GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE JULY 2013

The Governance Update report comprises the actions taken by various governance committees. It is required by Administrative Regulation 2511, the Governance Document. This report includes motions and information items as shown in the minutes of committees that reported to the Governance office between *June 11, 2013 and July 2, 2013.*

- 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/governance
- Items struck were not approved by Campus Executive and therefore, returned to the reporting committee for clarification.

EXECUTIVE a.k.a CAMPUS EXECUTIVE – Last meeting reported May 14, 2013

2:30 p.m., AD 121- Meets 1 week prior to Board of Trustees meetings **NEXT MEETING** – Tuesday, June 18, 2013, 2:30 p.m., AD 121

SUBCOMMITTEES OF CAMPUS EXECUTIVE

BUDGET - June 13, 2013

2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.

QUORUM 9/10 voting members; 2 resources, 10 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the May 28, 2013 meeting without opposition as presented.

MOTIONS APPROVED

- 1. MSC to restore \$5K of funding for DSP&S hourly workers.
- 2. MSC to restore \$12.5K of funding for International Student travel.
- 3. MSC to accept Budget Reallocation Committee recommendation for student workers.

MOTION FAILED - none

MOTIONS TABLED - none

REPORTS - none

NEXT MEETING: June 25, 2013

CAMPUSWIDE COMPUTER COORDINATION – Last meeting reported April 18, 2013

3rd Thursday, 12:30 -1:30p, AD 121

NEXT MEETING: TBD

ENROLLMENT MANAGEMENT – Last meeting reported April 10, 2013

2nd Wednesday, 12:20 - 1:20, AD 121

NEXT MEETING: TBD

EQUAL EMPLOYMENT OPPORTUNITY – Last meeting reported March 21, 2013.

4th Thursday, 12:30-1:30pm, SM 270

NEXT MEETING: TBD; did not meet in April 2013

GOVERNANCE REVIEW – Last meeting reported June 4, 2013

1st Tuesday, 1:30-2:30pm, AD 249

NEXT MEETING: Fall semester 2013

INSTITUTIONAL PLANNING COORDINATION – April 8, 2013

2nd Mondays, 12:15pm - 1:30pm, AD 121

QUORUM 14 / 19 voting members; 0 resources; 2 guests

APPROVAL OF MINUTES

- a. MSC to accept the minutes of February 11, 2013
- 2. MSC to accept the minutes of March 11, 2013

MOTIONS APPROVED

- 3. MSC to uphold firm deadlines for the submittal of program review reports and
 - a. resource requests. Documents received out of the timeline will not be processed.
- 4. MSC to provide writers information regarding the criteria to be used for prioritization,
 - b. firm deadlines for submittal of all documents and the consequences of not meeting
 - c. the deadline will result in requests not moving forward in the process.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – May 13, 2013

2nd Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 13 / 18 voting members; 0 resources; 2 guests

APPROVAL OF MINUTES

a. MSC to accept the minutes of April 8, 2013

MOTIONS APPROVED

 MSC to use and forward the above prioritization parameters to the standing committees

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

NEXT MEETING: June 10, 2013

MASTER PLANNING (TEAM A) – Last meeting reported May 3, 2013

Meets as needed, 1:00pm – 3:00pm, SC 212AB

NEXT MEETING: TBD

RELEASED TIME/EXTRA PAY – June 7, 2013

Dates and Times Determined By Committee, 12:00-1:00p, SM270

Report is forthcoming.

Last meeting reported May 3, 2013.

NEXT MEETING: TBD

STAFF DEVELOPMENT – May 16, 2013

3rd Thursday, 12:30pm to 1:30pm, HR Conference room.

Report is forthcoming. **NEXT MEETING:** TBD

WEB OVERSIGHT – Last meeting reported May 23, 2012

4th Wednesday, 12:30 pm, AD 121

NEXT MEETING: TBD

ACADEMIC AFFAIRS – June 5, 2013

1st Wednesday, 2:00 - 4:00 pm, AD 217

Report is forthcoming.

NEXT MEETING: September 2013

SUBCOMMITTEES OF ACADEMIC AFFAIRS

ACADEMIC CALENDAR – Last meeting reported October 24, 2012

Committee meets as needed

NEXT MEETING: TBD

BAJA PROGRAM – May 16, 2013

Meets twice per year. Contact Chair for date, time and location. 12:30-1:30p, SG202

Report is forthcoming.

Last meeting reported November 8, 2012

NEXT MEETING: TBD

BASIC SKILLS - April 8, 2013

3rd Monday, 2:30 – 4:00 pm, CR 230

Report is forthcoming.

