



**GOVERNANCE UPDATE  
JULY 2022**

The Governance Update monthly report includes of actions taken by various governance committees.

It is required by Administrative Regulation 2511: Governance Document.

The report includes motions and information items, as recorded in the minutes of committees that reported to the Governance office between **May 31, 2022 and June 30, 2022.**

The College Executive Committee reviewed these items during their **July 12, 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/qccgovernance>
- 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](#)

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Standing Committee\*

**I. COLLEGE EXECUTIVE COMMITTEE \* - May 10, 2022**

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

Chair: Dr. David Viar

**QUORUM** [5] 7/7 voting members present' 1 Resource non-voting member present

**APPROVAL OF MINUTES**

1. MSC - (Culpepper/Dickes) to approve the College Executive Committee minutes of April 12, 2022.

**MOTIONS APPROVED**

2. MSC - (Culpepper/Ritterbrown) to approve revision of Administrative Regulation 2410: Process for Formulation of Administrative Regulations and Board Assessment of Policies.
3. MSC - (Haraldson/Flexser) to approve new Administrative Regulation 3415: Immigration Enforcement Activities (new).
4. MSC - (Haraldson/Culpepper) to approve revision of Administrative Regulation 3730: College Mass Communication (revision).
5. MSC - (Ritterbrown/Dickes) to approve replacement of Senior Instructional Computer Lab Technician.
6. MSC - (Ritterbrown/Dickes) to approve replacement of Accounting Instructor.
7. MSC - (Ritterbrown/Dickes) to approve replacement of IT Support Specialist.
8. MSC - (Ritterbrown/Dickes) to approve replacement of Student Services Technician.

**REPORTS**

9. Review and receipt of subcommittee minutes:
  - a. Budget Committee – Minutes of February 22, 2022
  - b. College Computer Coordinating Committee – No minutes reported

## College Executive Committee continued...

- c. Enrollment Management – No minutes reported
  - d. Equal Employment Opportunity – Minutes of April 28, 2022
  - e. Governance Review Committee – Minutes of April 5, 2022
  - f. Professional Development – No minutes reported
  - g. Released Time Extra Pay – Minutes of April 29, 2022
  - h. Student Equity and Achievement Committee – No minutes reported
  - i. Web Oversight – No minutes reported
10. The College Executive Committee reviewed the Board of Trustees agenda for the May 17, 2022 meeting.
  11. The Committee reviewed and accepted the actions of the Standing Committees:
    - a) Institutional Planning Coordination
    - b) Academic Affairs
    - c) Student Affairs
    - d) Administrative Affairs.
  12. 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.

## COLLEGE EXECUTIVE COMMITTEE \* - June 14, 2022

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

Chair: Dr. David Viar

**QUORUM** [5] 7/7 voting members present; 2 Resource non-voting members present

### APPROVAL OF MINUTES

1. MSC - (Schlossman/Ritterbrown) to approve the College Executive Committee minutes of May 10, 2022.

### MOTIONS APPROVED

2. MSC - (Culpepper/Haraldson) to approve replacement of Human Resources Information Systems Analyst (previous title - Senior Human Resources Analyst).
3. MSC - (Ritterbrown/Dickes) to approve new position of Math Discovery Center Coordinator at 50% assignment.
4. MSC – (Ritterbrown/Dickes) to approve revised position of Science Lecture Series Coordinator, Extra Pay (stipend) of \$750 per semester.

### REPORTS

5. Review and receipt of subcommittee minutes:
  - j. Budget Committee – Minutes of April 26, 2022, and May 24, 2022
  - k. College Computer Coordinating Committee – Minutes of April 14, 2022
  - l. Enrollment Management – No minutes reported
  - m. Equal Employment Opportunity – Minutes of May 26, 2022
  - n. Governance Review Committee – Minutes of May 3, 2022
  - o. Professional Development – March 17, 2022
  - p. Released Time Extra Pay – Minutes of May 27, 2022
  - q. Student Equity and Achievement Committee – Minutes of March 25, 2022
  - r. Web Oversight – No minutes reported
6. The College Executive Committee reviewed the Board of Trustees agenda for the June 21, 2022 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.

**College Executive Committee continued...**

- a. The Committee received, reviewed, and accepted the actions and information items of all governance committees.

