



GOVERNANCE UPDATE NOVEMBER 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 **October 1, 2023 and November 15, 2023**.

The College Executive Committee reviewed these items during their **November 14, 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](#)
- Governance committees are moving over to [Board Docs](#)
- 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 the exception for some committees or a scheduled special meeting.

I. COLLEGE EXECUTIVE COMMITTEE* - September 5, 2023

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

Chair: Dr. Ryan Cornner

QUORUM [5] 7/8 voting members present; 1 Resource member

APPROVAL OF MINUTES

1. MSC to approve the minutes of August 8, 2023.

MOTIONS APPROVED

2. MSC - (Flexser/Schlossman) to approve the Non-Credit ESL Office Assistant II position and increase to 1.0 FTE.
3. MSC - (Kamei/Nour) to approve the Assistant Instructional Lab Technician position.
4. MSC - (Schlossman/Nour) to approve the Athletic Trainer position.

REPORTS

5. The minutes of the Budget committee were received, reviewed and accepted. [No minutes reported for the other subcommittees of College Exec.]
6. The Committee received, reviewed, and accepted the actions and information
7. items of all Standing committees.
8. The Committee received, reviewed, and accepted the actions and information items of all governance committees.

9. Review of the Board of Trustees agenda for the September 12, 2023 regular session meeting.

COLLEGE EXECUTIVE COMMITTEE* - October 10, 2023

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

Chair: Dr. Ryan Cornner

QUORUM [5] 8/8 voting members present; 2 Resource members

APPROVAL OF MINUTES

1. MSC approves the minutes of September 5, 2023 with one typo correction.

MOTIONS APPROVED

2. MSC – (Oukayan/Flexser) accepted the subcommittee minutes [including]:
 - a. Budget Committee minutes of August 22, 2023
 - b. College Computer Coordinating – no report
 - c. Enrollment Management – no report
 - d. Equal Employment Opportunity – no report
 - e. Governance Review -no report
 - f. Professional Development minutes of May 18, 2023
 - g. RTEP minutes of June 8, 2023
 - h. Student Equity and Achievement – no report
 - i. Web Oversight - no report
3. MSC (Hastings/Kamei) accepted the report of motions, actions, and information items of all governance committees.

REPORTS

4. Review and discussion of the Standing Committees' actions report.
5. Review of the Board of Trustees agenda for the October 17, 2023 regular session meeting.
6. Vacant position reviewed, no action.
7. Vantage Technology Consulting Group's engagement with GCC. Mr. Nour provided a brief summary of the work Vantage will be doing with the district.

Met on November 14, 2023, report is forthcoming.

Scheduled Meetings: 12/12/2023, 1/9/2024, 2/13/2024, 3/12/2024

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee – October 12, 2023

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

Co-Chairs: Mr. Amir Nour, and Mr. Michael Scott

QUORUM [6] 11/11 voting members present; 2 Resource members; 18 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of August 22, 2023, as presented.

REPORTS

2. 2023-2024 Fiscal Implications of Preliminary Final Budget and the Governor's Tentative Budget Update (Standard III.D 1-3, 5-13).
3. AR [Administrative Regulation] 6200: District Budget; AR 6300: Fiscal Management; AR 6305: District Reserves, the committee conducted First Reads. They will return to the next meeting as Second Reads.
4. Resource Requests: Final decisions on 2022 personnel & non-personnel requests.

5. PARS Supplementary Retirement Plan - This is scheduled to be presented to the Board on October 17. The sign-up period is October 18, 2023 through January 31, 2024. It will be addressed in detail at the next budget committee meeting.

Scheduled Meetings: TBD

- 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: Mr. Lauren Lampietti

Scheduled Meetings: TBD

- 3) **Enrollment Management Committee – September 13, 2023**

2nd Wednesday, 12:20-1:20 pm, contact Chair for location

Co-Chairs: Dr. Drew Yamanishi, and Dr. Edward Karpp

QUORUM [15] 24/29 voting members present; 1 guest

APPROVAL OF MINUTES

1. It was MSC that the minutes from May 10, 2023, be approved.

MOTIONS APPROVED

2. MSC to approve Paul Vera as GRC Chair for 2023-2024 academic year.
3. It was MSC that Ed Karpp and Drew Yamanishi Co-Chair the Enrollment Management Committee for the year 2023-2024.
4. It was MSC to approve the Enrollment Management Committee Mission statement with revisions.

