

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
JULY 2018**

The Governance Update report consists of actions taken by various governance committees. It is required by Administrative Regulation 2511 the Governance Document.

The report includes motions and information items, as recorded in the minutes of committees that reported to the Governance office, between **May 29, 2018 and June 26, 2018**. The College Executive Committee reviewed these items at the **July 10, 2018** meeting.

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
 - Any questions regarding any items listed please contact the chair of the appropriate committee.
 - Committee chairs may be emailed directly from the Blue List of members. For the list of governance committees and to view committee minutes in their entirety visit:
<https://sp.glendale.edu/committees/governance/Pages/minutes.aspx>
-

Standing Committee indicated with an asterisk*

COLLEGE EXECUTIVE* – June 12, 2018

Meets 1 week prior to Board of Trustees meetings, 2:30 pm, AD 121

QUORUM 7/7 voting members present; 1 resource; 1 guest

APPROVAL OF MINUTES

1. MSC (Dr. Schlossman/Ms. Gabrimassihi) to approve the College Executive Committee minutes of May 8, 2018. The motion passed unanimously.

MOTIONS APPROVED

2. MSC (Mr. Bowerman/Dr. Schlossman) to approve Board Policy 6700: Use of College Facilities (revised). The motion passed unanimously.
3. MSC (Ms. Gabrimassihi/Dr. Ritterbrown) to approve Administrative Regulation 6700: Use of College Facilities (revised). The motion passed unanimously.
4. MSC (Dr. Culpepper/Dr. Schlossman) to approve Administrative Regulation 2511: Governance Document. The motion passed unanimously.
5. MSC (Dr. Ritterbrown/Mr. Nazari) to approve replacement positions: Senior Computer Lab Tech; Library Public Services Manager and Senior Document Services Assistant. The motion passed unanimously.

REPORTS

7. The Committee reviewed the minutes of the various subcommittees.
 - a. Budget Committee – April 24, 2018 and May 10, 2018
 - b. College Computer Coordination Committee – April 25, 2018
 - c. Enrollment Management – no minutes reported
 - d. EEO – no minutes reported
 - e. Governance Review Committee – May 2, 2018
 - f. RTEP – no minutes reported
 - g. Staff Development – no minutes reported
 - h. Web Oversight – no minutes reported
8. The College Executive Committee reviewed the Board of Trustees agenda for the June 19, 2018 meeting.
9. The Committee reviewed the [Standing Committees Action] report and noted that there were no actions to be reviewed therein.
10. Governance Committees Summary Report was presented and reviewed.
11. The Committee reviewed Administrative Regulations 3100. Dr. Schlossman noted the omission of two Program Manager 1 positions in the Student Affairs area.

NEXT MEETING: July 10, 2018 motions will be reported in the next Governance Update.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

BUDGET REVIEW – June 7, 2018

4th Tuesday, 12:20 - 1:30 pm, AD 252

QUORUM 7/10 voting members present; 1 Resource; 12 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of the May 10, 2018 Budget Committee meeting as presented.

REPORTS

2. Vacant Positions that have been reported to the College Executive Committee to be replaced:
 - a. Senior Computer Lab Tech – Administrative Services/ITS/Computer Labs, Range 36, FTE 1.0 (George Gharibian, exhaustion of benefits) to be replaced by Administrative Services/ITS/IT Support Specialist, Range 36, FTE 1.0
 - b. Library Public Services Manager – Instructional Services/Library and Learning Support Services, FTE 1.0 (Crystina Yeager, resignation) – permanent replacement.
 - c. Adapted PE Instructional Aide – Instructional Services/DSPS, FTE 0.6, Permanent/PT (CSEA Conversion, 9 month)
 - d. Adapted PE Instructional Aide, Instructional Services/DSPS, FTE 0.475, Permanent/PT (Approved by Dr. Viar and College Executive on 1/10/17 as part of the 2015-16 Program Review Process, 9 month)
3. Update of the Board of Governors Funding Formula
4. Review of Fiscal Impact Items from Program Review 2017-18 for 2018-2019 Budget
5. Augmentation of the Learning Center Workshop Budget – tabled as Dr. Michael Ritterbrown was not at the meeting to give the presentation.
6. Amir Nour presented a spreadsheet on the Accounting Period Reserve from 1/1/2017 to 12/31/17 (PPO).
7. A tentative [GCC budget] package will be completed and we may go into stability for the final FTES in which the Chancellor's Office will make up the difference.
8. The COLA projection has gone from 2.5% to 2.71%. The outgoing Governor will try to get the changes that he wants. More available data from the Governor's office will be available by June 14.

