Glendale Community College
GOVERNANCE UPDATE
MAY 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 **April 5, 2021 and May 1, 2021**.The College Executive Committee reviewed these items during their **May 11, 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 * – April 13, 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 March 9, 2021 as presented.

MOTIONS APPROVED
2. MSC - (Bowerman/Nazari) to approve Unfinished Business Reports 7.a. – 7.p., as presented.
3. Administrative Regulation 3435: Discrimination and Harassment Investigations
    a. Board Policy 4235: Credit by Examination (title change to Credit for Prior Learning and revised)
    b. Administrative Regulation 4235: Credit by Examination (title change to Credit for Prior Learning and revisions)
    c. Board Policy 7100: Commitment to Diversity (review – no changes)
    d. Board Policy 7110: Delegation of Authority in Hiring Personnel (revised)
    e. Board Policy 7131: Equivalence to Minimum Qualification (delete)
    f. Board Policy 7140: Collective Bargaining (revised)
    g. Board Policy 7141: Public Notice Policy (delete)
    h. Board Policy 7151: Evaluation for Academic Administrator Personnel & Classified Managers (delete)
    i. Board Policy 7152: Evaluation/Supervision (delete)
    j. Board Policy 7224: Meetings (delete)
    k. Board Policy 7236: Transfers (delete)
    l. Board Policy 7251: Administrative Retreat Rights (delete)
    m. Board Policy 7310: Nepotism (revised)
    n. Board Policy 7335: Health Examinations (revised)
    o. Board Policy 7345: Catastrophic Leave Program (revised)
    p. Board Policy 7350: Resignation (review – no changes)MSC – (Schlossman/Dickes) to approve filling the vacant position of Student Services Technician – Athletics.
4. MSC – (Nazari/Schlossman) to approve filling the vacant position of Payroll Technician.

REPORTS

5. Review and receipt of subcommittee minutes:
    a. Budget Committee
        i. Minutes of February 11, 2021
        ii. Minutes of February 23, 2021
        iii. Minutes of March 11, 2021
        iv. Minutes of March 23, 2021
    b. College Computer Coordinating Committee – Minutes of March 18, 2021.
    c. Enrollment Management – Minutes of March 10, 2021.
    d. Equal Employment Opportunity
        i. Minutes of February 25, 2021
        ii. Minutes of March 25, 2021
    e. Governance Review Committee – Minutes of March 2, 2021
    f. Released Time Extra Pay – No minutes reported.
    g. Professional Development
        i. Minutes of February 18, 2021
        ii. Minutes of March 18, 2021
    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 April 20, 2021 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.

Scheduled Meetings: Met on May 11, 2021, actions will be reported in the next Governance Update

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) **Budget Committee – April 8, 2021**
   2nd Thursday and 4th Tuesday, 12:20-1:30 pm, Zoom Conference
   QUORUM (6) 7/10 voting members present; 3 Resource members; 20 guests
   APPROVAL OF MINUTES
   1. MSC to accept the minutes of March 23, 2021.
   REPORTS
   2. Replaced and filled vacancies are now channeled through Admin Exec.
   3. HEERF II funds have been received.
   4. Spreadsheets regarding technology needs were shared
   Scheduled Meetings: April 27, 2021

2) **College Computer Coordinating Committee (4Cs) – April 22, 2021**
   3rd Thursday, 12:30-1:30 pm, Zoom Conference
   QUORUM (10) 14/17 voting members present; 4 Resource members; 1 guest
   APPROVAL OF MINUTES
   1. MSC to accept the minutes of March 18, 2021.
   MOTIONS APPROVED
   2. MSC approval of adoption of IT Planning Timeline
   3. MSC approval to adopt a 9-month password reset security policy for all GCC faculty and staff users.

MOTIONS TABLED
4. MST - Tabled: Lauren Lampietti's recommendation regarding adopting a "Least Privilege Access Model" to restrict the use of administrative access rights for users, service accounts, and computing processes to only those resources absolutely required to perform their jobs.
Scheduled Meetings: May 20, 2021

3) **Enrollment Management Committee –** Last meeting reported March 10, 2021
2nd Wednesday, 12:20-1:20 pm, Zoom Conference
Scheduled Meetings: April 14, 2021

4) **Equal Employment Opportunity Committee (EEO) – March 25, 2021**
4th Thursday, 12:30-1:30 pm, Zoom Conference
QUORUM [7] 9/12 voting members present; 1 non-voting Resource member present.
APPROVAL OF MINUTES
1. MSC to approve the February 25, 2021 minutes.

