Governance Update *December* 2008

The Governance Update is sent to report the actions taken by various governance committees. It is required by the Governance Document. The *November* report includes motion and information items as shown in the minutes of committees that reported to the Governance Office between *November 4, 2008 and December 2, 2008*.

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Any questions regarding items listed below contact the chair of the appropriate committee.
- Committee chairs may be emailed directly from the Blue List. For a list of governance committees and to view committee minutes in their entirety visit: http://www.glendale.edu/staff/governance/ .
- Items stricken were not approved by Campus Executive and therefore, returned to the committee for clarification.

Motions pulled and returned for Executive approval:

None

EXECUTIVE – November 11, 2008

QUORUM: 7/7 voting members, Chair, 2 resource, 3 guests

APPROVAL OF MINUTES

It was moved and seconded that the Executive Committee Meeting minutes of October 14, 2008 be approved. The motion passed with a vote of five ayes and two abstentions.

MOTIONS APPROVED

1. It was moved (Mr. Serot) and seconded (Dr. Perez) to revise the current draft version of Board Policy 2722 and to present both versions to the Members of the Board for their final selection and placement on the Board Agenda. The motion passed unanimously.
2. It was moved (Mr. Ferguson) and seconded (Dr. Queen) that the Consent Calendar prepared for the November 11, 2008 Executive Committee Meeting be approved. The motion passed unanimously.
3. It was moved (Mr. Serot) and seconded (Dr. Queen) that there should be two readings of administrative regulations at Campus Executive. The motion passed with a vote of six ayes and one nay (Ferguson)
4. It was moved (Mr. Ferguson) and seconded (Mr. Serot) to approve the third reading of Board Policy 5550 and to send it forward to the Board Agenda. The motion passed unanimously.

MOTIONS FAILED - none

MOTIONS TABLED – none

REPORTS - none

SUBCOMMITTES OF EXECUTIVE:

BUDGET COMMITTEE – September 11, 2008

QUORUM - 6 voting members, 6 non-voting members, 2 ASGCC

APPROVAL OF MINUTES

MSC to accept the Minutes of the July 10, 2008 meeting as presented.

MOTIONS APPROVED

1. The committee agreed to approve the funding of these items as Must-Do items from one-time funding allocations:

a) Parking Elevators Maintenance @ $27,300;
b) Excess Cost for Job Placement clerical worker paid by Federal Workstudy funds @ $18,000;
c) Oracle Licensing Agreement @ $35,800;
d) Assistant for blind instructor @ $6,000;
e) Administrative Equipment @ $25,000;
f) Field Trip Funding @ $10,000;
g) $96,000 in one- time funds added to $296,000 to give a total of $392,000 in one-time funds.

MOTIONS FAILED - none

MOTIONS TABLED

1. Carpet Repair and Replacement @ $25,000; High Priority Requests and college-wide budget cuts

REPORTS

1. The committee will review high priority budget items and restoring campus-wide budget cuts at the next meeting
2. GASB45 Policy and Reserve Policy will be reviewed for adoption at the next meeting (September 23, 2008).

BUDGET COMMITTEE – September 23, 2008

QUORUM

APPROVAL OF MINUTES

The Minutes of the September 11, 2008, 2008 meeting were approved as amended.

MOTIONS APPROVED

1. It was MSC to reconsider the decision to pay with one-time money and pay for the items with ongoing funds;
2. It was MSC to amend the motion and leave $18k for clerical funding in one time funds (7 in favor, 1 opposed).
3. It was MSC to approve Larry Serot's recommendation to delay additional funding on augmentations until mid-year (January) when the Governor makes budget cuts.

MOTIONS FAILED - none

MOTIONS TABLED

1. Carpet Repair and Replacement @ $25,000; High Priority Requests and college-wide budget cuts

REPORTS

1. The committee will review high priority budget items and restoring campus-wide budget cuts at the next meeting
2. GASB45 Policy and Reserve Policy will be reviewed for adoption at the next meeting (September 23, 2008).

BUDGET COMMITTEE - November 13, 2008

Reported from Unadopted Minutes

QUORUM 6 voting, 5 non-voting

APPROVAL OF MINUTES

MSC to accept the Minutes of the October 28, 2008 meeting as presented.

MOTIONS APPROVED

1. It was MSC to use the self insurance reserves to fund mandatory training for emergency operations.

MOTIONS FAILED none

MOTIONS TABLED

1. The Child Development Center presentation was tabled.

REPORTS

1. Nidal Kobaissi reported on Emergency Operations Planning and Training for GCC staff as mandated by the Chancellor's Office.
2. Dr. Dawn Lindsay will look into the possibility of instructional programs being charged to Basic Skills categorical program money.
3. Paul Buehler will bring back to the committee a proposal for a policy for Hiring of Retirees.

COMMUNITY RELATIONS - did not meet

CAMPUS WIDE COMPUTER COORDINATING – October 23 2008

Reported from unadopted minutes.

