

**Glendale Community College**  
**GOVERNANCE UPDATE**  
**OCTOBER 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 **September 1, 2020 and September 30, 2020**. The College Executive Committee reviewed these items during their **October 13, 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 \* – September 8, 2020**

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

Met on October 13, 2020, report of actions will be included in the next governance update.

**QUORUM** (5) 7/7 voting members present; 3 Resource members

**APPROVAL OF MINUTES**

1. MSC to approve the College Executive minutes of August 11, 2020 as presented.

**MOTIONS APPROVED**

2. MSC (Mr. Nazari/Dr. Schlossman) to authorize replacement of the position of Enrollment Services Technician, as presented.

**REPORTS**

3. Review and receipt of subcommittee minutes:
  - a. Budget Committee – Minutes of August 13, 2020, and August 25, 2020
  - b. College Computer Coordinating 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.
4. The College Executive Committee reviewed the Board of Trustees agenda for the September 15, 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.
  - a. Concerns of committees that are not meeting – Web Oversight, and RTEP.

#### **REPORTS**

7. Ms. Simmons stated she has requested administrators to confirm the general duties of classified employees and assess if they have enough work as required under the remote work environment due to COVID – 19. This is being done to identify persons who can serve as a resource for other areas in need
8. Met on October 13, 2020; actions will be included in the next Governance Update.

**NEXT MEETING:** November 10, 2020

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

##### **Budget Committee – September 10, 2020**

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

**QUORUM** (5) 9/10 voting members present; 1 Resource member; 32 guests

##### **APPROVAL OF MINUTES**

1. MSC to approve the minutes of August 25, 2020, unanimously approved.

##### **REPORTS**

2. Vacant positions.
3. District Budget draft.
4. Cash flow analysis including the TRAN – Tax Revenue Anticipation Note.
5. Staff members have expressed concerns over the probability of layoffs. Please let your constituents know there has been no formal conversation about layoffs.
6. PARS – Supplemental Retirement Plan impact on District savings. The Board will review the retirement incentive plan at the board meeting on Tuesday Sept. 15. The final decision is due Sept. 21. All participants of the plan will be notified of the results.

##### **Budget Committee – September 22, 2020**

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

**QUORUM** (5) 9/10 voting members present; 3 Resource members; 33 guests

##### **APPROVAL OF MINUTES**

1. MSC to approve the minutes of September 10, 2020, unanimously approved.

##### **REPORTS**

2. Vacant positions.
3. District Budget draft, Cash analysis and the Governor's Budget update.
4. significance of FCMAT and why is it so important?  
FCMAT stands for Fiscal Crisis and Management Assistance Team

**NEXT MEETING:** Thursday, October 8, 2020

*These minutes will be reviewed by the College Executive Committee during the next scheduled meeting.*

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

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

Met on September 17, 2020, report is forthcoming.

**NEXT MEETING:** October 8, 2020

*These minutes will be reviewed by the College Executive Committee during the next scheduled meeting.*

**Enrollment Management Committee** – Last meeting reported May 13, 2020

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

Met on September 9, 2020, report is forthcoming.

**NEXT MEETING:** October 14, 2020

*These minutes will be reviewed by the College Executive Committee during the next scheduled meeting.*

**Equal Employment Opportunity Committee (EEO) – September 24, 2020**

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

**QUORUM** (7) 12/12 voting members present; 1 Resource member

**APPROVAL OF MINUTES**

1. MSC to approve the minutes of May 28, 2020, unanimously approved.

**REPORTS**

2. Trainings & EEO Plan Updates
3. Recruitment updates
4. Information items: DEI & implicit Bias Training
5. Hiring Committee Training & Materials: Chair, EEO Rep and Committee

**NEXT MEETING:** October 22, 2020

*These minutes will be reviewed by the College Executive Committee during the next scheduled meeting.*

**Governance Review Committee (GRC) – September 1, 2020**

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

**QUORUM** (5) 8/8 voting members present; 1 Resource member

**APPROVAL OF MINUTES**

1. MSC approval of the April 7, 2002 minutes.

**MOTIONS APPROVED**

2. MSC election of Paul Vera as the committee chair. The motion passed unanimously.
3. MSC to revise and update the mission statement, namely number 4 from:  
„Advise the College Executive Committee regarding any violation of Administrative Regulation 2511, the Governance Document. “

TO:

„**Inform** the College Executive Committee regarding **any issues with adherence to Administrative Regulation 2511: Governance Document.** “

**NEXT MEETING:** October 6, 2020

*These minutes will be reviewed by the College Executive Committee during the next scheduled meeting.*

**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:** TBD

**Professional Development Committee – September 17, 2020**

3<sup>rd</sup> Thursday, 12:30-1:30 pm, SV 105

**QUORUM** [8] 10/15 voting members

**APPROVAL OF MINUTES**

1. MSC to approve the 5.21.20 meeting minutes.

**MOTIONS APPROVED**

2. MSC The Committee recommends a name change from the Staff Development Committee to The Professional Development Committee.

