

Glendale Community College

GOVERNANCE UPDATE DECEMBER 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 **October 31, 2020 and November 30, 2020**. The College Executive Committee reviewed these items during their **December 8**

- 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 * – November 10, 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 present

APPROVAL OF MINUTES

1. MSC (Dr. Culpeper/Dr. Schlossman) to approve the College Executive minutes of October 13, 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 Was withdrawn pending legislation in Admin.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 October 8, 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 – October 6, 2020

- 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.
6. The College Executive Committee reviewed the Board of Trustees agenda for the November 17, 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.
 9. Accreditation Gap Analysis – Discussion

REPORTS

10. Met on December 8, 2020; actions will be included in the next Governance Update.

NEXT MEETING: January 12, 2021

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

Budget Committee – November 12, 2020

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

QUORUM (5) 9/10 voting members present; 18 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of October 8, 2020, unanimously approved.

REPORTS

2. Vacant positions – 3 classified positions.
3. District Budget Draft, Cash Analysis and the Governor’s Budget Update.
4. October 27, 2020 Budget meeting cancelled.
5. Met on November 24, 2020, report is forthcoming.

NEXT MEETING: December 10, 2020

College Computer Coordinating Committee (4Cs) – September 17, 2020

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

QUORUM 14/15 voting members present; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of May 21, 2020, unanimously approved.

REPORTS

2. Online instruction will continue through Summer 2021.
3. PeopleSoft 9.2 upgrade.
4. Technology Master Plan.
5. November 19, 2020 meeting cancelled.

NEXT MEETING: October 15, 2020

Enrollment Management Committee – September 9, 2020

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

QUORUM 22/27 voting members; 5 resources; 1 guest

APPROVAL OF MINUTES

1. The Enrollment Management Minutes from May 13, 2020 were approved

REPORTS

2. Enrollment update – 3.6% decline.
3. Student Outreach Services update.
4. Continuous Enrollment Strategic Plan - No Update
5. Effective Instruction in a Remote Environment - The college needs to start addressing possible approaches that might enhance and improve remote instruction as well as enrollment and retention.
6. Enrollment Management Plan - At the March 11, 2020 Enrollment Management meeting the need to create an Enrollment Management Plan was discussed.
7. Student Services New Student Onboarding Project.
8. Combined Canvas shells for multi-pull classes - where students from two or more lab sections meet together for the lecture.

Enrollment Management Committee – October 14, 2020

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

QUORUM 19/27 voting members; 5 resources; 1 guest

APPROVAL OF MINUTES

1. The Enrollment Management Minutes from September 9, 2020 were approved

REPORTS

2. Enrollment update – 5.8% down for Fall semester.
3. Student Outreach Services update.
4. Enrollment Management Plan - Ed Karpp shared a draft document that the subgroup has been working on.

NEXT MEETING: November 11, 2020

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

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

NEXT MEETING: October 22, 2020

Governance Review Committee (GRC) – November 3, 2020

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

QUORUM (5) 8/9 voting members present; 1 Resource member

APPROVAL OF MINUTES

1. MSC approval of the October 6, 2020 minutes.

REPORTS

2. Access to Committee Meeting Agendas and Zoom Locations (Update)
 - a. Frankie added the „[Scheduled Meetings](#)“ page to the [governance webpage](#).
3. Black Students Union concerns - The GRC Chair will share the following feedback from and talking points with the Academic Senate President.
4. Accreditation GAP Analysis – the GRC reviewed and discussed the GAP analysis. The GRC Chair will share GRC’s feedback with the Accreditation Faculty Coordinator.
5. The GRC discussed the need to raise awareness about the requirement of a VPN (Virtual Private Network) in order to gain access to SharePoint. GCC’s I.T. Department created this extra layer of security and had emailed the college community.

