

**GLENDALE COMMUNITY COLLEGE  
GOVERNANCE UPDATE  
December 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 **November 5, 2018 and December 3, 2018**. The College Executive Committee reviewed these items at the **December 11, 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\*

**I. COLLEGE EXECUTIVE COMMITTEE\* – November 13, 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 - (Mr. Bowerman/Dr. Schlossman) to approve the College Executive Committee minutes of October 9, 2018.

**MOTIONS APPROVED**

2. MSC - (Dr. Ritterbrown/Dr. Culpepper) to approve Administrative Regulation 2511: Governance Document
3. MSC (Mr. Bowerman/Ms. Rooney) to approve Administrative Regulation 3725: College Website
4. MSC (Dr. Schlossman/Mr. Melikyan) to approve Administrative Regulation
5. 2712: Conflict of Interest Code.
6. MSC (Mr. Nazari/Dr. Schlossman) to approve all replacement positions listed under Agenda Item 9a.
7. MSC (Dr. Ritterbrown/Mr. Melikyan) to approve the position of Instructional Computer Lab Tech in the Visual and Performing Arts Department.

**REPORTS**

8. The Committee reviewed the minutes of the various subcommittees.
  - a. Budget Committee – October 11, 2018
  - b. College Computer Coordination Committee – September 20, 2018 and October 18, 2018
  - c. Enrollment Management – October 10, 2018
  - d. Equal Employment Opportunity – October 25, 2018
  - e. Governance Review Committee – October 2, 2018
  - f. Released Time Extra Pay – May 25, 2018 and June 29, 2018
  - g. Staff Development – September 20, 2018 and October 18, 2018
  - h. Web Oversight – September 26, 2018
9. The College Executive Committee reviewed the Board of Trustees agenda for the November 20, 2018 meeting.
10. The Committee reviewed and accepted the actions of the standing committees.
11. Governance Committees Summary Report was presented and reviewed.

**NEXT MEETING:** Met on December 11, 2018 motions will be reported in the next Governance Update.

**SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:**

**1. BUDGET REVIEW – November 8, 2018**

Meets once per month, 4th Tuesday, 12:20-1:30 pm, AD 252

**QUORUM** 8/10 voting members present, 1 resource member, 11 guests

**APPROVAL OF MINUTES**

1. MSC to approve the October 11, 2018 minutes.

## REPORTS

2. Budget meetings will revert to once a month, on the fourth Tuesday.

**NEXT MEETING:** January 22, 2019

2. **COLLEGE COMPUTER COORDINATION** – Last meeting reported October 18, 2018  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, AD 121  
**NEXT MEETING:** November 15, 2018, report is forthcoming; no meeting for December.

3. **ENROLLMENT MANAGEMENT – November 14, 2018**  
2<sup>nd</sup> Wednesday, 12:20-1:20 pm, AD 252  
**QUORUM** 18/27 voting members present, 4 resource members, 2 guests  
**APPROVAL OF MINUTES**

1. It was MSC that the Minutes from October 10, 2018 be approved.

### MOTIONS APPROVED

2. It was MSC to accept the new changes to the Registration Dates as proposed.

**NEXT MEETING:** TBD

4. **EQUAL EMPLOYMENT OPPORTUNITY (EEO)** – Last meeting reported October 25, 2018  
4<sup>th</sup> Thursday, 12:30-1:30 pm, contact Chair for location  
**QUORUM** 7/11 voting members present, 2 guests  
**APPROVAL OF MINUTES**

1. MSC to approve the EEO Advisory Committee Minutes of September 27, 2018 as read.

### REPORTS

2. D. Diamond to forward the packet of information for EEO reps to C. Pollack who will then distribute same to committee members.

**NEXT MEETING:** Met on November 29, 2018, report is forthcoming.

5. **GOVERNANCE REVIEW – November 6, 2018**

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

**QUORUM** 7/8 voting members present

### APPROVAL OF MINUTES

1. MSC to approve the October 2, 2018 minutes as read.

### REPORTS

2. John Queen will follow up with the committees that did vote by email to see if that vote was preceded by an in-person vote of the committee.

Met on December 4, 2018 report is forthcoming.

