GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
APRIL 2014

The Governance Update report comprises the actions taken by various governance committees. It is required by Administrative Regulation 2511, the Governance Document. Items in this report have been reviewed by the Campus Executive committee on *April 11, 2014*.
This report includes motions and information items as shown in the minutes of committees that reported to the Governance office between ***March 4, 2014 and April 1, 2014***.

- 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.

CAMPUS EXECUTIVE – March 11, 2014

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 (Mr. Scott) and seconded (Mr. Kamei) to approve the Campus Executive Committee minutes of February 18, 2014 as amended. The motion passed unanimously.

MOTIONS APPROVED

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

a) Budget Committee
Adopted Minutes of January 28, 2014

b) Governance Review Committee
Adopted Minutes of December 3, 2013

c) Staff Development Committee
Adopted Minutes of September 19, 2013
Adopted Minutes of October 17, 2013
Adopted Minutes of November 21, 2013

The motion passed unanimously.

3. It was moved (Dr. Perez) and seconded (Mr. Avagyan) to approve the Consent Calendar prepared for the March 11, 2014 Campus Executive Committee Meeting. The motion passed unanimously.

4. It was moved (Mr. Scott) and seconded (Dr. Perez) to accept the Lab/College Services Secondary Effects Plan contingent upon further discussion on the placement of departments on the second floor of the San Rafael Building.
The motion passed unanimously.

NEXT MEETING - Friday, April 11, 2014 at 10:00 a.m. – AD 121

SUBCOMMITTEES OF CAMPUS EXECUTIVE

BUDGET – February 13, 2014

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

QUORUM (6) 9/10 voting members; 1 Resources, 7 guests

APPROVAL OF MINUTES

1. It was MSC to accept the minutes of January 28, 2014 Budget Committee meeting as presented.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

BUDGET – March 13, 2014

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

QUORUM (6) 9/10 voting members; 2 Resources, 10 guests

APPROVAL OF MINUTES

1. It was MSC to accept the minutes of the February 13, 2013 Budget Committee meeting as presented.

MOTIONS APPROVED

1. MSC to approve the increase of the Learning Coordinator Release Time position from 60% to 80%.
2. MSC to approve the backfill of $22.5k for the Collection Development Librarian position this year and $45k for future years.
3. MSC to approve funding of the Programmer Analyst position with PeopleSoft experience subject to $10K in alternative funding being identified.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

NEXT MEETING – March 25, 2014

CAMPUSWIDE COMPUTER COORDINATION – March 20, 2014

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

Reported from unadopted minutes.

QUORUM 2/16 voting members; 6 resources; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the November 21, 2013 minutes with changes

MOTIONS APPROVED

1. It was MSC that that if there are no recommendations from the Chancellor's office that would require a change to AR 3720, the document be sent forward again to Administrative Affairs with the mention of the Appendix deleted from AR 3720.
2. It was MSC that the revised Service Level Agreement for Deskstop/Portable Computer Support Policy be approved and forwarded to Campus Exec.

MOTIONS FAILED – None

MOTIONS TABLED - None

1. The Director, Network, Systems and Support Services position has been advertised and closes on March 24, 2014.

2. A new Help Desk ticketing system will be implemented within a week. Users will be able to email problems to helpdesk@glendale.edu, which will generate a work order ticket. The ticket will email updates to the user.

NEXT MEETING: TBD

ENROLLMENT MANAGEMENT – November 13, 2013

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

QUORUM 22/27; 1 Resource, 2 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes of October 9, 2013.

MOTION APPROVED - None

MOTION FAILED - None

MOTIONS TABLED – None

REPORTS

1. Dr. Karpp also said that the committee needs to review the goals listed on the enrollment management plan and identify the ones that have been accomplished by the deadline of fall 2013 and set new deadlines for the goals that are still in progress.
1. Dr. Mirch discussed the new accreditation expectations. The key points of discussion were, data validating mission, standards for student achievement, student pathways, and scheduling to allow 2-year completion. She added that GCC has already complied with some of the new expectations, but there is more to be done.

NEXT MEETING: TBD

EQUAL EMPLOYMENT OPPORTUNITY– met November 21, 2013 and March 27, 2014

4th Thursday, 12:30-1:30, SM270

Reports are forthcoming. Last meeting reported October 24, 2013

GOVERNANCE REVIEW – March 4, 2014

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

Reported from unadopted minutes.

