

**GLENDALE COMMUNITY COLLEGE  
GOVERNANCE UPDATE  
JUNE 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 **May 1, 2020 and June 1, 2020**. The College Executive Committee reviewed these items during their **June 9, 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, and including all stakeholders, are practiced in this new medium.

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Standing Committee indicated with an asterisk\*

**I. COLLEGE EXECUTIVE COMMITTEE \* – May 12, 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 - (Dr. Ritterbrown/Mr. Bowerman) to approve the College Executive Committee minutes of April 14, 2020, as presented.

**MOTIONS APPROVED**

2. MSC – (Ms. Rooney/Dr. Schlossman) to approve the replacement of the positions of Student Services Program Coordinator, Student Outreach Services and IT Support Specialist, Administrative Services as presented.

**REPORTS**

3. Review and receipt of subcommittee minutes:
  - a. Budget Committee – Minutes of April 9, 2020
  - b. College Computer Coordination Committee – Minutes of February 20, 2020 and April 23, 2020
  - 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 – February 20, 2020
  - h. Student Equity and Achievement Committee - No minutes reported.
  - i. Web Oversight – No minutes reported.
4. The College Executive Committee reviewed the Board of Trustees agenda for the May 19, 2020 meeting.
5. The Committee reviewed and accepted the actions of the standing committees. a) Institutional Planning Coordination b) Academic Affairs c) Student Affairs d) Administrative Affairs
6. Governance Committees Summary Report was presented and reviewed.

**NEXT MEETING:** Met on June 9, 2020 report of action items will be in next Governance Update.

**SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:**

**Budget Committee – May 14, 2020**

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

**QUORUM** (6) 10/10

**APPROVAL OF MINUTES**

1. MSC to approve the Minutes of April 28, 2020

**REPORTS**

2. Vacant Positions: None reported
3. Updated Cash Flow Analysis
4. Chancellor's Office Update discussion
5. ACBO (Association of Chief Business Officers) – PowerPoint and discussion of May 13, 2020 meeting.
6. Discussion of the Governor's Budget/SCFF (Student Centered Funding Formula), LAO (Legislative Analyst's Office) projections, GCCD possible cost-cutting measures and The CARES Act.

**NEXT MEETING:** June 11, 2020

**College Computer Coordinating Committee (4C's) – May 21, 2020**

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

**QUORUM:** 13/17 voting members present; 1 Resource member; 1 guest

**APPROVAL OF MINUTES**

1. MSC approval of the April 23, 2020 minutes.

**REPORTS**

2. Online instruction will continue through the Fall 2020 Semester.
3. The PeopleSoft upgrade is on scheduled to go live the weekend of June 26, 2020.
4. By the September 17<sup>th</sup> meeting, the Technology Master Plan should be completed. There may be changes due to COVID-19 situation but Plan can be accommodated for this.  
Project Priority List reviewed. Calvin is asking members of 4Cs to let their constituents know about the pending projects for support.

**NEXT MEETING:** September 17, 2020

**Enrollment Management Committee – Last meeting reported March 11, 2020**

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

**NEXT MEETING:** Scheduled April 8, 2002, not certain that the committee met.

**Equal Employment Opportunity Committee (EEO) – February 27, 2020**

4<sup>th</sup> Thursday, 12:30-1:30 pm, contact Chair for location

**QUORUM:** [7] 9/12 voting members present; 1 Resource member

**APPROVAL OF MINUTES**

1. MSC approval of the November 14, 2019 minutes.

**Equal Employment Opportunity Committee (EEO) – May 28, 2020**

4<sup>th</sup> Thursday, 12:30-1:30 pm, contact Chair for location

**QUORUM:** [7] 11/12 voting members present; 1 Resource member

**APPROVAL OF MINUTES**

1. MSC approval of the February 28, 2020 minutes.

**NEXT MEETING:** September 24, 2020

**Governance Review Committee (GRC) – Last meeting reported April 7, 2020**

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

Did not meet in May

**NEXT MEETING:** June 2, 2020

**Released Time Extra Pay Committee (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.

**Staff Development Committee** – Last meeting reported February 20, 2020  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, SV 105  
**NEXT MEETING:** TBD

**Student Equity & Achievement Committee (SEA) – March 27, 2020**  
4<sup>th</sup> Friday, 1:00pm-2:00 pm, contact Chair for location  
**QUORUM:** [11] 18/20 voting members present; 2 Resource members  
**APPROVAL OF MINUTES**

1. MSC approval of the February 28, 2020 minutes.

**REPORTS**

2. Reviewed the SEA Adjunct Support Summary Letter.
3. Cultural Diversity will continue to provide its planned activities virtually.

