# GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE November 2009

The Governance Update report comprises the actions taken by various governance committees. It is required by the Governance Document. The *November* report includes motions and information items as shown in the minutes of committees that reported to the Governance Office between October 6, 2009 and November 3, 2009.

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Any questions regarding items listed 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: <a href="http://www.glendale.edu/staff/governance/">http://www.glendale.edu/staff/governance/</a>
- Items struck were not approved by Campus Executive and therefore, returned to the reporting committee for clarification.

# Motions pulled and returned for Executive approval:

None

# **EXECUTIVE (Campus Executive) - October 13, 2009**

QUORUM: 4/7 voting members (approved motions #1 and 2)

6/7 voting members (approved motions #3 and 4)

2 resources, 1 guest, 1 absence

## **APPROVAL OF MINUTES**

1. It was moved (Dr. Queen) and seconded (Dr. Barrio-Sotillo) that the Executive Committee Meeting minutes of September 8, 2009. The motion passed unanimously. (4 voting members present)

#### **MOTIONS APPROVED**

- 1. It was moved (Dr. Queen) and seconded (Dr. Barrio-Sotillo) to table the Campus Executive Committee's second reading of Board Policy 3410: Nondiscrimination so that the stricken language in Board Policies 4030, 4032, 4034, 4034.1, and 4036 can be reviewed and compared to the language in corresponding Administrative Regulation 3410. The motion passed unanimously. (4 voting members present)
- 2. It was moved (Dr. Barrio-Sotillo) and seconded (Dr. Mirch) that the Consent Calendar prepared for the October 13, 2009 Executive Committee Meeting be approved as amended. The motion passed unanimously. (6 voting members present)
- 3. It was moved (Dr. Queen) and seconded (Dr. Barrio-Sotillo) to delete Board Policy 4140.1: Administrative Relations with the Academic Senate. The motion passed unanimously. (6 voting members present)

MOTIONS FAILED - none MOTIONS TABLED - none REPORTS - none

# **SUBCOMMITTEES OF EXECUTIVE (Campus Executive):**

## **BUDGET COMMITTEE MEETING - September 22, 2009**

**QUORUM** 9/10 voting; 2 resources; 6 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the Minutes of the September 22, 2009 meeting as presented.

MOTIONS APPROVED - none MOTIONS FAILED - none MOTIONS TABLED

1. Poorna Pal's Program Review online agenda item was tabled.

#### **REPORTS**

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- 1. Academic Senate, Guild and CSEA will discuss hiring freeze with its memberships and bring back a recommendation at the next meeting.
- 2. Building up reserves Recommendations will be brought to the next meeting
- 3. Ron asked the committee to start thinking about prioritization [for the 09-10 Requests for Additional Funding] and to bring recommendations to the next meeting.

## **COMMUNITY RELATIONS - did not meet**

# CAMPUS WIDE COMPUTER COORDINATING - September 17, 2009

Reported from unadopted minutes.

**QUORUM** 12/17 voting members; 5 resources; 0 guests

# **APPROVAL OF MINUTES**

1. MSC to approve the June 10, 2009 minutes with no changes

# **MOTIONS APPROVED**

- 1. It was MSC that the membership and Mission Statement of the CCCC be approved.
- 2. MSC that the IT Standards and Purchasing Guidelines be accepted with the proviso that changes be made and presented to the CCCC. IT will in the blanks when it comes to the links in the documents.
- 3. MSC that a comprehensive list be made for software. List will be brought to Division chairs to provide input on additional fields. Document will contain a note that states that if a manager/chair feels a field is missing that it may be added.
- 4. It was MSC (via email on 10/2/09) that a recommendation be made to Campus Executive that we go into an Evaluation period such that a time will occur where Ironport is used and evaluated and then Positini (after an upgrade) would be used and evaluated. The test group will be moved to a separate server.

# MOTIONS FAILED – None MOTIONS TABLED – None

## REPORTS

- 1. Informational item: Site is scheduled to be launched on 10/26. Preview will be available beginning 9/28 via link on homepage.
- 2. Informational item: ITS is undergoing Program Review. Recommended that CCCC review page 53 of the plan which lists projects IT feels needs to be done to support the four major goals identified. CCCC to review and be prepared to discuss at next meeting so that the plan can be wrapped up and prioritizations be made.

# **EQUAL EMPLOYMENT OPPORTUNITY** – did not meet

Last meeting reported April 3, 2008.

## **GOVERNANCE REVIEW – October 20, 2009**

Reported from unadopted minutes.

