GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
March 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 **January 31, 2019 and March 4, 2019**. The College Executive Committee reviewed these items at the **March 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* – **February 12, 2019**
Meets 1 week prior to Board of Trustees meetings, 2:30 pm, AD 121
QUORUM [5] 7/7 voting members present; 2 resource members present
APPROVAL OF MINUTES
1. Dr. Ritterbrown/Dr. Schlossman) to approve the College Executive Committee minutes of January 8, 2019.
MOTIONS APPROVED
2. MSC: (Mr. Bowerman/Ms. Rooney) to approve Board Policy 5410: Associated Students.
3. MSC: (Dr. Schlossman/Mr. Nazari) to approve replacement of vacant positions as listed [on the agenda of the College Executive Committee meeting dated February 12, 2019.
REPORTS
4. Review and receipt of subcommittee minutes:
   a. Budget Committee – January 22, 2019
   b. College Computer Coordination Committee – November 15, 2018
   c. Enrollment Management – No minutes reported
   d. Equal Employment Opportunity – November 29, 2018
   e. Governance Review Committee – December 4, 2018
   f. Released Time Extra Pay – No minutes reported
   g. Staff Development – November 15, 2018
   h. Web Oversight – No minutes reported
5. The College Executive Committee reviewed the Board of Trustees agenda for the February 19, 2019 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 February 12, 2019; motions will be reported in the next Governance Update.

COLLEGE EXECUTIVE COMMITTEE* – **March 12, 2019**
Meets 1 week prior to Board of Trustees meetings, 2:30 pm, AD 121
QUORUM [5] 7/7 voting members present; 2 resource members present
APPROVAL OF MINUTES
1. MSC - (Mr. Melikyan/Mr. Bowerman) to approve the College Executive Committee minutes of February 12, 2019.
MOTIONS APPROVED
8. MSC: (Mr. Bowerman/Ms. Rooney) to approve Board Policy 5410: Associated Students.
9. **MSC**: (Dr. Culpepper/Mr. Nazari) to approve Administrative Regulation 3540: Sexual and Other Assaults on Campus.
10. **MSC**: (Ms. Rooney/Dr. Schlossman to approve replacement of vacant positions as listed [on the March 12, 2019 College Executive Committee agenda].

REPORTS

11. 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 – February 21, 2019
  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 – September 28, and October 26, 2018
  g. Staff Development – No minutes reported
  h. Web Oversight – No minutes reported
12. The College Executive Committee reviewed the Board of Trustees agenda for the March 19, 2019 meeting.
13. The Committee reviewed and accepted the actions of the standing committees.
14. Governance Committees Summary Report was presented and reviewed.
NEXT MEETING: April 9, 2019

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1. **BUDGET REVIEW –** Last meeting reported January 22, 2019
   Meets once per month, 4th Tuesday, 12:20-1:30 pm, AD 252
   The February 26 meeting was cancelled.
   NEXT MEETING: March 26, 2019

2. **COLLEGE COMPUTER COORDINATION – February 21, 2019**
   3rd Thursday, 12:30-1:30 pm, LB 113, I.T. Conference Room
   QUORUM 12/16 voting members present, 4 Resource members, 2 guests
   APPROVAL OF MINUTES
     1. MSC to approve the November 15, 2018 minutes.
   REPORTS
     2. Current Technology Master Plan ends this year. Task force to meet week of February 25th.to continue development of the plan.
     3. EAB Navigate has been presented to this committee twice. Administration supports Navigate going forward. Navigate is not intended to replace PeopleSoft but to enhance it.
     4. Currently, an RFP [Request for Proposals] is being put together and implementation target date is December 2019, although most likely will be Spring 2020.
     5. Admissions Application Rewrite - Download from CCCApply runs every 2 hours. We can get GCC to run every 15 minutes and eliminate much of the manual work, which is still being performed. GCC is not currently using all the fields CCCApply offers but with rewrite, more of the fields will be used.
     6. While CCCApply has expressed interest its desire to include Non-credit, request raised for a back-up plan if Non-credit is not implemented.
   NEXT MEETING: March 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)** – Last meeting reported November 29, 2018
   4th Thursday, 12:30-1:30 pm, contact Chair for location
   NEXT MEETING: Met on February 28, 2019, report is forthcoming.

