

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
APRIL 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 **March 4, 2019 and April 2, 2019**. The College Executive Committee reviewed these items at the **April 9, 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*** – Last meeting reported March 12, 2019
Meets 1 week prior to Board of Trustees meetings, 2:30 pm, AD 121
Met on April 9, 2019; actions from this meeting will be in the May Governance Update.
NEXT MEETING: May 14, 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: Met on March 26, 2019, report is forthcoming.
2. **COLLEGE COMPUTER COORDINATION** – Last meeting reported February 21, 2019
3rd Thursday, 12:30-1:30 pm, LB 113, I.T. Conference Room
NEXT MEETING: Met on March 21, 2019, report is forthcoming.
3. **ENROLLMENT MANAGEMENT** – Last meeting reported November 14, 2018
2nd Wednesday, 12:20-1:20 pm, AD 252
NEXT MEETING: Met on March 13, 2019, report is forthcoming.
4. **EQUAL EMPLOYMENT OPPORTUNITY (EEO) – February 28, 2019**
4th Thursday, 12:30-1:30 pm, contact Chair for location
QUORUM 13/13 voting members present,
APPROVAL OF MINUTES
 1. MSC to approve the November 15, 2018 minutes.**REPORTS**
 2. Dr. Pollack will recommend adding “comments” and “don’t know” or “does not apply” sections to appropriate survey questions of the Climate survey.
 3. Faculty Diversity Internship update – Save the date for the completion ceremony either December 5th or 6th, 2019.
 4. EEO training update – Donna to email EEO monitors of possible hiring committee service.
 5. Several GCC members attended the (Californian Community Colleges Chancellors Office) CCCCOC-Building Diversity Summit at the Sheraton Hotel in Century City on February 8 and 9.**NEXT MEETING:** Met on March 28, 2019, report is forthcoming.
5. **GOVERNANCE REVIEW – April 2, 2019**
1st Tuesday, 1:40-2:40 pm, AD 249
Met on March 5, 2019, report is forthcoming.
QUORUM 8/8 voting members present, 3 guests

APPROVAL OF MINUTES

1. MSC to approve the March 5, 2019 minutes.

MOTIONS APPROVED

2. MSC to take the new governance committee proposal of the "Student Equity and Achievement Committee (SEA)" first on the agenda (moved up from New Business 1.)
3. MSC in regards to the new governance committee proposal of the "Student Equity and Achievement Committee (SEA)", to continue dialogue via:
 - a. The Governance Review Committee to examine the membership composition of the four committees in question for disbandment (inclusive: Basic Skills, Noncredit Student Success and Support Program (NC 3SP), Student Success and Support Program (3SP), and the Academic Senate subcommittee, the Student Equity Committee.

AND

- b. For the Vice Presidents of Instructional Services and Student Services forward the proposal to the committees that potentially may be disbanded; for those committees to discuss and to vote on disbandment.

REPORTS

4. Items returning to the committee in May 2019: 1) Governance handbook (Strong, Vera, McLemore, Rooney); 2) Governance survey tied to accreditation, etc.; 3) Role of the RTEP governance committee.
5. GRC to monitor the activities (convening for a meeting or not) of the 4 C's; Technology Mediated Services; and the Web Oversight committees.
6. The vacant 'CSEA' is a concern despite regular requests for a representative; Action item: J. Queen to follow up with CSEA.

NEXT MEETING: May 7, 2019

6. RELEASED TIME EXTRA PAY (RTEP) – November 30, 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 October 26, 2018 minutes with one abstention.

MOTIONS APPROVED

2. Distance Education Faculty Trainer/IOTL – Emergency Hire in January – MSC to approve final reading and move forward to the next step, Budget and College Executive.
3. Adjunct Support Coordinator – MSC to approve with revisions and amendments.
4. New Faculty Academy Coordinator - MSC to approve and move to budget and college executive committee.
5. Assistant Athletic Director - MSC Approve as a first read with a second digital read next week.

REPORTS

6. Wellness Coordinator – To be reviewed digitally. Wellness funding.

RELEASED TIME EXTRA PAY (RTEP) – March 22, 2019

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 November 30, 2018 minutes.

