

**Glendale Community College  
GOVERNANCE UPDATE  
SEPTEMBER 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 **August 1, 2021 and September 1, 2021**. The College Executive Committee reviewed these items during their **September 7, 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 \*** – met on September 7, 2021  
Meets Tuesday prior to Board of Trustees meetings, 2:30 pm, AD 121  
Actions will be reported in the next Governance Update.  
**Scheduled Meetings:** October 12, 2021,

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

- 1) **Budget Committee – July 27, 2021**  
2<sup>nd</sup> Thursday and 4<sup>th</sup> Tuesday, 12:20-1:30 pm, Zoom Conference  
**QUORUM** 9/10 voting members present; 3 Resource non-voting members; 26 guests  
**APPROVAL OF MINUTES**  
1. MSC Approval of Minutes of May 25, 2021, and June 22, 2021.  
**MOTIONS APPROVED**  
Informational items discussed, no action taken.  
**REPORTS**  
2. 2021-2022 Budget Draft, Cash Analysis and the Governor’s Budget Update.

- Budget Committee – August 12, 2021**  
2<sup>nd</sup> Thursday and 4<sup>th</sup> Tuesday, 12:20-1:30 pm, Zoom Conference  
**QUORUM** 8/10 voting members present; 3 Resource non-voting members; 19 guests  
**APPROVAL OF MINUTES**  
1. MSC Approval of minutes of July 27, 2021.

## **MOTIONS APPROVED**

Informational items discussed, no action taken.

## **REPORTS**

2. 2021-2022 Budget Draft, Cash Analysis and the Governor's Budget Update.

**Scheduled Meetings:** September 9, 2021

- 2) **College Computer Coordinating Committee (4Cs)** – Last meeting reported April 22, 2021  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, Zoom Conference  
**Scheduled Meetings:** September 16, 2021

- 3) **Enrollment Management Committee – May 12, 2021**  
2<sup>nd</sup> Wednesday, 12:20-1:20 pm, Zoom Conference  
**QUORUM** 20/28 voting members; 7 resources; 3 guests  
**APPROVAL OF MINUTES**

1. The Enrollment Management Minutes from April 21, 2021 were approved.

## **MOTIONS APPROVED**

2. It was MSC (Schlossman/Russell) that the Dean, Library and Learning Resource Support Services position be added to the Enrollment Management Committee as a Resource.

**Scheduled Meetings:** September 8, 2021

- 4) **Equal Employment Opportunity Committee (EEO)** – Last meeting reported April 22, 2021  
4<sup>th</sup> Thursday, 12:30-1:30 pm, Zoom Conference  
**Scheduled Meetings:** September 23, 2021

- 5) **Governance Review Committee (GRC)** – Last meeting reported June 1, 2021  
1<sup>st</sup> Tuesday, 1:40-2:40 pm, Zoom Conference  
**Scheduled Meetings:** September 7, 2021

- 6) **Professional Development Committee – May 20, 2021**  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, Zoom Conference  
**QUORUM** 15/16 voting members present; 3 Resource non-voting members; 26 guests  
**APPROVAL OF MINUTES**

1. MSC Approval of minutes of March 18, 2021.

## **MOTIONS APPROVED**

Informational items discussed, no action taken.

## **REPORTS**

2. The Committee discussed several motions approved by the PD (Professional Development) DEI Task Force.
3. The committee declined Flex or CPGU credit for participation in the food bank, food pantry, or community food drives as these are volunteer efforts rather than opportunities for professional development.
4. Members of the PD Committee along with members of the Guild and representatives of the District have begun meeting to discuss revisions to the Flex Manual and various ways to support the Flex process.

**Scheduled Meetings:** September 16, 2021

- 7) **Released Time Extra Pay Committee (RTEP)** – Last meeting reported May 28, 2021  
4<sup>th</sup> Friday, 10:00-11:00 am, Zoom Conference  
**Scheduled Meetings:** September 24, 2021
- 8) **Student Equity & Achievement Committee (SEA)** – Last meeting reported April 23, 2021  
4<sup>th</sup> Friday, 1:00pm-2:00 pm, Zoom Conference  
Met on May 28, 2021, report is forthcoming. *These minutes will be reviewed by the College Executive Committee during the next scheduled meeting.*  
**Scheduled Meetings:** September 24, 2021
- 9) **Web Oversight Committee** – April 28, 2021  
Meets as needed  
**QUORUM** 6/7 voting members present; 3 Resource non-voting members  
**APPROVAL OF MINUTES**  
1. MSC Approval of minutes of September 26, 2018.  
**MOTIONS APPROVED**  
Informational items discussed, no action taken.  
**REPORTS**  
2. In November 2020, BP 3725 & AR 3725 has been renumbered to BP 3735 & AR 3735.  
3. Patricia Chamroonrat provided a general website update. She showed examples of department websites that were redesigned to be more user-friendly.  
4. The committee agreed to meet at least once a year or as needed. T  
**Scheduled Meetings:** Fall 2021

