Governance Update *November* 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 *October 7, 2008 and November 4, 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 – August 18, 2008

QUORUM – 7/8 voting members present; 1 resource; 1 guest
The following motions passed unanimously.
APPROVAL OF MINUTES - It was moved and seconded that the Executive Committee Meeting minutes of July 15, 2008 be approved.
MOTIONS APPROVED

1. It was moved and seconded that the Consent Calendar prepared for the August 19, 2008 Executive Committee Meeting be approved as amended.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

1. Board Operating Policies 1100, 2722, 2726, 3000 and 3001 were duly noted as first readings on the Board Agenda.
2. Dr. Queen will send alternate language for Board Policy 2726, #5, to Ms. Skerry. Administrative Services' Board Policy 3582: Capital Construction was duly noted as a first reading on the Board Agenda.
3. Mr. Serot will send a written request to Mr. Ferguson for appointment of an ASGCC representative to the Measure G Oversight Committee.
4. Dr. Perez will provide Dr. Queen with a copy of the Assessment Center Academic Honesty Policy.
5. [In regards to] AR 4355:
    i. Dr. Nicholson will check language of "spouse" throughout the document.
    ii. Dr. Nicholson will amend the maximum premium payment amount in Section A, #4 to add back into the language the former amount of $6,500 and that amount's cut-off date.

EXECUTIVE – September 9, 2008

QUORUM – 8/8 voting members; 1 resource; 1 guest
The following motions passed unanimously.
APPROVAL OF MINUTES - It was moved and seconded that the Executive Committee Meeting minutes of August 19, 2008 be approved.
MOTIONS APPROVED

1. It was moved and seconded that the Consent Calendar prepared for the September 9, 2008 Executive Committee Meeting be approved.

MOTIONS FAILED - none

MOTIONS TABLED - none
REPORTS

1. Board Operating Policies 1100, 2722, 2726, 3000 and 3001 were duly noted as second readings on the Board Agenda.
2. [In regards to] BP 5550:
    i. Dr. Perez will provide to the Academic Senate information regarding the areas and locations of the limited public forums.
    ii. The Academic Senate will then draft language to insert into BP 5550 that will address the Academic Freedom policy. The revision will then come back to Executive.
3. Board Operating Policies 1100, 2722, 2726, 3000 and 3001 were duly noted as second readings on the Board Agenda.

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 - October 9, 2008

Reported from unadopted Minutes
QUORUM - 6 voting members, 6 non-voting members (No ASGCC present)
APPROVAL OF MINUTES -MSC to accept the Minutes of the September 23, 2008 Budget committee meeting with the following amendment: Dr. Rick Perez had retracted his proposal to restore operating budget cuts @ $250k due to mid-year budget cuts.
MOTIONS APPROVED

1. MSC to approve the proposed Board Policy on District Reserves with the amendment to strike out Item #2 (reference to the Professional Development Center); policy to be presented to the Board of Trustees; the Board has already approved that the District shall maintain a General Reserve of 5% of the prior year's actual expenditures;

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS

1. A net savings of $378,888 from Retirement Incentive based on the number of retirees so far;
2. Another year of implementation of the Compressed Calendar schedule;
3. Economic forecast is that there will be no improvements in the next 2-3 years;
4. The Guild and CSEA will bring recommendations on implementing the GASB45 Proposal; in January, after the retirements, Ron Nakasone will present a new census to get a better idea of what the college's liability is;
5. From the Budget Workshop: No COLA next year; $450k is needed to cover all expenses; $800k property tax backfill was met; Basic Skills numbers went up in 07-08.

BUDGET COMMITTEE - October 28, 2008

Reported from Unadopted Minutes

QUORUM 6 voting / 3 non-voting
APPROVAL OF MINUTES MSC to approve the Minutes of the Oct. 9, 2008 meeting as presented.
MOTIONS APPROVED

1. It was MSC to approve the amended GASB45 Proposal, which will be presented to the Executive Committee and Board of Trustees.
2. It was MSC to approve the Proposal for the Funding for the Child Development Center and Cafeteria with the amendment that the Cafeteria medical benefits be paid through the General Fund.

