

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
OCTOBER 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 **August 27, 2018 and September 28, 2018**. The College Executive Committee reviewed these items at the **October 9, 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* – September 4, 2018

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

QUORUM [5] 7/7 voting members present; 1 resource present

APPROVAL OF MINUTES

1. MSC - (Dr. Schlossman/Ms. Rooney) to approve the College Executive Committee minutes of August 14, 2018.

MOTIONS APPROVED

2. MSC - (Ms. Rooney/Mr. Bowerman) to approve Administrative Regulation 4010: Academic Calendar.
3. MSC – (Dr. Ritterbrown/Mr. Nazari) to approve the listed replacement positions.
4. MSC – (Mr. Bowerman/Mr. Melikyan) to approve the above listed [new and vacant] positions.
5. MSC – (Mr. Nazari/Dr. Schlossman) to approve the above listed positions [DSPS].

REPORTS

6. The Committee reviewed the minutes of the various subcommittees.
 - a. Budget Committee – August 9, 2018
 - b. College Computer Coordination Committee – no minutes reported
 - c. Enrollment Management – May 9, 2018
 - d. Equal Employment Opportunity – no minutes reported
 - 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
7. The College Executive Committee reviewed the Board of Trustees agenda for the September 11, 2018 meeting.
8. The Committee reviewed and accepted the actions of the standing committees, with the exception of a correction in Academic Affairs Committee meeting schedule to read: 3rd Wednesday of the month.
10. Governance Committees Summary Report was presented and reviewed.
11. Dr. Viar welcomed Tzoler Oukayan as one of the MaC resource representatives on the Committee.
12. Dr. Viar announced that Val Dantzler will serve as Interim Associate Vice President of HR. Diane Clerou, a human resources consultant, has been contracted to interview staff and assess the work of HR.

NEXT MEETING: Met on October 9, 2018 motions will be reported in the next Governance Update.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

BUDGET REVIEW – September 13, 2018

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

QUORUM 10/10 voting members present, 3 Resource non-voting members, 13 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of August 9, 2018.

REPORTS

2. Informational Items – Vacant positions presented; new positions presented.
3. Dr. Culpepper addressed the list of Program Review items from the standing committees and explained the criteria for prioritization.
4. Dr. Culpepper gave a PowerPoint presentation on the Student Center Funding Formula.

NEXT MEETING: September 25, 2018

COLLEGE COMPUTER COORDINATION – Last meeting reported May 2, 2018

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

NEXT MEETING: Met September 20, 2018, report is forthcoming.

ENROLLMENT MANAGEMENT – September 12, 2018

2nd Wednesday, 12:20-1:20 pm, AD 252

QUORUM 23/27 voting members; 5 resources; 2 guests

APPROVAL OF MINUTES

1. It was MSC that the Minutes from May 9, 2018 be approved.

REPORTS

2. Enrollment Update - Dashboard in SharePoint was reviewed.
3. Update on Touchpoints for Growth Enrollment Strategies
4. Student Outreach Services Update
5. Automated Enrollment Application Processing - Subsequently, we are now working to automate the application process fully.

NEXT MEETING: October 10, 2018

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

4th Thursday, 12:30-1:30 pm, contact Chair for location

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

GOVERNANCE REVIEW – September 4, 2018

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

QUORUM 6/6 voting members present

APPROVAL OF MINUTES

1. MSC Approval of minutes from the May 2, 2018 meeting. Please note that Governance Review Committee (GRC) did not meet in June.

MOTIONS APPROVED

2. MSC to elect John Queen as the GRC chair for the 2018-19 academic year. The motion passed unanimously.
3. MSC that the GRC requests that the College Executive Committee clarify the list of resource members. Changes will be revised in Administrative Regulation 2511: Governance Document.

