

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
January 2019**

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 **December 3, 2018 and January 2, 2019**. The College Executive Committee reviewed these items at the **January 8, 2019** 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*

I. COLLEGE EXECUTIVE COMMITTEE* – December 11, 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 - (Ms. Rooney/Dr. Schlossman) to approve the College Executive Committee minutes of November 13, 2018.

MOTIONS APPROVED

2. MSC - (Mr. Bowerman/Dr. Ritterbrown) to approve Agenda Items 7a through m, with the exception of Agenda Item b.
 - a. General Institution - Board Policy 3600: Auxiliary Organizations (new)
 - b. Business and Fiscal Affairs – Administrative Regulation 6750: Parking and Traffic Regulations
 - c. General Institution – Administrative Regulation 3100: Organizational Chart – Form 700 Positions Only
 - d. Academic Affairs – Board Policy 4024: Educational Philosophy (revised)
 - e. Academic Affairs – Board Policy 4025: Philosophy and Criteria for Associate Degree and
 - f. General Education (revised)
 - g. Academic Affairs – Board Policy 4030: Academic Freedom (revised)
 - h. Academic Affairs – Board Policy 4222: Developmental Coursework (revised)
 - i. Academic Affairs – Administrative Regulation 4222: Developmental Coursework (revised)
 - j. Business and Fiscal Affairs – Board Policy 6140.2: Minimum Credit Hours for Graduating from Two Year Course (deletion)
 - k. Business and Fiscal Affairs – Administrative Regulation 6310: Instructional Materials Fees and Services (deletion)
 - l. Petition for Late Change of Section Application
 - m. Board of Trustees – Administrative Regulation 2511: Governance Document (change use of word “campus” to “college” where appropriate.
3. MSC (Mr. Nazari/Dr. Culpepper) to approve replacement vacant positions as listed [on the agenda].

REPORTS

4. The Committee reviewed the minutes of the various subcommittees.
 - a. Budget Committee – November 8, 2018
 - b. College Computer Coordination Committee – No minutes reported
 - c. Enrollment Management – November 14, 2018
 - d. Equal Employment Opportunity – October 25, 2018
 - e. Governance Review Committee – November 6, 2018
 - f. Released Time Extra Pay – No minutes reported
 - g. Staff Development – No minutes reported
 - h. Web Oversight – No minutes reported
5. The College Executive Committee reviewed the Board of Trustees agenda for the December 18, 2018 meeting.
6. The Committee reviewed and accepted the actions of the standing committees.

7. Governance Committees Summary Report was presented and reviewed.
NEXT MEETING: Met on January 8, 2019; motions will be reported in the next Governance Update.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1. **BUDGET REVIEW** – Last meeting reported November 8, 2018
Meets once per month, 4th Tuesday, 12:20-1:30 pm, AD 252
NEXT MEETING: January 22, 2019
2. **COLLEGE COMPUTER COORDINATION** – Last meeting reported October 18, 2018
3rd Thursday, 12:30-1:30 pm, AD 121
NEXT MEETING: November 15, 2018, report is forthcoming; no meeting for December.
3. **ENROLLMENT MANAGEMENT** – Last meeting reported November 14, 2018
2nd Wednesday, 12:20-1:20 pm, AD 252
NEXT MEETING: TBD
4. **EQUAL EMPLOYMENT OPPORTUNITY (EEO)** – Last meeting reported October 25, 2018
4th Thursday, 12:30-1:30 pm, contact Chair for location
NEXT MEETING: Met on November 29, 2018, report is forthcoming.
5. **GOVERNANCE REVIEW** – Last meeting reported November 6, 2018
1st Tuesday, 1:40-2:40 pm, AD 249
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
4th Friday, 10:00-11:00 am, contact Chair for location
NEXT MEETING: TBD Fall 2018
7. **STAFF DEVELOPMENT** – Last meeting reported October 18, 2018
3rd 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
4th Wednesday, 12:30-1:30 pm, LB 113 (I.T. Conf. room)
NEXT MEETING: TBD

II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC) – Last meeting reported October 8, 2018
2nd Monday, 12:15pm-1:30 pm, AD 121
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
3rd 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 * - Last meeting reported November 21, 2018
3rd Wednesday, 2:00-4:00pm, AD 252
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** – Last meeting reported October 29, 2018
Meets twice per academic year
NEXT MEETING: Spring 2019 (contact chair for date and time)
3. **BASIC SKILLS** – Last meeting reported September 18, 2018
3rd Tuesday, 3:00–4:30 pm, AD 121
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** – Last meeting reported October 25, 2018
4th Thursday, 12:30-1:30 pm, LB 417
NEXT MEETING: Met on November 29, 2018, report is forthcoming.
Academic Affairs will review these minutes at their next scheduled meeting.
6. **SCHOLARS PROGRAM** – Last meeting reported October 23, 2018
4th Tuesday, 12:30-1:30 pm, LB 223
NEXT MEETING: Met on November 27, 2018, report is forthcoming.
Academic Affairs will review these minutes at their next scheduled meeting.
7. **STUDY ABROAD** – Last meeting reported September 27, 2018
4th Thursday, 12:30–1:30 pm, SR 328
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 * – Last meeting reported **November** 14, 2018
3rd Wednesday, 1:00-2:00 pm, AD 121
NEXT MEETING: February 20, 2019

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

1. **ASSESSMENT** – Last meeting reported May 17, 2018
Meets twice per semester. 3rd 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** – Last meeting reported October 11, 2018
2nd Thursday, 12:30–1:30 pm, SM 267
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** – Last meeting reported September 24, 2018
 4th Monday, 2:30-3:30 pm, meets 4x per academic year, MP 103A
Student Affairs will review these minutes at their next scheduled meeting.
 Met on October 22, 2018, and November 8, reports are forthcoming.
 January 9, 2019 meeting is cancelled.
NEXT MEETING: February 23, 2019
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
 2nd 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
NEXT MEETING: This committee will meet in the Spring 2019 semester.
(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*** – Last meeting reported November 13, 2018
 2nd Tuesday, 11:00 am–12:20 pm, AD 121
NEXT MEETING: March 12, 2019

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1. **CAMPUS DEVELOPMENT** – Last meeting reported October 4, 2018
 1st Thursday, 12:30–1:30 p.m. in HS 214
NEXT MEETING: Met on November 1, 2018, report is forthcoming.
Administrative Affairs will review these minutes at their next scheduled meeting.
2. **ENVIRONMENTAL AFFAIRS** – Last meeting reported October 3, 2018
 1st Wednesday, 12:20–1:30 p.m. in HS 214
NEXT MEETING: Met on November 7, 2018, report is forthcoming.
Administrative Affairs will review these minutes at their next scheduled meeting.
3. **SAFETY** – Last meeting reported October 17, 2018
 3rd Wednesday, 11:00am-12:00pm, HS 214
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