# GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE February 2011

The Governance Update report comprises the actions taken by various governance committees. It is required by the Governance Document. This report includes motions and information items as shown in the minutes of committees that reported to the Governance Office between

January 11, 2011 and February 15, 2011.

- 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: <a href="http://www.glendale.edu/governance">http://www.glendale.edu/governance</a>
- 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 a.k.a CAMPUS EXECUTIVE – January 18, 2011**

**MEETING TIME** 2:30 p.m., AD 121 **QUORUM** 7/7 voting members

### **APPROVAL OF MINUTES**

1. It was moved (Mr. Scott) and seconded (Ms. Aziskhanova) to approve the Campus Executive Committee Minutes of December 7, 2010. The motion passed unanimously.

### **MOTIONS APPROVED**

2. It was moved (Dr. Barrio-Sotillo) and seconded (Ms. Shamilian) to accept the following subcommittee minutes as presented:

Budget Committee

Adopted Minutes of November 11, 2010

EEO Advisory Committee

Adopted Minutes of November 4, 2010

Governance Review Committee

Adopted Minutes of November 2, 2010

Institutional Planning Coordination Committee Adopted Minutes of November 29, 2010

The motion passed unanimously.

- 3. It was moved (Dr. Barrio-Sotillo) and seconded (Ms. Shamilian) to approve the Consent Calendar prepared for the January 18, 2011 Campus Executive Committee Meeting. The motion passed unanimously.
- 4. It was moved (Dr. Scott) and seconded (Dr. Mirch) to table Administrative Regulation 3725: *College Website* to allow the Campus Executive Committee more time to review the document. The motion passed unanimously.

- 5. It was moved (Dr. Perez) and seconded (Ms. Shamilian) to approve Administrative Regulation 4220: Standards of Scholarship Delegation. The motion passed unanimously.
- 6. It was moved (Dr. Perez) and seconded (Ms. Shamilian) to approve Administrative Regulation 4222: *Remedial Coursework*. The motion passed unanimously.
- 7. It was moved (Dr. Perez) and seconded (Ms. Shamilian) to approve Administrative Regulation 4227: *Repeatable Courses.* The motion passed unanimously.
- 8. It was moved (Dr. Perez) and seconded (Ms. Shamilian) to approve Administrative Regulation 4229: Course Repetition Variable Units. The motion passed unanimously.
- 9. It was moved (Dr. Perez) and seconded (Ms. Aziskhanova) to approve Administrative Regulation 4231: *Grade Changes*. The motion passed unanimously.
- 10. It was moved (Dr. Perez) and seconded (Ms. Shamilian) to approve Administrative Regulation 4232: *Pass/No Pass*. The motion passed unanimously.

NEXT MEETING DATE – Tuesday, February 22, 2011, 2:30 p.m., AD 121

#### **SUBCOMMITTEES OF EXECUTIVE:**

## **BUDGET – December 9, 2010**

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

Reported from unadopted minutes.

**QUORUM** 9/9 voting members; 2 resources; 7 guests

### **APPROVAL OF MINUTES**

1. MSC to approve the Minutes of the November 11, 2010 meeting with an amendment.

### **MOTIONS APPROVED**

1. MSC to approve the hiring process for the Associate Vice President of IT. If the salary of the position exceeds the current salary range, it will then be brought back to the Budget Committee for approval.

MOTIONS FAILED - none MOTIONS TABLED - none REPORTS - none

## BUDGET - January 13, 2011

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

Reported from unadopted minutes.

**QUORUM** 9/9 voting members; 2 resources; 7 guests

### **APPROVAL OF MINUTES**

1. MSC to approve the Minutes of the December 9, 2010 meeting as presented.

## **MOTIONS APPROVED**

1. MSC to eliminate Must Do budget requests and that all budget requests must come through a Program review or Planning document for funding for 2011-12.

MOTIONS FAILED - none MOTIONS TABLED - none REPORTS - none

## BUDGET - January 25, 2011

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

Reported from unadopted minutes.

