



**GOVERNANCE UPDATE  
FEBRUARY 2023**

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 **December 22, 2022 and February 1, 2023**.  
The College Executive Committee reviewed these items during their **February 14, 2023 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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*Please note that governance committees do not usually meet during summer and winter; with exception for some committees or a scheduled special meeting.*

**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 \* - January 10, 2023**

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 - (Haraldson/Dickes) to approve the College Executive Committee minutes of December 13, 2022.

**MOTIONS APPROVED**

2. MSC - (Schlossman/Dickes) to approve the presented Administrative Regulations
3. and Board Policy.

**REPORTS**

4. Review and receipt of subcommittee minutes:
  - a. Budget Committee – December 8, 2022
  - b. College Computer Coordinating Committee - No minutes reported.
  - c. Enrollment Management Committee – No minutes reported.

- d. Equal Employment Opportunity Advisory Committee - No minutes reported.
  - e. Governance Review Committee - No minutes reported.
  - f. Professional Development Committee - No minutes reported.
  - g. Release Time/Extra Pay Committee – No minutes reported.
  - h. Student Equity & Achievement Committee – No minutes reported.
  - i. Web Oversight Committee - No minutes reported.
5. The College Executive Committee reviewed the Standing Committees’ actions report.
  6. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
  7. The College Executive Committee reviewed the Board of Trustees agenda for the January 17, 2023 meeting.
  8. The Committee reviewed and accepted the information on the vacant position. Superintendent/President’s Office to send information to Human Resources Vice President.

**Scheduled Meetings:** February 14; March 14; April 11; May 9; June 13, 2023

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

**1) Budget Committee – January 12, 2023**

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

Co-Chairs: Amir Nour, and Michael Scott

**QUORUM** [6] 9/10 voting members present; 3 Resource members; 71 guests

**APPROVAL OF MINUTES**

1. MSC to approve the minutes of January 12, 2023, as presented. Motion passed unanimously.

**REPORTS**

2. The Department of Education has not yet responded to the qualifying expenditures that Amir submitted in November, 2022.
3. The Budget Calendar agenda items are an ongoing discussion. Amir will review/adjust the Budget Calendar together with Daphne and submit it to the Committee at the January 24<sup>th</sup> meeting for approval.
4. Income Statement/Forecast as of December 31, 2022 presented by Amir.
5. Financial reporting - Amir recommended the amended Financial Reporting page, which lists the same Object numbers for all the departments, be used for a more accurate assessment.
6. The Budget, with updates on cost savings will be presented to the Board next Friday. It will bring the College in compliance with Board rules which require the College to have a balanced budget as well as a Cash Reserve of at least 5%. Dr. Cornner emphasized transparency in the budgeting process as being key.
7. The [State] Governor has released his Budget proposal. A College town hall will be scheduled in the future to update the college community.
8. Regarding GCC’s DocuSign contract, Calvin Madlock confirmed that the contract covers the entire College and encouraged all to start using it. He also confirmed that a campus-wide notification will be sent out regarding this.

**Scheduled Meetings:** January 24; February 9 and 28, March 9 and 28, 2023

**2) College Computer Coordinating Committee (4Cs) – November 17, 2022**

Chair: Calvin Madlock

**QUORUM** [9] 11/16 voting members present; 4 Resource members present

**APPROVAL OF MINUTES**

1. MSC approval of the September 15, 2022 minutes as presented.

**REPORTS**

2. The Information Technology Strategic Plan. Lauren Lampietti confirmed that the Plan has been posted on the IT webpage.

- IT contactors are fulfilling vacant positions/roles; if it were not for the contractors, we would not have been able to accomplish these goals and keep up with current technology.

**Scheduled Meetings:** March 16, April 23, and May 18, 2023

3) **Enrollment Management Committee – October 12, 2022**

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

Co-Chairs: Drew Yamanishi, and Edward Karpp

**QUORUM** [16] 18/30 voting members present

**APPROVAL OF MINUTES**

- MSC approval of the September 14, 2022 minutes as presented.

**MOTIONS APPROVED**

- It was MSC that the Mission Statement be approved with recommended changes.

**REPORTS**

- Updates on the Enrollment, Student Outreach Services, and Early Alert and Universal At-Risk.
- Enrollment decrease data and discussion.

