GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
January/February 2012

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 *November 30, 2011 and February 13, 2012.*

- 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 – December 6, 2011

MEETING TIME 2:30 p.m., AD 121- Meets 1 week prior to Board of Trustees meetings
QUORUM (7): 7 out of 7 voting members.
APPROVAL OF MINUTES

1. It was moved (Dr. Mirch) and seconded (Mr. Scott) to approve the Campus Executive Committee Minutes of November 15, 2011. The motion passed unanimously.

MOTIONS APPROVED

2. It was moved (Ms. Sargsyan) and seconded (Dr. Mirch) to accept the following subcommittee minutes:

   a) Budget Committee
      Adopted Minutes of November 10, 2011
   b) Enrollment Management Committee
      Adopted Minutes of October 12, 2011

   c) Institutional Planning Coordination Committee
      Adopted Minutes of October 24, 2011
      Adopted Minutes of November 7, 2011
      Adopted Minutes of November 14, 2011

   d) Released Time Extra Pay Committee
      Adopted Minutes of October 21, 2011

   The motion passed unanimously.

3. It was moved (Ms. Saber) and seconded (Ms. Aziskhanova) to approve the Consent Calendar prepared for the December 6, 2011 Campus Executive Meeting. The motion passed unanimously.

4. It was moved (Dr. Perez) and seconded (Ms. Saber) that the college move forward with the implementation of MOODLE contingent upon the approval of the TMI subcommittee meeting minutes at the December 7, 2011 Academic Affairs Meeting. The motion passed unanimously.

5. It was moved (Mr. Nakasone) and seconded (Dr. Mirch) to approve the deletion of Administrative Regulation 2300: Recycling Program. The motion passed unanimously.

6. It was moved (Mr. Nakasone) and seconded (Mr. Scott) to approve Administrative Regulation 3110: Environmental Sustainability. The motion passed unanimously.

7. It was moved (Ms. Aziskhanova) and seconded (Ms. Sargsyan) to approve Administrative Regulation 3050: Conflict of Interest Code of the Glendale Community College District as amended. The motion passed unanimously.

8. It was moved (Dr. Perez) and seconded (Ms. Sargsyan) to approve the deletion of Board Policy 5010: Student Services Mission Statement. The motion passed unanimously.

NEXT MEETING DATE – Tuesday, January 10, 2012, 2:30 p.m., AD 121

EXECUTIVE a.k.a CAMPUS EXECUTIVE – January 10, 2011

MEETING TIME 2:30 p.m., AD 121- Meets 1 week prior to Board of Trustees meetings

QUORUM (7): 6 out of 7 voting members.

APPROVAL OF MINUTES

1. It was moved (Mr. Scott) and seconded (Ms. Saber) to approve the Campus Executive Committee Minutes of December 6, 2011. The motion passed unanimously.

MOTIONS APPROVED

2. It was moved (Ms. Sargsyan) and seconded (Mr. Scott) to accept the following subcommittee minutes:

   a) Budget Committee
   Adopted Minutes of November 22, 2011

   b) Staff Development Committee
   Adopted Minutes of October 20, 2011

   c) Web Oversight Committee
   Adopted Minutes of November 10, 2010

   The motion passed unanimously.

3. It was moved (Mr. Scott) and seconded (Ms. Sargsyan) to approve the revision of Administrative Regulation 2121: Line of Responsibility to Board Policy 3100: Line of Responsibility – Administrative Operations. The motion passed unanimously.

4. It was moved (Ms. Sargsyan) and seconded (Dr. Mirch) to approve the revision of Administrative Regulation 2130: Organizational Structure to Administrative Regulation 3100: Organizational Structure. The motion passed unanimously.

5. It was moved (Dr. Perez) and seconded (Ms. Sargsyan) to approve Board Policy 5010: Admissions & Concurrent Enrollment. The motion passed unanimously.

6. I t was moved (Dr. Perez) and seconded (Dr. Mirch) to table Administrative Regulation 5010: Eligibility for Admissions for verification of the age requirements stated in the document. The motion passed unanimously.

NEXT MEETING DATE – Tuesday, February 21, 2012, 2:30 p.m., AD 121

SUBCOMMITTEES OF EXECUTIVE:

BUDGET – November 22, 2011
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

QUORUM 10/10 voting members; 1 Resource, 7 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of the November 10, 2011 meeting as presented.

