GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE APRIL 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 *March 5, 2013 and April 2, 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 – March 12, 2013

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

QUORUM (7): 7 out of 7 voting members for items 1 through 10.

APPROVAL OF MINUTES

1. It was moved (Mr. Marukyan) and seconded (Mr. Scott) to approve the Campus Executive Committee minutes of February 19, 2013. The motion passed unanimously.

MOTIONS APPROVED

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

 Adopted Minutes of January 22, 2013

 Adopted Minutes of February 14, 2013
 - b) Enrollment Management Committee

 Adopted Minutes of November 14, 2012
 - c) Released Time/Extra Pay Committee

 Adopted Minutes of December 7, 2012

 The motion passed unanimously.
- It was moved (Ms. Saber) and seconded (Mr. Nakasone) to approve Administrative Regulation 3501: Campus Security and Access as amended.
 The motion passed unanimously.
- 4. It was moved (Mr. Marukyan) and seconded (Mr. Scott) to approve Board Policy

3570: Smoking Policy and Administrative Regulation 3570: Smoking Policy. The motion passed with the following vote: 4 (Aye); 2 (Nay); 1 (Abstain).

- 5. It was moved (Mr. Nakasone) and seconded (Dr. Perez) to approve Administrative Regulation 3811: Damage/Loss to Vehicles While on District Property. The motion passed unanimously.
- It was moved (Mr. Marukyan) and seconded (Dr. Perez) to approve Board Policy 6150: Designation of Authorized Signatures and Administrative Regulation 6150: Designation of Authorized Signatures.
 The motion passed unanimously.
- 7. It was moved (Dr. Perez) and seconded (Mr. Nakasone) to approve Administrative Regulation 7400: Travel Expense Policy as amended.

 The motion passed unanimously.
- 8. It was moved (Mr. Marukyan) and seconded (Dr. Mirch) to delete:

Administrative Regulation 1410: Use of College Facilities;

Administrative Regulation 2125: *Division Chairs, Duties and Election Procedures, Instructional Division;*

Administrative Regulation 2130: Organizational Chart;

Administrative Regulation 2200: Conflict of Interest and Disclosure Code;

Administrative Regulation 2560: Disposition of Lost Money and Goods;

Administrative Regulation 2610: Tobacco Sales;

Administrative Regulation 2720: Workplace Violence;

Administrative Regulation 3110: The District's Budget;

Administrative Regulation 3374: Deferred Compensation Plan;

Administrative Regulation 3710: Parking and Traffic Regulations;

Administrative Regulation 4000: Glendale Community College Governance;

Administrative Regulation 4020: Employee Drug Free Workplace;

Administrative Regulation 4050: Complaint Review Procedure;

Administrative Regulation 4062: *Vacation Time for Employees Working More Than 10 Months*;

Administrative Regulation 4091: Travel Expense Policy;

Administrative Regulation 4110: Tenure Track Faculty Hiring Procedures;

Administrative Regulation 4110.1: Hiring Procedures for Adjunct Faculty;

Administrative Regulation 4315: Evaluation Program for Academic Administrative Personnel

The motion passed unanimously.

9. It was moved (Ms. Saber) and seconded (Mr. Marukyan) to table:

Board Policy 4222: Remedial Coursework

Board Policy 5122: Remedial Coursework Limit Policy (Deletion)

Board Policy 4231: Grade Changes

Board Policy 5190: Grade Change Policy (Deletion)

Until the corresponding administrative regulations come forward to Campus Executive.

The motion passed with the following vote: 6 (Aye) and 1 (Abstain).

 It was moved (Dr. Perez) and seconded (Mr. Marukyan) to approve Administrative Regulation 4240: Academic Renewal Without Course Repetition. The motion passed unanimously.

Quorum (7): 6 out of 7 voting members for items 11 through 13.

- 11. It was moved (Dr. Perez) and seconded (Mr. Nakasone) to approve the Consent Calendar prepared for the March 12, 2013 Campus Executive Committee Meeting. The motion passed unanimously (6 ayes).
- 12. It was moved (Dr. Mirch) and seconded (Dr. Perez) to approve the Distance Ed policies.

The motion passed unanimously (6 ayes).