Equal Employment Opportunity Committee (EEO) – April 22, 2021
4th Thursday, 12:30-1:30 pm, Zoom Conference
QUORUM [7] 10/12 voting members present
APPROVAL OF MINUTES
1. MSC to approve the March 25, 2021 minutes.
MOTIONS APPROVED
2. Motion to accept the CCCCO Multiple Methods Certification.
3. Motion to approve $150.00 stipend for students serving on Dean/Director [hiring committees] or higher;
Scheduled Meetings: TBD

5) **Governance Review Committee (GRC)** – **April 6, 2021**
1st Tuesday, 1:40-2:40 pm, Zoom Conference
QUORUM [5] 7/8 voting members present; 1 non-voting Resource member present.
APPROVAL OF MINUTES
1. MSC to approve the March 2, 2021 minutes.
MOTIONS APPROVED
2. ASGCC reps to be reinstated to Professional Development Committee.
REPORTS
3. Access to Committee Meeting Agendas and Zoom Locations - GRC to discuss and come up with guidelines at their next meeting.
4. ASGCC Governance Manual - GRC to work with ASGCC towards desired outcome.
Scheduled Meetings: May 4, and June 1, 2021

6) **Professional Development Committee –** Last meeting reported March 18, 2021
3rd Thursday, 12:30-1:30 pm, Zoom Conference
Scheduled Meetings: May 18, 2021

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7) **Released Time Extra Pay Committee (RTEP)** – **March 26, 2021**
   4th Friday, 10:00-11:00 am, Zoom Conference
   QUORUM [5] 6/8 voting members
   APPROVAL OF MINUTES
   1. MSC to approve the November 20, 2020 minutes.
   MOTIONS APPROVED
   2. MSC Recommendation will be referred to College Executive regarding Adjunct Support: John Fuhrmann is the emergency appointee. Request increase in RT from 20% to 30%
   REPORTS
   3. Administrative Regulation 7162**:** Released Time or Extra Pay for Faculty - Revisions discussed. Ritterbrown to format and bring back to the committee.
   Scheduled Meetings: April 23, 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: April 28, 2021.

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC**) – Last meeting reported March 8, 2021
   2nd Monday, 12:15pm-1:30 pm, Zoom Conference
   Scheduled Meetings: 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 –** Last meeting reported November 17, 2020
   3rd Tuesday, 1:30–2:30 pm, Zoom Conference
   Met on March 16, 2021, report is forthcoming.
   Scheduled Meetings: April 20, 2021

III. **ACADEMIC AFFAIRS COMMITTEE * - April 21, 2021**
   3rd Wednesday, 2:00-4:00 pm, Zoom Conference
   QUORUM 36/37 voting members present; 6 Resources; 1 Guest
   APPROVAL OF MINUTES
   1. MSC to approve minutes from March 17, 2021 meeting.

MOTIONS APPROVED

2. MSC to approve the agenda for April 21, 2021 meeting.
3. MSC to approve revised Administrative Regulation 4400: Community Services.
4. MSC to approve reviewed Board Policy 4400: Community Services.
5. MSC to approve the following items under the Consent Calendar:
    Curriculum & Instruction Committee Minutes of:
      March 24, 2021, and April 7, 2021 Meetings
    New Course
      ESL 70 (Noncredit)
    New Program
      Computer Science/Information Systems – Cloud Computing Fundamentals
    Revised Courses
      CHILD 141
      MATH 30, 30+, 30AB, 30CD, and 30E
      STV 61
    Revised Programs
      HIST – History AA-T
      P HIL – Philosophy AA-T
      Social Science – AA Degree
6. MSC to approve Academic Calendar minutes from the March 18, 2021 meeting.
7. MSC to approve Graduation Requirements minutes from the April 2, 2021 meeting.
8. MSC to approve Library & Information Competency minutes from the March 25, 2021 meeting.
9. MSC to approve Scholars Program minutes from the March 30, 2021 meeting.

MOTIONS TABLED

10. MST to approve revised AR 4260 – Pre-requisites and Co-requisites.
11. MST to approve AR 4261 – Class Overview.

Scheduled Meetings: May 19, 2021

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

1) **Academic Calendar Committee – March 18, 2021**
Meets as needed
APPROVAL OF MINUTES
1. Approval of the March 12, 2021 meeting minutes.
Scheduled Meetings: April 22, and May 27, 2021

2) **Baja Program Committee –** Last meeting reported November 18, 2020
Meets twice per academic year
Scheduled Meetings: Spring 2021

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3) **Graduation Requirements Committee – April 2, 2021**
   Meets as needed
   QUORUM [7] 10 out of 11 voting members present
   APPROVAL OF MINUTES
   2. Approval of the November 12, 2020 meeting minutes.
   MOTION APPROVED
   2. MSC to invite the division chairs to Graduation Requirements committee meetings as guests and for the committee chair to send them the agenda for upcoming meetings. Motion was approved unanimously.
   Scheduled Meetings: TBD

4) **Library and Information Competency Committee – March 25, 2021**
   4th Thursday, 12:30-1:30 pm, Zoom Conference
   QUORUM 11/12 voting members
   MOTIONS APPROVED
   1. MSC to approve minutes from October 29, 2020.
   REPORTS
   2. Technical Services remodel has been completed
   3. All student requests for technology have been fulfilled in Spring 2021
   4. Newly acquired services include Films on Demand and Social Explorer
   Scheduled Meetings: April 22, 2021

