



**Associated Students  
Glendale Community College**

**September 26, 2023**

ASGCC Legislature Minutes

7:00 am

Location: GCC Verdugo Campus, Student Center (SC 208)

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**I. Call to Order at 07:01 am by President/Student Trustee Elin Gharibian**

**II. Flag Salute**

**III. Roll Call**

**Present:** Elin Gharibian, Lilit Sarkisian, Erik Balian, Elizabeth Margaryan, Lori Avakian, Ani

Chaglasian, Mehdi Hosseini, Emily Alvarez, Mary Papazyan, Moses Fanadzhyan, Emily Khechumian,

Jenna Saklawi, Elen Mkhitarian, Emilia Shabane, Hakob Petrosyan, Lilit Yerkanyan, Inesa Wenn,

Emilio Dulay, Ania Konarki, Angelina Ruvalcaba, Tommy Nuño, Lori Mehdikhani, Colette Hovsepian,

Dalita Tahmassian

**Tardy:** Areg Hovhannisyan

**Non-Voting:** Gerardo Zarate, Advisor; Dr. Tzoler Oukayan, Advisor; Andre Manukyan, Advisor

**IV. Approval of Legislature Agenda – September 27, 2023**

**MSC:** Emilio/Erik

**V. Approval of Legislature Minutes - September 19, 2023**

**MSC:** Emilio/Erik

**VI. Report of President/Student Trustee - Elin Gharibian**

- Accreditation for learning commons
- Went to EEAC meeting will deliberate next week
- Discussing with Tzoler for a collaboration ASA with what is happening in Armenia

**VII. Report of Administration Committee - Lilit Sarkisian**

- Process of changing the Constitution and Bylaws

- 1st read and second read to present in legislative meeting
- 2nd educational initiative on October 11th 2023

**VIII. Report of Finance Committee - Erik Balian**

- Financial literacy series is doing really well. Please make it if you can.

**IX. Report of Activities Committee - Elizabeth Margaryan**

- Finalized plans for the 1st educational initiative. Happening October 12 at 5pm-8pm paint night.  
Will be having a guest artist.

**X. Report of Relations Committee - Emilio Dulay**

- Finalizing 1st educational initiative, sports day with collaboration with athletics, kinesiology, and scholars on October 17, 2023

**XI. Report of Organizations Committee - Lori Avakian**

- Club Fest is today
- 2nd IOC meeting yesterday
- This week is Club rush 12-2pm
- Committee has health series in the works and will meet with Health this week

**XII. Report of Officers**

**XIII. Special Reports/Governance Committee**

**1. College Computer Coordinating (4C's) - Inesa & Tommy**

- The first thing that occurred in the governance was that Lauren Lampietti introduced himself as the interim chairperson. Requested a motion to approve the minutes from the last meeting of the College Computer Coordinating Committee, which were approved and adopted. There were no reports of any type or any old business, so we quickly moved on to the new business agenda items. First item was updates on an IT assessment which was done by Vantage. GCC consulted Vantage to help guide our IT services until the Chief position was officially filled. Lauren Lampietti is the interim chief in charge.

Vantage's job is to examine our IT business and processes and we got updates from two different consultants: Michael Berman and Susan Featherston. Michael reported that he had been working with Lauren remotely to manage risks with cybersecurity and keep IT problems from affecting Glendale College. Lots of ongoing projects with IT and proceeded to let us all know that while there were no major changes, he was beginning to examine our staff and give recommendations for their training in IT. Michael also talked about making good use of consultants, but also giving the staff an opportunity to show what they know as well. Susan reported that she was in charge of an overall organization assessment. The goal of this assessment was to inventory the current skill sets that we have within our staff to meet campus needs. The assessment is being conducted through interviews with different stakeholders and this could result in opportunities for professional development among our staff. Susan is also working on developing an organizational action plan as a way to get the Glendale College IT team to where it needs to be.

- The second item was discussing compliance with the new GLBA (Gramm-Leach Bliley Act) rules. While GLBA usually only applies to financial institutions, it also happens to apply to higher education as well. In order to comply with these new regulations, the College Computer Coordinating Committee is implementing a plan to safeguard our information. The steps of the plan (or rather, requirements, as stated by Lauren) include designating an ISP coordinator, conducting a risk assessment, designing and implementing safeguards, training staff, monitoring our service providers, creating a written incident response plan, and requiring a qualified individual to report to the Board of Directors. Our current ISP is Lauren, our latest risk assessment was conducted over summer 2023, we're designing and implementing safeguards around the NIST SP

800-171 Framework, and we need Netwrix Auditor to generate reports as a way to show we're in control of our data.

