



GLENDALE
COMMUNITY COLLEGE
GOVERNANCE UPDATE
JANUARY 2022

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 **November 30, 2021 and January 1, 2022**. The College Executive Committee reviewed these items during their **January 18, 2022 meeting**.

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Committee minutes available in SharePoint: <https://glendale0.sharepoint.com/sites/gccgovernance>
No VPN necessary to access.
- Any questions regarding any items listed please contact the chair of the appropriate committee. Committee chairs may be emailed directly from [the Blue List](#).
- 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*

I. COLLEGE EXECUTIVE COMMITTEE * - December 14, 2021

Meets Tuesday prior to Board of Trustees meetings, 2:30 pm, Zoom Conference

QUORUM [5] 7/7 voting members present; 3 Guests

APPROVAL OF MINUTES

1. MSC - (Dicke/Schlossman) to approve the College Executive Committee minutes of November 9, 2021.

MOTIONS APPROVED

2. MSC - (Schlossman/Culpepper) to approve Administrative Regulations and Board Policies a) through m) [as listed on the agenda].
3. MSC - (Culpepper/Schlossman) to approve the replacement positions a) through c).
 - a. Instructional Aid, Adaptive PE (replacement, Range 12, .475 FTE)
 - b. Financial Aid Advisor (replacement, Range 36, 1.0 FTE)
 - c. Program Manager 1, Student Outreach Services (replacement, Range M36, 1.0 FTE)
4. MSC - (Dicke/Culpepper) to approve the two new positions (40% release time) for Next Level English.
5. MSC - (Ritterbrown/Dicke) to approve the new position (60% release time) for Lead Peer Online Content Reviewer.
6. MSC - (Culpepper/Dicke) to approve the recognition of Juneteenth to be observed in 2022 on Friday, June 17, 2022 and to include Juneteenth in Academic and College calendars going forward.

REPORTS

7. Review and receipt of subcommittee minutes:

- a. Budget Committee - Minutes of October 6, 2021, and November 23, 2021
 - b. College Computer Coordinating Committee – No minutes reported.
 - c. Enrollment Management – No minutes reported.
 - d. Equal Employment Opportunity - No minutes reported.
 - e. Governance Review Committee – Minutes of November 2, 2021
 - f. Professional Development – Minutes of October 21, 2021
 - g. Released Time Extra Pay – Minutes of December 3, 2021
 - h. Student Equity and Achievement Committee – Minutes of September 23, 2021
 - i. Web Oversight – No minutes reported.
8. The College Executive Committee reviewed the Board of Trustees agenda for the December 21, 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 reports – no action/discussion
 - a. Administrative Regulation 5501 – Academic Honesty (revised)
 - b. Administrative Regulation 7212 - Temporary Faculty/Adjunct Faculty (new)
 - c. Board Policy 7370 - Political Activity (new)
 - d. Administrative Regulation 7370 - Political Activity (new)
 - e. Report of Incident, Injury or Illness Form (revised)

Scheduled Meetings: February 8, 2022; March 8, 2022

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

- 1) **Budget Committee** – November 23, 2021 is the last meeting reported.

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

Scheduled Meetings: January 25, 2022

- 2) **College Computer Coordinating Committee (4Cs) – October 21, 2021**

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

QUORUM 10/16 voting members present; 4 Resource non-voting members

APPROVAL OF MINUTES

1. MSC approval of minutes of September 16, 2021.

REPORTS

2. I.T. Strategic Plan status.
3. Accreditation Standard III.C survey status.
4. Network/System Infrastructure Maintenance Plan

- College Computer Coordinating Committee (4Cs) – November 18, 2021**

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

QUORUM 12/15 voting members present; 5 Resource non-voting members

APPROVAL OF MINUTES

1. MSC approval of minutes of October 21, 2021.

REPORTS

2. I.T. Strategic Plan status.

3. Project priority list review.
4. Protecting Institutional Assets [ACCJC Standard III.C.3,5]

Scheduled Meetings: February 17, March 17, April 14, May 19, 2022

- 3) **Enrollment Management Committee** – May 12, 2021 is the last meeting reported.

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

Met on September 8, 2021, no report has been received.

Scheduled Meetings: TBD

- 4) **Equal Employment Opportunity Committee (EEO) – December 15, 2021**

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

QUORUM 7/12 voting members present; 1 Resource non-voting member

APPROVAL OF MINUTES

1. MSC approval of minutes of September 23, 2021.

MOTIONS APPROVED

2. MSC - Motion to use EEO funds hire a DEI consultant. Donna motioned, Victor seconded, motion passed unanimously.

REPORTS

3. Recruitment updates.
4. Revising EEO Plan will be on the March 24, 2022 agenda.
5. Students serving on hiring committees will be on the March 24, 2022 agenda.
6. District hiring a DEI consultant with subject matter expertise in best DEI hiring practices. This item will be on the March 24, 2022 agenda.

Scheduled Meetings: March 24, 2022

- 5) **Governance Review Committee (GRC) – December 7, 2021**

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

QUORUM 7/8 voting members present;

APPROVAL OF MINUTES

1. MSC approval of minutes of November 2, 2021.

MOTIONS APPROVED

2. Sharing Zoom Links/Agendas Prior to Committee Dates (Standard IV.A.6) – MSC: The GRC recommends that a standard Zoom link for each governance meeting be posted on the governance committee meeting website.

