GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
AUGUST 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 **June 26, 2018 and July 31, 2018**. The College Executive Committee reviewed these items at the **August 14, 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* – **July 10, 2018**
Meets 1 week prior to Board of Trustees meetings, 2:30 pm, AD 121
    QUORUM [5] 6/7 voting members present; 1 resource
    APPROVAL OF MINUTES
        1. MSC (Dr. Culpepper/Mr. Bowerman) to approve the College Executive Committee minutes of June 12, 2018. The motion passed unanimously.
    MOTIONS APPROVED
        2. MSC (Dr. Schlossman/Mr. Khechumyan) to approve the Organizational Chart as presented with amendments to include Business Services Manager to the chart.
        3. MSC (Mr. Khechumyan/Dr. Schlossman) to approve all replacement positions listed. The motion passed unanimously.
        4. MSC (Ms. Rooney/Mr. Nazari) to approve the three positions as presented. The motion passed unanimously.

    REPORTS
        5. The Committee reviewed the minutes of the various subcommittees.
            a. Budget Committee – June 7, 2018
            b. College Computer Coordination Committee – May 2, 2018
            c. Enrollment Management – no minutes reported
            d. EEO – no minutes reported
            e. Governance Review Committee – no minutes reported
            f. RTEP – no minutes reported
            g. Staff Development – no minutes reported
            h. Web Oversight – March 28, 2018
        6. The College Executive Committee reviewed the Board of Trustees agenda for the June 19, 2018 meeting.
        7. The Committee reviewed and accepted the actions of the standing committees.
        8. Governance Committees Summary Report was presented and reviewed.
    NEXT MEETING: Met on August 14, 2018 motions will be reported in the next Governance Update.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

BUDGET REVIEW – June 26, 2018
Meets twice per month, 2nd Thursday and 4th Tuesday, 12:20 - 1:30 pm, AD 252
    QUORUM 8/10 voting members present, 9 guests
    APPROVAL OF MINUTES
        1. MSC to approve the Minutes of the June 7, 2018 Budget Committee meeting after review/revisions.

REPORTS

2. We will have two Budget Committee meetings a month until December.
3. The Expanded Budget Committee will be prioritizing the combined lists of the standing committees. After the budget has been finalized, Dr. Culpepper and Dr. Viar review the discretionary funds available and determine which items can be funded from the Expanded Budget's prioritization list.
4. On September 7, the Final Budget will be presented to the Board of Trustees.
5. Recruitment update
6. Diversity Internship update
7. Cultural Awareness training update

BUDGET REVIEW – July 24, 2018
Meets twice per month, 2nd Thursday and 4th Tuesday, 12:20 - 1:30 pm, AD 252
    QUORUM 9/10 voting members present, 2 Resource non-voting members, 7 guests
    APPROVAL OF MINUTES
1. There were no Minutes to approve. The June 26, 2018 Minutes are pending and will be brought to the next meeting.
    MOTIONS APPROVED
2. MSC to accept the EEO Certification Form for the 2017-18 fiscal year.
    REPORTS
3. Dr. Culpepper presented the Five-Year Projection (2018-19 to 2022-23) that he will share with the Board of Trustees at the August 2, 2018 Board Retreat.
    NEXT MEETING: August 9, 2018

COLLEGE COMPUTER COORDINATION – Last meeting reported May 2, 2018
3rd Thursday, 12:30 - 1:30 pm, AD 121
    NEXT MEETING: Fall 2018.

