/A Meeting to discuss upcoming Governance Survey
MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

1. Action Item:
   Those present agreed to complete the following assignments prior to the next meeting:
   - Frankie - Review the composition of C&I and CoDE committees
   - Paul - Review recent leadership surveys
   - Abe, Brenda, & John - Review BP2510 and the Technical Assistance documents

GOVERNANCE REVIEW – February 12, 2013 *Special Meeting*
1st Tuesday, 1:30-2:30pm, AD 249

QUORUM [5] 6/9 voting members; 0 resources; 1 guest
APPROVAL OF MINUTES

1. N/A Meeting to discuss upcoming Governance Survey

MOTIONS APPROVED

1. MSC to communicate to the Academic Senate the recommendation that CoDE include the following non-voting resource members: the Articulation Officer, an ITS representative, and students. In addition, the Academic Senate bylaws should be updated to include a mission statement for CoDE and the committee composition.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

1. Action Item:
   Those present agreed to complete the following assignments prior to the next meeting:
   - Abe and Richard – draft survey questions related to BP 2510
   - Brenda and Paul – draft survey questions related to Phase One of Technical Assistance
   - Frankie and John – draft survey questions related to Phase Two of Technical Assistance

   Each pair is to bring their draft questions to the March 5th meeting, along with a recommendation for which parties should be asked to respond to the questions.

GOVERNANCE REVIEW – March 5, 2013
1st Tuesday, 1:30-2:30pm, AD 249

QUORUM [5] 8/9 voting members; 1 guest
APPROVAL OF MINUTES

1. MSC to approve the December 4, 2012 minutes.
2. MSC to approve the January 15, 2013 minutes of the special meeting.
3. MSC to approve the February 12, 2013 minutes of the special meeting.

MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none

REPORTS

1. Acton Item: [Governance Survey] task force comprised of Abe Barakat, Richard Cortes, Brenda Jones, and John Queen will meet to discuss and create the survey. The draft document will be presented at the April 2, 2013 GRC meeting. The survey format will be paragraph questions that encourage narrative responses. Instructions on how to complete the survey will be provided along with the survey.
   Brenda Jones will be in charge of convening the task force.
   John Queen will email the pertinent materials to the task force members.
2. Action Item: This topic [too many Governance committees, consolidation, disbandment, appointments to committees not meeting] will be agendized for further discussion.

NEXT MEETING: April 2, 2013

INSTITUTIONAL PLANNING COORDINATION – December 17, 2012
2nd Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 12 / 20 voting members; 0 resources; 0 guests
APPROVAL OF MINUTES
1. MSC to approve the November 19, 2012 minutes
MOTIONS APPROVED
1. MSC to approve the "provisional" draft of the Planning Handbook
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS – none
NEXT MEETING: January 28, 2013

INSTITUTIONAL PLANNING COORDINATION – January 28, 2013
2nd Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 14 / 18 voting members; 0 resources; 3 guests
APPROVAL OF MINUTES
1. MSC to approve the November 19, 2012 minutes
MOTIONS APPROVED
1. MSC to approve the Annual Evaluation of Program Review, Resource Allocation, and Planning
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS – none
NEXT MEETING: February 11, 2013

MASTER PLANNING (TEAM A) – Last meeting reported November 16, 2012
Meets as needed, 1:00pm – 3:00pm, SC 212

NEXT MEETING: December 2012

RELEASED TIME/EXTRA PAY – **February 22, 2013**
Dates and Times Determined By Committee, 12:00-1:00p, SM270

Reported from unadopted minutes.
QUORUM 6/7 voting members; 0 resource; 0 guests
APPROVAL OF MINUTES
1. MSC to approve the October 19, 2012 minutes.
MOTIONS APPROVED
1. MSC to approve the Adelante Coordinator position and job description and forward to Campus Executive Committee.

2. MSC to approve filling the CE ESL Special Projects Coordinator position, the revised job description and posting the position.

