

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
MARCH 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 **January 28, 2020 and February 25, 2020**. The College Executive Committee reviewed these items during their **March 10, 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>

Standing Committee indicated with an asterisk*

I. COLLEGE EXECUTIVE COMMITTEE * – February 11, 2020

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

QUORUM: [5] 6/7 voting members present, 3 resource members present.

APPROVAL OF MINUTES

1. MSC approval of the January 14, 2020 minutes as presented.

MOTIONS APPROVED

2. MSC: (Dr. Ritterbrown/Ms. Rooney) to approve the position of Photograph Art Lab Technician with the appropriate FTE.
3. MSC – (Mr. Bowerman/Dr. Schlossman) to approve the position of Tenure Track Kinesiology Instructor and Head Baseball Coach, as presented.

REPORTS

4. No questions or discussion by the Committee as no minutes reported [most committees do not meet during intersession]:
 - 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. Student Equity and Achievement Committee - No minutes reported.
 - i. Web Oversight – No minutes reported
5. The College Executive Committee reviewed the Board of Trustees agenda for the February 18, 2020 meeting.
6. No questions or discussion by the Committee as no actions of the standing committees reported.
7. Governance Committees Summary Report was presented and reviewed.

NEXT MEETING: March 10, 2020 report will be in next Governance Update.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1. Budget – January 28, 2020

2nd Thursday and 4th Tuesday, 12:20-1:30 pm, AD 252

QUORUM: [6] 8/10 voting members present.

APPROVAL OF MINUTES

2. MSC approval of the November 14, 2019 minutes as presented.

REPORTS

3. The committee reviewed vacant positions, emergency replacements and new positions.

4. 2016 Criteria for Prioritizing Budget Requests process is being worked on as the old process is outdated.
5. The Governor's Budget was discussed: COLA, Rainy Day fund, Proposition 98 and Student Centered Funding Formula (SCFF). There are still changes possible for the May Revise. This information has been presented to the Board of Trustees.

January 9 and February 13 meetings cancelled.

Budget – February 25, 2020

2nd Thursday and 4th Tuesday, 12:20-1:30 pm, AD 252

QUORUM: [6] 8/10 voting members present, one resource member present, 12 guests present.

APPROVAL OF MINUTES

6. MSC approval of the January 18, 2020 minutes with one amendment.

REPORTS

7. Review of vacant positions.
8. 2016 Criteria for Prioritizing Budget Requests process is being worked on as the old process is outdated. May have draft by next meeting.
9. Enrollment update was presented.
10. Cash flow analysis presented.

NEXT MEETING: March 12, 2020

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

2. **College Computer Coordinating** – Last meeting reported November 21, 2019

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

NEXT MEETING: February 20, 2020

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

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) - September 26, 2019**

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

QUORUM: [6] 9/10 voting members present.

APPROVAL OF MINUTES

1. Approval of the May 23, 2019 minutes was postponed until the next meeting.

REPORTS

2. The committee reviewed many informational items and reports such as Management EEO Rep training, EEO Plan 2019-22, HR website and EEO, Senate updates and recruitment updates, EEO Fund Allocations and Expenditure reports.
3. New business reviewed includes Advertising ROI, DEI video training, Hiring Manager Chair and EEO Rep training and diversity questions.

Equal Employment Opportunity (EEO) - November 14, 2019

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

QUORUM: [7] 8/12 voting members present.

APPROVAL OF MINUTES

1. Approval of the May 23, 2019 and September 26, 2019 minutes.

REPORTS

2. Diversity targeted advertising was tabled.
3. DEI & Implicit Bias Training collaborative with City of Glendale, GUSD and GCCD – discussed how to incorporate into recruitment process.
4. Discussed roll of EEO Representative.
5. Hiring Manager & Hiring Committee Chair tabled.
6. Advertising ROI tabled.
7. Diversity questions posted in OneDrive.

NEXT MEETING: February 13, 2020

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

5. **Governance Review** – Last meeting reported December 3, 2019
1st Tuesday, 1:40-2:40 pm, AD 249
NEXT MEETING: March 3, 2020
College Executive will review these minutes at their next scheduled meeting.
6. **Released Time Extra Pay (RTEP)** – Last meeting reported September 20, 2019
4th 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
3rd Thursday, 12:30-1:30 pm, SV 105
NEXT MEETING: February 20, 2020
College Executive will review these minutes at their next scheduled meeting.
8. **Student Equity & Achievement** – New committee
4th Friday, 1:00pm-2:00 pm, contact Chair for location
NEXT MEETING: February 28, 2020
College Executive will review these minutes at their next scheduled meeting.
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 October 14, 2019
2nd Monday, 12:15pm-1:30 pm, AD 121
Met on December 2, 2019, report is forthcoming.
NEXT MEETING: March 9, 2020

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** – Last meeting reported September 17, 2019
3rd Tuesday, 1:30–2:30 pm, AD 121
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 *- February 19, 2020

3rd Wednesday, 2:00-4:00 pm, AD 252
QUORUM 32/38; 4 Resources; 1 Guest

APPROVAL OF MINUTES

1. MSC to approve minutes of November 20, 2019 meeting.

MOTIONS APPROVED

2. MSC to approve the agenda for February 19, 2020 meeting.
3. MSC to approve that the Academic Affairs Committee supports the Senate recommendation for disapproval of the last two years' budget process and their request for an explanation from the District as to why few Program Review requests were funded during that time. Furthermore, the Senate requests transparency in all funding decisions for future resource requests and their rationale whether funded or unfunded, and that they be communicated to the requesting bodies in a timely manner.
4. MSC to approve that the Academic Affairs Committee supports the Senate request that the administration report with transparency how the funds from the Student Equity and Achievement grant

have been spent during the fall 2019 semester, and the planned expenditures and justifications for spring 2020 semester.