**QUORUM** 9/9 voting members; 1 resource; 10 guests

### **APPROVAL OF MINUTES**

1. MSC to approve the Minutes of the January 13, 2011 meeting with an amendment.

### **MOTIONS APPROVED**

1. MSC to reassign funding from Systems Manager to fund a PeopleSoft developer and network consultant.

**MOTIONS FAILED** - none **MOTIONS TABLED** – none

**REPORTS** - none

# **BUDGET – February 10, 2011**

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

Reported from unadopted minutes.

**QUORUM** 8/9 voting members; 1 resource; 9 guests

## **APPROVAL OF MINUTES**

1. MSC to approve the Minutes of the January 25, 2011 meeting with an amendment.

### **MOTIONS APPROVED**

1. MSC to reassign funding from Systems Manager to fund a PeopleSoft developer and network consultant.

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

#### **REPORTS**

1. The Budget Committee will need to develop a proposal under each scenario [regarding the budget situation].

NEXT MEETING: February 22, 2011

### **CAMPUS WIDE COMPUTER COORDINATING** – no report

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

Last meeting reported November 18, 2010

**NEXT MEETING:** February 17, 2011

## **EQUAL EMPLOYMENT OPPORTUNITY** – no report

1<sup>ST</sup> Thursday, 12:20-1:20p, SM 270

Last meeting reported November 4, 2010

**NEXT MEETING:** December 2, 2010

## **GOVERNANCE REVIEW – January 4, 2011**

1<sup>st</sup> Tuesday of the month, 1:30 pm – 2:30pm, AD 249

Quorum: 6/9 voting members, 1 resource

## **APPROVAL OF MINUTES**

1. MSC to approve the December 7, 2010 minutes.

### **MOTIONS APPROVED**

1. MSC that Abe ask Dr. Mirch for clarification on whether she is requesting that Edward be the 11<sup>th</sup> member of the administration on Academic Affairs, or whether she is requesting that Edward replace the nursing position.

- 2. MSC to add language to the Governance Document stating "High quality decisions require face-to-face deliberations. Votes by e-mail are reserved for exceptional circumstances involving routine matters only (e.g., adopting minutes which are unavoidably late, or tallying of opinions). E-mail voting requires unanimous consent of the voting membership of the committee. Substantive decisions of an urgent nature can be addressed by calling a special meeting."
- 3. MSC to refer the recommendation for the formation of a Learning Resources green committee to Ron Nakasone for his opinion.
- 4. MSC to amend the Governance Document to state "The proxy may not already be a voting member of the committee."

**MOTIONS FAILED** – none

**MOTIONS TABLED** – none

### REPORTS

1. Update to the blue List to read "Minutes recorder" instead of "Recording Secretary".

**NEXT MEETING** February 1, 2011

## **INSTITUTIONAL PLANNING COORDINATION – December 6, 2010**

Mondays, 12:15pm – 1:30pm, AD 121

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

## **APPROVAL OF MINUTES**

1. MSC to approve the November 29, 2010 minutes

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

**MOTIONS TABLED** – none

**REPORTS** – none

## **INSTITUTIONAL PLANNING COORDINATION – January 10, 2011**

Mondays, 12:15pm – 1:30pm, AD 121

**QUORUM** 13 / 18 voting members; 0 resources; 1 guest

### **APPROVAL OF MINUTES**

1. MSC to approve the December 6, 2010 minutes

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

**MOTIONS TABLED** – none

**REPORTS** – none

**NEXT MEETING**: January 24, 2011

### **RELEASED TIME EXTRA PAY** – no report

Dates determined by committee, 12:00-1:00p, SM 270

Last meeting reported October 15, 2010

**NEXT MEETING:** November 19, 2010

## **STAFF DEVELOPMENT** – no report

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

Last meeting reported November 18, 2010

**NEXT MEETING:** February 17, 2011

## WEB OVERSIGHT - no report

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

Last meeting reported October 27, 2010

**NEXT MEETING** November 10, 2010

# **ACADEMIC AFFAIRS – January 5, 2011**

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

QUORUM 24/36; 5 resources; 1 guest

### **APPROVAL OF MINUTES**

MSC to approve minutes of December 2, 2010.

