



## GOVERNANCE UPDATE OCTOBER 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 **September 1, 2023 and October 1, 2023**.

The College Executive Committee reviewed these items during their **October 10, 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 the exception for some committees or a scheduled special meeting.*

### **I. COLLEGE EXECUTIVE COMMITTEE\*** - August 8, 2023 is the last meeting reported.

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

Chair: Dr. Ryan Cornner

Met on September 5, and October 10, 2023, reports are forthcoming.

**Scheduled Meetings:** 11/14; 12/12/2023

### **1) Budget Committee – August 22, 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] 10/11 voting members present; 2 Resource members; 50 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the minutes of August 10, 2023, as presented. Motion passed unanimously.

#### **REPORTS**

2. Fiscal Implications of Preliminary Final Budget and the Governor's Tentative Budget Update 2023-2024.
3. Returning items for the next meeting: AR 6200 – The District's Budget;

AR 6300 - Fiscal Management; AR 6305 – District Reserves

**Scheduled Meetings:** 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:** 10/3; 11/7; 12/5/2023
- 6) **Professional Development Committee – May 18, 2023**  
3<sup>rd</sup> Thursday, 12:30-1:30 pm, contact Chair for location  
Co-Chairs: Krista Raimondo, Faculty; and Agnes Eisaghalian, Classified  
**QUORUM** [6] 14/16 voting members present; 2 Resource members; 50 guests  
**APPROVAL OF MINUTES**
  1. MSC to approve the minutes of March 16, 2023, as presented.**REPORTS**
  2. Discussion centered on the next steps towards implementing the new DEIA (Diversity, Equity, Inclusion, and Awareness) regulations and the broader area of evaluation that applies to all groups, including faculty and classified employees.
  3. Mission Statement Update Work Groups.**Scheduled Meetings:** 9/21/2023
- 7) **Released Time Extra Pay Committee (RTEP) – June 8, 2023**  
4<sup>th</sup> Friday, 10:00-11:00 am, contact Chair for location  
Chair: Michael Davis  
**QUORUM** [6] 10/11 voting members present; 2 Resource members; 50 guests  
**APPROVAL OF MINUTES**
  1. MSC to approve the minutes of March 16, 2023, as presented.**MOTIONS APPROVED**
  2. MSC - Move to approve Ybarra's evaluations, as well as the job description as an accurate reflection of responsibilities, tasks, etc.

3. MSC - Move to revise the position [e-Lumen Database Coordinator, David Yamamoto] to a 2-year term No approval of self- or supervisor evaluations was moved or approved.
4. MSC - Move to approve self and supervisor evaluations for the Curriculum Coordinator, Francien Rohrbacher and position description.
5. MSC - Move to authorize email vote on the revised job description [for the Assistant Director of Nursing Program] as these changes are being discussed at the last RTEP meeting of the academic year and the position must be posted in a timely fashion; Emelyn Judge will make the revisions.
6. MSC - Move to approve self and supervisor evaluations of Nune Dervishian's work as Lead POCR Reviewer.
7. MSC - Move to approve self- and supervisor evaluations of Darren Leaver's work as Study Abroad Director. Recommendation to increase RT/EP temporarily to 80% to account for additional 8-10 hours/week due to loss of clerical support since end of January/beginning February 2023.
8. MSC - Move to approve self- and supervisor evaluations of Shant Shahoian's work as Learning Center Coordinator.
9. MSC - Move to approve self- and supervisor evaluations of Dana Marterella's work as Art Gallery Director.
10. MSC - Move to approve self- and supervisor evaluations of Stacy Jazan's work as Faculty Coordinator for Institutional Effectiveness.
11. MSC - MSC - Move to approve this [new] position - Faculty Coordinator for High School Collaboratives.

#### **MOTIONS TABLED**

12. MST - Move to table self- and supervisor evaluations of Rhona Blaker's work as Contextualized Teaching and Learning Coordinator.

#### **REPORTS**

13. Creation Task Force - Changes in RTEP processes.

**Scheduled Meetings:** 9/22/2023

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

Meets as needed

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) – May 8, 2023**

2<sup>nd</sup> Monday, 12:15pm-1:30 pm, Zoom Conference

Chair: Edward Karpp

**QUORUM** [6] 11/17 voting members present; 2 Resource members; 50 guests

#### **APPROVAL OF MINUTES**

1. It was MSC to approve the minutes from the April 10, 2023 IPCC meeting.

## REPORTS

2. Review of Subcommittee minutes: Program Review – none; Strategic Planning Team A – none.
3. Accreditation Work Groups update, and timeline reviewed.
4. Enrollment Update.
5. Mission, Vision, Values Revision reviewed.
6. Dr. Ritterbrown has developed an outline for an Enrollment Management Plan. A presentation is scheduled for Friday, May 19, 2023 at 2:00 p.m. over Zoom.
7. Institution Set Standards reviewed.

**Scheduled Meetings:** 9/11/2023

### ***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:** 9/19; 10/17; 11/21/2023

- 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:** 10/18/2023

### ***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  
Met on April 25, 2023, report is forthcoming.  
**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

Continued on next page.

- 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  
**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  
Met on September 20, 2023, report is forthcoming.  
**Scheduled Meetings:** 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  
Met on June 8, 2023, report is forthcoming.  
**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 is the last meeting reported.  
2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, Zoom Conference  
Chair: Mr. Amir Nour  
**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

*Prepared by Frankie Strong, Governance Office*