Governance Update *January 2009*

The Governance Update is sent to report the actions taken by various governance committees. It is required by the Governance Document. The *January* report includes motion and information items as shown in the minutes of committees that reported to the Governance Office between *December 2, 2008 and January 13, 2009*.

- 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 the list of governance committees and to view committee minutes in their entirety visit: http://www.glendale.edu/staff/governance/ .
- Items ~~stru~~ck were not approved by Campus Executive and therefore, returned to the committee for clarification.

EXECUTIVE – October 14, 2008

QUORUM - 7/7 voting members, Chair, 1 proxy, 2 resource, 2 guests
The following motions passed unanimously.
APPROVAL OF MINUTES - It was MSC (Aziskhanova/Queen) to approve the September 9, 2008 Campus Executive Committee Minutes as amended.
MOTIONS APPROVED

1. It was MSC (Queen/Lindsay) to approve the Consent Calendar prepared for the October 14, 2008 Campus Executive Committee Meeting.
2. It was MSC (Queen/Alexandre) to delete Board Policy 9150 (2726): *Gratuitous Teaching Contracts for Members of the Board of Trustees.*

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS – none

SUBCOMMITTES OF EXECUTIVE:

BUDGET COMMITTEE - November 13, 2008
Motions not reported.

COMMUNITY RELATIONS - did not meet

CAMPUS WIDE COMPUTER COORDINATING – October 23 2008

EQUAL EMPLOYMENT OPPORTUNITY – did not meet
Last meeting reported April 3, 2008.

GOVERNANCE REVIEW – December 2, 2008
Reported from unadopted minutes.
QUORUM 7/8 voting; 1 non-voting
APPROVAL OF MINUTES
MSC Approval of minutes of November 4, 2008.
MOTIONS APPROVED

1. MSC to adopt the revised "Start Up" form.
2. MSC to replace the Manager/Confidential Manager position on GRC by a CSEA representative. (Note: GRC used to have two CSEA representatives, and no manager/confidential employee. When one of the CSEA representatives became a manager, she held on to the post, thus changing the composition of the committee. This motion restores the previous make-up of the committee.)
3.

MOTIONS FAILED
MOTIONS TABLED
REPORTS

1. Final changes to Governance Survey due to S. Kolpas by Dec. 4.
2. Study Abroad Committee: The three-year appointment to the released time chair positions of certain committees does not coincide with the four-year terms of governance committees. GRC's recommendation is to align the end of his term with the chair's position (June 2011). Foong Chong's vacant position as a member of the Study Abroad committee will be filled with a new representative; rather than simply finishing the remainder of Foong Chong's term, this new person should be given a four-year position. [directors of programs i.e. Baja, Study Abroad shall keep their seat on the committee for the duration of the directorship; if previously appointed a seat on that committee, that seat will be filled by another faculty who will be given a new 4-year term]
3. Committees without "Manager/Confidential employee" representation: GRC's recommendations are:
   a. Some committees do not have business pertaining to this category of employees, making their representation unnecessary.
   b. A need for representation will be addressed on a case by case basis.
   c. There are not enough managers/confidential employees to populate all governance committees.
4. Committees with only one (vs. two) CSEA representatives:
   - Some governance committees (Academic Calendar, Baja, Scholars, GRC) have only one CSEA representative.
   - GRC's recommendation is to retain this composition in areas of low interest/low relevance to CSEA.

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 –December 3, 2008

Reported from unadopted minutes.
QUORUM 31/36; 6 resources; 2 guests
APPROVAL OF MINUTES
MSC to approve minutes of November 5, 2008.
MOTIONS APPROVED

1. MSC to approve the safety policy and forward it to the Executive Committee for further consideration.
2. MSC to approve C&I minutes of November 19, 2008.
3. MSC to approve Foundational Skills Committee minutes of November 17, 2008.
4. MSC to approve due to time constraints, HR by passes the RTEP Committee's approval and advertises the position and hires the Foundational Skills coordinator as an emergency basis for spring 2009 semester only. The permanent position will be advertised after RTEP Committee's approval.
5. MSC to approve Study Abroad minutes of November 20, 2008.
6. MSC to approve Technology Mediated Instruction minutes of November 4, 2008.
7. MSC to approve substantive revision of Art 113 and second reading of Art 119.
8. MSC to approve second reading of Dance 133.