NEXT MEETING: June 14, 2018

COLLEGE COMPUTER COORDINATION – May 2, 2018

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

QUORUM [quorum not met] 6/17 voting members present; 2 Resources

APPROVAL OF MINUTES

1. Hold approval of the March 17, 2018 meeting, which was the last meeting reported.

REPORTS

2. All present participated in the SWOT (Strengths, Weaknesses, Opportunities, T ...) analysis to obtain members' input to add to the upcoming Technology Master Plan.

NEXT MEETING: Fall 2018.

ENROLLMENT MANAGEMENT – Last meeting reported March 14, 2018

2nd Wednesday, 12:20-1:20 pm, AD 243

NEXT MEETING: April 11, 2018 meeting cancelled. Met in May, report is forthcoming.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) – Last meeting reported November 15, 2017

4th Thursday, 12:30 - 1:30 pm, SM 270 (HR conf. room)

April 25, 2018 meeting cancelled.

NEXT MEETING: Met on May 30, 2018, report is forthcoming.

GOVERNANCE REVIEW – Last meeting reported May 2, 2018.

1st Tuesday, 1:40 - 2:40 pm, AD 249

NEXT MEETING: June 5, 2018 meeting cancelled; next meeting September 2018

RELEASED TIME EXTRA PAY (RTEP) – Last meeting reported May 20, 2016

4th Friday, 10:00 - 11:00 am, SM 270 (HR Conf. room)

Minutes and motions not reported for Fall 2016. Spring 2017 meetings not announced. Did not meet during the Fall 2017 semester.

NEXT MEETING: Met on April 27, 2018, report is forthcoming.

STAFF DEVELOPMENT – Last meeting reported November 16, 2017

3rd Thursday, 12:30 - 1:30 pm, HS 214

Will not meet in March (Conference) or April (Spring break)

NEXT MEETING: Met on May 17, 2018, report is forthcoming.

WEB OVERSIGHT – November 29, 2017

4th Wednesday, 12:30 - 1:30 pm, LB 113 (I.T. Conf. room)

QUORUM 9/10 voting members present; 2 Resources

APPROVAL OF MINUTES

1. The minutes from October 25, 2017 were approved without changes.

REPORTS

2. The committee reviewed and revised the web policy. Drew emphasized the importance of ADA compliance and updated content. The revised policy will be presented at the next meeting.

WEB OVERSIGHT – March 28, 2018

4th Wednesday, 12:30 - 1:30 pm, LB 113 (I.T. Conf. room)

QUORUM 8/10 voting members present; 2 Resources

APPROVAL OF MINUTES

1. The minutes from November 29, 2017 were approved without changes.

REPORTS

2. The committee reviewed and revised the web policy.
3. Issues with Vision discussed.
4. The students pointed out the very small type on the PeopleSoft site. Linda Welz confirmed that we are aware of the issue and that an update is due in the fall.

NEXT MEETING: Fall 2018

INSTITUTIONAL PLANNING COORDINATION* (IPCC) – April 9, 2018

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

QUORUM 15/18 voting members present; 2 Resources; 1 Guest

APPROVAL OF MINUTES

1. It was MSC that the Minutes from March 12, 2018 be approved without corrections.

MOTIONS APPROVED

2. It was MSC to accept the Adopted Program Review Minutes from November 21, 2017.
3. It was MSC to accept the Adopted Program Review Minutes from March 20, 2018.

