

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
DECEMBER 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 **October 31, 2019 and November 27, 2019**. The College Executive Committee reviewed these items during their **December 10, 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* – November 12, 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. Ritterbrown/Mr. Bowerman) to approve the College Executive Committee minutes of October 8, 2019, as presented.

MOTIONS APPROVED

2. MSC – (Dr. Schlossman/Mr. Bowerman) to approve Board Policy 5700: Intercollegiate Athletics and Administrative Regulation 5700: Intercollegiate Athletics, with the amendment in AR 5700 that all references to the ‘College’ should be the ‘District’.
3. MSC – (Ms. Rooney/Dr. Schlossman) to approve Administrative Regulation 5203: Lactation Accommodation as presented.
4. MSC – (Ms. Rooney/Dr. Culpepper) to approve Administrative Regulation 7400: Travel Expense Policy (revised) as presented.
5. MSC – (Dr. Culpepper/Mr. Nazari) to approve Administrative Regulation 7500: Volunteers and Volunteer Services Agreement (New and Revised) as presented.
6. MSC – (Dr. Schlossman/Mr. Nazari) to approve all vacant positions as presented.
7. MSC – (Ms. Rooney/Mr. Bowerman) to approve new position of Tenure Track Academy Coordinator (20% Release Time) as presented above.
8. MSC – (Mr. Nazari/Dr. Schlossman) to approve the CHAC List of position, as presented.
9. MSC – (Mr. Bowerman/Mr. Nazari) to approve the 2019-2020 Academic Calendar revised to include Armenian Genocide Remembrance Day closing.
10. MSC – (Dr. Ritterbrown/Ms. Rooney) to approve Board Policy 4010: Academic Calendar amended to include Armenian Genocide Remembrance Day closing.
11. MSC – (Ms. Rooney/Mr. Nazari) to approve Administrative Regulation 4010: Academic Calendar amended to include Armenian Genocide Remembrance Day closing.

REPORTS

12. Receipt and review of subcommittee minutes:
Note most governance committees do not meet during intersessions.
 - a. Budget Committee – Minutes of September 24, 2019
 - b. College Computer Coordination Committee – Minutes of April 11, 2019 and September 19, 2019
 - c. Enrollment Management – No minutes reported
 - d. Equal Employment Opportunity – No minutes reported
 - e. Governance Review Committee – Minutes October 1, 2019
 - f. Released Time Extra Pay – No minutes reported
 - g. Staff Development – Minutes of September 19, 2019 and October 17, 2019
 - h. Student Equity & Achievement - No minutes reported
 - i. Web Oversight – No minutes reported
13. The College Executive Committee reviewed the Board of Trustees agenda for the

November 19, 2019 meeting.

14. The Committee reviewed and accepted the actions of the standing committees.
15. Dr. Viar announced that he will be adding on the December College Executive Committee meeting agenda the status report of both ad hoc committees, the first one dealing with student payments of their debt and the second one regarding basic student needs.

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 – October 22, 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 24, 2019 meeting as presented.

MOTIONS APPROVED

2. It was MSC that 2016-17 and 2017-18 Program Review items that were not funded be dismissed. All previous Program Review requests should be re-submitted for 2019-2020. Daphne will notify the departments.

REPORTS

3. CHAC (Classified Hiring Allocation Committee) recommended positions were discussed.
4. Vacant Positions were discussed (ACCJC Standard I.B.6).
5. Baja Field Station Manager title renamed as Director.
6. Review and Update of the 2016 Criteria for Prioritizing Budget Requests: Prioritization Process and Methodology Task Force (REF. III.D.3)

NEXT MEETING: November 14, 2019

Budget – November 14, 2019

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

QUORUM [6] 6/10 voting members present

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of the October 22, 2019 meeting as presented.

REPORTS

2. Several committees are responsible for bringing forward Human Resources requests. The Budget Committee does not approve these requests. The Budget Committee is informed of vacant positions so that they can be considered in the overall budget.

NEXT MEETING: January 9, 2020

2. College Computer Coordinating – November 21, 2019

Last 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 September 19, 2019 minutes as presented.
2. It was MSC to approve the minutes of the September 19, 2019 meeting as presented.

NEXT MEETING: February 20, 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 – November 5, 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 October 1, 2019 minutes as presented.

REPORTS

2. Action Item: Paul to contact Beth Kronbeck, Accreditation Coordinator, for clarification on the concerns regarding increasing awareness of governance decisions.
3. Discussion on the governance RTEP Committee and Administrative Regulation 7162 Released Time Extra Pay.

NEXT MEETING: December 3, 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: December 6, 2019

7. **Staff Development** – Last meeting reported October 17, 2019
3rd Thursday, 12:30-1:30 pm, SV 105

NEXT MEETING: February 21, 2020

8. **Student Equity & Achievement** – New committee
Meeting time to be determined by the committee

NEXT MEETING: TBD

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

Met October 14, 2019, report is forthcoming.