**II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE \* (IPCC) –May 10, 2021**

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

**QUORUM** 16/18 voting members; 2 resources; 1 guest

**APPROVAL OF MINUTES**

1. The IPCC Minutes from March 8, 2021 were approved.
2. The Adopted Master Planning – Team A Minutes from March 12, 2021 were accepted.
3. The Unadopted Program Review Minutes from March 16, 2021 were accepted.

**MOTIONS APPROVED**

Informational items discussed, no action taken.

**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 the IPCC during the next scheduled meeting.*  
**Scheduled Meetings:** Fall 2021
- 2) **Program Review Committee** – Last meeting reported April 20, 2021  
3<sup>rd</sup> Tuesday, 1:30–2:30 pm, Zoom Conference  
Met on May 18, 2021, report is forthcoming.  
*These minutes will be reviewed by the IPCC during the next scheduled meeting.*

**Scheduled Meetings:** Fall 2021

III. **ACADEMIC AFFAIRS COMMITTEE \* - Last meeting reported June 16, 2021**

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

**Scheduled Meetings:** September 15, 2021

**SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:**

- 1) **Academic Calendar Committee** – Last meeting reported May 27, 2021  
Meets as needed  
**Scheduled Meetings:** October 28, 2021
- 2) **Baja Program Committee** – Last meeting reported May 19, 2021  
Meets twice per academic year  
**Scheduled Meetings:** Fall 2021
- 3) **Graduation Requirements Committee** – Last meeting reported April 2, 2021  
Meets as needed  
**Scheduled Meetings:** TBD
- 4) **Library and Information Competency Committee** – Last meeting reported May 27, 2021  
4<sup>th</sup> Thursday, 12:30-1:30 pm, Zoom Conference  
**Scheduled Meetings:** September 2021
- 5) **Scholars Program Committee** – Last meeting reported May 25, 2021  
4<sup>th</sup> Tuesday, 12:30-1:30 pm, Zoom Conference  
**Scheduled Meetings:** September 28, 2021
- 6) **Study Abroad Committee** – Last meeting reported February 25, 2021  
4<sup>th</sup> Thursday, 12:20-1:30 pm, Zoom Conference  
**Scheduled Meetings:** Fall 2021

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

3<sup>rd</sup> 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.  
Met on May 5, 2021, report is forthcoming. *These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.*  
**Scheduled Meetings:** Fall 2021
- 2) **Multicultural & Community Engagement Committee** – Last meeting reported April 8, 2021  
2<sup>ND</sup> Thursday, 12:30 pm – 1:30 pm, Zoom Conference  
Met on May 13, 2021, report is forthcoming. *These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.*

**Scheduled Meetings: Fall 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: October 13, 2021**
  - 5) **Technology Mediated Services Committee (TMS)** – Last meeting reported April 6, 2021  
Meets as needed, contact Chair  
Met on May 4, 2021, report is forthcoming. *These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.*  
**Scheduled Meetings: Fall 2021**
- V. ADMINISTRATIVE AFFAIRS COMMITTEE\*** – Last meeting reported May 11, 2021  
2<sup>nd</sup> 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  
1<sup>st</sup> Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference  
Met on May 6, 2021, report is forthcoming. *These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*  
**Scheduled Meetings: Fall 2021**
- 2) **Environment & Sustainability Committee** – Last meeting reported April 7, 2021  
1<sup>st</sup> Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference  
Met on May 5, 2021, report is forthcoming. *These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*  
**Scheduled Meetings: Fall 2021**
- 3) **Safety Committee** – Last meeting reported March 17, 2021  
3<sup>rd</sup> Wednesday, 11:00am-12:00pm, Zoom Conference  
Met on April 21, 2021, report is forthcoming. *These minutes will be reviewed by the Administrative Affairs Committee during the next scheduled meeting.*  
**Scheduled Meetings: May 2021**

*Respectfully submitted by Frankie Strong, Governance Office*