5. **GOVERNANCE REVIEW –** Last meeting reported December 4, 2018
   1st Tuesday, 1:40-2:40 pm, AD 249
   Met on March 5, 2019, report is forthcoming.
   NEXT MEETING: April 2, 2019

6. **RELEASED TIME EXTRA PAY (RTEP)** – September 28, 2018
   4th Friday, 10:00-11:00 am, contact Chair for location
   QUORUM 6/7 voting members present, 2 guests

APPROVAL OF MINUTES
1. MSC to approve the June 28, 2018 minutes with changes.
REPORTS
2. D. Attyah to track down the DE Faculty Trainer job description. H. Jenkins to follow up on assistant Nursing Program Director positions.
3. E. Hanson to provide committee with chart of faculty coordinator positions.
4. [Released Time] Chart to be updated for next meeting.
5. D. Attyah and H. Jenkins to work on updating [the RTEP] website.
6. 80% released time rule This is not a hard rule. It can happen with approval by VP of Instruction and Guild.
7. H. Jenkins to send out RT/EP forms and administrative regulation for committee review. D. Attyah to write instructions on "How to Create a New RT/EP Position".
NEXT MEETING: April 2, 2019

RELEASED TIME EXTRA PAY (RTEP) – October 26, 2018
4th Friday, 10:00-11:00 am, contact Chair for location
QUORUM 6/7 voting members present, 1 guest
APPROVAL OF MINUTES
1. MSC to approve the September 28, 2018 minutes.
MOTIONS APPROVED
2. MSC to make this a first read of the position while signatures from administration are pending.
MOTIONS TABLED
3. Review of release time chart
4. Update of RTEP website
5. 80% release time rule
REPORTS
6. Committee to review [the RTEP] forms and bring recommendations to the next meeting.
Met on November 30, 2018, report is forthcoming.
NEXT MEETING: March 22, 2019

7. **STAFF DEVELOPMENT –** Last meeting reported November 15, 2018
3rd Thursday, 12:30-1:30 pm, SV 105
NEXT MEETING: February 21, 2019

8. **WEB OVERSIGHT –** Last meeting reported September 26, 2018
Meets as needed
NEXT MEETING: TBD

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC) – December 10, 2018**
2nd Monday, 12:15pm-1:30 pm, AD 121
QUORUM 13/18 voting members present, 1 guest
APPROVAL OF MINUTES
1. It was MSC that the minutes from October 8, 2018 be approved with corrections.
MOTIONS APPROVED
2. It was MSC that the adopted [Program Review] minutes from October 16, 2018 and unadopted minutes from December 3, 2018 be accepted.
REPORTS
3. Review of Subcommittee Minutes:
   a. Master Planning Team A – No report
   b. Program Review – Minutes of October 16 and December 3, 2018
4. Standing Progress Reports on 2016 ACCJC recommendations; 2016 Self Evaluation Report and 2016 QFE.
5. Master Planning External Speaker Series discussed.
6. Resource allocation for grants discussed.
NEXT MEETING: TBD

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 –** December 3, 2018
   3rd Tuesday, 1:30–2:30 pm, AD 121
   QUORUM 8/9 voting members present, 2 non-voting 'resource' members present
   APPROVAL OF MINUTES
   1. It was MSC that the Minutes from October 16, 2018 be approved without corrections.
   MOTIONS APPROVED
   2. It was MSC that the Governance Survey responses be approved.
   REPORTS
   3. eLumen Department Linkage: The committee was in consensus that in instances where multiple departments report within a singular program review, each department can use any commonly-shared level of learning outcomes if they opt to display linkage between action items and learning outcomes.
   4. The Program Review Committee reviewed the [college's] mission statement and noted the ways in which the committee's work supports it.
   Met on February 19, 2019, report is forthcoming.
   NEXT MEETING: March 19, 2019
   IPCC will review these minutes at their next scheduled meeting.

III. **ACADEMIC AFFAIRS COMMITTEE *- February 20, 2019**
   3rd Wednesday, 2:00-4:00pm, AD 252
   QUORUM 31/38 voting members present; 3 Resources; 2 Guests
   APPROVAL OF MINUTES
   1. MSC to approve minutes of November 21, 2018.
   MOTIONS APPROVED
   2. MSC to approve to approve the agenda for February 20, 2019 meeting
   3. MSC to approve the following items under the consent calendar:
   Curriculum & Instruction Committee Minutes of:
   - November 14, 2018
   - November 28, 2018
   - December 12, 2018
   New Courses:
   - BUSAD 165
   - ENGR 117, 122, 125, and 180
   - KIN 158
   - OBT 63
   Revised Courses:
   - ART 270
   - CHLDV 140 and 154
   - ENGR 101
   - HUMAN 110 and 117
   - MUSIC 154 and 157
   - PE 103
   - PHILO 101
   - PHY 105 and 106
   - T ED 140 and 142
   New Programs:
   - Engineering - Civil Engineering AS Degree
   - Engineering - Computer Engineering AS Degree
   - Engineering - Electrical Engineering AS Degree
   - Engineering - Mechanical Engineering AS Degree
   - Kinesiology - Exercise Science AS Degree
   - Office Business Technology - Customer Service Certificate

