

**GLENDALE COMMUNITY COLLEGE  
GOVERNANCE UPDATE  
SEPTEMBER 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 **July 31, 2018 and August 27, 2018**. The College Executive Committee reviewed these items at the **September 4, 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>

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Standing Committee indicated with an asterisk\*

**COLLEGE EXECUTIVE\* – August 14, 2018**

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

**QUORUM [5]** 7/7 voting members present; 2 resources

**APPROVAL OF MINUTES**

1. MSC (Dr. Culpepper/Mr. Bowerman) to approve the College Executive Committee minutes of July 10, 2018. The motion passed unanimously.

**MOTIONS APPROVED**

2. MSC (Ms. Rooney/Dr. Ritterbrown) to approve Administrative Regulation 4010: Academic Calendar. The motion passed unanimously.
3. MSC (Dr. Culpepper/Dr. Schlossman) to approve Administrative Regulation 2712: Conflict of Interest Code. The motion passed unanimously.
4. MSC (Mr. Bowerman/Ms. Rooney) to approve all replacement positions listed. The motion passed unanimously.
5. MSC (Mr. Nazari/Dr. Schlossman) to approve the two positions listed as presented [Guided Pathways Counseling Coordinator and Guided Pathways Classified Coordinator]. The motion passed unanimously.
6. MSC (Ms. Rooney/Dr. Culpepper) to approve the CHAC [Classified Hiring Allocation Committee] positions and Supt./Pres. Recommendations for new positions and additional hours. The motion was approved unanimously.

**REPORTS**

7. The Committee reviewed the minutes of the various subcommittees.
  - a. Budget Committee – June 6, 2018 and July 24, 2018
  - b. College Computer Coordination Committee – no minutes reported
  - c. Enrollment Management – May 9, 2018
  - d. Equal Employment Opportunity – March 19, 2018 and May 31, 2018
  - e. Governance Review Committee – no minutes reported
  - f. Released Time Extra Pay – no minutes reported
  - g. Staff Development – May 17, 2018
  - h. Web Oversight – no minutes reported
8. The College Executive Committee reviewed the Board of Trustees agenda for the August 21, 2018 meeting.
9. The Committee reviewed and accepted the actions of the standing committees.
10. Governance Committees Summary Report was presented and reviewed.

**NEXT MEETING:** Met on September 4, 2018 motions will be reported in the next Governance Update.

**SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:**

**BUDGET REVIEW – August 9, 2018**

Meets twice per month, 2nd Thursday and 4th Tuesday, 12:20 - 1:30 pm, AD 252

**QUORUM** 7/10 voting members present, 2 Resource non-voting members, 7 guests

**APPROVAL OF MINUTES**

1. MSC to approve the minutes of June 26, 2018 and July 24, 2018 (July 12, 2018 cancelled),

**REPORTS**

2. Informational Items – New Positions Approved by College Exec:
  - Purchasing Manager – Business Services (Susan Courtey)
  - Payroll Supervisor – Fiscal Services (Amir Nour)
3. Revised Five Year Projection – Dr. Culpepper discussed the revised Five Year Projection that was presented to the Board of Trustees on August 2, 2018. Several scenarios were discussed. Changes within the budget are resulting in operational efficiency.
4. Cancelled meeting of August 28, 2018.

**NEXT MEETING:** September 28, 2018

**COLLEGE COMPUTER COORDINATION – Last meeting reported May 2, 2018**

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

**NEXT MEETING:** Fall 2018.

**ENROLLMENT MANAGEMENT – Last meeting reported May 9, 2018**

2<sup>nd</sup> Wednesday, 12:20-1:20 pm, AD 252

**NEXT MEETING:** TBD

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) – Last meeting reported May 31, 2018**

4<sup>th</sup> Thursday, 12:30 - 1:30 pm, contact Chair for location

**NEXT MEETING:** September 27, 2018

**GOVERNANCE REVIEW – Last meeting reported May 2, 2018.**

1<sup>st</sup> Tuesday, 1:40 - 2:40 pm, AD 249

**NEXT MEETING:** September 4, 2018

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

4<sup>th</sup> Friday, 10:00 - 11:00 am, contact Chair for location

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

**STAFF DEVELOPMENT – Last meeting reported May 17, 2018**

3<sup>rd</sup> Thursday, 12:30 - 1:30 pm, HS 214

**NEXT MEETING:** September 20, 2018, 12:30pm SV 105

**WEB OVERSIGHT – Last meeting reported March 28, 2018**

4<sup>th</sup> 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**

2<sup>nd</sup> 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**

3<sup>rd</sup> 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

3<sup>rd</sup> 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

3<sup>rd</sup> 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

4<sup>th</sup> 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

4<sup>th</sup> 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

4<sup>th</sup> 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

3<sup>rd</sup> 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. 3<sup>rd</sup> 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

2<sup>nd</sup> 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

4<sup>th</sup> 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  
2<sup>nd</sup> 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  
2<sup>nd</sup> 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  
2<sup>nd</sup> 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  
1<sup>st</sup> 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  
1<sup>st</sup> 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  
3<sup>rd</sup> 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*