

Glendale Community College

GOVERNANCE UPDATE

NOVEMBER 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 30, 2020 and October 31, 2020**. The College Executive Committee reviewed these items during their **November 10, 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 * – October 13, 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 (Dr. Ritterbrown/Dr. Schlossman) to approve the College Executive minutes of September 8, 2020 as presented.

MOTIONS APPROVED

2. Board Policy 3410: Nondiscrimination & Equal Opportunity Policy (approved by Academic Affairs 6/9/20) MSC – (Ms. Haraldson/Mr. Nazari) to approve Board Policy 3410 as presented.
3. Board Policy 3518: Child Abuse Reporting (Approved by Admin. Affairs 5/10/16. Was withdrawn pending legislation in Admin. Affairs 9/13/16. Administrative Regulation 3518 approved by CEC 6/11/19, but BP 3518 had not been presented for consideration to date.) MSC – (Dr. Schlossman/Dr. Culpepper) to approve Board Policy 3518 as presented.
4. MSC (Mr. Nazari/Dr. Schlossman) to authorize replacement of the position of Administrative Assistant, Kinesiology.

REPORTS

5. Review and receipt of subcommittee minutes:
 - a. Budget Committee – Minutes of September 10, 2020, and September 22, 2020
 - b. College Computer Coordinating Committee – No minutes reported.
 - c. Enrollment Management – No minutes reported.
 - d. Equal Employment Opportunity – September 24, 2020

- e. Governance Review Committee – September 1, 2020
 - f. Released Time Extra Pay – No minutes reported.
 - g. Staff Development – September 17, 2020
 - h. Student Equity and Achievement Committee – No minutes reported.
 - i. Web Oversight – No minutes reported.
6. The College Executive Committee reviewed the Board of Trustees agenda for the October 20, 2020 meeting.
 7. The Committee reviewed and accepted the actions of the Standing Committees. a) Institutional Planning Coordination b) Academic Affairs c) Student Affairs d) Administrative Affairs
 8. The Governance Committees Summary Report was presented and reviewed.
 - a. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
 - b. Concerns of committees that are not meeting – Web Oversight, and RTEP.
 9. Accreditation Gap Analysis – Discussion
 10. Met on November 10, 2020; actions will be included in the next Governance Update.

NEXT MEETING: December 8, 2020

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

Budget Committee – October 8, 2020

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

QUORUM (5) 9/10 voting members present; 27 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of September 22, 2020, unanimously approved.

REPORTS

2. Vacant positions – not at this time.
3. District Budget Draft, Cash Analysis and the Governor’s Budget Update.
4. October 27, 2020 Budget meeting cancelled.

NEXT MEETING: November, 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

Met on September 17, 2020, report is forthcoming.

NEXT MEETING: October 8, 2020

Enrollment Management Committee – Last meeting reported May 13, 2020

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

Met on September 9, 2020, report is forthcoming.

NEXT MEETING: October 14, 2020

Equal Employment Opportunity Committee (EEO) – Last meeting reported September 24, 2020

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

1. Hiring Committee Training & Materials: Chair, EEO Rep and Committee

NEXT MEETING: October 22, 2020

Governance Review Committee (GRC) – October 6, 2020

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

QUORUM (5) 9/9 voting members present; 1 Resource member

APPROVAL OF MINUTES

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

REPORTS

2. A new page has been added to the Governance webpage: [Scheduled Meetings](#)
3. Accreditation GAP Analysis (Std. IV) Discussed

NEXT MEETING: November 3, 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: TBD

Professional Development Committee – Last meeting reported September 17, 2020

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

NEXT MEETING: October 15, 2020

Student Equity & Achievement Committee (SEA) – Last meeting reported May 22, 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: September 14, 2020

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

Master Planning Team A Committee – Last meeting reported May 29, 2020

Meets once per semester

NEXT MEETING: TBD

Program Review Committee – Last meeting reported May 19, 2020

3rd Tuesday, 1:30–2:30 pm, AD 121

NEXT MEETING: September 15, 2020

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

III. **ACADEMIC AFFAIRS COMMITTEE * - October 21, 2020**

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

QUORUM 34/37; 7 Resources; 2 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes of September 16, 2020 meeting.

MOTIONS APPROVED

1. MSC to approve the agenda for October 21, 2020 meeting.
2. MSC to approve the following items under the Consent Calendar:

Curriculum & Instruction Committee Minutes of:

