

# Glendale Community College

## GOVERNANCE UPDATE

FEBRUARY 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 **January 2, 2021 and January 30, 2021**. The College Executive Committee reviewed these items during their **February 9, 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](#)

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Standing Committee indicated with an asterisk\*

### **I. COLLEGE EXECUTIVE COMMITTEE \* – January 12, 2021**

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/Dickes) to approve the College Executive minutes of December 15, 2020 as presented.

#### **MOTIONS APPROVED**

2. MSC – (Haraldson/Culpepper) to approve Board Policy 5120: Transfer Center, Administrative Regulation 5120: Transfer Center, Board Policy 5530: Student Grievances, and Administrative Regulation 5530: Student Grievances as presented.
3. MSC – (Schlossman/Culpepper) to approve filling the vacant positions of Assistant Director,
4. Professional Development Center, Program Manager 1 – Career Pathways and Strong
5. Workforce, Associate Dean, Career Education and Workforce Development.

#### **REPORTS**

6. Review and receipt of subcommittee minutes:
  - a. Budget Committee – Minutes of November 24, 2020
  - b. College Computer Coordinating Committee – Minutes of October 15, 2020
  - 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. Professional Development – No minutes reported.
  - h. Student Equity and Achievement Committee – No minutes reported.

- i. Web Oversight – No minutes reported.
- 7. The College Executive Committee reviewed the Board of Trustees agenda for the January 19, 2021 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.
- 10. Students Serving on Hiring Committees - The Senate and Guild agreed to present this information to their executive committees for further discussion and consideration (Guild to meet 2/16/21 and Academic Senate to meet 3/4/21) and will provide follow-up at a future College Executive Committee meeting

**NEXT MEETING:** February 9, 2021

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

**1) Budget Committee – January 14, 2021**

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

**QUORUM** (6) 8/10 voting members present; 26 guests

**APPROVAL OF MINUTES**

- 1. MSC to approve the minutes of November 12, 2020, unanimously approved.

**REPORTS**

- 2. 2020-2021 District Budget Draft, Cash Analysis and the Governor’s Budget Update.

Met on January 26, 2021, report is forthcoming.

**NEXT MEETING:** Spring 2021

**2) College Computer Coordinating Committee (4Cs) – Last meeting reported October 15, 2020**

3<sup>rd</sup> Thursday, 12:30-1:30 pm, Zoom Conference

Met on November 19, 2020, report is forthcoming.

**NEXT MEETING:** Spring 2021

**3) Enrollment Management Committee – November 11, 2020**

2<sup>nd</sup> Wednesday, 12:20-1:20 pm, Zoom Conference

**QUORUM** 20/27 voting members present; 7 Resource members

**APPROVAL OF MINUTES**

- 1. MSC to approve the minutes of October 14, 2020.

**REPORTS**

- 2. Enrollment Update – Fall is down approximately 5.9%; noncredit is in decline for fall; winter registration has started.
- 3. Student Outreach Services Update – figuring out how to take previous events to an online environment; shifting outreach platforms.
- 4. GCC Website – Garfield page is being updated to be more user friendly.
- 5. Enrollment Management Plan – the subgroup is meeting and will bring information back to the committee.
- 6. Update on Guided Pathways Meta Majors [now Career Pathways] and Program Mapping.

**NEXT MEETING:** Spring 2021

**4) Equal Employment Opportunity Committee (EEO) – October 22, 2020**

4<sup>th</sup> Thursday, 12:30-1:30 pm, Zoom Conference

**QUORUM** 8/10 voting members present; 1 Resource member; 2 guests

**APPROVAL OF MINUTES**

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

**REPORTS**

2. Trainings & EEO Plan updates.
3. Recruitment updates.

Met on December 11, 2020, report is forthcoming.

**NEXT MEETING:** February 25, 2021

- 5) **Governance Review Committee (GRC)** – Last meeting reported November 3, 2020

1<sup>st</sup> Tuesday, 1:40-2:40 pm, Zoom Conference

**NEXT MEETING:** March 2, 2021

- 6) **Professional Development Committee – November 19, 2020**

3<sup>rd</sup> Thursday, 12:30-1:30 pm, Zoom Conference

**QUORUM** [8] 11/15 voting members

**APPROVAL OF MINUTES**

1. MSC to approve the October 15, 2020 minutes.

**MOTIONS APPROVED**

2. MSC to provide preparation training for the Spring semester during the week of Feb 8th -12th to coincide with Black Awareness Month.
3. MSC in order to ensure the health and safety of all Faculty and Staff, the preferred method for submitting 20-21 Flex paperwork will be in digital format, pending agreement from the Guild.

