

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
NOVEMBER 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 **September 30, 2019 and October 31, 2019**. The College Executive Committee reviewed these items during their **November 12, 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* – October 8, 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 – (Dr. Culpepper/Mr. Nazari) to approve all vacant positions as presented above and increased release time for Academic Senate.
3. MSC – (Dr. Ritterbrown/Dr. Schlossman) to approve new positions as presented.
4. MSC – (Mr. Bowerman/Ms. Rooney) to change the Academic Calendar as presented to the
5. Board of Trustees to September 11 as the date of Faculty Institute Day.

REPORTS

6. Receipt and review of subcommittee minutes:
Note most governance committees do not meet during intersessions.
 - a. Budget Committee – Minutes of July 23, 2019; Minutes of August 20, 2019; Minutes of September 5, 2019.
 - 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 – Minutes of September 10, 2019
 - f. Released Time Extra Pay – Minutes of September 20, 2019
 - g. Staff Development – No minutes reported
 - h. Web Oversight – No minutes reported
7. The College Executive Committee reviewed the Board of Trustees agenda for the October 15, 2019 meeting.
8. The Committee reviewed and accepted the actions of the standing committees.
9. Governance Committees Summary Report was presented and reviewed.
10. Ms. Aghakian provided an update of ASGCC activities.
11. Dr. Schlossman reported that the PeopleSoft Application Rewriting Project is completed and has been fully functional since September 23rd. As a result, it is now possible to enroll and receive an application message regarding that enrollment in under two hours.

NEXT MEETING: December 10, 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 November 12, 2019
Note most governance committees do not meet during intersessions.

1. **Budget – September 24, 2019**

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

QUORUM [6] 7/10 voting members present

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of the September 5, 2019 meeting as presented.

MOTIONS APPROVED

2. It was MSC to remove the previous motion to recreate a Task Force. We will use the Budget Committee for the review of prioritization process for Program Review.
3. It was MSC to retain the Over \$6000 task force. The motion was approved with one nay.

REPORTS

4. Dr. Culpepper told the committee that accreditation standards (what the Budget committee is responsible for) are to be reviewed by the Accreditation Committee and will go to College Exec.
5. Vacant Positions were discussed (ACCJC Standard I.B.6).
6. Review and Update of the 2016 Criteria for Prioritizing Budget Requests (ACCJC Standard III.D.3; ACCJC Standard III.D.8).

NEXT MEETING: Met on October 22, 2019, report is forthcoming.

2. **College Computer Coordinating – September 19, 2019**

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

QUORUM [9] 11/15 voting members present

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of the April 11, 2019 meeting as presented.

REPORTS

2. Purpose and Mission Statement reviewed.
3. Technology Master Plan expected to be complete by December 31, 2019 to get it in on the mid-term report of the Accreditation Plan.
4. PeopleSoft 9.2 Upgrade (*vendor selected*).
5. Paul Schlossman spoke about the advantages of the CCCApply redesign, eliminating long wait times for student obtaining ID and labor intensive manual and duplicative work.
6. GCC interfaces with LACOE, which is undergoing an upgrade. This means GCC must upgrade as well to continue successfully interfacing with LACOE.
7. Corner Stone Application
8. Lauren explained the online platform that is very similar to Canvas but it is for faculty. It is a centralized place for tracking professional development and learning.
9. The committee voted to not meet in December 2019.

NEXT MEETING: Spring 2020

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

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

NEXT MEETING: TBD

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

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

NEXT MEETING: TBD

5. **Governance Review – October 1, 2019**

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

QUORUM [5] 9/9 voting members present

APPROVAL OF MINUTES

1. MSC approval of the September 10, 2019 minutes as presented.

MOTIONS APPROVED

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

MOTIONS TABLED

3. MST Possible revision of Administrative Regulation 7162, Released Time Extra Pay (RTEP).

REPORTS

4. The GRC recommends that the Assessment governance committee convene to revise their mission statement and to rename the committee to be in-line with placement testing.
5. Review GRC mission statement – considered, discussed and concurred.
6. Review and discuss committees that rarely meet – the GRC will review the committee statistics report that was provided by Frankie; and discuss at the November meeting.