- The third and final agenda item was discussing Oracle OCI. In the past, before the prior chief left, GCC signed a \$50,000 agreement with Oracle where we would receive access to \$50,000 worth of licensing and software. As of right now, the college is only using \$23,000, so as a committee our focus will be to figure out how we can get the most out of this agreement. Michael from Vantage has also offered to help us figure out Oracle because it is extremely important and expensive to run. He wants to ensure that we continue making good decisions with our IT investments. A question was posed as to how much time we have to figure out how to best utilize Oracle and it was stated that the question would require further discussion, but there was a case to be made for the next couple of months. Michael said that the chief position does not necessarily need to be filled in order for us to make this plan and that we could eventually guide the chief in the right direction. The meeting was adjourned then and our next meeting will be on October 19, 2023.

## 2. **Professional Development** - Lori, Mehdikhani

The Professional Development Committee worked on updating the Faculty Development section of the GCC website. Now, the faculty development page includes focus areas to aid with easier navigation of the website such as Host an Event, FAQs, and the Vision Resource Center.

Through the EOPS team, the website now includes a Flex offering which is staff development activities such as training programs instead of regular instruction. When people choose to request a flex event through the website they can select different events such as course design and student experience. There is also an updated flex event request form under the "Host an Event" focus area.

-The professional development team posed a question: What was your impression of the welcome back week events and how would the PD committee like to participate in the next focused week of PD? The suggestions were:

- \*Bring more vendors of LTI's, honor lock, pronto, canvas, and tech tools

- \*Seek a more integrated approach to the scavenger hunt that was hosted and incorporate improved marketing as we continue this semester

- \*Make the event more college-wide and determine how we can have coverage for our departments targeting the classified employees because there is not enough coverage in the office so certain people do not have the opportunity to participate in events

- \*Approach the week more as a teamwork/team-building activity for CSEA members

- \*Have PD week combined with Black History Month before the 4-day holiday

- \*Get a theme started to be communicated with the campus

- \*Incorporating Zoom or hi-flex options would be more beneficial for the events and to engage more centers such as student outreach in order to make sure events are not overlapping with each other.

-Professional Development will be participating in the learning together project with UCLA which allows schools to get more data that is more student voice-oriented by interviewing students in order to hone in on where we are lacking and to help us support our students more. To help with welcome-back week offerings, students will be asked questions about when they came to campus compared to when they left, and everything in between in order to understand where our gaps are.

Conclusion was that a PD subcommittee would be formed to solidify the winter week of professional development planning details

Work on encouraging people to fill out the Faculty Development survey because it was sent to campus 4 times but only got 16 responses, increase responses by incentivizing people to get flex or CPD credits if they fill it out during the flex event

### 3. **Program Review** - Tommy Nuño

After years of trying to get resource request decisions being publicly released, we've now allowed the budget calendar to reference them. This allows departments to get results of their requests and lets them know if they have to resubmit them sooner. Budget would normally meet on Tuesday but due to the accreditation event, we can't see final decisions on this until the next budgeting meeting.

- **Changes in resource allocation:** When there are requests by permanent faculty, confidential, and classified positions they're prioritized by the hiring allocation committee. Naming changes: changes to program review infographic. Requests for permanent personnel (also referred to as HAC requests) used to just be called personnel requests. The other one was called non-personnel requests (Non-HAC). This caused confusion on the kind of people that were being requested. If they needed full-time or part-time personnel, those were submitted through the wrong request form. A form for non-personnel.
- **Staffing plans:** Last summer, managers were asked to make staffing plans so that anything that was not included in the staffing plans in terms of hiring— wasn't included. Short-term and long-term staffing needs were pushed to be included in staffing plans to understand the budget. HR was intended to use staffing plans in lieu of resource requests.
  - Question: what change will staffing plans bring to personnel requests? Came to a consensus that while staffing plans considered faculty need, the submission of a personnel request is more efficient in program review. Budget constraints on permanent personnel and other resource requests. The college wishes to get the budget control. We asked HR if it was okay for Program Review to let departments know that there was a hiring freeze for many non-mandated positions. Thus, less resource requests will be funded. Discussed resource requests for replacement of

computers. There is a budget within each department designed for this, yet resource requests are still submitted. We have a 5-year policy for computer replacement. Someone who wishes to replace their aging computer would have to identify the funding for their replacement computer. Asked what department is this for and where is the funding coming from? Don't want to deviate from the college's existing process. If we're no longer going to use an expanded budget committee, we have to emphasize the process.

