

Glendale Community College
GOVERNANCE UPDATE
JULY 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 **June 1, 2021 and July 1, 2021**. The College Executive Committee reviewed these items during their **July 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](#)

Standing Committee indicated with an asterisk*

I. **COLLEGE EXECUTIVE COMMITTEE * – June 8, 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 (Culpepper/Schlossman) to approve the College Executive minutes of May 11, 2021 as presented.

MOTIONS APPROVED

2. MSC - (Haraldson/Culpepper) to approve Second Reading Reports 7.a. – 7.h.
 - a) Administrative Regulation 2410: Board Policies and Administrative Regulations (revised)
 - b) Administrative Regulation 3520: Local Law Enforcement (revised)
 - c) Board Policy 3710: Security of Copyright (new)
 - d) Board Policy 4400: Community Services Programs (no change)
 - e) Administrative Regulation 4400: Community Services (new)
 - f) Board Policy 5150: Extended Opportunity Programs and Services (revised)
 - g) Administrative Regulation 5150: Extended Opportunity Programs and Services (new)
 - h) Board Policy 7341: Leave of Absence {revised and title change to Sabbatical Leaves (Academic Management Personnel)}
3. MSC - (Schlossman/Ritterbrown) to adopt the use of IGETC/CSU Breadth general education patterns in lieu of local general education requirements for those students who intend to transfer. Students are still required to complete their major requirements, but they can choose their general education requirements to align with their ultimate goals.

REPORTS

4. Review and receipt of subcommittee minutes:
 - a. Budget Committee - Minutes of April 27, 2021, and May 13, 2021
 - b. College Computer Coordinating Committee – No minutes reported.
 - c. Enrollment Management – Minutes of April 21, 2021
 - d. Equal Employment Opportunity - No minutes reported.
 - e. Governance Review Committee - Minutes of May 2, 2021
 - f. Released Time Extra Pay – Minutes of April 23, 2021
 - g. Professional Development – Minutes of March 25, 2021, and April 23, 2021
 - 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 June 15, 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.

Scheduled Meetings: Met on July 13, 2021, actions will be reported in the next Governance Update.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee – May 25, 2021

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

QUORUM [6] 8/10 voting members present; 1 non-voting Resource member present; 23 guests

APPROVAL OF MINUTES

1. MSC to approve the May 13, 2021 minutes.

REPORTS

2. 2020-2021 Budget Draft, Cash Analysis and the Governor’s Budget Update.
3. HEERF funds [Higher Education Emergency Relief Fund] are restricted to Covid-related expenses. HEERF III funds are available to GCC however they have not been drawn down due to strings attached. Therefore, the College will wait to complete spending of HEERF II funds before embarking on HEERF III.

Met on June 22, 2021, report is forthcoming.

Scheduled Meetings: July 27, 2021

2) College Computer Coordinating Committee (4Cs) – Last meeting reported April 22, 2021

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

Scheduled Meetings: TBD

3) Enrollment Management Committee – Last meeting reported April 21, 2021

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

Scheduled Meetings: May 12, 2021

4) Equal Employment Opportunity Committee (EEO) – Last meeting reported April 22, 2021

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

Scheduled Meetings: TBD

5) **Governance Review Committee (GRC) – June 1, 2021**

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

QUORUM [5] 6/9 voting members present; 1 non-voting Resource member present.

APPROVAL OF MINUTES

1. MSC to approve the May 5, 2021 minutes.

MOTIONS APPROVED

2. MSC to elect Paul Vera as committee chair. The motion passed unanimously.

REPORTS

3. Closed sessions guidelines discussion.
4. Web Oversight Committee meeting status has changed to “as needed.”
5. Dr. Viar, Paul, and Frankie are the workgroup writing for Standard IV, A, B, and C. Dr. Viar has addressed sections B and C. Frankie and Paul will meet in June to finalize section A.
6. ASGCC Governance Manual - AS rep will return with a proposal
7. Governance Committees' statistics - Frankie presented a spreadsheet that listed all 30 governance committees, their meeting time, last minutes reported and scheduled meeting. The report is based on the latest [May] Governance Update.

Scheduled Meetings: September 7, 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

7) **Released Time Extra Pay Committee (RTEP) – May 28, 2021**

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

QUORUM [5] 9/9 voting members present.