MOTIONS APPROVED

1. MSC to fill the retiree vacancies of Susan Henry and Barbara Keegan.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS none

BUDGET – December 8, 2011
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

QUORUM 8/10 voting members; 1 Resource, 7 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of the November 22, 2011 meeting with the amendment that Hoover Zariani had been absent.

MOTIONS APPROVED none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. Ron gave an update on the State Budget.
2. Ron gave an update on the College Budget Status.

BUDGET – January 12, 2012
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.

QUORUM 10/10 voting members; 2 Resources, 5 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of the December 8, 2011 meeting as presented.

MOTIONS APPROVED

1. MSC to move $25k from the Contingency Reserve into the Repair Account [to fix the water leak at the Fitness Center.
2. The Over $7,500 Budget Reallocation Committee will review accounts again to restore the budget for next year. A discussion occurred on whether the $7,500 threshold should be reduced next year. Ron said he would bring back the number of accounts that would have to be reviewed by a change in the review amount at the next budget meeting.
3. Ron said that there are five classified positions that need to be filled: Gardener, Duplicating Clerk, PBX Operator, DSPS (Senior Student Services Tech), Police Dispatcher.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. Ron gave an update on the State Budget.
2. Ron distributed an updated spreadsheet and gave an update on the College Budget Status.

BUDGET – January 24, 2012

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

Reported from unadopted minutes.

QUORUM 6/10 voting members; 1 Resources, 3 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of the January 12, 2011 meeting as presented.

MOTIONS APPROVED

1. MSC that the reallocation committees look at all discretionary accounts in excess of $6k.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

NEXT MEETING: February 9, 2012

CAMPUSWIDE COMPUTER COORDINATION – November 17, 2011

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

Report is forthcoming.

EQUAL EMPLOYMENT OPPORTUNITY – December 8, 2011

1ST Thursday, 12:30-1:30, SM270

Report is forthcoming.

ENROLLMENT MANAGEMENT – Last meeting reported October 12, 2011.

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

GOVERNANCE REVIEW – October 4, 2011

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

Reported from unadopted minutes.

QUORUM 8/8 voting members; 1 Resource

APPROVAL OF MINUTES

1. MSC to approve the September 4, 2011 minutes with minor corrections. (1 abstention)

MOTIONS APPROVED

2. MSC to elect Abe Barakat as committee chair.

3. MSC to accept the recommendations on adding the language of the four approved motions to AR 2511.
4. MSC to change the "Administration" representation on the Academic Affairs Committee to specify "seven instructional administrators." This language will be added to AR 2511.
5. MSC to approve ASGCC's recommendation to remove student membership from the EEO Committee. Rationale: EEO business does not pertain directly to students.
6. MSC to approve adding the language "one person, one vote" to AR 2511 under subsections "Proxy" and "Communications & Operations." The Governance Office Coordinator will add changes and present a revised AR 2511 for GRC's review and approval.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

GOVERNANCE REVIEW – November 1, 2011
1st Tuesday, 1:30-2:30 pm, AD 249

Reported from unadopted minutes.
QUORUM 8/8 voting members; 1 Resource
APPROVAL OF MINUTES- none
MOTIONS APPROVED

1. MSC to approve the addition of the C & I Co-Chair as a voting member of the IPCC. It was agreed that Abe would contact Ed Karpp to inform him of the motion.

MOTIONS FAILED – none
MOTIONS TABLED

1. MST to table the minutes of the October 4, 2011 meeting. Brenda volunteered to revise the minutes and send them out to committee members prior to the December meeting. (1 abstention)

REPORTS

1. After discussion, it was agreed that an individual should be allowed to represent any group to which they legitimately belong, which is what is allowed in the Governance Document.
2. Recommendations for changes [to AR 2511, the Governance Document] should be brought to the December meeting. Frankie will send the marked up document to the committee via e-mail.
3. It was agreed that an employee who is not working a given semester or session, is not "on the payroll" and, therefore, ineligible to serve on governance committees.
4. Frankie suggested that future agendas have a category "Review of Action Items" for discussion of the status/outcome of action items from previous meetings.

