

Glendale Community College
GOVERNANCE UPDATE
APRIL 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 **February 26, 2021 and April 5, 2021**. The College Executive Committee reviewed these items during their **April 13, 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.
 - Since 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 * – March 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 (Ritterbrown/Schlossman) to approve the College Executive minutes of February 9, 2021 as presented.

MOTIONS APPROVED

2. MSC - (Haraldson/Culpepper) to approve Unfinished Business Reports 7.a – 7.h., as presented:
 - a. Administrative Regulation 3435: Discrimination and Harassment Investigations (Revised and New Title - Discrimination and Harassment Complaints and Investigations)
 - b. Board Policy 3722: Section 508 Standards for Electronic & Information Technology Accessibility (Delete)
 - c. Administrative Regulation 3722: Section 508 Accessibility Standards for Electronic & Information Technology (EIT) (Delete)
 - d. Board Policy 3725: College Website (Renumbered to BP 3735 and Delete)
 - e. Board Policy 3725: Information and Communications Technology Accessibility & Acceptance Use (New)
 - f. Administrative Regulation 3725: Information and Communications Technology Accessibility & Acceptance Use (New)
 - g. Board Policy 3735: College Website (New as renumbered from Board Policy 3725)
 - h. Administrative Regulation 3735: College Website (New as renumbered from Administrative Regulation 3725)

3. MSC – (Schlossman/Dickes) to approve filling the vacant position of Student Services Technician – Athletics.
4. MSC – (Schlossman/Nazari) to approve filling the vacant position of Learning Disabilities Specialist – DSPS.
5. MSC – (Ritterbrown/Dickes) to approve filling the vacant position of the Dean of Instructional Services.
6. MSC – (Ritterbrown/Schlossman) to approve filling the vacant position of Grant Accounting Specialist – Garfield Campus.

REPORTS

7. Review and receipt of subcommittee minutes:
 - a. Budget Committee – Minutes of January 26, 2021.
 - b. College Computer Coordinating Committee – Minutes of February 18, 2021.
 - c. Enrollment Management – No minutes reported.
 - d. Equal Employment Opportunity – Minutes of December 11, 2020 and February 25, 2021.
 - e. Governance Review Committee – No minutes reported.
 - f. Released Time Extra Pay – Minutes of November 20, 2020.
 - g. Professional Development – No minutes reported.
 - h. Student Equity and Achievement Committee – Minutes of November 20, 2020.
 - i. Web Oversight – No minutes reported.
8. The College Executive Committee reviewed the Board of Trustees agenda for the March 16, 2021 meeting.
9. The Committee reviewed and accepted the actions of the Standing Committees. a) Institutional Planning Coordination b) Academic Affairs c) Student Affairs d) Administrative Affairs
10. 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.
11. First reading of Board Policies and Administrative Regulations.
12. Committee consensus was to consider input from the Academic Senate Executive Committee,
13. Students Serving on Hiring Committees - EEO and DEI, and to evaluate the topic at College Executive in June 2021.

Scheduled Meetings: April 13, 2021, actions will be reported in the next Governance Update

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee – February 11, 2021

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

QUORUM (6) 8/10 voting members present; 1 Resource member; 13 guests

APPROVAL OF MINUTES

1. MSC unanimously, to accept the minutes of January 26, 2021, as presented.

REPORTS

2. 2020-2021 District Budget Draft, Cash Analysis and the Governor's Budget Update.
3. The College received the certificate for the TRAN (Tax Revenue Anticipation Note)

Budget Committee – February 23, 2021

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

QUORUM (6) 0/10 voting members present; 2 Resource members; 14 guests

APPROVAL OF MINUTES

1. MSC unanimously, to accept the minutes of February 11, 2021, as presented.

REPORTS

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

Budget Committee – March 11, 2021

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

QUORUM (6) 910 voting members present; 1 Resource member; 24 guests

APPROVAL OF MINUTES

1. MSC unanimously, to accept the minutes of February 23, 2021, as presented.

REPORTS

2. 2020-2021 District Budget Draft, Cash Analysis and the Governor’s Budget Update.
3. Rosa Buford to ensure all voting members of the committee receive the link to CRRS Funding, including non-voting members who request it.

Budget Committee – March 23, 2021

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

QUORUM (6) 9/10 voting members present; 3 Resource members; 30 guests

APPROVAL OF MINUTES

1. MSC unanimously, to accept the minutes of March 11, 2021, as presented.

Scheduled Meetings: April 8, 2021

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

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

APPROVAL OF MINUTES

1. MSC approval of the minutes of February 18, 2020.

REPORTS

2. The Technology Strategic/Master Plan is still in the process.
3. Data Governance & Software Use – Update
4. Emerging High Priority Projects – Status [report]
5. Information Technology Staff Resource Needs - While there is a job freeze currently in place, in light of remote learning, ITS is overwhelmed.

