

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
March 2010**

The Governance Update report comprises the actions taken by various governance committees. It is required by the Governance Document. The *March* report includes motions and information items as shown in the minutes of committees that reported to the Governance Office between February 9, 2010 and March 2, 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) – February 16, 2010

QUORUM: 7/7 voting members (1 proxy)
2 resources, 2 guests

APPROVAL OF MINUTES

It was moved (Dr. Mirch) and seconded (Mr. Nakasone) that the Campus Executive Committee Meeting minutes of January 19, 2010 be approved. The motion passed unanimously.

MOTIONS APPROVED

1. It was moved (Dr. Barrio-Sotillo) and seconded (Dr. Perez) to approve the Consent Calendar prepared for the February 16, 2010 Campus Executive Committee Meeting as amended. The motion passed unanimously.
2. It was moved (Dr. Perez) and seconded (Dr. Mirch) to approve the ARCC (Accountability Reporting for the Community Colleges) 2010 as presented. The motion passed unanimously.
3. It was moved (Dr. Queen) and seconded (Dr. Barrio-Sotillo) that Campus Executive is considering a proposal that released time positions be prioritized by the Release Time/Extra Pay Committee utilizing the criteria of the Strategic Master Plan, Educational Master Plan and College Mission Statement for the reduction, reallocation, or restoration of released time extra pay positions. Campus Executive invites comment from the Budget Committee and Release Time/Extra Pay Committee. The motion passed unanimously.
4. It was moved (Dr. Queen) and seconded (Dr. Barrio-Sotillo) to approve the Mutual Gains document as an Administrative Regulation. The motion passed unanimously.
5. It was moved (Dr. Barrio-Sotillo) and seconded (Dr. Mirch) that Administrative Regulation 4020: Employee Drug Free Workplace be approved as amended. The motion passed by the following vote: 6 ayes, 1 abstention.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

SUBCOMMITTEES OF EXECUTIVE

BUDGET COMMITTEE MEETING – February 11, 2010

QUORUM 9/9 voting, 2 resources, 8 guests

APPROVAL OF MINUTES

MSC to approve the Minutes of the January 26, 2010 meeting as presented.

MOTIONS APPROVED - none

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS -none

BUDGET COMMITTEE MEETING – February 23, 2010

Reported from unadopted minutes.

QUORUM 8/9 voting, 2 resources, 6 guests

APPROVAL OF MINUTES

MSC to approve the Minutes of the February 11, 2010 meeting as presented.

MOTIONS APPROVED

1. MSC to accept the Operating Budget Principles as amended. Ron will take these to the March Board Meeting.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. The committee will take the draft [Building Up the Level of Reserves] back to constituents for review and vote on it at the next Budget meeting.

COMMUNITY RELATIONS - did not meet

CAMPUS WIDE COMPUTER COORDINATING – did not meet

Last meeting reported October 19, 2009.

EQUAL EMPLOYMENT OPPORTUNITY – did not meet

Last meeting reported October 1, 2009.

GOVERNANCE REVIEW – December 1, 2009

QUORUM 5/8 voting, 1 resource

MINUTES APPROVED

MSC to approval the minutes of the November 3, 2009 meeting.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. John Queen will take the proposal to turn the Governance Document into AR 4000 as voted upon by the GRC to the Campus Executive – replacing the current wording with the actual Governance Document.
2. “Administration” composition on various governance committees Sid will place this as an agenda item on the March GRC meeting.
3. Committee Chairs voting or not voting - Sid will place this as an agenda item on the March GRC meeting.

GOVERNANCE REVIEW – March 2, 2010

QUORUM 6/9 voting, 1 resource

MINUTES APPROVED

MSC approval of minutes from December 1, 2009 with changes and to approve the re-formatted version.

MOTIONS APPROVED

1. MSC to re-organize the agenda:
 - a. What is listed as “New Business” #s 1-4 are re-named as “Old Business”

- b. "New Business" are #s 5-6
- 2. MSC to add to the current language in the Governance Document, page 6, section "Participation & Attendance":
If a committee member is absent fifty percent of the time over a one-year period OR absent for 2 consecutive meetings without a proxy during the academic year then at the chair's recommendation the member may be replaced by the appointing agency.
- 3. MSC to defer discussion to the task force, John Queen, Abe Barakat and Frankie Strong, to come up with solutions [in regards to release time positions which chair or serve on governance committees such as Study Abroad] to present to Campus Exec so that [the Campus Exec] committee may come to a decision [or may offer recommendations]. GRC members are welcome to email ideas to the task force.
- 4. MSC revise GovDoc, page 6, "Terms", #3:
The Administration appointments ("Administration", "Manager/Confidential") are 4-year terms; appointments without terms merely indicate the title or position related to that standing committee.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

- 1. ALL changes to the Governance Document will be presented to Campus Exec at the end of the year.
- 2. When a standing committee approves sub-committee minutes they are approving the minutes as a whole; supporting everything in minutes. YET may vote separately to not approve certain recommendations brought forth in subcommittee minutes; for example: "Standing committee approves the minutes from the subcommittee EXCEPT the motion on ..."
- 3. **Action Item:** to invite Brett Miketta to the April meeting to explain the intent behind the suggestion to expand the membership of CCCC.
- 4. Adopted vs. un-adopted minutes: **Action Item:** have the standing committee decide the procedure they would like to practice; some exceptions may be made for certain committees such as C & I which may submit un-adopted minutes due to time sensitivity.

