ADOPTED

GLENDALE COMMUNITY COLLEGE
Governance Review Committee
February 18, 2014
1:30-2:30pm, AD 249
MINUTES

PRESENT: Chair, John Queen (Senate), Richard Cortes (Joint Faculty), Tadeh Gharib (ASGCC), Brenda Jones (Joint Faculty), Suby Kandasamy (ASGCC), Paul Schlossman (Administration), Isabelle Saber (Guild), Frankie Strong (CSEA)

EXCUSED: Bill Elbettar (CSEA)

CALL TO ORDER 1:35pm, by Chair, John Queen
Quorum: [5 needed] 8 of 9 voting members present; introductions of members

CALL FOR ADDITIONAL AGENDA ITEMS

1. Connection of governance committees to accreditation standards (Isabelle). Isabelle will work with John and Frankie. This item may be related to Old Business #13.

APPROVAL OF MINUTES: **MSC** (Strong/Jones) to approve the December 3, 2013 minutes.

REVIEW OF ACTION ITEMS – The review of action items has been incorporated within the Old Business items.

OLD BUSINESS

	ITEM	OUTCOME
1.	**Follow up on governance survey** (Brenda, John, Paul) Brenda shared the status of responses from the various leadership groups. The due date for responses has been extended to the end of the Spring semester. Overall we have a good response rate.	**Action item:** • Paul will follow up with the Admin. Exec and MaC groups. • John shared that Dr. Viar will be following up with the Board of Trustees.
2.	**Release time interim appointment policy** (John) John shared that Mary Mirch will be revising the Administrative Regulation to include the process for interim appointments.	Informational, no action
3.	**Program review as governance committee**: Campus executive referred it to the Academic Senate (per the Mutual Gains document, Administrative Reg. 4000); also wanted input from the Senate on whether IPCC should be a standing committee	**Action item:** John will bring to the Senate. Then the Senate president will bring it forward to Campus Exec.

4.	**Quorum issues** (Frankie & John) What is to be done? Related to Standard IV of the Accreditation Standards & Self-Study Plans related to governance. "The college's Governance Review Committee will continue its work to improve attendance at subcommittee meetings." [Accreditation Standard IV, A.3(2)] This item is related to Old Business #13.	**Action item:** John Queen to contact committees to ask why they are not meeting.
5.	**Composition of Scholars' committee**: need for clarification: does the request for a rationale for the appointment of a student rep refer to a non-voting or voting seat? The motion stated in the GRC minutes of December 3, 2013 ***MSC*** *(Queen/Strong) that the Scholars Committee add student(s) from the Scholars group as "Resource" non-voting members.*	**Action item:** John Queen to contact Michael Harnett, Scholars Coordinator.
6.	**Classified seat or Manager/Confidential seat** on the Academic Calendar committee: is this committee necessary? (see #13 below) Based on historical information the committee includes [1] CSEA seat and [0] Manager/Confidential seat.	Informational, no action
7.	**Provision for emergency meetings during the intersession** Motion from the June 4, 2013 GRC meeting: ***MSC*** *(Barakat/Jones) The Governance Review Committee recommends to Campus Executive that committees be discouraged from meeting outside of the fall and spring semesters when all constituent groups cannot be represented; with the exception of Campus Executive, Budget, IPCC and the Student Fees committees.* Campus Executive did not adopt. Concern about emergency meetings. Issue: absence of faculty and students **Draft language:** Emergency meetings of governance committees during intersessions are permissible if: A.) They are approved by a majority of the voting membership of the committee, and	GRC will discuss the draft language and determine where it may be placed within the Governance Document, AR 2511.

	B.) All constituencies are represented at the emergency meeting. GRC recommends that the district consider some form of compensation for faculty attending such meetings (e.g., ancillary pay.)	**Action item:** Isabelle will take the ancillary pay recommendation to the Guild as a reopener.
8.	**Questions added to the governance survey**	*Not discussed*
9.	**Name changes of governance committees**	*Not discussed*
10	**Governance committee participation** (Bill)	*Not discussed*
11	**Revision of governance FAQs** (see: http://www.glendale.edu/index.aspx?page=1761)	*Not discussed*
12	**Adding a counselor to SSSP – Matriculation committee**	*Not discussed*
13	**Trimming/consolidating governance committees** Possible rationale: Step 1 – the committee meets to discuss and provide a rationale and motion. Motion moves forward to the standing committee. Step 2 - IF the committee is unable to meet (lack of quorum) then the item goes directly to the standing committee. It might be a good idea for GRC to provide information on their research to encourage dialogue rather than present it as a "yes/no" item. A rationale from discussion should also be provided to the standing committee. Step 3 – IF decision by subcommittee or standing committee is to keep the committee then a plan of action should be presented to the GRC.	*Not discussed*

NEW BUSINESS - none

ADJOURNMENT - 2:30pm

NEXT MEETING: ***March 4, 2014***