REPORTS

3. RTEP information is housed on the Human Resources webpage. When released time is approved it is important that the College Executive Committee minutes are referred when determining the approved RT percentage.

Scheduled Meetings: March 1, 2022

- 6) **Professional Development Committee** – October 21, 2021 is the last meeting reported.

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

Met on November 18, 2021, no report has been received.

Scheduled Meetings: TBD

- 7) **Released Time Extra Pay Committee (RTEP) – December 3, 2021 is the last meeting reported.**

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

Scheduled Meetings: Spring 2022

8) **Student Equity & Achievement Committee (SEA)** – September 24, 2021 is the last meeting reported.

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

Met on November 19, 2021, report is forthcoming.

Scheduled Meetings: TBD

9) **Web Oversight Committee – October 27, 2021**

Meets as needed

QUORUM 8/9 voting members present; 3 Resource non-voting members; 1 Guest

APPROVAL OF MINUTES

1. MSC approval of minutes of April 28, 2021.

REPORTS

2. Website update – new logo, Garfield campus revamped sub site; and SharePoint.

Scheduled Meetings: January 26, 2022

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC)** – October 11, 2021 is the last meeting reported

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

Met on November 8, 2021, no report has been received.

Scheduled Meetings: TBD

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) **Master Planning Team A Committee** – April 23, 2021 is the last meeting reported

Meets once per semester

Scheduled Meetings: TBD

2) **Program Review Committee** – September 21, 2021 is the last meeting reported

3rd Tuesday, 1:30–2:30 pm, Zoom Conference

Scheduled Meetings: Met on October 19, 2021, and November 16, 2021, reports are forthcoming.

IPCC will review these minutes at their next scheduled meeting.

III. **ACADEMIC AFFAIRS COMMITTEE *** - November 17, 2021 is the last meeting reported

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

NEXT MEETING – December 15, 2021

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

1) **Academic Calendar Committee** – May 27, 2021 is the last meeting reported.

Meets as needed

Scheduled Meetings: TBD

- 2) **Baja Program Committee** – May 19, 2021 is the last meeting reported.
Meets twice per academic year
Scheduled Meetings: Met on November 17, 2021, report is forthcoming. *Academic Affairs will review these minutes at their next scheduled meeting.*
- 3) **Graduation Requirements Committee** – April 2, 2021 is the last meeting reported.
Meets as needed
Scheduled Meetings: TBD
- 4) **Library & Information Competency Committee** – October 28, 2021 is the last meeting reported
4th Thursday, 12:30-1:30 pm, Zoom Conference
NEXT MEETING: TBD
- 5) **Scholars Program Committee** – October 19, 2021 is the last meeting reported
4th Tuesday, 12:30-1:30 pm, Zoom Conference
NEXT MEETING: Met on November 16, 2021, report is forthcoming. *Academic Affairs will review these minutes at their next scheduled meeting.*
- 6) **Study Abroad Committee** – May 27, 2021 is the last meeting reported.
4th Thursday, 12:20-1:30 pm, Zoom Conference
Scheduled Meetings: Met on September 23, 2021, report is forthcoming. *Academic Affairs will review these minutes at their next scheduled meeting.*

IV. STUDENT AFFAIRS COMMITTEE * – November 17, 2021 is the last meeting reported
3rd Wednesday, 1:00-2:00 pm, Zoom Conference
Scheduled Meetings: Spring 2022

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

- 1) **International Students Committee** – May 5, 2021 is the last meeting reported
Meets once per academic year.
Scheduled Meetings: November 11, 2021, report is forthcoming. *These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.*
- 2) **Multicultural & Community Engagement Committee** – November 11, 2021 is the last meeting reported
2ND Thursday, 12:30 pm – 1:30 pm, Zoom Conference
Scheduled Meetings: TBD
- 3) **Placement and Assessment Committee** – October 14, 2021 is the last meeting reported
2nd Thursday, 2:00-3:00 pm, Zoom Conference
Scheduled Meetings: Met on November 11, 2021, report is forthcoming. *These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.*
- 4) **Student Fees and Tuition Committee** – February 10, 2021 is the last meeting reported.
2nd Wednesday 2:00-3:30 pm, Zoom Conference
October 13, 2021 meeting cancelled.

Scheduled Meetings: Met on November 10, 2021, report is forthcoming. *These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.*

- 5) **Technology Mediated Services Committee (TMS)** – April 6, 2021 is the last meeting reported.
Meets as needed, contact Chair

Scheduled Meetings: Met on May 4, 2021, report is forthcoming. *These minutes will be reviewed by the Student Affairs Committee during the next scheduled meeting.*

- V. **ADMINISTRATIVE AFFAIRS COMMITTEE*** – November 9, 2021 is the last meeting reported
2nd Tuesday, 11:00 am–12:20 pm, Zoom Conference

Scheduled Meetings: March 8, 2022

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

- 1) **Campus Development Committee** – April 1, 2021 is the last meeting reported.

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

Met on October 7, 2021, report is forthcoming.

Scheduled Meetings: Fall 2021

- 2) **Environment & Sustainability Committee** – April 7, 2021 is the last meeting reported.

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

Met on September 1, and October 7, 2021, reports are forthcoming.

Scheduled Meetings: Fall 2021

- 3) **Safety Committee** – Last meeting reported March 17, 2021 is the last meeting reported.

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

Met on May 19, and September 15, 2021, reports are forthcoming.

Scheduled Meetings: Fall 2021

Respectfully submitted by Frankie Strong, Governance Office