NEXT MEETING: November 5, 2019

6. **Released Time Extra Pay (RTEP)** – Last meeting reported September 20, 2019
4th Friday, 10:00-11:00 am, contact Chair for location
NEXT MEETING: Met November 1, 2019, report is forthcoming.

7. **Staff Development – September 19, 2019**

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

QUORUM [8] 12/15 voting members present

APPROVAL OF MINUTES

1. MSC approval of the April 2, 2019 minutes as presented.

MOTIONS APPROVED

2. MSC to move forward the Faculty Development Plan to the College Executive Committee.

REPORTS

3. The committee discussed possible revisions to its mission statement in effort to ensure alignment with its current charge.
4. L. Kartalian offered an update on recent changes to the online Flex event request process.
5. Committee members debated whether Planetarium offerings would still be eligible for Flex credit.
6. Kartalian informed the committee that Lynda.com and the Professional Learning Network have merged together to form the Vision Resource Center.

Staff Development – October 17, 2019

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

QUORUM [8] 10/15 voting members present

APPROVAL OF MINUTES

1. MSC approval of the September 19, 2019 minutes as presented.

MOTIONS APPROVED

2. MSC edits to the mission statement, strike, “and members of the Board of Trustees,” from the Staff Development Committee Mission Statement.
3. MSC Cancel the November 21, 2019, Staff Development Committee meeting.

REPORTS

4. The committee discussed possible revisions to its mission statement in effort to ensure alignment with its current charge.
5. L. Kartalian offered an update on recent changes to the online Flex event request process.
6. Committee members debated whether Planetarium offerings would still be eligible for Flex credit.
7. Kartalian informed the committee that Lynda.com and the Professional Learning Network have merged together to form the Vision Resource Center.

NEXT MEETING: February 21, 2020

8. **Student Equity & Achievement** – New committee

Meeting time to be determined by the committee

NEXT MEETING: November 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 September 9, 2019

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

NEXT MEETING: Met October 14, 2019, report is forthcoming.

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 *- October 16, 2019**

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

QUORUM 26/38; 3 Resources; 1 Guest

APPROVAL OF MINUTES

1. MSC to approve minutes of September 18, 2019.

MOTIONS APPROVED

2. MSC to approve to approve the agenda for October 16, 2019 meeting.
3. MSC to approve the Institution Set Standards Stretch Goals as presented by the Senate.
4. MSC to approve that the Senate advises the Office of Research and Planning to conduct a two-year pilot of debt recovery from students in order to learn what percentage of students and what demographics of students do not repay their fees. This pilot should be conducted without the District's employing a debt collection agency against students. A report of these data shall be delivered to Senate on an annual basis on or before May 15th of each calendar year.
5. MSC to approve the following items under the consent calendar:
Curriculum & Instruction Committee Minutes of September 25, 2019
Revised Courses:
 - a. CEM 110
 - b. ENGL 101H**New Program:**
 - c. Professional Accounting Certificate**Revised Program:** MCOMM Certificate
6. MSC to approve the revised 2018 – 2019 mission of the Academic Affairs Committee as presented.
7. MSC to approve that the Academic Affairs Committee send forward a recommendation to change from our current Curriculum Management System to Elumen.
8. MSC to approve that the Academic Affairs recommend to the College Executive committee that learning and students be kept as priorities during construction projects.

NEXT MEETING: November 20, 2019

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

1. **Academic Calendar** – Last meeting reported May 9, 2019
Meets as needed
NEXT MEETING: Met October 10, 2019, report is forthcoming.
Academic Affairs will review these minutes at their next scheduled meeting.
2. **Baja Program** – Last meeting reported May 13, 2019
Meets twice per academic year
NEXT MEETING: Met October 10, 2019, report is forthcoming.
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 and Information Competency** – Last meeting reported May 30, 2019
4th Thursday, 12:30-1:30pm, LB 417
NEXT MEETING: Met on September 26, 2019, report is forthcoming.
Academic Affairs will review these minutes at their next scheduled meeting.
6. **Scholars Program** – Last meeting reported May 28, 2019
4th Tuesday, 12:30-1:30 pm, LB 223
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 September 26, 2019, report is forthcoming.
Academic Affairs will review these minutes at their next scheduled meeting.

