Glendale Community College

GOVERNANCE UPDATE
JANUARY 2021

The Governance Update monthly 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 **December 1, 2020 and January 2, 2021**.The College Executive Committee reviewed these items during their **January 12, 2021 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.
- Committee minutes available in SharePoint: https://sp.glendale.edu/governance VPN necessary to access.
- As of March 2020, Governance Committees continue to meet by virtual means. Requirements, such as meeting quorum, minutes reporting, continue to be practiced.
- Meeting Schedule for governance committee meetings is available on the Governance webpage: Scheduled Meetings

---

Standing Committee indicated with an asterisk*

I. COLLEGE EXECUTIVE COMMITTEE * – December 8, 2020

Meets Tuesday prior to Board of Trustees meetings, 2:30 pm, AD 121
QUORUM (5) 6/7 voting members present; 3 Resource members present
APPROVAL OF MINUTES
1. MSC (Schlossman/Nazari) to approve the College Executive minutes of November 10, 2020 as presented.

MOTIONS APPROVED
2. MSC – (Haraldson/Schlossman) to approve Administrative Regulation 3440, Board Policy 3520, Board Policy 5110, Administrative Regulation 5110, Board Policy 5570, and Administrative Regulation 5570 as presented.
3. MSC – (Schlossman/Ritterbrown) to approve Administrative Regulation 3410, Board Policy 3430, Administrative Regulation 3430, Board Policy 3433, Administrative Regulation 3433, Administrative Regulation 3434 and Administrative Regulation 3435 as presented.
4. MSC – (Dickes/Haraldson) to approve RTEP Recommendation: Academic Senate Diversity Equity and Inclusion Committee Faculty Chair (40% release time).
5. MSC – (Schlossman/Nazari) to approve filling the vacant positions of Grants Accounting Specialist – CalWorks, Biology Instructor, Instructional Lab Technician, and Employee Benefits Technician.

REPORTS
6. Review and receipt of subcommittee minutes:
   a. Budget Committee – Minutes of November 12, 2020
   b. College Computer Coordinating Committee – Minutes of September 17, 2020
   c. Enrollment Management – No minutes reported.

   d. Equal Employment Opportunity – No minutes reported.
   e. Governance Review Committee – Minutes of November 3, 2020
   f. Released Time Extra Pay – Minutes of December 6, 2019; October 16, and October 19, 2020
   g. Professional Development – Minutes of October 15, 2020
   h. Student Equity and Achievement Committee – Minutes of September 25, and October 23, 2020
   i. Web Oversight – No minutes reported.
  7. The College Executive Committee reviewed the Board of Trustees agenda for the December 15, 2020 meeting.
  8. The Committee reviewed and accepted the actions of the Standing Committees. a) Institutional Planning Coordination b) Academic Affairs c) Student Affairs d) Administrative Affairs
  9. 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.
 NEXT MEETING: February 9, 2021

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

Budget Committee – November 24, 2020
2nd Thursday and 4th Tuesday, 12:20-1:30 pm, AD 252
QUORUM (5) 8/10 voting members present; 22 guests
APPROVAL OF MINUTES
 1. MSC to approve the minutes of November 12, 2020, unanimously approved.
REPORTS
 2. Vacant positions – postponed.
 3. 2020-2021 District Budget Draft, Cash Analysis and the Governor's Budget Update.
 4. December 10, 2020 Budget meeting cancelled.
NEXT MEETING: January 14, 2021

College Computer Coordinating Committee (4Cs) – October 15, 2020
3rd Thursday, 12:30-1:30 pm, LB 113, I.T. Conference Room
QUORUM 14/15 voting members present; 2 guests
APPROVAL OF MINUTES
 1. MSC to approve the minutes of September 17, 2020, unanimously approved.
REPORTS
 2. Organization Chart was presented to the committee located on the ITS webpage.
 3. PeopleSoft 9.2 upgrade.
 4. Technology Master Plan.
 5. Cybersecurity risk assessment.
Met on November 19, 2020, report is forthcoming.
NEXT MEETING: Spring 2021

Enrollment Management Committee – Last meeting reported October 14, 2020

2nd Wednesday, 12:20-1:20 pm, AD 252
Met on November 11, 2020, report is forthcoming.
NEXT MEETING: Spring 2021

Equal Employment Opportunity Committee (EEO) – Last meeting reported September 24, 2020
4th Thursday, 12:30-1:30 pm, contact Chair for location
Met on October 22, 2020, report is forthcoming.
NEXT MEETING: Spring 2021

