

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
JULY 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 **June 1, 2020, July 6, 2020**. The College Executive Committee reviewed these items during their **July 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, and including all stakeholders, are practiced in this new medium.

Standing Committee indicated with an asterisk*

I. COLLEGE EXECUTIVE COMMITTEE * – June 9, 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. Nazari) to approve the College Executive Committee minutes of May 12, 2020, as presented.
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 May 14, 2020 May 21, 2020
 - b. Enrollment Management – No minutes reported.
 - c. Equal Employment Opportunity – Minutes of February 27, 2020 and May 28, 2020
 - d. Governance Review Committee – No minutes reported.
 - e. Released Time Extra Pay – No minutes reported.
 - f. Staff Development – February 20, 2020
 - g. Student Equity and Achievement Committee – Minutes of March 27, 2020 and May 1, 2020.
 - h. Web Oversight – No minutes reported.
4. The College Executive Committee reviewed the Board of Trustees agenda for the June 16, 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 July 14, 2020 report of action items will be in next Governance Update.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

Budget Committee – June 11, 2020

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

QUORUM (6) 10/10 members present; 2 Resource members; 32 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of May 14, 2020; no meeting on May 26, 2020

REPORTS

2. Budget update
3. Information on GCC Cabinet ideas on reducing expenditures
4. Updated Cash Flow Analysis
5. Chancellor's Office Update discussion
6. ACBO (Association of Chief Business Officers) – PowerPoint and discussion of May 13, 2020 meeting.
7. 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.

Budget Committee – June 23, 2020

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

QUORUM (6) 10/10 members present; 28 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of June 11, 2020.

REPORTS

2. Budget update and Governor's Budget update
3. 10-year analysis of GCC Expenditures

NEXT MEETING: July 9, 2020

College Computer Coordinating Committee (4C's) – Last meeting reported May 21, 2020

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

NEXT MEETING: September 17, 2020

Enrollment Management Committee – April 8, 2020

2nd Wednesday, 12:20-1:20 pm, AD 252

QUORUM 25/27 voting members present; 6 Resource members; 2 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of March 11, 2020

REPORTS

2. Enrollment update.
3. Student Outreach Services update.

Enrollment Management Committee – May 13, 2020

2nd Wednesday, 12:20-1:20 pm, AD 252

QUORUM 18/27 voting members present; 6 Resource members; 2 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of April 8, 2020

REPORTS

2. Enrollment update.
3. Student Outreach Services update.
4. Summer and Fall scheduling strategies.

NEXT MEETING: TBD

Equal Employment Opportunity Committee (EEO) – Last meeting reported May 28, 2020

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

NEXT MEETING: September 24, 2020

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

1st Tuesday, 1:40-2:40 pm, AD 249

Did not meet in May or June 2020.

NEXT MEETING: September 2020

Released Time Extra Pay Committee (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: Scheduled for February 28, 2020, not certain that the committee met.

Staff Development Committee – Last meeting reported February 20, 2020

3rd Thursday, 12:30-1:30 pm, SV 105

NEXT MEETING: TBD

Student Equity & Achievement Committee (SEA) – Last meeting reported May 1, 2020

4th Friday, 1:00pm-2:00 pm, contact Chair for location

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) – May 11, 2020

2nd Monday, 12:15pm-1:30 pm, AD 121

QUORUM 13/18 voting members; 2 resources; 1 guest

APPROVAL OF MINUTES

1. The IPCC Minutes from March 9, 2020 were approved.
2. The Adopted Program Review Minutes from February 18, 2020 were accepted.

MOTIONS APPROVED

3. It was MSC that changes to BP 3200 (now BP 1300) be approved.
4. It was MSC that changes to AR 3200 (now AR 1300) be approved.
5. It was MSC that BP 3225 be approved without changes.
6. It was MSC that AR 3225 be approved without changes.
7. It was MSC that BP 3250 be approved after changes have been incorporated.

8. It was MSC that AR 3250 be approved with discussed changes.

NEXT MEETING: TBD

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 – February 18, 2020

3rd Tuesday, 1:30–2:30 pm, AD 121

QUORUM 10/10 voting members present

APPROVAL OF MINUTES

1. Approval of the November 19, 2019 minutes.

REPORTS

2. Items discussed are Sectional reports & Master Planning; proposal for ranking non-personnel requests; possible new resource request system, professional development; program learning outcomes; and changes to the Program Review Form.
3. Met on March 17, 2020 and April 21, 2020, reports are forthcoming.

NEXT MEETING: May 19, 2020

III. **ACADEMIC AFFAIRS COMMITTEE * - June 17, 2020**

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

QUORUM 27/37; 6 Resources; 2 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes of May 20, 2020 meeting.

