GLENDALE
COMMUNITY COLLEGE

GOVERNANCE UPDATE
JULY 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 **June 1, 2023 and July 1, 2023**.
The College Executive Committee reviewed these items during their **July 11, 2023 meeting.**

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Questions regarding items listed below contact the chair of the appropriate committee. Committee chairs may be emailed directly from the Blue List. Committee minutes available in SharePoint
- Meeting Schedule for governance committee meetings is available on the Governance webpage: Scheduled Meetings
- Some Governance Committees continue to meet by virtual means. Requirements, such as meeting quorum, minutes reporting, continue to be practiced.
- Standing Committees include the 5 main areas of the college (Executive, Administrative, Academic Affairs, Student Affairs, and Institutional Planning.

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* - June 13, 2023
Meets Tuesday prior to Board of Trustees meetings, 2:30 pm, Zoom Conference
Chair: Dr. Ryan Cornner
QUORUM [6] 9/10 voting members present; 1 Resource member; 1 guests
APPROVAL OF MINUTES
1. MSC to approve the minutes of May 9, 2023 with amendments.
MOTIONS APPROVED
2. MSC - (Schlossman/Dickes) to approve the name Buena Vista Building for the New Science Building. This item will be presented to the Board of Trustees for consideration at the June 20th meeting.
3. MSC - (Kamei/Nour) to approve Board Policy 5140: Disabled Students Programs & Services (revised).
4. MSC - (Kamei/Nour) to approve Administrative Regulation 5140: Disabled Students Programs & Services (revised).
5. MSC - (Dickes/Kamei) to approve the addition of Equity Governance to the agenda as an action item.

6. MSC - (Dickes/Kamei) to approve a jointly appointed faculty member to the College Executive Committee.
7. MSC - (Flexser/Kamei) to approve an appointed at-large CSEA member to the College Executive Committee.

REPORTS
8. Receipt and review of unadopted and adopted minutes of subcommittees:
    a. Budget Committee – April 25, and May 23, 2023
    b. College Computer Coordinating Committee – April 27, 2023
    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. Released Time/Extra Pay Committee – No minutes reported.
    h. Student Equity & Achievement Committee – No minutes reported.
    i. Web Oversight Committee – No minutes reported.
9. The minutes of the Budget and College Computer Coordinating committees were received, reviewed, and accepted.
10. The Committee received, reviewed, and accepted the actions and information items of all standing committees.
11. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
12. Review of the Board of Trustees agenda for June 20, 2023.
13. The Committee agreed to move the position [Admin. Assistant Instructional Services Office (replacement) for consideration at the July CEC meeting.

Scheduled Meetings: 8/8; 9/5; 10/10; 11/14; 12/12/2023

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) **Budget Committee – June 8, 2023**
    2nd Thursday and 4th Tuesday, 12:20-1:30 pm, Zoom Conference
    Co-Chairs: Amir Nour, and Michael Scott
    QUORUM [6] 10/10 voting members present; 1 Resource member; 25 guests
    APPROVAL OF MINUTES
    2. MSC to approve the minutes of May 23, 2023, as presented. Motion passed unanimously.
    REPORTS
    3. [GCC] Income statement forecast.
    4. Financial reporting.
    5. Statement of cash flow.
    6. CalPERS recently released its expenditure rates for 2023-2024. These have increased from 25.37% to 26.68%. This translates to an increase in cost to the College of approximately $400,000. Information on health care costs will be available in August/September.
    Scheduled Meetings: 6/27; 7/25; 8/10; 8/27/2023

2) **College Computer Coordinating Committee (4Cs) –** April 27, 2022 is the last meeting reported.
Chair: Calvin Madlock
Scheduled Meetings: 9/21; 10/19; 11/16/2023

3) **Enrollment Management Committee – May 10, 2023**
2nd Wednesday, 12:20-1:20 pm, Zoom Conference
Co-Chairs: Drew Yamanishi, and Edward Karpp
QUORUM 20/30 voting members present.
APPROVAL OF MINUTES
   1. It was MSC that the Minutes from November 9, 2023 be approved.
      Quorum not met for the March and April 2023 meetings, no minutes to approve.
REPORTS
   2. Updates on the following: Enrollment update; Student Outreach Services Update; Early Alert and Universal At-Risk Update; Student Needs Profile.
   3. Enrollment Management Plan Task Force Update.
   4. Retention and Persistence Initiatives update.
Scheduled Meetings: Fall 2023