MOTIONS FAILED - none

MOTIONS TABLED

1. MST the Student Equity Coordinator position to next meeting

REPORTS

1. D. Voogt to follow up with M. Mirch on the possible combination of Accreditation Coordinator, Program Review Coordinator, Faculty Coordinator, Educational Master Plan and email update to committee.
2. D. Voogt to re-write the Administrative Regulation and forward to the committee to review.
3. D. Attyah to review the Student Equity Coordinator job description and forward the changes to the RT/EP Committee.
4. D. Voogt to take the Adelante Coordinator position to Campus Executive for approval.
5. H. Jenkins to post the CE ESL Special Projects Coordinator position.
6. H. Jenkins to send out emails for RT/EP evaluations.

NEXT MEETING: March 29, 2013 at 11:00 a.m.

STAFF DEVELOPMENT – Last meeting reported October 16, 2012
3rd Thursday, 12:30 pm, HR Conference Room

NEXT MEETING: November 15, 2012

WEB OVERSIGHT – Last meeting reported May 23, 2012.
4th Wednesday, 12:30 pm, AD 121

NEXT MEETING: TBD

ACADEMIC AFFAIRS – January 30, 2013

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

Reported from unadopted minutes.

QUORUM 27/35; 3 resources;

APPROVAL OF MINUTES

1. MSC to approve minutes of December 12, 2012.

MOTIONS APPROVED

1. MSC to approve the following items under the consent calendar:
   Curriculum & Instruction minutes, December 12, 2012
   Student Development 128 – Substantive Revision
   Mathematics 131 – New Course
   American Sign Language 101, 102, and 103 – Substantive Revision
   Administration of Justice 202 – New Course
   Electronics and Computer Technology 113 – Substantive Revision
   Electronics and Computer Technology 162 – New Course
   Medical Office Administration 180 – New Course
   Health Information Technology (HIT) 184 – New Course
2. MSC to approve that the issue of accepting online courses without proof of a proctored exam be referred to CODE for recommendation and the outcome be brought back to the Academic Affairs Committee.
3. MSC to approve Administrative Regulation 4100, Graduation Requirements for Degrees and Certificates.
4. MSC to approve Board Policy 4222, Remedial Coursework.
5. MSC to approve Board Policy 4231, Grande Change.
6. MSC to approve Baja California Field Studies minutes of November 8, 2012 meeting.
7. MSC to approve Basic Skills minutes of September 26, 2011 meeting.

8. MSC to approve Study Abroad minutes of September 27, 2012 and November 27, 2012 meetings.

MOTION FAILED - None
MOTIONS TABLED - None
REPORTS – none

SUBCOMMITTEES OF ACADEMIC AFFAIRS

ACADEMIC CALENDAR – Last meeting reported September 26, 2012
Committee meets as needed
NEXT MEETING: TBD

BAJA CALIFORNIA FIELD STUDIES – November 8, 2012
Meets twice per year. Contact Chair for date, time and location. 12:30-1:30p, SG202
Reported from unadopted minutes.
QUORUM 10/12 voting members
APPROVAL OF MINUTES

