



## GOVERNANCE UPDATE JANUARY 2024

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 **December 1, 2023 and January 1, 2024**.

The College Executive Committee reviewed these items during their **January 9, 2024 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).

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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\* - December 12, 2023** *Standing Committee\**

Meets Tuesday prior to Board of Trustees meetings, 2:30 pm, AD 121

Chair: Dr. Ryan Cornner

**QUORUM** [5] 7/9 voting members present; 1 Resource member; 2 guests

#### **APPROVAL OF MINUTES**

1. MSC (Oukayan/Kamei) to approve the minutes of November 144, 2023.

#### **MOTIONS APPROVED**

2. MSC - (Grice/Oukayan) to approve the proposed changes for the GCC Mission, Values and Vision Statement.
3. MSC - (Oukayan/Gharibian) to approve the proposed changes for Administration Regulation 3600: Auxiliary Organizations.
4. MSC - (Oukayan/Gharibian) to approve the proposed changes for Administration Regulation 5035: Withholding of Student Records.
5. MSC - (Kamei/Oukayan) to approve the proposed changes for Board Policy 5035: Withholding of Student Records.
6. MSC - (Oukayan/Flexser) to approve the proposed changes for Administrative Regulation 5205: Student Accident Insurance.

7. MSC - (Oukayan/Kamei) to approve the proposed changes for Board Policy 5205: Student Accident Insurance.
8. MSC - (Grice/Flexser) to approve the proposed changes for Administrative Regulation 6400: Financial Audits.
9. MSC - (Aziskhanova/Gharibian) to approve the proposed Zero and Low Textbook Costs Shared Governance Committee recommendation. [This is a new governance committee]
10. MSC - (Hastings/Nour) to adopt BoardDocs for governance committee usage and report Zoom meeting locations beginning the Academic Year 2024-2025.

## REPORTS

11. The subcommittees minutes were received and reviewed:
  - a. Budget Committee, no report
  - b. College Computer Coordinating, no report
  - c. Enrollment Management, no report
  - d. Equal Employment Opportunity Advisory, no report
  - e. Governance Review, no report
  - f. Professional Development, October 19, 2023
  - g. Release Time/Extra Pay, no report
  - h. Student Equity and Achievement, no report, committee meets as needed
  - i. Web Oversight, no report, committee meets as needed
12. The Committee received, reviewed, and accepted the actions and information items of all Standing committees.
13. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
14. Review of the Board of Trustees agenda for the December 19, 2023 regular session meeting.
15. Replacement positions presented and discussion.

**Scheduled Meetings:** January 9, 2024, Feb. 13, Mar. 12, Apr 9, May 14, June 11

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.  
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  
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.  
3<sup>rd</sup> 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.  
2<sup>nd</sup> 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.  
4<sup>th</sup> 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) – November 7, 2023**

1<sup>st</sup> Tuesday, 1:40-2:40 pm, contact Chair for location

Chair: Paul Vera

**QUORUM** [5] 9/9 voting members present; 3 guests

**APPROVAL OF MINUTES**

1. MSC to approve the minutes October 3, 2023 minutes.

**MOTIONS APPROVED**

2. MSC approval to recommend that ZTC & LTC Governance Committee be created as a subcommittee under Academic Affairs. Action Item: Paul to move this motion forward to Academic Affairs for approval.
3. MSC approval to move revised Administrative Regulation 2511: Governance Document to College Executive. Action Item: Paul to move this motion forward to College Executive for approval.

**REPORTS**

4. Hyflex and Remote Meeting Communication Issues
  - a. Sarah described and voiced concern about communication issues still prevalent in hyflex and remote meetings on campus.
  - b. GRC will discuss best practices document at next meeting.

**Governance Review Committee (GRC) – December 5, 2023**

1<sup>st</sup> Tuesday, 1:40-2:40 pm, contact Chair for location

Chair: Paul Vera

**QUORUM** [5] 6/9 voting members present; 1 guest

**APPROVAL OF MINUTES**

1. MSC to approve the minutes November 7, 2023 minutes.

**MOTIONS APPROVED**

2. Mutual Gains Document Language for ZTC & LTC Governance Committee
  - a. MSC approval of the addition of language to Administrative Regulation 4000: Mutual Gains Document. Next steps are to take the recommended revision to the Academic Senate and to the Academic Affairs Committees.
3. MSC the GRC supports the move to Board Docs, governance committees shall be in Board Docs by the beginning of the 2024-2025 academic year.

**REPORTS**

4. Hyflex and Remote Meeting Communication Issues

- b. The committee reviewed the draft of best practices. **Action Item:** Paul and Cindy to bring back the document re-formatted and categorized.
- c. All agree that consistent practices for hyflex/zoom voting should be used as GCC moves forward and continues to use Zoom for meetings.
- 5. Information Item: New Police Advisory Committee
  - d. Requested by the State Chancellor's Office: Public Safety Advisory Committee will be ad hoc, not a governance committee.
  - e. Will share information with the governance Safety Committee as appropriate.
  - f. Will report to the College Executive Committee (CEC).

