

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
OCTOBER 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 **July 30, 2019 and September 30, 2019** the College Executive Committee reviewed these items at the **October 8, 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* – September 3, 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/Dr. Schlossman) to approve the College Executive Committee minutes of September 3, 2019, as presented, with one abstention.

MOTIONS APPROVED

2. MSC – (Ms. Rooney/Mr. Nazari) to approve the positions of Associate Dean, Instructional Services and Workforce Development as well as the title change from Baja Field Station Manager to Baja Field Station Director, as presented.

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 September 10, 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: October 8, 2019, action items will be included in the next Governance Update.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE (CEC):

The following subcommittee minutes were reviewed by the College Executive Committee on October 8, 2019
Note most governance committees do not meet during intersessions.

1. Budget – July 23, 2019

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

QUORUM 6/10 voting members present; 0/2 resources; 4 guests

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of the June 25, 2019 meeting as presented.

REPORTS

2. There was a review of the current Budget draft, with a question and answer session including some new information on the Budget.
3. Review and Update of the 2016 Criteria for Prioritizing Budget Requests.

Budget – August 20, 2019

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

QUORUM 5/10 voting members present; 1/2 resources; 4 guests

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of the July 23, 2019 meeting with edits.

REPORTS

2. Overview of the Final Budget and 5-Year Projections.
3. If the Hold Harmless ends in 2021-2022 as projected, every operational cost will have to be reviewed.
4. The 2019-20 adjustments will be made to the budget and presented to the Budget Committee before the presentation to the Board.

Budget – September 5, 2019

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

QUORUM [6] 10/10 voting members present

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of the August 20, 2019.

REPORTS

2. Vacant Positions: Payroll Technician, Administrative Services/Payroll, Range 31, 1.0 FTE – Terry Flexser, promotion to Assistant District Accountant
3. Final Budget

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

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 September 19, 2019, report is forthcoming.

3. **Enrollment Management** – Last meeting reported May 8, 2019

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

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 – September 10, 2019**

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

QUORUM 9/9 voting members present

APPROVAL OF MINUTES

1. MSC approval of the June 4, 2019 minutes.

MOTIONS APPROVED

2. Election of Chair – MSC to elect Paul Vera as chair.

REPORTS

3. Student Equity and Achievement Committee - College Executive approved the committee; constituent groups are in process of making appointments; the committee will convene in October 2019.

NEXT MEETING: October 8 2019

6. **Released Time Extra Pay (RTEP) – September 20, 2019**

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

QUORUM 7/7 voting members present; 1 guest

APPROVAL OF MINUTES

1. MSC approval of the May 26, 2019 minutes will be approved at the next meeting.

MOTIONS APPROVED

2. MSC to elect David Attyah as the chair of the RT/EP committee for the 2019-2020 academic year.
3. MSC to recommend to the Guild (for discussion in the task force/negotiating table) that the compensation for this [Assistant Athletic Director] position should be 20% RT plus a stipend that is equivalent to 10% RT.

4. MSC to approve the position [Transfer Center Coordinator] as written in the job description with the words “plus Winter and Summer intersessions” removed from the Stipend and/or Released Time section.
5. MSC to approve the use of virtual voting when needed.

REPORTS

6. Update on Distance Education RT/EP positions– Eric Hanson visited the committee meeting to answer questions about the division of duties between the three DE faculty positions.

NEXT MEETING: October 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
Meeting time to be determined by the committee
NEXT MEETING: October 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) – September 9, 2019

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

QUORUM 14/17 voting members; 2 resources; 0 guests

APPROVAL OF MINUTES

1. The IPCC Minutes from May 13, 2019 were approved without corrections.
2. It was MSC that the April 23, 2019 and May 21, 2019 Program Review minutes be accepted.

MOTIONS APPROVED

3. It was MSC that the Process for Handling Institution-Wide Standards Falling Below a Set Standard be forwarded to the Senate for a Recommendation.