September 23, 2020 and October 14, 2020 Meetings

Revised Course

- ARCH 103, 106, 108, 142, and 230
 - ART 132, 133, 134, 135, 136, 250, 251, 255, 137, 231, 232, 233,153,180, 201, 234, 245, 246,181, 270, and 271
 - ASL 102, 103, and 104
 - AT 120, 152, 124, 128,129, and 132
 - BUSAD 106,110, and 50
 - CABOT 271 and 276
 - CAM 210 and 220
 - CO ED 101
 - CS/IS 100, 234, and 264
 - ENGR 117
 - ESL 5
 - FIRE 117
 - KIN 156 and 50
 - MACH 113
 - MUSIC 144, 145, and 170
 - NUTR 114 and 50
 - RE 165 and 190
 - ST DV 001
 - T ART 121,140, 171, 172, 173, 180, 181, 182, 183, and 184
 - T ED 140
 - WELD 118, 125, 121, 122, 123, and 124
3. MSC to approve Academic Affairs ranking of 2019 – 2020 resource requests as presented.
 4. MSC to approve the revised Academic Affairs Mission Statement that includes “Oversees the Scholars Program” as one of the activities of the committee.
 5. MSC to approve Library & Information minutes of May 28, 2020 meeting.
 6. MSC to approve Scholars Program minutes of September 22, 2020 meeting.
 7. MSC to approve Study Abroad minutes of September 24, 2020 meeting.

NEXT MEETING – November 18, 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 – September 24, 2020

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

QUORUM 8/11 voting members

MOTIONS APPROVED

1. MSC to approve minutes from May 28, 2020

REPORTS

2. The Library continues to respond to students' needs and has acquired additional hotspots, Chromebooks, and webcams for Fall 2020 as demand for these devices grew.
3. Reserve textbooks have been purchased with Lottery funds and Eric is working with Andre Manukyan to ensure that those most in need will get access to these resources first.
4. Research Help services are offered to student via Chat, Zoom, Text, or Email.
5. Library will soon be offering ability to check out print books to students, staff, and faculty. This can begin as early as next week.
6. The Garfield Library continues to manage the distribution of devices and textbooks on the Garfield campus.

NEXT MEETING: October 22, 2020

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

Scholars Program Committee – September 22, 2020

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

QUORUM 7/12 voting members.

APPROVAL OF MINUTES

1. MSC approval of the minutes from the May 26, 2020 SAC meeting.

MOTIONS APPROVED

2. MSC approval of the revised Scholars Constitution.

NEXT MEETING: TBD

Study Abroad Committee – September 24, 2020

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

QUORUM [6] 10 out of **10** voting members present

APPROVAL OF MINUTES

1. MSC to approve the minutes of the April 30, 2020 Study Abroad Committee Meeting.
Unanimous approval.

MOTIONS APPROVED

2. Postponement of Summer 2021 Programs to Summer 2022
MSC to approve the postponement of the Summer 2021 Programs to Summer 2022 (Ireland-England, Bali-Cambodia, France, and Armenia); unanimous approval.

NEXT MEETING: October 22, 2020

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

Continued on next page

IV. STUDENT AFFAIRS COMMITTEE * – October 21 2020

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

QUORUM 24/25 voting members present; 2/3 resources; 2 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of September 16, 2020 be approved.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [the following minutes included]
 - a. Multicultural & Community Engagement Committee – April 30, 2020 (adopted)
 - b. Placement & Assessment Committee – September 10, 2020 (adopted)
 - c. Technology Mediated Services Committee – April 7, 2020 (adopted)
3. It was MSC to approve the Student Services non-personnel resource prioritization as presented.
4. It was MSC to approve revised Board Policy 5110: *Counseling*.
5. It was MSC to approve draft Administrative Regulation 5110: *Counseling* forward to a second reading with a recommended change of language from “student with special needs” to “students with disabilities”.
6. It was MSC to approve draft Board Policy 5570: *Student Credit Card Solicitation* forward to a second reading with the recommended amended language.
7. It was MSC to approve draft Administrative Regulation 5570: *Student Credit Card Solicitation* as presented.

REPORTS

8. The first reading of draft Board Policy 5120: *Transfer Center* was accepted.
9. The first reading of draft Administrative Regulation 5120: *Transfer Center* was accepted.
10. The first reading of draft Board Policy 5530: *Student Grievances* was accepted.
11. The first reading of draft Administrative Regulation 5530: *Student Grievances* was accepted.
12. An update on the Gap Analysis for Standard II.C: *Student Services* was presented by Dr. Schlossman.

NEXT MEETING: November 18, 2020

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

Placement and Assessment Committee – September 10, 2020

2nd Thursday, 2:00-3:00 pm, AD 121

QUORUM 16/17 voting members present; 1/1 resources

APPROVAL OF MINUTES

1. MSC to approve the minutes of March 24, 2020.

MOTIONS APPROVED

2. MSC to meet the second Thursday of every month.

NEXT MEETING: November 12, 2020

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

International Students Committee – Last meeting reported April 30, 2020

Meets once per academic year.

NEXT MEETING: TBD

Continued on the next page

Multicultural & Community Engagement Committee – April 30, 2020

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

QUORUM [8] voting members; 1 resource; 2 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of November 14, 2019 be approved.