**NEXT MEETING:** February 18, 2021

- 7) **Released Time Extra Pay Committee (RTEP)** – Last meeting reported October 30, 2020

4<sup>th</sup> Friday, 10:00-11:00 am, Zoom Conference

Met on November 20, 2020, report is forthcoming.

**NEXT MEETING:** February 26, 2021

- 8) **Student Equity & Achievement Committee (SEA)** – Last meeting reported October 23, 2020

4<sup>th</sup> Friday, 1:00pm-2:00 pm, Zoom Conference

Met on November 20, 2020, report is forthcoming.

**NEXT MEETING:** February 26, 2021

- 9) **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

2<sup>nd</sup> Monday, 12:15pm-1:30 pm, Zoom Conference

Met on December 14, 2020, report is forthcoming.

**NEXT MEETING:** Spring 2021

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

- 1) **Master Planning Team A Committee** – Last meeting reported May 29, 2020  
Meets once per semester  
Met on November 20, 2020, report is forthcoming. *These minutes will be reviewed by IPCC during the next scheduled meeting.*

**NEXT MEETING:** TBD

- 2) **Program Review Committee** – Last meeting reported October 20, 2020  
3<sup>rd</sup> Tuesday, 1:30–2:30 pm, Zoom Conference  
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 \* - December 16, 2020**

3<sup>rd</sup> Wednesday, 2:00-4:00 pm, Zoom Conference

**QUORUM** 30/37; 4 Resources; 4 Guests

**APPROVAL OF MINUTES**

1. MSC to approve minutes from November 18, 2020 meeting.

**MOTIONS APPROVED**

2. MSC to approve the agenda for December 16, 2020 meeting.  
3. MSC to approve the following items under the Consent Calendar:  
4. Curriculum & Instruction Committee Minutes of:  
5. November 25, 2020, and December 9, 2020 Meetings  
6. Revised Courses  
a. ARCH 229  
b. ASL 49  
c. ASTRO 102  
d. CABOT 91  
e. CULIN 112, 124, and 224  
f. ESL 35, 45, and 85  
g. FIRE 112 and 120  
h. HRM 201, 214, and 216  
i. MOA 101  
7. MSC to approve Baja Program minutes of November 18, 2020 meeting.  
8. MSC to approve Scholars Program minutes of October 20, 2020, and December 2, 2020 meetings.

**NEXT MEETING:** February 17, 2021

**SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:**

- 1) **Academic Calendar Committee** – Last meeting reported March 12, 2020  
Meets as needed  
**NEXT MEETING:** TBD

2) **Baja Program Committee – November 18, 2020**

Meets twice per academic year

**QUORUM** 7/12 voting members

**APPROVAL OF MINUTES**

1. MSC to approve the October 29, 2019 minutes.

**REPORTS**

2. Station report: town is open to tourists; J. Gomez and A. Oleta continue to look after the field station while there are no classes; J. Mercade continues to travel between US and field station to resolve issues of maintenance and permits; we are looking at possibility of connecting the field station to a recently installed freshwater pipe from town.
3. GCC classes scheduled for Summer 2020 and Winter 2021 had to be cancelled.
4. GCC classes scheduled for Summer 2021: Biol 125/126 (Marine Biology; G. Van Cleave); Biol 131 (Regional Natural History; G. Meyer); all program fees \$799.
5. Cuesta College and Westminster College (Utah) had to cancel their Summer 2021 programs at the field station.
6. The following outside groups have reserved dates at the field station for 2021: Westminster College (May 13-28); Fresno City College (June 8-12); Cuesta College (June 12-25).

