GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE January 2010

The Governance Update report comprises the actions taken by various governance committees. It is required by the Governance Document. The *January* report includes motions and information items as shown in the minutes of committees that reported to the Governance Office between December 8, 2009 and January 12, 2010.

- 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: http://www.glendale.edu/staff/governance/
- 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) - December 15, 2009

QUORUM: 7/7 voting members (1 proxy)

2 resources, 1 guest

APPROVAL OF MINUTES

1. It was moved (Mr. Nakasone) and seconded (Dr. Queen) that the Campus Executive Committee Meeting minutes of November 10, 2009 be approved as amended. The motion passed unanimously.

MOTIONS APPROVED

- 1. It was moved (Ms. Aziskhanova) and seconded (Dr. Mirch) to approve the Consent Calendar prepared for the December 15, 2009 Campus Executive Committee Meeting as amended. The motion passed unanimously.
- 2. It was moved (Dr. Queen) and seconded (Dr. Perez) to approve Senate Motion 2009-67 and to add this language to the Faculty Handbook, "Glendale Community College recognizes and respects students' religious practices. Instructors will excuse student absences for religious holidays to the same extent any other student absences would be considered excused. Students may be required to make up missed work." The motion passed unanimously.
- 3. It was moved (Dr. Queen) and seconded (Dr. Perez) to approve Senate Motion 2009-56, "The Senate adopts the proposal for a presidential evaluation board policy," and to send forward the board policy as a first reading on the January 25, 2010 Board Agenda. The motion passed unanimously.
- 4. It was moved (Dr. Queen) and seconded (Ms. Aziskhanova) to approve the adoption of the Governance Document to replace the language of Administrative Regulation 4000. The motion passed unanimously.
- 5. It was moved (Dr. Perez) and seconded (Ms. Avagyan) to approve Administrative Regulation 4410: Student Workers as amended. The motion passed unanimously. It was moved (Dr. Queen) and seconded (Mr. Nakasone) to approved Administrative Regulation 3300: Public Records as amended. The motion passed unanimously.

MOTIONS FAILED - none

MOTIONS TABLED - none REPORTS – none

SUBCOMMITTEES OF EXECUTIVE

BUDGET COMMITTEE MEETING – no report

Last meeting reported November 24, 2009

COMMUNITY RELATIONS - did not meet

CAMPUS WIDE COMPUTER COORDINATING – did not meet

Last meeting reported October 19, 2009

EQUAL EMPLOYMENT OPPORTUNITY - May 28, 2009

Reported from unadopted minutes.

QUORUM 10/18 voting members

APPROVAL OF MINUTES - none presented

MOTIONS APPROVED – none

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

- 1. Val to filter through additional data collected from the last two Edict meetings [regarding 2009-10 Diversity Training].
- 2. Val Dantzler to send out a draft of the revised mission statement to be discussed in the next meeting.

EQUAL EMPLOYMENT OPPORTUNITY - October 1, 2009

Reported from unadopted minutes.

QUORUM 12/17 voting members; 2 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of May 28, 2009 be approved.

MOTIONS APPROVED

1. MSC: New Mission statement approved by committee:

"The mission of the EEO Advisory Committee is to promote diversity and ensure equitable treatment of all applicants and employees through education and compliance with federal/state laws, board policies, and established hiring procedures."

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

- 1. Faculty Diversity Internship committee will meet to discuss next steps and pending items in Oct/Nov 2009.
- 2. [Val will] Update EEO Training Presentation and develop checklist.

GOVERNANCE REVIEW – did not meet

Last meeting reported November 3, 2009

INSTITUTIONAL PLANNING COORDINATION – December 7, 2009

Reported from unadopted minutes.

QUORUM 16 / 19 voting members; 0 resources; 0 guests

APPROVAL OF MINUTES

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

MOTIONS APPROVED

1. MSC to approve the committee mission statement as follows:

"The Institutional Planning Coordination Committee

- 1. Organizes the college planning process
 - a) Identifies existing plans
 - b) Develops an organizational chart for plans
 - c) Establishes timelines for when plans are due
- 2. Assesses the effectiveness of the planning process
 - a) Develops a template with criteria for acceptable plans
 - b) Encourages the self evaluation of plans
- 3. Makes recommendations for sustained continuous quality improvement
- 4. Develops strategies to promote campus buy-in for an integrated planning process
 - a) Updates the college Planning Handbook annually
- 5. Identifies trends and common needs in plans that reveal institutional needs."

