

**GLENDALE COMMUNITY COLLEGE  
GOVERNANCE UPDATE  
JANUARY 2020**

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 **December 31, 2019 and January 3, 2020**. The College Executive Committee reviewed these items during their **January 14, 2020** 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\* – January 14, 2020**

Meets 1 week prior to Board of Trustees meetings, 2:30 pm, AD 121

**QUORUM** [5] 7/7 voting members present; 3 resource members present, 1 guest present

**APPROVAL OF MINUTES**

1. MSC - (Mr. Rooney/Mr. Bowerman) to approve the College Executive Committee minutes of December 10, 2019, as presented.

**MOTIONS APPROVED**

2. MSC – (Dr. Schlossman/Mr. Nazari) to advance amended Board Policy 3900: Speech: Time, Place and Manner to the Board of Trustees for Action at their January 21, 2020 meeting.
3. MSC – (Dr. Culpepper/Dr. Schlossman) to approve Board Policy 3050: Employee Code of Conduct, as presented.
4. MSC – (Dr. Schlossman/Mr. Bowerman) to approve Board Policy 5015: Residence Determination, with one abstention from Ms. Rooney, as presented.
5. MSC – (Dr. Schlossman/Mr. Bowerman), to approve Administrative Regulation 5015: Residence Determination, with the following amendment in the first paragraph: “Residency classifications shall be determined for each student at the time of each registration for credit classes..”.
6. MSC – (Ms. Rooney/Mr. Bowerman) to approve waiving the Two Reading requirement on Administrative Regulation change, as presented. Amendment to Administrative Regulation 7120: Tenure Track Faculty Hiring – Section II, E, 2
7. MSC – (Ms. Rooney/Dr. Ritterbrown) to approve the amendment to Administrative Regulation 7120: Tenure Track Faculty Hiring – Section II, E, 2, with an additional amendment of leaving last bullet point unchanged.
8. MSC – (Mr. Nazari/Ms. Rooney) to approve the position of Student Services Technician, as presented.
9. MSC – (Dr. Schlossman/Mr. Nazari) to approve the above-mentioned positions of Enrollment Services Assistant, as presented.
10. MSC – (Ms. Rooney/Dr. Ritterbrown) to approve the above-mentioned positions of Chemistry Instructor and Business Administration Instructor, as presented.
11. MSC – (Ms. Rooney/Dr. Ritterbrown) to approve the position of Instructor of Computer Aided Manufacturing, as presented.
12. MSC – (Ms. Rooney/Mr. Nazari) to approve 20% Released Time for Tenure Track Academy Coordinator and Short-Term Vocational Outreach Coordinator.

**REPORTS**

13. 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 – Minutes December 3, 2019
  - f. Released Time Extra Pay – No minutes reported.

- g. Staff Development – No minutes reported.
  - h. Student Equity & Achievement - No minutes reported.
  - i. Web Oversight – No minutes reported.
14. The Committee reviewed the Board Agenda for Board meetings scheduled for January 21, 2020, and January 31, 2020 Special Meeting.
  15. The Committee reviewed and accepted the actions of the standing committees.
  16. Governance Committees Summary Report was received, reviewed and accepted.

**NEXT MEETING:** February 11, 2020, action items will be included in the next Governance Update.

**COLLEGE EXECUTIVE COMMITTEE\* – December 10, 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

**APPROVAL OF MINUTES**

1. MSC - (Mr. Bowerman/Mr. Nazari) to approve the College Executive Committee minutes of November 12, 2019, as presented.

**MOTIONS APPROVED**

2. MSC – (Mr. Bowerman/Ms. Aghakian) to approve Board Policy 3100: Line of Responsibility – Administrative Operations and Administrative Regulation 3100: Organizational Chart, as presented.
3. MSC – (Dr. Culpepper/Mr. Nazari) to approve Administrative Regulation 3825: Campus Visitors and Minors on Campus, as presented.
4. MSC – (Dr. Culpepper/Dr. Schlossman) to approve Administrative Regulation 3900: Speech: Time, Place and Manner.
5. MSC – (Dr. Culpepper/Mr. Nazari) to approve Administrative Regulation 7500: Volunteers and Volunteer Services Agreement (New and Revised), as presented.
6. MSC – (Ms. Rooney/Dr. Ritterbrown) to approve above listed vacant positions, as presented.
7. MSC – (Ms. Rooney/Mr. Bowerman) to approve the position of Program Manager I – Accreditation and Institutional Effectiveness, as presented.

