



**GOVERNANCE UPDATE
MARCH 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 **February 1, 2023 and March 7, 2023**.

The College Executive Committee reviewed these items during their **March 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](#)

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 * - February 14, 2023 *Standing Committee**

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 - (Schlossman/Flexser) to approve the College Executive Committee minutes of January 10, 2023.

MOTIONS APPROVED

2. MSC - (Dawoodi/Ritterbrown) to approve the Garfield Computer Lab Supervisor position.
3. MSC - (Haraldson/Flexser) to approve Manager of HR Systems position.
4. MSC - (Haraldson/Schlossman) to approve the above presented Board Policy 2305. Board Policy 6305 will be tabled for consideration at the March 2023 College Executive Committee meeting.

REPORTS

5. Review and receipt of subcommittee minutes:
 - a. Budget Committee – January 12, 2023
 - b. College Computer Coordinating Committee – November 17, 2022
 - c. Enrollment Management Committee – October 12, 2022, and November 9, 2022
 - d. Equal Employment Opportunity Advisory Committee – September 22, 2022

- e. Governance Review Committee – December 6, 2022
- f. Professional Development Committee - No minutes reported.
- g. Release Time/Extra Pay Committee – December 7, 2022
- h. Student Equity & Achievement Committee – October 28, 2022, and November 18, 2022
- i. Web Oversight Committee - No minutes reported.
6. The College Executive Committee reviewed the Standing Committees' actions report.
7. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
8. The College Executive Committee reviewed the Board of Trustees agenda for the February 21, 2023 meeting.
9. The Committee reviewed and accepted the information on the vacant position. Superintendent/President's Office to send information to Human Resources Vice President.
10. Ritterbrown presented the upcoming Accreditation schedule as follows:
 - 3/14/23 @ 12:20 p.m. - (Faculty Meeting) Public introduction of the team and process by Dr. Stearns (Visiting Team Chair) (Zoom)
 - 3/14/23 @ 3:00 p.m. - GCC Accreditation team will meet with the visiting team (Zoom)
 - 3/27/23 @ 11:00 a.m. - Dr. Cornner and Dr. Ritterbrown will meet with Dr. Stearns to review the Visiting Team's response to the ISER
 - Week of 9/25/23 - Accreditation Team members will visit for one (1) day to conduct focused meetings to gain further information relating to the ISER
11. Cornner will be presenting at the upcoming Campus Development meeting scheduled on Thursday, March 2nd. He plans to discuss the Bond status, a student inclusion space proposed in Camino Real and propose a VR [Virtual Reality] Center.
12. Cornner announced the upcoming Verdugo Night Walk scheduled Tuesday, March 7th beginning at 6:00 p.m. in the Student Center. Board members, Managers and Administrators will honor the night crew, followed by a walk through the campus to identify safety issues and observe various classrooms and facilities.

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

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee – January 24, 2023

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

Co-Chairs: Amir Nour, and Michael Scott

QUORUM [6] 8/10 voting members present; 2 Resource members; 62 guests

APPROVAL OF MINUTES

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

REPORTS

2. 2022-2023 Budget, Cash Analysis and the Governor's Budget Update.
3. Amir directed committee members to bring their approaches on how the College can meet its Institutional Strategic Plan goals during limited fiscal resources periods, to the next meeting.
4. Review of the d the Five-Year Projection PowerPoint that was recently presented to the Board of Trustees. In the initial reporting, the College's deficit was close to \$1 million, with \$4.2 million reserves.
5. Dr. Cornner reported that the Board is seeking to switch the College's 5% minimum reserve to 5% minimum cash reserve.

6. From 2024-25 to 2026-27 forecast, there will no additional COLA included due to the uncertainty therein.
7. Final version of the Statement of Cash Flow for February to be presented to committee members on February 9, 2023.

Scheduled Meetings: February 9 and 28, March 9 and 28, 2023

Budget Committee – February 9, 2023

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

Co-Chairs: Amir Nour, and Michael Scott

QUORUM [6] 8/10 voting members present; 3 Resource members; 53 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of January 24, 2023, as presented. Motion passed unanimously.

REPORTS

2. 2022-2023 Budget, Cash Analysis and the Governor's Budget Update.
3. Amir presented the tentative Budget Calendar for 2023-2024.
4. BP 6305 - District Reserves (1st Read) Board Policy6305 was discussed, in particular, the 5% cash reserve requirement, starting 2023-2024 fiscal year. Amir to discuss AR 6305 at the next meeting.

