Governance Update – February 2026

Reviewed by the College Executive Committee reviewed these items on **February 3, 2026.** This monthly report includes motions, action items, and information items as shown in the minutes of governance committees for the range of time between **January 1, 2026 and February 1, 2026.** It is required by Administrative Regulation 2511: the Governance Document.

- Questions about items listed below contact the chair of the appropriate committee. Committee chairs may be emailed directly from the Blue List.
- Meeting agenda and minutes can be found in Board Docs.

I. COLLEGE EXECUTIVE COMMITTEE* *Standing Committee**

Meets Tuesday prior to Board of Trustees meetings, 2:30 pm, AD 121
This committee meets during intersessions.
Chair: Dr. Ryan Cornner
January 6, 2026
QUORUM [5] 10/11 voting members present

MINUTES APPROVED

1. MSC approval of December 2, 2025 minutes.

MOTIONS APPROVED

2. MSC moved to approve Board Policy 6250: Budget Management.
3. MSC moved to table Administrative Regulation 3750: Use of Copyrighted Material for further consideration at a future CEC meeting.
4. MSC moved to approve Administrative Regulation 4027: Philosophy and Criteria for Continuing Education.
5. MSC moved to table Administrative Regulation 4040: Library Services for further consideration at a future CEC meeting.
6. MSC moved to approve Administrative Regulation 4070: Auditing and Auditing Fees.
7. MSC moved to approve Administrative Regulation 4226: Multiple and Overlapping Enrollment.

INFORMATION-DISCUSSION-ACTION

8. Receipt and review of unadopted and adopted minutes of subcommittees.
   a. Budget Committee – No minutes reported.
   b. Enrollment Management Committee – No minutes reported.
   c. Equal Employment Opportunity Advisory Committee – Minutes of October 23, 2025.
   d. Governance Review Committee – Minutes of November 4, 2025.
   e. Information Technology Committee – No minutes reported.
   f. Professional Development Committee – No minutes reported.
   g. Released Time/Extra Pay Committee – Minutes of October 23, 2025.

h. Student Equity & Achievement Committee – No minutes reported.

9. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
10. Review of the Board of Trustees agenda for the January 13, 2026 regular session meeting.

Scheduled Meetings: February 3, March 3, 2026.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE

1) **Budget Committee**
Meets on the 4th Tuesday, 12:20-1:30 pm, Zoom Conference
Co-Chairs: Ms. Sharlene Coleal, and Irina Shumakova
   - October 28, 2025 is the last meeting reported.
   - Met on November 25, 2026, report is forthcoming.

   Scheduled Meetings: Spring 2026

2) **Information Technology Committee (ITC)** formerly 4Cs
Meets on the 3rd Thursday, 12:30 – 1:30 pm, LB 113, I.T. Conference Room
Chair: Mr. Michael Dioquino
   - October 16, 2025 is the last meeting reported.
   - November meeting cancelled.

   Scheduled Meetings: Spring 2026

3) **Enrollment Management Committee – November 12, 2025**
Meets on the 2nd Wednesday, 12:20-1:20 pm, contact Chair for location
Chair: Dr. Drew Yamanishi
QUORUM [15] 13/28 voting members present; 4 Resource members; 4 Guests
APPROVAL OF MINUTES – item moved to the next meeting, quorum not met for this meeting.
INFORMATION-DISCUSSION-ACTION
   1. The meeting focused on prioritizing initiatives for student enrollment and retention. The group worked in breakout rooms to determine the key points.
   2. Action Items:
      - Involve a group to design a survey for dropout/stop-out students.
      - Explore options for multiple modalities and 8-week classes to provide more flexibility for students.
      - Explore ways to better support students through the application process, such as email reminders and in-person application workshops.

   Met on December 10, 2025, report is forthcoming.
   Scheduled Meetings: Spring 2026

4) **Equal Employment Opportunity Committee (EEO)**
Meets on the 4th Thursday, 12:30-1:30 pm, contact Chair for location
Chair: Dr. Brittany Grice
- October 23, 2025 is the last meeting reported.

Scheduled Meetings: Spring 2026

5) **Governance Review Committee (GRC)**
Meets on the 1st Tuesday, 1:40-2:40 pm, contact Chair for location
Chair: Ms. Hazel Ramos
- November 4, 2025 is the last meeting reported.