MOTIONS APPROVED

2. Update on Distance Education Faculty Trainer/IOTL - MSC to approve the position as amended.
3. MSC to increase of release time for Faculty Development Coordinator from 40% to 80%.
4. MSC to approve changes to the Classified Professional Development Coordinator, changes removing the word "administer."
5. MSC to approve the changes to the EEO Training and Compliance Coordinator job description.
6. MSC to approve the Wellness Coordinator position description to a second read.

MOTIONS TABLED

7. MST Distance Education Faculty Development Coordinator tabled pending review from Eric Hanson.

REPORTS

8. Guided Pathways Classified Position Report - There are currently no applicants.

NEXT MEETING: April 5, 2019

7. STAFF DEVELOPMENT – Last meeting reported November 15, 2018

3rd Thursday, 12:30-1:30 pm, SV 105

Met on February 21, and March 21, 2019, reports are forthcoming.

NEXT MEETING: May 2, 2019 (rescheduled from May 16, 2019)

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

- II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC)** – Last meeting reported December 10, 2018
2nd Monday, 12:15pm-1:30 pm, AD 121
NEXT MEETING: Met on March 11, 2019, 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** – 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, and March 19, 2019, reports are forthcoming.
NEXT MEETING: April 23, 2019
IPCC will review these minutes at their next scheduled meeting.

III. **ACADEMIC AFFAIRS COMMITTEE *- March 20, 2019**

- 3rd Wednesday, 2:00-4:00pm, AD 252
QUORUM 31/38; 6 Resources; 1 Guest
APPROVAL OF MINUTES
1. MSC to approve minutes of February 20, 2019 meeting.
MOTIONS APPROVED
2. MSC to approve to approve the agenda for March 20, 2019 meeting
3. MSC to approve Administrative Regulation (AR) 4220 – Standards of Scholarship – Delegation
4. MSC to approve Board Policy (BP) 4100 – Graduation Requirements for Degrees and Certificates
5. MSC to approve the following items under the consent calendar:
• Curriculum & Instruction Committee Minutes of:
i. February 27, 2019
• Revised Course:
i. MATH 15
• Revised Programs:
i. English AA Degree: Option 2: Creative Writing
ii. Physical Science: Earth Science AS Degree
6. MSC to approve the proposed block schedule.
7. MSC to approve revised AR 4105 – Distance Learning.
8. MSC to approve Basic Skills minutes of October 16, 2018 meeting.
9. MSC to approve Scholars Program minutes of November 27, 2018 and February 26, 2019 meetings.
10. MSC to approve Study Abroad minutes of November 29, 2018 meeting.
REPORTS
11. Academic Affairs reviewed the Academic Senate Report, the following was presented:
Motion 2018-66: The Senate approves BP 4100: Graduation Requirements for Degrees and Certificates (February 21, 2019)

Motion 2019-62: The Senate approves AR 4220: Standards of Scholarship Delegation (February 21, 2019)

Motion 2019-01: The Senate recommends that Institution-Set Standards 1-5 remain as set. (February 21, 2019)

Motion 2019-02: The Senate creates a task force (TF) to develop local goals to align with Chancellor's Office Vision goals. (March 7, 2019)

Motion 2018-52: The Senate approves the Distance Education Five-Year Strategic plan. Senate shall receive an annual report from the Office of Research and Planning on student success in distance education (hybrid and fully online) sections versus face-to-face sections; data to be disaggregated, where appropriate, into categories such as: for ethnic/household income/disproportionately impacted. (March 7, 2019)

NEXT MEETING – May 15, 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 – October 16, 2018**

3rd Tuesday, 3:00–4:30 pm, AD 121

QUORUM 12/14 voting members; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the September 18, 2018 meeting with no changes.

