GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
February 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 31, 2019**. The College Executive Committee reviewed these items at the **February 12, 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

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Standing Committee indicated with an asterisk*

I. COLLEGE EXECUTIVE COMMITTEE * – **January 8, 2019**
Meets 1 week prior to Board of Trustees meetings, 2:30 pm, AD 121
QUORUM [5] 5/7 voting members present; 2 resource members present
APPROVAL OF MINUTES
  1. MSC - (Ms. Rooney/ Mr. Bowerman) to approve the College Executive Committee minutes of December 11, 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. No questions or discussion by the Committee as no minutes reported [most committees do not meet during intersession].
      a. Budget Committee – No minutes reported
      b. College Computer Coordination Committee – No minutes reported
      c. Enrollment Management – No minutes reported
      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 – No minutes reported
      h. Web Oversight – No minutes reported
  5. The College Executive Committee reviewed the Board of Trustees agenda for the January 15, 2019 meeting.

6. No questions or discussion by the Committee as no actions of the standing committees reported.
NEXT MEETING: Met on February 12, 2019; motions will be reported in the next Governance Update.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1. **BUDGET REVIEW – January 22, 2019**
    May meet twice per month, 2nd Thursday and 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 November 8, 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 – November 15, 2018**
    3rd Thursday, 12:30-1:30 pm, LB 113, I.T. Conference Room
    QUORUM 12/16 voting members present, 2 guests
    APPROVAL OF MINUTES
    1. MSC to approve the October 18, 2018 minutes.
    NEXT MEETING: February 21, 2019

3. **ENROLLMENT MANAGEMENT –** Last meeting reported November 14, 2018
    2nd Wednesday, 12:20-1:20 pm, AD 252
    NEXT MEETING: March 13, 2019

4. **EQUAL EMPLOYMENT OPPORTUNITY (EEO)** – **November 29, 2018**
    4th Thursday, 12:30-1:30 pm, contact Chair for location
    QUORUM 9/11 voting members present
    APPROVAL OF MINUTES
    1. MSC to approve the EEO Advisory Committee Minutes of October 25, 2018 as read
    REPORTS
    2. C. Pollack to email the EEO Committee final results of the campus wide climate survey when available.
    3. C. Pollack to keep [the committee] updated on the progress of our new college wide online sexual harassment training program.
    4. Members were asked to send in suggestions of stats the college should consider collecting.
    5. Faculty [serving in the EEO Committee] were encouraged to consider applying for the position [of EEO Coordinator] once posted.
    NEXT MEETING: Spring 2019

5. **GOVERNANCE REVIEW – December 4, 2018**
    1st Tuesday, 1:40-2:40 pm, AD 249
    QUORUM 7/8 voting members present
    APPROVAL OF MINUTES
    1. MSC to approve the November 6, 2018 minutes as read.
    REPORTS
    2. MSC that a reminder about voting by email will be sent via email to committees at the beginning of the academic year.
    3. MSC to form a task force, consisting of Frankie, Paul, Piper, and with consultation from Sarah; the task force will produce the handbook a section at a time. The first section: *What a chair needs to know,* will be presented to the GRC in April 2019.
    4. Appointed representatives serving on the EEO Committee may receive/become and EEO representative on a voluntary basis. EEO training is offered during a scheduled meeting.
    NEXT MEETING: March 5, 2018

6. **RELEASED TIME EXTRA PAY (RTEP)** – Last meeting reported June 29, 2018
    4th Friday, 10:00-11:00 am, contact Chair for location
    NEXT MEETING: TBA

7. **STAFF DEVELOPMENT – November 15, 2018**
   3rd Thursday, 12:30-1:30 pm, SV 105
   QUORUM [8] 13/15 voting members
   APPROVAL OF MINUTES
   1. MSC to approve the October 18, 2018 minutes
   MOTIONS APPROVED
   2. MSC Approval of funding, for 4CSD conference attendance in the amount of $685 ($510 for registration fees and $175 to purchase an annual institutional membership.
   REPORTS
   3. Kartalian led discussion on the annual 4CSD conference. Fishman requested that the committee forward this information to the Academic Senate.
   NEXT MEETING: February 21, 2019

8. **WEB OVERSIGHT –** Last meeting reported September 26, 2018
   4th Wednesday, 12:30-1:30 pm, LB 113 I.T. Conference 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: TBA

2. **PROGRAM REVIEW –** Last meeting reported October 16, 2018
   3rd Tuesday, 1:30–2:30 pm, AD 121
   NEXT MEETING: Met on December 3, 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, and November 26, 2018, reports are 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 210
   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 252
   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: April 25, 2019

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
   Met on October 22, 2018, and November 8, reports are forthcoming.
   Student Affairs will review these minutes at their next scheduled meeting.
   NEXT MEETING: February 23, 2019

5. **STUDENT FEES & TUITION –** Last meeting reported March 14, 2018
   2nd Wednesday 2:00-3:30 pm, AD 121
   NEXT MEETING: February 13, 2019

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: March 12, 2019

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