



**GOVERNANCE UPDATE  
NOVEMBER 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 **September 30, 2022 and October 31, 2022.**

The College Executive Committee reviewed these items during their **November 8, 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](#)

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**I. COLLEGE EXECUTIVE COMMITTEE\***

*Standing Committee\**

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

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

**COLLEGE EXECUTIVE COMMITTEE \* - October 11, 2022**

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

Chair: Dr. Ryan Cornner

**QUORUM** [5] 7/7 voting members present; 3 Resource non-voting members present

**APPROVAL OF MINUTES**

1. MSC - (Nour/Schlossman) to approve the College Executive Committee minutes of September 6, 2022.

**MOTIONS APPROVED**

2. MSC - (Flexser/Schlossman) to approve the Community Services Director position.
3. MSC - (Schlossman/Dickes) to approve the Institutional Self-Evaluation Report to move forward for Board consideration in October 2022.
4. MSC - (Dickes/Haraldson) to approve the mandated revisions to Administration Regulation 2511: Governance Document to update throughout document to replace “Master” with the word Strategic and “College Master” with Institutional Strategic.
5. MSC - (Schlossman/Nour) to approve the proposed edits to Board Policy 3507: COVID-19 Vaccination Requirements.

**REPORTS**

6. Review and receipt of subcommittee minutes:

- a. Budget Committee - Minutes of August 9, 2022
  - b. College Computer Coordinating Committee - Minutes of September 15, 2022
  - c. Enrollment Management Committee - No minutes reported.
  - d. Equal Employment Opportunity Advisory Committee - No minutes reported.
  - e. Governance Review Committee - Minutes of September 6, 2022
  - f. Professional Development Committee - Minutes of May 19, 2022
  - g. Release Time/Extra Pay Committee - No minutes reported.
  - h. Student Equity & Achievement Committee - No minutes reported.
  - i. Web Oversight Committee - No minutes reported.
7. The College Executive Committee reviewed the Standing Committees' actions report.
  8. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
  9. The College Executive Committee reviewed the Board of Trustees agenda for the October 18, 2022 meeting.

**Scheduled Meetings:** November 8, 2022; December 13, 2022; January 10, 2023

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

- 1) **Budget Committee** – August 9, 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:** October 25, 2022-cancelled

- 2) **College Computer Coordinating Committee (4Cs)** – September 15, 2022 is the last meeting reported.  
Chair: Calvin Madlock  
**Scheduled Meetings:** October 20-cancelled; November 17, 2022

- 3) **Enrollment Management Committee – September 14, 2022**  
2<sup>nd</sup> Wednesday, 12:20-1:20 pm, Zoom Conference  
Chairs: Drew Yamanishi, and Edward Karp  
**QUORUM** 22/30 voting members; 7 resources; 0 guests

**APPROVAL OF MINUTES**

1. The Enrollment Management Minutes from May 11, 2022 were approved.

**MOTIONS APPROVED**

2. It was MSC that the DE Coordinator position be added as a Resource on the Enrollment Management Committee.

**REPORTS**

3. Updates on Enrollment; Student Outreach Services; and Early Alert update.
4. Enrollment Decrease Data and Discussion

**Scheduled Meetings:** October 12, 2022

- 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:** September 22, 2022

5) **Governance Review Committee (GRC) – October 4, 2022**

1<sup>st</sup> Tuesday, 1:40-2:40 pm, Zoom Conference

Chair: Paul Vera

**QUORUM** [6] 8/9 voting members present; 1 guest

**APPROVAL OF MINUTES**

1. MSC approval of the minutes from September 6, 2022.

**REPORTS**

2. Discussion on a Supplemental Instruction Committee with guest, Shant Shahoian.
3. Standardized Zoom links for each governance committee – GRC will test this option for their November meeting.
4. Review of Administrative Regulation 2511: Governance Document – ongoing
  - a. Removal of “master”
  - b. Revision/Upgrade to the “Communications and Operations” section.

