# GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE FEBRUARY 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 *December 11, 2012 and February 12, 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 – January 8, 2013**

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. Marukyan) and seconded (Mr. Scott) to approve the Campus Executive Committee minutes of December 4, 2012 as amended. The motion passed unanimously.

#### **MOTIONS APPROVED**

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

Budget Committee Adopted Minutes of November 15, 2012

EEO Advisory Committee Adopted Minutes of May 24, 2012 Adopted Minutes of September 27, 2012

Institutional Planning Coordination Committee Adopted Minutes of October 15, 2012

Master Planning Committee (Team A) Adopted Minutes of October 12, 2012 Adopted Minutes of November 16, 2012

Released Time/Extra Pay Adopted Minutes of October 19, 2012

Staff Development Adopted Minutes of October 19, 2012

The motion passed unanimously.

3. It was moved (Dr. Perez) and seconded (Dr. Mirch) to approve the Consent Calendar prepared for the January 8, 2013 Campus Executive Committee Meeting.

The motion passed unanimously.

4. It was moved (Dr. Perez) and seconded (Mr. Marukyan) to approve the 2012-2013 Student Services Master Plan.

The motion passed unanimously.

**NEXT MEETING DATE** – February 19, 2012

## **SUBCOMMITTEES OF CAMPUS EXECUTIVE:**

### BUDGET – December 13, 2012

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

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

#### **APPROVAL OF MINUTES**

1. MSC to approve the November 15, 2012 minutes as presented, with one abstention.

#### MOTIONS APPROVED

1. MSC to approve \$250k from the Contingency Reserve to pay for the damages caused by the emergencies

**MOTION FAILED** - None

**MOTIONS TABLED** - None

**REPORTS** – none

## BUDGET - January 22, 2013

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

Report is forthcoming.

**NEXT MEETING:** February 14, 2013

# **CAMPUSWIDE COMPUTER COORDINATION – November 15, 2012**

3<sup>rd</sup> Thursday, 12:30 -1:30p, AD 121

Report is forthcoming.

Last meeting reported October 18, 2012

**NEXT MEETING:** TBD [To Be Determined]

# **ENROLLMENT MANAGEMENT – November 14, 2012**

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

QUORUM 24/29; 1 resource

#### **APPROVAL OF MINUTES**

1. MSC to approve minutes of October 10, 2012 meeting.

#### MOTIONS APPROVED

1. MSC to approve that Dr. Mirch continues to serve as the chair of the Enrollment Management Committee.

**MOTION FAILED** - None

**MOTIONS TABLED** - None

**REPORTS** – none

# **ENROLLMENT MANAGEMENT – January 16, 2013**

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

**QUORUM** 18/29; 1 resources

#### APPROVAL OF MINUTES

1. MSC to approve minutes of November 14, 2012 meeting. Three abstentions.

#### MOTIONS APPROVED

- 1. MSC to approve the followings as guiding principles of enrollment management plan for the next calendar year:
  - Develop and evaluate an annual allotment for course scheduling and a production calendar
    - Identify how courses are typically offered; spring and fall, spring or fall only, year round, etc.
    - Allow those involved in scheduling to participate in enrollment management discussions
    - Specify allocations for special programs and late start classes
    - Course information, such as: location and name of the instructor be announced as early as possible
  - Develop FTEF allocations based on data
    - Student need (course prioritization data, SEP)
    - Success rates/outcomes
    - Fill rates
    - Program applicability
    - WSCH / FTEF
    - Proper balance of transfer, basic skills, CTE, major requirements, IGETC, and breadth
    - Curriculum flow/sequence of courses to facilitate completion
    - Evaluation of student completion, progress, transitions
  - Minimize unfunded FTES

MOTION FAILED - None MOTIONS TABLED - None REPORTS - none NEXT MEETING: TBD

# **EQUAL EMPLOYMENT OPPORTUNITY – November 29, 2012**

Reported from unadopted minutes.

**QUORUM** 10/15 voting members; 0 resource; 0 guest

### **APPROVAL OF MINUTES**

1. MSC to approve the May 24, 2012 and September 27, 2012 minutes

**MOTIONS APPROVED** – none

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** -

- 1. D. Voogt to email the EEO Representative Training and Faculty Hiring Committee PowerPoint presentations to the committee for review and feedback.
- 2. H. Jenkins to ask T. Oukayan to attend the February 2013 meeting to discuss diversity events on campus sponsored by student groups.
- 3. D. Voogt to ask J. Riggs to attend the February meeting to discuss the diversity plan and the Boards goals.

- 4. D. Voogt to reach out to various groups regarding diversity events on campus when in the planning stages for events.
- 5. A. Edwards to forward information on Dr. Barbara Young to D. Voogt.