**QUORUM** 8/9 voting members; 1 resource, 2 guests

## **APPROVAL OF MINUTES**

1. MSC to approve the minutes of the June 2, 2009 meeting with correction to typo.

# **MOTIONS APPROVED**

- 1. MSC Sid to bring synopsis to Campus Executive, Sid will provide hard copies and plan of action from the Governance Review Committee (GRC).
- 2. MSC to upgrade the "Governance Best Practices" document and to add a section in the Governance Document. Document to be edited next meeting.
- 3. MSC Frankie to contact Ron Nakasone regarding GRC's suggestion of additional members to each of the constituencies and report back to GRC.

- 4. MSC Sid will contact Lisa to clarify whether she is the co-chair of the non-governance committee mentioned in the newspaper.
- 5. MSC Sid to contact Arnel before the next 4 C's meeting on November 19 regarding proper governance practices.

MOTIONS FAILED none MOTIONS TABLED none REPORTS none

## **INSTITUTIONAL PLANNING COORDINATION – October 5, 2009**

Reported from unadopted minutes.

**QUORUM** 14 / 19 voting members; 1 resource; 0 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the September 1, 2009 minutes with no changes

**MOTIONS APPROVED** - none

**MOTIONS FAILED** – none

**MOTIONS TABLED** – none

**REPORTS** – none

## **INSTITUTIONAL PLANNING COORDINATION – September 1, 2009**

**QUORUM** 12 / 18 voting members; 1 resource; 1 guest

#### **APPROVAL OF MINUTES**

This was the first meeting of the committee so there were no minutes to approve

#### **MOTIONS APPROVED**

1. MSC to approve Peggy Renner and Edward Karpp as committee co-chairs

**MOTIONS FAILED** – none

**MOTIONS TABLED** – none

**REPORTS** – none

## **RELEASE TIME/EXTRA PAY –** did not meet

Last meeting reported September 21, 2009.

# **STAFF DEVELOPMENT-** did not meet

Last meeting reported September 17, 2009.

# WEB OVERSIGHT - September 23, 2009

Reported from unadopted minutes.

**QUORUM** 6/10 voting members; 6 resources; 0 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the May 27, 2009 minutes with changes.

# **MOTIONS APPROVED**

- 1. It was MSC that the issue of membership be brought to the Governance Committee to review the constituency of the committee and to add the Webmaster as a Resource.
- 2. It was MSC that the Mission Statement be approved with the removal of the sentence, "with the goal of projecting an image of GCC as a leader in higher education."
- 3. It was MSC that Tina-Andersen-Wahlberg will research the 508 Compliance Committee further and speak with other involved parties. She will develop a proposal and send it to the Web Oversight committee via email for input prior to taking to Governance Review.
- 4. It was MSC that the following language be reviewed at the next meeting as a start for a Board Policy:

The GCC web site pages will have a consistent design to promote ease of navigation and a user-friendly environment. The college will monitor its web pages to ensure consistency and compliance. The District will work cooperatively

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with faculty and staff to make certain that all pages meet legal requirements for accessibility by persons with disabilities and will follow best practices for web page accessibility.

MOTIONS FAILED – None MOTIONS TABLED – None REPORTS – None

# **ACADEMIC AFFAIRS - October 7, 2009**

Reported from unadopted minutes.

QUORUM 28/36; 3 resources; 5 guests

## **APPROVAL OF MINUTES**

- 1. MSC to approve minutes of June 3, 2009.
- 2. MSC notes from September 2, 2009 meeting.

## **MOTIONS APPROVED**

- 1. MSC to review and discuss the new courses listed on the October 7 meeting agenda as first and second readings due to the fact that C&I did not meet in September.
- 2. MSC to approve first/second readings of Business Administration 116.
- 3. MSC to approve first/second readings of Computer Science/Information Systems 198.
- 4. MSC to approve first/second readings of Real Estate 199.
- 5. MSC to approve first/second readings of Student Development 129.
- 6. MSC to approve first/second readings of Student Development 130.
- 7. MSC to approve first/second readings of Architecture 251.
- 8. MSC to approve first/second readings of Environmental Technology 100, 1 nay, 1 abstention.
- 9. MSC to take Environmental Technology 105, 110, 115, 120, 125, and 130 as a group. As amendment to this motion, MSC to take Environmental Technology 105 separately.
- 10. MSC to approve first/second readings of Environmental Technology 105 with some corrections to the course outline.
- 11. MSC to approve first/second readings of Environmental Technology 110, 115, 120, 125, and 130.
- 12. MSC to approve first/second readings of Industrial Technology 160. As an amendment to this motion, MSC to approve ONLY the first reading of Industrial Technology 160.
- 13. MSC to approve Study Abroad minutes of September 24, 2009 with one minor correction.
- 14. MSC to approve Technology Mediated Instruction minutes of June 2, and September 15, 2009 meetings.