NEXT MEETING: March 2, 2021

Professional Development Committee – October 15, 2020

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

QUORUM [8] 11/15 voting members present; 1 Guest

APPROVAL OF MINUTES

1. MSC approval of the September 17, 2020 minutes.

REPORTS

2. Somo provided a template to accept requests from persons interested in presenting P.D. (Professional Development) topics at Faculty Institute Day.
3. Winter Professional Development Day - discussion on expanding the Faculty Development day to a three-day intensive or week-long training block near the end of the Winter semester.

NEXT MEETING: November 19, 2020

Released Time Extra Pay Committee (RTEP) – December 6, 2019

4th Friday, 10:00-11:00 am, contact Chair for location

QUORUM 6/7 voting members present; 1 Resource member

APPROVAL OF MINUTES

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

MOTIONS APPROVED

2. MSC to table all RTEP evaluation reviews until next meeting.
3. MSC to table 2nd read [of new positions (POCR) until application is complete.
4. Short Term Vocational Outreach Coordinator - MSC to approve first read and send the job description back to Jan Young for revisions.
5. MSC to approve revised job description for the eLumen/Database Coordinator.

NEXT MEETING: November 20, 2020

Released Time Extra Pay Committee (RTEP) – October 16, 2020

4th Friday, 10:00-11:00 am, contact Chair for location

QUORUM 6/7 voting members present; 1 Resource member

APPROVAL OF MINUTES

1. MSC approval of the December 6, 2019 minutes.

REPORTS

2. Discussion on the following faculty released time positions: Distance Education Coordinator vacancy; and the Literary Magazine Coordinator.
3. Proposal of a coordinator of DEI [Diversity & Equity Inclusion] Coordinator.
4. Articulation Coordinator reduction of released time from 80% to 60%.
5. Evaluation of RTEP Positions - Discussion re: not many if any RT positions can be seen unnecessary and concern brought up about negative impact of eliminated RT positions on load. Do we want to make RT positions open to adjuncts? Discussion re: whether there will be an impact on the 50% rule.

Released Time Extra Pay Committee (RTEP) – October 30, 2020

4th Friday, 10:00-11:00 am, contact Chair for location

QUORUM 7/7 voting members present; 1 Resource member; 1 Guest

APPROVAL OF MINUTES

1. MSC approval of the October 16, 2020 minutes.

MOTIONS APPROVED

2. Distance Education Coordinator revised job description - MSC Revision approved DEC Self-Eval and Supervisor Eval accepted by committee.

3. MSC to reduce RT/EP from 80% to 60%. After position is filled, Dr. Ritterbrown hands supervision over to VP of SS and Dean of SS.
4. MSC to temporarily reduce the \$3500/semester stipend for the Special Events Coordinator for SPR 2021.

REPORTS

5. Adjunct Support Coordinator – M. Davis will forward job description.
6. Ms. Jenkins will post these seven positions that were held due to Covid.
7. RT/EP committee will await response from SEA on the funding of this position.

NEXT MEETING: November 20, 2020

Student Equity & Achievement Committee (SEA) – September 25, 2020

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

QUORUM 17/20 voting members present; 5 Guests

APPROVAL OF MINUTES

1. MSC approval of the May 22, 2020 minutes.

MOTIONS APPROVED

2. MSC Comprehensive Adjunct Support, a proposal to implement an efficient and sustainable support program for all GCC adjunct faculty. The proposal moved forward to the VP of Instructional Services and the VP of Student Services for final review and recommendation.
3. MSC AB 705 Comprehensive Implementation Plan, a proposal to implement practices to address early alert, second and third attempts.

REPORTS

4. Updates and discussion on the following - NACCC Update/ Review of Recommendations; Basic Needs: GCC CARES.
5. Academic Senate update - Discussion of new senate committee: Diversity, Equity, and Inclusion Committee; There is some overlap between this proposed committee and SEA and the BSU list of demands.

Student Equity & Achievement Committee (SEA) – October 23, 2020

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

QUORUM 19/20 voting members present; 6 Guests

APPROVAL OF MINUTES

1. MSC approval of the September 25, 2020 minutes.

REPORTS

2. Updates and discussion on the following - SEA updates: Projects/Budget; NACCC Update/ Review of Recommendations; Basic Needs: GCC CARES.
3. Academic Senate update - Discussion of new senate committee: Diversity, Equity, and Inclusion (DEI) Committee - proposed a RT position: DEI Faculty Chair at 40.