QUORUM (5) 6/9 voting members present

APPROVAL OF MINUTES

1. It was MSC to approve the February 18, 2014 minutes.

MOTIONS APPROVED

1. MSC to approve the emergency meeting language. John Queen to take forward to Campus Exec.

MOTIONS FAILED - none

MOTIONS TABLED – none

1. MST agenda item regarding adding a counselor to the Matriculation 3SP committee until the April meeting in order to have all members present for the discussion.
2. MST agenda item regarding trimming/consolidating governance committees until the April meeting in order to have all members present for the discussion.
3. MST agenda item regarding connection of governance committees accreditation standards until the April meeting in order to have all members present for the discussion.

REPORTS – none

NEXT MEETING: April 1, 2014

INSTITUTIONAL PLANNING COORDINATION – **January 13, 2014**

2nd Monday, 12:15pm – 1:30pm, AD 121

QUORUM (11) 12/19 voting members; 2 Resources

APPROVAL OF MINUTES

1. It was MSC to accept the minutes of December 9, 2013 as presented.

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

INSTITUTIONAL PLANNING COORDINATION – February 10, 2014
2nd Monday, 12:15pm – 1:30pm, AD 121

Reported from unadopted minutes.
QUORUM (11) 11/19 voting members; 1 guest
APPROVAL OF MINUTES

1. It was MSC to accept the minutes of January 13, 2014 Budget Committee meeting as presented.

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

1. All members of the committee are invited to review the document [IPCC validation of resource requests by program review] by next month's meeting.
2. All members of the committee are invited to review the document [self-evaluation of planning processes] by next month's meeting and to provide input. (Karpp will send out the rubric.)
3. Saber will bring a proposal to next month's meeting on the process [of evaluating plans in an integrated way, nor do we have a timeline for updating/reviewing our various plans.]
4. Karpp will work on the Planning mini-handbook.
5. IPCC to clarify and/or develop a process for emergency [resource] requests to recommend to the Budget Committee.
6. IPCC to develop a plan for better communication of our planning processes to the campus community.
7. Saber to contact Drescher regarding the developing of an inventory of software, hardware, and other classroom equipment and a timeline for replacement.

NEXT MEETING: January 13, 2014

MASTER PLANNING (TEAM A) – Last meeting reported October 18, 2013
Meets as needed, 1:00pm – 3:00pm, SC 212AB

NEXT MEETING: TBD

RELEASED TIME/EXTRA PAY – met November 18, 2013 and March 28, 2014
Dates and Times Determined By Committee, SM270

Reports are forthcoming. Last meeting reported October 21, 2013.

STAFF DEVELOPMENT – November 21, 2013
3rd Thursday, 12:30pm to 1:30pm, HR Conference room.

QUORUM 7/10 voting members; 1 resource; 0 guests
APPROVAL OF MINUTES

1. MSC to approve October 17, 2013 minutes with no changes

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

1. Bowerman reported on the progress in designing the 2014 Winter Workshop series. The series will be offered over 5 weeks on Wednesday afternoon and Friday mornings, with each week dedicated to a specific topic in promoting a culture of inquiry. Week 1: educational theory; week 2: flipping; week 3: student-faculty interaction; week 4: student-student interaction; week 5: designing and implementing in spring.
2. RTEP discussed resuming their traditional role of funding the Science and Social Science Lecture series. Their resolution was passed to Campus Executive for a final decision. If approved, this action would net a potential savings of $1,500 in the annual Staff Development budget.
3. Discussion of the need to have more effective coordination and planning for support of Classified Staff, particularly in light of the survey conducted by the leadership of the Classified Staff regarding needs and desires. Austin Kemie volunteered to begin work on developing offerings to serve this under-represented group.

STAFF DEVELOPMENT - February 20, 2014

3rd Thursday, 12:30-1:30, HR Conference Room

QUORUM 8/10 voting members; 1 resource; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the November 21, 2013 minutes with no changes

MOTIONS APPROVED

1. MSC that a task force comprised of Shelly Aronoff, Kathryn Camp, Sevada Avakian and Chris Franz be created to develop criteria and process for both preserving, housing, and promoting videos of presentations, workshops and events that have been offered on campus. The task force will also explore methods of allowing faculty and staff to get appropriate credit (flex/CPGU [Classified Professional Growth Units]) for viewing these materials online.

