GOVERNANCE UPDATE
DECEMBER 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 **November 1, 2023 and December 1, 2023**.
The College Executive Committee reviewed these items during their **December 12, 2023 meeting.**

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Governance committees are moving over to Board Docs
- 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
- 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* - November 14, 2023   *Standing Committee**
Meets Tuesday prior to Board of Trustees meetings, 2:30 pm, AD 121
Chair: Dr. Ryan Cornner
QUORUM [5] 9/9 voting members present; 2 Resource members
APPROVAL OF MINUTES
  1. MSC (Kamei/Schlossman) to approve the minutes of October 10, 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 subcommittees minutes were received and reviewed:
      a. Budget Committee, October 12, 2023
      b. College Computer Coordinating, no report
      c. Enrollment Management, September 13, 2023
      d. Equal Employ Opportunity Advisory, March 23, 2023
      e. Governance Review, October 3, 2023

      f.   Professional Development, September 21, 2023
      g.   Release Time/Extra Pay, September 22, 2023
      h.   Student Equity and Achievement, no report, committee meets as needed
      i.   Web Oversight, no report, committee meets as needed

6. The Committee received, reviewed, and accepted the actions and information items of all Standing committees.
7. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
8. Review of the Board of Trustees agenda for the November 21, 2023 regular session meeting.
9. Vantage Technology Consulting Group presentation and discussion.

Scheduled Meetings: 12/12/2023, January 2024

Activities of this committee are reported monthly within the "Governance Update" which is available on the Governance webpage: https://glendale0.sharepoint.com/sites/gccgovernance

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) **Budget Committee –** October 12, 2023 is the last meeting reported.
2nd Thursday and 4th Tuesday, 12:20-1:30 pm, Zoom Conference
Co-Chairs: Amir Nour, and Michael Scott
Met on November 9, and 28, reports are forthcoming.
Scheduled Meetings: Spring 2024

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: Lauren Lampietti
Cancelled November 16, 2023 due to I.T. emergency situation.
Scheduled Meetings: Spring 2024

3) **Enrollment Management Committee –** September 13, 2023 is the last meeting reported.
2nd Wednesday, 12:20-1:20 pm, contact Chair for location
Co-Chairs: Drew Yamanishi, and Edward Karpp
Met on October 11, 2023, report is forthcoming.
Scheduled Meetings: Spring 2024

4) **Equal Employment Opportunity Committee (EEO) –** March 23, 2023 is the last meeting reported.
4th Thursday, 12:30-1:30 pm, contact Chair for location
Chair: Dr. Brittany Grice
Met on April 27, 2023, report is forthcoming.
Scheduled Meetings: Spring 2024

5) **Governance Review Committee (GRC)** – October 3, 2023 is the last meeting reported.
1st Tuesday, 1:40-2:40 pm, contact Chair for location
Chair: Paul Vera
Scheduled Meetings: Met on November 7, 2023, report is forthcoming. Next: 12/5/2023

6) **Professional Development Committee – October 19, 2023**
   3rd Thursday, 12:30-1:30 pm, contact Chair for location
   Co-Chairs: Krista Raimondo, Faculty; and Chris Franz, Classified
   QUORUM [9] 16/16 voting members present; 1 Resource member
   APPROVAL OF MINUTES
   1. MSC to approve the minutes September 21, 2023 minutes.
   MOTIONS APPROVED
   2. MSC to approve the revision to its mission statement.
   3. MSC to approval of the revised evaluation questions to be made available at the end of each workshop on the VRC [Vision Resource Center] website.
   Scheduled Meetings: 11/16/2023

7) **Released Time Extra Pay Committee (RTEP) –** September 22, 2023 is the last meeting reported.
   4th Friday, 10:00-11:00 am, contact Chair for location
   Chair: Michael Davis
   Scheduled Meetings: Spring 2024

8) **Student Equity & Achievement Committee (SEA)**
   Meets as needed
   Chair: 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: Drew Sugars
   Scheduled Meetings: TBD