APPROVAL OF MINUTES

1. MSC to approve the April 23, 2021 minutes.

MOTIONS APPROVED

2. MSC [Administrative Regulation] AR 7162: Released Time or Extra Pay for Faculty, Approval of recommended changes (These will be sent to HR)
3. **Scholars Director:** Increase RT from 40% to 60%
4. **Study Abroad Director:** Restructure RT: 30% for up to 2 programs (in one year); 40% for 3 programs; 50% for 4 programs; 60% for 5 programs
5. **Art Gallery Director:** Leave position vacant in fall. Post in fall and fill the position for spring. Discussion of temporary stipend and multiple curators for fall. Ritterbrown will draft a proposal for multiple curators.
6. **Contextualized Learning Coordinator:** Change “attend SSSP and BSI meetings to “attend SEA meetings”
7. **REPORTS**
8. There will be two more positions up for renewals with substantial changes on the job descriptions at the May 2021 RTEP meeting: Scholars Program Director and Study Abroad Program Director.

Scheduled Meetings: September 24, 2021

8) **Student Equity & Achievement Committee (SEA) – Last meeting reported April 23, 2021**

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

Met on May 28, 2021, report is forthcoming.

Scheduled Meetings: September 24, 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
Met on April 12, and May 10, 2021, reports are forthcoming.
Scheduled Meetings: Fall 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: TBD
- 2) **Program Review Committee** – Last meeting reported April 20, 2021
3rd Tuesday, 1:30–2:30 pm, Zoom Conference
Scheduled Meetings: May 18, 2021

III. **ACADEMIC AFFAIRS COMMITTEE * - June 16, 2021**

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

QUORUM 29/37; 5 Resources; 4 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes from May 19, 2021 meeting.

MOTIONS APPROVED

2. MSC to approve accepting IGETC/CU Breadth to fulfill local degree.
3. MSC to approve the revised Administrative Regulation (AR) 4105: Distance Education as first reading. AR 4105 will be brought back to the committee in fall for second reading.
4. MSC to approve allowing students to serve on hiring committees resource members.
5. MSC to approve the revised Instructional Priorities as presented.
6. MSC to approve the following items under the Consent Calendar:
Curriculum & Instruction Committee Minutes of:
May 26, 2021, and June 9, 2021 Meetings

New Courses

- a) ADMJ 160
- b) AT 119
- c) CAM 232
- d) CAM 242
- e) CAM 261
- f) PSYCH 104H
- g) SOC 114

New Programs

- a) Computer Networking Certificate
- b) Cybersecurity Specialist Certificate
- c) Digital Content Specialist Certificate

d) Information Technology Technician Certificate

Revised Courses

- a) BUSAD 112, 113, 116, and 144
- b) CAM 230 and 231
- c) CHILDV 150
- d) CS/IS 241, 242, and 243
- e) ETH S 102, 110, 120, 121, and 132
- f) MACH 102, 103, and 104
- g) MCOMM 49
- h) STDV 141
- i) STV 31

Revised Programs

- a) ENG – Civil Engineering AS Degree and Certificate
 - b) ENG – Computer Engineering AS Degree
 - c) ENG – Electrical Engineering AS Degree and Certificate
 - d) ENG – Engineering Entrepreneurship Skill Award
 - e) ENG – Engineering Technology Skill Award
 - f) ENG – Engineering Technology CAD & Design Drafting AS Degree and Certificate
 - g) ENG – Mechanical Engineering AS Degree
 - h) ENG – Mechanical Aerospace, and Manufacturing Certificate
 - i) KIN – Fitness Specialist AD Degree and Certificate
 - j) NS – Registered Nursing AS Degree and Certificate
 - k) PHOTO – Digital Content Specialist AS Degree and Certificate
 - l) PHOTO – Photography AS Degree and Certificate
7. MSC to approve to remove restrictions on the offering of face to face classes for fall, and it is recommended that any face to face class would be offered by mutual agreement with the instructor, the division, and the district. One abstention.
8. MSC to approve Academic Calendar minutes from the May 27, 2021 meeting.
9. MSC to approve Baja California Field Studies minutes from the May 19, 2021 meeting.
10. MSC to approve Library & Information Competency minutes from the May 27, 2021 meeting.
11. MSC to approve Scholars Program minutes from the May 25, 2021 meeting.

