

**GLENDALE COMMUNITY COLLEGE  
GOVERNANCE UPDATE  
APRIL 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 **February 25, 2020 and March 31, 2020**. The College Executive Committee reviewed these items during their **April 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>

Note that Governance Committees continue to meet by virtual means. Requirements, such as meeting quorum, minutes reporting, are practiced in this new medium.

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Standing Committee indicated with an asterisk\*

**I. COLLEGE EXECUTIVE COMMITTEE \* – March 10, 2020**

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

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

**APPROVAL OF MINUTES**

1. MSC – (Mr. Bowerman/Dr. Schlossman) approval of the February 11, 2020 minutes as presented.

**MOTIONS APPROVED**

2. MSC – (Dr. Culpepper/Ms. Rooney) to approve Agenda Items [Board Policies and Administrative Regulation] 7a, through 7l, as presented.
3. MSC – (Dr. Schlossman/Mr. Bowerman) to approve the vacant positions of Enrollment Services Technician; Student Services Assistant II, IT Support Specialists (2); Assistant IT Support; and Dean of Student Services, as presented.
4. MSC – (Mr. Bowerman/Ms. Rooney) to support the following criteria for use by the Superintendent/President in identifying new faculty hires for FY 2020-2021 after receipt of the recommendations of IHAC and SSHAC: 1. Is the position proposed essential to meet student needs to reach their completion goals? 2. Is the replacement for a position in a single full-time tenured faculty member department? 3. Is the position required by state law, state regulation, or professional certification? 4. Will the position be funded fully through ongoing restricted funds that cannot be used for any other college purpose?
5. MSC – (Ms. Rooney/Mr. Flexser (p) to support the following criteria for use by the Superintendent/President in identifying new classified hires for FY 2020-2021 after receipt of the recommendations of CHAC: 1. Is the position proposed essential for safety, security, and health of students and employees? 2. Is the position essential for the protection and security of college facilities and equipment? 3. How does the position fit within the new classification study, in consultation with CSEA? 4. Can the duties of the position be addressed through a restructuring of the area, in consultation with CSEA? 5. Is the position required by state law, state regulation, or professional certification?
6. MSC – (Ms. Aghakian/Ms. Rooney) to approve the [Proposed Actions for District to Address Unpaid Student Fees] plan recommended and included in the agenda packet on Page 60, with the addition of regular mail notification.
7. MSC – (Mr. Bowerman/Dr. Culpepper) to approve the recommendations of the Student Basic Needs Task Force, as presented, and to support moving forward with implementation.

**REPORTS**

8. No questions or discussion by the Committee as no minutes reported [most committees do not meet during intersession]:
  - a. Budget Committee – Minutes of January 28, 2020, and of February 25, 2020
  - b. College Computer Coordination Committee – No minutes reported.

- c. Enrollment Management – No minutes reported
  - d. Equal Employment Opportunity – Minutes of September 26, 2019, and of November 14, 2019
  - 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
9. The College Executive Committee reviewed the Board of Trustees agenda for the March 17, 2020 meeting.
  10. The Committee reviewed and accepted the actions of the standing committees. a) Institutional Planning Coordination b) Academic Affairs c) Student Affairs d) Administrative Affairs
  11. Governance Committees Summary Report was presented and reviewed.
- NEXT MEETING:** April 14, 2020 report will be in next Governance Update.

***SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:***

**1. Budget – March 12, 2020**

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

**QUORUM:** [6] 6/10 voting members present; 6 guests

**APPROVAL OF MINUTES**

2. MSC approval of the February 6, 2020 minutes as presented.

**REPORTS**

3. The committee reviewed vacant positions, emergency replacements and new positions.
4. Review and Update of the 2016 Criteria for Prioritizing Budget Requests – Prioritization Process and Methodology Task Force.
5. Updated Cash Flow Analysis
6. Unpaid Student Fees

**NEXT MEETING:** Scheduled April 9, 2020, not certain that the committee met.

**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

March 19, 2020 meeting cancelled.

**NEXT MEETING:** TBD

**3. Enrollment Management – November 13, 2019**

2<sup>nd</sup> Wednesday, 12:20-1:20 pm, AD 252

**QUORUM:** [14]16/27 voting members present; 4 guests

**APPROVAL OF MINUTES**

1. MSC approval of the September 11, 2019 minutes as presented.

**REPORTS**

2. Presentations on the following subjects: Welcome Center, High Impact DE [Distance Education], WAC [Writing Across the Curriculum], Noncredit Programs, and Basic Needs Task Force.

**NEXT MEETING:** TBD

**Enrollment Management – March 11, 2020**

2<sup>nd</sup> Wednesday, 12:20-1:20 pm, AD 252

**QUORUM:** [14]18/27 voting members present; 4 resources

**APPROVAL OF MINUTES**

1. MSC approval of the November 13, 2019 minutes as presented.

**REPORTS**

1. Presentations on the following subjects: Enrollment Update, Student Outreach Services Update, Continuous Enrollment Strategic Plan, and Enrollment Management Planning.

