



**GOVERNANCE UPDATE
APRIL 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 **March 7, 2023 and April 1, 2023**.

The College Executive Committee reviewed these items during their **April 11, 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](#).
- Some 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 * - March 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 - (Dickes/Flexser) to approve the College Executive Committee minutes of February 14, 2023.

MOTIONS APPROVED

2. MSC - (Haraldson/Schlossman) to approve Board Policy 6305: District Reserves.

REPORTS

3. Review and receipt of subcommittee minutes:
 - a. Budget Committee – January 24, 2023 and February 9, 2023
 - 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 – February 24, 2023
 - h. Student Equity & Achievement Committee – No minutes reported.
 - i. Web Oversight Committee - No minutes reported.
4. The College Executive Committee reviewed the Standing Committees' actions report.
5. The Committee received, reviewed, and accepted the actions and information items of all governance committees.

6. The College Executive Committee reviewed the Board of Trustees agenda for the March 21, 2023 meeting.
7. The Committee reviewed and accepted the information on the vacant positions. Superintendent/President's Office to send information to Human Resources Vice President.

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

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee – February 28, 2023

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

Co-Chairs: Amir Nour, and Michael Scott

QUORUM [6] 7/10 voting members present; 1 Resource member; 39 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of February 9, 2023, as presented. Motion passed unanimously.

MOTIONS APPROVED

2. MSC – to approve amended BP 6305 – District Reserves, that now includes references. Motion passed unanimously.

REPORTS

3. Financial Reporting Workshop offered for March 16, 2023.
4. 2022-2023 Budget, Cash Analysis and the Governor's Budget Update.
5. Amir presented the tentative Budget Calendar for 2023-2024.
6. Co-Chair Amir presented a revised AR 6305: District Reserves, which the Committee decided to bring back for a 2nd Read after review by respective constituencies.

Scheduled Meetings: March 28, April 28, 2023

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

Chair: Calvin Madlock

Met on March 16, 2022, report is forthcoming.

Scheduled Meetings: 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) – March 7, 2023

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

Chair: Paul Vera

QUORUM [4] 7/7 voting members present; note that the ASGCC reps were not appointed at the time of this meeting.

APPROVAL OF MINUTES

1. MSC to approve the minutes of December 6, 2022 as presented. Motion passed unanimously.

REPORTS

2. The GRC plans to finalize Administrative Regulation 2511: Governance Document, in April and forward to the College Executive Committee for approval.

Scheduled Meetings: 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: May 18, 2023
- 7) **Released Time Extra Pay Committee (RTEP)** – February 24, 2023 is the last meeting reported.
4th Friday, 10:00-11:00 am, Zoom Conference
Chair: Michael Davis
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
Met on November 11, 2022, report is forthcoming.
Scheduled Meetings: TBD

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

- 1) **Program Review Committee – March 21, 2023**
3rd Tuesday, 1:30–2:30 pm, Zoom Conference
Chair: Dr. Daphne Dionisio
QUORUM [6] 9/10 voting members present; 1 guest

APPROVAL OF MINUTES

1. It was MSC that the minutes from November 15, 2022 were approved without corrections.

REPORTS

2. Learning Outcomes Work to Streamline to eLumen Program Review Form

3. Based on the recommendation of the Program Review Committee, the Budget Calendar now includes a date by which the final decisions for resource requests will be publicly reported at the Budget Committee meeting in September.
4. To date, the Program Review Committee has reviewed the proposed draft Standards for
5. institutional and fiscal planning as they relate to Program Review.

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

Scheduled Meetings: May 16, 2023

2) **Strategic Planning Committee – November 4, 2022**

Chair: Edward Karpp

QUORUM [6] 29/45 voting members present; 7 guests

APPROVAL OF MINUTES

1. It was MSC to approve the minutes from May 12, 2022.

MOTIONS APPROVED

2. It was MSC that the Mission Statement for Team A be accepted without changes.
3. It was MSC that Ed Karpp remain the Chair of the Strategic Planning (Team A) Committee.

REPORTS

4. College Mission Statement - Last Year, Team A decided to change the review to a three-year cycle.
5. Accreditation Update – Timeline
6. QFE [Quality Focus Essay] Update – Communities of Practice; Tiffany Ingle presented.

7. Financial Planning and Budget Update - Amir Nour presented the Budget that was approved at the September 2023 Board of Trustees Meeting.
8. Presentation on Demographic and Enrollment Trends - Ed Karpp presented on Demographic Trends.
9. Ed Karpp presented on Student Satisfaction data:
 - i. Satisfaction with Safety: 96.3%
 - ii. How has your experience at GCC met your expectations: Exceeded – 50.7%More results are available at <http://www.glendale.edu/campusprofile> .
10. Enrollment Decline, Student Demand, Modality - Ed Karpp presented on Enrollment Trends.
11. Learning Outcomes Work to Streamline to eLumen Program Review Form

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 TBD, 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 16, 2022 is the last meeting reported.
3rd Wednesday, 1:00-2:00 pm, Zoom Conference
Chair: Dr. Paul Schlossman
Scheduled Meetings: March 15, April 12, 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
Met on March 9, 2023, report is forthcoming.
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 30, 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. *The Standing Committee, Student Affairs Committee, will review these minutes during their next scheduled meeting.*
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* – November 8, 2022

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

Chair: Mr. Amir Nour

QUORUM (9) 12 of 17 voting members present; 2 guests

APPROVAL OF MINUTES

1. MSC Approval of October 11, 2022 minutes as presented. Motion approved with 1 abstention.

MOTIONS APPROVED

2. MSC to approve the Safety Committee minutes of September 21, 2022.
3. MSC Approval of BP [Board Policy] 7600- College Police Department.
4. MSC AR [Administrative Regulation] 3600 – Auxiliary Organizations to table this Administrative Regulation.
5. MSC BP 7130 – Compensation. Motion was approved unanimously with following change: reinstate
6. approve and reject establish, in the 1st paragraph.
7. MSC AR 6355 – Job Order Contract to be moved to New Business.
8. MSC to approve the following Board Policies (BP) and Administrative Regulations (AR), as presented:
 1. BP 3430 Prohibition of Harassment
 2. BP 3433 Prohibition of Sexual Harassment Under Title IX
 3. BP 6540 Insurance
 4. BP 7230 Classified Employees
 5. BP 7340 Leaves of Absence
 6. AR 3430 Prohibition of Harassment
 7. AR 3434 Responding to Harassment Based on Sex Under Title IX
 8. AR 3435 Discrimination and Harassment Complaints and Investigations
9. MSC Following ARs:
 - a. AR 7255 Division Chairs Duties & Election Procedures
 - b. AR 7121 Hiring Procedures for Adjunct
 - c. AR 7131 Equivalence to Minimum Qualifications

- d. AR 7151 Evaluation for Academic Administrative Personnel and Classified Managers
- e. AR 7250 Hiring of Academic Administrative Personnel and Classified Managers
- f. AR 7365 Discipline Procedures
- g. AR 7700 Whistleblower Protection

MOTIONS TABLED

10. MSC AR [Administrative Regulation] 3600 – Auxiliary Organizations to table this Administrative Regulation.

11. MSC AR 6355 Job Order Contract Tabled until next meeting.

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
Chair: Laura Matsumoto
Met on October 19, 2022, report is forthcoming. *The Standing Committee, Administrative Affairs Committee, will review these minutes during their next scheduled meeting.*
Scheduled Meetings: Spring 2023

Prepared by Frankie Strong, Governance Office