Last meeting reported February 25, 2013.

NEXT MEETING: TBD

GRADUATION REQUIREMENTS – did not meet

Meets as needed.

NEXT MEETING: TBD

SCHOLARS PROGRAM – Last meeting reported May 22, 2012.

As needed, contact Chair

NEXT MEETING: TBD

STUDY ABROAD – February 28, 2013

3rd or 4th Thursdays, 12:00-1:10pm, AD 121

Report is forthcoming.

Last meeting reported December 7, 2012.

STUDY ABROAD -May 2, 2013

3rd or 4th Thursdays, 12:00-1:10pm, AD 121

Report is forthcoming.

Last meeting reported December 7, 2012.

NEXT MEETING: TBD

STUDENT AFFAIRS - Last meeting reported May 29, 2013

3rd Wednesday, 1:00-2:00pm, AD 121

NEXT MEETING: September 18, 2013

SUBCOMMITTEES OF STUDENT AFFAIRS

ASSESSMENT – Last meeting reported, March 8, 2012

2nd Thursday, 2:00 pm, AD 121

NEXT MEETING: TBD

INTERNATIONAL STUDENTS – Last meeting reported May 7, 2013

As needed, contact Chair

NEXT MEETING: TBA

LIBRARY & INFORMATION COMPETENCY – Did not meet

4th Thursday, 12:30 p.m. - 1:30 p.m., LB417

Last meeting reported February 28, 2013.

NEXT MEETING: TBA

MATRICULATION – Last meeting reported March 28, 2013

4th Thursday, 2:00 pm, SR 221

NEXT MEETING: TBA

NONCREDIT MATRICULATION – Last reported meeting March 28, 2013

3rd Wednesday, 3:30 pm, 4x per academic year

NEXT MEETING: TBA

OUTREACH/ RECRUITMENT - Last reported meeting unknown

As needed, contact Chair

NEXT MEETING - TBA

SERVICE LEARNING – Last reported meeting, March 14, 2013

As needed, contact Chair

NEXT MEETING - TBA

STUDENT FEES - May 23, 2013

2nd Tuesday, 2:00-3:30pm, AD 121

Report is forthcoming.

Last reported meeting, April 10, 2013

NEXT MEETING: TBA

TECHNOLOGY MEDIATED SERVICES – Last reported meeting October 26, 2011

As needed, contact Chair

NEXT MEETING: TBD

ADMINISTRATIVE AFFAIRS – June 11, 2013

2nd Tuesday, 11:00 am - 12:00 pm, AD 121

Reported from unadopted minutes.

QUORUM (9): 11 out of 17. Guests: 1

APPROVAL OF MINUTES:

1. MSC minutes of May 14, 2013

MOTIONS APPROVED:

- 1. MSC the Consent Calendar unanimous approval.
 - a. Environmental Affairs: May 1, 2013
 - b. Campus Development: May 2, 2013
 - Approval of 2013-14 Five Year Plan Priority List (Version II)
 - Wind Turbines on AT Building for student evaluation of alternate energy sources approved as a permanent fixture.
 - c. Safety Committee: May 15, 2013 (No April meeting)
- 2. MSC to approve the following:
 - a. AR 3580 Work Place Temperature approved.
 - b. AR 6305 District Reserves approved.

MOTIONS FAILED:

MOTIONS TABLED:

- a. BP 3430 Prohibition of Harassment
- b. AR 3430 Prohibition of Harassment
- c. AR 4142 (New 7162) Released Time/Extra Pay Committee.

REPORTS:

- a. AR 6250 Budget Management: Reviewed and changes suggested by Campus Executive approved.
- b. Program Review Resource Requests from Administrative Services: Results to be revised to include missing rating sheet and corrected rating procedure.

NEXT MEETING: September 10, 2013

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS

CAMPUS DEVELOPMENT COMMITTEE – May 2, 2013

1st Wednesday, 12:20-1:30 PM, SR 134

Reported from unadopted minutes

QUORUM 13/16

APPROVAL OF MINUTES

1. MSC to approve the Minutes of April 4, 2013.

MOTIONS APPROVED

- 1. MSC to approve the 2013-14 Revised Projects Priority Order list (version 2)
- 2. MSC to approve the installation of the Wind Turbines permanently on the roof of AT Building

MOTIONS FAILED – none MOTIONS TABLED – none REPORTS

- 1. Jon Gold will e-mail the final "No Trespassing" sign verbiage.
- 2. Put the Revised 2013/14 Projects Priority Order list (Version 2) on Fusion (Merrilee Ahaus) (Should be Marilyn Keithly, consultant MA)
- 3. Recommendations for Secondary Effects (Facilities Master Plan Task Force) dated 6/4/13 to be presented at the next Campus Development meeting 6/6/13.