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

1. Austin Kemie reported on recent efforts to offer increased professional development for Classified Staff at GCC. The transition in leadership from fall through winter produced a break in this process, but there is recent movement on evaluating the survey of Classified Staff conducted in fall to help develop potential professional development opportunities for later in spring, and for the 2014-2015 academic year.
2. Report on new efforts to support the Faculty Innovation Center (FIC). Shelley Aronoff and Mark Maier will receive release time (spring and fall, 2014, respectively) to initially design the web presence and then to coordinate the first program for the FIC.
3. Report on the Winter Workshops held in January-February 2014. The Winter Workshops were well attended, and 8-9 faculty will be implementing innovations to their teaching this spring semester, with reports produced and housed in the Faculty Innovation Center (FIC) for use by other faculty.

NEXT MEETING March 20, 2014

WEB OVERSIGHT – March 26, 2014

4th Wednesday, 12:30 pm, AD 121

Reported from Unadopted minutes.

QUORUM 4/6 voting members; 5 resources; 0 guests

APPROVAL OF MINUTES

2. The Minutes from May 23, 2012 were approved without changes.

MOTIONS APPROVED

1. It was MSC that the Mission Statement for the Web Oversight Committee be approved as is:

"The Web Oversight committee reviews the current and future state of GCC's web presence and makes recommendations for plans, policies and procedures to the Campus Executive Committee for use and implementation of the College's web site with the goal of projecting an image of GCC as a leader in higher education."

MOTIONS FAILED – None

MOTIONS TABLED – None

REPORTS

1. A Task Force will be created to develop a 2-3 year plan for our website. The recommendations will be forwarded to the CCCC for inclusion in the Technology Master Plan.

NEXT MEETING: TBD

ACADEMIC AFFAIRS – December 4, 2013

1st Wednesday, 1:40-3:40pm, AD 217

QUORUM 32/37; 2 resources; guest 1

APPROVAL OF MINUTES

1. MSC to approve minutes of November 6, 2013 meeting.

MOTIONS APPROVED

1. MSC to approve that the following items be removed from the Consent Calendar and be placed under New Business for further discussion:
   Approval of New AA-T Degrees:
   Anthropology AA-T Degree
   History AA-T Degree
   Philosophy AA-T Degree
   Political Science AA-T Degree
   Psychology AA-T Degree
   Theatre Arts AA-T Degree
2. MSC to approve the following items under the consent calendar:
   New Courses:
   - Accounting 250
   - Physical Education 103 and 104
   - Theater Arts 172, 180, 181, 182, 183, and 184

   Revised Courses:
   - Art 132, 134, 135, 136, 137 – Substantial Change
   - Philosophy 114 – No Substantial Change B
   - Physical Education 146, 149, 195, 196, 228, 236 – Substantial Change
   - Political Science 110, and 112 – Non Substantial Change B
   - Theatre Arts 104, 131, 133, 160, 161, 162, 163, 164 – Substantial Change
   - Theatre Arts 107 – Non substantial Change B

   Course Deletion:
   - Ethnic Studies 122
3. MSC to approve new Anthropology AA-T Degree
4. MSC to approve new History AA-T Degree.
5. MSC to approve Philosophy AA-T Degree.
6. MSC to approve Political Science AA-T Degree.
7. MSC to approve Psychology AA-T Degree with correction.
8. MSC to approve Theater Arts AA-T Degree.
9. MSC to ensure that in the future the model from the Chancellor's Office listing required courses for new degrees is included in the meeting packet.
10. MSC to approve Scholars Program minutes of November 26, 2013 meeting.
11. MSC to approve Study Abroad minutes of November 21, 2013 meeting.

MOTION FAILED – None
MOTIONS TABLED - None
REPORTS – None
NEXT MEETING: March 5, 2014

SUBCOMMITTEES OF ACADEMIC AFFAIRS

ACADEMIC CALENDAR – Last meeting reported October 24, 2012
Committee meets as needed
NEXT MEETING: November 6, 2013

BAJA CALIFORNIA FIELD STUDIES – Last meeting reported September 23, 2013
Meets twice per academic year. Contact Chair for date, time and location.
NEXT MEETING: Spring 2014 (contact chair for date and time)

BASIC SKILLS – Last meeting reported May 20, 2013
3rd Monday, 2:30 – 4:00 pm, LB 220
NEXT MEETING – October 21, 2013

GRADUATION REQUIREMENTS – did not meet
Meets as needed.
NEXT MEETING: TBD

SCHOLARS PROGRAM – November 26, 2013
2nd Tuesday, 12:30-1:30 PM, LB 214
Reported from unadopted minutes.
QUORUM 9/13 voting members; 1 resource
APPROVAL OF MINUTES
1. MSC to approve minutes of October 22, 2013 meeting.