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE* (IPCC)** – **October 9, 2023**
   2nd Monday, 12:15pm-1:30 pm, Zoom Conference
   Co-Chairs: Dr. Edward Karpp, and Dr. Daphne Dionisio
   QUORUM [9] 14/17 voting members present; 2 Resource members; 1 guest
   APPROVAL OF MINUTES
   1. It was MSC to approve the minutes from the September 11, 2023 IPCC meeting.
   MOTIONS APPROVED
   2. It was MSC to accept the minutes from the September 19, 2023 Program Review Meeting.
   3. It was MSC that the College Mission Statement be approved.
   REPORTS
   4. Updates on Accreditation, and Enrollment. Work Groups update, and timeline reviewed.
   5. Structure of IPCC and Team B – discussion possibly integrating Team B tasks into IPCC.
   6. Process for developing new ISP [Institutional Strategic Plan] were discussed.
   7. The next Team A meeting will be held on Friday, November 17, 2023 from 1-3PM.
   Scheduled Meetings: Spring 2023

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) **Program Review Committee –** September 19, 2023 is the last meeting reported.
   3rd Tuesday, 1:30–2:30 pm, Zoom Conference https://glendale-edu.zoom.us/j/8182401000
   Chair: Dr. Daphne Dionisio
   Met on October 17, 2023, report is forthcoming.
   Scheduled Meetings: 11/21/2023

2) **Strategic Planning Committee –** May 5, 2023 is the last meeting reported.
   Meets once per semester, contact Chair for location
   Chair: Edward Karpp
   Scheduled Meetings: TBD

III.   **ACADEMIC AFFAIRS COMMITTEE*** - **November 15, 2023**
       3rd Wednesday, 2:00-4:00 pm, Zoom Conference
       Chair: Dr. Michael Ritterbrown
       QUORUM 31/36; 2 Resources; 5 Guests
       APPROVAL OF MINUTES
       1. MSC to approve minutes from the October 18, 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 October 25, 2023, and November 8, 2023 meetings
          New Courses:
          - BIOL 124
          - LING 101H, 102H, 103, and 103H
          - ST DV 171
          - FTVM 112, 212, 259, 270A, 270B, and 271
          - MUSIC 138
          Revised Courses:
          - BIOL 112, 125, 125H and 126
          - CHLDV 49 and 50
          - CS/IS 186, 190, 193, 194, 196 and 197
          - ENGL 103, 106, 112, 114, 115, 118, 182 and 212
          - ESL 116 and 146
          - MATH 49, 102+ and 111
          - MUSIC 49, 50, 153, 178 and 185
          - LING 101
          - ST DV 101
       4. MSC to approve the recommendation for approval of proposed ZTC/LTC Committee.
       5. MSC to approve Library & Information Competency minutes from the October 26, 2023 meeting.
       6. MSC to approve Scholars Program minutes from the October 24, 2023 meeting.

MOTIONS TABLED
7. MST to approve the Senate recommendation that the Vice President of Instruction Create and maintain a full-time instructor hiring prioritization log.
Scheduled Meetings: 02/21/2024

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

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** – **October 26, 2023**
4th Thursday, 12:30-1:30 pm, Zoom Conference
Chair: Eric Hanson
QUORUM 12/12 voting members present
APPROVAL OF MINUTES
1. MSC to approve minutes from September 28, 2023
REPORTS
2. Alma-D is an integrated library system that allows us to offer reserve books online – will replace Leganto by Spring 2024.
   • Scanner for Alma – D has arrived and will be used for scanning reserve books
   • Policies posted on policies link of the library
      i. Updated Library Community Agreement to include the statement about not leaving personal belongings unattended, and that GCC staff may remove unattended items due to safety and security concerns.
   • Eric is working on finalizing Canvas in-person help, and technical support
   • Dana Marterella, Gallery Director, will be mounting artwork purchased by Dr. Viar by artist Dwora Fried
      i. Installation will take place on November 1st and will be on display permanently in the library
Scheduled Meetings: Spring 2024