**NEXT MEETING:** March 5, 2018

6. **RELEASED TIME EXTRA PAY (RTEP)** – Last meeting reported June 29, 2018

Last meeting reported May 20, 2016

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

**NEXT MEETING:** TBD Fall 2018

7. **STAFF DEVELOPMENT** – Last meeting reported October 18, 2018

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

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

8. **WEB OVERSIGHT** – Last meeting reported September 26, 2018

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

**NEXT MEETING:** TBD

- II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE \* (IPCC) – October 8, 2018**

2<sup>nd</sup> Monday, 12:15pm-1:30 pm, AD 121

**QUORUM** 15/18 voting members present, 1 resource member, 1 guest

### APPROVAL OF MINUTES

1. It was MSC that the Minutes from September 10, 2018 be approved without corrections.

### REPORTS

2. Standing Progress Reports
3. Documentation for Assessing our Decentralized Approach to Learning Support and Tutoring.

4. Integrating SLO Assessments into Program Review
5. Tracking IMP (Institutional Master Plan) Actions
6. Update on Coordinating Professional Development (including online professional development)
7. ACCJC Peer Review Training

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

**SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:**

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

Meets once per semester

**NEXT MEETING:** TBD

2. **PROGRAM REVIEW** – Last meeting reported October 16, 2018

3<sup>rd</sup> Tuesday, 1:30–2:30 pm, AD 121

**NEXT MEETING:** Met on November 20, 2018, report is forthcoming.

*IPCC will review these minutes at their next scheduled meeting.*

**III. ACADEMIC AFFAIRS COMMITTEE \*- November 21, 2018**

3<sup>rd</sup> Wednesday, 2:00-4:00pm, AD 252

**QUORUM** 25/38; 3 Resources; 1 Guest

**APPROVAL OF MINUTES**

1. MSC to approve minutes of October 17, 2018.

**MOTIONS APPROVED**

2. MSC to approve to approve the revised AR 4232 – Pass/No Pass.
3. MSC to approve the following items under the consent calendar:

Approval of Minutes of the Curriculum and Instruction Committee

- September 12, 2018
- September 26, 2018
- October 10, 2018
- October 24, 2018

New Courses:

- ATHPE 150, 153, 155, 158, 159, 160, 161, 162, 163, and 165
- DANCE 118
- MATH 15, 30, 30+, 90, and 90+
- PHOTO 170

Revised Courses:

- ART 119, 209, and 221
- ESL 127 and 137
- KIN 155, 167, and 168
- PE 101 and 102
- POL S 112
- PSYCH 110

New Program:

- ARCH CAD Skill Award

4. MSC to approve the reviewed BP 4100 – Graduation Requirements for Degrees and Certificates.
5. MSC to approve Baja California Field Studies minutes of October 29, 2018 meeting.
6. MSC to approve Basic Skills minutes of September 18, 2018 meeting.
7. MSC to approve Library & Information Competency minutes of October 25, 2018 meeting.
8. MSC to approve Scholars Program minutes of October 23, 2018, 2018 meeting.
9. MSC to approve Study Abroad minutes of September 27, 2018 meeting.

**NEXT MEETING** – February 20, 2019

**SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:**

1. **ACADEMIC CALENDAR** – Last meeting reported June 14, 2017

Meets as needed

**NEXT MEETING:** TBD

2. **BAJA PROGRAM – October 29, 2018**

Meets twice per academic year

**QUORUM** 10/12 voting members

**APPROVAL OF MINUTES**

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

**REPORTS**

2. Station report: ceiling fans for air circulation to be purchased with money from donors; lift/tilt motor for the Johnson 70HP engine brought to US for repairs.
3. GCC classes scheduled for Winter 2019: Anthr 102 (Cultural Anthropology); Biol 048 (Biology International Field Studies; G. Meyer & G. Van Cleave); program fees \$499.
4. GCC classes scheduled for Summer 2019: Biol 125/126 (Marine Biology; J. Gago); Biol 131 (Regional Natural History; G. Meyer); Biol 050 (Biology Internship; J. Vendetti; if NSF REU Grant is approved); all program fees \$799.
5. GCC class proposed for Summer 2020: Media 103 (Intro to Motion Picture Production; G. Ulrey).
6. The following outside groups will be using the field station: Cuesta College (June 15-28); University of Northern British Columbia (July 1-15); Dr. Raymond Wells (August, TBA).
7. Reports for the Summer 2018 Biol 125/126/49 and Biol 131 programs were presented.