IV. STUDENT AFFAIRS COMMITTEE * – October 16, 2019

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

QUORUM 18/25 voting members present; 1/2 resources; 2 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of September 18, 2019 be approved.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar; minutes included: Multicultural & Community Engagement Committee (MCEC) – May 23, 2019

REPORTS

3. The first reading of revised BP 5015: *Resident Determination* was accepted. The policy will be brought back to the next meeting for vote.
4. The first reading of revised AR 5015: *Resident Determination* was accepted. The regulation will be brought back to the next meeting for vote.
5. Dr. Anthony Culpepper reported out to the committee about the student debt issue.
6. Dr. Schlossman demonstrated the newly-revised Student Services website. Services have been divided according to four categories: Started, Help, Support, Involved. The new organization will make it easier for students to find the service they need.
7. Ms. Kala Jones reported that, with the launch of the new CCCApply application and automated processing, students are receiving their ID numbers and registration information within 1-2 hours of submission. This includes the weekend submissions. The Admissions office has processed 700 more applications to date over the previous year.

NEXT MEETING: November 20, 2019

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 – May 23, 2019**

2nd Thursday, 12:30–1:30 pm, SM 267

QUORUM [7] voting members; 0 resource; 1 guest

APPROVAL OF MINUTES

1. MSC to approve April 11, 2019 minutes with no changes

REPORTS

2. Pride Center - Nearly 400 people attended the workshops/events during Pride Week (May 6-9).
3. DREAM Resource Center - Anthony shared passed and upcoming events.
4. Reach Out Fair - 17 organizations attended first annual reach out fair. 2nd annual reach out fair is scheduled for September 10, 2019, same time as club rush.
5. Summer Bridge/SPARK - 15 mentors for summer bridge.
6. Estudiantes Unidos Project - The group developed a 15-week mentoring project for high school students: Mentoring & Inspiring Networks for Tomorrow (MINT).

NEXT MEETING: October 10, 2019

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

4. **Student Fees and Tuition** – Last meeting reported February 13, 2019
2nd Wednesday 2:00-3:30 pm, AD 121
NEXT MEETING: Met on September 11, 2019, report is forthcoming.
Student Affairs will review these minutes at their next scheduled meeting.
5. **Technology Mediated Services (TMS)** – Last meeting reported April 2, 2019
Meets as needed, contact Chair
NEXT MEETING: November 12, 2019

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

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – October 8, 2019

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

QUORUM (9): 12 of 16 voting members present; 1 resource present

APPROVAL OF MINUTES: MSC September 10, 2019

MOTIONS APPROVED:

1. MSC to move Accreditation Standards to 1st item on the agenda.
2. MSC to approve Administrative Affairs (AR) 3825 Campus Visitors and Minors on Campus, with corrections.
3. MSC to approve AR 3100 Organizational Chart as 1st & 2nd Reading.
4. MSC to approve AR 3100 Organizational Chart with changes.
5. MSC to approve AR 6750 Parking and Traffic Regulations as 1st & 2nd Reading.
6. MSC to approve AR 6750 Parking and Traffic Regulations as revised.
7. MSC to approve Board Policy (BP) 3900 Speech: Time, Place and Manner as 1st & 2nd Reading.
8. MSC to approve BP 3900 Speech: Time, Place and Manner with changes.

REPORTS:

9. Accreditation Standards were discussed by Daphne Dionisio as they relate to Administrative Affairs. Standards should be documented in the meeting minutes.

NEXT MEETING: November 12, 2019

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1. **Campus Development** – Last meeting reported May 2, 2019
1st Thursday, 12:30–1:30 pm, HS 214
Met on October 3, 2019, report is forthcoming.
NEXT MEETING: November 7, 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: Met on October 2, 2019, report is forthcoming.
Administrative Affairs will review these minutes at their next scheduled meeting.
3. **Safety** – Last meeting reported May 15, 2019
3rd Wednesday, 11:00am-12:00pm, HS 214
Met September 18, 2019, report is forthcoming.
NEXT MEETING: October 16, 2019
Administrative Affairs will review these minutes at their next scheduled meeting.

Respectfully submitted by Frankie Strong, Governance Office