REPORTS

5. Updates on: Enrollment; Student Outreach Services; and Early Alert and Universal at-risk update.
6. Enrollment management plan for ACCJC.
7. The Promise Plus initiative was just launched and the fall 203 class has been finalized.
 - a. Target was set for 500 students.
 - b. Fall 2023 is currently at about 1200 students.
 - i. Approximately 1000 Full Time Students.
 - ii. 900 students are eligible for California College Promise Tuition Benefit.
8. Modality of Future Meetings
 - a. Hy-Flex meetings are difficult to support, and attendance in-person is low.
 - b. Online meetings via Zoom are easier for those presenting standing reports.
 - c. The committee determined it would be best to continue holding the Enrollment Management meetings via Zoom.
9. Communications Update:
 - a. Marketing Budget has been increased for over the next three years.
 - b. A third-party company, Graduate Communications, was brought in for a spring enrollment campaign.

Met on October 11, 2023, report is forthcoming.

Scheduled Meetings: TBD

- 4) **Equal Employment Opportunity Committee (EEO) – March 23, 2023**

4th Thursday, 12:30-1:30 pm, contact Chair for location

Chair: Dr. Brittany Grice

QUORUM [15] 12/13 voting members present; 1 non-voting Resource member; 1 guest

APPROVAL OF MINUTES

1. No previous meeting minutes were presented.

MOTIONS APPROVED

2. Motion for the DEIA Subcommittee chairperson, Sangita Dube and 2 student representatives to be added to the body of this committee. Andra Verstraete made the motion, Donna Diamond seconded. Motion passed unanimously.
3. It was MSC to approve the Enrollment Management Committee Mission statement with revisions.

REPORTS

4. Committee Composition – DEIA Representative and Student Representation:
 - a. Discussion was held on student representation on the EEO committee and the validity of having students in the hiring committee.
 - b. The topic of student voting rights on the hiring committees was also discussed.
 - c. Overall, there were varying opinions regarding student participation in the EEO committee and the hiring committee. The discussion highlighted the need for a balanced and equitable approach to ensure the representation of all stakeholders involved.
 - d. NOTE from the Governance Office: Prior ASGCC had voted not to appoint reps to the EEO, Professional Development, and RTEP governance committees. It would be OK to reinstate student reps to these committees should ASGCC desire to do so.

Met on April 27, 2023, report is forthcoming.

Scheduled Meetings: TBD

5) **Governance Review Committee (GRC) – October 3, 2023**

1st Tuesday, 1:40-2:40 pm, contact Chair for location

Chair: Mr. Paul Vera

QUORUM [5] 9/9 voting members present; 1 guest

APPROVAL OF MINUTES

1. MSC of May 2, 2023 minutes as presented.

MOTIONS APPROVED

2. MSC to approve Paul Vera as GRC Chair for 2023-2024 academic year.

REPORTS

3. Broadening Student Participation Outside ASGCC – discussion, item will return to a future meeting.
4. Hyflex and Remote Meeting Communication Issues this item will return to a future meeting.
5. Addition of DEIA Representative to All Governance Committees this item will return to a future meeting.
6. Areg and Elen [student reps] will ask ASGCC about the status of reinstating ASGCC representatives to RTEP and Professional Development.
7. ZTC [Zero Textbook Cost] & LTC Governance Committee Proposal (Guest: Caroline Hallam, OER & Electronic Resources Librarian)
 - a. GRC members support the idea but question whether a governance committee can resolve current challenges facing the Senate OER Committee.
 - b. This item will return to the GRC's November 2023 meeting.

Scheduled Meetings: 11/7; 12/5/2023

6) **Professional Development Committee – September 21, 2023**

3rd Thursday, 12:30-1:30 pm, contact Chair for location

Co-Chairs: Mrs. Krista Raimondo, Faculty; and Mr. Chris Franz, Classified

QUORUM [9] 16/17 voting members present; 2 guests

APPROVAL OF MINUTES

1. MSC to approve the May 18, 2023 minutes.

MOTIONS APPROVED

2. MSC The Committee will form a work group to facilitate better planning and participation of the upcoming Winter Welcome Back Week events. The aim is to quickly communicate a theme and schedule to the campus community to encourage diverse topics, improve participation, and provide greater collaboration among constituency groups.

REPORTS

3. Updates on Faculty Development; and Classified Development.

Met on October 19, 2023, report is forthcoming.