MOTIONS FAILED

1. MSF to change the structure of the committee so there is only one chairperson.

MOTIONS TABLED - none

REPORTS - none

RELEASE TIME/EXTRA PAY – November 23, 2009

Reported from unadopted minutes.

QUORUM 6/8 voting members; 0 resources; 0 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of September 21, 2009 be approved with amendments.

MOTIONS APPROVED - none

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

- 1. Vicki Nicholson to follow up on whether the incumbent is continuing in the position [Program Review Coordinator].
- 2. [Updated RTEP Chart] Follow-up by Heidi Jenkins. Updated chart will be distributed at next meeting. Chart to be reviewed at next meeting.

STAFF DEVELOPMENT- did not meet

Last meeting reported September 17, 2009.

WEB OVERSIGHT – did not meet

Last meeting reported November 18, 2009.

ACADEMIC AFFAIRS – no report

Last meeting reported November 4, 2009.

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR - Did not meet

BAJA PROGRAM - Did not meet

CURRICULLUM & INSTRUCTION – Did not meet

Last meeting reported October 21, 2009.

FOUNDATIONAL SKILLS - Did not meet

Last meeting reported October 13, 2009.

GRADUATION REQUIREMENTS - Did not meet

SCHOLARS - Did not meet

STUDY ABROAD - Did not meet

TECHNOLOGY MEDIATED INSTRUCTION -Did not meet

STUDENT AFFAIRS – no report

Last meeting reported November 18, 2009.

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT – did not meet

Last reported meeting May 20, 2009

INTERNATIONAL STUDENTS COMMITTEE – did not meet

Last meeting reported April 9, 2009

LIBRARY & INFORMATION COMPETENCY COMMITTEE - did not meet

Last meeting reported October 22, 2009.

MATRICULATION – did not meet

Last meeting reported October 22, 2009.

NONCREDIT MATRICULATION – did not meet

Last reported meeting September 16, 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 October 27, 2009.

ADMINISTRATIVE AFFAIRS - December 8, 2009

Reported from unadopted minutes

QUORUM: 13 of 16 voting members present. Guests: Nidal Kobaissi, Cindy Daniels

APPROVAL OF MINUTES:

1. MSC to approve the November 10, 2009 minutes without any changes or additions.

MOTIONS APPROVED:

- 1. MSC to approve the Consent Calendar:
 - a. Campus Development, October 1, 2009
 - b. Safety Committee, October 14, 2009
 - c. Safety Committee, November 18, 2009
- 2. MSC to approve AR 4314 Administrative Retreat Rights Policy: 12 ayes, 1 abstention.
- 3. MSC to delete AR 4210 Classified Probationary Period: Passed without opposition.
- 4. MSC for Human Resources to develop a board policy to address personnel policies regarding Managers, Confidentials and Administrators.

MOTIONS FAILED: None

MOTIONS TABLED:

TABLED DUE TO LACK OF TIME:

- 1. AR 2560 Disposition of Lost Money or Goods
- 2. AR 2610 Smoking on Campus
- 3. AR 3310 Records Retention & Destruction
- 4. BP 1410 Use of College Facilities
- 5. BP 6305 District Reserves
- 6. BP 6560 Disposition of Lost Money or Goods

REPORTS

- 1. AR 4020 Employee Drug Free Workplace: Clarify Ed Code requirements, confirm if we are in compliance with Ed Code, determine language of AR.
- 2. BP 4020 Employee Drug Free Workplace: Change title of HR Director
- 3. AR 4050 Complaint Review Procedure: Recommendations for Complaint Form, to be changed by HR.

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT COMMITTEE - October 1, 2009

Reported from unadopted minutes

QUORUM 13/15

APPROVAL OF MINUTES

1. MSC to approve the 9/3/09 minutes with no changes

MOTIONS APPROVED

- Campus Dev. Committee determines some appropriate spaces/smoking areas and that it be forwarded to various committees, as this committee has decided that it is important to have designated smoking areas, but has not determined where they are
- 2. To plant roses (donated by Ann Ransford) below the Sun Dial (Planetarium)

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

- 1. South Gym: Converting one existing classroom in AU to a costume shop. (Guido Girardi to bring more info by next meeting)
- 2. Cameras on Campus: Dan Padilla to contact GCC Federal lobbyist, also Anchor Consultants, and Grants Committee.