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

3. **BASIC SKILLS – September 18, 2018**

3<sup>rd</sup> Tuesday, 3:00–4:30 pm, AD 121

**QUORUM** 13/14 voting members; 1 resource

**APPROVAL OF MINUTES**

1. MSC to approve the minutes of the May 15, 2018 meeting with no changes.

**MOTIONS APPROVED**

2. MSC to allocate \$115,920 to fund counselors in the Embedded Counseling project and to allocate \$9,600 to partially fund the English Collaborative project for spring semester.

**NEXT MEETING** – Met on October 16, 2018, report is forthcoming.

*Academic Affairs will review these minutes at their next scheduled meeting.*

4. **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.*

5. **LIBRARY & INFORMATION COMPETENCY – October 25, 2018**

4<sup>th</sup> Thursday, 12:30-1:30 pm, LB 417

**QUORUM** 11/12 voting members

**APPROVAL OF MINUTES**

1. MSC to approve minutes of September 27, 2018 meeting.

**NEXT MEETING:** Met on November 29, 2018, report is forthcoming.

*Academic Affairs will review these minutes at their next scheduled meeting.*

6. **SCHOLARS PROGRAM – October 23, 2018**

4<sup>th</sup> Tuesday, 12:30-1:30 pm, LB 223

**QUORUM** - 10/13 voting members.

**APPROVAL OF MINUTES**

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

**MOTIONS APPROVED**

2. MSC approval to put more weight on the essay criteria for admission into the Scholars Program, with its emphasis on potential for dedicated participation, while balancing the essay with existing criteria, including GPA and placement.

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

*Academic Affairs will review these minutes at their next scheduled meeting.*

7. **STUDY ABROAD – September 27, 2018**

4<sup>th</sup> Thursday, 12:30–1:30 pm, SR 328

**QUORUM [6]** 9 out of 10 voting members present; 4 resource

**APPROVAL OF MINUTES**

1. MSC to approve the minutes of the August 30, 2018 Study Abroad Committee Meeting

## **MOTIONS APPROVED**

2. MSC to approve the modifications to the Ghana Summer 2019 Program.
3. MSC to approve a short duration program to London, England, from April 12, 2019 through April 20, 2019.

**NEXT MEETING** Met on October 25, 2018, report is forthcoming.

*Academic Affairs will review these minutes at their next scheduled meeting.*

## **IV. STUDENT AFFAIRS COMMITTEE \* – November 14, 2018**

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

**QUORUM** 20/25 voting members present; 2/2 resources; 4 guests

### **APPROVAL OF MINUTES**

1. It was MSC that the minutes of October 17, 2018 be approved.

### **MOTIONS APPROVED**

2. It was MSC to approve the consent calendar. [minutes included]
  - a. Multicultural & Community Engagement Committee – October 11, 2018 (unadopted)
  - b. Noncredit Student Service & Support Program Committee – September 24, 2018 (unadopted)
3. It was MSC to approve the review of BP 7270: *Student Workers*.
4. It was MSC to move revised AR 7270: *Student Workers* forward to a second reading.
5. It was MSC to approve revised AR 7270: *Student Workers* with recommended correction.
6. It was MSC to move revised BP 5400: *Associated Students Organization* forward to a second reading.
7. It was MSC to approve revised BP 5400: *Associated Students Organization* as presented.
8. It was MSC to move draft AR 5400: *Associated Students Organization* forward to a second reading.
9. It was MSC to approve draft AR 5400: *Associated Students Organization* with the recommended change.
10. It was MSC to move revised BP 5410: *Associated Students Elections* forward to a second reading.
11. It was MSC to approve revised BP 5410: *Associated Students Elections* as presented.
12. It was MSC to move draft AR 5410: *Associated Students Elections* forward to a second reading.
13. It was MSC to approve draft AR 5410: *Associated Students Elections* with the recommended change.

### **REPORTS**

14. Michelle Mora presented the recommended revision to the registration calendar, which has support from the Division chairs, Student Services Managers, and Enrollment Management Committee. Recommendation to move the priority registration dates back should allow the college to capture more solid enrollment because students will know their status in the current semester's classes.