Scheduled Meetings: TBD

7) **Released Time Extra Pay Committee (RTEP) – September 22, 2023**

4th Friday, 10:00-11:00 am, contact Chair for location

Chair: Mr. Michael Davis

QUORUM [5] 4/8 voting members present; 2 Resource members; 50 guests

APPROVAL OF MINUTES

1. Minutes from the June 2023 meeting were not approved due to lack of quorum.

REPORTS

2. Task force to address the job description form and the self-evaluation form - The task force met during August 2023 to discuss changes to the job description form, the self-evaluation form, and the supervisor evaluation. After discussing these items, the task force decided to use the New Faculty Academy Coordinator (NFAC) position description as a test case for a new format.
3. Committee members gave feedback on the NFAC job description that incorporated new formatting that was discussed by the RTEP task force.
 - a. Overall, committee members liked the new format since it clearly delineated startup tasks from ongoing work and gave appropriate release time for each task.
 - b. Members also appreciated the section on the classified staff support, but since no CSEA members were present, agreed it was best to discuss this again when CSEA could give input. This job description review was not a first reading, but, rather, a way for the committee to experiment with a new format

Scheduled Meetings: Spring 2024

8) **Student Equity & Achievement Committee (SEA)**

Meets as needed

Chair: Ms. Yeranui Barsegyan

November 18, 2022 is the last meeting reported.

Scheduled Meetings: TBD

- 9) **Web Oversight Committee** – February 23, 2022 is the last meeting reported.
Meets as needed
Chair: Mr. Drew Sugars
Scheduled Meetings: TBD

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE* (IPCC) – September 11, 2023**

2nd Monday, 12:15pm-1:30 pm, Zoom Conference

Co-Chairs: Dr. Edward Karpp, and Dr. Daphne Dionisio

QUORUM [9] 12/17 voting members present; 1 Resource member

APPROVAL OF MINUTES

1. It was MSC to approve the minutes from the May 8, 2023 IPCC meeting.

MOTIONS APPROVED

2. It was MSC to accept the Minutes from the May 5, 2023 Team A Meeting.
3. It was MSC to accept the Minutes from the May 16, 2023 Program Review Meeting.
4. It was MSC to elect Dr. Karpp and Dr. Dionisio as co-Chairs of the IPCC Committee for 2023-2024.
5. It was MSC to accept the updated IPCC Mission Statement.

REPORTS

6. Accreditation Work Groups update, and timeline reviewed.
7. The 2 core inquiries were reviewed.
 - a. Core Inquiry 1: Focuses on college's fiscal stability.
 - b. Core Inquiry 2: Commends the college for exceeding standards regarding interdisciplinary and innovative collaboration aimed at increasing student success and decreasing equity gaps.
8. Enrollment Update.
9. Enrollment Management Plan - The Enrollment Management Plan is not finalized yet but will be sent to the ACCJC very soon and Dr. Ritterbrown will be interviewed about the contents of the document.
10. College Mission Statement - presented to IPCC today as a first reading. We will review again next month for a vote to approve.
11. Strategic Planning for the new ISP [Institutional Strategic Plan]
 - a. The Institutional Strategic Plan sets the college's goals and strategies with key performance indicators and assignments of who is responsible and timelines for completion.
 - b. It is time to revise the ISP as the current one expires in 2025.

Met on October 9, 2023, report is forthcoming.

Scheduled Meetings: Spring 2023

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) **Program Review Committee – September 19, 2023**

3rd Tuesday, 1:30–2:30 pm, Zoom Conference <https://glendale-edu.zoom.us/j/8182401000>

Chair: Dr. Daphne Dionisio

QUORUM [6] 8/10 voting members present; 1 Resource member

APPROVAL OF MINUTES

1. It was MSC that the minutes from the May 16, 2023 were approved as presented.

MOTIONS APPROVED

2. It was MSC that the current [committee] mission statement was approved without changes.
3. It was MSC to elect Stacy Jazan and Daphne Dionisio as co-Chairs of the Program Review Committee for the 2023-2024 year.

REPORTS

4. Budget Calendar & 2022 reporting of resource request decisions was discussed.
5. Changes in resource allocation (HACs, naming conventions, staffing plans) - The committee was informed of the new HR Staffing Plans as they relate to personnel requests through program review.
6. Budget constraints on permanent personnel and other resource requests was discussed.
7. Process for End-of-Life replacement of computers (AKA computer refresh)
 - a. Since program review often receives requests for computers, information was shared on relevant requests processes historically used at GCC and the current process.
8. 2023 program review cycle - Department chairs can connect with their division's learning outcomes representative for this document.
9. Resource Request Tracking System - The system is still being tested and will go live as soon as it is ready.

