



## GOVERNANCE UPDATE AUGUST 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 **July 1, 2023 and August 1, 2023**.

The College Executive Committee reviewed these items during their **August 8, 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).

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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\* - July 11, 2023**

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

Chair: Dr. Ryan Cornner

**QUORUM** [5] 7/9 voting members present; 1 Resource member

#### **APPROVAL OF MINUTES**

1. MSC to approve the minutes of June 13, 2023 with amendments.

#### **MOTIONS APPROVED**

2. MSC - (Ritterbrown/Hastings) to approve revised Administrative Regulation 4000: Mutual Gains.
3. MSC - (Ritterbrown/Schlossman) to approve revised Administrative Regulation 4100: Graduation Requirements for Degrees and Certificates.
4. MSC - (Ritterbrown/Schlossman) to replacement of the Administrative Assistant.
5. MSC - (Schlossman/Ritterbrown) to approve replacement of the Program and Services
6. Senior Specialist.

#### **REPORTS**

7. Receipt and review of unadopted and adopted minutes of subcommittees:

- a. Budget Committee – June 8, 2023
  - b. College Computer Coordinating Committee – No minutes reported.
  - c. Enrollment Management Committee – May 10, 2023
  - 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.
8. The minutes of the Budget and Enrollment Management committees were received, reviewed, and accepted.
  9. The Committee received, reviewed, and accepted the actions and information items of all standing committees.
  10. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
  11. Review of the Board of Trustees agenda for July 18, 2023.
- Scheduled Meetings:** 8/8; 9/5; 10/10; 11/14; 12/12/2023

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

##### **1) Budget Committee – June 27, 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] 9/11 voting members present; 2 Resource members; 36 guests

##### **APPROVAL OF MINUTES**

2. MSC to approve the minutes of June 8, 2023, as presented. Motion passed unanimously.

##### **REPORTS**

3. 2023-2024 Budget, Cash Analysis and the Governor's Tentative Budget Update.
4. 2023-2024 [GCC] Tentative Budget and Five Year Forecast.
  - a. Potential Revenues/Savings/Expenses:
    - i. Awaiting confirmation of \$1.5 in additional funding for full time faculty hiring and \$1 million for part time faculty insurance.
    - ii. Awaiting confirmation for savings through Health Insurance Rebate and rates.
    - iii. Step & Column, PERS, STRS and Health Insurance rate increases have been included.
    - iv. Net cost of new hires as well as savings from retirees will be added.
    - v. GCC has moved from a deficit of \$950,000 in 2022-23 to a surplus of \$1.9 million in 2023-24; increased its ending balance from \$4.2 million in 2022-23 to \$10.8 million in 2023-2024. Additional surplus to support operations after final budget and year end numbers are finalized. Five year forecast includes best, moderate and worst scenarios.
5. **Scheduled Meetings:** 7/13; 8/10; 8/27/2023



- 2) **College Computer Coordinating Committee (4Cs)** – April 27, 2022 is the last meeting reported.  
3rd Thursday, 12:30 – 1:30 pm, LB 113, I.T. Conference Room  
Chair: TBD  
**Scheduled Meetings:** 9/21; 10/19; 11/16/2023
- 3) **Enrollment Management Committee** – May 10, 2023 is the last meeting reported.  
2<sup>nd</sup> Wednesday, 12:20-1:20 pm, contact Chair for location  
Co-Chairs: Drew Yamanishi, and Edward Karpp  
**Scheduled Meetings:** Fall 2023
- 4) **Equal Employment Opportunity Committee (EEO)** – December 22, 2022 is the last meeting reported.  
4<sup>th</sup> Thursday, 12:30-1:30 pm, contact Chair for location  
Chair: Dr. Brittany Grice  
**Scheduled Meetings:** Fall 2022
- 5) **Governance Review Committee (GRC)** – May 2, 2023 is the last meeting reported.  
1<sup>st</sup> Tuesday, 1:40-2:40 pm, contact Chair for location  
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.  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, contact Chair for location  
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.  
4<sup>th</sup> Friday, 10:00-11:00 am, contact Chair for location  
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.  
4<sup>th</sup> Friday, 1:00pm-2:00 pm, contact Chair for location  
Chair: Yeranui Barsegyan  
**Scheduled Meetings:** 9/22; 10/27; 11/17/2023; 2/23/2024; 3/22; 4/26; 5/24, 2024
- 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.  
2<sup>nd</sup> 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.  
3<sup>rd</sup> Tuesday, 1:30–2:30 pm, Zoom Conference <https://glendale-edu.zoom.us/j/8182401000>  
Chair: Dr. Daphne Dionisio  
**Scheduled Meetings:** Fall 2023
- 2) **Strategic Planning Committee** – November 4, 2022 is the last meeting reported.  
Meets once per semester, contact Chair for location  
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 is the last meeting reported.  
3<sup>rd</sup> Wednesday, 2:00-4:00 pm, Zoom Conference  
Chair: Dr. Michael Ritterbrown  
**Scheduled Meetings:** 9/20/23

***SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:***

- 1) **Academic Calendar Committee** – March 24, 2022 is the last meeting reported.  
Meets as needed, contact Chair for location  
Chair: Vacant  
**Scheduled Meetings:** TBD
- 2) **Baja Program Committee** – May 12, 2023 is the last meeting reported.  
Meets twice per academic year, contact Chair for location  
Chair: Dr. Javier Gago  
**Scheduled Meetings:** TBD
- 3) **Graduation Requirements Committee** – June 12, 2023 is the last meeting reported.  
Meets as needed, contact Chair for location  
Chair: Agnes Eguaras  
**Scheduled Meetings:** TBD

- 4) **Library & Information Competency Committee** – April 17, 2023 is the last meeting reported.  
4<sup>th</sup> Thursday, 12:30-1:30 pm, Zoom Conference  
Chair: Eric Hanson  
Met on April 27, 2023, report is forthcoming. *The Standing Committee, Academic Affairs, will review these minutes at their next scheduled meeting.*  
**Scheduled Meetings:** Fall 2023
- 5) **Scholars Program Committee** – May 16, 2023 is the last meeting reported.  
4<sup>th</sup> Tuesday, 12:30-1:30 pm, Zoom Conference  
Chair: Dr. Michael Harnett  
**Scheduled Meetings:** Fall 2023
- 6) **Study Abroad Committee** – March 16, 2023 is the last meeting reported.  
4<sup>th</sup> Thursday, 12:20-1:30 pm, Zoom Conference  
Chair: Darren Leaver  
**Scheduled Meetings:** 8/31/2023

- IV. STUDENT AFFAIRS COMMITTEE\*** – May 17, 2023 is the last meeting reported.  
3<sup>rd</sup> Wednesday, 1:00-2:00 pm, Zoom Conference  
Chair: Dr. Paul Schlossman  
**Scheduled Meetings:** 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, contact Chair for location  
Chair: Murray Stach  
**Scheduled Meetings:** TBD
- 2) **Multicultural & Community Engagement Committee** – May 11, 2023 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 2023
- 3) **Placement and Assessment Committee** – May 11, 2023 is the last meeting reported.  
2<sup>nd</sup> 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.  
2<sup>nd</sup> Wednesday, 1:00-2:00pm, Zoom Conference  
Chair: Mr. Amir Nour  
**NEXT MEETING:** 9/13/2023



- 5) **Technology Mediated Services Committee (TMS)** – December 2, 2021 is the last meeting reported.

Meets as needed, contact Chair for location

**Scheduled Meetings:** TBD

**V. ADMINISTRATIVE AFFAIRS COMMITTEE\* – April 11, 2023**

2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, Zoom Conference

Chair: Mr. Amir Nour

**QUORUM** [9] 12/17 voting members present; 1 Resource non-voting; 1 Guest

**APPROVAL OF MINUTES**

1. MSC to approve the minutes of March 14, 2023. The motion passed unanimously.

**MOTIONS APPROVED**

2. MSC to approve the Consent Calendar as presented. The motion passed unanimously.
  - a. Campus Development meeting minutes of March 2, 2023.
  - b. Environment and Sustainability meeting minutes of March 1, 2023.
  - c. Safety Committee meeting minutes of November 16, 2022, and March 15, 2023.
3. Board Policy (BP) 7280: Telecommuting and Remote Work pass BP 7280 as a 1st and 2nd Read with the changes above and to move forward to CEC.

**MOTIONS TABLED**

4. Electric Vehicle Parking at Verdugo and Garfield Campuses
5. Administrative Regulation 3600: Auxiliary Organizations

**Scheduled Meetings:** Fall 2023

**SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:**

- 1) **Campus Development Committee** – March 2, 2023 is the last meeting reported.  
1<sup>st</sup> 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.  
1<sup>st</sup> 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.  
3<sup>rd</sup> Wednesday, 11:00am-12:00pm, Zoom Conference  
Chair: Laura Matsumoto  
Met on March 15, 2023, report is forthcoming.  
**Scheduled Meetings:** Fall 2023