QUORUM 13 / 16 voting members; 6 resources; 1 guest

APPROVAL OF MINUTES

MSC to approve the September 25, 2008 minutes with no changes

MOTIONS APPROVED

1. It was MSC that the recommended changes to the Student E-mail Policy be accepted.

MOTIONS FAILED - None

MOTIONS TABLED – None

REPORTS

1. 2007 – 2012 Technology Plan strategies have been re-sorted into 5 goals.
2. An Active X option is being looked at to help with PC inventory.
3. The new homepage has been finalized and the navigation sitemap is being worked on for the website redesign.
4. Minor changes were recommended to the Student e-mail policy.

EQUAL EMPLOYMENT OPPORTUNITY – did not meet

Last meeting reported April 3, 2008.

GOVERNANCE REVIEW – December 2, 2008

Motions not reported.

RELEASE TIME EXTRA PAY – did not meet

Last meeting reported September 22, 2008

STAFF DEVELOPMENT – did not meet

Last meeting reported May 23, 2008.

WEB OVERSIGHT – did not meet

ACADEMIC AFFAIRS –June 4, 2008

APPROVAL OF MINUTES

MSC to approve minutes of May 7 meeting.

MOTIONS APPROVED

1. MSC to approve that the scale of ranking the requests for additional funding be from 0 (least priority) to 4 (high priority).

2. MSC to approve Baja California Field Studies minutes of May 15, 2008. (CE approved June 2008)
3. MSC to approve C&I minutes of May 21, 2008 meeting. MSC to approve Study Abroad minutes of April 23, 2008 meeting. (CE approved June 2008)
4. MSC to approve Study Abroad minutes of May 15, 2008 meeting. (CE approved June 2008)
5. MSC to approve ESL 146, Nursing 218, and ADMJ 101 to be offered online.

6. MSC to approve the proposed skill award language as amended.
7. MSC to approve substantive revision of Physical Science 131.
8. MSC to approve second reading of Geography 107.
9. MSC to approve deletion of Student Development 012, 115, 147, and 148 from curriculum.
10. MSC to approve second reading of Office and Business Technology 065 and 066.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS – none

ACADEMIC AFFAIRS –November 5, 2008

Reported from unadopted minutes.
QUORUM 33/36; 7 resources; 2 guests
APPROVAL OF MINUTES
MSC to approve minutes of October 1, 2008.
MOTIONS APPROVED

1. MSC to approve Baja California Field Studies minutes of September 23, 2008.
2. MSC to approve Foundational Skills Committee minutes of October 6, 2008.
3. MSC to approve Study Abroad minutes of September 18 and October 16, 2008.
4. MSC to approve Technology Mediated Instruction minutes of October 7, 2008.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS – none

SUBCOMMITTEE MINUTES:

ACADEMIC CALENDAR –
Did not meet

BAJA PROGRAM – September 23, 2008
Reported from unadopted minutes.
QUORUM 8/11 voting members; 1 guest
APPROVAL OF MINUTES
MSC the May 15, 2008 minutes with a minor correction.
MOTIONS APPROVED

1. MSC to approve the following course offerings for the Winter and Summer 09 inter-sessions:
   BIOL 146 (Kretzmann), BIOL 125 & 126 (Gago), HLTH 101 & PE 229 (Ybarra & Mena), and BIOL170AB and 131 (Van Cleave)

MOTIONS FAILED - none
MOTIONS TABLED - none

REPORTS

1. Jose Mercade noted that the last building of the new field station is being completed. We will begin to move in by the end of November.

CURRICULUM & INSTRUCTION

Did not meet

FOUNDATIONAL SKILLS – October 6, 2008

Reported from unadopted minutes.

QUORUM 11/15 total voting members; 2resource; 0 guests

APPROVAL OF MINUTES

MSC to approve the July 15, 2008 minutes.

MOTIONS APPROVED

1. MSC to approve the revised Basic Skills budget and action plan, reserving the chance to amend it later if needed.
2. MSC to approve an 80% released time position for the coordinator of the Basic Skills Initiative (BSI) Grant for a term of two and half years starting spring 2009. No additional compensations will be allocated to the coordinator for winter and summer; however, there will be a one-time special stipend of $3500 for winter 2009.
3. MSC to approve a stipend of $3500 be paid to Ellen Oppenberg as the coordinator of the Basic Skills projects for fall 2008.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

GRADUATION REQUIREMENTS –

Did not meet

SCHOLARS –

Did not meet

STUDY ABROAD – September 18, 2008

Reported from unadopted minutes.

QUORUM 6/10; 1 resource; 0 guests

APPROVAL OF MINUTES

MSC to approve the May 15, 2008 minutes.

MOTIONS APPROVED

1. It was MSC to accept a proposal for a study abroad program to Japan for Summer 09.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

STUDY ABROAD – October 16, 2008

Reported from unadopted minutes.

QUORUM 7/10 voting members; 1 resource; 1 guest

APPROVAL OF MINUTES

MSC to approve the September 18, 2008 minutes.