MOTIONS TABLED

12. MST to approve to allow students to serve on the hiring committees as full voting members.

Scheduled Meetings: September 15, 2021

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

1) Academic Calendar Committee – May 27, 2021

Meets as needed

QUORUM 4/5 voting members

APPROVAL OF MINUTES

1. Approval of the April 22, 2021 meeting minutes.

Scheduled Meetings: October 28, 2021

2) Baja Program Committee – May 19, 2021

Meets twice per academic year

QUORUM 11/12 voting members

APPROVAL OF MINUTES

1. MSC to approve the November 18, 2020 minutes.

REPORTS

2. Station report: station is now fully integrated into the water delivery system for the town of Bahía de los Ángeles and a new night guard was hired; town is open to tourists and vaccination clinics have been established.
3. GCC classes scheduled for Winter 2022: Biol 048 (Biology International Field Studies; G. Meyer); program fee \$499.
4. GCC classes scheduled for Summer 2022: Biol 125/126 (Marine Biology; J. Gago); Biol 131 (Regional Natural History; G. Meyer); all program fees \$799.
5. The following outside groups will be using the field station: Grauer School (September 19-24, 2021); Westminster College (May 2022, TBA); Cuesta College (June 18 – July 1, 2022); University of Northern British Columbia (July 9-23, 2022).
6. The following new outside group has expressed an interest to use the field station: Ocean Discovery Institute (June-July, 2022).

Scheduled Meetings: Fall 2022

- 3) **Graduation Requirements Committee** – Last meeting reported April 2, 2021

Meets as needed

Scheduled Meetings: TBD

- 4) **Library and Information Competency Committee – May 27, 2021**

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

QUORUM 9/12 voting members

APPROVAL OF MINUTES

1. MSC to approve minutes from April 22, 2021.

MOTIONS APPROVED

2. MSC to initiate the use of Canvas Global Messaging tool to communicate with students regarding the Library and the Learning Center resources to support student success.

REPORTS

3. Student art has been installed on the third floor of the library.

Scheduled Meetings: September 2021

- 5) **Scholars Program Committee – May 25, 2021**

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

QUORUM 7/12 voting members present

APPROVAL OF MINUTES

1. MSC approval of the minutes from the April 27, 2021 meeting.

Scheduled Meetings: September 28, 2021

- 6) **Study Abroad Committee** – Last meeting reported February 25, 2021

4th Thursday, 12:20-1:30 pm, Zoom Conference

Scheduled Meetings: Fall 2021

IV. STUDENT AFFAIRS COMMITTEE * – Last meeting reported May 19, 2021

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

Scheduled Meetings: September 15, 2021

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

- 1) **International Students Committee** – Last meeting reported November 16, 2020
Meets once per academic year.
Scheduled Meetings: May 5, 2021
 - 2) **Multicultural & Community Engagement Committee** – Last meeting reported April 8, 2021
2ND Thursday, 12:30 pm – 1:30 pm, Zoom Conference
Scheduled Meetings: May 13, 2021
 - 3) **Placement and Assessment Committee** – Last meeting reported April 8, 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
Scheduled Meetings: September 9, 2021
 - 5) **Technology Mediated Services Committee (TMS)** – Last meeting reported April 6, 2021
Meets as needed, contact Chair
Scheduled Meetings: May 4, 2021
- V. **ADMINISTRATIVE AFFAIRS COMMITTEE*** – Last meeting reported May 11, 2021
2nd Tuesday, 11:00 am–12:20 pm, Zoom Conference
Scheduled Meetings: September 14, 2021

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

- 1) **Campus Development Committee** – Last meeting reported April 1, 2021
1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Scheduled Meetings: May 6, 2021
- 2) **Environment & Sustainability Committee** – Last meeting reported April 7, 2021
1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Scheduled Meetings: May 5, 2021
- 3) **Safety Committee** – Last meeting reported March 17, 2021
3rd Wednesday, 11:00am-12:00pm, Zoom Conference
Scheduled Meetings: April 21, 2021

Respectfully submitted by Frankie Strong, Governance Office