13. It was moved (Dr. Perez) and seconded (Mr. Marukyan) to approve the deletion of the following:

Administrative Regulation 9280: Trustee Evaluation Instrument;

Board Policy 8110: Authority;

Board Policy 8210: Formulation of Policies;

Board Policy 8230: Formulation of Administrative Regulations;

Board Policy 8240: Board of Trustees Meetings;

Board Policy 8242: Notices of Meetings;

Board Policy 8245: Minutes of Board of Trustees Meetings;

Board Policy 9110: Powers and Duties;

Board Policy 9120: Terms of Office;

Board Policy 9121: Election of Members;

Board Policy 9122: Student Member of the Board of Trustees;

Board Policy 9130: Officers of the Board of Trustees;

Board Policy 9140: Annual Reorganization Meeting;

Board Policy 9210: Duties of Members and Auxiliary Personnel;

Board Policy 9250: Compensation;

Board Policy 9270: Ethical Responsibilities of the Board of Trustees;

Board Policy 9280: Trustee Evaluation;

Board Policy 9310: Adoption of Policies;

Board Policy 9340: Meetings;

Board Policy 9343: Closed Sessions or Committee of the Whole;

Board Policy 9345: Quorum;

Board Policy 9346: Parliamentary Procedure;

Board Policy 9347: Roll Call;

Board Policy 9350: Communication to the Board of Trustees;

Board Policy 9410: Election of Members

The motion passed unanimously (6 ayes).

NEXT MEETING DATE –April 9, 2013, 2:30 p.m.

SUBCOMMITTEES OF CAMPUS EXECUTIVE:

BUDGET - February 26, 2013

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

Reported from unadopted minutes.

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

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the February 14, 2013 meeting.

MOTIONS APPROVED

- 1. MSC that the Budget Reallocation sub-committee will go through the reallocation process this year with temporary one-year cuts and that the sub-committee will include recommendations on which cuts could be permanent.
- 2. MSC that the Budget Reallocation sub-committee will be a permanent committee that will review the budget each year.
- 3. MSC that all faculty be backfilled @ \$45k with potential adjustment to counselors if categorical funding comes thorough next year.

MOTION FAILED - none
MOTIONS TABLED - none

REPORTS

- 1. The following actions were taken on Academic Administrator vacancies:
 - Sharon Combs' position (Dean Admissions and Records) not needed;
 - Ron Harlan's position (Dean Instructional Services) has been filled;
 - Jan Swinton's position (Associate Dean Instructional Services) not needed;
 - Scot Spicer's position (Associate Dean Instructional Services) not needed.

BUDGET – March 14, 2013

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

Reported from unadopted minutes.

QUORUM 10/10 voting members; 3 resources, 13 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the February 26, 2013 meeting. Arpa Shahijanian (ASGCC) mentioned that she had been listed twice on the attendance list. Ed Karpp commented that he had not made a motion that had been carried, because he is a guest; Ron said that the MSC was voted on and for backup Paul Mayer took responsibility for making the motion: (that the Budget Reallocation Committee will be a permanent committee and will review the budget each year.)

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

REPORTS

- 1. Ron reported on the status of reviewing the [rollover] accounts over \$6,000. He distributed a spreadsheet that had 144 accounts with budgets in excess of \$6,000.
- 2. Ron distributed the Additional Budget Needs Exempt Cost Comparison for 2012-13 and 2013-14 to the committee.

- 3. Ron reported on the Governor's proposal to move adult education from K-12 to Community Colleges.
- 4. Ron distributed the Classified Employees spreadsheet to determine how much backfill is needed for various positions.
- 5. Ron distributed handouts of Administrative Regulation 6305 (District Reserves) to the committee for review; Ron had added Section C: Reserve for Salary Stabilization [see the minutes for detailed information.]

NEXT MEETING: March 26, 2013

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 – March 21, 2013

4th Thursday, 12:30-1:30pm, SM 270

Reported from unadopted minutes.

QUORUM 8/15 voting members; 0 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the November 29, 2012 and February 28, 2013 minutes.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

- 1. D. Voogt to speak to the senate regarding aspects of the faculty hiring process to make sure the process is equitable.
- 2. Human Resources to work on the Training for EEO Representatives and Hiring Committee presentation and bring back to the committee at the next meeting
- 3. D. Voogt to go to the Guild, Senate and CSEA for representatives to be on the task force

NEXT MEETING: April 23, 2013

GOVERNANCE REVIEW - April 2, 2013

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

Report is forthcoming.