INSTITUTIONAL PLANNING COORDINATION* (IPCC) – May 21, 2018

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

QUORUM 11/18 voting members; 1 resource; 0 guests

APPROVAL OF MINUTES

1. The IPCC Minutes from April 9, 2018 were approved.

MOTIONS APPROVED

2. It was MSC that the proposed process for Grant Approval and Grant Staffing move forward.

REPORTS

3. The Adopted Master Planning – Team A Minutes from November 17, 2017 were accepted.
4. The Unadopted Master Planning – Team A Minutes from April 27, 2018 were accepted.
5. The Adopted Program Review Minutes from April 10, 2018 were accepted.

NEXT MEETING: Fall 2018

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

MASTER PLANNING - TEAM A – April 27, 2018

Meets once per semester

QUORUM 25/47 voting members present; 0 Resources; 3 Guests

APPROVAL OF MINUTES

1. The Master Planning – Team A Minutes from November 27, 2017 were approved without corrections.

MOTIONS APPROVED

2. It was MSC to approve the Annual Goals as presented.

REPORTS

3. A presentation was given on Student Outcomes Data.
4. There was a brief overview of the Statewide Metrics and Vision for Success proposal.

NEXT MEETING: TBD, quorum not met for the March 10, 2017 meeting.

PROGRAM REVIEW – November 21, 2017

3rd Tuesday, 1:30 – 2:30 pm, AD 121

QUORUM 8/10 voting members present; 1 Resource

APPROVAL OF MINUTES

1. It was MSC that the Minutes from October 17, 2017 be approved.

PROGRAM REVIEW – March 20, 2018

3rd Tuesday, 1:30 – 2:30 pm, AD 121

QUORUM 9/10 voting members present; 2 Resources

APPROVAL OF MINUTES

1. MSC that the Minutes from November 21, 2017 be approved

REPORTS

2. Validation Team compensation for 2017-2018 cycle - Classified members were paid January 2018 and faculty members were paid in March 2018.
3. 2017-2018 cycle summary Program Reviews completed and validated:
 - a. 100% of the Administrative Services departments (7 were due for Full Review),
 - b. 100% of Instructional departments (24 were due for Full Review)
 - c. 83% of Student Services departments (6 were due for Full Review) EOPS didn't have time
4. From all submitted program review forms, Daphne will compile a Technology Report consisting of all the responses to the technology questions. This report will be shared with ITS and the Executive Vice President of Administrative Services.

PROGRAM REVIEW – April 10, 2018

3rd Tuesday, 1:30 – 2:30 pm, AD 121

QUORUM 8/10 voting members present; 2 Resources

APPROVAL OF MINUTES

1. MSC that the Minutes from March 20, 2018 be approved.

REPORTS

2. Validation Team compensation for 2018-2019 cycle - For the last Program Review cycle, HR agreed that classified members will receive time and a half with a 10-hour max and faculty will receive the non-instructional hourly rate of \$59.30.

NEXT MEETING: Met on May 15, 2018, report is forthcoming.

ACADEMIC AFFAIRS*- Last meeting reported May 16, 2018

3rd Wednesday, 1:40 - 3:40 pm, AD 252

NEXT MEETING – September 19, 2018

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

ACADEMIC CALENDAR – Last meeting reported June 14, 2017

Meets as needed

NEXT MEETING: TBD

BAJA PROGRAM – Last meeting reported November 15, 2017

Meets twice per academic year

NEXT MEETING: Met on May 16, 2018, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting in September 2018.

BASIC SKILLS – Last meeting reported March 20, 2018

3rd Tuesday, 3:00 pm – 4:30 pm, SR 328

NEXT MEETING – Met on May 1, 2018, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting in September 2018.

GRADUATION REQUIREMENTS – Last meeting reported March 27, 2018

Meets as Needed

NEXT MEETING – Met on April 25, 2018, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting in September 2018.

LIBRARY & INFORMATION COMPETENCY – Last meeting reported November 30, 2017

4th Thursday, 12:30 - 1:30 pm, LB 417

NEXT MEETING: Met on March 22 and May 24, 2018, reports are forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting in September 2018.