9. MSC to approve substantive revision to Photography 250 and second reading of Photography 257.
10. MSC to approve change in degree status of Mathematics 141, 145, 146, 245, and 246.
11. MSC to approve second reading of Business Administration 145.
12. MSC to approve second reading of Business Administration 177 and 178.
13. MSC to approve second reading of Business Administration 180.
14. MSC to approve second reading of Business Administration 185.
15. MSC to approve second reading of Business Administration 201.
16. MSC to approve second reading of Korean 104.
17. MSC to approve second reading of Russian115.
18. MSC to approve second reading of Health 117 (formerly PE 112+113) and Health 118 (formerly PE 114+115) and Health 128.
19. MSC to approve second reading of Architecture 113.
20. MSC to approve second reading of Architecture 250 with a minor amendment.
21. MSC to approve second reading of Culinary Arts 224.
22. MSC to approve second reading of Child Development 133, 135, 138, 140, 141, 142, 150, 156.

MOTIONS FAILED - none

MOTIONS TABLED

1. MST Armenian 130.

REPORTS – none

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR – did not meet

BAJA PROGRAM – did not meet

CURRICULUM & INSTRUCTION - November 19, 2008

Reported from unadopted minutes**.**

QUORUM 11 voting / 12 total voting members; 2 resources; 17 guests

APPROVAL OF MINUTES

MSC to approve the September 17, 2008 minutes**.**

MOTIONS APPROVED

1. MSC to change the catalog statement for ANTHR 102
2. MSC to add a Recommended Preparation for ASL 101.
3. MSC to approve KOREA 104.
4. MSC to approve ARCH 113.
5. MSC to approve CULIN 224.
6. MSC to approve the Substantive Revision of ART 113.
7 MSC to approve ART 119.
8. MSC to approve the Substantive Revision of ART/PHOTO 250.
9. MSC to approve DANCE 133.
10. MSC to approve BUSAD 185.
11. MSC to approve BUSAD 201.
12. MSC to change the catalog statement for MATH 101.
13. MSC to change the following Math classes to Non-Degree Applicable status: Mathematics 141, 145, 146, 245, 246.
14. MSC to approve ARMEN 130.
15 MSC to approve RUSS 115.
16. MSC to change PE 111 to HLTH 111.
17. MSC to approve the Substantive Revision of HLTH 117 (PE 112-113).
18. MSC to approve the Substantive Revision of HLTH 118 (PE 114-115).
19. MSC to approve the Substantive Revision of HLTH 128.

20. MSC to approve BUSAD 145.
21. MSC to approve BUSAD 177.
22. MSC to approve BUSAD 178.
23. MSC to approve BUSAD 180.
24. MSC to approve ARCH 250.
25. MSC to approve the Substantive Revision of CHLDV 133.
26. MSC to approve the Substantive Revision of CHLDV 135.
27. MSC to approve the Substantive Revision of CHLDV 138.
28. MSC to approve the Substantive Revision of CHLDV 140.
29. MSC to approve the Substantive Revision of CHLDV 141.
30. MSC to approve the Substantive Revision of CHLDV 142.
31. MSC to approve the Substantive Revision of CHLDV 150.
32. MSC to approve the Substantive Revision of CHLDV 156.
33. MSC to approve ART/PHOTO 257.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

1. The process to apply for and award Skill Awards was presented as an information item.

FOUNDATIONAL SKILLS – November 17, 2008

Reported from unadopted minutes.
QUORUM 12/15 total voting members; 2resource; 0 guests
APPROVAL OF MINUTES

MSC to approve October 6, 2008 minutes.

MOTIONS APPROVED

1. MSC to approve setting aside 10K out of the 32K unallocated funds to cover BSI conference expenses.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

GRADUATION REQUIREMENTS – did not meet

Met on November 14, 2008. Minutes will be presented at the next meeting

SCHOLARS – did not meet

STUDY ABROAD – November 20, 2008

Reported from unadopted minutes.
QUORUM 9/11 voting members; 1 resource; 0 guest
APPROVAL OF MINUTES

MSC to approve the October 16, 2008 minutes.