5) **Scholars Program Committee – March 30, 2021**
   4th Tuesday, 12:30-1:30 pm, Zoom Conference
   QUORUM – 9/12 voting members present
   APPROVAL OF MINUTES
   1. MSC approval of the minutes from the March 2, 2021 meeting.
   Scheduled Meetings: April 27, 2021

6) **Study Abroad Committee –** Last meeting reported September 24, 2020
   4th Thursday, 12:20-1:30 pm, Zoom Conference
   Met on February 25, 2021, report is forthcoming. *These minutes will be reviewed by the Academic Affairs Committee during the next scheduled meeting.*
   Scheduled Meetings: April 22, 2021

IV. <u>**STUDENT AFFAIRS COMMITTEE** * – **April 21, 2021**</u>
   3rd Wednesday, 1:00-2:00 pm, Zoom Conference
   QUORUM 26/26 voting members present; 3/3 resources
   APPROVAL OF MINUTES
   1. It was MSC that the minutes of March 17, 2021 be approved.
   MOTIONS APPROVED
   2. It was MSC to approve the consent calendar. [minutes included]
      • Multicultural & Community Engagement Committee – November 12, 2021
      • Technology Mediated Services Committee – March 2. 2021
   3. It was MSC to approve Board Policy 5150: *EOPS.*
   4. It was MSC to accept the first reading of Administrative Regulation 5150: *EOPS* and move the regulation forward to a vote for approval.
   5. It was MSC to approve Administrative Regulation 5150: *EOPS* with corrections.

6. It was MSC to approve the ranking of the Student Services Non-Personnel resource requests as presented.

REPORTS

7. Dr. Paul Schlossman provided a report of the College's return to campus planning progress.
8. Mr. Andre Manukyan provided a report on the programs provided by the GCC CARES program.

Scheduled Meetings: 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, May 5

2) **Multicultural & Community Engagement Committee – November 12, 2020**
2ND Thursday, 12:30 pm – 1:30 pm, Zoom Conference
QUORUM [9] voting members; 1 resource; 1 guest
APPROVAL OF MINUTES
1. MSC to approve October 8, 2020 minutes with no changes
REPORTS
2. Pathways for Undocumented and LGBTQ+ students
   - Offer extra support to undocumented and LGBTQ+ student to help with their academic pathways
   - Recommended/suggested to use different name than Pathways so not to confuse students
3. MLK/Black History Month planning
   - MLK Planning Committee is in the planning stages for MLK Breakfast Celebration followed by series of events for Black History Month
   - Black History month will be extended from MLK Breakfast Celebration through end of February
   - Theme for Black History Month – Celebrating Blackness
4. Mentors & Student Ambassadors Check-in
   - Initiate frequent check-ins with SPARK mentors and student ambassadors
   - Having general conversations about transferring out, stress management, and so on
   - Planning to host a check-in/holiday party through zoom
5. Social Justice Unity Coalition
   - Addressing racial inequality
   - Encourage people to attend events sponsored by Social Justice Unity Coalition
   - Open to the community
   - Next Event- Rentals Rights During the Pandemic
6. Outreach (Athletics, Scholars, International Students, DSPS)
   - Outreach efforts collectively as a team
   - Sharing MCEC, DREAM, Pride center services, resources, and all the various programs sponsored by the centers.
7. Feed Back Form
   - Survey Form created to hear back from participants who attend events sponsored by MCEC, DREAM, and Pride centers
8. DREAM Resource Center Report
   - Anthony Garcia updated on DREAM Resource Center plans/workshops/events and scholarship fundraising efforts.
Scheduled Meetings: May 6, 2021

3) **Placement and Assessment Committee –** Last meeting reported March 11, 2021
2nd Thursday, 2:00-3:00 pm, Zoom Conference
Scheduled Meetings: TBD

4) **Student Fees and Tuition Committee –** Last meeting reported February 10, 2021
2nd Wednesday 2:00-3:30 pm, Zoom Conference
May 12, 2021 cancelled.
Scheduled Meetings: TBD

5) **Technology Mediated Services Committee (TMS) – March 2, 2021**
Meets as needed, contact Chair
QUORUM 9/10 voting members present; 1/3 resource
APPROVAL OF MINUTES
 1. MSC to approve the minutes of February 2, 2021.
MOTIONS APPROVED
 2. It was MSC to send a reminder to TMS survey non-respondents.
Scheduled Meetings: May 4, 2021

V. <u>**ADMINISTRATIVE AFFAIRS COMMITTEE*** – Last meeting reported March 9, 2021</u>
2nd Tuesday, 11:00 am–12:20 pm, Zoom Conference
Did not meet in April due to Spring Break.
Scheduled Meetings: May 11, 2021

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1) **Campus Development Committee –** Last meeting reported December 3, 2020
1st Thursday, 12:30-1:30p, Zoom Conference
Met on March 4, and April 1, 2021, reports are forthcoming. *These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*
Scheduled Meetings: TBD for summer and fall 2021

2) **Environment & Sustainability Committee –** Last meeting reported December 2, 2020
1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Met on March 3, 2021, report is forthcoming. *These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*
Scheduled Meetings: TBD

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