ENROLLMENT MANAGEMENT – May 9, 2018
2nd Wednesday, 12:20-1:20 pm, AD 252
    QUORUM 16/30 voting members present, 4 Resources
    APPROVAL OF MINUTES
1. It was MSC that the minutes from March 14, 2017 be approved.
    REPORTS
2. Petition to Waive College Requirement process discussed.
3. Pop-up for adding a class after the beginning of the semester – in relation to PeopleSoft.
4. Chancellor's recommendation on funding shared.
    NEXT MEETING: TBD

EQUAL EMPLOYMENT OPPORTUNITY (EEO) – **March 19, 2018**
4th Thursday, 12:30 - 1:30 pm, contact Chair for location
    QUORUM 10/16 voting members present
    APPROVAL OF MINUTES
1. It was MSC that the minutes of May 25, 2017 be approved.
    REPORTS
2. Diversity Internship update
3. Cultural Awareness training update
4. EEO Subcommittees (C. Pollack)
    Four subcommittees:
      1) Cultural Awareness/Curriculum;
      2) Incentives for Hard-to-Hire areas;
      3) Exit Interviews/Hiring Procedures; and
      4) Professional Development.
    Committee members suggested having more specific guidelines (or a mission) for each subcommittee to better understand what needs to be done.
5. The committee also discussed the Chancellor's Multiple measures.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) – **May 31, 2018**
4th Thursday, 12:30 - 1:30 pm, contact Chair for location
    QUORUM 10/16 voting members present

APPROVAL OF MINUTES
1. Approval of the minutes of March 19, 2018 was tabled.
MOTIONS APPROVED
2. MSC to accept the EEO Certification Form for the 2017-18 fiscal year.
REPORTS
3. Recruitment update
4. Diversity Internship update
5. Cultural Awareness training update
NEXT MEETING: September 27, 2018

GOVERNANCE REVIEW – Last meeting reported May 2, 2018.
1st Tuesday, 1:40 - 2:40 pm, AD 249
NEXT MEETING: September 4, 2018

RELEASED TIME EXTRA PAY (RTEP) – Last meeting reported May 20, 2016
4th Friday, 10:00 - 11:00 am, contact Chair for location
NEXT MEETING: Met on April 27, 2018, report is forthcoming.

STAFF DEVELOPMENT – May 17, 2018
3rd Thursday, 12:30 - 1:30 pm, HS 214
QUORUM [8] 12/15 voting members
APPROVAL OF MINUTES
1. MSC to approve the 11.16.17; MSC Abstained: None Opposed: None
MOTIONS APPROVED
2. MSC The Committee recommends that the college reimburse Dr. Viar for expenses incurred during the CSEA retreat in the amount of $3541.24
NEXT MEETING: September 20, 2018, 12:30pm SV 105

WEB OVERSIGHT – Last meeting reported March 28, 2018
4th Wednesday, 12:30 - 1:30 pm, LB 113 (I.T. Conf. room)
NEXT MEETING: Fall 2018

INSTITUTIONAL PLANNING COORDINATION* (IPCC) – Last meeting reported May 21, 2018
2nd Monday, 12:15pm - 1:30 pm, AD 121
NEXT MEETING: Fall 2018

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

MASTER PLANNING - TEAM A – Last meeting reported April 27, 2018
Meets once per semester
NEXT MEETING: TBD
PROGRAM REVIEW – Last meeting reported April 10, 2018
3rd Tuesday, 1:30 – 2:30 pm, AD 121
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, AD 121
    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 328
    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* – Last meeting reported May 16, 2018
3rd Wednesday, 1:00 - 2:00 pm, AD 121
    NEXT MEETING: September 19, 2018

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

ASSESSMENT – Last meeting reported March 14, 2018
Meets twice per semester. 3rd Thursday, 2:00-3:00 pm, AD 121
      NEXT MEETING: September 12, 2018

INTERNATIONAL STUDENTS – Last meeting reported November 9, 2017
Meets once per academic year.
      NEXT MEETING: TBA

MULTICULTURAL & COMMUNITY ENGAGEMENT – Last meeting reported April 12, 2018
2nd Thursday, 12:30 – 1:30 pm, SC 208
      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 – Last reported April 23, 2018
4th Monday, 2:30 - 3:30 pm, meets 4x per academic year, contact Chair for location
    NEXT MEETING: September 17, 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

STUDENT SUCCESS & SUPPORT PROGRAM (3SP) – Last meeting reported March 8, 2018
2nd Thursday, 2:00-3:00 pm, AD 121
    NEXT MEETING: September 1, 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 HS 214
    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 HS 214
    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