Governance Review Committee (GRC) – Last meeting reported November 3, 2020
1st Tuesday, 1:40-2:40 pm, AD 249
NEXT MEETING: March 2, 2021

Professional Development Committee – Last meeting reported October 15, 2020
3rd Thursday, 12:30-1:30 pm, SV 105
Met on November 19, 2020, report is forthcoming.
NEXT MEETING: Spring 2021

Released Time Extra Pay Committee (RTEP) – Last meeting reported October 30, 2020
4th Friday, 10:00-11:00 am, contact Chair for location
Met on November 20, 2020, report is forthcoming.
NEXT MEETING: Spring 2021

Student Equity & Achievement Committee (SEA) – Last meeting reported October 23, 2020
4th Friday, 1:00pm-2:00 pm, contact Chair for location
Met on November 20, 2020, report is forthcoming.
NEXT MEETING: Spring 2021

Web Oversight Committee – Last meeting reported September 26, 2018
Meets as needed
NEXT MEETING: TBD, *No report as of December 2020.*

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC**) – Last meeting reported
   October 12, 2020
   2nd Monday, 12:15pm-1:30 pm, AD 121
   NEXT MEETING: Spring 2021

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 October 20, 2020

3rd Tuesday, 1:30–2:30 pm, AD 121
Met on November 17, 2020, report is forthcoming.
These minutes will be reviewed by IPCC during the next scheduled meeting.
NEXT MEETING: Spring 2021

III.   **ACADEMIC AFFAIRS COMMITTEE *** - Last meeting reported November 18, 2020
3rd Wednesday, 2:00-4:00 pm, AD 252
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
Met on November 18, 2020, report is forthcoming.
These minutes will be reviewed by the Academic Affairs Committee during the next scheduled meeting.
NEXT MEETING: Spring 2021

Graduation Requirements Committee – Last meeting reported November 12, 2020
Meets as needed
NEXT MEETING: TBD

Library and Information Competency Committee – Last meeting reported October 29, 2020
4th Thursday, 12:30-1:30 pm, LB 417
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, and December 2, 2020, reports are forthcoming.
These minutes will be reviewed by the Academic Affairs Committee during the next scheduled meeting.
NEXT MEETING: Spring 2021

Study Abroad Committee – Last meeting reported September 24, 2020
4th Thursday, 12:20-1:30 pm, SR 328
Met on October 22, 2020, report is forthcoming.
These minutes will be reviewed by the Academic Affairs Committee during the next scheduled meeting.
NEXT MEETING: Spring 2021

IV.   **STUDENT AFFAIRS COMMITTEE** * – Last meeting reported November 18, 2020
3rd Wednesday, 1:00-2:00 pm, AD 252
NEXT MEETING: February 17, 2021
SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

International Students Committee – Last meeting reported April 30, 2020
Meets once per academic year.
NEXT MEETING: March 11, 2021

Multicultural & Community Engagement Committee – Last meeting reported October 8, 2020
2ND Thursday, 12:30 pm – 1:30 pm, SM267
Met on November 12, 2020, report is forthcoming.
These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.
NEXT MEETING: Spring 2021

Placement and Assessment Committee – Last meeting reported October 8, 2020
2nd Thursday, 2:00-3:00 pm, AD 121
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
Met on November 11, 2020, report is forthcoming.
These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.
NEXT MEETING: Spring 2021

Technology Mediated Services Committee (TMS) – Last meeting reported October 6, 2020
Meets as needed, contact Chair
Met on December 3, 2020, report is forthcoming.
These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.
NEXT MEETING: Spring 2021

V. <u>**ADMINISTRATIVE AFFAIRS COMMITTEE* –** Last meeting reported October 13, 2020</u>
    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, and November 5, 2020; reports are forthcoming.
These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.
NEXT MEETING: Spring 2021

Environment & Sustainability Committee – Last meeting reported September 2, 2020
1st Wednesday, 12:30 p.m. – 1:30 p.m. in HS214/zoom
NEXT MEETING: Spring 2021

Safety Committee – Last meeting reported May 20, 2020

3rd Wednesday, 11:00am-12:00pm, Facilities Conference Room – HS 214
Met on October 21, 2020, report is forthcoming.
These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.
NEXT MEETING: Spring 2021

Respectfully submitted by Frankie Strong, Governance Office