4) **Equal Employment Opportunity Committee (EEO) –** December 22, 2022 is the last meeting reported.
4th Thursday, 12:30-1:30 pm, Zoom Conference
Chair: Dr. Brittany Grice
Scheduled Meetings: Fall 2022

5) **Governance Review Committee (GRC)** – May 2, 2023 is the last meeting reported.
1st Tuesday, 1:40-2:40 pm, Zoom Conference
Chair: Paul Vera
Scheduled Meetings: 9/5; 10/3; 11/7; 12/5/2023

6) **Professional Development Committee –** March 16, 2023 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 May 18, 2023, report is forthcoming.
Scheduled Meetings: Fall 2023

7) **Released Time Extra Pay Committee (RTEP) –** April 29, 2023 is the last meeting reported.
4th Friday, 10:00-11:00 am, Zoom Conference
Chair: Michael Davis
Met on May 17, and June 16, 2023, reports are forthcoming.
Scheduled Meetings: Fall 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: Fall 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)** – April 10, 2023 is the last meeting reported.
2nd Monday, 12:15pm-1:30 pm, Zoom Conference
Chair: Edward Karpp
Met on May 8, 2023, report is forthcoming.
Scheduled Meetings: Fall 2023

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) **Program Review Committee –** May 16, 2023 is the last meeting reported.
3rd Tuesday, 1:30–2:30 pm, Zoom Conference
Chair: Dr. Daphne Dionisio
Scheduled Meetings: Fall 2023

2) **Strategic Planning Committee –** November 4, 2022 is the last meeting reported.
Chair: Edward Karpp
Met on May 5, 2023, report is forthcoming. *The Standing Committee, IPCC, will review these minutes during their next scheduled meeting.*
Scheduled Meetings: Fall 2023

III. **ACADEMIC AFFAIRS COMMITTEE*** - **June 21, 2023**
3rd Wednesday, 2:00-4:00 pm, Zoom Conference
Chair: Dr. Michael Ritterbrown
QUORUM 28/38; 3 Resources; 6 Guests
APPROVAL OF MINUTES
1. MSC to approve minutes from the May 17, 2023 meeting.
MOTIONS APPROVED
2. MSC to approve the agenda for the June 21, 2023 meeting.
3. MSC to approve the revised AR 4100 – Graduation Requirements for Degrees and Certificates of Achievements.
4. MSC to approve the following items under the consent calendar:
    - Curriculum & Instruction Committee minutes from the May 24, 2023, and June 14, 2023 meeting.

Revised Courses:
- AD ST 110, 111, 112, 114**, 154**
- BIOL 140
- CS/IS 264, 265, 266
- FTVM 49, 50, 100, 120, 131, 132, 135, 137, 139, 272

5. MSC to approve the Baja California Field Studies minutes from the May 12, 2023 meeting.
6. MSC to approve Graduation Requirements minutes from the June 12, 2023 meeting.
7. MSC Library & Information Competency minutes from the April 27, 2023 meeting.
8. MSC to approve Scholars Program minutes from the May 16, meeting.
9. MSC to approve Study Abroad minutes from the March 23, 2023 meeting.

Scheduled Meetings: 9/20/2023

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 – May 12, 2023**
   Meets twice per academic year
   Chair: Dr. Javier Gago
   QUORUM 11/12 voting members
   APPROVAL OF MINUTES
   1. MSC to approve the November 4, 2022, minutes.
   REPORTS
   2. [Baja Field] Station report: the College decided not to renew the contract of our current Field Station Manager. HR will be working with the administration and the Baja Program to develop a new job description. Repairs of the damage by Hurricane Kay are nearly complete. Buildings have been painted and fascia repaired. Garage, multipurpose room and labs have been reorganized. Water pressure system has been repaired. Maintenance of vehicles is being completed.
   3. GCC classes scheduled for Summer 2023: Biol 125/126 (Marine Biology; J. Gago); Biol 131 (Regional Natural History; G. Meyer); all program fees $899.
   4. GCC classes scheduled for Winter 2024: Biol 122 (Introduction to General Biology; M. Kretzmann & G. Van Cleave).
   5. The following outside groups will be using the field station: Cuesta College (June 17 – 30, 2023); Ocean Discovery Institute (July 18 – 31, 2023); Grauer School (October 1 – 6, 2023).
   Scheduled Meetings: TBD

3) **Graduation Requirements Committee – June 12, 2022**
   Meets as needed
   Chair: Agnes Eguaras
   APPROVAL OF MINUTES
   1. Approved 03/22/2022 meeting minutes – MSC to approve minutes; all committee members approved.
   MOTIONS APPROVED
   2. MSC Committee recommends the following revision to page 79, section B, #3 of the 2022-23 college catalog for the Nursing Program; Motion was approved unanimously:

      #3 Graduation requirements*: GCC Associate of Arts/Associate of Science or CSU Breadth Requirements or IGETC requirements. (Please see index for requirements). *Students who have a BA/BS (any major) from a regionally accredited college or university can receive an AS degree upon completing the prerequisites, SPCH 101 (preferred) or other oral communication course approved by nursing department, and the nursing program.
   Scheduled Meetings: TBD

4) **Library & Information Competency Committee** – **April 17, 2023**
   4th Thursday, 12:30-1:30 pm, Zoom Conference
   Chair: Eric Hanson
   QUORUM 11/12 voting members
   APPROVAL OF MINUTES
   1. MSC to approve minutes from March 23, 2023.
   MOTIONS APPROVED
   2. MSC Motion to approve the implementation of an appointed librarian co-chair model for the Library and Information Competency Committee.
      Creating Co-chair for the Library and Information Competency Committee
      Proposal is to implement a co-chair model for the Library and Information Competency Committee where an appointed librarian serves as a co-chair.
   REPORTS
   3. Library Workshops for Faculty - Workshops for faculty are being developed (FLEX and possibly GADER)
   4. ADA Computers
      • All library computers have been updated with *Read&Write*
      • *Read&Write* is available to all students, faculty, and staff
   Scheduled Meetings: Fall 2023

5) **Scholars Program Committee** – May 16, 2023 is the last meeting reported.
   4th Tuesday, 12:30-1:30 pm, Zoom Conference
   Chair: Dr. Michael Harnett
   Scheduled Meetings: Fall 2023

6) **Study Abroad Committee – March 16, 2023**
4th Thursday, 12:20-1:30 pm, Zoom Conference
Chair: Darren Leaver
QUORUM [5] 9 out of 9 voting members present.
APPROVAL OF MINUTES
1. MSC to approve the minutes of the October 27, 2022 Study Abroad Committee Meeting.
MOTIONS APPROVED
2. MSC to approve the revisions of AR 6145, the Administrative Regulation outlining regulations of the GCC Study Abroad Program.
3. MSC to approve the March 2023 updates to the Study Abroad Program Operations Manual.
Scheduled Meetings: 8/31/2023

IV. STUDENT AFFAIRS COMMITTEE* – May 17, 2023 is the last meeting reported.
3rd Wednesday, 1:00-2:00 pm, Zoom Conference
Chair: Dr. Paul Schlossman
NEXT MEETING: 9/20; 10/18; 11/15/2023; 2/21; 3/20; 5/15/2024

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: TBD

2) **Multicultural & Community Engagement Committee –** May 11, 2023 is the last meeting reported.
2ND Thursday, 12:30 pm – 1:30 pm, Zoom Conference
Chair: Dr. Tzoler Oukayan
Scheduled Meetings: Fall 2023

3) **Placement and Assessment Committee –** May 11, 2023 is the last meeting reported.
2nd Thursday, 2:00-3:00 pm, Zoom Conference
Chair: Dr. Drew Yamanishi
Scheduled Meetings: 9/14/2023

4) **Student Fees and Tuition Committee** – April 12, 2023 is the last meeting reported.
2nd Wednesday, 1:00-2:00pm, Zoom Conference
Chair: Mr. Amir Nour
NEXT MEETING: 9/13/2023

Continued on the next page.

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*** – March 14, 2023 is the last meeting reported.
2nd Tuesday, 11:00 am–12:20 pm, Zoom Conference
Chair: Mr. Amir Nour
Met on April 11, May 9, 2023, reports are forthcoming. June meeting cancelled.
Scheduled Meetings: Fall 2023

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1) **Campus Development Committee –** March 2, 2023 is the last meeting reported.
1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Patrick Shahnazarian
Met on April 6, 2023, report is forthcoming.
Scheduled Meetings: Fall 2023

2) **Environment & Sustainability Committee –** March 1, 2023 is the last meeting reported.
1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Patrick Shahnazarian
Met on April 5, 2023, report is forthcoming.
Scheduled Meetings: Fall 2023

3) **Safety Committee –** November 16, 2022 is the last meeting reported.
3rd Wednesday, 11:00am-12:00pm, Zoom Conference
Chair: Laura Matsumoto
Met on March 15, 2023, report is forthcoming.
Scheduled Meetings: Fall 2023

Prepared by Frankie Strong, Governance Office