**Scheduled Meetings:** November 1; December 6.

6) **Professional Development Committee – September 15, 2022**

3<sup>rd</sup> Thursday, 12:30-1:30 pm, Zoom Conference

Chairs: Krista Raimondo, Faculty; and Agnes Eisaghalian, Classified

**QUORUM** [9] 13/17 voting members

**APPROVAL OF MINUTES**

1. MSC to approve the May 19, 2022 minutes.

**Scheduled Meetings:** October 20, 2022

7) **Released Time Extra Pay Committee (RTEP) – October 28, 2022**

4<sup>th</sup> Friday, 10:00-11:00 am, Zoom Conference

Chair: Michael Davis

**QUORUM** 9/9 voting members present

**APPROVAL OF MINUTES**

1. MSC that the minutes of May 27, 2022 be approved.

**MOTIONS APPROVED**

2. It was MSC to elect M. Davis as committee chair. Approved unanimously.
3. MSC Motion: RT/EP committee approves DEC: Self-evaluation; DEC Supervisor evaluation; DEC Job Description revision.
4. MSC Coordinator Humanities/Social Science Lecture Series job revision.
5. MSC Motion: RT/EP Committee approves revised job description for the Distance Education Faculty Development Coordinator.

**Scheduled Meetings:** December 2, 2022

8) **Student Equity & Achievement Committee (SEA) – September 23, 2022**

4<sup>th</sup> Friday, 1:00pm-2:00 pm, Zoom Conference

Chair: Yeranui Barsegyan

**QUORUM** 15/20 voting members present; 7 guests

**APPROVAL OF MINUTES**

1. MSC that the minutes of May 27, 2022 be approved.

**MOTIONS APPROVED**

2. MSC to revise and approve the following sentence of the SEA committee’s Mission Statement: *Implementing Guided Pathways activities and practices pursuant to the District*

*Institutional Master Plan to instead read: Implementing Guided Pathways activities and practices pursuant to the District Institutional Strategic Plan.*

## **REPORTS**

3. Welcome new Cultural Diversity Coordinator, Carla Ruiz.
4. Student Equity Plan update.
5. Updates on the USC Alliance; MCEC [Multicultural and Community Engagement Center].
6. Discussion of next steps for placement compliance with AB 705, 1805, and 1705. (Drew Yamanishi).

**Scheduled Meetings:** TBD

- 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) – September 12, 2022**

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

Chair: Edward Karpp

**QUORUM** 12/17 voting members; 3 resources; 0 guests

### **APPROVAL OF MINUTES**

1. The IPCC Minutes from May 09, 2022 were approved.
2. The Strategic Planning Minutes from May 13, 2022 were approved.
3. The Program Review Minutes from May 17, 2022 were approved.

### **MOTIONS APPROVED**

4. It was MSC to approve the IPCC Mission Statement without changes.
5. It was MSC to approve Administrative Regulation (AR) 3200 with changes.
6. It was MSC to approve AR 3225 without changes.
7. It was MSC to approve AR 3250 with changes.
8. It was MSC to approve Board Policy (BP) 3250 with the understanding that the League's Model language will be reviewed prior to forwarding to College Exec.

**Scheduled Meetings:** October 10, 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

- 2) **Program Review Committee** – **September 20, 2022**

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

Chair: Dr. Daphne Dionisio

**QUORUM** 9/10 voting members; 3 resources; 0 guests

### **APPROVAL OF MINUTES**

1. It was MSC that the minutes from May 17, 2022 were approved without corrections.

### **MOTIONS APPROVED**

2. It was MSC that Daphne Dionisio and Stacy Jazan would be co-chairs of the committee.

3. It was MSC that the [committee] mission statement was approved without changes

#### **REPORTS**

4. Program Review timeline.
5. Data dialogue documentation.
6. PLO and LO section update.
7. Coaching departments with customized preparedness.
8. Improving resource requests process – possible online system.

#### **Program Review Committee – October 18, 2022**

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

Chair: Dr. Daphne Dionisio

**QUORUM** 9/10 voting members; 3 resources; 0 guests

#### **APPROVAL OF MINUTES**

1. It was MSC that the minutes from September 20, 2022 were approved without corrections.

#### **REPORTS**

2. Status of program reviews this year.
3. PLO and SLO section update.
4. Improving resource requests process.

**Scheduled Meetings:** November 15, 2022

### III. **ACADEMIC AFFAIRS COMMITTEE\* - October 19, 2022**

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

Chair: Dr. Michael Ritterbrown

**QUORUM** 36/38 voting members; 4 resources; 5 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve minutes from the September 1, 2022 meeting.