Scheduled Meetings: April 22, and May 20, 2021

3) **Enrollment Management Committee – March 10, 2021**

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

QUORUM 24/28 voting members; 4 resources; 3 guests

APPROVAL OF MINUTES

1. The Enrollment Management Minutes from November 11, 2020 were approved.

REPORTS

2. Student Outreach Services Update.
3. Presentation on the Enrollment Management Plan was reviewed.

Scheduled Meetings: April 14, 2021

4) **Equal Employment Opportunity Committee (EEO) – Last meeting reported February 25, 2021**

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

Scheduled Meetings: March 25, April 22, and May 27, 2021

5) **Governance Review Committee (GRC) – March 2, 2021**

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

QUORUM [4] 6/6 voting members present; 1 non-voting Resource member present.

APPROVAL OF MINUTES

1. MSC to approve the December 3, 2020 minutes.

REPORTS

2. Governance Chairs are encouraged to include the Zoom link on the meeting agenda.
3. Paul will follow up on the activities of the Web Oversight Committee.
4. Frankie will follow up on the Graduation Requirements Committee.

Scheduled Meetings: April 6, May 4, and June 1, 2021

6) **Professional Development Committee – February 18, 2021**

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

QUORUM [8] 13/15 voting members

APPROVAL OF MINUTES

1. MSC to approve the November 19, 2020 minutes.

REPORTS

2. Professional Development week - discussed ways to improve; a survey will be sent to the college to gather feedback.
3. Funds to support PD in a remote environment - faculty may submit a proposal to be considered, if selected faculty will be paid through this fund.
4. Keenan Safe Colleges - flex is available to instructors given that the modules are related to their work.
5. Annual Flex Submission - via online and hardcopy.

NEXT MEETING: March 18, 2021

Professional Development Committee – March 18, 2021

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

QUORUM [8] 13/15 voting members

APPROVAL OF MINUTES

1. MSC to approve the February 18, 2021 minutes.

REPORTS

2. Equity-Minded Practitioner Certificate - The Equity-Minded Practitioner Certificate will verify when an instructor completes specific diversity, equity, and inclusion related activities.
3. Professional Development week - discussed ways to improve; a survey will be sent to the college to gather feedback.
4. Keenan Safe Colleges - The Committee discussed whether certain Keenan Safe Colleges training options, should be made available for CPGU (Classified Professional Growth Units) and Flex credit.
5. The committee declined to extend Flex or CPGU credit for participation in the food pantry and community food drives as these are volunteer acts of service rather than opportunities for professional development.
6. Future PD Plan, DEI Master Plan, and Vision - The Committee will revisit this issue in May after seeing the completed DEI plan.
7. Revisions to the Flex Manual [are forthcoming].

Scheduled Meetings: May 18, 2021

- 7) **Released Time Extra Pay Committee (RTEP)** – Last meeting reported November 20, 2020
4th Friday, 10:00-11:00 am, Zoom Conference
Scheduled Meetings: TBD for 2021
- 8) **Student Equity & Achievement Committee (SEA)** – Last meeting reported November 20, 2020
4th Friday, 1:00pm-2:00 pm, Zoom Conference
February 26, 2021 meeting cancelled. Met on March 26, 2021, minutes are forthcoming.
Scheduled Meetings: April 23, 2021
- 9) **Web Oversight Committee** – Last meeting reported September 26, 2018
Meets as needed
Scheduled Meetings: TBD, *No report as of December 2020.*

II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC) – March 8, 2021

2nd Monday, 12:15pm-1:30 pm, Zoom Conference

QUORUM 14/18 voting members; 0 resources; 1 guest

APPROVAL OF MINUTES

1. The IPCC Minutes from December 14, 2020 were approved.

MOTIONS APPROVED

2. It was MSC that the unadopted Minutes from the November 17, 2020 Program Review Meeting be accepted.

REPORTS

3. Gap Analysis and Timeline for Accreditation Self-Evaluation Report.
4. Enrollment Update
5. Work Groups will start meeting after the Accreditation Training on March 19, 2021.