SCHOLARS PROGRAM – Last meeting reported March 27, 2017

4th Tuesday, 12:30 - 1:30 pm, LB 223

NEXT MEETING: Met on April 24, and May 22, 2018, reports are forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting in September 2018.

STUDY ABROAD – Last meeting reported February 22, 2018

4th Thursday, 12:30 – 1:30 pm, SR 114

NEXT MEETING: Met on March 22, and May 24, 2018, reports are forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting in September 2018.

STUDENT AFFAIRS* – May 16, 2018

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

QUORUM – 2/26 voting members present; 2/3 resources; 4 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of March 21, 2018 be approved. Did not meet in April due to spring break

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
 - a. Noncredit Student Service & Support Program Committee
 - i. Marc 19, 2018 (adopted)
 - ii. April 2, 2018 (unadopted)

- b. Multicultural & Community Engagement Committee
 - i. November 8, 2017 (adopted)
 - ii. April 12, 2018 (unadopted)
 - c. Student Service & Support Program Committee
 - i. March 8m 2018 (unadopted)
3. It was MSC to approve the prioritization of the 2018-2019 Student Services non-personnel resource requests.

REPORTS

- 4. The California College Promise Program task force has been working to develop a plan for how to use the funds once GCC's allocation is known and the instructions have come down from the Chancellor's Office.
- 5. A proposal will be going to the Campus Development Committee to pilot a student lounge/waiting area on the third floor of the SV building outside the Transfer and Career Centers.

NEXT MEETING: September 19, 2018

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

ASSESSMENT – Last meeting reported March 14, 2018

Meets twice per semester. 2nd Thursday, 2:00 pm, AD 121

NEXT MEETING: September 12, 2018

INTERNATIONAL STUDENTS – Last meeting reported November 9, 2017

Meets once per academic year. Thursday, 12:30 – 1:30, SR 221/SR 134 (as needed)

NEXT MEETING: TBA

MULTICULTURAL & COMMUNITY ENGAGEMENT – November 9, 2017

2nd Thursday, 12:30 – 1:30 pm, SM 267

QUORUM [7] voting members; 0 resource; 0 guest

APPROVAL OF MINUTES

- 1. MSC to approve October 12, 2017 minutes with no changes

REPORTS

- 2. Legal Clinics – 5 students are signed-up for November 16, 2017 clinic
- 3. SPARK End of the Year Celebration – December 14, 2017 from 12-2pm
- 4. Program Review – Resource Request: Computers for office; faculty release time position; Student Services Technician position
- 5. Faculty Development Theme for 2017/2018 – Civic Engagement
 - a. A campus-wide student essay contest on civic engagement with prizes: 1st place \$750, 2nd place \$500 and 3rd place \$250
 - b. Get your voice heard campaign
 - c. Have a panel of speakers to talk about civic engagement
 - d. Faculty will invite speakers
- 6. DACA Advocacy Week – 304 postcards signed on the spot during tabling in Plaza Vaquero. Postcards are mailed out to representative. Next week GCC will host another DACA Week at Garfield Campus and Plaza Vaquero, M-Th from 10:30-1:30pm
- 7. AB540 Wine tasting fundraiser for scholarships
- 8. Estudiantes Unidos – Part I of the program administrators come and talk to the group about GCC. Part II of the program the group brainstorms ideas and develops a project. Part II of the program the group implements the project.
- 9. Hot Cocoa – Hot chocolate with all trimmings will be served to students in MCEC (SM267) during finals week to showcase the center and all its programs