**NEXT MEETING:** TBD

4. **Equal Employment Opportunity (EEO)** – Last meeting reported November 14, 2019  
4<sup>th</sup> Thursday, 12:30-1:30 pm, contact Chair for location  
**NEXT MEETING:** Scheduled for February 13, 2020, not certain that the committee met.

5. **Governance Review – March 3, 2020**  
1<sup>st</sup> Tuesday, 1:40-2:40 pm, AD 249  
**QUORUM: [5]** 9/9 voting members present

**APPROVAL OF MINUTES**

1. MSC approval of the December 3, 2019 minutes as presented.

**REPORTS**

2. The committee will hold the next meeting online – to test out the integrity of virtual ‘meetings’.
3. Committees not meeting - update; Paul will contact the chairperson of the Web Oversight Committee and of the International Student Committee.
4. Sarah M. will email the committee a copy of Administrative Regulation 4000: Mutual Gains Document; the GRC will review in preparation for discussion at the April meeting.
5. Frankie will follow up with the relationship/structure of how Guided Pathways workgroups communicate with governance committees.

**Governance Review – April 7, 2020**

1<sup>st</sup> Tuesday, 1:40-2:40 pm, AD 249

**QUORUM: [5]** 9/9 voting members present; 1 resource; 3 guests

**APPROVAL OF MINUTES**

1. MSC approval of the March 3, 2019 minutes as presented.

**MOTIONS APPROVED**

2. The Governance Review Committee affirms the need for governance committees and subcommittees of governance committees to meet during this Safer-at-home order. Use of platforms such as Zoom for meetings are supported by the college. The District should support the committees with the appropriate training in the effective use of these platforms.

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:** Scheduled for February 28, 2020, not certain that the committee met.

7. **Staff Development** – Last meeting reported October 17, 2019  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, SV 105  
**NEXT MEETING:** Scheduled for February 20, 2020, not certain that the committee met.

8. **Student Equity & Achievement (SEA) – February 28, 2020**

4<sup>th</sup> Friday, 1:00pm-2:00 pm, contact Chair for location

**QUORUM: [11]** 19/20 voting members present

**APPROVAL OF MINUTES**

1. MSC approval of the December 3, 2019 minutes as presented.

**MOTIONS APPROVED**

2. It was MSC to have Yeranui Barsegyan serve as the chair.
3. It was MSC to approve the committee mission statement with no amendment.

**REPORTS**

4. SEA Program Advance Allocation:
  - a. We will continue with same allocations, and various initiatives are already being funded (SSSP, Noncredit-SSSP, Equity).
  - b. Can't off-load prior expenditures from district funds to SEA budget
5. SEA Expenditure Guidelines: Under the guided pathway framework
6. SEA Focus Areas: How to get to the implementation stage? Look at the focus areas / identify practices / find solutions / come up with an action plan.

7. AB 943 allows SEA funds to be used for direct support / emergency support for students.
8. Student Equity Plan will be updated every 3 years

**NEXT MEETING:** Scheduled for March 27, 2020, not certain that the committee met.

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) – December 2, 2019**

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

**QUORUM:** [9] 10/17 voting members present

**APPROVAL OF MINUTES**

1. MSC approval of the October 14, 2019 minutes as presented.

**MOTIONS APPROVED**

2. It was MSC that the Draft of the Midterm Report move forward through the process.

**REPORTS**

3. Standing Progress Reports (Progress on 2016: ACCJC Recommendations, Self-Evaluation Report, QFE).

**INSTITUTIONAL PLANNING COORDINATION COMMITTEE \* (IPCC) – March 9, 2020**

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

**QUORUM:** [9] 10/18 voting members present

**APPROVAL OF MINUTES**

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

**MOTIONS APPROVED**

2. It was MSC that the Adopted Minutes from the April 26, 2019 Master Plan Team A Meeting be accepted.
3. It was MSC that the Unadopted Minutes from the November 15, 2019 Master Plan Team A Meeting be accepted.
4. It was MSC that at the spring 2020 Team A meeting a new Team B Taskforce will be created by drawing members from Team A. The new Team B Taskforce will meet beginning fall 2020.

**NEXT MEETING:** TBD

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

1. **Master Planning Team A** – Last meeting reported November 15, 2019

Meets once per semester

**QUORUM:** [25] 33/47 voting members present; 5 guests

**APPROVAL OF MINUTES**

1. MSC approval of the April 26, 2019 minutes as presented.

**MOTIONS APPROVED**

2. It was MSC that Ed Karpp be elected as Chair of the Master Planning Team A Committee for 2019-2020.
3. It was MSC that the membership proposal for Team B be approved.

**REPORTS**

4. Progress Updates on IMP and Annual Goals; Equity Initiatives; Professional Development (Including Addressing Equity); and Distance Education.
5. Presentation on Demographic Trends and Student Survey Results.
6. Accreditation Update; Midterm Report; College Mission Statement Review
7. Committee Mission Statement Review - will be reviewed at the spring 2020 meeting.