MOTIONS APPROVED

1. It was MSC that a draft of a course outline for an International Field Studies 048 course be submitted with the Faculty Application and that no advertising materials be printed before the division approval of the course outline.
2. It was MSC that Tuesday 21, at 5pm would be the deadline to get the minimum number of students for the Australia/NZ program to go forward and the program would be cancelled if insufficient students had enrolled.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

TECHNOLOGY MEDIATED INSTRUCTION – October 7, 2008

Reported from unadopted minutes.
QUORUM 10 voting / 16 total voting members; 1 resource
APPROVAL OF MINUTES

MSC to approve the June 10, 2008 minutes with no changes.

MOTIONS APPROVED

1. MSC to approve the Spanish 102 Beginning Spanish II (Hybrid) course as amended.
2. MSC to have parallel signatures (Division Chair, Dean and TMI Chair) on both the Distance Education Course Approval Form and the Hybrid Course Approval for Existing Online Course Form.
3. MSC to put DE Course Approval Process on next meeting agenda.
4. MSC to approve the Hybrid Course Approval Form.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

5. Isman Salas will check the Distance Education Course Approval Form for font consistency.

STUDENT AFFAIRS – November 19, 2008

Reported from unadopted minutes.
QUORUM – 20 voting members/25 total voting members
APPROVAL OF MINUTES

It was MSC that the minutes of October 15, 2008 be approved with correction.

MOTIONS APPROVED

1. It was MSC that the International Students Committee unadopted minutes of October 30, 2008 be accepted.
2. It was MSC that the Technology Mediated Services adopted minutes of May 21, 2008 and unadopted minutes of November 11, 2008 be accepted. (Minutes of May 21, 2008 CE approved October 2008)
3. It was MSC that the Library and Information Competency unadopted minutes of October 30, 2008 be approved.
4. It was MSC to accept the revisions to Board Policy Draft, *College Mass Communications*, with minor corrections.
5. It was MSC to approve Administrative Regulation 2720, *Workplace Violence*, with the reinstatement of language addressing employee violence against students.

6. It was MSC that the Student Affairs Committee request the Schedule Committee move the BOG Fee Waiver application and the entire Financial Aid section next to the Fees section in the schedule of classes.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

1. Dr. Hurley will bring Administrative Regulation Draft, *Mass Communications*, back to the Student Affairs Committee after soliciting input from ITS and the Academic Affairs Committee.
2. The first reading of Board Policy 5111, *Non-Resident Tuition Fees*, was accepted by the committee. The policy will be presented for a second reading at the next scheduled meeting.
3. The first reading of Board Policy 5111.1, *Refund Schedule for Withdrawal or Program Reduction*, was accepted by the committee. The policy will be presented for a second reading at the next scheduled meeting.
4. The first reading of Board Policy Draft, *Grading and Academic Records Symbols*, was accepted by the committee. The policy will be presented for a second reading at the next scheduled meeting.
5. The first reading of Board Policy 5440, *Campus Visitors and Minors on Campus*, was accepted by the committee. The policy will be presented for a second reading at the next scheduled meeting.
6. Discussion regarding state residency requirements was tabled until Sharon Combs could be present to address concerns.

SUBCOMMITTEE MINUTES:

ASSESSMENT – did not meet

Last meeting reported May 29, 2009

INTERNATIONAL STUDENTS COMMITTEE – **October 30, 2008**

Reported from unadopted minutes.

QUORUM 10/14 voting members, 4 resource, 0 guests

APPROVAL OF MINUTES

MSC to approve the April 22nd 2008 minutes with no changes.

MOTIONS APPROVED – None

MOTIONS FAILED – None

MOTIONS TABLED – None

REPORTS

1. Jeanette Stirdivant will look into why students are asked to include social security numbers on their nursing applications.
2. Ron Nakasone will provide the International Student office with a list of those students who have not paid anything toward their tuition or fees.
3. Ovsanna Khachikian and Irina Melik-Bakhshyan will bring up for discussion, at the next IOC meeting, the possibility of domestic students inviting international students to holiday dinners.

LIBRARY & INFORMATION COMPETENCY – September 25, 2008

No business conducted due to lack of quorum.

MATRICULATION – did not meet

Last meeting reported March 27, 2008

NONCREDIT MATRICULATION SUBCOMMITTEE – did not meet
Last Reported meeting September 17, 2008

OUTREACH/ RECRUITMENT - did not meet

SERVICE LEARNING - did not meet

STUDENT FEES (TUITION) – did not meet
Last meeting reported May 14, 2008

TECHNOLOGY MEDIATED SERVICES – November 11, 2008

Reported from unadopted minutes

QUORUM: 12 voting members/13 total voting members

APPROVAL OF MINUTES

It was MSC to approve the minutes of 5/21/08 (CE approved October 2008)

MOTIONS APPROVED

1. Revised Mass Communication policy was passed by Committee with amendments.
2. Revised Mass Communication regulations approved and forwarded to Student Affairs Committee.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

ADMINISTRATIVE AFFAIRS – September 9, 2008

SUBCOMMITTEES OF ADMINSTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT – October 2, 2008

SAFETY – October 15, 2008

Prepared by Frankie Strong, Governance Office Coordinator