MOTIONS APPROVED

2. MSC to approve the agenda for June 17, 2020 meeting.
3. MSC to approve to approve the Senate Resolution in Response to the Killing of George Floyd.
4. MSC to approve the following items under the Consent Calendar:
Curriculum & Instruction Committee Minutes of:
 - May 27, 2020
New Course:
 - PHOTO 136Revised Course
 - ESL 1, 10, 20, 30, 40, 50
 - MUSIC 121 and 122
5. MSC to approve Library & Information Competency minutes of May 28, 2020 meeting.
6. MSC to approve Scholars Program minutes of February 25, 2020, April 28, 2020, and May 26, 2020 meetings.

NEXT MEETING – July 15, 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 – May 28, 2020

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

QUORUM 7/11 voting members

MOTIONS APPROVED

1. MSC to approve minutes from April 23, 2020 meeting.

REPORTS

2. Device Checkout: Library continues to checkout devices. Next effort will be focused on the returned procedure of checked out items. Any student who is enrolled in Summer will not have to return any items checked out to them and their loans will be automatically extended. More Hotspots have been ordered and should be ready for distribution in time for Summer session.

NEXT MEETING: Fall 2020 (TBA)

Scholars Program Committee – May 26, 2020

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

QUORUM - 8/12 voting members.

APPROVAL OF MINUTES

1. MSC approval of the minutes from the November 26, 2019, February 25, 2020, and April 28, 2020 SAC meetings.

MOTIONS APPROVED

2. MSC approval of the revised Scholars Constitution.

REPORTS

3. No quorum for the February 25, 2020 and April 28, 2020 scheduled meetings.

NEXT MEETING: Fall 2020

Study Abroad Committee – Last meeting reported October 24, 2019

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

NEXT MEETING: TBD

IV. STUDENT AFFAIRS COMMITTEE * – May 20, 2020

3rd Wednesday, 1:00-2:00 pm, AD 252

QUORUM 21/25 voting members present; 2/2 resources; 5 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of February 19, 2019 be approved.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
 - International Students Committee – April 30, 2020 (unadopted)
 - Multicultural & Community Engagement Committee – November 14, 2019 (unadopted)
 - Student Fees Committee
 - February 12, 2020 (adopted)

- March 11, 2020 (unadopted)
- Technology Mediated Services Committee
 - May 7, 2019 (adopted)
 - February 4, 2020 (unadopted)
- 3. It was MSC approve revised BP 5420 as presented.
- 4. It was MSC approve revised AR 5420 as presented.
- 5. It was MSC approve the renumbering of BP 5520 to BP 5430.
- 6. It was MSC approve draft AR 5430 as presented.
- 7. It was MSC approve revised BP 5130 as presented.

REPORTS

8. A straw poll of the committee indicated that the membership is not in support of continuing with automatic refunds after Spring 2020 to students who withdraw from classes and earn an EW
9. The Student Affairs Committee membership is supportive of using available funds to help support international students, barring any regulatory restrictions.
10. Dr. Tangalakis reported on the CAES Act emergency relief distribution proposals currently under consideration.
11. Dr. Tangalakis presented a report on the UndocuSuccess Grant. Unspent AB 19 (California Community College Promise) money was used to fund the grant program which functioned as a Pell Grant replacement program for students who are not eligible for Pell funding. To date, the Financial Aid Office has successfully identified 157 students and awarded \$546,876 in UndocuSuccess Scholarships.
12. Dr. Karpp gave a brief overview of the results of the National Assessment of Collegiate Campus Climates (NACCC) Survey which was conducted by the Race and Equity Center at USC.

NEXT MEETING: September 16, 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 – April 30, 2020

Meets once per academic year.

QUORUM 8/12 voting members present; 1 resource

APPROVAL OF MINUTES

1. It was MSC that the minutes of April 25, 2019 be approved with no changes.

MOTIONS APPROVED

2. It was MSC to recommend to the Administration that there be a proposed reduction in the non-resident tuition/fees paid by International (F-1 Visa) Students for the fall 2020 semester, in the event instruction and campus services continue exclusively in remote/online format.
3. MSC to approve the following mission statement for the International Students Committee:

“The International Students Committee recommends policies, guidelines and actions to the Student Affairs Committee on behalf of the College’s international (F-1 Visa) students. These policies and guidelines may include, but are not limited to the following areas: admissions and enrollment; academic counseling and immigration advising; student activities and programming; tuition & fees; health insurance

coverage, and other related issues which directly impact the successful enrollment and retention of international students at the College.”

4. It was MSC The International Students Committee recommends to Administration that emergency funds be established for international students who require assistance for basic needs, due to the impact of COVID-19.