#### **MOTIONS APPROVED**

2. MSC to approve the agenda for the October 19, 2022 meeting.
3. MSC to approve revised AR 4240 – Academic Renewal.
4. MSC to approve revised BP 4020 – Course, Program, and Curriculum Development.
5. MSC to approve the following items under the consent calendar:
  - a. Curriculum & Instruction Committee minutes from the October 12, 2022 meeting.
  - b. Revised Courses: ENGL 112 and 212
6. MSC to approve the second reading of the revised GCC's accreditation report.
7. MSC to approve Library minutes from the September 22, 2022 meeting.
8. MSC to approve Scholars Program minutes from the September 27, 2022

**Scheduled Meetings:** November 16, 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 – September 22, 2022**  
 4<sup>th</sup> Thursday, 12:30-1:30 pm, Zoom Conference  
 Chair: Eric Hanson  
**QUORUM** 8/12 voting members  
**APPROVAL OF MINUTES**  
 1. MSC to approve minutes from May 26, 2022  
**MOTIONS APPROVED**  
 2. MSC to move forward with the LICC mission as stated.  
 3. MSC to approve implementation of the community library card.  
**REPORTS**  
 4. Community Library Card - Membership is now available to those who live or work within the Glendale Community  
**Scheduled Meetings: October 28, 2022**
- 5) **Scholars Program Committee – September 27, 2022**  
 4<sup>th</sup> Tuesday, 12:30-1:30 pm, Zoom Conference  
 Chair: Dr. Michael Harnett  
**QUORUM** 9 of 12 voting members.  
**APPROVAL OF MINUTES**  
 1. MSC Approval of the minutes from the May 24, 2022 SAC meeting.  
**MOTIONS APPROVED**  
 2. MSC Approval of the revised Scholars Program Constitution.  
**Scheduled Meetings:** October 25, 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  
 Met on March 24, 2022; and May 26, 2022, reports are forthcoming.  
**Scheduled Meetings:** Fall 2022

**IV. STUDENT AFFAIRS COMMITTEE\* – October 19, 2022**

- 3<sup>rd</sup> Wednesday, 1:00-2:00 pm, Zoom Conference  
 Chair: Dr. Paul Schlossman  
**QUORUM** 23/25 voting members present; 3/3 resources; 3 guests  
**APPROVAL OF MINUTES**  
 1. It was MSC that the minutes of September 21, 2022 be approved.

## **MOTIONS APPROVED**

2. It was MSC to approve the second reading of the Institutional Self-Evaluation Report as presented.

## **REPORTS**

3. Dr. Yamanishi and Ms. Glenn updated the committee about the Board of Trustees revisions to the vaccination mandate and the updated mask requirements for Fall 2022 and Winter 2023.
4. Dr. Yamanishi updated the committee regarding accumulated student debt and the registration hold which has been instituted for all students who have outstanding balances. Additionally, the committee was informed about support services and a grant program in place to assist qualifying students.

**Scheduled Meetings:** November 17, 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.  
2<sup>ND</sup> Thursday, 12:30 pm – 1:30 pm, Zoom Conference  
Chair: Dr. Tzoler Oukayan  
**Scheduled Meetings:** Fall 2022
  - 3) **Placement and Assessment Committee** – September 8, 2022 is the last meeting reported.  
2nd Thursday, 2:00-3:00 pm, Zoom Conference  
Chair: Dr. Drew Yamanishi  
**Scheduled Meetings:** November 10, 2022
  - 4) **Student Fees and Tuition Committee** – September 14, 2022 is the last meeting reported.  
2nd Wednesday 2:00-3:30 pm, Zoom Conference  
Chair: Amir Nour  
**Scheduled Meetings:** November 16, 2022
  - 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 is the last meeting reported.  
2<sup>ND</sup> Tuesday, 11:00 am–12:20 pm, Zoom Conference  
Chair: Mr. Amir Nour  
**Scheduled Meetings:** November 1, 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:** November 3, 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:** November 2, 2022
  
- 3) **Safety Committee** – March 16, 2022 is the last meeting reported.  
3<sup>rd</sup> Wednesday, 11:00am-12:00pm, Zoom Conference  
**Scheduled Meetings:** October 19, 2022

*Prepared by Frankie Strong, Governance Office*