MOTIONS APPROVED
2. MSC to approve the policy of recommending strongly that Scholars students take an average of 1 Honors course per semester to be in good standing; and complete 6 Honors courses within 2 years. In addition, a Scholar may take more than 2 years to complete Scholars coursework, revising the Student Education Plan with the Scholars Counselor as needed.

MOTIONS FAILED – none
MOTIONS TABLED
1. MST to delineate policies on Scholars Probation and Scholars Dismissal, as they affect priority registration and other benefits of good standing in Scholars.

REPORTS – none
NEXT MEETING: TBD

STUDY ABROAD – November 21, 2013
3rd or 4th Thursdays, 12:00-1:10pm, SR 328
Reported from unadopted minutes.
QUORUM 8/12 voting members; 2 guests
APPROVAL OF MINUTES
1. MSC to approve the Minutes of the October 24, 2013 meeting.

MOTIONS APPROVED:
1. MSC to approve the Summer 2015 Program to Ireland & the United Kingdom.

MOTIONS FAILED:

1. MSF to approve the Winter 2015 Program to New Zealand & Australia.

MOTIONS TABLED - none

REPORTS – none

NEXT MEETING - February 27, 2014

STUDENT AFFAIRS – February 19, 2014

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

Reported from unadopted minutes.

QUORUM – 19/25 voting members present; 2/3 resources; 1 guest

APPROVAL OF MINUTES

1. It was MSC that the Student Affairs Committee unadopted minutes of November 20, 2013.

MOTIONS APPROVED

1. It was MSC to approve the consent calendar with the items from the Student Fee Committee to be considered as New Business by the committee.
   - Non Credit Matriculation Committee – October 31, 2013
   - SSSP Advisory Committee – December 10, 2013
   - Student Fees (Tuition) Committee –November 13, 2013 and February 12, 2014
2. It was MSC to recommend HigherOne be the company used for student debit cards.
3. It was MSC to approve the 2014/2015 Non Resident Tuition Fee of $187/unit.
4. It was MSC to approve the 2014-2015 Capital Outlay Fee of $8/unit.
5. It was MSC to move the meeting April 16 meeting to April 30 at 1pm.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

1. First reading of the proposed reorganization of the International Student Program was duly noted. Dr. Perez will incorporate the committee's suggested changes and bring the proposal back for further consideration.

NEXT MEETING: March 19, 2014

SUBCOMMITTEES OF STUDENT AFFAIRS

ASSESSMENT – Last reported meeting, March 8, 2012

2nd Thursday, 2:00 pm, AD 121

NEXT MEETING: TBA

INTERNATIONAL STUDENTS – Last reported meeting, May 7, 2013

As needed, contact Chair

NEXT MEETING: TBA

LIBRARY & INFORMATION COMPETENCY – Last reported meeting October 24, 2013

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

NEXT MEETING: TBA

STUDENT SUCCESS & SUPPORT PROGRAM (3SP) - December 10, 2013

(MATRICULATION)

Every other Tuesday, 1:30-2:30

Reported from unadopted minutes.

QUORUM 11/15 voting members; 2 resource; 7 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of October 24, 2013 with a correction.

MOTIONS APPROVED – None
MOTIONS FAILED – none
MOTIONS TABLED – none
NEXT MEETING: March 18, 2014

NONCREDIT STUDENT SUCCESS & SUPPORT – October 31, 2013
(NONCREDIT MATRICULATION)
4th Thursday, 1:00 – 2:00pm, 4x per academic year

Reported from unadopted minutes.
QUORUM - 8/10 members
APPROVAL OF MINUTES

1. MSC - Approve minutes of September 26, 2013 meeting with no changes.
   [This meeting was held in room MP 103, Garfield Campus, 1:00 – 2:00pm]

MOTIONS APPROVED – None
MOTIONS FAILED - None
MOTIONS TABLED - None
REPORTS

1. E. Collins reported on the two Main Campus tours held October 29. The students heard presentations about entering credit programs and visited a variety of credit class rooms. There will be information sessions held on November 12, 2013 in the morning, afternoon, and evening for prospective credit students.
2. D. Kinley will set up a meeting to start the conversation about tracking students before our next meeting in March 2014.
3. K. Hamilton reported that Alice Mecom had requested for tutors to be available for noncredit students on the Main Campus in the Student Learning Center.
4. D. Kinley reported the need for the committee to change from a subcommittee to a regular committee. D. Kinley will follow up with the Credit SSSP (formerly Credit Matriculation).