MOTIONS APPROVED

1. It was MSC (Leaver/Kaba) that a program to Japan be approved for Summer 2009, with Ms. Tatsugawa teaching Japanese 102 and also offering an International Field Studies course taught by an instructor to be determined at a later date. This program would need to have 20 students signed up with deposits by the end of January to go forward.
2. It was MSC that no Winter programs be offered in 2010.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

TECHNOLOGY MEDIATED INSTRUCTION – November 4, 2008

Reported from unadopted minutes.

QUORUM 12 voting / 16 total voting members; 1 resource; 2 guests

APPROVAL OF MINUTES

MSC to approve the October 7, 2008 minutes.

MOTIONS APPROVED

1. MSC to approve the CABOT 102 Business English (Online) course as amended.
2. MSC to approve the ETH S 121 Ethnic Minorities in the US (Hybrid) course as amended.
3. MSC to add a step to Distance Ed Course Approval Process which requires Division Chair to approve form and attach course outline prior to submission to TMI Chair.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

STUDENT AFFAIRS – did not meet

Last meeting reported November 19, 2008

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT – did not meet

Last meeting reported May 29, 2009

INTERNATIONAL STUDENTS COMMITTEE – did not meet

Last meeting reported October 30, 2008

LIBRARY & INFORMATION COMPETENCY – did not meet

Last meeting held 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 – did not meet

Last meeting reported November 11, 2008

ADMINISTRATIVE AFFAIRS – November 11, 2008

QUORUM 13 voting members present, 15 total voting members, 3 resources

APPROVAL OF MINUTES

MSC to approve the October 14, 2008 minutes. Motion passed.

MOTIONS APPROVED

1. MSC to approve the Consent Calendar
2. MSC to approve Administrative Regulation 3710 Parking and Traffic Regulations

MOTIONS FAILED - none

MOTIONS TABLED

1. Agenda item tabled: Energy Conservation Policy – Dan Padilla
2. Agenda item tabled: Fair Trade Coffee – Bookstore
3. Agenda item tabled: Copier Replacement (pending return of Lew Lewis)
4. Agenda item tabled: Up-Date on Evacuation Plan – Ron Villa and Lew Lewis

REPORTS

1. Various revised Board Policies and Administrative Regulations were reviewed and discussed.
2. Vicki Nicholson discussed the HR Master Plan.
3. Food Sales on Campus – Tzoler Oukayan spoke about food sales on campus by the student clubs and how it can affect cafeteria sales. It was suggested that a policy be developed for other groups on campus that want to have a food sale.

[CE recommendation-increase coordination between students and cafeteria]

4. Peggy Renner presented a hand-out on Management Efficiency and Effectiveness (Goal VIII of the Strategic Master Plan)

SUBCOMMITTEES OF ADMINSTRATIVE AFFAIRS:

Campus Development – November 18, 2008

Reported from un-adopted minutes.

QUORUM 10 / 19 voting members; 2 resources; 0 guests

APPROVAL OF MINUTES

MSC to approve the October 2, 2008 minutes.

MOTIONS APPROVED

1. MSC for committee members to identify bulletin boards and adjacent offices and inform Bill Taylor or Margaret Nadir.
2. MSC to allow ASGCC to buy a bulletin board to mount in the elevator tower lobby, to be maintained by them.
3. MSC to determine the design of the expanded EOPS counter space and install if funds can be made available.
4. MSC to name the field house at the Baja Field Station after Jose Mercade. Motion was amended to name dedicate the field room to Jose Mercade.

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS - None

Safety Committee – November 19, 2008

Reported from un-adopted minutes.

QUORUM 10 / 12 voting members; 3 resource; 1 guests

APPROVAL OF MINUTES

MSC to approve the October 15, 2008 minutes with a minor correction.

MOTIONS APPROVED

1. MSC to approve revised mission statement for the Safety Committee.
2. MSC to approve the final revisions of the Evacuation Marshal Plan to the Administrative Affairs Committee.

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS - None

Prepared by Frankie Strong, Governance Office Coordinator