**NEXT MEETING:** February 20, 2019

## **SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:**

1. **ASSESSMENT** – Last meeting reported May 17, 2018  
Meets twice per semester. 3<sup>rd</sup> Thursday, 2:00-3:00 pm, AD 121  
**NEXT MEETING:** TBA
2. **INTERNATIONAL STUDENTS** – Last meeting reported November 9, 2017  
Meets once per academic year.  
**NEXT MEETING:** TBA

3. **MULTICULTURAL & COMMUNITY ENGAGEMENT – October 11, 2018**

2<sup>nd</sup> Thursday, 12:30–1:30 pm, SM 267

**QUORUM** 7 voting members; 1 resource

### **APPROVAL OF MINUTES**

1. MSC to approve May 10, 2018 minutes with no changes

### **REPORTS**

2. Earth Science Week (October 15 - October 19)  
Rachel Ridgway's Oceanography students are doing a service learning project on Plaza Vaquero during this week
3. Sustainable Earth Project by Rachel Ridgway  
Grant funded by Foundation for a "Zero Waist Society" project
4. Advocates for Student Access and Participation (A.S.A.P) Program  
To assist Probation 1 (P1) student to connect to the campus and be more successful
5. MCEC 25<sup>th</sup> Anniversary in Fall 2019 - committee exchanged ideas for commemorating the centers 25<sup>th</sup> anniversary; Will have a plan in place by end of spring semester

6. Program Review
  - a. DREAM Resource Center & Restorative Justice Center are housed at MCEC
  - b. No budget for either program
  - c. Will request for counselors, student workers, funds for events and supplies
7. Restorative Justice Center (RJC)
  - a. 4-5 staff are volunteering to assist with the program
  - b. Ziza Delgado received Equity Grant for RJC
  - c. The need for a permanent location was addressed
8. DREAM Resource Center
 

Hosting various events/workshops for AB540 and other students
9. MCEC/SPARK/EU updates - Pack-A-Backpack Drive ended
10. EU students are brainstorming ideas for a project to implement during Spring 2019

**NEXT MEETING:** Met on December 12, 2018, report is forthcoming.

*Student Affairs will review these minutes at their next scheduled meeting.*

**4. NONCREDIT STUDENT SUCCESS AND SUPPORT PROGRAM – September 24, 2018**

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

*Student Affairs will review these minutes at their next scheduled meeting.*

**QUORUM** 8/10 voting members

**APPROVAL OF MINUTES**

1. MSC to approve the May 21, 2018 minutes.

**REPORTS**

2. MIS reporting – Ramona went through all areas and used Oracle Smart View and input information but she's working on getting it all updated.
3. Update Noncredit Application – NC application changes were sent but staffing has changed. Noncredit application might soon be joining CCCApply, but it is currently too complicated for our noncredit students and needs to be simplified.
4. Welcome Fair – Some NC counselors were present. Garfield is attempting to have more presence at the Verdugo campus.
5. Noncredit Checklist – Alex Yeterian created the checklist using graphics. We were unable to add it to the schedule of classes because of formatting issues. However, the checklist should be translated in few of our popular foreign languages.
6. 2017-2018 Budget Update - Ramona finalized the budget for 2016-17. The budget must be signed by the Student Services Vice President and Chief Financial Officer. FY 2017-18 is already prepared in advance by Ramona.
7. Social Media - Alex has been monitoring both Instagram and Facebook since the Verdugo campus suggested us to take over. Drew Sugars is looking for ways to promote us. Shelley Aronoff suggested banners with our Instagram and Facebook handles.
8. Staffing Update - Edith Azizian is our new workforce career academic counselor. Edith is working with Moe Taghdis and Elodia Collins and also teaching a class with Maria Czech. David Hernandez is our new career counselor and is becoming certified in Myers Briggs Training Program (MBTP). Vivian Barrera is now a CalWORKs counselor.

**NEXT MEETING:** Met on October 22, 2018, and November 8, reports are forthcoming.

*Student Affairs will review these minutes at their next scheduled meeting.*

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

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

**NEXT MEETING:** Met on November 14, 2018, report is forthcoming.

**6. STUDENT SUCCESS & SUPPORT PROGRAM (3SP) – Last meeting reported September 13, 2018**

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

Met on November 8, 2018, report is forthcoming.

