

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
MAY 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 **April 2, 2019 and May 1, 2019**. The College Executive Committee reviewed these items at the **May 14, 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* – April 9, 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: (Dr. Culpepper/Ms. Rooney) to approve the College Executive Committee minutes of March 12, 2019.

MOTIONS APPROVED

1. MSC: (Mr. Bowerman/Mr. Melikyan) to approve the position of Distance Education Faculty Trainer with the amendment.
2. MSC: (Ms. Rooney/Dr. Culpepper) to approve the formation of a Non-Governance Student Basic Needs ad hoc committee.
3. MSC: (Dr. Schlossman/Mr. Melikyan) to approve the formation of a Non-Governance Veterans' Services ad hoc committee.
4. MSC: (Dr. Schlossman/Dr. Ritterbrown) to approve the position of Student Services Technician, Range 31, 1.0 FTE.

REPORTS

5. 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 – February 28, 2019
 - e. Governance Review Committee – April 2, 2019
 - f. Released Time Extra Pay – November 30, 2018, and March 22, 2019
 - g. Staff Development – No minutes reported
 - h. Web Oversight – No minutes reported
6. The College Executive Committee reviewed the Board of Trustees agenda for the April 16, 2019 meeting.
7. The Committee reviewed and accepted the actions of the standing committees.
8. Governance Committees Summary Report was presented and reviewed.

NEXT MEETING: Met on May 14, 2019, report will be in the next Governance Update

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1. Budget Review – March 26, 2019

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

QUORUM 9/10 voting members present; 9 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the January 22, 2019 meeting as presented.

REPORTS

2. Dr. Culpepper gave a slide presentation on the draft projection of the Fiscal Forecast Update on matters pending from the Governor and Chancellor offices.

April meeting cancelled.

NEXT MEETING: May 2019, depends on State Budget revise

2. **College Computer Coordinating – March 21, 2019**

3rd Thursday, 12:30-1:30 pm, LB 113, I.T. Conference Room

QUORUM 9/17 voting members present; 3 resource members; 1 guest

APPROVAL OF MINUTES

1. MSC of February 21, 2019 minutes.

REPORTS

2. Update for Technology Master Plan - Goals will be presented for approval at next meeting.
3. Update for Admissions Application Rewrite - Rewrite is currently in process.
4. Microsoft Exchange Migration - Guest Lauren Lampietti briefed the group on the migration of Microsoft Exchange, which is half way through the process. Minimal impact for users is expected.
5. QLess Application - This is a system that will eliminate student lines. Counseling will be the pilot in the process but all of student services is ultimately expected to be integrated.

College Computer Coordinating – April 11, 2019

3rd Thursday, 12:30-1:30 pm, LB 113, I.T. Conference Room

QUORUM 10/17 voting members present; 3 resource members; 2 guests

APPROVAL OF MINUTES

1. MSC of March 21, 2019 minutes.

MOTIONS APPROVED

2. MSC approval of Goals from sub-committee as amended.

REPORTS

3. Update for Technology Master Plan - Goals will be presented for approval at next meeting.
4. Update for Admissions Application Rewrite - Rewrite is currently in process.
5. Microsoft Exchange Migration - Guest Lauren Lampietti briefed the group on the migration of Microsoft Exchange, which is half way through the process. Minimal impact for users is expected.
6. QLess Application - This is a system that will eliminate student lines. Counseling will be the pilot in the process but all of student services is ultimately expected to be integrated.

NEXT MEETING: May 16, 2019

3. **Enrollment Management – March 13, 2019**

2nd Wednesday, 12:20-1:20 pm, AD 252

QUORUM 19/27 voting members; 3 resources; 3 guests

APPROVAL OF MINUTES

1. The Enrollment Management Minutes from November 14, 2018 were approved.

REPORTS

2. Enrollment Update
 - a. Enrollment for credit is down for spring approximately 3.2%
 - b. For the year, credit is down about 3.5 to 4%
 - c. Noncredit enrollment is down slightly more than credit is.

NEXT MEETING: TBD

4. **Equal Employment Opportunity (EEO) – March 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 February 28, 2019 minutes.

REPORTS

2. Parties interested in taking a more active role in the Faculty Diversity Internship Program (FDIP) were asked to reach out to Dr. Pollack.
3. Diversity Highlights On Job Postings and Supplemental Questions were discussed.
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) CCCCCO-Building Diversity Summit at the Sheraton Hotel in Century City on February 8 and 9.