**Scheduled Meetings:** July 12, 2022

**SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:**

- 1) **Budget Committee** – May 24, 2022 is the last meeting reported.  
2<sup>nd</sup> Thursday and 4<sup>th</sup> Tuesday, 12:20-1:30 pm, Zoom Conference  
Chair: Amir Nour  
**Scheduled Meetings:** June 21, 2022

- 2) **College Computer Coordinating Committee (4Cs)** – April 14, 2022 is the last meeting reported.  
Chair: Calvin Madlock  
**Scheduled Meetings:** TBD

- 3) **Enrollment Management Committee – April 12, 2022**  
2<sup>nd</sup> Wednesday, 12:20-1:20 pm, Zoom Conference  
Chairs: Agnes Eguaras, and Edward Karpp  
**QUORUM** 22/28 voting members present  
**APPROVAL OF MINUTES**

9. It was MSC that the minutes from March 9, 2022 be approved.

**MOTIONS APPROVED**

10. MSC to nominate Ed Karpp and Drew Yamanishi as co-Chairs to the Enrollment Management Committee.

**Scheduled Meetings:** April 12, 2022

**Enrollment Management Committee – May 11, 2022**

2<sup>nd</sup> Wednesday, 12:20-1:20 pm, Zoom Conference

Chairs: Edward Karpp, and Drew Yamanishi

**QUORUM** 18/28 voting members present

**APPROVAL OF MINUTES**

1. It was MSC that the minutes from April 13, 2022 be approved.

**REPORTS**

2. Updates: Enrollment; Enrollment Management Planning; Early Alert Project; Marketing

**Scheduled Meetings:** TBD

- 4) **Equal Employment Opportunity Committee (EEO)** – May 26, 2022 is the last meeting reported.  
4<sup>th</sup> Thursday, 12:30-1:30 pm, Zoom Conference  
Chair: TBD  
**Scheduled Meetings:** August 25, 2022

- 5) **Governance Review Committee (GRC)** – May 3, 2022 is the last meeting reported.  
1<sup>st</sup> Tuesday, 1:40-2:40 pm, Zoom Conference  
Chair: Paul Vera  
**Scheduled Meetings:** September 6, 2022

- 6) **Professional Development Committee** – March 17, 2022 is the last meeting reported.  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, Zoom Conference  
Chairs: Krista Raimondo, Faculty; and Agnes Eisaghalian, Classified  
**Scheduled Meetings:** TBD
- 7) **Released Time Extra Pay Committee (RTEP)** – May 27, 2022 is the last meeting reported.  
4<sup>th</sup> Friday, 10:00-11:00 am, Zoom Conference  
Chair: Michael Davis  
**Scheduled Meetings:** September 23, 2022
- 8) **Student Equity & Achievement Committee (SEA)** – March 25, 2022 is the last meeting reported.  
4<sup>th</sup> Friday, 1:00pm-2:00 pm, Zoom Conference  
Chair: Yeranui Barsegyan  
**Scheduled Meetings:** April 29, 2022
- 9) **Web Oversight Committee** – February 23, 2022 is the last meeting reported.  
Meets as needed  
Chair: Drew Sugars  
**Scheduled Meetings:** April 27, 2022

**II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE\* (IPCC) – April 11, 2022**

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

Chair: Edward Karpp

**QUORUM** 13/17 voting members present

**APPROVAL OF MINUTES**

- 1. It was MSC that the Minutes from March 14, 2022 be approved without corrections.

**MOTIONS APPROVED**

- 2. It was MSC that the unadopted Minutes from the March 15, 2022 Program Review Meeting be accepted.

**REPORTS**

- 3. Updates: Accreditation Work Groups Update and Timeline; Enrollment; Vaccine Mandates effects on planning.
- 4. The next Strategic Planning - Team A meeting will be held May, 13, 2022.

**Scheduled Meetings:** May 11, 2022

**INSTITUTIONAL PLANNING COORDINATION COMMITTEE\* (IPCC) – May 9, 2022**

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

Chair: Edward Karpp

**QUORUM** 14/17 voting members present

**APPROVAL OF MINUTES**

- 1. It was MSC that the Minutes from April 11, 2022 be approved without corrections.

**MOTIONS APPROVED**

- 2. It was MSC that the unadopted Minutes from the March 15, 2022 Program Review Meeting be accepted.

**REPORTS**

- 3. Review of subcommittee minutes for Strategic Planning Committee – no report; for the Program Review Committee – no report.

**IPCC continued...**

4. Updates: Accreditation Work Groups Update and Timeline; Enrollment; Vaccine Mandates effects on planning.
5. New Institutional Set Standards approved by the Senate.
6. Review of Standard I Section of ISER Draft

**Scheduled Meetings:** TBD

***SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:***

- 1) **Strategic Planning Committee** – November 19, 2021 is the last meeting reported.