- 3. Computers for Students to Register: Set up a small Task Force (Sharon Combs in charge) to study options for location and cost.
 - 1) Admin. Hallway
 - 2) Mailroom
 - 3) Open labs
 - 4) SG 1st floor Adjunct Faculty area
 - 5) Garret (Scholars room).
- 4. Temporary Location for the Athletic Trainer (S. Gym): Guido Girardi and Jon Gold to bring more info at next meeting.
- 5. HS 3rd Floor Access from Road: Invite Cynthia Dorroh and Barbara Artukovich at next meeting.
- 6. GCC walkway bridge and yellow bumps area Dan Padilla to bring more info on access path at next meeting.

SAFETY - October 14, 2009

Reported from un-adopted minutes.

QUORUM 9 / 11 voting members; 5 resource members

APPROVAL OF MINUTES

- MSC to approve September 16, 2009 minutes with no changes MOTIONS APPROVED
- 1. MSC to request that the rose bushes at the south end of Sierra Nevada be transplanted to the planter near EOPS and that the vacated planter be cemented in so that there is a wider pathway for increased safety of tram and pedestrian traffic.

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

- 1. Joy Cook will follow-up with Campus Development regarding SN rose bush area safety issue.
- 2. Nidal Kobaissi and Menua Minas Massihi will work on a program to offer self-defense workshops for campus.
- 3. Joy Cook will follow-up with Campus Development regarding campus plan for deterring crime through design i.e. new buildings and renovations should use materials identified as crime deterrents (e.g. stone partitions in restrooms).
- 4. Joy Cook will continue to 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.
- 5. Nidal Kobaissi and Sevada Chamras will work to design and post necessary identification signs for the Chemistry Department's stock room on the 2nd floor of Arroyo Seco.

SAFETY – November 18, 2009

Reported from un-adopted minutes.

QUORUM 9 / 11 voting members; 5 resource members

APPROVAL OF MINUTES

1. MSC to approve October 14, 2009 minutes with no changes

MOTIONS APPROVED

1. MSC to elect Nidal Kobaissi as the interim chair of the Safety Committee for Spring 2010 while Laura Matsumoto is out on maternity leave.

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

- Laura Matsumoto will email committee the current Student Accident Report (1 incident) for review.
- 2. Campus Police & ASGCC will continue to work on coordinating self-defense workshops to be offered most likely in Spring '10.
- 3. Since Campus Development did not meet in November, Joy Cook will follow-up with that committee at next meeting regarding SN rose bush area safety issue.
- 4. Since Campus Development did not meet in November, Joy Cook will follow-up with that committee at next meeting to suggest implementing a campus plan for deterring crime and improving safety through design i.e. new buildings and renovations should use materials identified as crime deterrents (e.g. stone partitions in restrooms) and environmental systems that increase safety. She will present documents supporting this documents from Nidal Kobaissi to be emailed to Safety Committee by Laura Matsumoto.
- 5. Nidal Kobaissi and Sevada Chamras will continue to work to design and post necessary identification signs for the Chemistry Department's stock room on the 2nd floor of Arroyo Seco.
- 6. A task force (Nidal Kobaissi, Ron Villa, and Ron Nakasone) will work on investigating security camera use on campus and re-drafting suggested language for a possible administrative regulation. The committee will report back at the next meeting.
- 7. Due to recent issues of students with disabilities being stranded late at night at the Access paratransit drop-off/pick-up site in Lot F the Campus Police will increase evening patrols to the area they will make note of students waiting for long periods and double check verbally with the students to see if they require assistance.
- 8. In addition to #7 above, the Center for Students with Disabilities will work on informing the students who use Access that they should call Campus Police if they experience incidents of being stranded by Access or other distress.
- 9. In addition to #7 & 8 above, Laura Matsumoto will follow-up with Arnel Pascua in IT to see if the Wi-Fi signal can be strengthened at Lot F to allow for students to use their laptops or other Wi-Fi devices to seek assistance if they are stranded in the area.

Respectfully submitted by Frankie Strong, Governance Office