MOTIONS FAILED none
MOTIONS TABLED

1. Agenda item 2007-08 Apportionment Recalculation was tabled until the next meeting.

REPORTS

1. A proposal on Hiring of Retirees will be brought to the next meeting by Hoover Zariani and Paul Buehler;
2. Ron Nakasone will e-mail the changes to the GASB45 Proposal to the Guild and CSEA;
3. The Child Development Center will do a presentation at the next meeting so that the committee can understand their constraints.

COMMUNITY RELATIONS - did not meet

CAMPUS WIDE COMPUTER COORDINATING – September 25, 2008

Reported from unadopted minutes.
QUORUM 10 / 17 voting members; 8 resources; 1 guest
APPROVAL OF MINUTES - MSC to approve the May 29, 2008 minutes with no changes.
MOTIONS APPROVED - None
MOTIONS FAILED - None
MOTIONS TABLED - None
REPORTS

1. A plan for updating the Technology Plan was discussed.
2. Volunteers were assigned to various groups assigned to planning tasks.
3. Peggy Renner will be asked to set some time aside at Team A meetings so that planning teams can get together and discuss.

EQUAL EMPLOYMENT OPPORTUNITY – did not meet

Last meeting reported April 3, 2008.

GOVERNANCE REVIEW – October 7, 2008

QUORUM 6/7 voting members; 1 resource; 1 guest
APPROVAL OF MINUTES - MSC minutes for June 3, 2008.
MOTIONS APPROVED

1. MSC Election of committee chair by acclamation: Sid Kolpas.
2. MSC to approve the "Planning Coordinating" subcommittee of Executive. Sid will take proposal to Executive. Larry will email suggested composition of the committee.

MOTIONS FAILED - none
MOTIONS TABLED

1. MST Looking into why some committees only have 1 CSEA representative. GRC, Academic Calendar, Baja, Scholars, Study Abroad (Frankie)
2. MST Looking into why some committees do not have a "Manager/Confidential" representative.

REPORTS

1. Action Item: Committee members shall submit suggested survey questions which address the campus' knowledge on governance (Accreditation) and addresses

governance committee members knowledge of governance practices. "Homework" is due via email to Sid by 8:00am, October 30, 2008 (Th)

GOVERNANCE REVIEW – November 4, 2008

Reported from unadopted minutes.

QUORUM 8/8 voting members; 1 resource; 1 guest

APPROVAL OF MINUTES - MSC minutes for October 7, 2008.

MOTIONS APPROVED

1. MSC to create an expanded Career and Technical Education Committee to oversee all Technical Education programs on campus, included those which are not VTEA-funded.
2. MSC Move the C&I co-chair position from "Joint Faculty" to "Senate." The Senate will continue to have a total of two representatives on C & I.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. It was determined that the survey will only go to individuals who serve on a governance committee, as opposed to the entire campus community.

RELEASE TIME EXTRA PAY – September 22, 2008

Reported from unadopted minutes.

QUORUM

APPROVAL OF MINUTES - MSC minutes for June 2, 2008.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. Vicki Nicholson will collect data on Sustainability Coordinator for next meeting.

STAFF DEVELOPMENT – did not meet

Last meeting reported May 23, 2008.

WEB OVERSIGHT – did not meet

ACADEMIC AFFAIRS –October 1, 2008

Reported from unadopted minutes.

QUORUM 31/36; 7 resources; guest 1

APPROVAL OF MINUTES - MSC to approve minutes of June 4, 2008.