**NEXT MEETING:** October 15, 2020

*These minutes will be reviewed by the College Executive Committee during the next scheduled meeting.*

**Student Equity & Achievement Committee (SEA) – May 22, 2020**

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

**QUORUM** 18/19 voting members present; 8 Guests

**APPROVAL OF MINUTES**

1. MSC approval of the May 1, 2020 minutes.

**MOTIONS APPROVED**

2. MSC for the SEA Committee to vote by email in June on the AB705 Comprehensive Implementation Plan.

**REPORTS**

3. Review of AB 705 Comprehensive Implementation Plan.
4. Review of Second and Third Attempt Program.
5. English and Math Pathways and Noncredit.

**NEXT MEETING:** September 25, 2020

*These minutes will be reviewed by the College Executive Committee during the next scheduled meeting.*

**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) – September 14, 2020**

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

**QUORUM** 17/18 voting members; 2 resources; 1 guest

**APPROVAL OF MINUTES**

1. The IPCC Minutes from May 11, 2000 were approved.
2. The Unadopted Master Planning – Team A Minutes from May 29, 2020 were accepted.
3. The Adopted Program Review Minutes from April 21, 2020 were accepted.
4. The Unadopted Program Review Minutes from May 19, 2020 were accepted.

**MOTIONS APPROVED**

5. It was MSC that a recommendation to Academic Affairs be forwarded with information that it is normal practice for colleges to have an Instructional Plan and that they develop one.
6. It was MSC to refer the addition of Equity Language to the College Mission Statement to the Diversity Equity and Inclusion Committee.
7. It was MSC to approve the IPCC Committee Mission Statement to read as:  
*he IPCC monitors continuous quality improvement to ensure institutional effectiveness. The committee oversees college planning and program review; assesses the effectiveness of planning; makes recommendations for sustained quality improvement; develops strategies to promote college-wide dialogue and participation in the integrated planning process; and identifies trends that reveal institutional and student needs. These objectives are achieved by the strategic use of institutional data (including program review), accreditation standards, federal and state regulations, and community input as guiding principles for assessing institutional effectiveness.*

**NEXT MEETING:** October 12, 2020

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

### **Master Planning Team A Committee – May 29, 2020**

Meets once per semester

**QUORUM** 33/46 voting members; 0 resources; 12 guests

#### **APPROVAL OF MINUTES**

1. The Team A Minutes from November 15, 2019 were approved.

#### **MOTIONS APPROVED**

2. It was MSC that the roles and responsibilities of the IPCC, Master Plan Team A, and Team B committees be approved.
3. It was MSC that the Institution-Set Standards be approved without changes.
4. It was MSC that the Annual Goals for 2020-2021 be approved.
5. It was MSC that the Annual Goals be approved with even weightings for the first year.
6. It was MSC that the Master Plan Team A Mission Statement be approved [with changes from “Educational Master Plan” to “Institutional Master Plan”].

#### **MOTIONS TABLED**

7. It was MST that discussion on the College Mission Statement be held for the fall meeting.

**NEXT MEETING:** TBD

### **Program Review Committee – May 19, 2020**

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

**QUORUM** 18/19 voting members present; 8 Guests

#### **APPROVAL OF MINUTES**

1. It was MSC that the Minutes from April 21, 2020 be approved without corrections.

#### **REPORTS**

2. Informational reports on Learning outcomes; Staffing report; Distance Education; and Instructional Data.

**NEXT MEETING:** September 15, 2020

*These minutes will be reviewed by IPCC during the next scheduled meeting.*

## III. **ACADEMIC AFFAIRS COMMITTEE \* - September 16, 2020**

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

**QUORUM 31/37; 3 Resources; 2 Guests**

#### **APPROVAL OF MINUTES**

1. MSC to approve minutes of August 19, 2020 meeting.

#### **MOTIONS APPROVED**

2. MSC to approve the agenda for September 16, 2020 meeting.
3. MSC to approve the following items under the Consent Calendar:

Curriculum & Instruction Committee Minutes of:

- August 26, 2020 and September 9, 2020 Meetings

Revised Courses

- ABSE 60
- ARMEN 115, 116, and 117
- ART 130, 131, 150, 170, 171, and 288
- ASL 101
- ATHPE 100 and 150
- BIOL 101 and 50

- CS/IS 126, 174, 186, 190, 193, 194, 196, and 197
  - DANCE 130 and 135
  - ENGR 102, 111, 109, 298, 110, 112, 120, 130, 241, and 230
  - MUSIC 140, 153, 155, 203, 211, 212, 213, and 214
  - ST DV 103 and 141
  - T ART 109, 110, and 123
4. MSC to report to the College Executive Committee that Academic Affairs is profoundly concerned that budgets impacting instruction have not been populated for a second year in a row. Timely financial information is critical to the planning and morale of the instruction programs of the college. Motion passed unanimously.