**NEXT MEETING:** February 28, 2013

# **GOVERNANCE REVIEW –** Last meeting reported December 4, 2012

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

Met in January and February to discuss the upcoming Governance Survey.

**NEXT MEETING**: March 5, 2013

## **INSTITUTIONAL PLANNING COORDINATION – September 10, 2012**

2nd Mondays, 12:15pm – 1:30pm, AD 121

**QUORUM** 15 / 17 voting members; 0 resources; 2 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the August 27, 2012 minutes

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – none

# **INSTITUTIONAL PLANNING COORDINATION – October 15, 2012**

2nd Mondays, 12:15pm – 1:30pm, AD 121

**QUORUM** 16 / 20 voting members; 0 resources; 1 guest

## **APPROVAL OF MINUTES**

1. MSC to approve the September 10, 2012 minutes

#### MOTIONS APPROVED

- MSC to approve the revised process for proposing reorganizations dated October 15, 2012
- 2. MSC to re-elect Ed Karpp as chair of the IPCC
- 3. MSC to approve the IPCC mission statement

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – none

# **INSTITUTIONAL PLANNING COORDINATION – November 19, 2012**

2nd Mondays, 12:15pm – 1:30pm, AD 121

**QUORUM** 16 / 20 voting members; 0 resources; 1 guest

## **APPROVAL OF MINUTES**

1. MSC to approve the October 15, 2012 minutes

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – none

**NEXT MEETING:** December 17, 2012

## MASTER PLANNING (TEAM A) – October 12, 2012

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

# **QUORUM** 23/43 voting members; 0 resources; 3 guests

## **APPROVAL OF MINUTES**

1. MSC to approve the minutes of May 18, 2012

#### **MOTIONS APPROVED**

1. MSC to approve the following as the college mission statement:

"Glendale Community College serves a diverse population of students by providing the opportunities and support to achieve their educational and career goals. We are committed to student learning and success through transfer preparation, certificates, associate degrees, career development, technical training, continuing education, and basic skills instruction. Dedicated to the importance of higher education in an evolving urban environment, faculty and staff engage students in rigorous and innovative learning experiences that enhance and sustain the cultural, intellectual, and economic vitality of the community.

As part of its mission, Glendale Community College is committed to student success by promoting:

- communication, critical thinking, information competency, quantitative reasoning, global awareness, personal responsibility, and application of knowledge;
- coherence among disciplines and promotion of openness to the diversity of the human

experience;

• student services, learning support, and state of the art technology that enable students to reach their educational goals in an efficient and timely manner."

MOTIONS FAILED - none MOTIONS TABLED - none REPORTS – none

## MASTER PLANNING (TEAM A) – November 16, 2012

Meets as needed, 1:00pm - 3:00pm, SC 212

**QUORUM** 25/45 voting members; 0 resources; 4 guests

# **APPROVAL OF MINUTES**

1. MSC to approve the minutes of October 12, 2012

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – none

**NEXT MEETING:** December 2012

## RELEASED TIME/EXTRA PAY - December 7, 2012

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

Reported from adopted minutes.

**QUORUM** 5/7 voting members; 0 resource; 0 guests

# **APPROVAL OF MINUTES**

1. MSC to approve the October 19, 2012 minutes.

**MOTIONS APPROVED** – none

**MOTIONS FAILED** - none

**MOTIONS TABLED** – none

#### REPORTS

- 1. H. Jenkins to post the One Book/One Glendale and Faculty Center for Learning and Teaching.
- 2. D. Voogt to follow up with M. Mirch on the possible combination of Accreditation Coordinator, Program Review Coordinator, Faculty Coordinator, Educational Master Plan and email update to committee.
- 3. D. Voogt to re-write the Administrative Regulation and forward to the committee to review.
- 4. D. Voogt to inform Administrative Affairs that the administrative regulation should be tabled to the end of spring semester to allow for time to re-write.
- 5. H. Jenkins to email the form to request new RT/EP positions.
- 6. D. Voogt to take the topic to Campus Executive to weigh in what constitutes RT/EP and what is an assignment.
- 7. H. Jenkins to forward Student Equity job description to supervisor for review **NEXT MEETING:** February 22, 2013 at 10:00 a.m.

**STAFF DEVELOPMENT –** Last meeting reported October 16, 2012

3<sup>rd</sup> Thursday, 12:30 pm, HR Conference Room

**NEXT MEETING:** November 15, 2012

WEB OVERSIGHT – Last meeting reported May 23, 2012.