Scheduled Meetings: Spring 2026

6) **Professional Development Committee – March 20, 2025**
Meets on the 3rd Thursday, 12:30-1:30 pm, contact Chair for location
Co-Chairs: Ms. Tiffany Ingle, Faculty Coord., and Arpi Amirian, Classified Coord.
QUORUM [9] 16/17 voting members present; 8 guests
APPROVAL OF MINUTES
1. It was MSC to approve the minutes of February 20, 2025.

INFORMATION-DISCUSSION-ACTION
2. The Committee reviewed draft descriptions for the five PD focus areas.
3. A review of participant feedback from Winter Warmer week.
4. Uniform Evaluation Process
   - Members agreed on a need for 4–6 core questions that can be (1) consistent across events, (2) aligned with cycles of value, and (3) able to capture actionable insights.
   - Committee agreed on a mixture of structured questions.

Professional Development Committee – October 16, 2025

Meets on the 3rd Thursday, 12:30-1:30 pm, contact Chair for location
Co-Chairs: Ms. Tiffany Ingle, Faculty Coord., and Arpi Amirian, Classified Coord.
QUORUM [9] 11/17 voting members present; 7 guests
APPROVAL OF MINUTES
1. It was MSC to approve the minutes of March 20, 2025.

INFORMATION-DISCUSSION-ACTION
2. Mission Statement Discussion: The group discussed the mission statement and how they see themselves as part of the work of PD Committee.
3. Role of Professional Learning and the Evaluation Process-Dr. Grice recommended a discussion about this to inform ongoing negotiations about evaluation processes.

Scheduled Meetings: March 19; Apr. 16; May 21, 2026

7) **Released Time Extra Pay Committee (RTEP) – December 12, 2025**
Meets on the 4th Friday, 10:00-11:00 am, contact Chair for location
Chair: Dr. Brittany Grice
QUORUM [8] 7/8 voting members present; 0/2 resources; 4 guests
APPROVAL OF MINUTES
1. It was MSC to approve the minutes of October 24, 2025.

INFORMATION-DISCUSSION-ACTION
2. The committee discussed the Assessment Coordinator position, focusing on the need for more specific metrics and clarity in professional development activities and community of practice requirements. After discussion and final edits, the job description was approved by the committee.
3. Discussion ensued regarding the Chief Pilot position, including the scope of tasks, current program oversight, and compliance with FAA and OSHA standards. The job description for the Chief Pilot position was approved, with the understanding that it would be reviewed after one year.

Scheduled Meetings: February 27, 2026

8) **Student Equity & Achievement Committee (SEA)**
Chair: TBD
- The committee mission/purpose is being reviewed.

Scheduled Meetings: TBD

II. INSTITUTIONAL PLANNING COORDINATION* (IPCC) – December 8, 2025

Meets on the 2nd Monday, 12:15pm-1:30 pm, Zoom Conference
Chair: Mr. Michael Davis
QUORUM [10] 15/19 voting members present; 1 Resource member; 1 guest
APPROVAL OF MINUTES
1. It was MSC to approve the minutes of November 3, 2025.

MOTIONS APPROVED
2. MSC Motion to approve October 21, 2025, Program Review Committee Minutes.
3. MSC Motion to add a Distance Education resource member to IPCC

INFORMATION-DISCUSSION-ACTION
4. Technical Note:
   - FTES calculations are currently very complicated (based on WSCH, DSCH, etc.)
   - Moving to standardized accounting method by Fall 2026 which will be simpler (unit-based)
   - Modality-specific FTES analysis will be easier to produce under new system

Continued IPCC – December 8, 2025.

5. Committee worked through ISP Institutional Strategic Plan objectives with focus on finalizing for Team A approval on Monday, December 15, 2025.
6. Enrollment update.
7. Committee will continue meeting during winter and spring (standing governance committee)

Scheduled Meetings: Spring 2026

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE

1) **Program Review Committee**
Meets on the 3rd Tuesday, 1:30–2:30 pm,
Zoom Conference https://glendale-edu.zoom.us/j/84853565828
Chair: Mr. Michael Davis
   - October 21, 2025 is the last meeting reported.

Scheduled Meetings: Spring 2026

2) **Team A, Strategic Planning Committee – December 15, 2025**
Meets once per semester, contact Chair for location, 1:00-3:00 pm
Chair: Mr. Michael Davis
QUORUM [22] 28/42 voting members present; 5 guests
APPROVAL OF MINUTES
   1. It was MSC to approve the minutes of November 14, 2025.

MOTIONS APPROVED
   2. MSC Motion to approve the Institutional Strategic Plan (goals and objectives) as presented in Version 3. Approved unanimously.