**NEXT MEETING** – October 21, 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

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

Met on September 24, 2020; report is forthcoming.

**NEXT MEETING:** October 22, 2020

*These minutes will be reviewed by the Academic Affairs Committee during the next scheduled meeting.*

**Scholars Program Committee** – Last meeting reported May 26, 2020

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

**NEXT MEETING:** Fall 2020

*These minutes will be reviewed by the Academic Affairs Committee during the next scheduled meeting.*

**Study Abroad Committee** – Last meeting reported April 30, 2020

4<sup>th</sup> Thursday, 12:20-1:30 pm, SR 328

Met on September 24, 2020; report is forthcoming.

**NEXT MEETING:** October 22, 2020

*These minutes will be reviewed by the Academic Affairs Committee during the next scheduled meeting.*

**IV. STUDENT AFFAIRS COMMITTEE \* – September 16, 2020**

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

**QUORUM** – 22/25 voting members present; 2/2 resources; 2 guests

**APPROVAL OF MINUTES**

1. It was MSC that the minutes of May 20, 2020 be approved.

## **MOTIONS APPROVED**

2. It was MSC to approve the consent calendar. [minutes included]
3. It was MSC to add the Basic Needs Program Manager to the committee as a non-voting resource.

## **REPORTS**

4. A straw poll of the committee indicated that the membership is not in support of charging a fee to students before releasing their student emails.
5. A brief overview of the “Shared Statement of the President and Vice Presidents of Glendale Community College: A Commitment to Creating and Upholding an Anti-Bias and Anti-Racist Learning Environment at GCC Focused on Diversity, Equity, and Inclusion” was given.
6. An update on the CARES Act student emergency relief funding was given by Dr. Tangalakis and Mr. Manukyan.
7. An update on the GCC Promise Program was given by Dr. Tangalakis.

**NEXT MEETING:** October 21, 2020

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

### **Placement and Assessment Committee – March 24, 2020**

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

**QUORUM** 12/17 voting members present; 1/1 resources

#### **APPROVAL OF MINUTES**

1. MSC to approve the November 19, 2019

Met on September 10, 2020; report is forthcoming.

**NEXT MEETING:** TBD

### **International Students Committee – Last meeting reported April 30, 2020**

Meets once per academic year.

**NEXT MEETING:** TBD

### **Multicultural & Community Engagement Committee – Last meeting reported November 14, 2019**

2<sup>ND</sup> Thursday, 12:30 pm – 1:30 pm, SM267

**NEXT MEETING:** TBD

### **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

*These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.*

### **Technology Mediated Services Committee (TMS) – Last meeting reported February 4, 2020**

Meets as needed, contact Chair

Met on April 7, 2020, report is forthcoming.

**NEXT MEETING:** October 6, 2020

*These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.*

## **V. ADMINISTRATIVE AFFAIRS COMMITTEE\* – Last meeting reported June 9, 2020**

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

**NEXT MEETING:** September 8, 2020

**SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:**

**Campus Development Committee – August 6, 2020**

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

**QUORUM** 10/15 voting members present; 4 Resource members present; 2 Guests

**APPROVAL OF MINUTES**

1. MSC to approve the May 7, 2020

**REPORTS**

2. Measure GC updates.

Met on September 2, 2020; report is forthcoming.

**NEXT MEETING:** October 8, 2020

*These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*

**Environmental Affairs Committee – Last meeting reported May 6, 2020**

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

**QUORUM** not established; 6/12/17 voting members present, 7 needed

**REPORTS**

1. Updates on fuel cell and solar projects.
2. New “Capital Improvements” website.

Met on August 5, 2020 and September 2, 2020; reports are forthcoming.

**NEXT MEETING:** October 1, 2020

*These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*

**Safety Committee – May 20, 2020**

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

**QUORUM** 10/12 voting members present; 2 Resource members present

**APPROVAL OF MINUTES**

1. MSC to approve the April 22, 2020

**MOTIONS APPROVED**

2. MSC Health Center is to take on role of compiling data [of student accident reports]. Health Center is to prepare a summary sheet to be sent to Susan Courtney and Dr. Culpepper. Compiled information will be assessed for potential litigation. Summary report will be presented to Safety Committee for review.

**REPORTS**

3. Reports on workers compensation, and crime reports.

**NEXT MEETING:** TBD

*These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*

*Respectfully submitted by Frankie Strong, Governance Office*