4<sup>th</sup> Wednesday, 12:30 pm, AD 121

**NEXT MEETING:** TBD

# **ACADEMIC AFFAIRS – December 12, 2012**

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

QUORUM 26/34; 3 resources;

#### **APPROVAL OF MINUTES**

1. MSC to approve minutes of November 7, 2012.

#### **MOTIONS APPROVED**

- 1. MSC to approve the following administrative reorganization:
  - Administrative Dean of Continuing and Community Education will also oversee
    the Workforce Development, CTE, and Professional Development. This will
    allow us to have one center for the community to refer to for their needs, and
    depending on the kind of the need, they will be directed to the appropriate
    office.
  - The current Associate Dean of Workforce Development will be Dean of Instructional Services - CTE, and will oversee the CTE programs. This will allow the position of Associate Dean of Workforce Development to be eliminated.
  - The current interim Associate Dean of Continuing Education will be the Associate Dean, Operations and Services for Continuing and Community Education. This will allow the position of Associated Dean of Continuing Education to be eliminated.
  - Student Services located on Garfield Campus will be under the supervision of Vice President of Student Services. As required by accreditation, all the services
- 2. MSC to approve the following items under the consent calendar:

Curriculum & Instruction corrected minutes, November 14, 2012 meeting. [Dr. McLemore explained that on page 4 of C&I minutes of November 14, 2012, there are two sentences under Part II that are just notes remained from the draft of the minutes and need to be deleted.]

Music Certificate Revision

Theatre Arts 160, 161, 162, 163, and 164 – Substantive Revision
Political Science 104 – Introduction to Political Theory – New Course
ESL 111, 115, 116, 118, 123, 125, 126, 128, 133, and 136 – Substantive Changes

3. MSC to approve that a special Academic Affairs meeting be scheduled for January 30, 2013. This will allow the courses and programs with minor revisions that were approved by C&I since fall 2012 but didn't require further approvals to be brought to the Academic Affairs and be submitted to the Board of trustees prior to the start of spring 2013 semester.

MOTION FAILED - None MOTIONS TABLED - None

**REPORTS** – none

**NEXT MEETING:** January 30, 2013

#### **SUBCOMMITTEES OF ACADEMIC AFFAIRS:**

ACADEMIC CALENDAR – Last meeting reported September 26, 2012

Committee meets as needed **NEXT MEETING:** TBD

**BAJA PROGRAM** – Last meeting reported May 22, 2012

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

**NEXT MEETING:** TBD

**BASIC SKILLS – October 15, 2012** 

3<sup>rd</sup> Monday, 2:30-4pm, CS 266

Report is forthcoming.

Last meeting reported September 24, 2012.

**NEXT MEETING: TBD** 

**GRADUATION REQUIREMENTS** – did not meet

Meets as needed.

**NEXT MEETING:** TBD

SCHOLARS PROGRAM – Last meeting reported October 27, 2011.

As needed, contact Chair

**NEXT MEETING:** TBD

STUDY ABROAD – Last meeting reported May 3, 2012.

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

**NEXT MEETING:** TBD

# STUDENT AFFAIRS – November 28, 2012

3<sup>rd</sup> Wednesday, 1:00-2:00pm, AD 121

Reported from unadopted minutes.

QUORUM - 18/26 voting members; 2/3 resources

#### **APPROVAL OF MINUTES**

- 1. It was MSC that the Student Affairs Committee minutes of October 17, 2012 be approved.
- 2. It was MSC approval of the International Students Committee unadopted minutes of October 11, 2012.
- 3. It was MSC that the Student Fees Committee adopted minutes of November 24, 2012 be approved

# **MOTIONS APPROVED**

- 1. It was MSC to move a document forward for approval at the first reading if there is consensus from the committee to do so.
- 2. It was MSC to approve the communication strategies for Spring 2013.

## **MOTIONS FAILED** – none

#### **MOTIONS TABLED**

- 1. It was MST to approve the second reading AR 4228, *Course Repetition:* Significant Lapse of Time.
- 2. It was MST the first reading of AR 4255, Disqualification and Dismissal.

#### **REPORTS**

- 1. AB 540 students will be eligible for BOG C waiver beginning Winter 2013. They will also be eligible for EOPS.
- 2. In January, AB 540 students will be able to apply for Cal Grants for the 2013/2014 year.
- 3. The college has received a \$12,000 grant to establish the first Veterans Center. The center will be location in the Aviation/Arts Building.

**NEXT MEETING:** February 20, 2013

# **SUBCOMMITTEES OF STUDENT AFFAIRS:**

ASSESSMENT CENTER – Last meeting reported, March 8, 2012

2nd Thursday, 2:00 pm, AD 121

**NEXT MEETING: TBD** 

## **INTERNATIONAL STUDENTS COMMITTEE – October 11, 2012**

As needed, contact Chair

Reported from unadopted minutes.