Scheduled Meetings: February 28, March 9 and 28, 2023

- 2) **College Computer Coordinating Committee (4Cs)** – November 17, 2022 is the last meeting reported.

Chair: Calvin Madlock

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

- 3) **Enrollment Management Committee** – November 9, 2022 is the last meeting reported.

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

Co-Chairs: Drew Yamanishi, and Edward Karpp

Scheduled Meetings: March 8, 2023

- 4) **Equal Employment Opportunity Committee (EEO)** – September 22, 2022 is the last meeting reported.

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

Chair: Dr. Brittany Grice

Scheduled Meetings: Spring 2023

- 5) **Governance Review Committee (GRC)** – December 6, 2022 is the last meeting reported.

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

Chair: Paul Vera

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

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

3rd 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) – February 24, 2023**

4th 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 December 7, 2022 minutes be approved.

MOTIONS APPROVED

2. MSC Academic Senate Diversity, Equity, and Inclusion Committee Faculty Chair.

Motion: Recommend that the position be allowed to be split into two (2) 40% (each) release time positions.

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

8) **Student Equity & Achievement Committee (SEA) – November 18, 2022 is the last meeting reported.**

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

Chair: Yeranui Barsegyan

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.**

2nd Monday, 12:15pm-1:30 pm, Zoom Conference

Chair: Edward Karpp

Scheduled Meetings: March 13, 2023

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) **Program Review Committee – Last meeting reported November 15, 2022**

3rd Tuesday, 1:30–2:30 pm, Zoom Conference

Chair: Dr. Daphne Dionisio

Met on March 21, 2023, report is forthcoming.

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

Scheduled Meetings: May 16, 2023

2) **Strategic Planning Committee – Last meeting reported May 13, 2022**

Meets once per semester

Chair: Edward Karpp

Met on November 4, 2022, report is forthcoming.

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

Scheduled Meetings: May 5, 2023

- III. **ACADEMIC AFFAIRS COMMITTEE*** - November 16, 2022 is the last meeting reported.
3rd Wednesday, 2:00-4:00 pm, Zoom Conference
Chair: Dr. Michael Ritterbrown
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 is the last meeting reported.
Meets twice per academic year
Chair: Dr. Javier Gago
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 is the last meeting reported.
4th Thursday, 12:30-1:30 pm, Zoom Conference
Chair: Eric Hanson
Met on February 23, 2023, report is forthcoming.
The Standing Committee, Academic Affairs Committee, will review these minutes during their next scheduled meeting.
Scheduled Meetings: March 23, April 27, May 25, 2023
 - 5) **Scholars Program Committee** – October 25, 2022 is the last meeting reported.
4th Tuesday, 12:30-1:30 pm, Zoom Conference
Chair: Dr. Michael Harnett
Scheduled Meetings: March 21, April 25, May 16, 2023
 - 6) **Study Abroad Committee** – October 27, 2022 is the last meeting reported.
4th Thursday, 12:20-1:30 pm, Zoom Conference
Chair: Darren Leaver
Scheduled Meetings: February 23, 2023
- IV. **STUDENT AFFAIRS COMMITTEE*** – November 17, 2022 is the last meeting reported.
3rd Wednesday, 1:00-2:00 pm, Zoom Conference
Chair: Dr. Paul Schlossman
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 is the last meeting reported.
2ND Thursday, 12:30 pm – 1:30 pm, Zoom Conference
Chair: Dr. Tzoler Oukayan
Scheduled Meetings: TBD

- 3) **Placement and Assessment Committee** – October 13, 2022 is the last meeting reported.
2nd Thursday, 2:00-3:00 pm, Zoom Conference
Chair: Dr. Drew Yamanishi
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.
2nd Wednesday 2:00-3:30 pm, Zoom Conference
Chair: Amir Nour
Met on February 8, 2023, report is forthcoming.
Scheduled Meetings: April 12, 2023

- 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.
2nd 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 is the last meeting reported.
1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Patrick Shahnazarian
Scheduled Meetings: Spring 2023

- 2) **Environment & Sustainability Committee** – May 4, 2022 is the last meeting reported.
1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Patrick Shahnazarian
Scheduled Meetings: Spring 2023

- 3) **Safety Committee** – September 21, 2022 is the last meeting reported.
3rd Wednesday, 11:00am-12:00pm, Zoom Conference
Scheduled Meetings: Spring 2023

Prepared by Frankie Strong, Governance Office