



**GOVERNANCE UPDATE
OCTOBER 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 **August 29, 2022 and September 30, 2022**.

The College Executive Committee reviewed these items during their **October 11, 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>
- 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](#)

I. COLLEGE EXECUTIVE COMMITTEE*

*Standing Committee**

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

Chair: Dr. David Viar

Scheduled Meetings: July 12, August 9, September 6, and October 11, 2022

Activities of this committee are reported monthly within the “Governance Update” which is available on the Governance webpage: <https://glendale0.sharepoint.com/sites/gccgovernance>

II. COLLEGE EXECUTIVE COMMITTEE * - September 6, 2022

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

Chair: Dr. Ryan Cornner

QUORUM [5] 6/7 voting members present; 2 Resource non-voting members present

APPROVAL OF MINUTES

1. MSC - (Dickes/Schlossman) to approve the College Executive Committee minutes of August 9, 2022.

MOTIONS APPROVED

2. MSC - (Haraldson/Dickes) to approve the Information Technology Strategic Plan to move forward for Board consideration in October 2022.
3. MSC - (Schlossman/Dawoodi) to approve the revision to replace the word *Master* with *Strategic* on Administrative Regulation 2511 – Governance Document.

REPORTS

4. Review and receipt of subcommittee minutes – None reported as committees are just beginning to reconvene.
5. The College Executive Committee reviewed the Board of Trustees agenda for the September 13, 2022 meeting.

Scheduled Meetings: October 11, 2022; November 8, 2022

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee – August 9, 2022

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

Chair: Amir Nour

QUORUM [6] 7/10 voting members present; 28 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of May 24, 2022 as presented.

REPORTS

2. 2022-2023 Budget, Cash Analysis and the Governor's Budget Update.

Scheduled Meetings: September 27, 2022

2) College Computer Coordinating Committee (4Cs) – September 15, 2022

Chair: Calvin Madlock

QUORUM 9/16 voting members present; 5 Resource non-voting members

APPROVAL OF MINUTES

1. Approval of the April 14, 2022 minutes will be on the October 2022 agenda.

REPORTS

2. Information Technology Strategic Plan Update.
3. [I.T.] Project priority list review.
4. California Chancellor's Office Cybersecurity update.
5. Calvin gave the committee a brief overview of the 2022-23 Annual Operation Plan.
6. Single sign-on Process - The goal is for students to have to sign on just once to access all the resources afforded to them.
7. Contingency Planning - Calvin asked the committee for input for planning the unexpected. For example, what happens if zoom goes down during class?
8. Oracle Cloud upgrade – informational.
9. Operational/Administrative cost savings - We are looking for ways to save the college money. Calvin hopes to bring back some cost savings ideas to the committee by the next meeting.

Scheduled Meetings: October 20; November 17, 2022

3) Enrollment Management Committee – May 11, 2022 is the last meeting reported

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

Chairs: Agnes Eguaras, and Edward Karpp

Scheduled Meetings: Fall 2022

4) Equal Employment Opportunity Committee (EEO) – May 26, 2022 is the last meeting reported.

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

Chair: TBD

Scheduled Meetings: September 22, 2022

5) Governance Review Committee (GRC) – September 6, 2022

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

Chair: Paul Vera

QUORUM [4] 7/7 voting members present

APPROVAL OF MINUTES

1. MSC approval of the minutes from May 3, 2022.

MOTIONS APPROVED

- 2. MSC to elect Paul Vera as committee chair.

REPORTS

- 3. Review of Administrative Regulation 2511: Governance Document – ongoing
a. Removal of “master”
b. Revision/Upgrade to the “Communications and Operations” section.

Scheduled Meetings: October 4, 2022; November 1; December 6.

6) **Professional Development Committee – May 19, 2022**

3rd Thursday, 12:30-1:30 pm, Zoom Conference
Chairs: Krista Raimondo, Faculty; and Agnes Eisaghalian, Classified

QUORUM [9] 12/17 voting members

APPROVAL OF MINUTES

- 1. MSC to approve the 03.17.22 minutes.

