

**GLENDALE COMMUNITY COLLEGE  
GOVERNANCE UPDATE  
AUGUST 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 **June 28, 2019 and July 30, 2019** the College Executive Committee reviewed these items at the **August 13, 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\* – August 13, 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; 1 guest

**APPROVAL OF MINUTES**

1. MSC - (Dr. Schlossman/Dr. Culpepper) to approve the College Executive Committee minutes of July 9, 2019, as presented.

**MOTIONS APPROVED**

2. MSC – (Ms. Rooney/Dr. Ritterbrown) to approve all three replacement positions as presented. [Director, Network Systems and Operations, FTE Range M40; Director, Community Services, FTE Range 32; Warehouse Operator, Facilities/Administrative Services, 50 FTE Range R22

**REPORTS**

3. Receipt and review of subcommittee minutes:  
Note most governance committees do not meet during intersessions.
  - 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
4. The College Executive Committee reviewed the Board of Trustees agenda for the August 20, 2019 meeting.
5. The Committee reviewed and accepted the actions of the standing committees.
6. Governance Committees Summary Report was presented and reviewed.

**NEXT MEETING:** September 3, 2019, report will be in the next Governance Update.

## **SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE (CEC):**

Note most governance committees do not meet during intersessions.

1. **Budget** – Last meeting reported June 25, 2019  
Meets once per month, 4th Tuesday, 12:20-1:30 pm, AD 252  
**NEXT MEETING:** Met on July 23 2019, report is forthcoming.
  2. **College Computer Coordinating** – Last meeting reported April 11, 2019  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, LB 113, I.T. Conference Room  
**NEXT MEETING:** Met on May 16, 2019, report is forthcoming.  
*No report as of July 30, 2019*
  3. **Enrollment Management** – Last meeting reported May 8, 2019  
2<sup>nd</sup> Wednesday, 12:20-1:20 pm, AD 252  
**NEXT MEETING:** September 2019
  4. **Equal Employment Opportunity (EEO)** – Last meeting reported May 23, 2019  
4<sup>th</sup> Thursday, 12:30-1:30 pm, contact Chair for location  
**NEXT MEETING:** September 2019
  5. **Governance Review** – Last meeting reported June 4, 2019  
1<sup>st</sup> Tuesday, 1:40-2:40 pm, AD 249  
**NEXT MEETING:** September 2019
  6. **Released Time Extra Pay (RTEP)** – Last meeting reported April 5, 2019  
4<sup>th</sup> Friday, 10:00-11:00 am, contact Chair for location  
**NEXT MEETING:** Met on May 24, 2019, report is forthcoming.  
*No report as of July 30, 2019*
  7. **Staff Development** – Last meeting reported May 2, 2019  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, SV 105  
**NEXT MEETING:** September 19, 2019
  8. **Student Equity & Achievement** – New committee  
Meeting time to be determined by the committee  
**NEXT MEETING:** September 2019
  9. **Web Oversight** – Last meeting reported September 26, 2018  
Meets as needed  
**NEXT MEETING:** TBD, *No report as of July 30, 2019*
- II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE \* (IPCC)** – Last meeting reported May 13, 2019  
2<sup>nd</sup> Monday, 12:15pm-1:30 pm, AD 121  
**NEXT MEETING:** TBD

### **SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:**

Note most governance committees do not meet during intersessions.

1. **Master Planning Team A** – Last meeting reported April 26, 2018

Meets once per semester

**NEXT MEETING:** TBD

2. **Program Review** – Last meeting reported May 21, 2019

3<sup>rd</sup> Tuesday, 1:30–2:30 pm, AD 121

**NEXT MEETING:** TBD

### **III. ACADEMIC AFFAIRS COMMITTEE \*- Last meeting reported May 15, 2019**

3<sup>rd</sup> Wednesday, 2:00-4:00pm, AD 252

**NEXT MEETING** – September 18, 2019

### **SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:**

Note most governance committees do not meet during intersessions.