NEXT MEETING: October 14, 2019

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

III. ACADEMIC AFFAIRS COMMITTEE *- September 18, 2019

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

QUORUM 30/38; 4 Resources; 1 Guest

APPROVAL OF MINUTES

1. MSC to approve minutes of May 15, 2019 meeting.

MOTIONS APPROVED

2. MSC to approve to approve the agenda for September 18, 2019 meeting
3. MSC to approve the following items under the consent calendar:

Curriculum & Instruction Committee Minutes of:

- May 22, 2019
- June 12, 2019
- September 11, 2019

New Courses:

- a. CS/IS 240, 241, 242, and 243
- b. MUSIC 179, 181, 184, and 187

c. MUSIC 130

d. POL S 114

Revised Courses:

e. BIOL 115

f. BUSAD 112, 116, and 169

g. CHLDV 160

h. ETH S 132

i. FIRE 101, 102, 103, 104, and 105

j. HIST 152

k. HUMAN 106

l. MATH 107, 107H, 108, 108H, 110, and 136

m. MUSIC 176, 177, and 178

n. PHILO 119

o. POL S 103

p. T ART 111

New Programs:

q. Accounting Ethics Skill Award

r. Advanced Tax Preparation Skill Award

s. Social Work and Human Services AA-T

Revised Programs:

t. ADST – AS Degree and Certificate

u. DANCE – Choreographic Studies and Dance AS Degree and Certificate

v. ENGL – AA Degree and AA-T

w. FRENCH – AA Degree and Certificate

x. HUMAN – Interdisciplinary Humanities: Creativity AA degree

y. ITAL – AA Degree and Certificate

z. JAPAN – AA Degree and Certificate

aa. MCOMM – AS Degree

bb. SOC – AA-T

cc. SPAN – AA Degree and Certificate

dd. T ART – Option 1: General AA Degree and Option 2: Acting AA Degree

ee. WELD – AS Degree and Certificate

4. MSC to approve Baja California Minutes of May 13, 2019 meeting.

5. MSC to approve Library & Information Competency minutes of April 25, 2019 and May 30, 2019 meetings.

6. MSC to approve Scholars Program minutes of May 28, 2019 meeting.

NEXT MEETING – October 16, 2019

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

The following subcommittee minutes were reviewed by the Academic Affairs Committee on September 18, 2019.

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 – May 13, 2019**

Meets twice per academic year

QUORUM 9/12 voting members

APPROVAL OF MINUTES

1. MSC to approve the October 29, 2018 minutes.

REPORTS

2. Station report: lift/tilt motor for the Johnson 70HP engine was repaired and installed.

3. GCC classes scheduled for Summer 2019: Biol 125/126 (Marine Biology; J. Gago); Biol 131 (Regional Natural History; G. Meyer); all program fees \$799.

4. GCC classes scheduled for Winter 2020: Biol 122 (Introduction to Biology; M. Kretzmann & G. Van Cleave); Biol 048 (Biology International Field Studies; G. Meyer); program fee \$499.

5. The following outside groups will be using the field station: Cuesta College (June 15-28); University of Northern British Columbia (July 1-15).

6. Report of evaluations for Winter 2019 program was presented.

NEXT MEETING: Fall 2019

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 – April 25, 2019**

4th Thursday, 12:30-1:30pm, LB 417

QUORUM 8/12 voting members

APPROVAL OF MINUTES

1. MSC to approve minutes from March 28, 2019

REPORTS

2. Hiring of OER Librarian is underway; application will close on May 6th

Library and Information Competency – May 30, 2019

4th Thursday, 12:30-1:30pm, LB 417

QUORUM 12/12 voting members

APPROVAL OF MINUTES

1. MSC to approve minutes from April 25, 2019

NEXT MEETING: Met on September 26, 2019, report is forthcoming.

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

6. **Scholars Program – May 28, 2019**

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

QUORUM - 9/13 voting members.