Scheduled Meetings: no meeting in April (spring break), May 10, 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.*
Scheduled Meetings: Spring 2021
- 2) **Program Review Committee – November 17, 2020**
3rd Tuesday, 1:30–2:30 pm, Zoom Conference
QUORUM 9/10 voting members; 1 Resource; 1 guest
APPROVAL OF MINUTES
 1. It was MSC that the Minutes from October 20, 2020 were approved without corrections.**REPORTS**
 2. Revising Language & Questions in Program Review Form.
 3. The Committee reviewed the FAQ created by Rosemarie Shamieh.**Scheduled Meetings:** Spring 2021

III. **ACADEMIC AFFAIRS COMMITTEE * - March 17, 2021**

3rd Wednesday, 2:00-4:00 pm, Zoom Conference

QUORUM 35/37 voting members present; 5 Resources; 1 Guest

APPROVAL OF MINUTES

1. MSC to approve minutes from December 16, 2020 meeting.

MOTIONS APPROVED

2. MSC to approve the agenda for March 17, 2021 meeting.
3. MSC to approve revised AR [Administrative Regulation] 4235: Credit for Prior Learning
4. MSC to approve revised BP [Board Policy] 4235: Credit for Prior Learning
5. MSC to approve the following items under the Consent Calendar:

Curriculum & Instruction Committee Minutes of:

February 24, 2021, and March 10, 2021 Meetings

New Courses

- Biology - BIOL 140, 141, and 142
- Credit ESL - ESL 156
- Kinesiology – ATHPE 151, 152, and 180
- Linguistics – LING 102
- Short Term Vocational – STV 72, 73, and 153

New Programs

- Short Term Vocational – Administrative Medical Assisting Certificate of Completion
- Short Term Vocational – Certified Nursing Aide Certificate of Completion
- Short Term Vocational – Drafting and Basic Design Certificate of Completion
- Short Term Vocational – Home Caregiver/Aide Certificate of Completion

Revised Courses

- BIOL 102
- CHEM 101, 102, 105, and 106
- HIST 101, 102, and 117
- MATH 103E, 103EH, 104E, 104EH

Revised Programs

- CHILDV – Elementary Teacher Education AS-T Degree
- ENGL – English AA Degree and AA-T Degree
- FRENCH – French Language AA Degree and Certificate
- ITAL – Italian Language AA Degree and Certificate
- JOURN – Journalism AA-T Degree
- MCOMM – Mass Communication AA and AS Degrees and Certificate
- MATH – Mathematics AS Degree
- POL S – Political Science AA-T Degree
- PSYCH – Psychology AA-T Degree
- SOC C – Social Justice: Gender Studies AA-T Degree
- SPAN – Spanish AA-T Degree
- SPAN – Spanish Language AA Degree and Certificate
- SPCH – Communication Studies AA-T Degree
- SPCH – Speech/Communication AA Degree

6. MSC to approve Scholars Program minutes from the March 2, 2021 meeting.

Scheduled Meetings: April 21, 2021

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

- 1) **Academic Calendar Committee** – Last meeting reported March 12, 2020
Meets as needed
Scheduled Meetings: TBD
- 2) **Baja Program Committee** – Last meeting reported November 18, 2020
Meets twice per academic year
Scheduled Meetings: Spring 2021
- 3) **Graduation Requirements Committee** – Last meeting reported November 12, 2020
Meets as needed
Scheduled Meetings: TBD
- 4) **Library and Information Competency Committee** – Last meeting reported October 29, 2020
4th Thursday, 12:30-1:30 pm, Zoom Conference
Scheduled Meetings: Spring 2021
- 5) **Scholars Program Committee – March 3, 2021**
4th Tuesday, 12:30-1:30 pm, Zoom Conference
QUORUM - 8/11 voting members present
APPROVAL OF MINUTES
 1. MSC approval of the minutes from the December 2, 2020 meeting.**MOTIONS APPROVED**
 2. MSC - Proposed revision of the Scholars Constitution, including rewording the policy of expectation of all Scholars to take at least 15 Honors units by the time they transfer; will no longer be required to take one Honors course per semester. Additional revision to add the Arts & Culture credit into the Constitution, plus the new minimum of 9 Scholars events per semester for good participation standing (3 Community Service, 3 Fundraising, 2 Social Events, and 1 Arts and Culture Event).**Scheduled Meetings:** March 30, 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.*
February 17, 2021 meeting cancelled.
Scheduled Meetings: March 17, April 21, and May 19, 2021

IV. STUDENT AFFAIRS COMMITTEE * – March 17, 2021

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

QUORUM 24/26 voting members present; 2/3 resources; 1 guest

APPROVAL OF MINUTES

1. It was MSC that the minutes of February 17, 2021 be approved.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
 - Placement & Assessment Committee – March 11, 2021

- Technology Mediated Services Committee – February 2, 2021

REPORTS

3. Dr. Kevin Meza reported on the proposal currently being considered by the Academic Senate to use IGETC/CSU Breadth requirements to fulfill general education requirements for local degrees.
4. Dr. Tzoler Oukayan reported out on the Early College Academy, including enrollment and success statistics, along with expansion plans for other GUSD campuses.
5. Dr. Tzoler Oukayan provided an update on the Early College Acceptance Program, including the shift to online/remote events, participation numbers, and collaboration with the Student Equity Program.
6. Dr. Drew Yamanishi reported on changes to Matriculation, including changes to placement/assessment and potential new platforms for delivering the new student orientation.