**Enrollment Management Committee – November 9, 2022**

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

Co-Chairs: Drew Yamanishi, and Edward Karpp

**QUORUM** [16] 21/30 voting members present; 7 Resource members present

**APPROVAL OF MINUTES**

- MSC approval of the October 12, 2022 minutes as presented.

**MOTIONS APPROVED**

- It was MSC that the Mission Statement be approved with recommended changes.

**REPORTS**

- Updates on the Enrollment, Student Outreach Services, and Early Alert and Universal At-Risk.
- Enrollment decrease data and discussion.
- Secret Shopper experiences applying and registering. A taskforce will be formed to continue reviewing the Registration process.

**Scheduled Meetings:** Spring 2023

4) **Equal Employment Opportunity Committee (EEO) – September 22, 2022**

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

Chair: Dr. Brittany Grice

**QUORUM** [6] 10/12 voting members present; 1 guest

**APPROVAL OF MINUTES**

- MSC approval of the May 26, 2022 minutes as presented.

**MOTIONS APPROVED**

- MSC approval of the Campus Development Mission Statement with revisions. The motion passed unanimously.

**REPORTS**

- EEO Funding Update and Review of Mandated Expenditure Report and Accountability Report.
- IV. Proposed Immediate Updates to Hiring Protocols at GCC.

**Scheduled Meetings:** Spring 2023

5) **Governance Review Committee (GRC) – December 6, 2022**

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

Chair: Paul Vera

**QUORUM** [6] 8/9 voting members present

**APPROVAL OF MINUTES**

- MSC approval of the November 1, 2022 minutes as presented.

**MOTIONS APPROVED**

2. MSC approval of the Campus Development Mission Statement with revisions. The motion passed unanimously.

#### **REPORTS**

3. New page "Governance Manual" points users to resources of information regarding decision-making at GCC.
4. Review of Administrative Regulation 2511: Governance Document – ongoing.
5. The GRC chair, Paul Vera, will email governance committee chairs and minutes recorders to ask 2 items:
  - a. How will the committee meet in the spring semester - in-person, remote or hybrid/hyflex (in-person and remote):
  - b. To share their committed scheduled meeting dates for the spring semester.

**Scheduled Meetings:** March 7, April 4, May 2, and June 6, 2023

- 6) **Professional Development Committee** – October 20, 2022 is the last meeting reported.

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

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

Met on November 17, 2022, report is forthcoming.

**Scheduled Meetings:** Spring 2023

- 7) **Released Time Extra Pay Committee (RTEP) – December 7, 2022**

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

Chair: Michael Davis

**QUORUM** [5] 6/8 voting members present; 1 guest

#### **APPROVAL OF MINUTES**

1. MSC that the October 28, 2022 minutes be approved.

#### **MOTIONS APPROVED**

2. MSC to approve the revised job description for the Coordinator of the Social Science/Humanities Lecture Series with the compensation raised to \$750 per semester.

**Scheduled Meetings:** February 24, March 24, April 28, May 26, 2023

- 8) **Student Equity & Achievement Committee (SEA) – October 28, 2022**

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

Chair: Yeranui Barsegyan

**QUORUM** [11] 17/20 voting members present; 5 guests

#### **APPROVAL OF MINUTES**

1. MSC approval of the September 23, 2022 minutes as presented.

#### **REPORTS**

2. Terrence Yu presented data on noncredit students and discussed gaps based on noncredit metrics. The presentation included noncredit student demographics, completion rates, and persistence rates, among other data.
3. Michael Davis initiated a conversation around the urgency in needing to address student dropout rates in transfer level math and English courses this semester. As throughput rates increase, so do failure rates in transfer level math and English courses.

#### **Student Equity & Achievement Committee (SEA) – November 18, 2022**

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

Chair: Yeranui Barsegyan

**QUORUM** [11] 17/20 voting members present; 7 guests

#### **APPROVAL OF MINUTES**

1. MSC approval of the October 28, 2022 minutes as presented.

#### **REPORTS**

2. Carla Ruiz shared the "California Land Acknowledgment and Tribal Consultation Toolkit for Serving American Indian and Alaska Native Students" which is an extensive document outlining how college

campuses can create land acknowledgements through tribal consultation. SEA Committee members support Carla Ruiz in moving forward with this task and agree that the Senate Innovation Grant is a good place to start in seeking funding support.