Met on October 17, 2023, report is forthcoming.

Scheduled Meetings: 11/21/2023

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

2) Strategic Planning Committee – May 5, 2023

Meets once per semester, contact Chair for location

Chair: Dr. Edward Karpp

QUORUM [23] 32/43 voting members present; 1 Resource member

APPROVAL OF MINUTES

1. It was MSC to approve the minutes from November 2, 2022.

MOTIONS APPROVED

2. Review and Approval of the Review Process for the College Mission Statement - It was MSC to approve the changes to the Review Process for the College Mission Statement.
3. Annual Goals 2023-2024 - It was MSC to approve the following as high priority Annual Goals for 2023-2024: A1, A2, A3, A4, Previous Goal E1, B2, C1, C3, C4, D2, D4, D6, E2, F5.

REPORTS

4. Presentation on Student Outcomes Data - Ed Karpp presented on Student Success Metrics, Institution-Set Standards and Credit and Noncredit Student Progress.
5. Faculty/Staff Survey - Ed Karpp presented the results of Faculty/Staff Survey Results. Some of the notable perceptions include:
 - a. Governance works effectively: 81% of Respondents Agreed
 - b. The Board of Trustees treats all constituency and community groups equitably and fairly: 83% of those who responded agreed.
 - c. GCC effectively manages enrollment to maximize its ability to meet student needs: 75% agreed.
 - d. I get sufficient information technology training for my work: 78%

- e. The budget process is effective: 60%
- 6. Update on Institution-Set Standards.
- 7. Institutional Strategic Plan Progress Update on Annual Goals - Document Summary was presented and reviewed.
- 8. Incorporation of Program Results into Institutional Planning update.
- 9. Coordination of Institutional and Financial Planning update.

Scheduled Meetings: TBD

III. **ACADEMIC AFFAIRS COMMITTEE* - October 18, 2023**

3rd Wednesday, 2:00-4:00 pm, Zoom Conference

Chair: Dr. Michael Ritterbrown

QUORUM 34/37; 2 Resources; 3 Guests

APPROVAL OF MINUTES

- 1. MSC to approve minutes from the June 21, 2023 meeting.

MOTIONS APPROVED

- 2. MSC to approve the agenda for the October 18, 2023 meeting.
- 3. MSC to approve the following items under the consent calendar:
Curriculum & Instruction Committee Minutes of September 27, 2023, and October 11, 2023 meetings

Revised Courses:

- a. AD ST 110, 111, 112, 114, 154
- b. BIOL 140
- c. CS/IS 264, 265, 266
- d. FTVM 49, 50, 100, 120, 131, 132, 135, 137, 139, 272
- e. New Courses:
- f. MATH 137
- g. Noncredit ESL 15, 25, 55, 87, 88, and 95
- h. ST DV INT 51
- i. ST DV 135
- j. FTVM 101, 102, 103, 104, 106, 107, 108, 130, 215, 218, 249, 255, 256, 45, 46, 47, and 48

Revised Courses:

- a. ATHPE 101, 122, 123, 133, 134, 135, 136, and 145
- b. CS/IS 212
- c. ENGL 183
- d. ENGR 240
- e. HUMAN 115 and 135
- f. ITAL 48 and 49
- g. KIN 151, 155 and 156
- h. LIB 100
- i. LING 102
- j. MATH 90 and 90+
- k. MUSIC 113, 136, 162 and 48
- l. SPAN 115 and 124H
- m. ST DV 48 and 49

- 4. MSC to approve the first and second reading of the College's New Mission Statement.