REPORTS

4. Action Item: John will email the governance committee chairs and minutes recorders the poll [on voting by email], the deadline to respond to the questions is September 25, 2018.
 - a. The poll is as follows:
 1. *Has your committee used email voting?*

2. *What were the circumstances? And what issues were addressed?*
5. Action Item: Frankie will email the committee the draft of changes to the document. Suggested changes include adding 'college community' and replacing campus with college where appropriate.

NEXT MEETING: October 2, 2018

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

4th Friday, 10:00-11:00 am, contact Chair for location

Met on April 27, 2018, report is forthcoming.

NEXT MEETING: September 28, 2018

STAFF DEVELOPMENT – Last meeting reported May 17, 2018

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

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

WEB OVERSIGHT – May 23, 2018

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

QUORUM 8/10 voting members present; 4 Resource members

APPROVAL OF MINUTES

1. MSC Approval of minutes from the March 28, 2018 without changes.

MOTIONS APPROVED

2. The committee approved the amended web policy.

NEXT MEETING: September 26, 2018

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

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

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

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

MASTER PLANNING - TEAM A – Last meeting reported April 27, 2018

Meets once per semester

NEXT MEETING: TBD

IPCC will review these minutes at their next scheduled meeting.

PROGRAM REVIEW – Last meeting reported April 10, 2018

3rd Tuesday, 1:30–2:30 pm, AD 121

NEXT MEETING: Met on May 15 and September 18, 2018, reports are forthcoming.

ACADEMIC AFFAIRS*- September 19, 2018

3rd Wednesday, 2:00-4:00pm, AD 252

QUORUM 33/38; 7 Resources; 2 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes of May 16, 2018.

MOTIONS APPROVED

2. MSC to approve to approve the agenda for September 19, 2018 meeting.
3. MSC to approve the new IHAC Request form as presented by the Senate.
4. MSC to approve the following items under the consent calendar:

Curriculum & Instruction Committee Minutes of:

- May 23, 2018
- June 13, 2018

New Courses:

- a. BUSAD 163

- b. EMT 138
- c. ENGR 141
- d. KIN 50
- e. MOA 101
- f. Noncredit ESL 35, 45, 57, and 85
- g. NUTR 201
- h. PE 216, 218, 219, 220, and 221
- i. SOC 108

Revised Courses:

- a. CULIN 116
- b. EMT 139 and 140
- c. ENGR 140
- d. GEOG 101
- e. HUMAN 106
- f. HRM 256
- g. PHOTO 105
- h. SOC S 127

New Program

- a. Architectural Commercial Design Skill Award
- b. Architectural Interior Design Skill Award
- c. Elementary Teacher Education AA-T
- d. Health Occupations Skill Award

6. MSC to approve the revised Field Trip Guidelines and Forms.
7. MSC to approve BP 4024 – Educational Philosophy, as presented for review.
8. MSC to approve BP 4025 – Philosophy and Criteria for Associate Degree and GE, as presented for review.
9. MSC to approve revised BP 4030 – Academic Freedom.
10. MSC approve BP 4222 – Remedial Coursework, as presented for review.
11. MSC to approve revised AR 4222 – Remedial Coursework. It was suggested that the word “remedial” be changed to “developmental”.
12. MSC to approve deletion of BP 6140.2 – Minimum Credit Hours for Graduating from Two Years Course (The content is covered by BP 4100 and AR 4100.)
13. MSC to approve deletion of AR 6310 – Instructional Materials Fees and Services (The content is covered by AR 5031.)
14. MSC to approve Baja Field Studies minutes of May 16, 2018 meeting.
15. MSC to approve to approve Basic Skills minutes of May 1, 2018, and May 15, 2018 meetings.
16. MSC to approve Library & Information Competency minutes of March 22, 2018, and May 24, 2018 meetings.
17. MSC to approve Scholars Program minutes of April 25, 2018, and May 22, 2018 meetings.
18. MSC to approve Study Abroad minutes of May 24, 2018 meeting.