INFORMATION-DISCUSSION-ACTION
   3. Student Survey Timeline
      - January-February 2026: Initial survey redesign work with workgroup
      - March 2026: Present to governance committees for preview and feedback
      - May 2026: Administer revised survey Program Review trends and takeaways.

Scheduled Meetings: Spring 2026

III. ACADEMIC AFFAIRS COMMITTEE* - November 19, 2025
Meets on the 3rd Wednesday, 2:00-4:00 pm, Zoom Conference
Chair: Dr. Michael Ritterbrown
QUORUM 30/37; 4 Resource; 3 Guests
APPROVAL OF MINUTES
   1. MSC to approve minutes from the October 15, 2025 meeting.

MOTIONS APPROVED

2. MSC to approve the agenda for the November 19, 2025 meeting.
3. MSC to approve revised [Administrative Regulation] AR 3750: Use of Copyrighted Material.
4. MSC to approve revised AR 4027: Philosophy and Criteria for Continuing Education.
5. MSC to approve revised AR 4040: Library Services
6. MSC to approve revised AR 4070: Auditing and Auditing Fees
7. MSC to approve revised AR 4226: Multiple and Overlapping Enrollments
8. MSC to approve the following items under the consent calendar: Curriculum & Instruction Committee Minutes of October 22, 2025, and November 12, 2025 Meetings.

   New Courses:

   - Honors Aesthetics of Cinema – FTVM 100H
   - Honors Film Genres – FTVM 101H
   - Honors Beyond Hollywood: Gender, Race and Sex in Movies – FTVM 107H
   - Honors Documentary Film Aesthetics – FTVM 108H
   - Honors Critical Approaches to Information Research – LIB 100H
   - Basic Review for California Certified Medical Assistant-Administrative – STV 218

   Revised Courses:

   - ANTHR 111
   - ART 196
   - ATHPE 103, 104, 106, 107, 108, 109, 111, 112, 113, 117, 118, 120, 121, 122, 123, 125, 126, 127, 128, 130, 131, 133, 134, 135, 136, 138, 139, 140, 143, 144, 145, AND 170
   - COMM 117
   - MATH 100+, 101E, 112+
   - POLS C1000H
   - SOC 200
   - THTR 104

   New Programs:

   - Short-term Vocational – Administrative Professional Certificate

   Revised Programs:

   - Accounting – Tax Fundamentals Certificate
   - Accounting – Accounting (AS)
   - Accounting – Accounting (Cert)
   - Art – Art (Cert)
   - Child Development – Child Development: Site Supervisor (Cert)
   - Computer Science Information Systems – Computer Information Systems (AS)

- Computer Science Information Systems – Computer Information Systems (Cert)
- Humanities – Interdisciplinary Humanities: Creativity (AA)
- Humanities – Liberal Arts: Arts and Humanities Emphasis (AA)
- Humanities – Liberal Arts: Science and Mathematics Emphasis (AA)
- Humanities – Liberal Arts: Social and Behavioral Sciences Emphasis (AA)
- Mass Communications – Mass Communications (AA)
- Mass Communications – Mass Communications (AS)
- Mass Communications – Mass Communications (Cert)
- Short-term Vocational – Adult Basic Education (Cert)
- Short-term Vocational – Clinical Medical Assistant (Cert)
- Short-term Vocational – Customer Service (Cert)
- Short-term Vocational – Google Workspace (Cert)
- Short-term Vocational – Home Caregiver (Cert)

9. MSC to approve the Library & Information Competency minutes from the October 23, 2025 meeting.
10. MSC to approve the Scholars Committee minutes from the October 16, 2025, meeting.

MOTIONS TABLED

11. MST to table revised AR 4222: Remedial Coursework

Scheduled Meetings: Spring 2026

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE

1) **Academic Calendar Committee**
Meets as needed, contact Chair for location
Chair: Mr. Mike Allen
   - June 2, 2025 is the last meeting reported.

   Scheduled Meetings: Spring 2026

2) **Baja Program Committee**
Meets twice per academic year, contact
Chair for location Chair: Dr. Maria Kretzmann
   - June 9, 2025 is the last meeting reported.

   Scheduled Meetings: Spring 2026

3) **Library & Information Competency Committee (LICC) – October 23, 2025**
Meets on the 4th Thursday, 12:30-1:30 pm, Zoom Conference
Chair: Ms. Becka Cooling
QUORUM 10/12 voting members present
APPROVAL OF MINUTES
- Approval of the September 25, 2025, meeting minutes will occur at the next LICC meeting.