3. For fall 2023, students will not be seeing alerts; there will only be alerts for students who are in danger of falling and the response units will look at how that overlays with their participant rosters and reach out to the students to help guide the students.
4. GCC Promise Plus - presentation about the implementation of GCC Promise+, which unifies Student Services by reimagining the student experience from onboarding through completion.
5. The "Value of Struggling & Strategies for Future Success" - The committee will continue this discussion in the next SEA meeting.

**Scheduled Meetings:** February 24, 2023

- 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)** – October 10, 2022 is the last meeting reported.

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

Chair: Edward Karpp

**Scheduled Meetings:** TBD

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

- 1) **Program Review Committee – November 15, 2022**

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

Chair: Dr. Daphne Dionisio

**QUORUM** [6] 8/10 voting members present; 1 Resource member present

#### **APPROVAL OF MINUTES**

1. It was MSC that the Minutes from October 18, 2022, were approved without corrections.

#### **REPORTS**

2. Status of Program Reviews this year.
3. The committee agreed that it was best to maintain annual data dialog and documentation to maintain effectiveness. It was also mentioned that program review personnel propose to division and department chairs that summer retreats would be a good opportunity for departments to collectively review the program review data dashboard and Program Learning Outcomes assessment findings.
4. Program Review 3-year cycle to remain.
5. Informational Awareness Regarding Why Program Review is Done - The committee discussed that it might be necessary to embark upon another informational awareness campaign regarding the role of program review and why it is important. It was suggested that a skit at Institute Day might be memorable and helpful part of the effort.
6. The committee continued to examine and discuss the preliminary ACCJC standards that will be officially adopted by the commission in summer 2023.

**Scheduled Meetings:** TBD

*The Standing Committee, IPCC, will review these minutes during their next scheduled meeting.*

- 2) **Strategic Planning Committee – May 13, 2022**

Meets once per semester

Chair: Edward Karpp

**QUORUM** [24] 31/47 voting members present; 7 guests

#### **APPROVAL OF MINUTES**

1. MSC approval of the November 19, 2021 minutes as presented.

#### **MOTIONS APPROVED**

2. Approval of Institutional Strategic Plan (ISP) Revision to Prioritize Diversity/Equity/Inclusion/Accessibility. Approval with revised KPIs (Key Performance Indicators).
3. MSC to approve the Annual Goals for 2022-2023 with the deletion of expanding Student Online Services.
4. MSC to change the name of the Mater Planning Committee to Team A: Strategic Planning Committee.

#### **REPORTS**

5. Presentation on Student Outcomes Data.
6. Update to Institution-Set Standards.
  - a. Quality Focus Essay (QFE) Project for Accreditation Self Evaluation  
Timeline reviewed
    - i. Fall 2022: Communities of Practice Launch
    - ii. Spring 2023: Communities of practice continue
    - iii. DEIA Senate Committee will present recommendations to Academic Senate

#### **Scheduled Meetings: TBD**

*The Standing Committee, IPCC, will review these minutes during their next scheduled meeting.*

### **III. ACADEMIC AFFAIRS COMMITTEE\* - November 16, 2022**

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

Chair: Dr. Michael Ritterbrown

**QUORUM** [20] 34/38 voting members present; 3 Resource non-voting; 4 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the minutes from the November 16, 2022 meeting.

#### **MOTIONS APPROVED**

2. MSC to approve the Consent Calendar that included C&I items.
3. The committee reviewed/approved subcommittee committee minutes:
  - a. Academic Calendar – No Report
  - b. Baja California Field Studies - MSC to approve Baja California Field Studies minutes from the November 4, 2022 meeting.
  - c. Graduation Requirements – No Report
  - d. Library & Information Competency - MSC to approve Library & Information Competency minutes from the October 27, 2022 meeting.
  - e. Scholars Program - MSC to approve Scholars Program minutes from the October 25, 2022 meeting.
  - f. Study Abroad - MSC to approve Study Abroad Program minutes from the September 22, and October 27, 2022 meetings.