NEXT MEETING: November 20, 2020

Web Oversight Committee – Last meeting reported September 26, 2018

Meets as needed

NEXT MEETING: TBD, *No report as of November 2020.*

II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC) – October 12, 2020

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

QUORUM 15/18 voting members; 3 resources; 1 guest

APPROVAL OF MINUTES

1. The IPCC Minutes from September 14, 2020 were approved.
2. The unadopted Program Review Minutes from September 15, 2020 were accepted.

NEXT MEETING: TBD

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 – September 15, 2020

3rd Tuesday, 1:30–2:30 pm, AD 121

QUORUM 9/10 voting members; 3 resources; 1 guest

APPROVAL OF MINUTES

1. It was MSC that the Minutes from May 19, 2020 be approved with changes made to reflect Zoom as the meeting location.

MOTIONS APPROVED

2. The mission statement was reviewed. It was MSC (Karpp/Ernst) that the Program Review Committee mission statement be approved without changes.
3. It was MSC to re-elect Daphne Dionisio as Chair of the Program Review Committee.

REPORTS

4. Focus on Quality of Program Reviews We have 100% completion rate for program reviews.
5. The schedule for Program Review was reviewed for 2020-2021.

Program Review Committee – October 20, 2020

3rd Tuesday, 1:30–2:30 pm, AD 121

QUORUM 10/10 voting members; 1 Resource; 1 guest

APPROVAL OF MINUTES

1. It was MSC that the Minutes from September 15, 2020 be approve.

REPORTS

2. Revising Language & Questions in Program Review Form discussion.

NEXT MEETING: November 17, 2020

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

III. **ACADEMIC AFFAIRS COMMITTEE * - November 18, 2020**

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

QUORUM 30/37; 5 Resources; 3 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes from October 21, 2020 meeting.

MOTIONS APPROVED

2. MSC to approve the agenda for November 18, 2020 meeting.
3. MSC to approve the following items under the Consent Calendar:
Curriculum & Instruction Committee Minutes of:
 - October 14, 2020, and November 11, 2020 MeetingsRevised Course
 - ADMJ 101, 103, 107, 110,118,129, 165, and 170

- ART 235
 - AT 114, 115, and 138
 - CABOT 102, 266, and 281
 - CHEM 105, 106, 120, and 298
 - CHLDV 150, 210, 152, and 155
 - CS/IS 180
 - CULIN 122
 - DANCE 158
 - ENGR 49
 - FIRE 118
 - HRM 115
 - MACH 112
 - MTLGY 150
 - MUSIC 50
 - PHY 110
 - ST DV 120 and 143
 - T ART 106 and 107
4. MSC to approve Graduation Requirement Committee minutes from November 12, 2020 meeting.
 5. MSC to approve Library & Information Competency minutes from October 29, 2020 meeting.

NEXT MEETING March 2021

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: November 18, 2020

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

Graduation Requirements Committee – November 12, 2020

Meets as needed

QUORUM [7] 10 out of 11 voting members present.

APPROVAL OF MINUTES

1. MSC to approve minutes from April 25, 2018 meeting.
2. MSC to approve minutes from November 19, 2019 meeting.

MOTIONS APPROVED

3. MSC to approve to allow IGETC/CSUN Breadth for our local GCC degree graduation requirements.
4. MSC to approve the list of additions, changes, and deletions presented by C&I.

NEXT MEETING: TBD

Library and Information Competency Committee – October 29, 2020

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

QUORUM 7/12 voting members

MOTIONS APPROVED

1. MSC to approve minutes from September 24, 2020 meeting

REPORTS

2. The Library continues to respond to students' needs. All Hotspot requests have been filled.
3. Reserve textbooks are being checked out to students.

NEXT MEETING: Spring 2021

Scholars Program Committee – Last meeting reported September 22, 2020

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

Met on October 20, 2020, report is forthcoming.