NEXT MEETING: March 27, 2014, 1pm at Main Campus

OUTREACH & RECRUITMENT - Last reported meeting unknown
As needed, contact Chair

NEXT MEETING - TBA

SERVICE LEARNING – November 14, 2013
2ND Thursday, 12:30 – 1:30pm, SC208

Report is forthcoming. Last reported meeting October 10, 2013

STUDENT FEES & TUITION – November 13, 2013
2nd Tuesday, 2:00-3:30pm, AD 121

Reported from adopted minutes.
QUORUM 7/9 voting members/0 resources/2 guests
APPROVAL OF MINUTES – None
MOTIONS APPROVED – None
MOTIONS FAILED – None
MOTIONS TABLED – None
REPORTS – None

STUDENT FEES COMMITTEE – February 12, 2014
2nd Tuesday, 2:00-3:30pm, AD 121

Reported from unadopted minutes.

QUORUM 5/8 voting members/0 resources/1 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of the October 9, 2013 meeting.

MOTIONS APPROVED

1. MSC to maintain the Nonresident Tuition Fee at $187 per unit for academic year 14/15.
2. MSC to maintain the Capital Outlay Fee at $8 per unit for academic year 14/15.
3. MSC to move forward with Higher One as the District's Student Debit Card processor.

MOTIONS FAILED – None

MOTIONS TABLED – None

REPORTS – None

NEXT MEETING: March 12, 2014

TECHNOLOGY MEDIATED SERVICES – Last reported meeting, October 26, 2011
As needed, contact Chair

NEXT MEETING – TBA

ADMINISTRATIVE AFFAIRS – March 11, 2014

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

Reported from unadopted minutes.

QUORUM (9): 12 out of 17. Guests: Neil Carthew

APPROVAL OF MINUTES:

1. MSC minutes of Feb. 6, 2014. Approval was unanimous.

MOTIONS APPROVED:

1. MSC the Consent Calendar – unanimous approval.
    a. Environmental Affairs: No meeting in February
    b. Campus Development: February 6, 2014
    c. Safety Committee: No meeting in February
2. MSC to approve the Five Year Capital Plan. Motion was approved.

MOTIONS FAILED: None

MOTIONS TABLED: MSC to table AR 4142 for reformatting if necessary.

REPORTS:

1. Replacement of the track was discussed (at approximately $700k). Funding needs to be found.
2. A plaque was approved by Campus Development for the Lab/College Services Building, acknowledging the accomplishments by Bill Taylor, former Director of Business Services in bringing this project forward.

NEXT MEETING: April 8, 2014

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS

CAMPUS DEVELOPMENT – February 6, 2014
1st Thursday, 12:30 – 1:30pm, HS 214

Reported from unadopted minutes

QUORUM 12/16

APPROVAL OF MINUTES

1. MSC to approve the Minutes of December 5, 2013. All approved.
2. MSC That the Campus Dev. Committee recommend that a plaque be added in recognition of the work of Bill Taylor on the donor wall of the Lab College Services bldg.

3. MSC To approve the 2014-15 Projects Priority Order (version 2) as discussed.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS -

1. Remove Old Business - Scope of Secondary Effects (a), (b) and (c) from the agenda, as complete.
2. Shoji Takeshima (NTD) to e-mail Nelson Oliveira with suggestions for 3rd and 4th Track and Field companies.
3. Jim Spencer to update the list (2014-15 Projects Priority Order –Version 2) as discussed and give a copy to Margaret Nadir for distribution to the members.
4. Jim Spencer to help Marilyn Keighly, consultant to compile a spread sheet with updated figures.

NEXT MEETING: March 6, 2014

ENVIRONMENTAL AFFAIRS – No meeting in February

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

NEXT MEETING: April 2, 2014

SAFETY – No meeting in February

3rd Wednesday, 11:00am-12:00pm, HS 214

Last meeting reported November 20, 2013

NEXT MEETING: April 16, 2014 – an alternate date TBD due to Spring Break

Respectfully submitted by
Frankie Strong, Governance Office