

**Glendale Community College
GOVERNANCE REVIEW COMMITTEE
November 5, 2013
1:30-2:30pm, AD 249
MINUTES**

PRESENT: John Queen (Chair, Senate), Richard Cortes (Joint Faculty), Bill Elbettar (CSEA), Brenda Jones (Joint Faculty), Isabelle Saber (Guild), Paul Schlossman (Admin.), Frankie Strong (CSEA)

ABSENT: Anna Aleksanyan (AS), Anahit Grigoryan (AS)

CALL TO ORDER 1:30pm, Chaired by John Queen.

QUORUM [5 needed] 7 of 9 voting members present.

CALL FOR ADDITIONAL AGENDA ITEMS

1. Survey status to be taken first on the agenda (Queen)
2. Board Policy 2435 Evaluation of the Superintendent/President

APPROVAL OF MINUTES: MSC (Jones/Strong) to approve the October 1, 2013 minutes.

REVIEW OF ACTION ITEMS from the minutes of October 1, 2013

1. Technology Mediated Services and Web Oversight Committees – was tabled.
Old business item #1 is on the current agenda for discussion.
2. Released time seats on governance committees.
New business item #1 is on the current agenda for discussion.
3. Attendance at subcommittee meetings (Self Study 2010)
New business item #3 is on the current agenda for discussion.

OLD BUSINESS

| | Item | Outcome |
|----|--|---|
| 1. | Technology Mediated Services and Web Oversight Committees (MST in order to gather more information on the individual committees. John and Frankie to pursue.) | GRC to monitor |
| 2. | Program Review to become a governance committee (The Program Review Committee will bring a proposal to GRC.) | The GRC will receive a proposal from the Program Review Committee. |
| 3. | Replacement of released time seats on governance committees. Issue: When an individual with a released time position is replaced, they are also replaced on the committee which deals with their subject matter. If the replacement is interim, the new | Action item: John Queen to email Mary regarding Admin. Reg. 4142 was not adhered to. Report follow up to GRC at the |

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| | <p>individual takes over that seat for the interim. Should these positions be indicated as such on the Blue List (and removed from the category, e.g., of 'joint faculty' without changing the number of faculty seats on the committee)?</p> <p>Action item: John and Frankie to research policy on released time.</p> | December 3 rd meeting. |
| 4. | Survey history (handout) – John Queen distributed a list of the history of governance surveys. | Completed. The Governance Review Committee is compliant with their mission statement of administering surveys regularly. |
| 5. | <p>Attendance at subcommittee meetings (from the 2010 Self Study)</p> <p>“The college’s Governance Review Committee will continue its work to improve attendance at subcommittee meetings.” [Accreditation Standard IV, A.3(2)]</p> <p>Action item: GRC to monitor, how? Frankie will provide statistics on frequency of governance committee meetings.</p> | <p>Action item: John and Frankie to analyze and report back to GRC in December.</p> <p>Frankie will continue to produce the annual report of committee meetings.</p> |
| 6. | Composition of Scholars Committee | Not discussed due to lack of time. |
| 7. | Process of revising committee mission statements - not discussed due to lack of time. (Changes to Scholars & Governance Review statement: approval by Standing Committee?) | Not discussed |
| 8. | Approval of committee minutes practice | Not discussed |

NEW BUSINESS

| | Item | Outcome |
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| 1. | Classified seat on the Academic Calendar committee | Not discussed |
| 2. | Provision for emergency meetings during intersession (Follow up to the Governance Review committee’s recommendation to discourage intersession meetings of governance committees.) | Not discussed |
| 3. | Survey on meeting quorum | Not discussed |
| 4. | Governance questions on the annual faculty/staff survey by Ed Karpp. I added two questions under #3 (last two). | Not discussed |

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| | http://www.surveymonkey.com/s.aspx?sm=aABbM2%2f8oXkv27m5uISrhA%3d%3d | |
| 5. | Name changes of governance committees | Not discussed |
| 6. | Governance committee participation (Bill) | Not discussed |
| 7. | Revision of FAQs (Frankie) -- see below | Not discussed |
| 8. | Governance Survey status to be taken first on the agenda (Queen). This survey is in response to accreditation. Brenda Jones presented data on the number of responses received so far. | Each GRC member will follow up with their respective groups. |
| 9. | Board Policy 2435, Evaluation of the Superintendent/President; the 2 nd year evaluation process is stated but the 1 st year does not. Discussion: the evaluation of the Superintendent/President was conducted prior to the campus wide survey of leadership. | Action item: John Queen to take BP 2435 to the Academic Senate. |

INFORMATION ITEMS: The Campus Executive committee declined further input from the Governance Review committee on Board Policy 2410 re: process for revision of administrative regulations. Recommendation was to revise the board policy to include the process for updating administrative regulations. BP 2410 only states how to update board policies.

ADJOURNMENT – the meeting was adjourned at 2:30pm

NEXT MEETING: December 3, 2013.

Minutes recorded by Frankie Strong, Governance Office