**REPORTS**

8. Receipt and review of subcommittee minutes:  
Note most governance committees do not meet during intersessions.
  - a. Budget Committee – Minutes of October 22, 2019 and November 14, 2019
  - b. College Computer Coordination Committee – Minutes of November 21, 2019
  - c. Enrollment Management – No minutes reported
  - d. Equal Employment Opportunity – No minutes reported
  - e. Governance Review Committee – Minutes November 5, 2019
  - f. Released Time Extra Pay – No minutes reported
  - g. Staff Development – No minutes reported
  - h. Student Equity & Achievement - No minutes reported
  - i. Web Oversight – No minutes reported
9. The College Executive Committee reviewed the Board of Trustees agenda for the December 17, 2019 meeting.
10. The Committee reviewed and accepted the actions of the standing committees.
11. Governance Committees Summary Report was received, reviewed and accepted.

**NEXT MEETING:** January 14, 2020, 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 January 14, 2020  
Note most governance committees do not meet during intersessions.

1. **Budget** – Last meeting reported November 14, 2019  
4th Tuesday, 12:20-1:30 pm, AD 252  
**NEXT MEETING:** January 9, 2020
2. **College Computer Coordinating** – Last meeting reported November 21, 2019  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, LB 113, I.T. Conference Room  
**NEXT MEETING:** February 20, 2020
3. **Enrollment Management** – Last meeting reported May 8, 2019  
2<sup>nd</sup> Wednesday, 12:20-1:20 pm, AD 252  
**NEXT MEETING:** TBD

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:** TBD

5. **Governance Review – December 3, 2019**  
1<sup>st</sup> Tuesday, 1:40-2:40 pm, AD 249

**QUORUM [5]** 8/9 voting members present  
**APPROVAL OF MINUTES**

1. MSC approval of the November 5, 2019 minutes as presented.

**REPORTS**

2. The committee reviewed the report provided by Frankie that shows the meeting activity of each governance committee; when each last met and the date of minutes that were forwarded.
3. Discussion regarding using other meeting mediums such as virtual applications. Concerns about web conferencing, such as Zoom, the pros and cons were discussed. Pros being efficient, more adjunct participation, Garfield members not commuting, can record the whole meeting. Cons our governance system is based on face-to-face interaction for discussion, possible violation of union contract(s), lack of technical logistics as our rooms are not set up to accommodate such use of virtual meeting application.
4. The GRC chair will chat with the presidents of the three areas (Academic Senate, CSEA and Guild) regarding the impact of reduction in governance due to the Governance Office Coordinator having 60% released time.
5. Concerns raised about the new governance committee, Student Equity & Achievement Committee (SEA) has not yet convened, although all member seats have been filled. Constituent group leaders shared similar concerns especially regarding Student Equity funding disbursement.

**NEXT MEETING:** March 3, 2020

6. **Released Time Extra Pay (RTEP)** – Last meeting reported September 20, 2019  
4<sup>th</sup> Friday, 10:00-11:00 am, contact Chair for location

Met on December 6, 2019 report is forthcoming.

**NEXT MEETING:** TBD

*College Executive will review these minutes at their next scheduled meeting.*

7. **Staff Development** – Last meeting reported October 17, 2019  
3<sup>rd</sup> 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) – October 14, 2019**

2<sup>nd</sup> Monday, 12:15pm-1:30 pm, AD 121

**QUORUM** 11/17 voting members present

**APPROVAL OF MINUTES**

1. MSC approval of the September 9, 2019 minutes as presented.

**MOTIONS APPROVED**

2. It was MSC that the Program Review Minutes from September 17, 2019 be accepted.

**REPORTS**

3. Report on Progress on 2016 ACCJC Recommendations
4. Report on Progress on Action Items from 2016 Self-Evaluation Report
5. Report on Progress on 2016 QFE (Quality Focus Essay)
6. Process for Handling Institution-Wide Standards Falling Below Set Standard [ACCJC Standard I.B.7, I.C.12] The Senate has discussed and drafted a policy which will go to the Academic Senate for approval this week.
7. Ed Karpp presented the results from the Equity Surveys.