INSTITUTIONAL PLANNING COORDINATION – did not meet

Last meeting reported January 4, 2010.

RELEASE TIME EXTRA PAY – did not meet

Last meeting reported November 23, 2009.

STAFF DEVELOPMENT- February 2, 2010

Motions not reported.

WEB OVERSIGHT – did not meet

Last meeting reported November 18, 2009.

ACADEMIC AFFAIRS – February 3, 2010

Reported from unadopted minutes.

QUORUM 29/36; 6 resources

APPROVAL OF MINUTES

1. MSC to approve minutes of December 2, 2009 meeting.

MOTIONS APPROVED

1. MSC to add two new Board policies, 1) Instructional Service Agreements, and 2) Career and Technical Programs to the agenda as new business items for first reading.
2. MSC to table second reading of the following Administrative Regulations:
 - 4010 – Calendar
 - 4070 – Auditing and Auditing Fees
 - 4220 – Standards of Scholarship – Delegation
 - 4222 – Remedial Coursework
 - 4225 – Course Repetition and Withdrawals
 - 4226 – Multiple and Overlapping Enrollments
 - 4227 – Repeatable Courses
 - 4228 – Course Repetition – Significant Lapse of Time
 - 4229 – Course Repetition – Variable Units
 - 4230 – Grading and Academic Record Symbols
 - 4231 – Grade Changes
 - 4232 – Pass/No Pass
 - 4235 – Credit by Examination
 - 4240 – Academic Renewal
 - 4250 – Probation
 - 4255 – Dismissal and Reinstatement
3. MSC to approve Foundational Skills minutes of December 3, 2009 meeting.
4. MSC to approve Technology Mediated Instruction minutes of November 3, 2009 meeting.

MOTIONS TABLED

MST to table Study Abroad minutes of November 19, 2009 meeting.

REPORTS – none

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR - Did not meet

BAJA CALIFORNIA FIELD STUDIES - Did not meet

CURRICULUM & INSTRUCTION – Did not meet.

Last meeting reported November 18, 2009.

FOUNDATIONAL SKILLS – December 3, 2009

Reported from unadopted minutes.

QUORUM 11 voting / 15 total voting members; 2 resources;

APPROVAL OF MINUTES - MSC to approve the October 27, 2009 minutes.

MOTIONS APPROVED

1. MSC to approve minutes from October 27, 2009
2. MSC to create a travel account.
3. MSC to add to new business on agenda to reconsider vote on Algebra Reduced Class Size project.
4. MSC to fund \$1,000 to cover previously expended travel expenses this year and revisit the travel budget the following meeting.
5. MSC to add to agenda item level 3 classroom expenditures history and analysis.
6. MSC to adjourn meeting.

MOTIONS FAILED - none

MOTIONS TABLED

1. MST to table agenda items 4A Funding, # 2 and # 2 in favor of going to new business.
2. MST to table agenda item 5A (Taking a larger role) and 5B (Criteria for evaluating projects).

REPORTS - none

GRADUATION REQUIREMENTS - Did not meet

SCHOLARS - Did not meet

STUDY ABROAD - Minutes of December 3, 2009 was tabled.

TECHNOLOGY MEDIATED INSTRUCTION – November 3, 2009

QUORUM - 9 voting / 14 total voting members; 3 resources

APPROVAL OF MINUTES - MSC to approve the September 15, 2009 minutes.

MOTIONS APPROVED

1. MSC to give a conditional approval to Speech 100-Interpersonal Communication (Hybrid) as amended.
2. MSC to grant a conditional approval to LIB 191-Introduction to Information Competency (Hybrid) as amended.
3. MSC to grant a conditional approval to Busad 116-Principles of Life and Health Insurance (Online) as amended.
4. MSC: The course outline will be put online two weeks prior to the scheduled committee meeting time and everyone will review it online through Blackboard and submit feedback to the submitter, one week before the committee meets.

MOTIONS FAILED – none

MOTIONS TABLED-none

REPORTS

1. Distance Education Course Approval Forms Review Subcommittee discussed the idea of having a subcommittee do an initial review of course approval forms before being brought to the TMI committee. The committee discussed the particulars of how the subcommittee should be formed.

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 – no report

Last meeting reported January 12, 2010.

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT COMMITTEE – did not meet
Last meeting reported October 1, 2009.

SAFETY – did not meet
Last meeting reported November 18, 2009.

*Respectfully submitted by
Frankie Strong, Governance Office*