Last meeting reported March 5, 2012

NEXT MEETING: May 7, 2013

INSTITUTIONAL PLANNING COORDINATION – February 11, 2013

2nd Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 13/16 voting members; 0 resources; 2 guests

APPROVAL OF MINUTES

1. MSC to approve the January 28, 2013 minutes

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

NEXT MEETING: March 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 – Last meeting reported February 22, 2013

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

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

STAFF DEVELOPMENT - November 8, 2012

3rd Thursday, 12:30pm to 1:30pm, HR Conference room.

Reported from adopted minutes **QUORUM**: 8/9 voting members

APPROVAL OF MINUTES

1. MSC to approve October 16, 2012 minutes as presented

MOTIONS APPROVED

- 1. MSC Staff Development will implement spending reductions in 2012-2013 academic
- 2. MSC Winter Workshops Task Force to plan Winter Workshops
- 3. MSC Staff Development Committee will develop a long-term.
- 4. MSC Staff Development will offer "Getting Started with Grants" in spring

MOTIONS FAILED - none

MOTIONS TABLES – none

REPORTS - none

NEXT MEETING: March 7, 2013

WEB OVERSIGHT - Last meeting reported May 23, 2012.

4th Wednesday, 12:30 pm, AD 121

NEXT MEETING: TBD

ACADEMIC AFFAIRS – March 6, 2013

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

Reported from unadopted minutes.

QUORUM 31/36; 37 resources;

APPROVAL OF MINUTES

1. MSC to approve minutes of January 30, 2013.

MOTIONS APPROVED

 MSC to approve the following items under the consent calendar: Theatre Arts 100 – Title change Electronics and Computer Technology Certificate – Name Change

- 2. MSC to approve the curriculum change chart. The chart will be included in the C&I handbook.
- 3. MSC to approve the new distance education procedures/policies with corrections.
- 4. MSC to approve Study Abroad minutes of December 7, 2012 meeting.

MOTION FAILED - None

MOTIONS TABLED - None

REPORTS – none

NEXT MEETING: April 3, 2013

SUBCOMMITTEES OF ACADEMIC AFFAIRS

ACADEMIC CALENDAR – Last meeting reported September 26, 2012

Committee meets as needed **NEXT MEETING:** TBD

BAJA PROGRAM – Last meeting reported November 8, 2012

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

BASIC SKILLS – October 15, 2012

3rd Monday, 2:30-4pm, CS 266

Report is forthcoming.

Last meeting reported September 26, 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 – December 7, 2012

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

Reported from unadopted minutes.

QUORUM 8 /11 voting members; 1 resource (with proxy); 0 guest

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the November 27, 2012 meeting.

MOTIONS APPROVED: one

1. MSC (Foong Chong/Hastings) to approve Dr. Ted Stern's proposal to teach Music 127 (World Music) as part of the Bali 2013 program.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

NEXT MEETING: TBD

STUDENT AFFAIRS - March 20, 2013

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

Reported from unadopted minutes.

QUORUM - 18/26 voting members; 2 resources

APPROVAL OF MINUTES

1. It was MSC that the Student Affairs Committee unadopted minutes of February 20, 2013.

MOTIONS APPROVED

- 1. It was MSC to approve the consent calendar.
- 2. It was MSC to approve the Priority Registration Communication Plan.
- 3. It was MSC to move the April meeting to April 24 at 1:00.

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS – none

NEXT MEETING: April 24, 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

MATRICULATION - November 29, 2012

4th Thursday, 2:00 pm, SR 221

QUORUM – 7/13 Members, 0 Resource, 0 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes of May 24, 2012.

MOTIONS APPROVED - None

MOTIONS FAILED – None

MOTIONS TABLED - None

REPORTS – None

NEXT MEETING: May 23, 2013

NONCREDIT MATRICULATION – November 29, 2012

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

QUORUM - 8/10 Members, 0 Resources, 0 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes of September 26, 2012 meeting with no changes.

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

- 1. Elodia Collins reported on the tours to the main campus in October and that there were several follow-up workshops to assist students with the application process.
- 2. There was discussion about collaborating with Credit ESL.
- 3. Alice Mecom gave an update regarding tutors in the ESL program at Garfield and is considering a third tutor for the main campus.
- 4. Deborah Kinley reported about the process of setting up a Student Education Plan for Noncredit. Ongoing.
- 5. Alfred Ramirez noted that there is discussion of a reorganization in the college.