5. MSC to approve that the Academic Affairs Committee Supports the Senate recommendation that the faculty, staff, students, and administration of Glendale Community College commit to the creation of curriculum, class activities, campus behaviors and practices so as to become a zero-waste institution by 2024, taking a leadership role among California Community Colleges in efforts to counteract climate change.
6. MSC to approve the following items under the consent calendar:
Curriculum & Instruction Committee Minutes of:
 - a) November 13, 2019
 - b) November 27, 2019
 - c) December 11, 2019New Courses:
 - a) ACCTG 185
 - b) ATHPE 170
 - c) ENGR 133
 - d) KIN 170 and 171
 - e) SOC 200Revised Courses:
 - a) ANTHR 102, and 102H
 - b) ART 101, 101H, 102, and 199
 - c) CHEM 101
 - d) ESL 111, 123, 133, 141, and 151
 - e) LING 101
 - f) HIT 197
 - g) MUSIC 125, 126, 127, and 148New Program: Foreign Languages AA Degree
Revised Program: BIOL—AS Degree
7. MSC to approve the instructional priorities as presented.
8. MSC to approve Academic Calendar minutes of December 5, 2019 meeting.
9. MSC to approve Graduation Requirements minutes of November 19, 2019 meeting.
10. MSC to approve Scholars Program minutes of September 24, 2019, October 22, 2019, and November 26, 2019 meetings.
11. MSC to approve Study Abroad minutes of October 24, 2019 meeting.

NEXT MEETING: March 18, 2020

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

1. **Academic Calendar – December 5, 2019** - Meets as needed

QUORUM 3/5 voting members

APPROVAL OF MINUTES

1. It was MSC that the minutes of October 10, 2019 be approved.

NEXT MEETING: February 27, 2020

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 29, 2019, report is forthcoming.

NEXT MEETING: TBD

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

3. **Graduation Requirements – November 19, 2019** - Meets as needed

QUORUM [7] 9 out of 10 voting members present

APPROVAL OF MINUTES

1. MSC - Approved 11/26/2018 meeting minutes
2. Minutes from the April 25, 2018 meeting was not included on the information packet for this meeting, and will be reviewed at the next meeting.

MOTIONS APPROVED

3. MSC to add MATH 30, MATH 30+, MATH 90, and MATH 90+ to the list of courses in the Catalog satisfying graduation requirement 9.d.2 in the Catalog. Motion was approved unanimously.

NEXT MEETING: TBD

4. Library and Information Competency – Last meeting reported October 24, 2019

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

NEXT MEETING: February 27, 2020

5. Scholars Program – September 24, 2019

4th Tuesday, 12:30-1:30 pm, LB 210

QUORUM 9/13 voting members.

APPROVAL OF MINUTES

1. MSC approval of the minutes from the May 28, 2019 meeting.

MOTIONS APPROVED

2. MSC approval of revised Scholars Program Constitution with the following principal changes, among others:
 - a) Consolidation of Secretary and Website Coordinator positions
 - b) Elimination of Banquet Committee, consolidated with Events Committee.
 - c) Change from Journal to VAPA [Visual and Performing Arts] Committee.
 - (1) Ferdaws: Will VAPA have separate events?
 - (a) Answer: Being discussed and decided.
 - d) Usage of subcommittees within Scholars committees are to include more people in decision-making.
 - (1) Ferdaws approves of this concept.
 - e) Consolidation of Media Coordinator with Outreach and President..

Scholars Program – October 22, 2019

4th Tuesday, 12:30-1:30 pm, LB 210

QUORUM 7/12 voting members.

APPROVAL OF MINUTES

1. MSC approval of the minutes from the September 24, 2019 SAC meeting.

Scholars Program – November 26, 2019

QUORUM - 7/12 voting members.

APPROVAL OF MINUTES

1. MSC approval of the minutes from the October 22, 2019 SAC meeting.

MOTIONS APPROVED

2. MSC approval of motion for the college to provide a budget of approximately \$4,000 per year for Scholars Research conference expenses.

Met on February 25, 2020, report is forthcoming.

NEXT MEETING: March 24, 2020

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

6. Study Abroad – October 24, 2019

4th Thursday, 12:20-1:30 pm, SR 328

QUORUM [6] 9 out of **10** voting members present; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the September 26, 2019 Study Abroad Committee Meeting.

MOTIONS APPROVED

2. MSC to approve the Ireland-England Proposal and the Nantes, France Proposal for Summer 2021; to postpone decision on the Armenia and Bali-Siem Reap Proposals; and to decline both the Spain Proposal and the Ireland Short-Duration Proposal.

NEXT MEETING: February 27, 2020

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

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

3rd 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
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: 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. January 2020 meeting cancelled.
NEXT MEETING: TBD
Student Affairs will review these minutes at their next scheduled meeting.
- V. **ADMINISTRATIVE AFFAIRS COMMITTEE*** – Last reported meeting November 12, 2019
2nd 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
1st 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
1st Wednesday, 12:20 pm – 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
3rd Wednesday, 11:00 am-12:00 pm, 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