NEXT MEETING: March 6, 2012 – did not meet in December 2011, January & February 2012

INSTITUTIONAL PLANNING COORDINATION – November 14, 2011

2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121
APPROVAL OF MINUTES
1. MSC to approve the November 7, 2011 minutes
MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – November 28, 2011

2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 15/19 voting members; 0 resources; 2 guests

APPROVAL OF MINUTES

1. MSC to approve the November 14, 2011 minutes

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – January 9, 2012

2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 13/16 voting members; 0 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the November 28, 2011 minutes

MOTIONS APPROVED

1. MSC to endorse the revised college vision statement for SLOs

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

NEXT MEETING: January 23, 2012

RELEASED TIME EXTRA PAY – December 9, 2011

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

Reported from unadopted minutes.

QUORUM 6/7 voting members

APPROVAL OF MINUTES

1. MSC to approve the November 18, 2011 minutes with corrections.

MOTIONS APPROVED

1. MSC to approve the Athletic Director and Assistant Athletic Director job descriptions with changes to the Athletic Director job description. Those changes are a 3 year term instead of 5 years and a term start date of summer/fall 2012. The committee recommends that the position moves forward to guild negotiations.
2. MSC that the committee informs administration that since the Articulation Coordinator did not go through the proper procedures the assignment is only an emergency assignment for the spring semester and must go through the RT/EP review process and is clearly a RT position.
3. MSC that the committee locates the appropriate passages in the governance document, administrative regulation and guild contract and forward to the appropriate parties.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

NEXT MEETING: February 24, 2012 at 10:30 a.m.

STAFF DEVELOPMENT – **November 17, 2011**

3rd Thursday, 12:30 pm, HR Conference Room

Report is forthcoming.

WEB OVERSIGHT – November 10. 2011
4th Wednesday, 12:30 pm, AD 121

Reported from unadopted minutes.

QUORUM 5/8 voting members; 5 resources; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the November 10, 2010 Minutes.

MOTIONS APPROVED - None

MOTIONS FAILED – None

MOTIONS TABLED – None

REPORTS – None

ACADEMIC AFFAIRS – December 7, 2011

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

Report is forthcoming.

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR – Last meeting reported September 20, 2011.
Committee meets as needed

NEXT MEETING: October 4, 2011

BAJA CALIFORNIA FIELD STUDIES – Last meeting reported May 9, 2011.
Meets twice per year. Contact Chair for date, time and location. 12:30-1:30p, SG202

NEXT MEETING: Fall 2011 (contact chair for date and time)

BASIC SKILLS – Last meeting reported May 31, 2011.
3rd Thursday, 2:30-3:30p, room: contact Chair

NEXT MEETING: TBD

GRADUATION REQUIREMENTS – Did not meet
Meets as needed.

SCHOLARS PROGRAM – Last meeting reported March 29, 2011.
As needed, contact Chair

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STUDY ABROAD – Last minutes reported April 28, 2011.
3rd or 4th Thursday s, 12:00-1:10pm, AD 121

TECHNOLOGY MEDIATED INSTRUCTION – Last minutes reported April 26, 2011.
3rd Tuesday, 1:30-2:30p, SR 328

STUDENT AFFAIRS – February 15, 2012

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

Report is forthcoming.

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT – Last meeting reported October 13, 2011.
2nd Thursday, 2:00 pm, AD 121

INTERNATIONAL STUDENTS – Last reported meeting November 4, 2010.
As needed, contact Chair

LIBRARY & INFORMATION COMPETENCY – Last meeting reported October 27, 2011.
4th Thursday, 12:30 p.m. - 1:30 p.m., LB417
NEXT MEETING: February 23, 2012

MATRICULATION – Last meeting reported February 24, 2011.
4th Thursday, 2:00 pm, SR 221

NONCREDIT MATRICULATION – Last reported meeting October 5, 2011.
3rd Wednesday, 3:30 pm, AD 242, 4x per academic year
NEXT MEETING: March 21, 2012

OUTREACH/ RECRUITMENT - did not meet
As needed, contact Chair
Last reported meeting unknown

SERVICE LEARNING – November 10, 2011
2nd Thursday, 9:30-10:30am, SC208
Report is forthcoming.

