

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
JULY 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 **May 31, 2019 to June 28, 2019** the College Executive Committee reviewed these items at the **June 11, 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* – June 11, 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: (Mr. Bowerman/Mr. Nazari) to approve the College Executive Committee minutes of May 14, 2019.

MOTIONS APPROVED

1. MSC - (Mr. Bowerman/Mr. Melikyan) to approve the grouping of Agenda Items 7a through 7l above [on the agenda for June 11, 2019] as Consent Calendar.
2. MSC - (Mr. Bowerman/Dr. Ritterbrown) to approve Agenda Items 7a through 7l as listed above [on the agenda for June 11, 2019].
3. MSC - (Dr. Schlossman/Ms. Rooney) to approve the grouping of above listed [on the agenda for June 11, 2019] Replacement Positions as Consent Calendar.
4. MSC - (Mr. Bowerman/Mr. Nazari) to approve Replacement Positions as listed above [on the agenda for June 11, 2019].
5. MSC: (Dr. Ritterbrown/Dr. Schlossman) to approve Student Equity and Achievement (SEA) Committee Proposal – Subcommittee of College Executive Committee, as presented.

REPORTS

6. Receipt and review of subcommittee minutes:
 - a. Budget Committee – No minutes reported
 - b. College Computer Coordination Committee – No minutes reported
 - c. Enrollment Management – No minutes reported
 - d. Equal Employment Opportunity – May 23, 2019
 - e. Governance Review Committee – May 7 and June 4, 2019
 - f. Released Time Extra Pay – No minutes reported
 - g. Staff Development – May 2, 2019
 - h. Web Oversight – No minutes reported
7. The College Executive Committee reviewed the Board of Trustees agenda for the June 18, 2019 meeting.
8. The Committee reviewed and accepted the actions of the standing committees.
9. Governance Committees Summary Report was presented and reviewed.

NEXT MEETING: Met on June 11, 2019, report will be in the next Governance Update

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE (CEC):

Minutes of the subcommittees that report to the CEC were reviewed by the CEC on July 9, 2019

1. Budget Review – May 28, 2019

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

QUORUM 9/10 voting members present, 2 resources, 8 guests

APPROVAL OF MINUTES

1. MSC to approve the March 26, 2019 minutes as presented.

REPORTS

2. Vacant Positions:
 - a) Administrative Assistant II, Instructional Services, Range 27, 1.0 FTE (Thomas, Ricroasha, resignation) – reported to CEC 6-11-19)
 - b) Custodian/Facilities/Administrative Services,, Range 16, FTE 1.0, (Maria Mendoza – retirement)
 - c) Custodian/Facilities/Administrative Services, Range 16, FTE .475, (Silvestre Flores, Jr. – promotion)
 - d) Enrollment Services Support Technician, Student Services, Range 31, 1.0 FTE (Leda Bloomfield, retirement) reported to CEC 6-11-19
 - e) Facilities Coordinator, Facilities/Administrative Services –Range 31, 1.0 FTE (Margaret Nadir, retirement), to be replaced as Administrative Assistant III
 - f) Library Tech I, Library/Instructional Services - Range 23, 1.0 FTE (Lynne McGrath, Retirement. (Request replacement at Library Technician II, Range 25)
 - g) Program Manager I, Student Outreach Services/Student Services, Range M36, 1.0 FTE (Replacement due to Tzoler Oukayan's promotion to Dean of Student Affairs) – reported to CEC 5-14-19.
 - h) Student Services Technician, Student Services, Range 31, 1.0 FTE (Replacement due to Isaac Pedraza resignation) - reported to CEC 4-9-19.
 - i) Utility Worker, Facilities/Admin. Services – Range 22, 1.0 FTE (Danny Zamora, retirement). Conversion into two fulltime evening custodial positions.

Budget Review – June 25, 2019

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

QUORUM [6] 9/10 voting members present, 2 resources, 8 guests

APPROVAL OF MINUTES

1. MSC to approve the May 28, 2019 minutes as presented.

REPORTS

2. Vacant Positions:
 - a. Senior Enrollment Services Support Technician / Student Services, 1.0 FTE, Range 36 (Andrineh Dilanchian resignation)
3. Update on State Budget
4. Review and Update of the 2016 Criteria for Prioritizing Budget Requests

NEXT MEETING: July 23 2019

2. **College Computer Coordinating** – Last meeting reported April 11, 2019

3rd 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 June 28, 2019

3. **Enrollment Management – May 8, 2019**

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

QUORUM 15/27 voting members; 6 resources; 1 guest

APPROVAL OF MINUTES

1. The Enrollment Management Minutes from March 13, 2019 were approved.

NEXT MEETING: September 2019

4. **Equal Employment Opportunity (EEO)** – Last meeting reported May 23, 2019

4th Thursday, 12:30-1:30 pm, contact Chair for location

NEXT MEETING: September 2019

5. **Governance Review – Last meeting reported June 4, 2019**

1st Tuesday, 1:40-2:40 pm, AD 249

NEXT MEETING: September 2019

6. **Released Time Extra Pay (RTEP)** – Last meeting reported April 5, 2019

4th Friday, 10:00-11:00 am, contact Chair for location

NEXT MEETING: Met on May 24, 2019, report is forthcoming.

No report as of June 28, 2019

7. **Staff Development** – Last meeting reported May 2, 2019
3rd Thursday, 12:30-1:30 pm, SV 105
NEXT MEETING: September 19, 2019
8. **Student Equity & Achievement** – NEW! Committee is being formed.
Meeting time to be determined by the committee
9. **Web Oversight** – Last meeting reported September 26, 2018
Meets as needed
NEXT MEETING: TBD
No report as of June 28, 2019

II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC) - May 13, 2019

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

Last meeting reported March 11, 2019

QUORUM 17/18 voting members; 6 resources; 1 guest

APPROVAL OF MINUTES

1. The IPCC Minutes from March 11, 2019 were approved without corrections.
2. It was MSC that the April 26, 2019 Team A Minutes be accepted.
3. It was MSC that the March 19, 2019 Program Review Minutes be accepted.

