

Glendale Community College
GOVERNANCE UPDATE
MARCH 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 30, 2021 and February 26, 2021**. The College Executive Committee reviewed these items during their **March 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*

COLLEGE EXECUTIVE COMMITTEE * – February 9, 2021

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

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

APPROVAL OF MINUTES

1. MSC (Schlossman/Ritterbrown) to approve the College Executive minutes of January 12, 2021 as presented.

MOTIONS APPROVED

2. Diversity, Equity and Inclusion (DEI) Webpage for GCC - Committee consensus was to proceed and make the page live.
3. Remote Learning for Summer and Fall 2021 - Committee consensus was to formally announce remote learning will continue during the Summer 2021 session and Fall 2021 semester.

REPORTS

4. Review and receipt of subcommittee minutes:
 - a. Budget Committee – Minutes of January 14, and January 26, 2021.
 - b. College Computer Coordinating Committee – No minutes reported.
 - c. Enrollment Management – Minutes of November 11, 2020
 - d. Equal Employment Opportunity – Minutes of October 22, and December 11, 2020.
 - e. Governance Review Committee – No minutes reported.
 - f. Released Time Extra Pay – No minutes reported.
 - g. Professional Development – Minutes of November 19, 2020.
 - h. Student Equity and Achievement Committee – No minutes reported.
 - i. Web Oversight – No minutes reported.

5. The College Executive Committee reviewed the Board of Trustees agenda for the February 16, 2021 meeting.
 6. The Committee reviewed and accepted the actions of the Standing Committees. a) Institutional Planning Coordination b) Academic Affairs c) Student Affairs d) Administrative Affairs
 7. 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.
 8. First reading of Board Policies and Administrative Regulations.
- NEXT MEETING:** February 9, 2021

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee – January 26, 2021

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

QUORUM (6) 8/10 voting members present; 3 Resource members; 27 guests

APPROVAL OF MINUTES

1. MSC unanimously, to accept the minutes of January 14, 2021, as presented.

REPORTS

2. 2020-2021 District Budget Draft, Cash Analysis and the Governor’s Budget Update. Met on February 11, 2021, report is forthcoming.

SCHEDULED MEETINGS: March 11 and 23, 2021

2) College Computer Coordinating Committee (4Cs) – February 18, 2021

3rd Thursday, 12:30-1:30 pm, Zoom Conference

APPROVAL OF MINUTES

1. MSC approval of the minutes of October 15, 2020.

REPORTS

2. Discussed: Standard III C; EAB Navigate; Administrative Rights & Cyber Security

MOTIONS TABLED

3. Virtual learning for classrooms; DocuSign policy and procedures; Information Technology Resources; and Emerging High Priority Items

SCHEDULED MEETINGS: March 8, April 22, and May 20, 2021

3) Enrollment Management Committee – Last meeting reported November 11, 2020

2nd Wednesday, 12:20-1:20 pm, Zoom Conference

NEXT MEETING: Spring 2021

4) Equal Employment Opportunity Committee (EEO) – December 11, 2020

4th Thursday, 12:30-1:30 pm, Zoom Conference

QUORUM [5] 7/12 voting members present; 1 Resource member

APPROVAL OF MINUTES

1. MSC to approve the minutes of October 22, 2020.

MOTIONS APPROVED

2. MSC Students to serve on hiring committees for all regular positions –FTF, classified and administrators.
3. MSC Use of EEO funds to provide students a stipend for student hiring committee service.

REPORTS

2. Revisions in progress for the Hiring Committee (Survey) Feedback Forms.
3. EEO, Diversity and Implicit Bias trainings will be available on Keenan Safe Colleges portal.

Equal Employment Opportunity Committee (EEO) – February 25, 2021

4th Thursday, 12:30-1:30 pm, Zoom Conference

QUORUM [5] 8/10 voting members present; 1 Resource member

APPROVAL OF MINUTES

1. MSC to approve the minutes of December 11, 2020.

SCHEDULED MEETINGS: March 25, April 22, and May 27, 2021

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

1st Tuesday, 1:40-2:40 pm, Zoom Conference

Met on March 2, 2021, report is forthcoming.

NEXT MEETING: April 6, May 4, and June 1, 2021

6) **Professional Development Committee – Last meeting reported November 19, 2020**

3rd Thursday, 12:30-1:30 pm, Zoom Conference

Met on February 18, 2021, report is forthcoming.

NEXT MEETING: March 2021

7) **Released Time Extra Pay Committee (RTEP) – November 20, 2020**

4th Friday, 10:00-11:00 am, Zoom Conference

QUORUM [4] 7/7 voting members present; 1 Resource member; 1 guest

APPROVAL OF MINUTES

1. MSC approval of minutes from October 30, 2020.

MOTIONS APPROVED

2. Motion to approve the final job description for the Articulation Officer and Dr. Cortes' self-evaluation.
3. MSC Motion to approve DEI Faculty Chair.