8. Institutional Master Plan Update [ACCJC Standard I.B.7, I.B.9]  
Met on December 2, 2019, report is forthcoming.  
**NEXT MEETING:** TBD

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

1. **Master Planning Team A** – Last meeting reported April 26, 2019  
Meets once per semester  
**NEXT MEETING:** Spring 2020
2. **Program Review – September 17, 2019**  
3<sup>rd</sup> Tuesday, 1:30–2:30 pm, AD 121  
**QUORUM** 9/10 voting members present  
**APPROVAL OF MINUTES**
  1. MSC approval of the May 21, 2019 minutes as presented.

**MOTIONS APPROVED**

2. It was MSC that Daphne Dionisio continue as Chair of the Program
3. Review Committee for the 2019-2020 Academic Year.
4. Review of Mission Statement - It was MSC that the Program Review Mission Statement be revised.

**REPORTS**

Met on October 15 and November 19, 2019, reports are forthcoming.

**NEXT MEETING:** TBD

*IPCC will review these minutes at their next scheduled meeting.*

**III. ACADEMIC AFFAIRS COMMITTEE \*- Last meeting reported November 20, 2019**

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

**NEXT MEETING:** February 19, 2020

**SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:**

1. **Academic Calendar** – Last meeting reported October 10, 2019  
Meets as needed  
Met on December 5, 2019 report is forthcoming.  
**NEXT MEETING:** TBD  
*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  
Met October 10, 2019, report is forthcoming.  
**NEXT MEETING:** TBD  
*Academic Affairs will review these minutes at their next scheduled meeting.*
3. **Graduation Requirements** – Last meeting reported November 26, 2018  
Meets as needed  
**NEXT MEETING:** TBD
4. **Library and Information Competency** – Last meeting reported October 24, 2019  
4<sup>th</sup> Thursday, 12:30-1:30pm, LB 417  
**NEXT MEETING:** February 27, 2020
5. **Scholars Program** – Last meeting reported May 28, 2019  
4<sup>th</sup> Tuesday, 12:30-1:30 pm, LB 210  
Met on September 24, 2019, report is forthcoming.  
**NEXT MEETING:** TBD  
*Academic Affairs will review these minutes at their next scheduled meeting.*
6. **Study Abroad** – Last meeting reported September 26, 2019  
4<sup>th</sup> Thursday, 12:20-1:30pm, SR 328  
Met on October 24, 2019, report is forthcoming.

**NEXT MEETING:** TBD

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

**IV. STUDENT AFFAIRS COMMITTEE \* – Last reported meeting November 20, 2019**

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

**NEXT MEETING:** February 19, 2019

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

1. **Assessment** – Last reported meeting October 24, 2019  
Meets twice per semester. 2nd Thursday, 2:00-3:00 pm, AD 121  
Met on November 19, 2019, report is forthcoming.  
**NEXT MEETING:** TBD  
*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  
2<sup>nd</sup> Thursday, 12:30–1:30 pm, SM 267  
**NEXT MEETING:** TBD
4. **Student Fees and Tuition** – Last meeting reported February 13, 2019  
2<sup>nd</sup> Wednesday 2:00-3:30 pm, AD 121  
Met on September 11, 2019, report is forthcoming.  
**NEXT MEETING:** TBD  
*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:** TBD  
*Student Affairs will review these minutes at their next scheduled meeting.*

**V. ADMINISTRATIVE AFFAIRS COMMITTEE\* – Last reported meeting November 12, 2019**

2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, AD 121

**NEXT MEETING:** March 10, 2020

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

1. **Campus Development** – Last reported meeting October 3, 2019  
1<sup>st</sup> Thursday, 12:30–1:30 pm, HS 214  
Met on November 7, 2019, report is forthcoming.  
**NEXT MEETING:** March 5, 2020  
*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  
Met on November 7, 2019, report is forthcoming.  
**NEXT MEETING:** March 4, 2020  
*Administrative Affairs will review these minutes at their next scheduled meeting.*
3. **Safety** – Last reported meeting September 18, 2019  
3<sup>rd</sup> Wednesday, 11:00am-12:00pm, HS 214  
Met on October 16, 2019, report is forthcoming.  
**NEXT MEETING:** March 18, 2020  
*Administrative Affairs will review these minutes at their next scheduled meeting.*

*Respectfully submitted by Frankie Strong, Governance Office*