### **MOTIONS APPROVED**

- 1. MSC to approve second reading of Architecture 240.
- 2. MSC to approve substantive changes to Electronics and Computer Technology 110.
- 3. MSC to approve substantive changes to Electronics and Computer Technology 160.
- 4. MSC to approve second reading of Electronics and Computer Technology 161.
- 5. MSC to approve substantive changes to Engineering 111.
- 6. MSC to approve second reading of Engineering 112.
- 7. MSC to approve title change of Fire Technology 103, 104, 105, 115, 150, and 151.
- 8. MSC to approve Real Estate Office Assistant, new certificate of achievement.
- 9. MSC to approve Real Estate Office Assistant, new skill award.
- 10. MSC to approve Real Estate Sales Professional, new certificate of achievement
- 11. MSC to approve Real Estate Sales Professional, new skill award.
- 12. MSC to approve Real Estate Salesperson Exam Qualified, new skill award.
- 13. MSC to approve Baja California Field Studies minutes of October 25, 2010 meeting.
- 14. MSC to approve C&I minutes of November 17, 2010 meeting.
- 15. MSC to approve TMI minutes of October 5, and November 2, 2010 meetings.

### **MOTIONS TABLED** - none

**REPORTS** - none

### SUBCOMMITTEES OF ACADEMIC AFFAIRS:

## **ACADEMIC CALENDAR** - no report

Meets as needed, contact Chair

### BAJA CALIFORNIA FIELD STUDIES – October 25, 2010

Meets twice per year. Contact Chair for date, time and location.

Reported from unadopted minutes.

**QUORUM** 8/10 voting members

### **APPROVAL OF MINUTES**

1. MSC the approval of the April 22<sup>nd</sup>, 2010 minutes.

### **MOTIONS APPROVED**

1. MSC the approval of the following Winter/Summer 2011 courses: Biol 146 & Astro 102 (Winter; Kretzmann and Krestow); Biol 125/126 (Summer; Van Cleave); Biol 131 (Summer; Meyer)

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

## **REPORTS**

- 1. In May the Glendale College Foundation received a donation for \$15,850.00.
- 2. Lisa Brooks is working the details of a donation by Bill and Kathy Scripps for \$105,000.
- 3. A Baja Planetarium show is scheduled for November 17<sup>th</sup> at 12:30 PM.

- 4. Brochures have been sent to CSU and UC campuses, as well as community and private colleges in California and Arizona.
- 5. Waldorf HS of San Francisco and Pierce College will be using our field station during the summer 2011.
- 6. Contacts have been established with University of Northern British Columbia, CSU San Jose, CSU Monterey Bay and Los Medanos College.
- 7. The A.C. was granted a 15-year concession for the Federal Zone.
- 8. Several station projects have been completed (e.g., new toilets) and others will be completed by summer 2011(e.g., teaching palapa).
- 9. The Summer 2010 classes were very successful: 32 students participated in Biol 125/126 and 24 in Biol 131.

**NEXT MEETING:** Meets twice per year. Contact Chair for date, time and location.

# **CURRICULUM & INSTRUCTION – November 17, 2010**

3rd Wednesday, 2:00 - 4:00 pm., AD 121

Reported from unadopted minutes.

**QUORUM** 11 voting / 12 total voting members; 1 resource; 8 guests

### **APPROVAL OF MINUTES**

1. MSC to approve the October 20, 2010 minutes.

### **MOTIONS APPROVED**

- 1. MSC to approve ART 166.
- 2. MSC to approve ART 179.
- 3. MSC to approve ART 280.
- 4. MSC to approve the Substantive Revision of T ART 101.
- 5. MSC to approve the Substantive Revision of MUSIC 178.
- 6. MSC to approve MUSIC 185.
- 7. MSC to approve MUSIC 186.
- 8. MSC change in requisite skills for MUSIC 153.
- 9. MSC change in requisite skills for ART 133.
- 10. MSC change in requisite skills for ART 134.
- 11. MSC change in requisite skills for ART 135.
- 12. MSC change in requisite skills for ART 245.
- 13. MSC change in requisite skills for ART 235.14. MSC change in requisite skills for ART 233.
- MSC change in requisite skills for ART 231.
- 16. MSC Advertising Art Certificate Revision.
- 17. MSC Theatre Arts: Option 1 Major Revision.
- 18. MSC Theatre Arts: Option 2 Major Revision.
- 19. MSC to approve the Substantive Revision of MATH 219ABC.
- 20. MSC to approve the Substantive Revision of MATH 220AB.
- 21. MSC to approve the Substantive Revision of MATH 245AB.
- 22. MSC to approve the Substantive Revision of MATH 246AB.
- 23. MSC to approve the Substantive Revision of MATH 255ABCD.
- 24. MSC to approve ARCH 240.
- 25. MSC to approve the Substantive Revision of ECT 110.
- 26. MSC to approve the Substantive Revision of ECT 160.
- 27. MSC to approve ECT 161.
- 28. MSC to approve change in title, catalog statement, and requisite skills for ENGR 111.
- 29. MSC to approve ENGR 112.
- 30. MSC to approve change in title for FIRE 103.
- 31. MSC to approve change in title for FIRE 104.