**Scheduled Meetings:** 3/5/2024; 4/2; 5/7; 6/4

- 6) **Professional Development Committee** – October 19, 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 Chris Franz, Classified  
**Scheduled Meetings:** Spring 2024

- 7) **Released Time Extra Pay Committee (RTEP)** – September 22, 2023 is the last meeting reported.  
 4<sup>th</sup> 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 is the last meeting reported.  
 2<sup>nd</sup> Monday, 12:15pm-1:30 pm, Zoom Conference  
 Co-Chairs: Dr. Edward Karpp, and Dr. Daphne Dionisio  
**Scheduled Meetings:** Spring 2024

***SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:***

- 1) **Program Review Committee – October 17, 2023**  
 3<sup>rd</sup> Tuesday, 1:30–2:30 pm, Zoom Conference <https://glendale-edu.zoom.us/j/8182401000>  
 Chair: Dr. Daphne Dionisio  
**QUORUM** [5] 9/10 voting members present; 1 Resource  
**APPROVAL OF MINUTES**
1. MSC to approve the minutes September 19, 2023 minutes.

## REPORTS

2. Information and discussion on the following:
  - a. Reporting of 2022 Resource Request Decisions
  - b. 2023 Program Review Cycle Report
  - c. 2023 Deadline for Permanent Personnel Requests - from November 1st 2023 to February 29th 2024.
  - d. No-cost or Low-cost Goals and Action Items
  - e. Resource Request Tracking System - The new online resource request system has gone live. Departments have been provided with guidance on how to use the system. Supervisors have been provided with guidance on email alerts to review and provide feedback on requests.

**Scheduled Meetings:** Spring 2024

- 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\* - December 20, 2023**

3<sup>rd</sup> Wednesday, 2:00-4:00 pm, Zoom Conference

Chair: Dr. Michael Ritterbrown

**QUORUM [19]** 24/36; 2 Resources; 5 Guests

#### **APPROVAL OF MINUTES**

1. MSC to approve minutes from the November 15, 2023 meeting.

#### **MOTIONS APPROVED**

2. MSC to approve the agenda for the December 20, 2023 meeting.
3. MSC to approve the following items under the consent calendar:  
Curriculum & Instruction Committee minutes of December 12, 2023 meeting.

New Courses:

ABSE 62, 63, 64 and 65

EMS 240, 242, 244, 246, 248, 250, 252, 260 and 261

MATH 100+, 103E+ and 109

STV 115 and 149

ST DV 190

Revised Courses:

BIOL 123H

HLTH 101, 105, 106 and 107

ITAL 101 KIN 170 and 171

MATH 100, 112 and 112+

MUSIC 103, 135, 137, 152, 155, 171, 176, 177, 179, 181, 184, 186 and 187

PE 130, 131, 132 and 134

Revised Programs:

Noncredit ESL – Beginning ESL Certificate

Noncredit ESL – Intermediate ESL Certificate

Noncredit ESL – Advanced ESL Certificate

4. MSC to approve the Academic Calendar for 2024 – 2025.

## **REPORTS**

5. No reports of the subcommittees of the Academic Affairs Committee.

**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 is the last meeting reported.  
4th Thursday, 12:30-1:30 pm, Zoom Conference  
Chair: Eric Hanson  
**Scheduled Meetings:** Spring 2024
  - 5) **Scholars Program Committee** – October 24, 2023 is the last meeting reported.  
4<sup>th</sup> Tuesday, 12:30-1:30 pm, Zoom Conference  
Chair: Dr. Michael Harnett  
**Scheduled Meetings:** Spring 2024
  - 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:** Spring 2024
- IV. STUDENT AFFAIRS COMMITTEE\*** – October 18, 2023 is the last meeting reported.  
3<sup>rd</sup> 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.  
2<sup>ND</sup> 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 is the last meeting reported.  
2nd Thursday, 2:00-3:00 pm, Zoom Conference  
Chair: Dr. Drew Yamanishi  
**Scheduled Meetings:** Spring 2024
- 4) **Student Fees and Tuition Committee** – October 11, 2023 is the last meeting reported.  
2<sup>nd</sup> 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 is the last meeting reported.  
2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, Zoom Conference  
Chair: Mr. Amir Nour  
**Scheduled Meetings:** Spring 2024

### ***SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:***

- 1) **Campus Development Committee** – October 5, 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 November 2, 2023, report is forthcoming.  
**Scheduled Meetings:** Spring 2024
- 2) **Environment & Sustainability Committee** – October 4, 2023 is the last meeting reported.  
1<sup>st</sup> Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference  
Chair: Patrick Shahnazarian  
**Scheduled Meetings:** Spring 2024

- 3) **Safety Committee** – September 20, 2023 is the last meeting reported.  
3<sup>rd</sup> Wednesday, 11:00am-12:00pm, Zoom Conference  
Chair: Laura Matsumoto  
Met on October 18, 2023, report is forthcoming.  
**Scheduled Meetings:** Spring 2024

*Prepared by Frankie Strong, Governance Office*