NEXT MEETING: June 6, 2013

ENVIRONMENTAL AFFAIRS COMMITTEE - May 1, 2013

1st Wednesday, 12:20 pm – 1:30 pm, (HS 214)

Reported from adopted minutes.

QUORUM (6): 6 of 10 Quorum present

APPROVAL OF MINUTES

1. MSC the minutes of April 3, 2013. Approval was unanimous.

MOTIONS APPROVED:

None

MOTIONS FAILED: None MOTIONS TABLED: None

REPORTS:

- 1. Discussion on an Environmental Studies program at GCC.
- 2. An update on the Feasibility Report to improve the facilities infrastructure by Nelson Oliveira, Director of Facilities. The report is to be presented to the Board of Trustees for approval.
- Installation of motionless paper dispensers presentation by Abel Garcia from Waxie Sanitary Supplies. A 10% - 20% savings in paper costs is anticipated from 375 paper towel dispensers at Garfield and the Main Campus.
- Styrofoam on Campus: Styrofoam, an ocean polluter is banned on many campuses and alternatives were discussed such as reusable containers or compostable containers.
- 5. Campus Beautification Day will be held on May 11 to repair and paint three classrooms: AU114, AU117 and SR116.

NEXT MEETING: June 5, 2013

SAFETY COMMITTEE – May 15, 2013

3rd Wednesday, 11:00am-12:00pm, Facilities Conference Room – HS 214 Reported from un-adopted minutes.

QUORUM 9 / 12 voting members; 2 resource members; 1 guest

APPROVAL OF MINUTES

1. MSC approval of March 20, 2013 minutes with no changes.

MOTIONS APPROVED -

- 1. MSC to endorse the Energy Conservation and Modernization proposal by Nelson Oliveira.
- 2. MSC to endorse the proactive, preventative, and predictive maintenance cycles of the Facilities Index proposal by Nelson Oliveira.

MOTIONS FAILED – none MOTIONS TABLED - none REPORTS

- 1. Heidi Jenkins updated on two employee injuries, but none required safety follow-up at this time.
- 2. Laura Matsumoto reported on the student accident report no safety follow-up is indicated at this time.
- 3. Nelson Oliveira presented a revised bid for repairs to the outside SF courts at a cost of \$13,010. There is no funding available. Mr. Oliveira noted that the official risk assessment was completed on the site, but that he would defer to Mr. Ron Villa (not present) for the final recommendation. Action Item #1: Laura Matsumoto will contact Ron Villa to ascertain if outdoor SF court can remain open based on incident history and will report back to committee. Action Item #2: Nelson Oliveira will check on sprinkler watering schedule near SF outdoor court to determine how it impacts the court surface.
- 4. Patrick Shahnazaryan reported that the lighting in the parking structure has been fixed.
- 5. Chief Montecuollo reported that he has sent a revised emergency procedures flip chart to the administration for review. Action Item: Chief Montecuollo will ask Fire Chief Sam DiGiovanna about the possibility of Campus Community Emergency Response Team (CCERT) trainings.
- 6. Teri Ismail reported concerns about Garfield Campus' readiness for emergencies. Action Item: Chief Montecuollo and Teri Ismail to meet about Garfield Campus emergency preparedness.
- 7. Chief Montecuollo reported that the solution for the Lot G traffic flow issue is to install a stop sign. Action Item: Montecuollo is to order a stop sign and have it installed at Lot G and fire road intersection.
- 8. Chief Montecuollo reported that the Verdugo bridge lighting has been repaired by the city.
- 9. Nelson Oliveira reported that Facilities is aware of reported that HVAC issues in SG 108 – the High Tech Center for Students with Disabilities and many other locations. He has a proposal to present to the Board that will address these issues. MSC to endorse the Energy Conservation and Modernization proposal by Nelson Oliveira.
- 10. Laura Matsumoto reported that the faculty expressed concerns about facilities maintenance cycles being met. Nelson Oliveira reported he has a Facilities Index Program proposal to present to the Board that will address these issues. MSC to endorse the proactive, preventative, and predictive maintenance cycles of the Facilities Index Program proposal by Nelson Oliveira.

NEXT MEETING: Fall 2013 – date to be determined.

Respectfully submitted by Frankie Strong, Governance Office