STUDENT FEES – December 14, 2011
2nd Tuesday, 2:00-3:30pm, AD 121
Report is forthcoming.
NEXT MEETING: March 14, 2012

TECHNOLOGY MEDIATED SERVICES – Last meeting reported December 2, 2011.
As needed, contact Chair
NEXT MEETING: February 22, 2012

ADMINISTRATIVE AFFAIRS – December 13, 2011

2nd Tuesday, 11 am – 12 pm, AD121
Reported from adopted minutes.

QUORUM: 12 out of 18, Resource: 1

APPROVAL OF MINUTES:

1. MSC minutes of November 8, 2011, unanimous approval, as amended.

MOTIONS APPROVED:

1. MSC the Consent Calendar – unanimous approval.
    a. Campus Development: November 3, 2011
    b. Environmental Affairs: November 2, 2011
    c. Safety Committee: November 16, 2011
2. MSC to approve the following policies and regulations
    a. AR 2400 Off-Duty Work
    b. MSC to move the smoking area by the Planetarium to an area north of the Milky Way, pending approval of the Campus Police.

MOTIONS FAILED: None
MOTIONS TABLED:

1. BP 2900 Employee Referral Program
2. Second readings:
    a. BP 3820 Gifts, Grants and Requests: Tabled due to lack of time.
    b. AR 3820 Gifts, Grants and Requests: Tabled due to lack of time.

REPORTS:

1. First readings:
    a. AR 3570 District Smoking Policy (Revised)
    b. BP 6750 Parking and Traffic Regulations (Revised)

NEXT MEETING: March 13, 2012

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT - October 6, 2011
1st Thursday, 12:00 – 1:30 p.m., HS 214

Reported from unadopted minutes
QUORUM 10/16 voting members
APPROVAL OF MINUTES - none
MOTIONS APPROVED

1. None

MOTIONS FAILED – none
MOTIONS TABLED

1. Minutes of 5/5/11, 9/15/11 and 10/6/11 postponed till next meeting on 11/3/11.

REPORTS

1. Shoji/Pablo (NTD/Resource) to update the draft list of vacated spaces and e-mail to Dan Padilla next week (PDF format). Dan to distribute the info to the rest of Campus Development Committee Members.
2. Brenda Jones (Library) to bring a plan for 2nd floor Library and how it is utilized at the present time.
3. Jim Spencer (NTD/Resource).
4. Dan Padilla will get the drawings from IT Department.

NEXT MEETING: November 3, 2011

CAMPUS DEVELOPMENT - November 3, 2011
Reported from unadopted minutes

QUORUM 11/16 voting members
APPROVAL OF MINUTES

1. MSC to approve the Minutes of 5/5/11, 9/15/11 and 10/6/11 with minor corrections.

MOTIONS APPROVED - none
MOTIONS FAILED – none
MOTIONS TABLED – none
REPORTS

1. Dan Padilla will e-mail to members of this committee the historical background on the Secondary effects (campus-wide) and pertinent information from the Facilities Master Plan Task Force file as well as the relevant minutes.
2. Dan will e-mail this presentation to all members of this committee.
3. Dan will e-mail the VP's of the Facilities Master Plan Task Force to find out their needs, in space, on campus, for their programs.

NEXT MEETING: January 2012 tentative – date to be announced

ENVIRONMENTAL AFFAIRS - November 2, 2011

1st Wednesday, 12:20 pm – 1:30 pm, SR 134

Reported from adopted minutes.

QUORUM: 10 / 12 voting members present, 2 resources

APPROVAL OF MINUTES: Unanimous approval of Oct. 5, 2011 minutes.

MOTIONS APPROVED:

1. MSC to appoint Mark Darcourt as a resource for Environmental Affairs.

   MOTIONS FAILED: None

MOTIONS TABLED: None

REPORTS:

1. Discussion on The Green Initiative Fund (student fee for environmental projects).
2. Discussion on the focus of the Environmental Affairs Committee.
3. Discussion on the election of a substitute chair for Spring 2012.

NEXT MEETING: December 7, 2011

SAFETY – November 16, 2011

3rd Wednesday, 11:00am-12:00pm, HR Conference Room

Reported from un-adopted minutes.