NEXT MEETING: March 28, 2012, 1pm at Garfield

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 - Last meeting reported February 13, 2013

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

NEXT MEETING: April 10, 2013

TECHNOLOGY MEDIATED SERVICES – Last reported meeting October 26, 2011

As needed, contact Chair

NEXT MEETING: TBD

ADMINISTRATIVE AFFAIRS - March 12, 2013

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

Reported from adopted minutes.

QUORUM (9): 13 out of 17. Resource: 1; Guests: 1

APPROVAL OF MINUTES:

1. MSC minutes of February 7, 2013

MOTIONS APPROVED:

- 1. MSC the Consent Calendar unanimous approval.
 - a. Environmental Affairs: No meeting in December campus closed
 - b. Campus Development: March meeting cancelled.
 - c. Safety Committee: Dec. 19, 2012
- 2. MSC to approve the following:
 - a. BP 6900 Bookstores

MOTIONS FAILED: None

MOTIONS TABLED:

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

REPORTS: First Readings

- 1. BP 6250 Budget Management (New)
- 2. AR 6250 Budget Management (New)
- 3. BP 6320 Investments (Revision)
- 4. AR 6320 Investments (New)

NEXT MEETING: April 9, 2013

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS

CAMPUS DEVELOPMENT – Last meeting reported February 7, 2013

1st Thursday, 12:30 -1:30 pm, AD 121 or HS 214

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 COMMITTEE - December 19, 2012

3rd Wednesday, 11:00am-12:00pm, HS 214

Reported from unadopted minutes.

QUORUM 8 / 12 voting members; 3 resource members; 2 guests

APPROVAL OF MINUTES

MSC approval of November 14, 2012 minutes with minor changes.

MOTIONS APPROVED – none

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

- 1. Heidi Jenkins updated on two employee injuries, but none required safety follow-up at this time.
- 2. Officer Neil Carthew reviewed Crime Report with committee; no follow-up indicated at this time.
- 3. Laura Matsumoto reported on the student accident reports; no follow-up indicated at this time.
- 4. Nakasone reported that an Administrative Affairs survey returned results showing a 2:1 ratio in favor of making GCC a non-smoking campus. Substantial discussion ensued. Committee considered smoking policy item moved on to Administrative Affairs attention and will await further directives from Administrative Affairs.
- 5. Officer Carthew shared pictures of the pre/post Grinder Minder skateboard deterrents, which show much less damage to the railing outside the Auditorium after the installation. Discussion of other possible installation locations took place. Committee considered skateboarding hazard item resolved at this time.
- 6. Laura Matsumoto requested to table the discussion on the reported slick spots on the SF outdoor courts until Nelson Oliveira can provide a report on his findings.

- 7. Linda Watkins requested to table the discussion regarding the lighting at night on the 6th floor of the parking garage until she can contact Nelson Oliveira. ACTION ITEM: Linda Watkins to e-mail Nelson Oliveira and Dan Padilla to request review of issues with the lighting on the 6th floor of the parking structure.
- 8. Chief Montecuollo reported informational item: starting January 2013 emergency procedures safety trainings will be provided to division chairs. An incident command system (ICS) table top training exercise is also planned.
- 9. Chief Montecuollo reported that evacuation exercises at the PDC took place November 28, 2012 and on December 5th at the Garfield Campus. Some recommendations were received, but overall the exercises were successful. Committee considered the Garfield evacuation exercise item completed at this time.
- 10. Toni Reyes reported that in panic buzzer testing at the Health Center it was found that if more than one panic button is pushed it may cancel the signal and result in delayed response. Concern discussed about Financial Aid Office and dealing with irate students. Action item: Officer Carthew to follow up on delay/cancel status of panic buttons and if Financial Aid Office has panic buttons.
- 11. The committee held substantial discussion of recent power outage and issues. Laura Matsumoto commended the Facilities and Police departments for their actions during the power outages. Action Item: Laura Matsumoto two e-mail Nelson Oliveira regarding procedures for surveying status of emergency lights in all buildings.
- 12. The committee encourages all individuals to sign up for the Alert-U System. Discussion of issue with individuals needing to re-enroll in Alert-U if they have changed cell phone providers. Action item: Officer Carthew to follow up with Chief Montecuollo and Wendy Grove regarding adding a message to the GCC website about the need to re-enroll and the Alert-U System if an individual has change cell phone providers

NEXT MEETING: February 20, 2013

Respectfully submitted by Frankie Strong, Governance Office