**NEXT MEETING:** TBD

2. **Program Review – November 19, 2019**

3<sup>rd</sup> Tuesday, 1:30–2:30 pm, AD 121

**APPROVAL OF MINUTES**

1. MSC approval of the October 15, 2019 minutes as presented.

**MOTIONS APPROVED**

2. It was MSC that Ed Karpp be elected as Chair of the Master Planning Team A Committee for 2019-2020.
3. It was MSC that the membership proposal for Team B be approved.

**REPORTS**

- I. Items discussed:
  - a. Status of Program Review Submissions for 2019-2020 Progress.
  - b. Validation of Program Reviews & Remaining Phases of 2019-2020 Cycle
  - c. Master Planning & Program Review
  - d. Validation Team Feedback to Improve Processes for Next Cycle

**NEXT MEETING:** TBD

III. **ACADEMIC AFFAIRS COMMITTEE \*- Last meeting reported February 19, 2020**

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

Met on March 18, 2020, report is forthcoming.

**NEXT MEETING:** April 2020 *date may change because of Spring Break*

**SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:**

1. **Academic Calendar** – Last meeting reported December 5, 2019  
Meets as needed  
**NEXT MEETING:** Met on February 27, and March 12, 2020, not certain that the committee met.
2. **Baja Program** – Last meeting reported May 13, 2019  
Meets twice per academic year  
**NEXT MEETING:** TBD
3. **Graduation Requirements** – Last meeting reported November 19, 2019  
Meets as needed  
**QUORUM [7]** 9 out of 10 voting members present  
**NEXT MEETING:** TBD
4. **Library and Information Competency** – Last meeting reported October 24, 2019  
4<sup>th</sup> Thursday, 12:30-1:30 pm, LB 417  
**NEXT MEETING:** Scheduled for February 27, 2020, not certain that the committee met.
5. **Scholars Program** – Last meeting reported November 26, 2019  
4<sup>th</sup> Tuesday, 12:30-1:30 pm, LB 210  
**NEXT MEETING:** Scheduled for March 24, 2020, not certain that the committee met.
6. **Study Abroad** – Last meeting reported October 24, 2019  
4<sup>th</sup> Thursday, 12:20-1:30 pm, SR 328  
**NEXT MEETING:** Scheduled for February 27, 2020, not certain that the committee met.

IV. **STUDENT AFFAIRS COMMITTEE \* – February 19, 2019**

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

**QUORUM** 15/25 voting members present; 0/2 resources; 1 guests

**APPROVAL OF MINUTES**

1. It was MSC that the minutes of November 20, 2019 be approved.

## **MOTIONS APPROVED**

2. It was MSC to approve the consent calendar. [minutes included]
  - a. Assessment Committee – November 19, 2019 (unadopted)

## **REPORTS**

3. The committee discussed the proposed plan for addressing the student debt issue.
4. Dr. Karpp and Dr. Dionisio would like feedback from the committee on the Accreditation Midterm Report. Further discussion will take place at the next committee meeting.
5. Dr. Karpp and Dr. Dionisio presented the proposal for a new resources allocation process that would allow for more objective evaluation that ties requests back to the College's goals.
6. Dr. Schlossman reviewed the proposed criteria for determining the priority for hiring new and replacement positions.

**NEXT MEETING:** May 20, 2020

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

### **1. Assessment – November 19, 2019**

Meets twice per semester. 2nd Thursday, 2:00-3:00 pm, AD 121

**QUORUM** 9/16 voting members present; 0/1 resources

#### **APPROVAL OF MINUTES**

1. MSC to approve the minutes of October 24, 2019.

#### **MOTIONS APPROVED**

2. MSC to rename the committee to Placement and Assessment Committee.
3. MSC to rewrite the mission statement to read: "The Placement and Assessment Committee in cooperation with Institutional Research ensures that the placement process meets local and State standards and validations to facilitate student success."

**NEXT MEETING:** TBD

### **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**

2nd Wednesday 2:00-3:30 pm, AD 121

Met on March 11, 2020

**NEXT MEETING:** TBD

### **5. Technology Mediated Services (TMS) – Last meeting reported April 2, 2019**

Meets as needed, contact Chair

Met on March 10, 2020, report is forthcoming.

**NEXT MEETING:** Scheduled April 7, 2020, not certain that the committee met.

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

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

Met on March 10, 2020, report is forthcoming.

**NEXT MEETING:** TBD

## **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 March 5, 2020, report is forthcoming.

**NEXT MEETING:** TBD

2. **Environmental Affairs** – Last meeting reported May 1, 2019  
1<sup>st</sup> Wednesday, 12:20 pm – 1:30 pm, HS 214  
Met on April 1, 2020, report is forthcoming.  
**NEXT MEETING:** TBD
  
3. **Safety** – Last reported meeting September 18, 2019  
3<sup>rd</sup> Wednesday, 11:00 am-12:00 pm, HS 214  
**NEXT MEETING:** Scheduled March 18, 2020, not certain that the committee met.

*Respectfully submitted by Frankie Strong, Governance Office*