**NEXT MEETING:** Spring 2021

3) **Graduation Requirements Committee – Last meeting reported November 12, 2020**

Meets as needed

**NEXT MEETING:** TBD

4) **Library and Information Competency Committee – Last meeting reported October 29, 2020**

4<sup>th</sup> Thursday, 12:30-1:30 pm, Zoom Conference

**NEXT MEETING:** Spring 2021

5) **Scholars Program Committee – October 20, 2020**

4<sup>th</sup> Tuesday, 12:30-1:30 pm, Zoom Conference

**QUORUM** 7/11 voting members

**APPROVAL OF MINUTES**

1. MSC approval of the minutes from the September 22, 2020 SAC meeting

**Scholars Program Committee – December 2, 2020**

4<sup>th</sup> Tuesday, 12:30-1:30 pm, Zoom Conference

**QUORUM** 8/12 voting members

**APPROVAL OF MINUTES**

1. MSC Approval of the minutes from the October 20, 2020 SAC meeting

**MOTIONS APPROVED**

2. MSC Approval of revised Scholars Constitution, including rewording the policy of expectation of all Scholars to take at least one Honors class per semester until they reach 15 Honors units; also the policy on returning from Dismissal to Probation and then Good standing was revised to shorten that recovery period from 2 full semesters to 2 evaluation periods (2 half-semester) in the case of Scholars participation.

**NEXT MEETING:** Spring, 2021

- 6) **Study Abroad Committee** – Last meeting reported September 24, 2020  
4<sup>th</sup> Thursday, 12:20-1:30 pm, Zoom Conference  
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

3<sup>rd</sup> Wednesday, 1:00-2:00 pm, Zoom Conference

**NEXT MEETING:** February 17, 2021

**SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:**

- 1) **International Students Committee** – Last meeting reported April 30, 2020  
Meets once per academic year.  
**NEXT MEETING:** March 11, 2021
- 2) **Multicultural & Community Engagement Committee** – Last meeting reported October 8, 2020  
2<sup>ND</sup> Thursday, 12:30 pm – 1:30 pm, Zoom Conference  
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
- 3) **Placement and Assessment Committee** – Last meeting reported October 8, 2020  
2<sup>nd</sup> Thursday, 2:00-3:00 pm, Zoom Conference  
**NEXT MEETING:** March 11, 2021
- 4) **Student Fees and Tuition Committee** – Last meeting reported March 11, 2020  
2<sup>nd</sup> Wednesday 2:00-3:30 pm, Zoom Conference  
**NEXT MEETING:** February 10, 2021
- 5) **Technology Mediated Services Committee (TMS)** – Last meeting reported October 6, 2020  
Meets as needed, contact Chair  
Met on November 3, December 1, 2020, and February 2, 2021, reports are forthcoming. *These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.*  
**NEXT MEETING:** Spring 2021

**V. ADMINISTRATIVE AFFAIRS COMMITTEE\* – December 1, 2020**

2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, Zoom Conference

**QUORUM** (9) 14 of 17 voting members present

**APPROVAL OF MINUTES**

1. MSC minutes of October 13, 2020.

**MOTIONS APPROVED**

2. MSC to approve the Consent Calendar
3. MSC BP 3433 (New) Prohibition of Harassment Under Title IX
4. MSC AR 3433 (New) Prohibition of Harassment Under Title IX
5. MSC AR 3434 (New) Responding to Harassment Based on Sex Under Title IX

6. MSC AR 3435 Discrimination and Harassment Complaints and Investigations – HR revision
7. MSC BP 3722 (delete) Section 508 Standards for Electronic & Information Technology Accessibility
8. MSC AR 3722 (delete) Section 508 Accessibility Standards for EIT
9. MSC BP 3725 (delete) Website
10. MSC BP 3725 (New) Information & Communications Technology Accessibility & Acceptance Use
11. MSC AR 3725 (New) Information & Communications Technology Accessibility & Acceptance Use
12. MSC BP 3735 Website (Renumbered)

**MOTIONS TABLED**

13. AR 3735 Website (renumbered from BP 3725)
14. BP 7341 Leave of Absence – Chap. 7 Review, Name change (BP 7340 Leaves of Absence for reference)
15. AR 3410 Nondiscrimination – HR revision
16. BP 3430 Prohibition of Harassment – HR revision (Board of Trustee revise 1-31-20)
17. AR 3430 Prohibition of Harassment – HR revision
18. BP 7100 Commitment to Diversity (HR Chap. 7 review – no changes)
19. BP 7110 Delegation of Authority in Hiring Personnel – revised, HR 11-25-20
20. BP 7131 (DELETE) Equivalence to Minimum Qualification
21. BP 7140 Collective Bargaining – revised, HR 11-25-20
22. BP 7141 (DELETE) Public Notice Policy - Initial Proposal
23. BP 7151 (DELETE) Evaluation for Academic Administrator Personnel & Classified Managers
24. BP 7152 (DELETE) Evaluation/Supervision
25. BP 7224 (DELETE) Meetings
26. BP 7236 (DELETE) Transfers
27. BP 7251 (DELETE) Administrative Retreat Rights
28. BP 7310 Nepotism – revised, HR 11-25-20
29. BP 7345 Catastrophic Leave Program – revised, HR 11-25-20
30. BP 7335 Health Examinations – revised, HR 11-25-20
31. BP 7350 Resignation – HR Chap 7 review, no changes