MOTIONS APPROVED

2. MSC to approve the agenda of the October 16, 2018 meeting.
3. MSC to allocate \$2,714 to fund a library faculty instructor to attend a national library conference in Ohio.
4. MSC to allocate \$4,500 to fund three English faculty instructors to attend the English California Acceleration Project workshop.
5. MSC to allocate \$6,560 to fund implementation for the math high school collaborative program.
6. MSC to allocate \$6,000 to fund meetings to reconsider English placement methods and procedures and to allocate \$3,000 to fund English coping workshops for English and other division faculty instructors.

NEXT MEETING – March 19, 2019

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

4. **GRADUATION REQUIREMENTS** – Last meeting reported November 26, 2018

Meets as needed

NEXT MEETING: TBD

5. **LIBRARY & INFORMATION COMPETENCY** – Last meeting reported November 29, 2018

NEXT MEETING: February 22, 2019

6. **SCHOLARS PROGRAM – November 27, 2018**

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

QUORUM - 10/13 voting members.

APPROVAL OF MINUTES

1. MSC approval of minutes of October 23, 2018 Scholars Committee meeting.

SCHOLARS PROGRAM - February 26, 2019

QUORUM - 8/12 voting members.

APPROVAL OF MINUTES

1. MSC approval of minutes of November 27, 2018 Scholars Committee meeting.

MOTIONS APPROVED

2. MSC to keep same testing policies and methods in place for Scholars applicants.

NEXT MEETING: March 26, 2019

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

7. STUDY ABROAD – November 29, 2018

4th Thursday, 12:30–1:30 pm, SR 328

QUORUM [6] 8 out of 10 voting members present; 3 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the September 27, 2018 Study Abroad Committee Meeting.

MOTIONS APPROVED

2. MSC to table Program Review Data discussion.
3. MSC to take Armenian program proposal to its authors and request for a one-unit class, preferably transferable, in addition to the 3-unit Cultural Anthropology and 3-unit Business courses. The proposal will be reviewed at the February committee meeting.
4. MSC to approve the Bali 2020 Proposal.

MOTIONS FAILED

5. MSF to approve the Spain/Morocco 2020 Proposal.

NEXT MEETING February 28, 2019 12:30

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

IV. STUDENT AFFAIRS COMMITTEE * – March 20, 2019

3rd Wednesday, 1:00-2:00 pm, AD 252

QUORUM – 25/25 voting members present; 2/2 resources; 2 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of February 20, 2019 be approved.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
 - a. Student Fees Committee – February 13, 2019 (unadopted)
 - b. Technology Mediated Services – March 12, 2019 (unadopted)
3. It was MSC to approve revisions to BP 5035: *Withholding of Student Records*.
4. It was MSC to approve draft AR 5035: *Withholding of Student Records*.
5. It was MSC to approve the review of BP 5130: *Financial Aid*.
6. It was MSC to approve revisions to AR 5130: *Financial Aid* with recommended changes.
7. It was MSC to delete AR 5000: *Student Services Mission Statement*.

REPORTS

8. Dr. Karpp presented an informational item on the Vision for Success Goals.
9. The committee has scheduled a fourth meeting for the semester on May 29, 2019 at 1:00pm.

NEXT MEETING: May 15, 2019

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

1. **ASSESSMENT** – Last meeting reported November 15, 2018

Meets twice per semester. 2nd Thursday, 2:00 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 October 22, 2018

4th Monday, 2:30-3:30 pm, meets 4x per academic year, rotate between Verdugo and Garfield campuses

Met on November 8, 2018 and February 23, 2019 reports are forthcoming.

NEXT MEETING: TBD

5. **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
Student Affairs will review these minutes at their next scheduled meeting.

6. **STUDENT FEES & TUITION – February 13, 2019**

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

QUORUM 7/9 voting members/0 resource/1 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of the March 14, 2018 meeting.

MOTIONS APPROVED

2. MSC to approve the increase of the Non-Resident Tuition Fee from \$215 to \$225.
3. MSC to approve the increase of the Capital Outlay Fee from \$16 to \$24

REPORTS

4. Bank Mobile Update – revised agreement will be brought to ASGCC.

NEXT MEETING: April 10, 2019

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

7. **TECHNOLOGY MEDIATED SERVICES (TMS) – March 12, 2019**

Meets as needed, contact Chair

QUORUM 7/9 voting members/0 resource/1 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of the October 28, 2014 meeting

MOTIONS APPROVED

2. MSC to approve the committee's mission statement.
3. MSC to recommend to the PeopleSoft Steering Committee and to Student Affairs to move the item on automating the "count higher grade" process to the top of the PeopleSoft list.
4. MSC to elect Christina Tangalakis as committee chair.