- Physical Sciences - Geology AS-T
- Social Sciences - Gender and Sexuality Studies AA-T

Revised Programs:
- Architectural Drafting & Design - AS Degree and Certificate
- Engineering Certificate – Civil
- Engineering Certificate – Electrical
- Engineering Certificate - Mechanical
- Engineering Tech - CAD & Design Drafting AS Degree & Certificate
- Kinesiology - Fitness Specialist Certificate
- VPAD - Graphic Design AA

4. MSC to approve Graduation Requirement Committee minutes of April 25, 2018, and November 26, 2018 meetings.
5. MSC to approve Library & Information Competency minutes of November 29, 2018 meeting.

NEXT MEETING – March 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 – April 25, 2018**
   Meets as needed
   QUORUM [7] 9 out of 13 voting members present; 1 resource
   APPROVAL OF MINUTES
   1. MSC to approve the minutes of 10/23/17 Graduation Requirements Committee Meeting.
   2. MSC to approve the minutes of 03/27/18 Graduation Requirements Committee Meeting.
   MOTIONS APPROVED
   3. MSC to continue the discussions at another date and time due to the complexity of the topic. Agnes will contact the Committee members to schedule another meeting.

   GRADUATION REQUIREMENTS – November 26, 2018
   Meets as needed
   QUORUM [7] 8 out of 11 voting members present; 2 resources
   APPROVAL OF MINUTES
   1. Minutes from the April 25, 2018 meeting will be approved at the next meeting.
   MOTIONS APPROVED
   2. MSC to approve the new Biology AS pilot. Motion was approved unanimously.
   NEXT MEETING: TBD

5. **LIBRARY & INFORMATION COMPETENCY – November 29, 2018**
   4th Thursday, 12:30-1:30 pm, LB 417
   QUORUM 8/12 voting members
   APPROVAL OF MINUTES
   1. MSC to approve minutes of October 25, 2018 meeting.
   MOTIONS APPROVED
   2. MSC to approve the new library overdue fee schedule.
   NEXT MEETING: February 22, 2019
   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 * – February 20, 2019**
   3rd Wednesday, 1:00-2:00 pm, AD 252
   QUORUM 19/23 voting members present; 2/2 resources; 2 guests
   APPROVAL OF MINUTES
   1. It was MSC that the minutes of November 14, 2018 be approved.
   MOTIONS APPROVED
   2. It was MSC to approve the consent calendar. [minutes included]
      a. Assessment Committee – November 15, 2018
      b. Noncredit Student Success & Support Program Committee – October 22, 2018
      c. Student Fees Minutes – March 14, 2018
   REPORTS
   3. First reading of revised BP 5035: *Withholding of Student Records* was accepted.
   4. First reading of draft AR 5035: *Withholding of Student Records* was accepted.
   5. The committee members will be surveyed to see if a fourth meeting can be scheduled for the Spring 2019 semester.
   NEXT MEETING: March 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
   QUORUM – 11/16 voting members present; 0/1 resources
   APPROVAL OF MINUTES – MSC to approve the May 17, 2018
   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 – October 22, 2018**
   4th Monday, 2:30-3:30 pm, meets 4x per academic year, MP 103A
   QUORUM 9/10 voting members
   APPROVAL OF MINUTES
   1. MSC to approve the September 24, 2018 minutes.
   REPORTS
   1. The Oracle budget is wrong and must be manually corrected. There are glitches to Smart View.
   2. The chancellor's office decided integrate three projects Student Equity, Basic Skills and SSSP excluding the noncredit. One pot of money will be distributed between credit and noncredit. There is no separate legislative categorical fund for noncredit.
   Met on 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: March 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
   No Jan or Feb 2019 Meetings
   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
   Met on November 1, 2018 and February 7, 2019 reports are forthcoming.
   NEXT MEETING: March 7, 2019
   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
   Met on November 7, 2018 and February 7, 2019 report is forthcoming.
   NEXT MEETING: March 7, 2019
   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
   Met on November 21, 2018, report is forthcoming.
   NEXT MEETING: March 20, 2019
   Administrative Affairs will review these minutes at their next scheduled meeting.

Respectfully submitted by Frankie Strong, Governance Office