**MOTIONS TABLED - none** 

**REPORTS** – none

## SUBCOMMITTEES OF ACADEMIC AFFAIRS

#### **ACADEMIC CALENDAR**

Did not meet

#### **BAJA PROGRAM**

Did not meet

# **CURRICULUM & INSTRUCTION**

Did not meet

## **FOUNDATIONAL SKILLS**

Met in June, September, and October – Minutes will be presented at the next meeting.

## **GRADUATION REQUIREMENTS**

Did not meet

## **SCHOLARS**

Did not meet

# STUDY ABROAD - September 24, 2009

Reported from unadopted minutes.

**QUORUM** 10 / 10 voting members (one by proxy); 0 resource; 0 guests

## **APPROVAL OF MINUTES**

1. MSC to approve the May 21, 2009 minutes.

#### **MOTIONS APPROVED**

1. It was MSC that no winter program be offered and only one summer SA program be offered for the 2010-2011 academic year.

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** - none

## **TECHNOLOGY MEDIATED INSTRUCTION – June 2, 2009**

Reported from adopted minutes.

QUORUM 6 voting / 15 total voting members; 1 resource; 2 guests

## **APPROVAL OF MINUTES**

There was not a quorum, so the approval of minutes for May 5<sup>th</sup> was tabled.

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

## **MOTIONS TABLED**

1. There was not a quorum, so the approval of minutes for May 5<sup>th</sup> was tabled.

## **REPORTS**

1. Connie Lantz will send the Summer 2009 workshop schedule out to the college community

# **TECHNOLOGY MEDIATED INSTRUCTION – September 15, 2009**

Reported from unadopted minutes.

**QUORUM** 11 voting / 15 total voting members; 1 resource; 2 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the June 2, 2009 minutes with no changes.

# **MOTIONS APPROVED**

- 1. MSC to approve the POL S 108 Politics and Practices of the United Nations (Hybrid) DE Course Approval Form.
- 2. MSC to approve the ST DV 150 Tutor Training (Online) DE Course Approval Form.
- 3. MSC to approve the HIST 101 History of Western Europe (Hybrid) DE Course Approval Form.

# **MOTIONS FAILED** - none

## **MOTIONS TABLED**

1. The review of SPCH 100 Interpersonal Communication (Online) DE Course Approval Form was tabled.

## **REPORTS**

- 1. Dr. Allison will send out a copy of the report and recommendations put together by the Distance Ed Quality Taskforce for the committee to review.
- 2. Dr. Allison will send an email to coordinate with subcommittee volunteers: Roger Bowerman, Tina Andersen-Wahlberg.

# **ACADEMIC AFFAIRS – September 2, 2009**

Reported from unadopted minutes.

**QUORUM** 34/36; 4 resources; 0 guests

#### **APPROVAL OF MINUTES**

Special meeting only Board Policies and Administrative Regulations discussed.

#### **MOTIONS APPROVED**

- 1. MSC that the Board policies and the Administration Regulations be reviewed together. Board Policies for the most part will be simply a short explanation of what the policy is with specific references to the Administrative Regulations in more detail unless there is a compelling reason to make the policy longer.
- 2. MSC to approve Board policy 6230 Outside Speakers, as amended.
- 3. MSC that the Board policies and Administrative Regulations be reviewed based on the following priorities: Crossover, Required by Accreditation, Legally Required, Gutted, Legally Advised.

MOTIONS FAILED none

**MOTIONS TABLED** none

**REPORTS** none

# **STUDENT AFFAIRS** – no report

Last meeting reported September 16, 2009.

#### SUBCOMMITTEES OF STUDENT AFFAIRS

ASSESSMENT - did not meet

Last meeting reported May 21, 2009.

## **INTERNATIONAL STUDENTS COMMITTEE** – did not meet

Last meeting reported April 9, 2009

## LIBRARY & INFORMATION COMPETENCY COMMITTEE - did not meet

Last meeting reported May 28, 2009.

**MATRICULATION** – did not meet

Last reported meeting March 26, 2009

#### **NONCREDIT MATRICULATION** – did not meet

Last meeting reported May 20, 2009.

