Glendale Community College
GOVERNANCE UPDATE
AUGUST 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 **July 6, 2020 and August 1, 2020**.The College Executive Committee reviewed these items during their **August 11, 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 * – July 14, 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. Schlossman/Mr. Nazari) to approve the College Executive Committee minutes of June 9, 2020, as presented.

MOTIONS APPROVED
2. MSC – (Dr. Schlossman/Mr. Dickes) to approve Board Policies and Administrative Regulations (a) through (f), as presented.
3. MSC – (Dr. Ritterbrown/Mr. Dickes) to approve the positions of Ceramics Instructor and One-Year Contract Counselor replacement, as presented.

REPORTS
4. Review and receipt of subcommittee minutes:
   a. Budget Committee – Minutes of June 11, 2020 June 23, 2020
   b. College Computer Coordinating Committee – No minutes reported.
   c. Enrollment Management – Minutes of April 8, 2020 and May 13, 2020
   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 July 21, 2020 meeting.
6. The Committee reviewed and accepted the actions of the standing committees. a) Institutional Planning Coordination b) Academic Affairs c) Student Affairs d) Administrative Affairs
7. Governance Committees Summary Report was presented and reviewed.
8. Review GCC email list guidelines discussion, with regard to Personal and Issues email lists. Thereafter the Senate and Guild representatives would take this back to their respective constituent groups.

COLLEGE EXECUTIVE COMMITTEE * – August 11, 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/ Dr. Schlossman) to approve the College Executive Committee minutes of July 14, 2020, as presented.
MOTIONS APPROVED
2. MSC – (Ms. Haraldson/Mr. Dickes) to approve Board Policies and Administrative Regulations agenda item 7A (1) through (8), as presented.
3. MSC – (Dr. Schlossman/Mr. Flexser (proxy CSEA)) to approve all the positions listed under Agenda Item 8A, as presented.
REPORTS
4. Review and receipt of subcommittee minutes:
    j. Budget Committee – Minutes of July 9, 2020 July 28, 2020
    k. College Computer Coordinating Committee – No minutes reported.
    l. Enrollment Management – No minutes reported.
    m. Equal Employment Opportunity – No minutes reported.
    n. Governance Review Committee – No minutes reported.
    o. Released Time Extra Pay – No minutes reported.
    p. Staff Development – Minutes of May 21, 2020
    q. Student Equity and Achievement Committee – No minutes reported.
    r. Web Oversight – No minutes reported.
5. The College Executive Committee reviewed the Board of Trustees agenda for the August 18, 2020 meeting.
6. The Committee reviewed and accepted the actions of the standing committees. a) Institutional Planning Coordination b) Academic Affairs c) Student Affairs d) Administrative Affairs
7. Governance Committees Summary Report was presented and reviewed.
    NEXT MEETING: September 8, 2020

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

Budget Committee – July 9, 2020
2nd Thursday and 4th Tuesday, 12:20-1:30 pm, AD 252
QUORUM (6) 9/10 members present; 2 Resource members; 33 guests
APPROVAL OF MINUTES
1. MSC to approve the minutes of June 23, 2020; unanimously approved.
REPORTS
2. Vacant positions.
3. Budget update

4. CA budget initiative.
5. Federal budget initiatives.
6. Summary of budget implications.

Budget Committee – July 28, 2020
2nd Thursday and 4th Tuesday, 12:20-1:30 pm, AD 252
QUORUM (6) 10/10 members present; 36 guests
APPROVAL OF MINUTES
1. MSC to approve the minutes of July 9, 2020, unanimously approved.
REPORTS
2. Vacant positions.
3. District Budget draft.
NEXT MEETING: August 13, 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 – Last meeting reported May 13, 2020
2nd Wednesday, 12:20-1:20 pm, AD 252
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 – May 21, 2020
3rd Thursday, 12:30-1:30 pm, SV 105
QUORUM [8] 12/15 voting members
APPROVAL OF MINUTES
1. MSC to approve the February 20, 2020 minutes.
NEXT MEETING: September 17, 2020

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**) – Last meeting reported May 11, 2020
2nd Monday, 12:15pm-1:30 pm, AD 121
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 – Last meeting reported February 18, 2020
3rd Tuesday, 1:30–2:30 pm, AD 121
NEXT MEETING: May 19, 2020