REPORTS

2. Foundation Grant - MCEC will be applying for a Foundation grant.
3. Virtual Graduation – small packets will be sent to students within the MCEC programs and areas graduating.
4. Student Engagement Efforts - MCEC is in the development stage of creating an Online-Service-Learning/Volunteering Database.
5. AB963 - Andre Manukyan gave a summary of new assembly bill AB963: Civic Engagement Voter Empowerment Act.
6. MCEC [Multicultural & Community Engagement Center] Updates
 - a. SPARK Peer Mentoring program is adjusting to transition virtually.
 - b. Project-Explorer – A Job Shadowing Program in Collaboration with Title-V and Career Center. Will try adjusting the program to go virtual.
7. DREAM Resource Center Report - Anthony Garcia updated on DREAM Resource Center plans/workshops/events and scholarship fundraising efforts.
8. Pride Center Updates - Hoover Zariani updated on the Pride Center's plans/workshops/past and upcoming events for the Spring 2020 semester.

NEXT MEETING: November 12, 2020

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

Student Fees and Tuition Committee – Last meeting reported March 11, 2020

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

NEXT MEETING: November 11, 2020

Technology Mediated Services Committee (TMS) – April 7, 2020

Meets as needed, contact Chair

QUORUM 6/8 voting members present; 1/3 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of March 10, 2020.

REPORTS

2. Tom Voden was invited to meet with the committee to discuss the implementation of EAB and its potential overlap of services with other campus-wide or department-specific solutions.

NEXT MEETING: November 12, 2020

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

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – October 13, 2020

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

QUORUM (9): 11 of 17 voting members present

APPROVAL OF MINUTES

1. June 9, 2020 MSC, adopted

MOTIONS APPROVED:

2. MSC to approve the Consent Calendar including the subcommittee minutes:
 - i. Campus Development Committee – August 6, 2020 and September 3, 2020
 - ii. Environment & Sustainability Committee– August 5, 2020 and September 2, 2020

- iii. Safety Committee – May 20, 2020
3. MSC AR 3440 Service Animals and Other Animals on Campus
4. MSC BP 3520 Local Law Enforcement

MOTIONS TABLED:

5. AR 3410 Nondiscrimination – HR revision
6. BP 3430 Prohibition of Harassment – HR revision (BoT revise 1-31-20)
7. AR 3430 Prohibition of Harassment – HR revision
8. BP 3433 (NEW) Prohibition of Harassment Under Title IX
9. AR 3433 (NEW) Prohibition of Harassment Under Title IX
10. AR 3434 (NEW) Responding to Harassment Based on Sex Under Title IX
11. AR 3435 Discrimination and Harassment Complaints and Investigations – HR revision
12. BP 3710 (New) Security of Copyright – Bot review 1-31-20 (Forwarded to OER Committee)
13. BP 3725 Website - Bot revise 1-31-20 (Forwarded to Tina Andersen-Wahlberg)
14. BP 7100 Commitment to Diversity (HR Chap. 7 review – no changes)
15. BP 7110 Delegation of Authority in Hiring Personnel (HR Chap. 7 review – no changes)
16. BP 7131 (DELETE) Equivalence to Minimum Qualification
17. BP 7141 (DELETE) Public Notice Policy - Initial Proposal
18. BP 7151(DELETE) Evaluation for Academic Administrator Personnel & Classified Managers
19. BP 7152 (DELETE) Evaluation/Supervision
20. BP 7341 Leave of Absence – Chap. 7 Review, Name change (BP 7340 Leaves of Absence for reference)

REPORTS:

21. 2019-2020 Non-Personnel Resource Requests for Administrative Affairs – reviewed
22. Hydrogen Fuel Cell Project presentation – Joel Peterson

NEXT MEETING: November 10, 2020

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

Campus Development Committee – August 6, 2020

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

QUORUM established (9 of 14 voting members present)

APPROVAL OF MINUTES

1. As quorum was established, the meeting minutes for May 7, 2020 were approved.
MSC: (Susie Chin/Chris Franz).

MOTIONS APPROVED

2. Mr. Peterson motioned the committee to support further investigation and discussion regarding analysis of the P3 approach for both Student Housing and for Central Plant upgrade and operation. MSC (Susie Chin/Chris Franz) motion approved unanimously.

Campus Development Committee – September 3, 2020

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

QUORUM established (12 of 14 voting members present).

APPROVAL OF MINUTES

1. The motion to approve the August 6, 2020 minutes was approved. MSC: (Chris Franz/Vladimir Paransky). Motion carried unanimously.

NEXT MEETING: October 8, 2020

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

Environment & Sustainability Committee – August 5, 2020

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

QUORUM No quorum established

Environment & Sustainability Committee – September 2, 2020

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

QUORUM 8 out of 10

APPROVAL OF MINUTES

1. Meeting minutes from prior meeting, 8/5/2020 MSC (Alex Kocol/Sevada Avakian) – was approved.

NEXT MEETING: Wednesday, September 7, 2020

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

Safety Committee – May 20, 2020

3rd 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 worker's compensation, and crime reports.

NEXT MEETING: TBD

Respectfully submitted by Frankie Strong, Governance Office