Meets once per semester

Chair: Edward Karpp

**Scheduled Meetings:** TBD

- 2) **Program Review Committee – March 19, 2022**

3<sup>rd</sup> Tuesday, 1:30–2:30 pm, Zoom Conference

Chair: Dr. Daphne Dionisio

**QUORUM** 7/9 voting members present

**APPROVAL OF MINUTES**

1. It was MSC that the Minutes from April 11, 2022 be approved without corrections.

**REPORTS**

2. 2021 Program Review Completion Results & Observations for Improvement.
3. After several years of only being able to supply “blurbs” of PLO work yet to be done in order

**Program Review continued...**

4. to complete the PLO section of the Program Review document in eLumen, programs completing their full review in fall 2022 will finally be able to include meaningful information
5. from PLO summary reports generated from eLumen.
6. 2022 Program Review Timeline and Preparations.
7. Improving Awareness of Resource Request Process & Outcomes.

**Scheduled Meetings:** TBD

**Program Review Committee – May 17, 2022**

3<sup>rd</sup> Tuesday, 1:30–2:30 pm, Zoom Conference

Chair: Dr. Daphne Dionisio

**QUORUM** 7/10 voting members present

**APPROVAL OF MINUTES**

1. It was MSC that the Minutes from March 19, 2022 be approved without corrections.

**MOTIONS APPROVED**

2. It was MSC that the term “Master” be replaced with “Strategic” in the committee’s mission statement.

**REPORTS**

3. Redesign form: new ACCJC Standards, equity, loop-closing outcomes, innovation.
4. Updating PLO sections to document assessments
5. May notices for early PR [Program Review] completion this summer.

**Scheduled Meetings:** TBD

III. **ACADEMIC AFFAIRS COMMITTEE\* - June 15, 2022**

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

Chair: Dr. Michael Ritterbrown

**QUORUM** 26/37; 5 Resources; 3 Guests

**APPROVAL OF MINUTES**

1. MSC to approve minutes from May 18, 2021 meeting.

**MOTIONS APPROVED**

2. MSC to approve the agenda for the June 15, 2022 meeting.
3. MSC to approve that the Academic Affairs Committee supports the Senate recommendation that divisions work to schedule a substantial number of their classes with a face-to-face component, as appropriate to the discipline.
4. MSC to approve that the Academic Affairs Committee supports the Senate recommendation, in support of the Guild, that the adjunct ancillary stipend fund be increased to \$75000 to support increased adjunct participation in college activities and projects listed in the contract.
5. MSC to approve the 2023 – 2024 Academic Calendar.
6. MSC to approve the setting of 2022 Instructional Priorities.
7. MSC to approve Baja California Field Studies minutes from the May 26, 2022 meeting.
8. MSC to approve Library & Information Competency minutes from the May 26, 2022 meeting.
9. MSC to approve Scholars Program minutes from the May 24, 2022 meeting.

**MOTIONS TABLED**

10. MST the revised AR 4261 – Class Overview.

**Scheduled Meetings:** September 21, 2022

***SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:***

- 1) **Academic Calendar Committee** – March 24, 2022 is the last meeting reported.

Meets as needed

Chair: Melissa Malandrakis

**Scheduled Meetings:** May 26, 2022

- 2) **Baja Program Committee** – **May 26, 2022**

Meets twice per academic year

Chair: Dr. Javier Gago

**QUORUM** 8/12 voting members (1 proxy)

**APPROVAL OF MINUTES**

1. MSC to approve the November 17, 2021, minutes.

**MOTIONS APPROVED**

2. MSC to approve a resolution to honor and thank Field Station Director José Mercadé.

**REPORTS**

3. Station report: our new Field Station Manager, Luis Candela, introduced himself and provided a report. The field station was prepared for a new outside group (Westminster College, Utah) that was using the field station from May 12-27.
4. GCC classes scheduled for Summer 2022: Biol 125/126 (Marine Biology; J. Gago & G. Van Cleave); Biol 131 (Regional Natural History; G. Meyer); all program fees \$799.
5. The following outside groups will be using the field station: Cuesta College (June 18 – July 1, 2022); Ocean Discovery Institute (July 17 – August 7, 2022; this is a new outside group).