Scheduled Meetings: September 15, 2022

7) **Released Time Extra Pay Committee (RTEP) – May 27, 2022 is the last meeting reported.**

4th 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.**

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

Scheduled Meetings: September 23, 2022

9) **Web Oversight Committee – February 23, 2022 is the last meeting reported.**

Meets as needed
Chair: Drew Sugars
Scheduled Meetings: TBD

II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE* (IPCC)

May 9, 2022 is the last meeting reported
2nd Monday, 12:15pm-1:30 pm, Zoom Conference
Chair: Edward Karpp

Scheduled Meetings: September 12, 2022

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

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- 2) **Program Review Committee** – May 17, 2022 is the last meeting reported
3rd Tuesday, 1:30–2:30 pm, Zoom Conference
Chair: Dr. Daphne Dionisio
Scheduled Meetings: September 20, 2022; October 18; November 15.

- III. **ACADEMIC AFFAIRS COMMITTEE*** - June 15, 2022 is the last meeting reported
3rd Wednesday, 2:00-4:00 pm, Zoom Conference
Chair: Dr. Michael Ritterbrown
Met on September 21, 2022, report is forthcoming.
Scheduled Meetings: October 19, 2022

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

- 1) **Academic Calendar Committee** – March 24, 2022 is the last meeting reported.
Meets as needed
Chair: Vacant
Scheduled Meetings: TBD
- 2) **Baja Program Committee** – May 26, 2022 is the last meeting reported
Meets twice per academic year
Chair: Dr. Javier Gago
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 is the last meeting reported
4th Thursday, 12:30-1:30 pm, Zoom Conference
Chair: Eric Hanson
Scheduled Meetings: Fall 2022
- 5) **Scholars Program Committee** – May 24, 2022 is the last meeting reported
4th Tuesday, 12:30-1:30 pm, Zoom Conference
Chair: Dr. Michael Harnett
Scheduled Meetings: Fall 2022
- 6) **Study Abroad Committee** – February 24, 2022 is the last meeting reported.
4th Thursday, 12:20-1:30 pm, Zoom Conference
Chair: Darren Leaver
Met on March 24, 2022; and May 26, 2022, reports are forthcoming.
Scheduled Meetings: Fall 2022

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IV. STUDENT AFFAIRS COMMITTEE* – September 21, 2022

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

Chair: Dr. Paul Schlossman

QUORUM 22/25 voting members present; 3/3 resources; 5 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of May 18, 2022 be approved.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
 - Placement & Assessment Committee
 - May 12, 2022 (unadopted)
 - September 8, 2022 (unadopted)
 - Student Fees Committee
 - September 14, 2022
3. It was MSC to approve the increase of the Student Health Fee by \$1 for CCPG-A students and \$2 for all other students.
4. It was MSC to change item 1 of the Student Affairs Committee Mission Statement to read, “Develops the Student Services component of the College’s various Institutional Plans.”
5. It was MSC to accept the review of BP 5110: *Off-Campus Student Organizations*.
6. It was MSC to combine the first and second readings of revised AR 5110: *Off-Campus Student Organizations* and move the draft forward for approval.
7. It was MSC to approve revised AR 5110: *Off-Campus Student Organizations*.
8. It was MSC to accept the reviews of the following board policies and regulations:
 - BP 5410: *Associated Student Elections*.
 - AR 5410: *Associated Student Elections*.
 - BP 5400: *Associated Student Finance*.
 - AR 5400: *Associated Student Finance*.

REPORTS

9. Drs. Daphne Dionisio, Edward Karpp, and Stacy Jazán presented the draft Instructional Self-Evaluation Report (ISER) for a first reading which was accepted. The ISER will be presented for a second reading and approval at the October Student Affairs Committee meeting.
10. Dr. Schlossman present the 2022-2023 GCC Annual Goals for the committee to review.