**Student Equity & Achievement Committee (SEA) – May 1, 2020**  
4<sup>th</sup> Friday, 1:00pm-2:00 pm, contact Chair for location  
**QUORUM:** [11] 20/20 voting members present; 2 Resource members  
**APPROVAL OF MINUTES**

1. MSC approval of the February 28, 2020 minutes.

**MOTIONS APPROVED**

2. MSC – Motion: The SEA committee approves proposal for adjunct support, including the allocation set forth in the document presented, with an addition of \$8,160 for Non-Credit ESL and \$14,100 for Business and Life Skills.

**NEXT MEETING:** September 25, 2020

**Web Oversight Committee** – Last meeting reported September 26, 2018  
Meets as needed  
**NEXT MEETING:** TBD, *No report as of April 2020*

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE \* (IPCC)** – Last meeting reported  
March 9, 2020  
2<sup>nd</sup> Monday, 12:15pm-1:30 pm, AD 121  
**NEXT MEETING:** Scheduled May 11, 2020

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

**Master Planning Team A Committee** – Last meeting reported November 15, 2019  
Meets once per semester  
**NEXT MEETING:** May 29, 2020

**Program Review Committee** – Last meeting reported November 19, 2019  
3<sup>rd</sup> Tuesday, 1:30–2:30 pm, AD 121  
Met on February 18 and April 21, 2020, reports are forthcoming.  
**NEXT MEETING:** May 19, 2020

III. **ACADEMIC AFFAIRS COMMITTEE \* - May 20, 2020**  
3<sup>rd</sup> Wednesday, 2:00-4:00 pm, AD 252  
**QUORUM** 34/37; 4 Resources; 1 Guest  
**APPROVAL OF MINUTES**

1. MSC to approve minutes of April 29, 2020 meeting.

## **MOTIONS APPROVED**

2. MSC to approve to approve CoDE Blanket Addenda for summer and fall.
3. MSC to approve to approve CoDE Individual Course addendum.
4. MSC to approve the following items under the Consent Calendar:  
Curriculum & Instruction Committee Minutes of:
  - May 13, 2020New Course:
  - ENGL 298 and 298H
  - MATH 102+ and 102SRevised Course
  - MATH 102, 136, 136H and 136+New Program:
  - Health Sciences – Critical Care Nursing Skill Award
  - Health Sciences – Emergency Medical Responder Skill Award
  - Health Sciences – Introduction to Emergency Services Skill Award
  - Health Sciences – Emergency Medical Technician Skill AwardRevised Program:
  - AD ST = AS Degree and Certificate
  - CS/IS – AS Degree and Certificate
  - HIST – AA-T
  - SOC S – AA Degree
5. MSC to approve Library & Information Competency minutes of April 23, 2020 meeting.

**NEXT MEETING:** June 17, 2020

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

**Academic Calendar Committee** – Last meeting reported March 12, 2020

Meets as needed

**NEXT MEETING:** TBD

**Baja Program Committee** – Last meeting reported October 29, 2019

Meets twice per academic year

**NEXT MEETING:** Fall 2020 (contact chair for date and time)

**Graduation Requirements Committee** – Last meeting reported November 19, 2019

Meets as needed

**NEXT MEETING:** TBD

**Library and Information Competency Committee – April 23, 2020**

4<sup>th</sup> Thursday, 12:30-1:30 pm, LB 417

**QUORUM** 7/11 voting members

### **APPROVAL OF MINUTES**

1. MSC to approve minutes from October 24, 2019, one abstention.

### **REPORTS**

2. The library has been checking out equipment since the first day of campus closure. In addition to the library equipment, laptops and Chromebooks from other labs and classrooms were delivered to the library, processed and checked out to students by the library circulation staff. 200 machines have been checked out thus far; each piece of equipment was disinfected, barcoded and checked out to students by appointment. Hotspot are now also available to students and faculty as well.

**NEXT MEETING:** May 28, 2020

**Scholars Program Committee** – Last meeting reported November 26, 2019

4<sup>th</sup> Tuesday, 12:30-1:30 pm, LB 210

**NEXT MEETING:** TBD

**Study Abroad Committee** – Last meeting reported October 24, 2019  
4<sup>th</sup> Thursday, 12:20-1:30 pm, SR 328  
**NEXT MEETING:** TBD

**IV. STUDENT AFFAIRS COMMITTEE \*** – Last meeting reported February 19, 2019  
3<sup>rd</sup> Wednesday, 1:00-2:00 pm, AD 252  
**NEXT MEETING:** May 20, 2020

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

**Placement and Assessment Committee** – Last meeting reported November 19, 2019  
Meets twice per semester. 2nd Thursday, 2:00-3:00 pm, AD 121  
**NEXT MEETING:** TBD

**International Students Committee** – Last meeting reported April 25, 2019  
Meets once per academic year.  
**NEXT MEETING:** April 30, 2020

**Multicultural and Community Engagement Committee** – Last meeting reported May 23, 2019  
2<sup>nd</sup> Thursday, 12:30–1:30 pm, SM 267  
**NEXT MEETING:** TBD