NEXT MEETING: December 2, 2019

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1. **Master Planning Team A** – Last meeting reported April 26, 2019
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 *- November 20, 2019**

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

QUORUM 26/38; 5 Resources; 2 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes of October 16, 2019.

MOTIONS APPROVED

2. MSC to approve to approve the agenda for November 20, 2019 meeting.
MSC to recommend that the Study Abroad Committee continue to design its program without mandatory use of vendors.
3. MSC to recommend that the District invest substantially in professional development to prepare instructors to meet the goals and requirements of AB 705.
4. MSC to approve the revised instructional priorities as presented.
5. MSC to approve the following items under the consent calendar:
Curriculum & Instruction Committee Minutes of:
 - a. October 9, 2019
 - b. October 23, 2019New Courses:
 - c. ABSE 35, 36, 37, and 38
 - d. NS 277
 - e. PE 256, 257, and 258

- f. STV 60, 64, 65, 151, and 152
 - g. T ART 112
- Revised Courses:
- h. ANTHRO 103
 - i. BIOL 114
 - j. MATH 100, 133, 135, 136H, and 138
 - k. MOA 184, 188, 193, 194, and 195
 - l. PHILO 117
 - m. STV 61

New Programs:

- n. Digital Photography Skill Award
- o. Photographic Lighting Skill Award
- p. Traditional Photography Skill Award

Revised Programs:

- BIOL – AS-T
 - PSYCH – AA-T
 - SPAN –AA-T
- SPEECH – AA Degree

- 6. MSC to approve Academic Calendar minutes of October 10, 2019 meeting.
- 7. MSC to approve Library & Information Competency minutes of September 26, 2019, and October 24, 2019 meetings.
- 8. MSC to approve Study Abroad minutes of September 26, 2019 meeting.

NEXT MEETING: February 19, 2020

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

The following subcommittee minutes were reviewed by the Academic Affairs Committee on November 20, 2019
 Note most governance committees do not meet during intersessions.

1. Academic Calendar – October 10, 2019

Meets as needed

QUORUM 4/5 voting members

APPROVAL OF MINUTES

- 1. It was MSC that the minutes of May 9, 2019 be approved.

MOTIONS APPROVED

- 2. It was MSC to elect Melissa Malandrakis as Committee Chair.

NEXT MEETING: December 5, 2019 at 12:30pm

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 – September 26, 2019

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

QUORUM 6/11 voting members

APPROVAL OF MINUTES

- 1. MSC to approve minutes from May 30, 2019.

REPORTS

- 2. Foundation Grant to purchase plants for the Library has been approved in the amount of \$700

Library and Information Competency – October 24, 2019

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

QUORUM 7/11 voting members

APPROVAL OF MINUTES

- 1. MSC to approve minutes from September 26, 2019

REPORTS

2. New Integrated Library System go-live date is January 6, 2020

NEXT MEETING: February 27, 2020

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 – September 26, 2019**

4th Thursday, 12:30-1:30pm, SR 328

QUORUM [6] 10 out of **10** voting members present; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the April 25, 2019 Study Abroad Committee Meeting.

MOTIONS APPROVED

2. MSC to approve a short-duration Study Abroad Program to Madrid, Spain in Summer 2020 with Emily Haraldson as instructor.
3. MSC to approve the development of a Study Abroad Program to Australia and possibly New Zealand with Mike Reed as lead instructor.

NEXT MEETING: October 24, 2019

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

IV. **STUDENT AFFAIRS COMMITTEE * – November 20, 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 October 16, 2019 be approved.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar; minutes included: Assessment Committee – October 24, 2019.
3. It was MSC to approve revised Board Policy 5015: *Residence Determination* as presented.
4. It was MSC to approve revised Administrative Regulation 5015: *Residence Determination* as presented.

REPORTS

5. The committee discussed the issues linked to the \$11.3M student debt including:

- Registration holds and debt thresholds
- Notifications to students regarding their fees and debts
- Increased education about the existing payment plan option and financial aid
- Obstacles students are facing when trying to make payments
- Expanding accepted methods of payment.

NEXT MEETING: February 19, 2019

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

The following subcommittee minutes were reviewed by the Student Affairs Committee on November 20, 2019

Note most governance committees do not meet during intersessions.

1. **Assessment – October 24, 2019**

Meets twice per semester. 2nd Thursday, 2:00 pm, AD 121

QUORUM 11/16 voting members present; 1/1 resources

APPROVAL OF MINUTES

1. MSC to approve the May 16, 2019

MOTIONS APPROVED

2. It was MSC to direct IT to incorporate for math and English GPS surveys in the student matriculation process within this next year.

NEXT MEETING: Met on November 19, 2019, report is forthcoming.