MULTICULTURAL & COMMUNITY ENGAGEMENT – April 12, 2018

2nd Thursday, 12:30 – 1:30 pm, SM 267

QUORUM [9] voting members; 1 resource; 1 guest

APPROVAL OF MINUTES

1. MSC to approve November 9, 2017 minutes with no changes

REPORTS

2. Anthony Garcia – a graduate from CSUN is volunteering at the DREAM Resource Center
3. A.S.A.P Student Equity proposal – Advocates for Student Access and Participation (ASAP) focuses on DI students in academic probation. Goal of proposal is to increase support network for P1 student.
4. Restorative Justice Center – a center temporarily housed in MCEC is offering resources to students who are/have been impacted by the system
5. MCEC – 60 available positions
 - Recruiting SPARK mentors
 - Recruiting Student Ambassadors for the office, DREAM Resource Center, RJC Center
 - Recruiting students for the Estudiantes Unidos Program 2018/2019
6. SPARK End of the Year celebration – is on Wednesday, June 13, 2018 in SC212. All students from MCEC various programs are invited and recognized for their participation. Scholarships will be awarded to SPARK Mentors and mentees
7. Legal Clinic – helped over 40 people with DACA application renewals and other legal services
8. STAR – trained and placed 24 STAR Mentors at Hoover high School for Spring 2018
9. Estudiantes Unidos Project – is to organize 3 mixers for Latinex students that include food, music guest speakers, raffle prizes
10. SCN Program – 30 FWS students are hired and place with one of our partnered organizations. Organizations are: GUSD, City of Glendale, Rock Teen Center, Social Security Administration, AGBU

NEXT MEETING: Met on May 10, 2018, report is forthcoming.

Student Affairs will review these minutes at their next scheduled meeting in September 2018.

NONCREDIT STUDENT SUCCESS AND SUPPORT PROGRAM – March 19, 2018

4th Thursday, 1:00 - 2:00 pm, Room MP103 Garfield Campus

QUORUM 7/9 voting members

APPROVAL OF MINUTES

1. MSC to approve the February 22, 2018 minutes with no changes

REPORTS

2. Budget.

NONCREDIT STUDENT SUCCESS AND SUPPORT PROGRAM – April 23, 2018

4th Thursday, 1:00 - 2:00 pm, Room MP103 Garfield Campus

QUORUM 7/9 voting members

APPROVAL OF MINUTES

1. MSC to approve the March 19, 2018 minutes with no changes

REPORTS

2. Budget.

NEXT MEETING: September 17, 2018

STUDENT SUCCESS & SUPPORT PROGRAM (3SP) – March 8, 2018

2nd Thursday, 2:00-3:00 pm, AD 121

QUORUM 10/15 voting members; 2 resource.

APPROVAL OF MINUTES

1. MSC to approve the November 9, 2017, minutes with no changes.

NEXT MEETING: September 1, 2018

STUDENT FEES & TUITION – Last meeting reported March 14, 2018

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

Did not meet in April or May 2018.

NEXT MEETING: September 12, 2018

TECHNOLOGY MEDIATED SERVICES (TMS) – Last reported meeting October 28, 2014

Meets as needed, contact Chair

(The Governance Review Committee has discussed and informed the Student Affairs Committee of the importance of keeping this committee and has recommended to the Chair of TMS to reconvene the committee)

ADMINISTRATIVE AFFAIRS – Last meeting reported May 8, 2018

2nd Tuesday, 11:00 am – 12:20 pm, AD 121

NEXT MEETING: September 11, 2018

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

CAMPUS DEVELOPMENT – Last meeting reported April 5, 2018

1st Thursday, 12:30 p.m. – 1:30 p.m. in HS214

NEXT MEETING: Met on May 3, 2018, report is forthcoming.

Administrative Affairs will review these minutes at their next scheduled meeting in September 2018.

ENVIRONMENTAL AFFAIRS – Last meeting reported April 4, 2018

1st Wednesday, 12:20 p.m. – 1:30 p.m. in HS214

NEXT MEETING: Met on May 2, 2018, report is forthcoming.

Administrative Affairs will review these minutes at their next scheduled meeting in September 2018.

SAFETY – Last meeting reported April 25, 2018

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

NEXT MEETING: Met on May 16, 2018, report is forthcoming.

Administrative Affairs will review these minutes at their next scheduled meeting in September 2018.

Respectfully submitted by Frankie Strong, Governance Office