- 32. MSC to approve change in title for FIRE 105.
- 33. MSC to approve change in title for FIRE 115.
- 34. MSC to approve change in title for FIRE 150.
- 35. MSC to approve change in title for FIRE 151.
- 36. MSC to approve the new Real Estate Office Assistant Certificate of Achievement.
- 37. MSC to approve the new Real Estate Office Assistant Skill Award.
- 38. MSC to approve the new Real Estate Sales Professional Certificate of Achievement.
- 39. MSC to approve the new Real Estate Sales Professional Skill Award.
- 40. MSC to approve the new Real Estate Salesperson-Exam Qualified Skill Award.

### **MOTIONS FAILED** - none

### **MOTIONS TABLED**

- 1.MST Child Development: Teacher Certificate Revision.
- 2.MST Child Development: Infant/Toddler Certificate Revision.
- 3.MST Child Development: School Age Care Certificate Revision.
- 4. MST Child Development: Master Teacher Certificate Revision.
- 5. MST Child Development: Site Supervisor Certificate Revision.
- 6.MST change in requisite skills for MUSIC 176.
- 7. MST change in requisite skills for T ART 129.
- 8.MST change in requisite skills for ART 237.
- 9.MST change in requisite skills for T ART 104.
- 10. MST change in requisite skills for T ART 106.
- 11. MST to approve change in title for FIRE 101.

REPORTS - none

**NEXT MEETING**: TBD

## **FOUNDATIONAL SKILLS** – no report

4<sup>th</sup> Monday, 2:30-4:00 pm, room: contact Chair

Last meeting reported September 27, 2010 **NEXT MEETING**: February 28, 2011 (tentative)

## **GRADUATION REQUIREMENTS** – no report

Meets as needed.

**SCHOLARS** – no report

Meets as needed, contact Chair

## STUDY ABROAD - September 30, 2010

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

Last meeting reported October 28, 2010

NEXT MEETINGS: November 11, February 24, March 24, April 28, May 26

# **TECHNOLOGY MEDIATED INSTRUCTION – October 5, 2010**

1<sup>st</sup> Tuesday, 1:30-2:30p, room: contact Chair

**QUORUM** 11 voting / 14 total voting members; 1 resource; 4 guests

## **APPROVAL OF MINUTES -**

1. MSC to approve the September 7, 2010 minutes with the addition of Jason Dorff to the list of members present, and removal of his name from the guest category.

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none

### **MOTIONS TABLED**

1. MST to table the election until the next meeting as no nominations were

forwarded at this time.

2. MST to table BP & AR 4105 Document (2<sup>nd</sup> reading) for review and come to a decision at the next meeting.

#### **REPORTS**

- 1. BP & AR 4105 Distance Education document revision will be sent out via email for committee members to review for a vote at the next meeting.
- 2. An email will go out to coordinate a time for the subcommittee to meet to discuss the training requirements for teaching Distance Ed.

# **TECHNOLOGY MEDIATED INSTRUCTION – November 2, 2010**

1<sup>st</sup> Tuesday, 1:30-2:30p, room: contact Chair

Reported from unadopted minutes.

**QUORUM** 12 voting / 15 total voting members; 2 guests

APPROVAL OF MINUTES - MSC to approve the October 5, 2010 minutes

## **MOTIONS APPROVED -**

- MSC to approve Mike Dulay as chairman of the TMI committee until June 30, 2011 with two abstentions.
- 2. MSC to ask the CCCC committee to have an emergency meeting to discuss budget policy, security and audit implications of the network server vulnerability.