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

2. **International Students** – Last meeting reported April 25, 2019
Meets once per academic year.
NEXT MEETING: TBD
3. **Multicultural and Community Engagement** – Last meeting reported May 23, 2019
2nd Thursday, 12:30–1:30 pm, SM 267
NEXT MEETING: TBD
4. **Student Fees and Tuition** – Last meeting reported February 13, 2019
2nd Wednesday 2:00-3:30 pm, AD 121
Met on September 11, 2019, report is forthcoming.
NEXT MEETING: January 8, 2020
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
Met on November 12, 2019, report is forthcoming.
NEXT MEETING: January 7, 2020
Student Affairs will review these minutes at their next scheduled meeting.

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – November 12, 2019

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

QUORUM (9): 15 of 16 voting members present

APPROVAL OF MINUTES

1. MSC October 8, 2019

MOTIONS APPROVED:

2. MSC to approve the Consent Calendar including the minutes of:
 - a. Campus Development Committee – October 3, 2019
 - b. Safety Committee - November 6, 2019
3. MSC to approve BP 3050 Employee Code of Conduct and Conflict of Interest as a 1st and 2nd Reading.
4. MSC BP 3050 Employee Code of Conduct and Conflict of Interest approved.
5. MSC to approve BP 3110 Environmental Sustainability (Chap. 3 review) as a 1st and 2nd Reading.
6. MSC to approve BP 3110 Environmental Sustainability (Chap. 3 review)
7. MSC AR 3110 Environmental Sustainability to forward to Environmental Affairs for discussion.
8. MSC to approve BP 3440 Service Animals and Other Animals on Campus Policy (Chap. 3 review) as a 1st and 2nd Reading.
9. MSC BP 3440 Service Animals and Other Animals on Campus Policy (Chap. 3 review) approved.
10. MSC to refer AR 3440 Service Animals and Other Animals on Campus (Chap. 3 review) to Tina Andersen-Wahlberg and Gary Montecucollo to review for additional changes.
11. MSC to cancel the meeting on December 10 approved.
12. MSC to conduct an email vote for pending items approved.

REPORTS:

13. Accreditation Standards for Administrative Affairs discussed.
14. Electric Vehicle Charging Station Fees discussed.

NEXT MEETING: March 10, 2020

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

The following subcommittee minutes were reviewed by the Administrative Affairs Committee on November 12, 2019

Note most governance committees do not meet during intersessions.

1. Campus Development – October 3, 2019

1st Thursday, 12:30–1:30 pm, HS 214

QUORUM established (12 OF 14 voting members present)

APPROVAL OF MINUTES

1. As quorum was established, the meeting minutes for May 2, 2019 and June 6, 2019 were approved.

MOTION APPROVED

2. As quorum was established, a motion was made to remove HR trailers once they vacated. The motion was approved without opposition.

REPORTS

3. Tzoler gave a presentation about the Bookstore Renovation Project.

NEXT MEETING: Met on November 7, 2019, report is forthcoming.

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 November 7, 2019, report is forthcoming.

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

3. **Safety – September 18, 2019**

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

QUORUM 12/12 voting members; 4 resource members

APPROVAL OF MINUTES

1. MSC approval of May 15, 2019 minutes.

MOTIONS APPROVED

2. Laura Matsumoto unanimously elected as 2019-20 committee chair.

REPORTS

3. Heidi Jenkins reported on 9 incidents for the Workers' Compensation Report this period.
4. Chief Gary Montecucullo reviewed the crime reports with the committee. Dr. Culpepper requested that the statistics be broken down between the various campus locations within the District, if possible.
5. Laura Matsumoto presented the Student Accident Report. Discussion regarding unnecessary "Age / Sex" column in report. ACTION ITEM: Laura Matsumoto to amend Student Accident Report form to remove "Age / Sex" column and present at next committee meeting.
6. Toni Reyes reported that she will follow-up on a student accident at Sartoris Field that was not on the student accident report back in spring 2019. She will follow-up further and report back to the committee.
7. Patrick Shahnazarian and Dr. Culpepper reported on various campus construction updates related to potential safety issues. Discussion ensued regarding HVAC issues – all issues should be reported to Patrick immediately.
8. Susan Courtney reported that she will follow-up with Drew Sugars regarding appropriate signage for Sierra Vista Building in order to increase ease of navigation during emergency responses.
9. Chief Gary Montecucullo reported that the spring graduation ceremony went smoothly without incident.
10. Victoria Simmons reported on the Company Nurse Triage Program that will be activated November 1, 2019. The program provides 24/7 phone response line for any potential work-related injury or illness. Discussion ensued regarding impact of program on workplace accident reporting and procedures.
11. Victoria Simmons reported that HR is working with Keenan to schedule quarterly claims reviews for assessment of active claims to improve action plans and potential proactive safety training plans.

NEXT MEETING: Met on October 16, 2019, report is forthcoming.

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

Respectfully submitted by Frankie Strong, Governance Office