NEXT MEETING: Spring 2021

8) **Student Equity & Achievement Committee (SEA) – November 20, 2020**

4th Friday, 1:00pm-2:00 pm, Zoom Conference

QUORUM 17/20 voting members present

APPROVAL OF MINUTES

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

MOTIONS APPROVED

2. Motion to recommend approval of the 40% release time position for the DEI faculty chair funded by SEA [Student Equity and Achievement funds].

February 26, 2021 meeting cancelled.

NEXT MEETING: March 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
2nd Monday, 12:15pm-1:30 pm, Zoom Conference
Met on December 14, 2020, report is forthcoming.
NEXT MEETING: March 8, 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: Spring 2021
- 2) **Program Review Committee** – Last meeting reported October 20, 2020
3rd 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 *** - Last meeting reported December 16, 2020
3rd Wednesday, 2:00-4:00 pm, Zoom Conference
February 17, 2021 meeting cancelled.
SCHEDULED MEETINGS: March 17, April 21, and May 19, 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** – Last meeting reported November 18, 2020
Meets twice per academic year
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
4th Thursday, 12:30-1:30 pm, Zoom Conference
NEXT MEETING: Spring 2021

- 5) **Scholars Program Committee** – Last meeting reported December 2, 2020
4th Tuesday, 12:30-1:30 pm, Zoom Conference
NEXT MEETING: Spring, 2021

- 6) **Study Abroad Committee** – Last meeting reported September 24, 2020
4th 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 * – February 17, 2021

3rd Wednesday, 1:00-2:00 pm, Zoom Conference

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

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]
 - a. Placement & Assessment Committee – November 12, 2020
 - b. Student Fees Committee – February 10, 2021
 - c. Placement & Assessment Committee – October 8, 2020
 - d. Technology Mediated Services Committee - November 3, 2020

REPORTS

3. Dr. Schlossman reported out on the Board of Trustees' approval of the \$225/unit non-resident tuition and \$40/unit capital outlay fee.
4. Dr. Schlossman reported that the College is anticipating approximately \$19M in Higher Education Emergency Relief Funding (HEERF).
5. Dr. Schlossman, Dr. Yamanishi, Dr. Oukayan and Dr. Cortes gave an update and report on the progress on the development and scaling toward implementation of Navigate, Glendale College's Guided Pathways software platform.
6. Dr. Schlossman reported on the PeopleSoft priorities relevant to Student Services.
7. Mr. Manukyan provided a report on the various projects being over seen by the GCC CARES office, including the on-campus food pantry, drive through food bank, and the Fresh Success Initiative being undertaken in partnership with the City of Glendale and LA County Dept. of Public Social Services.

NEXT MEETING: March 17, April 21, and May 19, 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
2ND 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 – November 12, 2020**

2nd Thursday, 2:00-3:00 pm, Zoom Conference

QUORUM 16/18 voting members present; 1/1 resource

APPROVAL OF MINUTES

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

NEXT MEETING: March 11, 2021

4) **Student Fees and Tuition Committee – February 10, 2021**

2nd Wednesday 2:00-3:30 pm, Zoom Conference

QUORUM 6/9 voting members; 2 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of the March 11, 2020 meeting.

MOTIONS APPROVED

2. MSC the Nonresident Tuition Fee will remain at \$225 for 2021-22.
3. MSC the Capital Outlay Fee will remain at \$40 for 2021-22.
4. MSC to waive the International Student Activity Fee of \$25 for Fall 2021 and Spring of 2022.
The Committee will revisit this topic as needed.

NEXT MEETING March 10, 2021

5) **Technology Mediated Services Committee (TMS) – November 3, 2020**

Meets as needed, contact Chair

QUORUM 6/11 voting members present

APPROVAL OF MINUTES

1. MSC to approve the minutes of October 6, 2020.

Technology Mediated Services Committee (TMS) – December 1, 2020

Meets as needed, contact Chair

QUORUM 10/11 voting members present; 1/3 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of November 3, 2020.

NEXT MEETING: March 2, 2021

V. **ADMINISTRATIVE AFFAIRS COMMITTEE*** – Last meeting reported December 1, 2020

2nd Tuesday, 11:00 am–12:20 pm, Zoom Conference

NEXT MEETING: March 9, and May 11, 2021

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1) **Campus Development Committee** – Last meeting reported November 5, 2020

NEXT MEETING: Spring 2021

2) **Environment & Sustainability Committee** – Last meeting reported November 13, 2020

1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference

NEXT MEETING: Spring 2021

3) **Safety Committee** – Last meeting reported October 21, 2020

3rd Wednesday, 11:00am-12:00pm, Zoom Conference

NEXT MEETING: Spring 2021

Respectfully submitted by Frankie Strong, Governance Office