**Student Fees and Tuition Committee** – Last meeting reported February 13, 2019  
2nd Wednesday 2:00-3:30 pm, AD 121  
**NEXT MEETING:** Fall 2020 (June 10 meeting cancelled)

**Technology Mediated Services Committee (TMS)** – Last meeting reported April 2, 2019  
Meets as needed, contact Chair  
Met on March 10, 2020, report is forthcoming.  
**NEXT MEETING:** April 7, 2020

**V. ADMINISTRATIVE AFFAIRS COMMITTEE\* – May 12, 2020**

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

**QUORUM** (9) 15 of 17 voting members present

**APPROVAL OF MINUTES**

1. MSC April 23, 2020

**MOTIONS APPROVED:**

2. MSC to approve the Consent Calendar
3. MSC to approve BP 7100 Commitment to Diversity – HR Chap. 7 review.

**MOTIONS TABLED:**

4. MST BP 3200 Accreditation
5. MST AR 3200 Accreditation
6. MST BP 3250 Grants
7. MST BP 3410 Nondiscrimination
8. MST AR 3410 Nondiscrimination
9. MST BP 3420 Equal Employment Opportunity Non-Compliance Complaints
10. MST AR 3420 Equal Employment Opportunity Non-Compliance Complaints
11. MST AR 3440 Service Animals and Other Animals on Campus
12. MST BP 7130 Compensation

**NEXT MEETING:** June 9, 2020

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

### **Campus Development Committee – April 2, 2020**

1<sup>st</sup> Thursday, 12:30 p.m. – 1:30 p.m. in HS214

**QUORUM** 15/16 voting members present

#### **APPROVAL OF MINUTES**

1. The meeting minutes for March 5, 2020 were approved.

#### **REPORTS**

2. New science building –Joel explained and updated on the status of design and construction of the NSB.
3. The Instructional Building and Conference Center (IBCC) Project is under the pre-qualification process.  
Measure GC - Garfield Parking Project – an update was provided including the signing of a short term lease in the adjacent medical building to provide swing space and additional parking.
4. Measure GC - Mariposa Building Renovation – the affected programs from Mariposa Building will be able to fit into the swing space so the renovation could be done all at once rather than in sequences and will be less costly.

**NEXT MEETING:** May 7, 2020

### **Environmental Affairs Committee – April 1, 2020**

1<sup>st</sup> Wednesday, 12:20 p.m. – 1:30 p.m. in HS214

**QUORUM** 9/10 voting members present

#### **APPROVAL OF MINUTES**

1. The meeting minutes for March 4, 2020 were approved.

#### **MOTION APPROVED**

2. MSC A motion for Mr. Peterson as the Chair of the committee, to do a draft of the mission statement from current one to reflect the updated objectives and to bring it back to the EAC for review, discussion, amendment, and ultimate approval, was approved.

#### **REPORTS**

3. Joel updated the Committee on the potential hydrogen fuel cell project working with Bloom Energy. He shared details in a PPT that he presented to the committee. A discussion of the project followed after the presentation.
4. Joel also shared an update and details of a potential solar panel carport project that could be installed on Lot B. He presented a PPT that gave details and potential cost saving. Discussion of the project followed the presentation.

**NEXT MEETING:** May 6, 2020

### **Safety Committee – April 22, 2020**

3<sup>rd</sup> Wednesday, 11:00am-12:00pm, Facilities Conference Room – HS 214

**QUORUM** 8/12 voting members; 2/8 resource members

#### **APPROVAL OF MINUTES**

Tabled approval of November 20, 2019 minutes.

#### **REPORTS**

1. Richard McColl reported the shelving safety issue in the ceramics lab has been remediated. The area is now much more functional and safe.
2. No Workers' Compensation Report reviewed this period.
3. Sergeant Abou-Rass reviewed the crime reports from Dec. '19 through March '20 with the committee. No follow-up noted at this time.
4. No Student Accident Report reviewed this period.
5. Dr. Culpepper reviewed campus construction updates related to potential safety issues. Reported some projects are being expedited due to low campus usage during COVID-19.
6. Laura Matsumoto reported mud damage incident at the Sartoris field tunnel due to the storm runoff from the VG construction.

7. Laura Matsumoto shared the draft "Report of Injury" form. Committee completed some revisions via screen sharing. ACTION ITEM: Laura Matsumoto will revise the draft of the "Report of Injury" form and send to the committee for review and further action.
8. On-going discussion of skateboarding, bikes and vaping on campus prompted ASGCC reps to offer to promote a relevant social media campaign in future. Action Item: ASGGG reps to take suggestion of social media campaign to educate student body about campus rules to ASGCC board meeting for discussion.
9. Dr. Lee Parks prompted a discussion about the committee's role in the COVID-19 response and recovery planning. Lengthy discussion ensued – see minutes for details.

**NEXT MEETING:** May 2020

*Respectfully submitted by Frankie Strong, Governance Office*