MOTIONS APPROVED

1. MSC to approve C&I minutes of September 17, 2008.
2. MSC to approve Technology Mediated Instruction minutes of May 6, 2008 (CE approved June 2008) and June 10, 2008 (CE approved August 2008).
3. MSC to approve second reading of Photography 100, 126, 127, 128, 129, 140, 142, 150, 155; and substantive revisions of Photography 101, 103, 106, 109, 112, 114, 116, 118, 121, 122, 124, and 125.
4. MSC to approve second reading of Electronics and Computer Technology 160.
5. MSC to approve substantive changes to Computer Science/Information Systems 142, Business Administration 112; and second reading of Business Administration 202 and 203. 1 naye.
6. MSC to approve second reading of UNIX System Administrator Certificate.
7. MSC to approve second reading of Computer Applications Technician Certificate.
8. MSC to refer to the governance review the question of the advisability of online voting by governance committees on items on their agenda.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR –
Did not meet

BAJA PROGRAM – September 23, 2008
Motions not reported

CURRICULUM & INSTRUCTION – September 17, 2008
Reported from unadopted minutes.
QUORUM 9 voting / 12 total voting members; 0 resources; 10 guests
APPROVAL OF MINUTES - MSC to approve the May 21, 2008 minutes.
MOTIONS APPROVED

1. MSC to approve PHOTO 100
2. MSC to approve PHOTO 101
3. MSC to approve PHOTO 103
4. MSC to approve PHOTO 105
5. MSC to approve PHOTO 106
6. MSC to approve PHOTO 109
7. MSC to approve PHOTO 112
8. MSC to approve PHOTO 114
9. MSC to approve PHOTO 116
10. MSC to approve PHOTO 118
11. MSC to approve PHOTO 121
12. MSC to approve PHOTO 122
13. MSC to approve PHOTO 124
14. MSC to approve PHOTO 125
15. MSC to approve PHOTO 126
16. MSC to approve PHOTO 127
17. MSC to approve PHOTO 128
18. MSC to approve PHOTO 129
19. MSC to approve PHOTO 140
20. MSC to approve PHOTO 142
21. MSC to approve PHOTO 150
22. MSC to approve PHOTO 155
23. MSC to approve ECT 160
24. MSC to approve CS/IS 142
25. MSC to approve BUSAD 112
26. MSC to approve BUSAD 202
27. MSC to approve BUSAD 203
28. MSC to approve UNIX System Administrator Certificate
29. MSC to approve Computer Applications Technician Certificate

MOTIONS FAILED - none
MOTIONS TABLED

1. ARMEN 130
2. BUSAD 185 Withdrawn

REPORTS - none

FOUNDATIONAL SKILLS –
Last meeting reported to Executive was April 24, 2008.

GRADUATION REQUIREMENTS –
Did not meet

SCHOLARS –

Did not meet

STUDY ABROAD –

Did not meet

STUDENT AFFAIRS – October 15, 2008

Reported from unadopted minutes.

QUORUM – 16 voting members/23 total voting members

APPROVAL OF MINUTES – It was MSC that the minutes of September 17, 2008 be approved with corrections.

MOTIONS APPROVED

1. It was MSC that the Noncredit Matriculation unadopted minutes of September 17, 2008 be accepted.
2. It was MSC that the Library and Information Competency Committee adopted minutes of May 29, 2008 be approved (CE approved August 2008). 15 votes in favor, 1 abstention.
3. It was MSC that the Library and Information Competency Committee unadopted minutes of September 25, 2008 be accepted.
4. It was MSC to approve the revised Board Policy 5530, *Student Health Services*.
5. It was MSC to approve the revised Administrative Regulation 5530, *Student Health Services*, with minor corrections
6. It was MSC to approve the revised Administrative Regulation draft, *Accident Insurance for Students*, with minor corrections.

MOTIONS FAILED - none

MOTIONS TABLED

1. It was MSC to table a vote on Senate Motion 2008-20 until the student representatives are able consult with the ASGCC. A roll call vote was taken resulting in a tie, which was broken by the committee chair.