1. **Academic Calendar** – Last meeting reported May 9, 2019

Meets as needed

**NEXT MEETING:** October 11, 2019

2. **Baja Program** – Last meeting reported October 29, 2018

Meets twice per academic year

**NEXT MEETING:** Met on May 13, 2019, report is forthcoming.

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

3. **Basic Skills** – *The Student Equity & Achievement Committee replaces this committee.*

4. **Graduation Requirements** – Last meeting reported November 26, 2018

Meets as needed

**NEXT MEETING:** TBD

5. **Library and Information Competency** – Last meeting reported March 28, 2019

4<sup>th</sup> Thursday, 12:30-1:30pm, LB 417

**NEXT MEETING:** Met on April 24 and May 30, 2019, reports are forthcoming.

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

6. **Scholars Program** – Last meeting reported April 23, 2019

4<sup>th</sup> Tuesday, 12:30-1:30 pm, LB 223

**NEXT MEETING:** Met on May 28, 2019, report is forthcoming.

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

7. **Study Abroad** – Last meeting reported April 25, 2019

4<sup>th</sup> Thursday, 12:30-1:30pm, SR 328

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

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

#### **IV. STUDENT AFFAIRS COMMITTEE \* – May 29, 2019**

3<sup>rd</sup> Wednesday, 1:00-2:00 pm, AD 252

**QUORUM** 22/26 voting members present; 0/2 resources; 2 guests

##### **APPROVAL OF MINUTES**

1. It was MSC that the minutes of May 15, 2019 be approved.

##### **MOTIONS APPROVED**

2. It was MSC to approve revised BP 5500: *Standards of Student Conduct* as presented.
3. It was MSC to approve revised AR 5500: *Standards of Student Conduct* with recommended change
4. It was MSC to approve revised AR 5520: *Procedural Guidelines and Disciplinary Action* with the understanding that additional changes may still be made after consultation with the District's legal counsel.
5. It was MSC to approve draft BP 5510: *Off-Campus Student Organizations*.
6. It was MSC to approve draft AR 5510: *Off-Campus Student Organizations* with recommended change.

##### **MOTIONS TABLED**

7. It was MST to approve draft AR 5203: *Lactation Accommodation*.

##### **REPORTS**

8. The first reading of revised BP 5700: *Intercollegiate Athletics* was accepted.
9. The first reading of revised AR 5700: *Intercollegiate Athletics* was accepted.
10. Ms. Piper Rooney present draft changes to AR 4230: *grading and Academic Records Symbols*. Revisions have been made to include the new academic record symbol for Excused Withdrawal (EW). EWs will be noted on a student's record for instances where they student must withdraw from a course after the drop deadline due to extreme circumstances beyond his or her control. As part of the information report, Ms. Michelle Mora indicated that she is working with ITS on the reprogramming of PeopleSoft to include EW as a notation option.

**NEXT MEETING:** September 18, 2019

##### **SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:**

Note most governance committees do not meet during intersessions.

1. **Assessment** – Last meeting reported March 21, 2019  
Meets twice per semester. 2nd Thursday, 2:00 pm, AD 121  
**NEXT MEETING:** TBA
2. **International Students** – Last meeting reported April 25, 2019  
Meets once per academic year.  
**NEXT MEETING:** TBA
3. **Multicultural and Community Engagement** – Last meeting reported April 11, 2019  
2<sup>nd</sup> Thursday, 12:30–1:30 pm, SM 267  
**NEXT MEETING:** September 12, 2019
4. **Noncredit SSSP** – *The Student Equity & Achievement Committee replaces this committee.*
5. **SSSP** – *The Student Equity & Achievement Committee replaces this committee.*

6. **Student Fees and Tuition** – Last meeting reported February 13, 2019  
2nd Wednesday 2:00-3:30 pm, AD 121  
April and May meetings cancelled.  
**NEXT MEETING:** Met on June 11, 2019, report is forthcoming.  
*Student Affairs will review these minutes at their next scheduled meeting.*
  
7. **Technology Mediated Services (TMS)** – Last meeting reported April 2, 2019  
Meets as needed, contact Chair  
**NEXT MEETING:** Met on May 7, 2019, report is forthcoming.  
*Student Affairs will review these minutes at their next scheduled meeting.*
  
- V. **ADMINISTRATIVE AFFAIRS COMMITTEE\*** – Last meeting reported June 11, 2019  
2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, AD 121  
Met on July 9, 2019, report is forthcoming.  
**NEXT MEETING:** September 2019

***SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:***

Note most governance committees do not meet during intersessions.

1. **Campus Development** – Last meeting reported May 2, 2019  
1st Thursday, 12:30–1:30 pm, HS 214  
Met on June 6, 2019, report is forthcoming.  
**NEXT MEETING:** September 2019  
*Administrative Affairs will review these minutes at their next scheduled meeting.*
  
2. **Environmental Affairs** – Last meeting reported May 1, 2019  
1<sup>st</sup> Wednesday, 12:20 p.m. – 1:30 pm, HS 214  
**NEXT MEETING:** September 4, 2019
  
3. **Safety** – Last meeting reported May 15, 2019  
3<sup>rd</sup> Wednesday, 11:00am-12:00pm, HS 214  
**NEXT MEETING:** September 2019

*Respectfully submitted by Frankie Strong, Governance Office*