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

### **REPORTS**

- 1. Mike Dulay will send out a Doddle to suggest alternative meeting days and times.
- 2. Committee Members will send agenda items for the next meeting to Mike Dulay.
- 3. A discussion of BP and AR 4015 will be added to next month's agenda.

**NEXT MEETING:** To be determined

# **STUDENT AFFAIRS** – no report

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

Last meeting reported November 17, 2010

**NEXT MEETING:** February 16, 2011

# **SUBCOMMITTEES OF STUDENT AFFAIRS:**

# ASSESSMENT – May 13, 2010

2nd Thursday, 2:00 pm, AD 121

Last meeting reported May 13, 2010

**NEXT MEETING:** TBA

### **INTERNATIONAL STUDENTS – November 4, 2010**

Meets as needed, contact Chair

Last meeting reported November 4, 2010

NEXT MEETING: TBA, Meets as needed, contact Chair

# LIBRARY & INFORMATION COMPETENCY - October 28, 2010

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

Last meeting reported October 28, 2010

**NEXT MEETING:** February 24, 2011

### MATRICULATION - October 28, 2010

4th Thursday, 2:00 pm, SR 221

Last meeting reported October 28, 2010 f

**NEXT MEETING:** February 24, 2011

## **NONCREDIT MATRICULATION – Did not meet**

3rd Wednesday, 3:30 pm, AD 242, 4x per academic year

### **OUTREACH/ RECRUITMENT** - Did not meet

Meets as needed, contact Chair

### **SERVICE LEARNING** – Did not meet

As needed, contact Chair

Last reported meeting March 18, 2009

## STUDENT FEES - November 10, 2010

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

Last meeting reported November 10, 2010

**NEXT MEETING:** December 8, 2010

# **TECHNOLOGY MEDIATED SERVICES – October 21, 2010**

As needed, contact Chair

Last meeting reported October 21, 2010 **NEXT MEETING:** November 10, 2010

## **ADMINISTRATIVE AFFAIRS - JANUARY 11, 2011**

2<sup>nd</sup> Tuesday, 11:00 am – 12:00 pm, AD121

Reported from unadopted minutes.

QUORUM: 12 out of 17, Resource: 0, Guests: 1

### **APPROVAL OF MINUTES:**

1. December 14, 2010, approved without opposition.

## **MOTIONS APPROVED:**

- 1. MSC to approve the Consent Calendar.
  - a. Campus Development: None
  - b. Environmental Affairs: January 6, 2011 meeting minutes not yet approved
  - c. Safety Committee: None
- 2. MSC to approve BP 6710 Emergency Procedures Fire Drills and Precautions for deletion
- 3. MSC to approve AR 6720 Emergency Telephone Calls Bomb Threats for deletion

### **MOTIONS FAILED** – none

### **MOTIONS TABLED:**

- 1. BP 3110 Sustainability referred back to Environmental Affairs for revision and formatting.
- 2. BP 3500 Campus Safety referred to Safety Committee for review and clarification
- 3. AR 3500 Campus Safety referred to Safety Committee for review and revision
- 4. BP 3505 Emergency Response Plan referred to Safety Committee for review and revision
- 5. AR 3505 Emergency Response Plan referred to Safety Committee for review and revision

#### **REPORTS**

- 1. Smoking Policy Implementation Update: Tabled Task Force has not met yet.
- 2. AR 4610 Instructional Service Agreements (Review of draft) conducted first reading.

**NEXT MEETING:** February 8, 2011

### **SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:**

# **CAMPUS DEVELOPMENT – No meeting in December 2010 and January 2011**

1<sup>st</sup> Thursday, 12:00 – 1:30 p.m., HS 214

**NEXT MEETING:** FEBRUARY 3, 2011

# ENVIRONMENTAL AFFAIRS – Jan. 6, 2011 (no report minutes not reviewed by Admin. Affairs)

1<sup>st</sup> Wednesday, 12:20 pm – 1:30 pm, (SR 134)

**NEXT MEETING:** March 2, 2011 (No February meeting)

# SAFETY – No meetings December 2010 or January 2011

3<sup>rd</sup> Wednesday, 11:00 am – 12:00 pm, HR Conference Room

**NEXT MEETING:** February 16, 2010

Respectfully submitted by Frankie Strong, Governance Office