#### **REPORTS**

4. Academic Senate report presented, and the action items from the Senate.
5. The SEA [Student Equity and Achievement Department] is working with Guided Pathways on the Student Equity Plan that needs to be submitted by November 30th.
6. GCC Budget – Dr. Ritterbrown assured the group that Instructional Services has not been asked to make any sort of cuts or changes, and we will continue to schedule as efficiently as possible in the best interest of students.
7. Dr. Hanson said that the Library is open and visitors are not required to wear a mask in the large open space.
8. Dr. Ramirez thanked those who attended the opening of the Somerset Complex. He said that they will be offering some Allied Health classes there.
9. Agnes Eguaras said that the Self Placement Survey is now integrated in PeopleSoft, and students can access and take the survey through their "My GCC" account.
10. Dr. Karpp said that the Board of Trustees approved the Institutional Self Evaluation Report (ISER) at the October meeting. The report will be sent to the Accrediting Commission by December 15.

**Scheduled Meetings:** March 15, April 19, May 17, 2023

**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 – November 4, 2022**

Meets twice per academic year

Chair: Dr. Javier Gago

**QUORUM** [7] 11/12 voting members (1 proxy) present

**APPROVAL OF MINUTES**

1. MSC to approve the May 26, 2022 minutes.

**MOTIONS APPROVED**

2. MSC to approve a change in the second paragraph of the resolution to honor and thank Field Station Director José Mercadé.

**REPORTS**

3. Station report: L. Candela, provided a report regarding the damage from Hurricane Kay and the ongoing repairs.
4. Program review was discussed.
5. Evaluations for Summer 2022 offerings were discussed.
6. GCC classes scheduled for Winter 2023: Biol 146 (Marine Mammals; G. Van Cleave) program fees \$799.
7. GCC classes scheduled for Summer 2023: Biol 125/126 (Marine Biology; J. Gago); Biol 131 (Regional Natural History; G. Meyer); all program fees \$899.
8. The following outside groups will be using the field station: Cuesta College (June 17 – 30, 2023); Ocean Discovery Institute (July 17 – 30, 2023); University of Northern British Columbia (sharing the station with biology 125/126; dependent on whether vaccination mandates change for travelers entering the US).

**Scheduled Meetings:** TBD

- 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 – October 27, 2022**

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

Chair: Eric Hanson

**QUORUM** [7] 11/12 voting members (1 proxy) present

**APPROVAL OF MINUTES**

1. MSC to approve minutes from September 22, 2022.

**REPORTS**

2. Community Library Card - Membership is now available to those who live or work within the Greater Glendale Community.

**Scheduled Meetings:** Spring 2023

- 5) **Scholars Program Committee – October 25, 2022**

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

Chair: Dr. Michael Harnett

**QUORUM** [7] 10/12 voting members

## **APPROVAL OF MINUTES**

1. MSC Approval of the minutes from the September 27, 2022 SAC meeting.

**Scheduled Meetings:** Spring 2023

### **6) Study Abroad Committee – September 22, 2022**

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

Chair: Darren Leaver

**QUORUM** [4] 8/9 voting members present; 2 Resource nonvoting members present

#### **APPROVAL OF MINUTES**

1. MSC to approve the minutes of the September 22, 2022 committee meeting.

#### **MOTIONS APPROVED**

2. MSC to approve the pivot in location of the Winter 2024 program from Spain to Italy due to the difficulties in designing an affordable Madrid program at that time.
3. MSC to approve call for proposals for Summer 2024 programs.

### **Study Abroad Committee – October 27, 2022**

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

Chair: Darren Leaver

**QUORUM** [4] 9/9 voting members present; 2 Resource nonvoting members present

#### **APPROVAL OF MINUTES**

1. MSC to approve the revised minutes of the May 26, 2022 committee meeting.

#### **MOTIONS APPROVED**

2. MSC to approve the proposal from Wendy Fonarow and Michelle Calderwood for a Summer 2024 program to England.
3. MSC to approve the proposal from Kevin Mack and Maite Peterson for a Summer 2024 program to Spain.
4. MSC to approve the change in the number of units offered for the International Field Studies course (Lib 48) on the Summer 2024 Armenia program. The increase would be from 1 unit to 2 units, reflecting an increase in the number of instructional hours now planned for the program.