MOTIONS APPROVED

4. It was MSC to approve the Institution Set Standards.
5. It was MSC to approve the Vision for Success Goals.
6. It was MSC that the Guided Pathways Coordinators be added as Resources to the IPCC Committee.

NEXT MEETING: TBD

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

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
3rd Tuesday, 1:30–2:30 pm, AD 121
NEXT MEETING: TBD

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

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

NEXT MEETING – September 18, 2019

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

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
4th 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
4th 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
4th 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 * – Last meeting reported May 15, 2019**
3rd Wednesday, 1:00-2:00 pm, AD 252
NEXT MEETING: Met on May 29, 2019, report is forthcoming.

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

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
2nd 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: June 11, 2019
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: May 7, 2019
Student Affairs will review these minutes at their next scheduled meeting.

V. **ADMINISTRATIVE AFFAIRS COMMITTEE* – May 14, 2019**
2nd Tuesday, 11:00 am–12:20 pm, AD 121
QUORUM (9): 10 of 17 voting members present; 1 resource present
APPROVAL OF MINUTES
1. MSC April 9, 2019 minutes.
MOTIONS APPROVED
2. Administrative Regulation 3430 Prohibition of Harassment
REPORTS
3. Administrative Regulation 7500 Volunteers – 1st Read reviewed

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1. Campus Development – April 4, 2019

1st Thursday, 12:30–1:30 pm, HS 214

QUORUM (9) 12/16

APPROVAL OF MINUTES

1. MSC to approve the Minutes of March 7, 2019

MOTIONS APPROVED

2. Gary Montecucollo with the help of other volunteers to research whatever options there are (moving the Parking kiosks, getting additional kiosks, necessary software) with estimated costs, and bring it back to this Committee for review and possible recommendations
3. To approve the phasing in of the improvements to landscaping and vegetation in front of the Campus

2. Environmental Affairs – April 3, 2019

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

QUORUM: 7 out of 10, quorum established

APPROVAL OF MINUTES

1. MSC minutes of March 6, 2019

REPORTS:

2. Earth Day – April 22, 2019: Planning for 2019 continued.
3. Taskforce for webpage updates, environment and sustainability:
4. Energy conservation projects update
5. Guest Emma Sanchez reported on the Green Conservation League Expo.
6. Discussion continued on removal of plastic/Styrofoam products on campus.

3. Safety – March 20, 2019

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

QUORUM (9) 9/12

APPROVAL OF MINUTES

1. MSC to approve the Minutes of November 28, 2018, passed without changes

MOTIONS APPROVED

2. MSC Revamping of room number sequence in Sierra Vista Building
3. MSC Adding building identifiers to rooftops of each GCC Building

MOTIONS TABLED

4. Safety and Security Plan Information
5. Safety Awareness Campaign

REPORTS

6. Workers Compensation Reports
7. Crime Reports
8. Student Accident Reports
9. Chemistry Dept. Chemical Hygiene Plan
10. Campus Construction Update

ADMINISTRATIVE AFFAIRS COMMITTEE* – June 11, 2019

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

QUORUM (9): 9/16 voting members present; 1 resource present

APPROVAL OF MINUTES

1. MSC May 14, 2019 minutes.

MOTIONS APPROVED

2. Special meetings – extend Administrative Affairs into summer

REPORTS

3. Refillable Drinkware – Sustainable Earth Project
4. Electric Vehicle charging fees
5. Administrative Regulation 3415 Immigration Enforcement Activities – 1st Read

NEXT MEETING: July 9, 2019

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1. Campus Development – May 2, 2019

1st Thursday, 12:30–1:30 pm, HS 214

QUORUM (9) 13/16

APPROVAL OF MINUTES

1. MSC to approve the minutes of April 4, 2019

MOTIONS APPROVED

2. MSC to recommend to the Administrative Affairs Committee...to allow the 1st 4 hours of EV charging to be free. After which fees apply or they move the vehicle.
3. MSC to have a study done for building identifier project. Identifier for roof top as well as on building. To develop a standard for design.

REPORTS

4. PE Building – Increment II, update.
5. Projects – update.

NEXT MEETING: Met on June 6, 2019, report is forthcoming.

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

2. Environmental Affairs – May 1, 2019

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

QUORUM: 8 out of 10, quorum established

APPROVAL OF MINUTES

1. MSC minutes of April 3, 2019

MOTIONS APPROVED

2. MSC to approve posters for hydration stations, promoting use of reusable drinkware.

REPORTS:

3. Review of Earth Day April 22, 2019.
4. Taskforce for webpage updates, environment and sustainability – no new information.
5. Energy Conservation update.

NEXT MEETING: September 4, 2019

3. Safety – May 15, 2019

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

QUORUM (7) 7/12

APPROVAL OF MINUTES

1. MSC to approve the minutes of March 20, 2018, passed without changes

REPORTS

2. Workers Compensation Reports
3. Crime Reports
4. Student Accident Reports
5. Facilities Safety Awareness Campaign
6. Student Accident Supplemental Report
7. Safety and Security Plan Information
8. Chemistry Dept. Chemical Hygiene Plan
9. Campus Construction Update
10. Sierra Vista Room Number Sequencing
11. Chemistry Hood Incident Remediation
12. Sartoris Field Graduation Ceremony

NEXT MEETING: September 2019

Respectfully submitted by Frankie Strong, Governance Office