- **Resource Request Tracking System:** We had a mechanism for receiving resource requests, we're overhauling it and using a fully online system. It's still in development. It will be ready before the end of the month.
- **Committee Mission Statement:** Emphasizes how programs will advocate for educational excellence and improvement of student success. Next meeting will occur at the close of the program review cycle. A recap of that will be disclosed.

4. Academic Affairs - **Canceled**

5. Student Affairs - Jenna

- The approval of student accident insurance for 5205 students was confirmed.

Additionally, there was a discussion about government-sponsored programs and insurance coverage.

**Mission Statement Revision:** The first reading of the GCC mission and values statement took place. The mission statement had been revised, and it was revealed that the mission values had been developed over a series of nine meetings throughout the winter and spring of 2023. ACCJC (Accreditation Commission) had revised their standards explaining what a mission statement should include. All ACCJC standards had been revised, which prompted the need to adjust and incorporate these changes into the planning process. Five specific criteria were highlighted that must be included in the mission statement: character, values, organizational structure, unique student

demographics, and an explicit commitment to ensuring equitability for all. It was noted that there was campus-wide representation from volunteers from the strategic planning committee and classified staff. There had been two rounds of input from staff, counselors, and students. Student feedback had been targeted and, in some cases, conducted in person with student groups. Any further suggestions for revision were to be sent to Sjazan@glendale.edu or Dr. Karp before the next meeting in October. It was emphasized that committee endorsement or approval through standing committees was needed during this semester for future proceedings. Changes and suggestions from other standing committees and the senate would be incorporated into the final draft for approval. A second reading would be formed from opinions and inputs for additions and changes, and it would then go to the college executive and the board.

**New business:** Student Affairs Committee Mission Statement

-The first reading of the Student Affairs Committee mission statement was conducted. It was described as still being in rough form, and attendees were encouraged to review it before the next meeting in October. Suggestions are to be sent over to Paul Schlossman and Heather Glenn for revisions. This draft would also be reviewed by the Student Services Cabinet before a second reading by the Student Affairs Committee in October. It was mentioned that this mission statement needed updates due to its age.

**First reading of withholding of student records:** There was discussion of student records under board policy 5035. It was mentioned that this policy states that the district cannot withhold transcripts, even if students have not paid. Registration cannot be withheld for students who give up on a loan. Given that the registration period for the winter session was approaching, it was mentioned that holds would be placed on students' records who have outstanding fees on October 5th. Efforts were being made to ensure that notices with instructions to clear fee holds would be sent to students, with collaboration from the fees office.



**Administrative regulation– student records:** An administrative regulation regarding withholding student records was mentioned, serving as a template for what can and cannot be done for registration holds and notifications. Updates had been made to this regulation, specifically concerning diplomas and registration privileges. A final draft was expected in October.

**Information items:** Parenting Students – Priority Registration

A presentation on priority registration for parenting students was given.

Points were raised about achievement gaps, dual responsibilities, time constraints, stress reduction, and educational equity to support the need for priority registration for parenting students. It was noted that parenting students at GCC performed above average in course retention, success, and persistence to the next semester. However, they graduated and transferred at rates lower than non-parenting students. AB2881 was discussed and how it impacts parenting students. This new law requires colleges and universities in California to provide priority registration for parenting students and notify them. All credit students who are the guardians of a child under 18 and timed-out CalWorks students fall under this law.

The process of how students get S881 and how to navigate the "parents get priority" student survey were outlined. The deadline to complete the survey for winter semester is the 25th of September. Resources for parenting students, such as the Student Parents Club and the parenting students webpage, were outlined. It was acknowledged that marketing for this initiative had not been particularly successful. Normalizing parenting students is a goal of approaching prospective students in promotion.

**Bitmobile:** Bitmobile was introduced as a method of managing credit balances on student accounts and paper checks. It was mentioned that paper checks sent to students for credit balances were not favorable.

Bitmobile is intended for credit balance refunds.

**Counselor Day:** Focuses on seniors in high school to provide help before they enter GCC.

It is scheduled for November 3rd.

"Swag" merchandise is to be distributed with the goal of strengthening high school counselors' relationships with students well in advance to adequately prepare students.

The transfer fair was set to take place on October 3rd.

**Credit enrollment:** Credit enrollment had experienced an increase for the current semester.

It was mentioned that this may be to the influence of the Promise Plus program.

**Promise Plus:** AB19 and AB2 laws covering two years' worth of tuition were mentioned, and Promise Plus was described as a success program achieved through support. Refinements in marketing for Promise Plus were being worked on. The success of the Summer Bridge program, which had over 900 students, was highlighted. Additionally, a welcome event for the following Thursday was being planned.