MOTIONS TABLED

19. MST to delete BP 6230 – Outside Speakers.

NEXT MEETING – October 17, 2018

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

ACADEMIC CALENDAR – Last meeting reported June 14, 2017

Meets as needed

NEXT MEETING: TBD

BAJA PROGRAM – May 16, 2018

Meets twice per academic year

QUORUM 12/12 voting members

APPROVAL OF MINUTES

1. MSC to approve the November 15, 2017 minutes.

REPORTS

2. Station report: skylights in kitchen to be removed due to leaking; doors locksets to be replaced due to rust; new 4WD truck to be purchased to replace old truck used to transport boats; SEMARNAT/CONANP reports are being prepared; new regulations require we use certified boat captains from town to take students into whale shark protected area.
3. GCC classes scheduled for Summer 2018: Biol 125/126 (Marine Biology; J. Gago); Biol 131 (Regional Natural History; G. Meyer); program fees are reduced to \$699.
4. GCC classes proposed for Winter 2019: Anthr 102 (Cultural Anthropology); Biol 122 (Introduction to Biology; G. Van Cleave); Hlth 102 (First Aid and CPR; L. Matsumoto); Kin 100 (Intro to Kinesiology; J. Gomez); program fees \$499.
5. GCC class proposed for Winter 2020: Media 103 (Intro to Motion Picture Production; G. Ulrey).
6. The following outside groups will be using the field station: Cuesta College (June 17-29, new user); Pierce College (July 29 - August 10); Grauer School (September 23-28).
7. Report for the Winter 2018 Biol 122/Astro 102 program was presented.

NEXT MEETING: Fall 2019 (contact chair for date and time)

BASIC SKILLS – May 1, 2018

3rd Tuesday, 3:00–4:30 pm, AD 121

QUORUM 10/15 voting members; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the March 20, 2018 meeting with no changes.

MOTIONS APPROVED

2. MSC to approve initial budgets of project renewals submitted for committee review.

BASIC SKILLS – May 15, 2018

3rd Tuesday, 3:00–4:30 pm, AD 121

QUORUM 12/15 voting members; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the May 1, 2018 meeting with no changes.

MOTIONS APPROVED

2. MSC to allocate \$8,933 to fund the Conversation Café.
3. MSC to allocate \$12,802 to fund Zero Cost Materials for ESL 151.
4. MSC to allocate \$2,350 to fund Transportation from Garfield Campus to Verdugo Campus for Campus Job Fair.
5. MSC to allocate \$41,140, to fund Third Attempt English.
6. MSC to approve allocations of renewal projects submitted at the May 1 basic skills meeting.

NEXT MEETING – September 18, 2018

GRADUATION REQUIREMENTS – Last meeting reported March 17, 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.

LIBRARY & INFORMATION COMPETENCY - March 22, 2018

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

QUORUM 9/12 voting members

MOTIONS APPROVED

1. MSC to approve the minutes of November 30, 2017 meeting.

REPORTS

2. 4th Floor Remodel [of the Library] to finish by the end of Spring Break.
3. Circulation Area will be remodeled during summer

LIBRARY & INFORMATION COMPETENCY – May 24, 2018

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

QUORUM Quorum not met, only 6/12 voting members present

REPORTS

1. Fourth Floor Remodel [of the Library] has been completed.
2. Circulation Area will be remodeled in August.
3. Extended Hours in the library on Friday, June 8th for finals; library will be open until 4 p.m.

NEXT MEETING: TBA

SCHOLARS PROGRAM – April 25, 2018

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

QUORUM – Quorum not met, only 4/13 voting members present

SCHOLARS PROGRAM – May 22, 2018

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

QUORUM - 7/13 voting members

APPROVAL OF MINUTES

1. MSC approval of minutes of April 25, 2018 Scholars Committee meeting.

MOTIONS APPROVED

2. MSC approval of self-evaluation of Michael Harnett as Scholars Program Director, and of the work of the Scholars Advisory Committee.