2. MSC to approve the May 22nd, 2012 minutes with no changes.

MOTIONS APPROVED - None
MOTIONS FAILED - None
MOTIONS TABLED - None
REPORTS

1. Data analysis comparing the percentages of students earning different letter grades between Biol 125 classes taught on campus and in Baja during the Spring and Summer 2012 show that the students in Baja performed much better and their mean percentage grade was almost 20% higher.
2. The Institutional Level Outcome (ILO) of "Global Awareness and Appreciation" was assessed using data from the program evaluations for the Winter 2012 Oceanography 115/116 classes.
3. We plan to develop new questions as part of our program evaluation to assess the "Personal Responsibility" ILO.
4. Biol 125 & 126 (Marine Biology lecture & laboratory; 35 students) and Biol 131 (Natural History Field Studies lecture and laboratory; 22 students) were offered during the Summer 2012. Both classes went very well and the facilities were very useful for the field activities involved in these courses.
5. Anthro 102 (Cultural Anthropology lecture) will be at the field station from January 21-29, 2013.
6. Ocean 115 & 116 (Oceanography lecture and laboratory) will be at the field station from January 28 - February 5, 2013.
7. Biol 125 & 126 (Marine Biology lecture and laboratory) will be at the field station from July 1-15, 2013.
8. Biol 131 (Natural History Field Studies lecture and laboratory) will be at the field station from August 2-16, 2013.
9. The following outside groups may be using our field station during the summer of 2013: E. Capers (Private Group; June 17-22), Pierce College (July 21 - August 2), and University of Northern British Columbia (August 2-16; sharing the station with GCC's Biol 131).

BASIC SKILLS – September 26, 2011
3rd Monday, 2:30-4pm, CS 266
QUORUM 9/13 voting members; 1 resource; 1 guests
APPROVAL OF MINUTES

1. MSC to approve minutes of previous meeting.

MOTIONS APPROVED

1. MSC to Change the name of the committee from "Foundational Skills Committee" to "Basic Skills Committee".
2. MSC to change the day of the committee meeting from the 4th Monday of the month at 2:30 to the 3rd Monday of the Month at 2:30.
3. MSC to transfer $550 to student services to cover an old bill for bus transportation of students.
4. MSC to allow the career center to use excess testing funds to provide additional tests to students

MOTIONS FAILED – none
MOTIONS TABLED – none
REPORTS – None

BASIC SKILLS – **October 15, 2012**
3rd Monday, 2:30-4pm, CS 266
Report is forthcoming.
Last meeting reported September 24, 2012.
NEXT MEETING: TBD

GRADUATION REQUIREMENTS – did not meet
Meets as needed.
NEXT MEETING: TBD

SCHOLARS PROGRAM – Last meeting reported May 22, 2012.
As needed, contact Chair
NEXT MEETING: TBD

STUDY ABROAD – **September 27, 2012**
3rd or 4th Thursdays, 12:00-1:10pm, AD 121
QUORUM 10 / 11 voting members; 1 resource; 0 guests
APPROVAL OF MINUTES

1. MSC to approve the minutes of May 3, 2012

MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

STUDY ABROAD – **November 27, 2012**
3rd or 4th Thursdays, 12:00-1:10pm, AD 121
Reported from unadopted minutes.
QUORUM 9 / 11 voting members; 1 resource (with proxy); 0 guests
APPROVAL OF MINUTES

1. MSC to approve the minutes of September 27, 2012

MOTIONS APPROVED:

1. MSC to call for proposals from across campus for a suitable course/instructor for the Bali 2013 program. This was agreed with the understanding that the deadline for applications would be Wednesday December 5 and that the committee will review the applications and make a recommendation by Monday December 10, 2013.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none
NEXT MEETING: TBD

STUDENT AFFAIRS – February 20, 2013

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

Reported from unadopted minutes.

QUORUM – 23/25 voting members; 2/3 resources

APPROVAL OF MINUTES

1. It was MSC that the Student Affairs Committee unadopted minutes of November 28, 2012 be approved.
2. It was MSC that the Student Fees Committee unadopted minutes of February 13, 2013 be approved

MOTIONS APPROVED

1. It was MSC to approve the decrease of the Capital Outlay fee by $1.
2. It was MSC to approve the increase in the Non Resident Tuition fee. (22 in favor, 1 against)

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS – none

NEXT MEETING: March 20, 2013

SUBCOMMITTEES OF STUDENT AFFAIRS

ASSESSMENT – Last meeting reported, March 8, 2012

2nd Thursday, 2:00 pm, AD 121

NEXT MEETING: TBD

INTERNATIONAL STUDENTS – Last meeting reported October 11, 2012

As needed, contact Chair

NEXT MEETING: TBD

LIBRARY & INFORMATION COMPETENCY – October 25, 2012

4th Thursday, 12:30 p.m. - 1:30 p.m., LB417

Report is forthcoming.