REPORTS

1. At Dr. Kolpas' request, the student representatives will take the Senate Motion 2008-20 to the ASGCC for a vote. Dr. Kolpas will send out an email on behalf of the Senate to solicit input from the Divisions. Senate Motion will be brought back to the Student Affairs Committee in November for a vote.
2. Dr. Perez agreed to take forward to the Enrollment Management group the issue of how to notify students their registration fees are due before they are dropped from classes.

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT – did not meet

Last meeting reported May 29, 2009

INTERNATIONAL STUDENTS – did not meet

Last meeting reported April 22, 2008

LIBRARY & INFORMATION COMPETENCY – September 25, 2008

Reported from Unadopted Minutes

QUORUM: 9 voting members/12 total voting members

APPROVAL OF MINUTES – MSC to approve the May 29, 2008 minutes

MOTIONS APPROVED

1. It was MSC that Dr. Winters be re-elected the Chair of the Committee.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS:

1. The Student Survey of Library Services for spring 2008 will be discussed at the next meeting.
2. RAC Committee was not funded for this year, but will try to continue without funding. Lower cost projects may be planned.
3. Dr. Winters asked committee members if anyone would like to volunteer for the coming Accreditation Standard II C study.

MATRICULATION – did not meet

Last meeting reported March 27, 2008

NONCREDIT MATRICULATION – September 17, 2008

Reported from unadopted minutes.

QUORUM 8 voting members /12 total voting members

APPROVAL OF MINUTES N/A (first meeting)

MOTIONS APPROVED

1. It was MSC to meet every other month instead of monthly.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. E. Collins agreed to ask the ASGCC for $1000 dollars to pay for the bus fee and education materials needed for the trip to be help on November 5th, 2008.
2. P. Zayas said she would see if the Basic Skills Committee could cover these expenses should ASGCC not approve our proposal. K. Holden said she would check with Jane Dilucchio regarding the possibility of having these expenses paid for by the AFLA grant. It is also possible that the Noncredit Matriculation grant may be able to earmark theses expenses in the future for continued funding.
3. It was agreed that on the trip E. Collins and M. Taghdis will take the students by the Assessment Center, Financial Aid Office, Administration Building, EOPS Office, the Career Center, and bookstore to see where these places are located and to learn what takes place in each setting. The students will also be given the option of either visiting the Business Department and possibly a class or the Culinary Arts Department for a tour and introduction by a faculty member. A handout that gives a brief definition of each place they visit will be provided to the students.
4. It was agreed that the trips should take place twice a year, once in the fall and once in the spring, as has been done in the past. The Fall 08 trip is tentatively set for November 5 at three different times to accommodate our morning, afternoon, and evening students at the Garfield campus.
5. Committee members agreed to bring back other ideas on how to better help our students matriculate.

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 minutes reported May 21, 2008

ADMINISTRATIVE AFFAIRS – September 9, 2008

Reported from unadopted minutes.

QUORUM 10 voting members/14 voting members, 2 resources

APPROVAL OF MINUTES - MSC to approve the June 10, 2008 minutes.

MOTIONS APPROVED

1. MSC to approve the Consent Calendar which included:
    a. Campus Development Minutes – September 4, 2008
2. MSC to approve BP2600 – Policy on Smoking on Campus. Motion passed without opposition.

MOTIONS FAILED - none

MOTIONS TABLED

1. Agenda item tabled: Up-date on Evacuation Plan.
2. Agenda item tabled: Fair Trade Coffee
3. Agenda item tabled: HR Board Policies

REPORTS

1. It was also determined that ashtrays should be placed away from the entrances.

SUBCOMMITTEES OF ADMINSTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT – October 2, 2008

Reported from unadopted minutes.

QUORUM

APPROVAL OF MINUTES - It was MSC to approve the minutes of Sept. 4, 2008.

MOTIONS APPROVED

1. MSC to name the building the "Santa Anita" bldg.
2. MSC to not install a new monument sign (gives parking information/messages.)