NEXT MEETING: TBD

STUDY ABROAD – May 24th, 2018

4th Thursday, 12:30–1:30 pm, SR 328

QUORUM [6] 9 out of 10 voting members present; 3 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes from February 22, 2018 meeting.

MOTIONS APPROVED

2. MSC to approve a program to Italy for the winter 2020 semester.
3. MSC to approve Prague and Vienna as an add on program for winter 2020.

NEXT MEETING: September 30, 2018

STUDENT AFFAIRS* – September 19, 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 May 16, 2018 be approved.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
 - a. Assessment Committee - March 15, 2018 & May 17, 2018
 - b. Noncredit Student Services & Support Program Committee (NC3SP) – May 21, 2018
 - c. Student Services & Support Program Committee (3SP) – May 10, 2018
3. It was MSC to approve the Student Affairs Committee mission statement with no changes.

REPORTS

4. A copy of the 2018-2019 Institutional Goals was shared with the committee. Dr. Schlossman informed the group that these goals will help shape the 2018-2019 Student Services Master Plan and the Program Review reports for the Student Services areas.
5. Dr. Christina Tangalakis presented information to the group on the GCC Promise program, which will cover enrollment fees for one year (up to 24 units) for first-time, full-time college students who do not qualify for the California College Promise Grant (formerly known as BOG). Approximately 100 students have qualified for GCC Promise funds in Fall 2018.

6. Ms. Tzoler Oukayan updated the committee on the Dual Enrollment Program, which is now in its fourth year. The college is offering 27 dual enrollment classes for the Fall 2018 semester.

NEXT MEETING: October 17, 2018

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

ASSESSMENT – March 15, 2018

Meets twice per semester. 3rd Thursday, 2:00-3:00 pm, AD 121

QUORUM – 12/16 voting members present; 1/1 resources

APPROVAL OF MINUTES

1. MSC to approve the October 19, 2017.

ASSESSMENT – May 17, 2018

Meets twice per semester. 3rd Thursday, 2:00-3:00 pm, AD 121

QUORUM – 13/16 voting members present; 0/1 resources

APPROVAL OF MINUTES

1. MSC to approve the March 15, 2018.

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, SM 267

NEXT MEETING: October 11, 2018

NONCREDIT STUDENT SUCCESS AND SUPPORT PROGRAM – May 21, 2018

4th Monday, 2:30-3:30 pm, meets 4x per academic year, MP 103A

QUORUM 6/10 voting members

APPROVAL OF MINUTES

1. MSC to approve the April 23, 2018 minutes.

REPORTS

2. Budget update discussed.

NEXT MEETING: September 24, 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: October 10, 2018

STUDENT SUCCESS & SUPPORT PROGRAM (3SP) – May 10, 2018

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

APPROVAL OF MINUTES

1. MSC to approve the March 8, 2018, minutes with no changes.

NEXT MEETING: October 11, 2018

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

Meets as needed, contact Chair

(The Student Affairs Committee has discussed the importance of keeping this committee; and has formed the Chair of the TMS Committee to resume meetings (2017)

ADMINISTRATIVE AFFAIRS – September 11, 2018

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

QUORUM [7] 9 of 12 voting members present. 1 Resource present.

APPROVAL OF MINUTES

1. MSC to approve the minutes of May 8, 2018. The motion was approved by 6 ayes and 3 abstentions.

MOTIONS APPROVED

2. MSC to accept the Consent Calendar as proposed; [including the minutes of]
 - a. Campus Development: May 3, 2018
 - b. Environmental Affairs: May 2, 2018
 - c. Safety Committee: May 16, 2018
3. MSC to approve AR 3600. Motion passed with unanimous approval.
4. MSC to approve AR 2712 as revised. Motion was passed unanimously.
5. MSC to approve BP 6700, motion was unanimously approved.
6. MSC to approve BP 6750. The motion was unanimously approved.

