



**GOVERNANCE UPDATE  
FEBRUARY 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 **January 1, 2024 and February 2, 2024**.

The College Executive Committee reviewed these items during their **February 13, 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).

---

*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\* - January 9, 2024** *Standing Committee\**

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

Chair: Dr. Ryan Cornner

**QUORUM** [5] 10/10 voting members present; 2 Resource members; 0 guests

**APPROVAL OF MINUTES**

1. MSC (Kamei/Nour) to approve the minutes of December 12, 2023.

**MOTIONS APPROVED**

2. MSC - (Nour/Schlossman) to approve revisions for Administrative Regulation 7280: Telecommuting/Remote Work.
3. MSC - (Hastings/McLemore) to approve revisions to Administrative Regulation 2511: Governance Document, as amended.
4. MSC - (Grice/McLemore) to approve revisions to Board Policy 1200: District Mission, Vision, and Values.
5. MSC - (McLemore/Nour) to approve the new (RT/EP) Faculty Coordinator for High
6. School Collaboratives contingent on budget. Nour opposed.
7. MSC - (Kamei/Grice) to approve the Academic Calendar for 2024-2025. Ritterbrown
8. opposed.

9. MSC - (Hastings/Nour) to adopt BoardDocs for governance committee usage and report Zoom meeting locations beginning the Academic Year 2024-2025.

## **REPORTS**

10. 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 Employ Opportunity Advisory, no report
  - e. Governance Review, November 17, 2023, and December 5, 2023
  - f. Professional Development, no report
  - 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
11. The Committee received, reviewed, and accepted the actions and information items of all Standing committees.
12. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
13. Review of the Board of Trustees agenda for the January 16, 2024 regular session meeting.

**Scheduled Meetings:** Feb. 13, 2024, 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.

## ***SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:***

### **1) Budget Committee – November 9, 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] 11/11 voting members present; 2 Resource members; 17 guests

#### **MINUTES APPROVED**

1. MSC to approve the minutes October 12, 2023 minutes.

#### **MOTIONS APPROVED**

2. AR 6200 – The District’s Budget (2nd Read)  
MSC to approve AR 6200 as presented with revisions. Motion passed unanimously.
3. AR 6300 – Fiscal Management (2nd Read)  
MSC to approve AR 6300 as presented. Motion passed unanimously

#### **MOTIONS TABLED**

4. AR 6305 – District Reserves  
MSC to table AR 6305 until the next meeting. Motion passed unanimously.

## **REPORTS**

5. 2023-2024 Fiscal Implications of Preliminary Final Budget and the Governor’s Tentative Budget Update.
6. Dr. Ritterbrown presented the results of resource requests from Instructional Services. There were 36 requests on the list, and many have already been funded.

7. For the current SRP [Supplementary Retirement Plan], the following requirements must be met:
  - 65% level of annual salary:
    - 38 employees required
    - 16 full time eligible academic
    - 15 eligible classified
    - 7 eligible cert/classified managers
  
  - 75% level of annual salary:
    - 43 employees required
    - 18 full time eligible academic
    - 17 eligible classified
    - 8 eligible classified/cert. managers

**Budget Committee – December 14, 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] 6/11 voting members present; 2 Resource members; 10 guests

**MINUTES APPROVED**

1. MSC to approve the minutes November 9, 2023, 2023 minutes.

**REPORTS**

2. 2023-2024 Fiscal Outlook: Based on California Legislative Analyst's Office (LAO), the state's fiscal outlook looks grim with a \$68 billion deficit. Dr. Ritterbrown presented the results of resource requests from Instructional Services. There were 36 requests on the list, and many have already been funded.

**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)** – December 5, 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:** 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  
Met on November 13, 2023, report is forthcoming  
**Scheduled Meetings:** Spring 2024

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

1) **Program Review Committee** – October 17, 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  
Met on November 21, 2023, report is forthcoming.  
**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 is the last meeting reported.  
3<sup>rd</sup> Wednesday, 2:00-4:00 pm, Zoom Conference  
Chair: Dr. Michael Ritterbrown  
**Scheduled Meetings:** 3/20/2024; 5/15

***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: Guido Girardi  
Met in the Fall 2023 semester, reports are 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.  
4<sup>th</sup> 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:** 2/21/2024; 3/20; 5/15

## **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  
Met on February 14, 2024, report is forthcoming.  
**Scheduled Meetings:** 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 – November 2, 2023**  
*Administrative Affairs will review these minutes at their next scheduled meeting.*  
1<sup>st</sup> Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference  
Chair: Patrick Shahnazarian  
**QUORUM** [9] 10/16 voting members present; 2 nonvoting Resource members; 13 guests  
**MINUTES APPROVED**
  1. The motion to approve the October 5, 2023, meeting minutes was approved, the motion was carried unanimously.**MOTIONS APPROVED**
  2. MSC: The motion to approve The Plaque for Land Acknowledgement as was presented and there might be changes which will be accepted. The motion was approved, the motion carried unanimously.

3. MSC: The motion to approve Lot B Solar Panel Installation was approved, the motion carried unanimously.

**Scheduled Meetings:** Spring 2024

2) **Environment & Sustainability Committee – November 1, 2023**

*Administrative Affairs will review these minutes at their next scheduled meeting.*

1<sup>st</sup> Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference

Chair: Patrick Shahnazarian

**QUORUM** [5] 9/9 voting members present; 2 nonvoting Resource members; 1 guest

**MINUTES APPROVED**

1. The motion to approve the October 4, 2023, meeting minutes was approved, the motion was carried unanimously.

**MOTIONS APPROVED**

2. MSC: The motion to approve Lot B Solar Panel Installation was approved, the motion carried unanimously.

**Scheduled Meetings:** March 6, 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*