#### **MOTIONS FAILED**

5. MSF to approve the proposal from Piper Rooney and Sarah Mecheneau for a Summer 2024 program to Nantes and Paris, France. The motion failed to pass due largely to the timing of the program coinciding with the Summer 2024 Paris Olympics. The applicants were urged to reapply for Winter 2025 with some minor modifications.

**Scheduled Meetings:** February 23, 2023

## **IV. STUDENT AFFAIRS COMMITTEE\* – November 17, 2022**

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

Chair: Dr. Paul Schlossman

**QUORUM** [13] 23/25 voting members present; 3/3 resources; 3 guests

#### **APPROVAL OF MINUTES**

1. It was MSC that the minutes of October 19, 2022 be approved.

#### **MOTIONS APPROVED**

2. It was MSC to approve the consent calendar. [minutes included]
  - a. Multicultural & Community Engagement Committee – October 13, 2022
  - b. Placement & Assessment Committee – October 13, 2022
3. It was MSC to accept the first reading of revised BP 5010: *Admissions & Concurrent Enrollment* and move the policy forward for approval.
4. It was MSC to approve revised BP 5010: *Admissions & Concurrent Enrollment* as presented.
5. It was MSC to accept the first reading of revised AR 5010: *Admissions* and move the regulation forward for approval.
6. It was MSC to approve revised AR 5010: *Admissions* as presented.



7. It was MSC to accept the review of AR 5135: *Catalog Rights*.
8. It was MSC to approve a new non-voting resource position on the Technology Mediated Services Committee for the DSPS Program Manager III.

#### **REPORTS**

9. The first reading of revised BP 5140: *Disabled Students Programs and Services* was accepted. The policy will be presented for a second reading and approval at the next regularly scheduled meeting.
10. The first reading of revised AR 5140: *Disabled Students Programs and Services* was accepted. The regulation will be presented for a second reading and approval at the next regularly scheduled meeting.
11. Dr. Schlossman provided an update on the current status of the student debt collection.
12. Dr. Tangalakis provided an update on the proposal to implement direct deposit for financial aid disbursement and student payroll. BankMobile has submitted a proposal which Dr. Schlossman will bring to the senior administration for consideration.

**Scheduled Meetings:** March 15, April 19, May 17, 2023

#### **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 – October 13, 2022**

2<sup>ND</sup> Thursday, 12:30 pm – 1:30 pm, Zoom Conference

Chair: Dr. Tzoler Oukayan

**QUORUM** [5] 8/9 voting members present; 1/1 resources

#### **APPROVAL OF MINUTES**

1. It was MSC that the minutes of May 12, 2022 be approved with corrections.

#### **REPORTS**

2. Program Review for the Multicultural and Community Engagement Center (MCEC) has been submitted.
3. A task force was formed for the 2022-2023 Lavender Graduation/Celebration.
4. Committee discussed developing community partnerships with the Glendale Central Library and Glendale Unified School District.
5. Updates were provided for the Dream Resource Center, Rising Scholars, and Pride Center.

**Scheduled Meetings:** TBD

- 3) **Placement and Assessment Committee – October 13, 2022**

2<sup>nd</sup> Thursday, 2:00-3:00 pm, Zoom Conference

Chair: Dr. Drew Yamanishi

**QUORUM** [9] 14/17 voting members present; 1/1 resources

#### **APPROVAL OF MINUTES**

1. It was MSC that the minutes of September 8, 2022 be approved.

#### **MOTIONS APPROVED**

2. It was MSC to approve the agenda of the October 13, 2022 meeting.
3. It was MSC to move English and ESL up on the agenda.

**Scheduled Meetings:** March 9, April 13, May 11, June 8, 2023

- 4) **Student Fees and Tuition Committee** – September 14, 2022 is the last meeting reported.

2<sup>nd</sup> Wednesday 2:00-3:30 pm, Zoom Conference

Chair: Amir Nour

Met on February 8, 2023, report is forthcoming.