III. **ACADEMIC AFFAIRS COMMITTEE * - July 15, 2020**
3rd Wednesday, 2:00-4:00 pm, AD 252
QUORUM 25/37; 3 Resources; 2 Guests
APPROVAL OF MINUTES
1. MSC to approve minutes of June 17, 2020 meeting.
MOTIONS APPROVED
2. MSC to approve the agenda for July 15, 2020 meeting.
3. MSC to approve the following items under the Consent Calendar:
   Curriculum & Instruction Committee Minutes of:
   - June 24, 2020, and July 8, 2020
   New Course:
   - Noncredit ESL 84 and 86
   Revised Course
   - JOURN 102, 103, 104, 106, 107, and 110
   - MUSIC 100
4. MSC to approve Study Abroad minutes of February 27, 2020, and April 30, 3030 meetings.
NEXT MEETING – August 19, 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 – Last meeting reported May 28, 2020
4th Thursday, 12:30-1:30 pm, LB 417
NEXT MEETING: Fall 2020 (TBA)

Scholars Program Committee – Last meeting reported May 26, 2020
4th Tuesday, 12:30-1:30 pm, LB 210
NEXT MEETING: Fall 2020

Study Abroad Committee – February 27, 2020
4th Thursday, 12:20-1:30 pm, SR 328
QUORUM [6] 10 out of 10 voting members present; 1 resource
APPROVAL OF MINUTES
   1. MSC to approve the minutes of the October 24, 2019 Study Abroad Committee Meeting.
MOTIONS APPROVED
   2. MSC to modify the order of the agenda to facilitate a discussion and a vote by the whole committee on Summer 2021 Program Proposals.
   3. MSC to approve the Bali-Siam Reap Proposal for Summer 2021. Unanimous approval.
   4. MSC to approve the Armenia Short Duration Proposal for Summer 2021 with the condition that, if a minimum of 14 applications are not received by the end of Fall Semester 2020, the program will be cancelled. Unanimous approval.
   5. MSC for Study Abroad Program Director Darren Leaver to issue a call for program proposals for Winter 2022. Unanimous approval.

Study Abroad Committee – April 30, 2020
4th Thursday, 12:20-1:30 pm, SR 328
QUORUM [6] 7 out of 10 voting members present
APPROVAL OF MINUTES
   1. MSC to approve the minutes of the February 27, 2020 Study Abroad Committee Meeting with an amendment: Change "Date of next meeting: April 23, 2020" to "Date of next meeting: April 30, 2020." Unanimous approval.
MOTIONS APPROVED
   2. MSC to approve the postponement of the Winter 2021 Programs to Italy and Australia-New Zealand to Winter 2022; unanimous approval.
   3. MSC to approve the cancellation of requesting additional proposals for Winter 2022 since the Committee has voted to postpone the Winter 2021 Programs to Winter 2022; unanimous approval.
NEXT MEETING: August 27, 2020

IV. **STUDENT AFFAIRS COMMITTEE * –** Last meeting reported May 20, 2020
   3rd Wednesday, 1:00-2:00 pm, AD 252
   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 – Last meeting reported April 30, 2020
Meets once per academic year.
NEXT MEETING: Fall 2020 (date TBA)

Multicultural & Community Engagement Committee – Last meeting reported November 14, 2019
2ND Thursday, 12:30 pm – 1:30 pm, SM267
NEXT MEETING: TBA

Student Fees and Tuition Committee – Last meeting reported March 11, 2020
2nd Wednesday 2:00-3:30 pm, AD 121
NEXT MEETING: September 9, 2020

Technology Mediated Services Committee (TMS) – Last meeting reported February 4, 2020
Meets as needed, contact Chair
NEXT MEETING: TBA

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – Last meeting reported June 9, 2020
2nd Tuesday, 11:00 am–12:20 pm, AD 121
NEXT MEETING: September 8, 2020

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

Campus Development Committee – Last meeting reported May 7, 2020
1st Thursday, 12:30 p.m. – 1:30 p.m. in HS214
NEXT MEETING: July 2, 2020

Environmental Affairs Committee – Last meeting reported May 6, 2020
1st Wednesday, 12:20 p.m. – 1:30 p.m. in HS214
NEXT MEETING: July 1, 2020

Safety Committee – Last meeting reported April 22, 2020
3rd Wednesday, 11:00am-12:00pm, Facilities Conference Room – HS 214
NEXT MEETING: TBD

Respectfully submitted by Frankie Strong, Governance Office