NEXT MEETING: Fall 2020 (date TBA)

Multicultural & Community Engagement Committee – November 14, 2019

2ND Thursday, 12:30 pm – 1:30 pm, SM267

QUORUM 10/10 voting members present; 1 guest

APPROVAL OF MINUTES

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

REPORTS

2. Intersegmental Partnerships – a group will be formed to bring more community engagement to GCC campus, including building a curriculum, to make it part of GCC culture.
3. *Estudiantes Unidos* Project is coordinating a family day at GCC for the LatinX community.

NEXT MEETING: TBA

Student Fees and Tuition Committee – February 12, 2020

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

QUORUM 6/8 voting members present; 1 guest

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of the February 13, 2019 meeting.

MOTIONS APPROVED

2. MSC to keep the Nonresident Tuition Fee at \$225 for 2020-2021.
3. MSC to keep the Capital Outlay Fee at \$40 for 2020-2021.
4. MSC to increase the Health Fee to the following:
 - Fall/Spring 2020-2021 - \$21
 - Summer/Winter 2020-2021 - \$18

Student Fees and Tuition Committee – March 11, 2020

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

QUORUM 7/9 voting members/0 resource/2 guests

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of the February 12, 2020 meeting.

MOTIONS TABLED

2. MST the 20/21 International Student Activity Fee increase until David Nelson brings the following information to the Student Fees Committee for a vote:
 - Ascertain if approval is needed from the International Students Committee.
 - List plans and services for which the fees will be expended.

NEXT MEETING: September 9, 2020

Technology Mediated Services Committee (TMS) – May 7, 2019

Meets as needed, contact Chair

QUORUM 10/10 voting members present, 2 resources

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of the April 2, 2019 meeting.

Technology Mediated Services Committee (TMS) – February 4, 2020

Meets as needed, contact Chair

QUORUM 7/9 voting members present

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of the May 2 and November 5, 2019 meetings.

NEXT MEETING: TBA

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – June 9, 2020

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

QUORUM (9) 14 of 17 voting members present

APPROVAL OF MINUTES

1. MSC May 12, 2020 minutes.

MOTIONS APPROVED:

2. MSC to approve the Consent Calendar including the subcommittee minutes of Campus Development, May 7, 2020, and Environmental Affairs – May 6, 2020.
3. MSC AR 3110 Environmental Sustainability
4. MSC BP 3200 Accreditation
5. MSC AR 3200 Accreditation
6. MSC BP 3280 Grants
7. MSC BP 3420 Equal Employment Opportunity Non-Compliance Complaints
8. MSC AR 3420 Equal Employment Opportunity Non-Compliance Complaints
9. MSC BP 7130 Compensation

MOTIONS TABLED:

10. MST AR 3410 Nondiscrimination
11. MST AR 3440 Service Animals and Other Animals on Campus

NEXT MEETING: September 8, 2020

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

Campus Development Committee – May 7, 2020

1st Thursday, 12:30 p.m. – 1:30 p.m. in HS214

QUORUM 14 of 16 voting members present

APPROVAL OF MINUTES

1. As quorum was established, the meeting minutes for April 2, 2020 were approved.

MOTIONS APPROVED

2. The motion for Campus Development Committee to recommend that the fuel cell project continue to move forward and be evaluated through the college's governance process was approved.

REPORTS

3. Joel explicated the progress on P.E. Building.
4. Joel gave updates on the progress of the new science building.
5. The Instructional Building and Conference Center (IBCC) Project - Joel explained the next phase is to select the top five (5) D/B responses by month end.
6. Joel discussed the Montrose Campus programming phase completion.
Measure GC - Garfield Parking Project – Joel gave an update on projects at the Garfield Campus. Main update is that the Mariposa renovation design is awaiting DSA approval before it can proceed.

NEXT MEETING: July 2, 2020

Environmental Affairs Committee – May 6, 2020

1st Wednesday, 12:20 p.m. – 1:30 p.m. in HS214

QUORUM 8 of 10 voting members present

APPROVAL OF MINUTES

1. As quorum was established, the meeting minutes for November 6, 2019 and April 1, 2020 were approved.

MOTION APPROVED

2. The motion to adopt new committee name to Environmental and Sustainability Committee was approved.
3. Motion to amend the motion to adopt name change from Environmental and Sustainability Committee to Environmental Sustainability Committee. Motion was approved.
4. The motion to re-vote to change the name of the committee to Environmental and Sustainability Committee was approved.
5. The motion to recommend to give further consideration to the Fuel Cell Project through the college governance decision making process, was approved.
6. Motion to keep AR 3110 Environmental Sustainability as is with no changes. Motion was approved.

NEXT MEETING: July 1, 2020

Safety Committee – Last meeting reported April 22, 2020

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

May Meeting Cancelled

NEXT MEETING: TBD

Respectfully submitted by Frankie Strong, Governance Office