QUORUM: 9/14 voting members

**APPROVAL OF MINUTES - none** 

**MOTIONS APPROVED** – none

**MOTIONS FAILED** – none

**MOTIONS TABLED** – none

**REPORTS** – none

**NEXT MEETING: TBD** 

# LIBRARY & INFORMATION COMPETENCY - October 25, 2012

4<sup>th</sup> Thursday, 12:30 p.m. - 1:30 p.m., LB417

Last meeting reported September 27, 2012

**NEXT MEETING: TBD** 

MATRICULATION – Last report meeting, May 24, 2012

4th Thursday, 2:00 pm, SR 221

**NEXT MEETING:** November 29, 2012

# NONCREDIT MATRICULATION - November 29, 2012

3<sup>rd</sup> Wednesday, 3:30 pm, 4x per academic year

Report is forthcoming.

Last meeting reported September 26, 2012

**NEXT MEETING: TBD** 

# **OUTREACH/ RECRUITMENT** - Last reported meeting unknown

As needed, contact Chair

**NEXT MEETING** - TBD

# SERVICE LEARNING - Last reported meeting, April 23, 2012

As needed, contact Chair

**NEXT MEETING:** TBD

# STUDENT FEES COMMITTEE - November 14, 2012

2<sup>nd</sup> Tuesday, 2:00-3:30pm, AD 121

Reported from unadopted minutes.

**QUORUM** 9/9 voting members/0 resources/3 guests

### **APPROVAL OF MINUTES**

1. MSC to approve the minutes of the October 10, 2012 meeting.

#### MOTIONS APPROVED

- 1. MSW to implement the drop for non-payment 7 days after registration.
- 2. MSC to direct ITS to provide information on the dropping of students for non-payment at the time of registration- same day, same online session.

**MOTIONS FAILED** – None

**MOTIONS TABLED** - None

**REPORTS**- None

**NEXT MEETING:** December 12, 2012

## **TECHNOLOGY MEDIATED SERVICES** – Last reported meeting October 26, 2011

As needed, contact Chair

**NEXT MEETING: TBD** 

# ADMINISTRATIVE AFFAIRS - January 24, 2013

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

Reported from adopted minutes.

QUORUM (9): 13 out of 17. 1 Resource, 6 Guests

#### APPROVAL OF MINUTES:

1. MSC minutes of December 11, 2012 – 11 ayes; 2 abstentions

#### MOTIONS APPROVED:

- 1. MSC the Consent Calendar unanimous approval.
  - a. Environmental Affairs: No meeting in Dec.
  - b. Campus Development: December 6. 2012
  - c. Safety Committee: Met on Dec. 19, 2012, minutes not reviewed.
- 2. MSC to approve the following:
  - a. AR 3501 Campus Security and access approved with revisions.
  - b. AR 3811 Damage/Loss to Vehicles While on District Property approved with revisions.
  - c. AR 7400 Travel Expense Policy approved without changes.
  - d. List of Revised/Replaced Old Board Policies for Deletion approved without changes
  - e. List of Revised/Replaced Old Administrative Regulations for Deletion approved without changes.

# **MOTIONS FAILED: None**

#### **MOTIONS TABLED:**

1. AR 4142 (NEW 7165) Released Time/Extra Pay Committee (Revised)

#### REPORTS:

- 1. Smoking on campus implementation up-date:
  - Signage received.
  - Planetarium site moved north, next to CR building.
  - AA site removed.
  - Citation processing will be effective February 1, 2013.
  - The AU site will re-assessed after a period of enforcement.
  - Garfield: Establishment of a smoking site under consideration due to complaints from neighbors.

**NEXT MEETING:** Special Meeting February 7, 2013

#### SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

# **CAMPUS DEVELOPMENT – December 6, 2012**

1st Thursday, 12:30 -1:30 pm, AD 121 or HS 214

Reported from unadopted minutes

**QUORUM** 15/17

# **APPROVAL OF MINUTES**

1. MSC to approve the Minutes of November 1, 2012 with the following substitution – on page 2 "all floors have raised access floors. Raised means "flush" with the finished floor."

**MOTIONS APPROVED – none** 

**MOTIONS FAILED** – none

**MOTIONS TABLED** – none

### **REPORTS**

1. For next meeting to have answers to our questions, today we don't have enough information to make a decision. Alfred Ramirez to bring the Garfield Manual so this committee can look at it.

2. Shoji (NTD) at next meeting to present what we actually have in design.

**NEXT MEETING:** January 17, 2013

# **ENVIRONMENTAL AFFAIRS – November 7, 2012**

1<sup>st</sup> Wednesday, 12:20-1:30 PM, SR 134

Report is forthcoming.

Last meeting reported October 3, 2012.

**NEXT MEETING:** TBD

# SAFETY – December 19, 2012

3<sup>rd</sup> Wednesday, 11:00am-12:00pm, Facilities Conference Room – HS 214

Report is forthcoming.

Last meeting reported October 17, 2012.

**NEXT MEETING:** TBD

Respectfully submitted by Frankie Strong, Governance Office