NEXT MEETING: May 2019

5. **Governance Review** – Last meeting reported April 2, 2019
1st Tuesday, 1:40-2:40 pm, AD 249
Met on May 7, 2019, report is forthcoming.
NEXT MEETING: June 4, 2019 – the day before finals begin

6. **Released Time Extra Pay (RTEP) – April 5, 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 March 22, 2019 minutes.

MOTIONS APPROVED

2. MSC The concern is that changes in release are not coordinated with changes in job descriptions, which should happen simultaneously. General discussion about mid-cycle requests for increase.
3. MSC Wellness Coordinator Position Approval
4. Update on Distance Education Faculty Trainer/IOTL - MSC to approve the position as amended.

MOTIONS TABLED

5. The committee generally discussed changes to RTEP procedures, including: the role of a Vice President or Dean in signing forms; the addition of a letter of support; and possible changes to the Admin Regs. Issue tabled until next meeting after committee members individually review Admin Regs.

NEXT MEETING: May 2019

7. **Staff Development – February 21, 2019**
3rd Thursday, 12:30-1:30 pm, SV 105
QUORUM [8] 12/15 voting members
APPROVAL OF MINUTES

1. MSC to approve the 11.15.18 minutes.

MOTIONS APPROVED

2. MSC to approve the 2.21.19 agenda.

REPORTS

3. Hanson called for assistance in creating a job description for a Faculty Orientation coordinator percent released time.
4. Gamberg led discussion on Ally training.
5. Maffit offered an update on potential ways to streamline the CPGU process.
6. Maffit provided an update on Classified Development.
7. Kartalian shared an update on the IMP (Institutional Master Plan). She explained that Maffit and herself will combine the Faculty and Classified development plans into one large plan.

Staff Development – March 21, 2019

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

QUORUM [8] 13/15 voting members

APPROVAL OF MINUTES

1. MSC to approve the 2.21.19 minutes.

MOTIONS APPROVED

2. MSC to approve the 3.21.19 agenda.

REPORTS

3. Hanson called Maffit and Dionisio led discussion on the potential development of Online Professional Development opportunities for faculty, staff, and administrators.
4. Maffit shared that a motion had been passed at last IPCC meeting which asked for the creation of a separate budget dedicated specifically to Classified Development purposes in the amount of \$8000.

NEXT MEETING: May 2, 2019

8. **Web Oversight** – Last meeting reported September 26, 2018
Meets as needed

NEXT MEETING: TBD

Note: no response from this committee regarding minutes or meeting date(s)

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC) – March 11, 2019**

2nd Monday, 12:15pm-1:30 pm, AD 121

QUORUM 12/19 voting members; 0 resources; 1 guests

APPROVAL OF MINUTES

1. The IPCC Minutes from December 10, 2018 were approved.

MOTIONS APPROVED

2. The Unadopted Program Review Minutes from February 19, 2019 were accepted.
3. It was MSC that IPCC recommends to the Administrative Affairs Committee that they give a high priority to establishing and funding a Professional Development Budget for Staff Development.

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: Met on April 26, 2019, report is forthcoming.

IPCC will review these minutes at their next scheduled meeting.

2. **Program Review – February 19, 2019**

3rd Tuesday, 1:30–2:30 pm, AD 121

QUORUM 8/8 voting members present, 2 non-voting ‘resource’ members present

APPROVAL OF MINUTES

1. It was MSC that the Minutes from December 3, 2018 be approved without corrections.

MOTIONS APPROVED

2. It was MSC that the Governance Survey responses be approved.

REPORTS

3. Validation Results for 2018-2019 Program Review Cycle discussed.
4. The committee examined the policy on Program Learning Outcomes Assessment.
5. Resource Request Results & Impact on Next Cycle of Submissions - It was suggested that it may be a good idea to include in the Budget Calendar, a date by which final results are made public about resource requests.
6. Preparations and Schedule for 2019-2020 Program Review Cycle - The schedule is on track to be the same as last year.

NEXT MEETING: Met on April 23, 2019, report is forthcoming.

IPCC will review these minutes at their next scheduled meeting.

III. ACADEMIC AFFAIRS COMMITTEE *- Last meeting reported March 20, 2019

3rd Wednesday, 2:00-4:00pm, AD 252

Did not meet in April due to Spring Break

NEXT MEETING – May 15, 2019

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

1. **Academic Calendar** – Last meeting reported June 14, 2017

Meets as needed

Met on March 21 and April 25, 2019, reports are forthcoming.