5. MSC to approve Library & Information Competency minutes from the September 28, 2023 meeting.
 6. MSC to approve Scholars Program minutes from the September 26, 2023 meeting.
- Scheduled Meetings:** 11/15/2023

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: TBD
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

 - 3) **Graduation Requirements Committee** – June 12, 2023 is the last meeting reported.
Meets as needed, contact Chair for location
Chair: Mrs. Agnes Eguaras
Scheduled Meetings: TBD

 - 4) **Library & Information Competency Committee – September 28, 2023**
4th Thursday, 12:30-1:30 pm, Zoom Conference
Chair: Mr. Eric Hanson
QUORUM 10/12 voting members present
APPROVAL OF MINUTES
 1. MSC to approve minutes from May 25, 2023**MOTIONS APPROVED**
 2. MSC to recommend the adoption of the Revised Library Policy Document as presented pending a possible language amendment regarding filming/photography section**REPORTS**
 3. Alma-D is an integrated library system that allows us to offer reserve books online – will replace Leganto by Spring 2024.
 - a. Library's Return to Pre-Pandemic Hours M-R 8 a.m.- 9 p.m.
F-S 10 a.m. – 2 p.m.
 4. New Workshop in October 2023
 - a. Research Questions featuring AI
 5. Open House Events: 9/11 and 9/12
 6. Revised Library Policy Document
 - a. Food policy needed review to accommodate student needs better
 - b. Suggestion to add the following language:
"We have a zero-tolerance policy when it comes to verbal abuse, threats, unwelcome advances, or harassment of any sort. Audio and video recording, including photography, are not permitted unless expressly authorized"
- Scheduled Meetings:** Fall 2023

5) **Scholars Program Committee – September 26, 2023**

4th Tuesday, 12:30-1:30 pm, Zoom Conference

Chair: Dr. Michael Harnett

QUORUM 8 of 12 voting members present.

APPROVAL OF MINUTES

1. MSC Approval of the minutes from the May 16, 2023 SAC meeting.

MOTIONS APPROVED

2. MSC to approve the latest summer update of the Scholars Constitution.

Met on October 24, 2023, report is forthcoming.

Scheduled Meetings: TBD

6) **Study Abroad Committee – March 16, 2023 is the last meeting reported.**

4th Thursday, 12:20-1:30 pm, Zoom Conference

Chair: Mr. Darren Leaver

Scheduled Meetings: TBD

IV. STUDENT AFFAIRS COMMITTEE* – September 20, 2023

3rd Wednesday, 1:00-2:00 pm, Zoom Conference

Chair: Dr. Paul Schlossman

QUORUM 24/26 voting members present; 3/4 resources; 6 guests

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of May 16, 2023

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]:
 - a. Multicultural & Community Engagement Committee – May 11, 2023 (unadopted)
 - b. Placement & Assessment Committee – May 11, 2023 (adopted); June 8, 2023 (unadopted)
3. It was MSC to approve revised AR 5205: *Student Accident Insurance* as presented.

REPORTS

4. The first reading of the Glendale Community College Mission and Values Statement was accepted.
5. The Student Affairs Committee mission statement needs to be updated. Proposed draft will be brought to the committee for consideration at a future meeting.
6. The first readings of revised BP and AR 5035: *Withholding of Student Records* were accepted. The board policy will be brought back for a second reading at the next scheduled committee meeting.
7. The committee received a report and the new law AB 2881 which will grant priority registration for all parenting students.
8. The committee received an update from the Financial Aid Office regarding contracting with Bank Mobile for implementation of a direct deposit system for student credit balances.
9. The committee received a report on Counselor Day which is scheduled for Nov. 3, 2023.
10. The committee received an update on the successful launch of the new Promise Plus program for first-year students.

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: Mr. 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 – June 8, 2023**
2nd Thursday, 2:00-3:00 pm, Zoom Conference
Chair: Dr. Drew Yamanishi
QUORUM [10] 16/18 voting members present, 1/1 resources
APPROVAL OF MINUTES
 1. It was MSC that the minutes of May 11, 2023 be approved.**MOTIONS APPROVED**
 2. It was MSC to approve the agenda for the June 8, 2023 meeting.**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

- 5) **Technology Mediated Services Committee (TMS)** – December 2, 2021 is the last meeting reported.
Meets as needed, contact Chair for location
Scheduled Meetings: TBD

STUDENT AFFAIRS COMMITTEE* – October 18, 2023

3rd Wednesday, 1:00-2:00 pm, Zoom Conference

Chair: Dr. Paul Schlossman

QUORUM 21/26 voting members present; 3/4 resources; 3 guests

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of September 20, 2023

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
 - a. Placement & Assessment Committee – September 14, 2023
 - b. Student Fees Committee – October 11, 2023
3. It was MSC to approve the revised Glendale Community College Mission and Values Statement as presented.
4. It was MSC to approve revised BP 5035: *Withholding of Student Records* with the correction of the title of the Federal student loan program.