NEXT MEETING: December 2, 2020

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

Study Abroad Committee – Last meeting reported September 24, 2020

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

NEXT MEETING: October 22, 2020

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

IV. STUDENT AFFAIRS COMMITTEE * – November 18, 2020

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

QUORUM 24/26 voting members present; 1/3 resources; 1 guest

APPROVAL OF MINUTES

1. It was MSC that the minutes of October 21, 2020 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 – October 8, 2020 (adopted)
 - Placement & Assessment Committee – October 8, 2020 (adopted)
 - Technology Mediated Services Committee – October 6, 2020 (adopted)
3. It was MSC to approve draft Board Policy 5120: *Transfer Center*.
4. It was MSC to approve draft Administrative Regulation 5120: *Transfer Center*.
5. It was MSC to approve revised Board Policy 5530: *Student Grievances*.
6. It was MSC to approve revised Administrative Regulation 5530: *Student Grievances*.

REPORTS

7. The first reading of draft Board Policy 5030: *Fees* was accepted.
8. The first reading of revised Board Policy 5150: *EOPS* was accepted.
9. An update on the Gap Analysis for Standard II.C: *Student Services* was presented by Dr. Schlossman.

NEXT MEETING: February 17, 2021

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

International Students Committee – April 30, 2020

Meets once per academic year.

QUORUM 8/13 voting members; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes April 25, 2019.

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. It was MSC to approve the mission statement for the International Students Committee.
4. It was MSC to recommend to Administration that emergency funds be established for international students who require assistance for basic needs, due to the impact of COVID-19.
5. It was MSC (8-0) to elect Murray Stach as chair of the International Students Committee for 2020-2021.

NEXT MEETING: March 11, 2021

Multicultural & Community Engagement Committee – October 8, 2020

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

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

APPROVAL OF MINUTES

1. It was MSC that the minutes of April 30, 2020 be approved.

REPORTS

2. Latinx Heritage Guide & Disability Awareness Month Guide
 - Becka Cooling shared the Campus Guide developed by the library.
 - The guides help with promoting and marketing specific teams or subjects, programs, resources, events...
3. MCEC Newsletter - An introduction to the MCEC Newsletter. Shared Summer/Winter/Spring 2020 issues
4. STAR (Students Talk About Race) - Due to the COVID pandemic we are re-formatting the program to take place on campus but remotely.
5. Latinx Resource Directory - Resource guide for Latinx students
6. Podcast - MCEC will be collaborating with Veterans Center to use their podcast equipment and room to create podcasts.
7. MCEC/SPARK/EU/Virtual Agency Database/Social Media - MCEC has developed a database of Virtual Community Engagement Opportunities for students. We have a new Twitter and Instagram account.
8. DREAM Resource Center Report - Anthony Garcia updated on DREAM Resource Center plans/workshops/events and scholarship fundraising efforts.
9. Pride Center Updates - Arakel Aristakessian updated on the Pride Center's plans, workshops, and events.

NEXT MEETING: November 12, 2020 at 12:30pm

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

Placement and Assessment Committee – October 8, 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 September 10, 2020.

NEXT MEETING: March 11, 2021

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

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

Technology Mediated Services Committee (TMS) – October 6, 2020

Meets as needed, contact Chair

QUORUM 10/11 voting members present; 1 Resource; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of April 7, 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.
3. Met on November 3, 2020, report is forthcoming.

NEXT MEETING: December 3, 2020

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

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – Last meeting reported October 13, 2020

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

Met on November 10, 2020, report is forthcoming.

NEXT MEETING: March 9, 2021

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

Campus Development Committee – Last meeting reported September 3, 2020

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

Met on October 8, 2020, report is forthcoming.

NEXT MEETING: November 5, 2020

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

Environment & Sustainability Committee – Last meeting reported September 2, 2020

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

NEXT MEETING: September 7, 2020

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

Safety Committee – Last meeting reported May 20, 2020

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

NEXT MEETING: October 21, 2020

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

Respectfully submitted by Frankie Strong, Governance Office