**Scheduled Meetings:** Fall 2022

- 3) **Graduation Requirements Committee** – March 22, 2022 is the last meeting reported.  
Meets as needed  
Chair: Agnes Eguaras  
**Scheduled Meetings:** TBD

4) **Library & Information Competency Committee – May 26, 2022**

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

Chair: Eric Hanson

**QUORUM** 11/12 voting members

**APPROVAL OF MINUTES**

1. MSC to approve minutes from April 28, 2022.

**REPORTS**

2. Senate Task Force- Copyright
  - a. Caroline Hallam and Piper Rooney to co-chair
  - b. Will begin in Fall 2022
  - c. Will oversee the revision of AR3750 and promote awareness on copyright issues among faculty
3. (Dis)information Competency Series to take place in Fall 2022 and Spring 2022
  - a. Fall workshop dates: i) 10/14/2022 12:30-1:30 pm (Zoom) ii) 10/27/2022 12:30 – 1:30 pm (SC 212). Lunch with RSVP
  - b. Spring dates TBD
4. Library will run a student contest for Research Help Desk promotional video
  - a. Deadline for submissions: August 26th, 2022 at 11:59 p.m.
5. New Librarian Hire: Jennie Quiñónez-Skinner, Outreach and Student Engagement Librarian  
Will start in Fall 2022.

**Scheduled Meetings:** Fall 2022

5) **Scholars Program Committee – May 24, 2022**

4<sup>th</sup> Tuesday, 12:30-1:30 pm, Zoom Conference

Chair: Dr. Michael Harnett

**QUORUM** - 6 of 11 voting members.

**APPROVAL OF MINUTES**

1. MSC Approval of the minutes from the November 16, 2021 SAC meeting.

**MOTIONS APPROVED**

2. MSC Approval of the revised Scholars Constitution as of January 11, 2022.

**Scheduled Meetings:** April 26, 2022

6) **Study Abroad Committee** – February 24, 2022 is the last meeting reported.

4<sup>th</sup> Thursday, 12:20-1:30 pm, Zoom Conference

Chair: Darren Leaver

**Scheduled Meetings:** Fall 2022

**IV. STUDENT AFFAIRS COMMITTEE\*** – May 18, 2022 is the last meeting reported.

3<sup>rd</sup> Wednesday, 1:00-2:00 pm, Zoom Conference

Chair: Dr. Paul Schlossman

**Scheduled Meetings:** September 21, 2022

### ***SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:***

- 1) **International Students Committee** – November 11, 2021 is the last meeting reported.  
Meets once per academic year.  
Chair: Murray Stach  
**Scheduled Meetings:** TBD
  
- 2) **Multicultural & Community Engagement Committee** – May 12, 2022 is the last meeting reported.  
2<sup>ND</sup> Thursday, 12:30 pm – 1:30 pm, Zoom Conference  
Chair: Dr. Tzoler Oukayan  
**Scheduled Meetings:** Spring 2022
  
- 3) **Placement and Assessment Committee** – April 14, 2022 is the last meeting reported.  
2nd Thursday, 2:00-3:00 pm, Zoom Conference  
Chair: Dr. Drew Yamanishi  
**Scheduled Meetings:** TBD
  
- 4) **Student Fees and Tuition Committee** – February 9, 2022 is the last meeting reported.  
2nd Wednesday 2:00-3:30 pm, Zoom Conference  
Chair: Amir Nour  
**Scheduled Meetings:** July 13, 2022
  
- 5) **Technology Mediated Services Committee (TMS)** – December 2, 2021 is the last meeting reported.  
Meets as needed, contact Chair  
**Scheduled Meetings:** March 3, 2022; April 7; May 5, 2022
  
- V. **ADMINISTRATIVE AFFAIRS COMMITTEE\*** – April 12, 2022 is the last meeting reported.  
2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, Zoom Conference  
Chair: Dr. Anthony Culpepper  
**Scheduled Meetings:** May 10, 2022

### ***SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:***

- 1) **Campus Development Committee** – March 3, 2022 is last meeting reported.  
1<sup>st</sup> Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference  
Chair: Joel Peterson  
**Scheduled Meetings:** April 7; September 2022
  
- 2) **Environment & Sustainability Committee** – March 3, 2022 is the last meeting reported.  
1<sup>st</sup> Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference  
Chair: Joel Peterson  
**Scheduled Meetings:** April 6, 2021
  
- 3) **Safety Committee** – March 16, 2022 is the last meeting reported.  
3<sup>rd</sup> Wednesday, 11:00am-12:00pm, Zoom Conference  
**Scheduled Meetings:** April 27; May 18, 2022

*Respectfully submitted by Frankie Strong, Governance Office*