**REPORTS**

32. Report of Injury Form – final draft

**NEXT MEETING:** March 9, 2021

***SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:***

**1) Campus Development Committee – October 8, 2020**

1<sup>st</sup> Thursday, 12:30 p.m. – 1:30 p.m. Zoom Conference

**QUORUM** 9/14 voting members present; 4 Resource members

**APPROVAL OF MINUTES**

1. MSC Approval of the minutes from September 7, 2020.

**MOTIONS APPROVED**

2. Motion was proposed by Joel Peterson for Chris Cicuto to collect and present information regarding use of the Athletics facilities at GCC and if the GCC Athletics facilities are open 100% to public and if not what are the options for public to use the GCC Athletics facilities.  
MSC: motion carried unanimously.

## REPORTS

3. Updates from Joel on Capital Improvement Projects.

### **Campus Development Committee – November 5, 2020**

1<sup>st</sup> Thursday, 12:30 p.m. – 1:30 p.m. Zoom Conference

**QUORUM** 12/14 voting members present

1. MSC Approval of the minutes from October 8, 2020.

Met on December 3, 2020 report is forthcoming. *These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*

**NEXT MEETING:** Spring 2021

### **2) Environment & Sustainability Committee – November 13, 2020**

1<sup>st</sup> Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference

**QUORUM** 8 out of 10 voting members present

#### **APPROVAL OF MINUTES**

1. MSC Meeting minutes of 9/2/2020, approved unanimously.

Met on December 2, 2020, report is forthcoming. *These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*

**NEXT MEETING:** Spring 2021

### **3) Safety Committee – October 21, 2020**

3<sup>rd</sup> Wednesday, 11:00am-12:00pm, Zoom Conference

**QUORUM** 9 / 12 voting members; 4 / 7 resource members

#### **APPROVAL OF MINUTES**

1. MSC approval of the Safety Committee Minutes of September 16, 2020.

#### **REPORTS**

2. Heidi Jenkins reported there were no Workers' Compensation Reports for this period.
3. Crime statistics review tabled.
4. Toni Reyes presented Student Accident Report noting reduced incidents due to campus closure. Minor revisions for typos and a date correction were noted. No follow-up noted at this time.
5. Dr. Culpepper reported that use of masks by construction workers while on campus continues to be enforced. He requested that if violations are witness that Dr. Peterson be informed and that Dr. Culpepper be cc:'d.
6. Dr. Culpepper reported that construction projects are on-going – e.g. window replacements in Administration Building to meet safety codes for evacuation.
7. Teri Ismail asked about safety of water systems during low usage. Dr. Culpepper requested that this and other concerns be addressed to Dr. Peterson.
8. Susan Courtney reported that the Campus Way Finding Project is on-going, but is on hold until return to campus.
9. Laura Matsumoto reported delay in sending Dr. Culpepper the Report of Injury form draft to present to Administrative Affairs. ACTION ITEM: Laura Matsumoto will send the Report of Injury Form draft to Dr. Culpepper to present at Administrative Affairs.
10. Dr. Anthony Culpepper reported on-going discussion and management of COVID-19 safety protocols for return to campus pilot programs (EMT, Fire Academy, Nursing, and Welding) – implementation, signage, building usage patterns, sanitization, etc.
11. Toni Reyes reported on success of current Health Center flu vaccine clinic following LA County and CDC safety measures.



12. Richard McColl gave kudos to Toni Reyes and Health Center efforts with flu vaccine clinic; hoping that this can be a precursor to future COVID-19 vaccine procedures.
13. Abraham Baca reported the EMT on-campus program is going well – staff & students following protocols.
14. Laura Matsumoto emailed proposed changes to AR 3520 regarding language related to College Police use of body cameras and briefly introduced the item. Item tabled until next meeting for Chief Montecuolo to present further information.

Met on November 18, 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*