QUORUM 10 / 12 voting members; 3 resource members; 1 guest

APPROVAL OF MINUTES - MSC approval of October 19, 2011 minutes.

MOTIONS APPROVED - none

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

1. Heidi Jenkins updated on 4 employee injuries, but none required safety follow-up at this time.
2. Erin Kurasz covered the most recent crime reports including one arrest for public intoxication and an alleged robbery at knifepoint which is under investigation.
3. Laura Matsumoto reported that there have been no reported student accidents since September 2011.
4. Erin Kurasz reported that the group working on the safety issue at the convergence of the 3rd & 4th floor ramps in the parking structure had not been able to meet yet. Action Item: Ron Villa, Erin Kurasz, and Patrick Shahnazaryan will follow-up on another possible solution.
5. Erin Kurasz and Laura Matsumoto reported that efforts are on-going to revise the Emergency Operations Plan and for Chief Montecuollo to be prepared to present BP & AR 3500 and 3505 at Administrative Affairs when it is put back on the agenda.
6. Ron Nakasone reported that the designated smoking area near the Auditorium will be revised to include a boundary line and seating areas.
7. Ron Nakasone reported that his office is working on revising the notification signs showing designated smoking areas because people are incorrectly assuming that wherever there is a sign that they can smoke at that area.
8. Erin Kurasz reported that Garfield is still technically a non-smoking campus until designated smoking locations are determined. The administration is following-up on this issue and the Safety Committee will no longer address this issue unless further directives are received from Administrative Affairs.
9. Andranik Dertsakyan reported that he and a police cadet completed an informal survey of Verizon and AT&T signal strength around campus. The signals were found to be adequate for the most part, but Andranik reported that Chief Montecuollo wants to complete a similar survey with the other cell carriers before moving any further on the possibility of requesting more towers.

10. Deborah Kinley reported that there is a possible safety hazard at the Garfield driveway area between the main building and the parking structure because it's a one-way but has no signage. Action Item: Erin Kurasz will follow-up on appropriate signage.
11. Laura Matsumoto reported that people are still choosing to come down the hillside as a shortcut, instead of taking the stairs and ramp by VG or Cafeteria loading dock, and are sliding dangerously down losing their footing. Action Item: Ron Villa will assess the area and work with Chief Montecuollo on the possibility of a way to deter people from using the Lot A hillside spanning from EOPS to VG as a short-cut.
12. Laura Matsumoto and Erin Kurasz reported that work is on-going to possibly find new panic buzzers. Action Item: Chief Montecuollo will investigate options for new panic buzzers, and if a feasible solution is found he will email campus about requests for new buttons. Laura Matsumoto will send him documentation on a wireless type that was presented to the committee a few years ago.
13. Ron Nakasone reported that he has spoken with Dan Padilla to find a possible inexpensive option for mirrors in the AA restrooms.
14. Sevada Chamras reported that the Chemistry department's gas detector ("sniffer") is broken and that a new one should be purchased. Action Item: Ron Nakasone and Sevada Chamras will coordinate this safety equipment purchase.
15. Laura Matsumoto presented highlights of an informal survey of safety issues completed by a Health 104 instructor's class. The main points were assigned to be looked into, but the reports were very vague did not include exact locations of the issues. Action Item: Ron Villa will address any issues with fire extinguishers as noted in the report; Laura Matsumoto will address the issue of sanitization of the athletic facilities with Jon Gold; and Erin Kurasz will address the issue of Lot 32 pedestrian safety.
16. Lee Parks and Laura Matsumoto reported that the Swap Meet banner attached to the Lot E fence is a safety hazard for those trying to leave out the exit of Lot E because it blocks visibility. It is not an issue if a banner is posted up the hill from the entry or to the right of the exit to Lot E. Action Item: Deborah Kinley will address the relocation of the banner with Community Services.
17. Andranik Dertsakyan and Hasmik Simidyan reported that the bridge walkway from the Library to Camino Real becomes a slip and fall hazard when wet. Action Item: Ron Nakasone will follow-up with Facilities to see what options can be considered to reduce this hazard.

NEXT MEETING: February 15, 2012

Respectfully submitted by
Frankie Strong, Governance Office