REPORTS

5. GCC App - PeopleSoft 9.2 will have more mobile functionality that might effectively work as a mobile app. We will wait for 9.2 to be implemented and see how it works to see if it's necessary to do anything more on a mobile app. EAB will also handle some of this functionality.
6. GCC's SEP system was added after PeopleSoft implementation and embedded as code within the application rather than a bolt-on; bundle updates to PeopleSoft have caused issues with the SEP system. Looking at creating an SEP system that works better, is based on code outside PeopleSoft as a bolt-on that will not break with PeopleSoft updates. LA District has upgraded to 9.2, uses their own SEP system that handles noncredit as well as credit - integrated directly with MIS matriculation reporting. Dana Nartea is working to set up a presentation of the LACCD system to GCC
7. QLess – Virtual queueing system to allow students to log into a kiosk; when it is their turn, they are notified by text. QLess will improve student experience as well as provide data about peak line times, etc. Can use our own hardware for displays and sign-in kiosks (students may also check-in on their phone, tablet, or computer); the cloud-based system doesn't need interface or implementation from IT. Financial Aid will buy the QLess license for the first year and will start piloting QLess - \$28,000 each year plus \$2,500 one-time fee/Target date for implementation is Summer 2019.
8. Committee established that it will meet once per month on the first Tuesday at 2:00 pm. Spring 2019 meeting date will be April 2 and May 7, and possibly June 4, if needed.

NEXT MEETING: April 2, 2019

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

V. **ADMINISTRATIVE AFFAIRS COMMITTEE* – March 12, 2019**

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

QUORUM 16/17 voting members/1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the November 13, 2018 meeting.

MOTIONS APPROVED

2. MSC to approve the Consent Calendar.
Campus Development: November 1, 2018, February 7, 2019
Environmental Affairs: November 7, 2018
Safety Committee: November 28, 2018

3. MSC to approve AR 6700: Use of College Facilities.
4. MSC to approve AR 6750: Parking and Traffic Regulations for review by relevant committees.
5. MSC to approve BP 7123: Recruitment and Selection as a 1st & 2nd reading. Motion was approved.
6. MSC to approve BP 7123: Recruitment and Selection (Classified Employees).
7. MSC to approve AR 7123: Recruitment and Selection as a 1st & 2nd Read. Motion was approved.
8. MSC to approve AR 7123: Recruitment and Selection (Classified Employees).

MOTIONS TABLED

9. MST to table AR 3518: Child Abuse Reporting.
10. MST to table HR deleted BPs & ARs.

REPORTS

11. In the November 13, 2018 meeting, AR 3518 Child Abuse Reporting was discussed and the issue of elder abuse was brought up. There are no specific college policies addressing elder abuse.

NEXT MEETING: April 9, 2019

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1. CAMPUS DEVELOPMENT – November 1, 2018

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

QUORUM (9) 14/16 voting members present

APPROVAL OF MINUTES

1. MSC to approve the Minutes of October 4, 2018.

MOTIONS APPROVED

2. MSC to hang a temporary Athletics Banner (Mountain Ave./Sartoris Field) for the games in two weeks.
3. MSC to table the Security Cameras discussion (VG Verdugo Gym & SN Sierra Nevada Gym buildings).

REPORTS

4. Mountain Ave./Sartoris Field - Chris Cicuto to bring some pictures of the area where the banner is supposed to hang, at the next meeting.
5. EV charging Stations at Garfield and Main Campus - Gary Cinnamon will bring more follow-up info at the next meeting.
6. Campus Wayfinding - Gary Cinnamon will keep this committee informed of any future updates.
7. Samir Abou Rass to bring some updates on drop off for Uber & Lyft services, at the next meeting.