Scheduled Meetings: 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.

Scheduled Meetings: 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.*

Scheduled Meetings: Spring 2021

- 3) **Placement and Assessment Committee – March 11, 2021**

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

QUORUM 16/19 voting members present: 1/1 resources

APPROVAL OF MINUTES

1. MSC to approve November 12, 2020 (Russell/Oukayan)

MOTIONS APPROVED

2. MSC to approve March 11, 2021
3. MSC Recommend MMPS to go forward with implementation with IT.

Scheduled Meetings: TBD

- 4) **Student Fees and Tuition Committee** – Last meeting reported February 10, 2021

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

Scheduled Meetings: April 14, 2021

Continued on next page.

5) **Technology Mediated Services Committee (TMS) – February 2, 2021**

Meets as needed, contact Chair

QUORUM 6/10 voting members present; 1/3 resources; 1 guest

APPROVAL OF MINUTES

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

MOTIONS APPROVED

2. MSC to adopt the amended technology survey.

Scheduled Meetings: March 2, 2021

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – March 9, 2021

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

QUORUM (9) 14 of 16 voting members present

APPROVAL OF MINUTES

1. December 1, 2020 MSC, adopted

MOTIONS APPROVED

2. MSC to approve the Consent Calendar including minutes of subcommittees:
 - a. Campus Development – December 3, 2020
 - b. Environment and Sustainability Committee – December 2, 2020
 - c. Safety Committee – no minutes reported
3. MSC to approve AR 3410 and BP 3430, AR 3430 as 1st and 2nd Readings.
4. MSC AR 3410 Nondiscrimination – HR Revision
5. MSC BP 3430 Prohibition of Harassment – HR Revision
6. MSC AR 3430 Prohibition of Harassment – HR Revision
7. MSC AR 3520 Local Law Enforcement – revision
 - a. BP 7341 Leave of Absence – Ch. 7 Review Name Change
8. MSC to approve HR BP submissions as 1st and 2nd Readings
 - a. BP 7100 Commitment to Diversity (HR Chap. 7 review – no changes)
 - b. BP 7110 Delegation of Authority in Hiring Personnel – revised, HR 11-25-20
 - c. BP 7131 (DELETE) Equivalence to Minimum Qualification
 - d. BP 7140 Collective Bargaining – revised, HR 11-25-20
 - e. BP 7141 (DELETE) Public Notice Policy - Initial Proposal
 - f. BP 7151(DELETE) Evaluation for Academic Administrator Personnel & Classified Managers
 - g. BP 7152 (DELETE) Evaluation/Supervision
 - h. BP 7224 (DELETE) Meetings
 - i. BP 7236 (DELETE) Transfers
 - j. BP 7251 (DELETE) Administrative Retreat Rights
 - k. BP 7310 Nepotism – revised, HR 11-25-20
 - l. BP 7345 Catastrophic Leave Program – revised, HR 11-25-20
 - m. BP 7335 Health Examinations – revised, HR 11-25-20
 - n. BP 7350 Resignation – HR Chap 7 review, no changes

MOTIONS TABLED

24. AR 3415 (New) Immigration Enforcement Activities
25. AR 3600 Auxiliary Organizations
26. BP 3710 (New) Security of Copyright
27. AR 7121 Hiring Procedures for Adjunct Faculty

REPORTS

28. The November 18, and December 16, 2020 meeting minutes for the Safety Committee were not submitted to Administrative Affairs in time for this meeting.

Scheduled Meetings: no meeting in April due to Spring Break; next: May 11, 2021

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1) **Campus Development Committee – December 3, 2020**

QUORUM established 10 out of 16 voting members present

APPROVAL OF MINUTES

1. The motion to approve the November 5, 2020 minutes was approved. MSC: the motion carried unanimously.

Scheduled Meetings: March 4, and April 1, 2021

2) **Environment & Sustainability Committee – December 2, 2020**

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

QUORUM 6 out of 10 voting members present

APPROVAL OF MINUTES

1. MSC - Meeting minutes from November 13, 2020 approved unanimously.

Scheduled Meetings: March 3, 2021

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

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

Met on November 18, and December 16, 2020, reports are forthcoming. *These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*

Scheduled Meetings: Spring 2021

Respectfully submitted by Frankie Strong, Governance Office