5) **Scholars Program Committee** – **October 24, 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 September 26, 2023 SAC meeting.
Scheduled Meetings: Spring 2024

6) **Study Abroad Committee –** March 16, 2023 is the last meeting reported.
4th Thursday, 12:20-1:30 pm, Zoom Conference
Chair: Darren Leaver
Scheduled Meetings: Spring 2024

IV. STUDENT AFFAIRS COMMITTEE* – October 18, 2023 is the last meeting reported.
3rd Wednesday, 1:00-2:00 pm, Zoom Conference
Chair: Dr. Paul Schlossman
Cancelled meeting of November 15, 2023.
Scheduled Meetings: 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: Spring 2024

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: Spring 2024

3) **Placement and Assessment Committee – November 9, 2023**
2nd Thursday, 2:00-3:00 pm, Zoom Conference
Chair: Dr. Drew Yamanishi
QUORUM [10] 10/18 voting members present, 1/1 resources
APPROVAL OF MINUTES
    1. It was MSC that the minutes of October 12, 2023 be approved.
Scheduled Meetings: Spring 2024

4) **Student Fees and Tuition Committee** – October 11, 2023 is the last meeting reported.
2nd Wednesday, 1:00-2:00pm, Zoom Conference
Chair: Mr. Amir Nour
NEXT MEETING: Spring 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* – **October 10 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; 5 guests
APPROVAL OF MINUTES
1. MSC to approve the minutes of September 12, 2023.
MOTIONS APPROVED
2. MSC to approve Administrative Regulation (AR) 3600: Auxiliary   Organizations.
3. MSC to approve AR 6400: Financial Audits.
4. MSC to approve the New Mission Statement with proposed changes.
REPORTS
5. First readings for AR 7255: Division Chairs, Duties and Election Procedures, Instructional Division; AR 7280: Telecommuting/Remote Work.
Scheduled Meetings: Spring 2024

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1) **Campus Development Committee – October 5, 2023**
1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Patrick Shahnazarian
QUORUM [9] 10/16 voting members present; 1 Resource member; 1 guest
APPROVAL OF MINUTES
1. MSC to approve the minutes of September 7, 2023 meeting.
MOTIONS APPROVED
2. MSC: The motion to approve the reintroduce or refurbish 6 bulletin boards around the campus was approved, the motion carried unanimously.
3. MSC: The motion to approve the feasibility study-Music Studio was approved, the motion carried unanimously.
4. MSC: The motion to approve adjourn the meeting was approved, the motion carried unanimously.
Met on November 2, 2023, report is forthcoming.
Scheduled Meetings: Spring 2024

2) **Environment & Sustainability Committee –** October 4, 2023 is the last meeting reported.
1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Patrick Shahnazarian
Scheduled Meetings: Spring 2024

3) **Safety Committee – September 20, 2023**
3rd Wednesday, 11:00am-12:00pm, Zoom Conference
Chair: Laura Matsumoto
QUORUM [7] 11/12 voting members present; 3 Resource members
APPROVAL OF MINUTES
1. MSC to approve the minutes of the May 17, 2023 meeting.
REPORTS
2. Crime reports - Discussion of student concerns re: parking structure safety officers have been attending to issues; faculty concerns addressed.

3. Student accident reports - all student services and instruction should be notified of procedures.
4. Campus accessibility evaluations – Action item: Dr. Grice will present a demo of the ASSISTS program.
5. Need risk assessment task force to address VG/VQ Complex safety concerns.
6. Cost issues for 3D Digital Imaging of Building Layouts for EMS Response; vendor owner: cost issues ($100K+ set up + on-going maintenance fees, non-inclusive of software updates, etc.) will need to be met by potential bond/gifts.
7. Increasing Number of Automatic External Defibrillators (AEDs) on Campuses – Action item: Dr. Grice will expedite request to re-evaluate AEDs and need for funding increased numbers of AEDs on campus to Admin Exec for attention. Will report back.

Met on October 18, 2023, report is forthcoming.
Scheduled Meetings: Spring 2024

Prepared by Frankie Strong, Governance Office