NEXT MEETING: TBD

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

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 October 16, 2018

3rd Tuesday, 3:00–4:30 pm, AD 121

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
Met on March 28, 2019, report is forthcoming.
NEXT MEETING: TBD
6. **Scholars Program** – Last meeting reported February 26, 2019
4th Tuesday, 12:30-1:30 pm, LB 223
NEXT MEETING: Met on March 26 and April 23, 2019, reports are forthcoming.
Academic Affairs will review these minutes at their next scheduled meeting.
7. **Study Abroad** – Last meeting reported November 29, 2018
4th Thursday, 12:30–1:30 pm, SR 328
NEXT MEETING Met on February 28 and March 28, 2019, reports are forthcoming.
Academic Affairs will review these minutes at their next scheduled meeting.

IV. STUDENT AFFAIRS COMMITTEE * – Last meeting reported March 20, 2019
3rd Wednesday, 1:00-2:00 pm, AD 252
Did not meet in April due to Spring Break
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 & Student Engagement** – Last meeting reported October 11, 2018
2nd Thursday, 12:30–1:30 pm, SM 267
Met on April 11, 2019, report is forthcoming.
NEXT MEETING: May 9, 2019
Student Affairs will review these minutes at their next scheduled meeting.
4. **Noncredit Student Success & 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
Student Affairs will review these minutes at their next scheduled meeting.
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** – Last meeting reported February 13, 2019
2nd Wednesday 2:00-3:30 pm, AD 121
April and May meetings cancelled.
NEXT MEETING: June 12, 2019
7. **Technology Mediated Services (TMS)** – Last meeting reported March 12, 2019
Meets as needed, contact Chair
Met on April 2, 2019, report is forthcoming.
NEXT MEETING: May 2019
Student Affairs will review these minutes at their next scheduled meeting.

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – April 9, 2019

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

QUORUM [9] 13 of 17 voting members present; 1 resource present

APPROVAL OF MINUTES

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

MOTIONS APPROVED

2. MSC to approve the Consent Calendar.
 - a. Campus Development: March 7, 2019
 - b. Environmental Affairs: March 6, 2018
 - c. Safety Committee: no report submitted for February or March 2019
3. Administrative Regulation (AR) 3518: Child Abuse Reporting (revision)
4. AR 6700: Use of College Facilities
5. Board Policy (BP) 3430: Prohibition of Harassment
6. AR 3900: Speech: Time, Place and Manner
7. Human Resources deletions: BPs 7101, 7102, 7103, 7104, AR 7216, AR 7217
8. Motion approved to determine if there is a need to meet in June, July and August and if there is a need to use email to gather votes.

MOTIONS TABLED

9. AR 3430 Prohibition of Harassment (for 2nd read)
10. AR 7123 Applications, Recruitment and Selection of Employees (removed from Agenda)
11. BP 5030 Fees (removed from Agenda)
12. AR 5030 Fees (removed from Agenda)

NEXT MEETING: May 14, 2019

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1. Campus Development – March 7, 2019

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 November 1, 2018 & February 7, 2019.

MOTIONS APPROVED

2. Sierra Vista 3rd Floor Awning Project - To continue the investigation to get more facts, to come back for approval to move forward.

NEXT MEETING: April 4, 2019

2. Environmental Affairs – March 6, 2019

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

QUORUM: 9 out of 10, quorum established

APPROVAL OF MINUTES

1. MSC minutes of November 7, 2018.

REPORTS:

2. Earth Day – April 22, 2019: Planning for 2019 continued.
 - a. Various vendors will be contacted: Go Glendale, Glendale Parks & Open Space, Glendale Environmental Coalition, L.A. Community Gardens, various car dealerships, Southland Disposal, Wildlife Waystation and Sierra Club are among those who will be contacted.
 - b. Glendale Students for Sustainability will set up an Earth Sciences booth in Vaquero Plaza.
 - c. The Electronics Dept. will have a Solar Panel Display.
 - d. Athletics, Biology, Technology/Aviation may also have tables.
 - e. ASGCC will provide food and games.
3. Taskforce for webpage updates, environment and sustainability: Melissa Malandrakis will add Earth Day to the website.
4. Energy conservation projects update: Gary Cinnamon will include Energy Conservation updates for the website including campus and infrastructure projects such as replacing windows in AD and Camino Real Buildings.
5. Guest Emma Sanchez reported on the Green Conservation League Expo.
6. Rachel Ridgway's Sustainable Earth Project will include an essay competition for students with cash prizes and a Round Table discussion on April 11 where the winners will be announced.
7. Discussion on removal of plastic/Styrofoam products on campus. Also discussed was the coming of Starbucks to campus.

NEXT MEETING: April 3, 2019

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

3. **Safety** – Last meeting reported November 28, 2018
3rd Wednesday, 11:00am-12:00pm, HS 214
No minutes submitted for February or March 2019
NEXT MEETING: TBD

Respectfully submitted by Frankie Strong, Governance Office