Scheduled Meetings: October 19, 2022

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

- 1) **International Students Committee** – May 5, 2021 is the last meeting reported.
Meets once per academic year.
Chair: Murray Stach
Scheduled Meetings: November 2022
- 2) **Multicultural & Community Engagement Committee** – May 12, 2022 is the last meeting reported.
2ND Thursday, 12:30 pm – 1:30 pm, Zoom Conference
Chair: Dr. Tzoler Oukayan
Scheduled Meetings: Fall 2022
- 3) **Placement and Assessment Committee – May 12, 2022**
2nd Thursday, 2:00-3:00 pm, Zoom Conference
Chair: Dr. Drew Yamanishi

QUORUM 15/19 voting members present; 1/1resources

APPROVAL OF MINUTES

1. MSC to approve the April 14, 2022

Placement and Assessment Committee – September 8, 2022

2nd Thursday, 2:00-3:00 pm, Zoom Conference

Chair: Dr. Drew Yamanishi

QUORUM 15/18 voting members present; 1/1 resources

APPROVAL OF MINUTES

1. MSC to approve the May 12, 2022

Scheduled Meetings: TBD

4) Student Fees and Tuition Committee – September 14, 2022

2nd Wednesday 2:00-3:30 pm, Zoom Conference

Chair: Amir Nour

QUORUM 6/8 voting members/0 resource/1 guest

APPROVAL OF MINUTES

1. MSC to approve the corrected minutes of the February 9, 2022 meeting.

MOTIONS APPROVED

2. MSC to increase the Student Health Fee with the Winter 2023 Intercession as follows:

- All Students
 - Fall/Spring – \$23.00
 - Summer/Winter - \$20.00
- CA College Promise Grant Students Current Health Fee
 - Fall/Spring – \$11.50
 - Summer/Winter – \$10.00

(6 in favor, 0 opposed, 0 abstention).

REPORTS

3. Amir Nour related that he would meet with Toni Reyes from the Health Center to discuss what could be done to inform our students of the benefits and programs offered by the Center.

Scheduled Meetings: October 12, 202

5) Technology Mediated Services Committee (TMS) – December 2, 2021 is the last meeting reported.

Meets as needed, contact Chair

Scheduled Meetings: TBD

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – September 13, 2022

2nd Tuesday, 11:00 am–12:20 pm, Zoom Conference

Chair: Dr. Anthony Culpepper

QUORUM (9) 14 of 17 present; 3 Guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of June 7, 2022 as presented. Motion passed with 1 abstention,

MOTIONS APPROVED

2. MSC to approve the minutes of June 7, 2022 as presented. Motion passed with 1 abstention.
3. MSC to eliminate “strategic master plan” and replace with “institutional strategic plan” in the Administrative Affairs Committee Mission Statement.

MOTIONS TABLED

4. MST to table the following Board Policies and Administrative Regulations until the next meeting, in order provide Brittany Grice, Vice President, Human Resources, and Amir Nour adequate time to review and make changes to them:
 1. BP 3430 Prohibition of Harassment
 2. BP 3433 Prohibition of Sexual Harassment Under
 5. Title IX
 3. BP 6540 Insurance
 4. BP 7130 Compensation
 5. BP 7230 Classified Employees
 6. BP 7340 Leaves of Absence
 7. BP 7600 College Police Department
 8. AR 3430 Prohibition of Harassment
 9. AR 3434 Responding to Harassment Based on Sex
 6. Under Title IX
 10. AR 3435 Discrimination and Harassment Complaints
 7. and Investigations
 11. AR 6355 Job Order Contract

Scheduled Meetings: October 11, 2022

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

- 1) **Campus Development Committee** – March 3, 2022 is last meeting reported.
1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Joel Peterson
Scheduled Meetings: November 3, 2022
- 2) **Environment & Sustainability Committee** – March 3, 2022 is the last meeting reported.
1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Joel Peterson
Scheduled Meetings: November 2, 2022
- 3) **Safety Committee** – March 16, 2022 is the last meeting reported.
3rd Wednesday, 11:00am-12:00pm, Zoom Conference
Scheduled Meetings: October 19, 2022

Prepared by Frankie Strong, Governance Office