Last meeting reported September 27, 2012

NEXT MEETING: October 25, 2012

MATRICULATION – Last report meeting, May 24, 2012

4th Thursday, 2:00 pm, SR 221

NEXT MEETING: November 29, 2012

NONCREDIT MATRICULATION – November 29, 2012

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

Report is forthcoming.

Last meeting reported September 26, 2012

NEXT MEETING: TBD

OUTREACH/RECRUITMENT - Last reported meeting unknown

As needed, contact Chair

NEXT MEETING - TBD

SERVICE LEARNING – Last reported meeting, April 23, 2012

As needed, contact Chair

NEXT MEETING: TBD

STUDENT FEES & TUITION – February 13, 2013
2nd Tuesday, 2:00-3:30pm, AD 121

Reported from unadopted minutes.

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

APPROVAL OF MINUTES

1. MSC to approve the minutes of the November 14, 2012 meeting.

MOTIONS APPROVED

1. MSC to set the Nonresident Tuition Fee to $187 per unit for academic year 13/14.
2. MSC to reduce the Capital Outlay Fee from $9/unit to $8/unit for academic year 13/14.

MOTIONS FAILED – None

MOTIONS TABLED

1. MST the discussion of dropping students for non-payment.

REPORTS- None

NEXT MEETING: March 13, 2013

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

NEXT MEETING: TBD

ADMINISTRATIVE AFFAIRS – February 7, 2013 *Special Meeting*

2nd Tuesday, 11:00 am - 12:00 pm, AD 121

Reported from unadopted minutes.

QUORUM (9): 14 out of 17. Resource: 1 Guest: 0

APPROVAL OF MINUTES:

1. MSC minutes of January 24, 2013 – 12 ayes; 2 abstentions

MOTIONS APPROVED:

1. MSC the Consent Calendar – unanimous approval.
    a. Environmental Affairs: No meeting in January.
    b. Campus Development: January 17, 2013
    c. Safety Committee: Minutes of Dec. 19, 2012 not available.
2. MSC to approve the following:
    a. AR 3100 Organizational Chart, with changes.
    b. BP 3570 Smoking Policy, with changes.
    c. AR 3570 Smoking Policy, with changes.
    d. BP 6150 Designation of Authorized Signatures.
    e. AR 6150 Designation of Authorized Signatures, with changes.

MOTIONS FAILED: None

MOTIONS TABLED:

a. AR 4142 (NEW 7165) Released Time/Extra Pay Committee (Revised)

REPORTS:

1. First reading of BP 6900 Bookstores duly noted.

NEXT MEETING: March 12, 2013

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS

CAMPUS DEVELOPMENT – February 7, 2013
1st Thursday, 12:30 -1:30 pm, AD 121 or HS 214

Reported from unadopted minutes

QUORUM 10/17

APPROVAL OF MINUTES

1. MSC to approve the Minutes of January 17, 2013.

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

1. Shoji to get follow-up information:
   - Charging Stations
   - Measurement and Verification Plan to monitor the energy and water usage
2. Nelson to get follow-up information:
   - Parking spaces (or charging stations) required for fuel-efficient vehicles. Shoji still working on this.
3. Nelson: Recommendation to do a Risk Assessment of the Verdugo Gym security and come back to the Campus Development Committee with recommendations

NEXT MEETING: April 4, 2013

ENVIRONMENTAL AFFAIRS – November 7, 2012
1st Wednesday, 12:20-1:30 PM, SR 134

Report is forthcoming.
Last meeting reported October 3, 2012.
NEXT MEETING: March 6, 2013

SAFETY – December 19, 2012
3rd Wednesday, 11:00am-12:00pm, HS 214

Report is forthcoming.
Last meeting reported October 17, 2012.
NEXT MEETING: TBD

Respectfully submitted by
Frankie Strong, Governance Office