CAMPUS DEVELOPMENT COMMITTEE – February 7, 2019

1st Thursday, 12:30 p.m. – 1:30 p.m. in HS214

Reported from un-adopted minutes.

QUORUM (9) 8/16 voting members present (no quorum)

APPROVAL OF MINUTES

No quorum

REPORTS

1. Approval of the November 4, 2018 minutes was postponed due to no quorum present.
2. Athletic Banner Mountain Ave./Sartoris Field: Chris Cicuto will bring visuals at next meeting.
3. PE Building – Increment II. Gary Cinnamon will bring info at next meeting regarding interior/exterior paint of building, if it is factored in as part of the existing PE building project.

NEXT MEETING: March 7, 2019

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

2. ENVIRONMENTAL AFFAIRS – November 7, 2018

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

QUORUM: 8 out of 10, quorum established

APPROVAL OF MINUTES

1. MSC minutes of October 3, 2018

MOTIONS APPROVED

2. MSC to eliminate Styrofoam use on campus.

REPORTS:

3. Earth Day – April 22, 2019: Planning for 2019 continued.

4. Taskforce for webpage updates, environment and sustainability: Melissa Malandrakis reported on updating and editing the website.
5. Energy conservation projects update: Gary Cinnamon will include Energy Conservation updates for the website and bring an updated list to the next meeting.
6. Discussion on paper cups vs. Styrofoam. The committee will pursue the process for implementing this proposal.

NEXT MEETING: March 6, 2019

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

3. SAFETY – November 28, 2018

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

QUORUM 10 / 12 voting members; 2 resource members; 3 guests

APPROVAL OF MINUTES

1. MSC approval of October 17, 2018 minutes.

MOTIONS APPROVED

2. MSC that the Safety Committee endorses the recommendations provided in the Safety and Security Plan for Glendale Community College District by Chief Gary Montecucollo. The committee recommends that the plan be forwarded to Administrative Affairs for further consideration and action.

REPORTS

1. Ron Villa reported back on previous report of incident involving blocks falling on an employee's head. Aviation Arts will no longer store such items overhead.
2. Chief Montecucollo presented the crime statistics for October through November 2018.
3. Toni Reyes reported that a broken desk which was involved in an injury has been repaired.
4. Ron Villa reported that the clock tower elevator button which was involved in an injury has been repaired.
5. Chief Montecucollo reviewed the details of his proposed Safety and Security Plan. MSC that the Safety Committee endorses the recommendations provided in the Safety and Security Plan for Glendale Community College District by Chief Gary Montecucollo. The committee recommends that the plan be forwarded to Administrative Affairs for further consideration and action.
6. Patrick Shahnazarian reported that canopies have been installed above the accessible lift at the south end of Sierra Nevada to improve protection from inclement and hot weather.
7. Laura Matsumoto reported that the safety awareness campaign will be on-going.
8. Patrick Shahnazarian reported that sewer cap adjustments were made to help reduce odor near the San Fernando and Verdugo Gym areas. He also reported that efforts are in place to improve the on-going communication between Facilities and the construction company.
9. Toni Reyes reported that she spoke with Drew Sugars to request the review and development of more appropriate signage for Sierra Vista Building in order to increase ease of navigation during emergency responses.
10. Chief Montecucollo reported on the After Action Report for the October 31, 2018 gas leak that resulted in the evacuation of the Verdugo campus. Action Item: The committee will reinstate an emergency preparedness Ad Hoc standing committee to meet quarterly and discuss issues and solutions.
11. Corporal Carthew reported on recommendations from a safety training at the Garfield Campus held on 10/10/18. The committee recommended that Garfield pursue funding sources for safety equipment recommendations via Program Review and other potential sources.
12. Toni Reyes reported that she will meet with Neil Carthew to discuss the Health Center panic button system further.
13. Toni Reyes and Patrick Shahnazarian reported that safety concerns regarding the Food Pantry location have been addressed and remediated.

NEXT MEETING: TBA

Respectfully submitted by Frankie Strong, Governance Office