**Scheduled Meetings:** TBD

- 5) **Technology Mediated Services Committee (TMS)** – December 2, 2021 is the last meeting reported.  
Meets as needed, contact Chair  
Chair: TBD  
**Scheduled Meetings:** TBD

- V. **ADMINISTRATIVE AFFAIRS COMMITTEE\*** – October 11, 2022 is the last meeting reported.  
2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, Zoom Conference  
Chair: Mr. Amir Nour  
Met on November 8, 2022, report is forthcoming.  
**Scheduled Meetings:** March 14, April 11, May 9, 2023

**SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:**

- 1) **Campus Development Committee – May 5, 2022**  
1<sup>st</sup> Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference  
Chair: Fred Parker  
**QUORUM** [9] 10/16 voting members present (1 proxy); 1 Resource member; 1 guest  
**APPROVAL OF MINUTES**  
The motion to approve the April 7, 2022 was suspended. Due to the recording error we do not have minutes for April 7th meeting.  
**MOTIONS APPROVED**  
1. Rubina asked the committee members to send notes, if recorded, so she can collect and present them for next meeting in June, 2022. The motion to approve this proposal was approved.  
**REPORTS**  
2. Construction update:  
a. Kinesiology Building.  
b. Hydrogen fuel cell project.  
3. Science Building – topping out ceremony marks the start of the completion phase.  
4. Garfield solar project – cancelled due to community feedback.  
**Scheduled Meetings:** Spring 2023  
*The Standing Committee, Administrative Affairs Committee, will review these minutes during their next scheduled meeting.*
- 2) **Environment & Sustainability Committee – May 4, 2022**  
1<sup>st</sup> Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference  
Chair: Fred Parker  
**QUORUM** [6] 10/10 voting members present (1 proxy); 1 Resource member  
**APPROVAL OF MINUTES**  
1. MSC to approve the March 2, 2022, meeting minutes was approved.  
**REPORTS**  
2. Construction update: See current status of all projects: <https://capitalimprovements.glendale.edu/>  
a. Kinesiology building expected to be completed at the end of June.  
b. Hydrogen fuel cell project - Project cancelled due to various financial difficulties.  
3. Planning for next year's Earth Day events will start sooner to allow ample time for sponsor participation.  
[Earth Day is April 22, 2023]  
**Scheduled Meetings:** Spring 2023  
*The Standing Committee, Administrative Affairs Committee, will review these minutes during their next scheduled meeting.*
- 3) **Safety Committee – September 21, 2022**  
3<sup>rd</sup> Wednesday, 11:00am-12:00pm, Zoom Conference

**QUORUM** [7] 9/12 voting members present (1 proxy); 1 Resource member

**APPROVAL OF MINUTES**

1. MSC approval of the Safety Committee Minutes of April 27, 2022.

**MOTIONS APPROVED**

2. The Safety Committee recommends that the GCCD mask mandate administrative directive be reviewed for potential revisions and updates based on the following considerations, including but not limited to:
  - a. current LA County Department of Public Health COVID-19 protocols;
  - b. forthcoming data from the masking surveys sent to students and faculty;
  - c. concerns of proximity of contact exposure, for example within offices, small classroom areas, and/or other District indoor areas with limited space

**REPORTS**

1. Reports reviewed:
  - a. Workers Compensation Report – no follow up needed from committee.
  - b. Crime Reports reviewed and discussed.
    - i. Action item: Brittany G. will coordinate with DSPS and report back to safety committee.  
Noting Administrative Regulation 3440: Service Animals.
  - c. Student Accident Reports – no follow up needed from committee.
2. Patrick S. reported on-going monitoring of all construction activities for safety issues.
3. Tracey Zeigler, Laura Matsumoto & Lee Parks to meet with Mark Matsui to establish a list of concerns and suggestions for campus accessibility evaluations [of new construction areas].
4. Construction update: See current status of all projects: <https://capitalimprovements.glendale.edu/>
  - a. Kinesiology building expected to be completed at the end of June.
5. VG/VQ Complex Safety Concerns will be on the next meeting agenda.

Met on October 19, 2022, report is forthcoming.

**Scheduled Meetings:** Spring 2023

*The Standing Committee, Administrative Affairs Committee, will review these minutes during their next scheduled meeting.*

*Prepared by Frankie Strong, Governance Office*