5. It was MSC to approve revised AR 5035: *Withholding of Student Records* as presented.

REPORTS

6. The committee received an update on the planning of Counselor Day scheduled for November 3, 2023.

Scheduled Meetings: 11/15/2023; 2/21; 3/20; 5/15/2024

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

2) **International Students Committee** – May 5, 2021 is the last meeting reported.

Meets once per academic year, contact Chair for location

Chair: Mr. Murray Stach

Scheduled Meetings: TBD

3) **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: TBD

4) **Placement and Assessment Committee – September 14, 2023**

2nd Thursday, 2:00-3:00 pm, Zoom Conference

Chair: Dr. Drew Yamanishi

QUORUM [10] 14/18 voting members present, 1/1 resources

APPROVAL OF MINUTES

1. It was MSC that the minutes of June 8, 2023 be approved.

MOTIONS APPROVED

2. It was MSC to approve the agenda for the September 14, 2023 meeting.

Met on November 9, 2023, report is forthcoming.

Scheduled Meetings: TBD

5) **Student Fees and Tuition Committee – October 11, 2023**

2nd Wednesday, 1:00-2:00pm, Zoom Conference

Chair: Mr. Amir Nour

QUORUM [4] 5/7 voting members present; 1 guest

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of April 12, 2023.

MOTIONS APPROVED

2. It was MSC to increase the Student Health Fee beginning with the Winter session 2024

NEXT MEETING: Spring 2023

6) **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* – September 12, 2023

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

Chair: Mr. Amir Nour

QUORUM [9] 12/17 voting members present; 1 Resource member; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of April 11, 2023, with clarified language to NB BP 7280.

MOTIONS APPROVED

2. MSC to approve the consent calendar. [minutes included]
 - a. Campus Development – May 4, 2023
 - b. Environment and Sustainability – May 3, 2023
 - c. Safety Committee – No minutes reported.

REPORTS

3. EV Parking at Verdugo and Garfield Campuses - There was a loss of \$12,000 for the operation of EV parking stations in 2022-23. This project must be self-sufficient.
NOTE: Users are charged up to \$10 daily for use.

4. First readings for AR 3600: Auxiliary Organizations, and AR 6400: Financial Audits. Met on October 10, 2023, report is forthcoming.

Scheduled Meetings: TBD

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1) Campus Development Committee – September 7, 2023

1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference

Chair: Mr. Patrick Shahnazarian

QUORUM [9] 11/16 voting members present; 4 Resource member

APPROVAL OF MINUTES

1. MSC to approve the minutes of the previous meeting.

REPORTS

2. Construction updates (see minutes for details).
3. The Virtual Learning Environment is coming in Spring 2025.
4. Parking lot and EV Charging Stations –
 - a. not enough parking at the Garfield Campus and how difficult is for staff to be on time to serve students
 - b. there is a \$1,000 monthly charge for each station. GCC is still working on this project to be sure it is cost effective and not use college fund for this project
 - c. research is being done for EV charging station costs

Met on October 5, 2023, report is forthcoming.

Scheduled Meetings: TBD

2) Environment & Sustainability Committee – September 6, 2023

1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference

Chair: Mr. Patrick Shahnazarian

QUORUM [5] 8/9 voting members present; 2 Resource members

APPROVAL OF MINUTES

1. MSC to approve the minutes of the May 3, 2023 meeting.

REPORTS

2. Construction updates (see minutes for details).

Environment & Sustainability Committee – October 4, 2023

1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference

Chair: Mr. Patrick Shahnazarian

QUORUM [5] 8/9 voting members present; 2 Resource members

APPROVAL OF MINUTES

1. MSC to approve the minutes of the September 6, 2023 meeting.

MOTIONS APPROVED

2. The motion for GCC to prioritize the adoption of Solar Power at an acceleration pace was approved.
3. Motion for Earth Day to be organized on April 23, 2023, at Vaquero Plaza was approved.

REPORTS

4. Construction updates (see minutes for details).

Met on November 1, 2023, report is forthcoming.

Scheduled Meetings: TBD

- 3) **Safety Committee** – November 16, 2022 is the last meeting reported.

3rd Wednesday, 11:00am-12:00pm, Zoom Conference

Chair: Mrs. Laura Matsumoto

Met on March 15, 2023, report is forthcoming.

No minutes have been reported for the Fall 2023 semester.

Scheduled Meetings: TBD

Prepared by Frankie Strong, Governance Office