APPROVAL OF MINUTES

1. MSC to approve minutes of April 23, 2019 Scholars Committee meeting.

MOTIONS APPROVED

2. MSC to approve to designate a category of Conditional Accept for Scholars Program admission.

NEXT MEETING: Met on September 24, 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 * – September 18, 2019

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

QUORUM – 23/25 voting members present; 2/3 resources; 2 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of May 29, 2019 be approved.

MOTIONS APPROVED

2. It was MSC to approve draft AR 5203: *Lactation Accommodation* as presented.
3. It was MSC to approve revised BP 5700: *Intercollegiate Athletics* as presented.
4. It was MSC to approve draft AR 5700: *Intercollegiate Athletics* as presented.

REPORTS

5. The Academic Counseling office has instituted three new approaches to counseling to help reduce student wait times and improved the student experience.

1) Express Counseling:

Beginning in August 2019, counselors began “triaging” the students waiting to be seen at Drop-In Counseling to find out the reason for visiting the Counseling office. If the student has a quick question, such as a prerequisite clearance, the counselor will pull them aside to a work station that has been set up and assist them. This new model eliminates the need for some students to wait extended periods of time of up to 45 minutes to have a 5-minute question answered.

- a. Dr. Davis reported that the new model has been successful, especially during the busiest and most impacted times. Counselors and staff are soliciting feedback from students so they can know what parts of the new process may need adjusting.
- b. Ms. Chil-Gevorkayn reported that she has been hearing a lot positive feedback from students who come to the Welcome Center about the new express counseling model.

- 2) **Online Counseling:**
This new counseling medium was launched in the Fall 2018 semester. The approach allows counselors to hold face-to-face meetings with students who may not be able to come into the Counseling Office for an in-person meeting. There is also some availability for online counseling appointments over the weekends, affording students the opportunity to connect with a counselor when the on-campus Counseling office is closed.
 - a. There has been a lot of good feedback from students about online counseling.
 - b. Work being done to expand the online counseling effort and to eventually have it available in all counseling areas.
- 3) **Embedded Counseling:**
There are now counselors working in various locations around campus, including the Assessment Center, Academic Divisions with identified meta-majors, the Welcome Center, and the Center for Academic Success in Athletics (CASA), to assist students with career counseling, academic counseling, registration, and prerequisite clearances. This helps reduce lines and wait times in the Academic Counseling area by allowing students to be seen in other locations.
8. The first reading of revised Administrative Regulation 5700: *Intercollegiate Athletics* was accepted.
9. Dr. Schlossman commended [that Admissions & Records] and the Information Technology Systems staff on the rewrite of the CCCApply application. Application processing will now be automated, streamlining the process for both the Admissions office and students.
 - a. Students will receive their ID numbers and enrollment information within an hour of submitting the application.
 - b. The new application will launch on September 22 for all Credit and Noncredit applications. The International Student application will roll out at a future date.

NEXT MEETING: October 16, 2019

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

The following subcommittee minutes were reviewed by the Student Affairs Committee September 18, 2019.

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
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: 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.

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V. ADMINISTRATIVE AFFAIRS COMMITTEE* – July 9, 2019

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

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

APPROVAL OF MINUTES

1. MSC approval of the June 11, 2019 minutes.

MOTIONS TABLED

2. Administrative Regulation (AR) 3415 (New) Immigration Enforcement Activities
3. AR 7500 Volunteers

REPORTS:

4. Board Policy (BP) & AR 3825 Campus Visitors and Minors on Campus (Chapter 3 Review) – 1st Read
5. AR 7400 Travel Expense Policy (revision) – 1st Read
6. No special meeting in August due to lack of quorum

NEXT MEETING: Met on September 10, 2019, report is forthcoming.

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

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

NEXT MEETING: September 4, 2019

3. **Safety** – Last meeting reported May 15, 2019

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

NEXT MEETING: September 2019

Respectfully submitted by Frankie Strong, Governance Office