MOTIONS FAILED - none

MOTIONS TABLED – none

REPORTS

1. ASGCC to bring back proposals on who will take care of maintaining the bulleting boards.
2. CD will discuss policy on recycling on Campus.
3. Lew Lewis to bring proposal to Larry about Mail Room relocation.
4. Bill Taylor will report back to this committee re: sealing the windows in Admin bldg.
5. Bill Taylor to bring back a schedule of deadlines for Admin/Instructional and Student Services

SAFETY – September 17, 2008

Reported from unadopted minutes.

QUORUM 7 voting / 12 total voting members; 1 resource

APPROVAL OF MINUTES - MSC to approve the May 21, 2008 minutes.

MOTIONS APPROVED

1. It was MSC to request a resource person from Facilities be assigned to the Safety Committee to more effectively communicate any related action items and issues to Mr. Bill Taylor.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. Heidi Jenkins is the new HR representative giving the Workers' Compensation Reports to the committee.
2. Lew Lewis will investigate how to better identify safety issues related to injuries (e.g. students seen by Health Center and workers compensation cases) that need immediate follow-up – possibly by adding a trigger to the online Facilities work order system.
3. Lew Lewis will meet with GCC's Athletic Training staff to discuss their scope of assessing and treating students/athletes/staff injuries to be sure that all incidents are being handled in accordance to the college's insurance policy provisions.
4. Ron Villa, Lew Lewis, and Nidal Kobaissi are working on implementation of the Emergency Evacuation Plan – under the supervision of Larry Serot.
5. Nidal Kobaissi and Campus Police are working on the following:

a. Coordinating with Facilities regarding the lock-down of the outdoor San Fernando court. A one month trial will be used to evaluate if the lock-down alleviates the current safety issues (e.g. trash, fights, etc.).
b. Safety concerns over pedestrians vs. traffic at the Towne entryway to the college.
c. In collaboration with DSP&S, a request to ensure that the blue emergency call boxes and the public phone in the police department waiting area are accessible to people with disabilities.
d. Review and updates to the Emergency Procedures flip chart and the Faculty and Staff Emergency Procedures handbook.

SAFETY – October 15, 2008

Reported from unadopted minutes.

QUORUM 6 / 12 voting members; 2 resource; 0 guests

APPROVAL OF MINUTES MSC to approve the September 17, 2008 minutes with a minor correction.

MOTIONS APPROVED – none

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

1. Laura Matsumoto to follow-up with Lew Lewis re: the status of the implementation of a trigger (e.g. tied to on-line Facilities Work Orders) to better identify safety issues related to injuries (e.g. students seen by Health Center and workers compensation cases) that need immediate follow-up.
2. Laura Matsumoto to follow-up with Campus Executive Committee re: the status of the draft of the Animals on Campus Policy.
3. Ron Villa to explore possible strategies for the SG 204 chemistry lab safety shower's lack of safe/effective drainage.
4. All committee members will review the Safety Committee mission statement and provide Laura Matsumoto with any feedback or suggestions for changes to be addressed at the next meeting.
5. Cecilia Aksu will propose a student survey on campus safety to the ASGCC Officers and follow-up with the committee.
6. Laura Matsumoto will contact Larry Serot and Bill Taylor re: concerns over the need for a more regular schedule for brush clearance, especially around the AA building where the kilns are.
7. Laura Matsumoto will follow-up with Bill Taylor and the Governance Office re: the appointment of a Facilities representative to the Safety Committee.
8. An ad hoc committee (Laura Matsumoto, Cecilia Aksu, Carmita Veliz, and Deborah Kinley) will work on how to present information to the campus re: the November 13, 2008 Great So. Cal Shake Out emergency preparedness and awareness event.
9. Mark Poore to contact the Guild (Gordy Alexander) for support on November 13 Shake Out event.
10. Laura Matsumoto will follow up with Bill Taylor on power load shedding issues.
11. Carmita Veliz will call the Red Cross to determine if volunteers could be made available for Nov 13, 2008 Shake Out event for GCC and Garfield Campus.

Prepared by Frankie Strong, Governance Office Coordinator