INFORMATION-DISCUSSION-ACTION
2. Personnel: A new Senior Library Technician has been hired.
3. Open Educational Resources (OER) and Textbooks: Math will be GCC's first OER degree.
4. Additional Updates: The revision of the Library Services Administrative Regulation was approved by the Senate.

Scheduled Meetings: Spring 2026

4) **Scholars Program Committee**
Meets on the 3rd Thursday, 12:30-1:30 pm, LB 210
Chair: Dr. Michael Harnett
- October 16, 2025 is the last meeting reported.

Scheduled Meetings: Spring 2026

5) **Study Abroad Committee**
Meets on the 4th Thursday, 12:20-1:30 pm, Zoom Conference
Chair: Mr. Kevin Mack
- September 25, 2025 is the last meeting reported.

Scheduled Meetings: Spring 2026

IV. STUDENT AFFAIRS COMMITTEE*

Meets on the 3rd Wednesday, 1:00-2:00 pm, AD 217
Chair: Dr. Alen Andriassian
- October 15, 2025 is the last meeting reported.
- Met on February 18, 2026, report is forthcoming.

Scheduled Meetings: Spring 2026

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE

1) **International Students Committee**
Meets once per academic year, contact Chair for location
Chair: Ms. Nairy Bouyadjian
- May 14, 2025 is the last meeting reported.

Scheduled Meetings: Spring 2026

2) **Placement and Assessment Committee**
Meets on the 2nd Thursday, 2:00-3:00 pm, Zoom Conference https://glendale-edu.zoom.us/j/85346772972
Chair: Dr. Drew Yamanishi
- May 9, 2025 is the last meeting reported.

Scheduled Meetings: Spring 2026

3) **Student Fees and Tuition Committee**
Meets on the 2nd Wednesday, 1:00-2:00pm, Zoom Conference
This committee may meet during intersession.
Chair: Ms. Amy Williams
- April 9, 2025 is the last meeting reported.
- Met on May 14, and December 10, 2025, reports are forthcoming.

Scheduled Meetings: Spring 2026

V. ADMINISTRATIVE AFFAIRS COMMITTEE* - November 11, 2025

Meets on the 2nd Tuesday, 11:00 am–12:20 pm, Zoom Conference
Chair: Ms. Sharlene Coleal

QUORUM [8] 13/14 voting members present; 1 Resource member

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of October 14, 2025.

MOTIONS APPROVED

2. MSC to approve the Consent Calendar as presented.
3. MSC to approve Board Policy BP 6250: Budget Management with the added salary stabilization language. Sharlene to send revised budget management policy language to committee members.

INFORMATION-DISCUSSION-ACTION

4. Administrative Regulation AR 6345: Bids and Contracts – UPCCAA (Uniform Public Construction Cost Accounting Act) was previously brought to the committee and then forwarded to College Executive Committee and finally approved by the Board, with its accompanying resolution. It was then submitted to the UPCCAA Commission and has since been approved. Glendale Community College is a compliant entity.
5. AR 6360: Contracts – Electronic Systems and Materials
6. The committee focused on a new procedure for software procurement that requires three competitive bids, with exceptions for instructional software and sole-source situations. Michael Dioquino, Amy Williams and Rocio Maldonado to meet and discuss this AR further and before the next meeting.
7. AR 6220: Naming of Buildings – the committee reviewed this AR as a first reading, it will be on the next meeting agenda.

Met on December 9, 2025, report is forthcoming.

Scheduled Meetings: Spring 2026

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE

1) **Campus Development Committee**
   Meets on the 1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference
   - December 4, 2025 is the last meeting reported.
   - The committee agreed to meet during the Winter intersession.

   Scheduled Meetings: February 5, 2026

2) **Environment & Sustainability Committee**
   Meets on the 1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference
   Chair: Mr. Jerry Lewis
   - December 3, 2025 is the last meeting reported.
   - The committee agreed to meet during the Winter intersession.
   - Met on February 4, 2026, report is forthcoming.

   Scheduled Meetings: March 4, 2026

3) **Safety Committee**
   Meets on the 3rd Wednesday, 11:00am-12:00pm, Zoom Conference
   Chair: Ms. Laura Matsumoto
   - May 28, 2025 is the last meeting reported.

   Scheduled Meetings: Spring 2026

Prepared by Frankie Strong, Governance Office