**NEXT MEETING:** March 14, 2019

**7. 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))*

**V. ADMINISTRATIVE AFFAIRS COMMITTEE\* – November 13, 2018**

2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, AD 121

**QUORUM [9]** 13 of 15 voting members present, 1 resource present

**APPROVAL OF MINUTES**

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

**MOTIONS APPROVED**

2. MSC to approve the Consent Calendar:
  - a. Campus Development: October 4, 2018
  - b. Environmental Affairs: October 3, 2018
  - c. Safety Committee: October 17, 2018

**REPORTS**

3. AR 3518 Child Abuse Reporting
4. AR 3900 Speech: Time, Place and Manner
5. AR 6700 Use of College Facilities – Submitted to Athletics/Kinesiology Dept. for review.
6. AR 6750 Parking and Traffic Regulations
7. AR 7121 Hiring Procedures for Adjunct Faculty

**NEXT MEETING:** March 12, 2019

**SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:**

**1. CAMPUS DEVELOPMENT – October 4, 2018**

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

**QUORUM [9]** 13/16 voting members present

**APPROVAL OF MINUTES**

1. MSC to approve the minutes of September 6, 2018.

**NEXT MEETING:** Met on November 1, 2018, report is forthcoming.

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

**2. ENVIRONMENTAL AFFAIRS – October 3, 2018**

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

**QUORUM** 8/10 voting members present

**APPROVAL OF MINUTES**

1. MSC to approve the minutes of the September 5, 2018.

**REPORTS:**

2. Earth Day – April 22, 2019: Planning for 2019 was begun.
3. Taskforce for webpage updates, environment and sustainability: Melissa Malandrakis is updating and editing the website.
4. Energy conservation projects update:
  - A list of Energy Conservation Updates was distributed. The main up-coming project is the window replacement in the AD building. The new Science Center project and LED lighting upgrades were discussed.
  - Rachel Ridgway/Physical Sciences reported that a new grant from the Foundation will support a student essay competition for the Sustainable Earth Project. The topic: a Zero Waste Society.

**NEXT MEETING:** Met on November 7, 2018, report is forthcoming.

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

**3. SAFETY – October 17, 2018**

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

**QUORUM** 8/12 voting members; 3 resource members; 2 guests

**APPROVAL OF MINUTES**

1. MSC approval of the September 19, 2018 minutes.

**REPORTS**

2. No worker's compensation report available.
3. Chief Montecucullo presented the crime statistics for September through October 2018. ASGCC rep Flamenco reported that ASGCC agreed to assist with educating students about rules for wheeled items (e.g. skateboards, scooters, bikes, etc.).
4. Concern regarding student accident report involving a broken button in the Clock Tower elevator.  
**ACTION ITEM:** Ron Villa to follow-up on Clock Tower elevator button condition and report back to committee.

5. Upon review of the student accident report, Toni Reyes indicated that the report may be incomplete. Action Item: Toni Reyes to check if October student accident report included all statistics and report back to committee.
6. Carry over item: May 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.
7. Laura Matsumoto reported that the safety awareness campaign will be on-going.
8. Patrick Shahnazarian reported on construction updates. Dr. Lee Parks reported concerns over accessibility and DSPTS tram routes to VG via SF during construction. Action Item: Lee Parks, Patrick Shahnazarian, and Tracey Ziegler will walk the VG and SF tram routes with the construction manager to evaluate accessibility and tram route safety.
9. Nicole Hise reported that the metal strip at the base of a north elevator in Sierra Vista has been repaired.
10. Chief Montecuolo presented an executive summary of the Safety & Security Plan he has submitted to Dr. Viar. The committee discussed the report and requested to review the full report. ACTION ITEM: Safety Committee will review the full Safety & Security Plan report and be ready to discuss at the November committee meeting.
11. Toni Reyes and Tracey Ziegler reported that the room number signage in Sierra Vista is confusing or non-existent, which has created delayed response times to emergency calls for Health Center staff. ACTION ITEM: Gary Montecuolo and Toni Reyes to network with Drew Sugars to develop appropriate signage for Sierra Vista Building in order to increase ease of navigation during emergency responses.

**NEXT MEETING:** Met on November 21, 2018, report is forthcoming.

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

*Respectfully submitted by Frankie Strong, Governance Office*