MOTIONS TABLED

7. MST to table AR 3540, pending review of the CCLC language. Motion passed with unanimous approval.
8. MST – a motion was made to table AR 3518. The motion was approved by unanimous vote [to table].

NEXT MEETING: October 9, 2018

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

CAMPUS DEVELOPMENT – May 3, 2018

1st Thursday, 12:30–1:30 p.m. in HS 214

QUORUM 9/12 voting members present

APPROVAL OF MINUTES

1. MSC to approve the Minutes of April 5, 2018.

MOTIONS APPROVED

2. MSC to approve the bollards project as presented. To go to bid first for the bollards then install.
3. MSC to approve the Drawing Class 1 & II to do simple white chalk drawings on the concrete, on Campus, on a Saturday, after Instructor contacts GCC Police & Facilities so that the areas that will be used do not contradict with other projects.

MOTIONS TABLED

4. Discussion re parking permits for Lot A (seniority or survey).

NEXT MEETING: Met on September 6, 2018, report is forthcoming.

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

ENVIRONMENTAL AFFAIRS – May 2, 2018

1st Wednesday, 12:20–1:30 p.m. in HS 214

QUORUM 7/8 voting members present; 1 Resource

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the March 7, 2018 and April 4, 2018 meeting as presented.

REPORTS:

2. Recap of Earth Day. Plans for 2019 will be on the September agenda.
3. Update on energy conservation projects.
4. Discussion re parking permits for Lot A (seniority or survey).

NEXT MEETING: Met on September 5, 2018, report is forthcoming.

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

SAFETY – May 16, 2018

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

QUORUM 10 / 12 voting members; 5 resource members

APPROVAL OF MINUTES

1. MSC approval of April 25, 2018 minutes.

REPORTS

2. 1 back strain incident noted on worker's compensation report. On-going employee safety training taking place.
3. Sgt. Erin Kurasz presented the crime statistics for February through April. Smoking violations have increased again. Action Item: Shant Eulmessekian to take concerns over increases in smoking violations to ASGCC for possible student involvement in plans to educate students on no smoking policy.
4. Action Item: Tracey Ziegler to check on current Student Code of Conduct to see if no smoking is included in current code. If not, Tracey will pursue possibility of adding item to Student Code of Conduct.
5. Student accident report did not indicate location of an injury from a pull out desk malfunction. Action Item: Toni Reyes will follow up and attempt to find specific location of accident involving a pull out desk so it can be evaluated and fixed if needed.
6. Laura Matsumoto reported that the safety awareness campaign ad hoc group will continue to meet for organization and planning.
7. Teyanna Williams reported that Corporal Neil Carthew is meeting with Uber to clarify approved drop off sites.
8. Committee expressed concerns over on-going Access Services drop off of a person with a disability in Lot A. Action Item: Erin Kurasz to contact Access Services to request refresh training of drivers on drop off / pick up stand location in Lot F.
9. Committee members expressed concerns about new accessible lift at south end of Sierra Nevada building. Action Item: Ron Villa and Patrick Shahnazarian will evaluate accessible lift at south end of Sierra Nevada and report back.
10. Committee discussed need for new signage around campus regarding temporary evacuation routes during construction. Patrick Shahnazarian and Tracey Ziegler will evaluate San Fernando area routes. Patrick reported that GCC will be contracting with a wayfinding assessment company to ensure ADA compliant pathway flow on campus. Action Item: Patrick Shahnazarian will report back on wayfinding company assessment progress.
11. Toni Reyes reported that the crises policy review and revision group will continue to meet and report back accordingly.
12. Ron Villa reported on a request for an inspection of the air exchange system in SG building 1st floor. An industrial hygienist assessment may be planned. Action Item: Ron Villa will report back on SG 1st floor industrial hygienist assessment progress.
13. Ron Villa reported that the Sierra Vista air balancing project is still in progress.

NEXT MEETING: Fall 2018

Respectfully submitted by Frankie Strong, Governance Office