6. Safety - Mary

- Laura Matsumoto for the 2023-2024 chair. Crime report will be discussed at the next meeting. There has been more enforcement on Parking Lot A and Lot B. Police are giving citations and warnings to those driving too fast.
- The return of increased food services will be discussed next meeting
- For 3D digital imaging of building layouts for EMS response assistance, they spoke to the vendor and there is 100k set up for maintenance fees and software updates. This item is completed at this time but the main concern is where the money is going to come from.
- Table workers compensation report: Summary of student accidents:  
Student was shoved and fell, resulting in fractured ankle, Student fell down the auditorium stairs, Student hurt finger with metal broom trying to sweep, Student hurt themselves during fire academy training. Must be up to date with insurance and report

accidents as soon as it happens. Be in touch with the nurses. Meeting with student insurance about what we have to do relating to student injuries. Many students are not taking advantage of the student insurance (ASGCC should communicate with students that this resource exists)

- The P.E building is at its final stages. Buena Vista science building. Leaking issues on Sartoris field have been fixed.
- There is still an increase of covid 19 cases. There are free home tests available to students. Must remain home for a minimum of 5 days if tested positive. Recommendation to mask for 10 days if close contact. Protocols are being reviewed for covid cases
- Outside vendors will be evaluated for campus accessibility. Increased food services are being closed (great white hut and low cost meal vending machines). Coffee carts continue to come and they are planning on opening Starbucks mid October. Request for more AEDs on campus
- Rep for campus to add more “stop the bleed” kits

#### **XIV. Guest Speakers**

##### 1. Kevin Meza

- Policy changes: obtaining degrees through guided pathways, success teams to obtain goals while on campus
- We are able to increase the number of local degrees by 67% over the past few years since the policy changed. School funding is also going to change due to people finishing their degrees.
- The graduation last year was much bigger because more people were finishing their degrees. It is important to make degrees attainable for the students.

- Pass no pass policy: any course can be taken and credit will be given as a PASS as long as it was a C or better. Gives students the opportunity to boost their GPA and can be used as a strategy. You can now take a pass, no pass class until the last day of the semester therefore you wouldn't have to drop out of the class because you are failing. Transfer students should take at least one to two pass, no pass classes there should be no downside. This will reduce the number of students on probation.
- Success teams: cohort management, they manage all students on campus. 11,000 students roughly on campus per semester. They help students find a way to succeed and let them know if there are scholarships or if they have finished their degree already.

## 2. Piper Rooney

- The Academic Senate Committee is thinking of removing student voice from subcommittees therefore they will lack any student opinion.
- The Senate's responsibility is to preserve the academic integrity of all programs.
- She invites us to talk to Cameron Hastings and express our opinions in the next senate meeting to let her know what we feel and express our opinions.
- Meeting will be taking place October 5th , 2023 in the governance office on the second floor of the San Rafael building.
- Senate Exec has not expressed their reasons as to why they want to remove student voice from the meetings
- It has been around for a long time that students are able to voice themselves in subcommittees

## **XV. Old Business**

## **XVI. New Business**

1. Appointment of Andrew Dimas as senator of relations - Action Item

MSC: Areg/Michael

Discussion: Emilio Dulay talked about the qualities that make him a strong candidate.

2. Approval of \$800 for Supplies - AS Supplies

MSC: Erik/Lori Avakian

Discussion: Gerardo mentioned we need office supplies such as ink and paper

3. Approval of \$600 Latino Heritage Fiesta - Educational Initiative

MSC: Ania/Emilia

Discussion: Lilit mentioned that this is the budget for Administrations second educational initiative which will be used for food, aguas frescas and decoration

4. Approval of \$3347.30 for Basketball Items - Women's Basketball

MSC: Lori Avakian/Erik

Discussion: Buying General gear (warmups) for home games

**XVII. Report of Advisors**

**Tzoler Oukayan**

- Thanks all volunteers that signed up for the panel, coming up she will send any incoming information
- Accreditation Open Forum Ceremony at 12:30pm

**Gerardo Zarate**

- Thanks to the ORGS committee for working with the clubs
- Planning a bonding event possibly hiking, cooking class etc \*tentative

**Andre Manukyan**

- Priority: starting off with a strongly worded letter to present to Cameron
- Leadership meeting this thursday at 7am sharp
- October 6th 1-3pm transfer meeting
- Talked about the cafeteria food and how whatever food is left is taken to the pantry.

**XVIII. Announcements/Information**

- Polos and hoodies are in

- Club fest is today
- Help cleaning up and setting up

**XIX. Adjournment at 8:22am**

**MSC: Lori/everyone**

**Minutes Amended by Emily Alvarez  
Senator of Administration**