**OUTREACH/ RECRUITMENT** - did not meet

**SERVICE LEARNING** – Did not meet

Last reported meeting March 18, 2009

**STUDENT FEES** – did not meet

Last reported meeting March 10, 2009

## **TECHNOLOGY MEDIATED SERVICES** – did not meet

Last meeting reported April 9, 2009

# **ADMINISTRATIVE AFFAIRS – October 13, 2009**

Reported from unadopted minutes.

QUORUM: 14 of 17 present Guests: None

## **APPROVAL OF MINUTES:**

1. MSC to approve the September 8, 2009 minutes without any changes or additions.

## **MOTIONS APPROVED:**

- 1. MSC to approve the Consent Calendar:
  - a. Campus Development, September 3, 2009
  - b. Safety Committee, September 16, 2009

MOTIONS FAILED: None

#### **MOTIONS TABLED:**

1. Review of Mission Statement, pending more information.

## **TABLED DUE TO LACK OF TIME:**

- 1. AR 1410 Use of College Facilities
- 2. AR 2560 Disposition of Lost Money or Goods
- 3. AR 2610 Tobacco Sales
- 4. AR 3310 Records Retention & Destruction
- 5. AR 4314 Administrative Retreat Rights Policy
- 6. AR 6740 Citizens' Oversight Committee
- 7. BP 6305 District Reserves
- 8. Bulletin Board Monitoring
- 9. Mailroom
- 10. Skate Boarding Signs on Campus
- 11. "Ham and Spam"

#### **REPORTS**

- 1. Strategic Master Plan Work Assignments:
  - Discussions on assignments identified for Administrative Affairs, pertaining to the relevant Strategic Master Plan goals.
- 2. Smoking on Campus:
  - a. Revisited as a result of recent discussions on campus and in view of the city ordinance passed by the City of Glendale, banning smoking in public areas.
  - b. ASGCC to survey students on smoking issues. Issue tabled until after survey completed.
  - c. Various options discussed.

#### SUBCOMMITTEES OF ADMINSTRATIVE AFFAIRS:

# **CAMPUS DEVELOPMENT – September 3, 2009**

Reported from unadopted minutes

**QUORUM** 12/15

## **APPROVAL OF MINUTES**

1. MSC to approve the 5/7/09 minutes with no changes (there was no June Meeting)

**MOTIONS APPROVED** – none

**MOTIONS FAILED** – none

**MOTIONS TABLED** – none

## **REPORTS**

- 1. CDC Play Yard Remodel Project: Waiting for variance from DSA.
- 2. Temporary Location for the Athletic Trainer (S. Gym) Whirlpool and Platform project urgent need to be addressed.
- 3. Guido Girardi and Jon Gold to discuss and get rough ideas and some numbers for next meeting
  - a. relocating the existing operations and
  - b. creating a new operation in the vacated space.
- 4. Dan Padilla will bring back more info about Homeland Security grants for cameras on Campus.
- 5. Computers for Students to Register. Rick Perez to look as to where to get the money.
- 6. Los Robles Relocation: Need a plan for primary/secondary effects

#### SAFETY - September 16, 2009

Reported from un-adopted minutes.

**QUORUM** 10 / 11 voting members; 4 resource; 1 guest

## **APPROVAL OF MINUTES**

1. MSC to approve May 20, 2009 minutes as amended

#### **MOTIONS APPROVED**

1. MSC to request that Facilities apply bright visual contrast striping or other safety measures to the steps at the south-end of the Administration Building leading towards coffee cart.

MOTIONS FAILED – none MOTIONS TABLED - none REPORTS

- 1. Human Resources is implementing a new program for workplace safety training Facilities will be the pilot group.
- 2. Joy Cook will work with the Health Center 1) to gather more details when accident reports are filled out, and 2) to design a form to request student permission to be contacted regarding details of accidents both in order to help better identify areas that require remediation.
- 3. Laura Matsumoto will generate a work order requesting that Facilities apply bright visual contrast striping or other safety measures to the steps at the south-end of the Administration Building leading towards coffee cart.
- 4. Nidal Kobaissi will continue to follow-up on efforts to implement the District's Emergency Plan.
- 5. Nidal Kobaissi will continue to follow-up with the City of Glendale regarding pedestrian safety issues in the City Lots utilized by the college with emphasis on the area that runs through Lot 32 from the Verdugo footbridge to the Verdugo Park walkway.
- 6. Nidal Kobaissi will continue to follow-up on enforcement of the no skateboarding policy, but he states this is contingent upon action by judges at the court level.

Respectfully submitted by Frankie Strong, Governance Office