



GOVERNANCE UPDATE MAY 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 **April 1, 2024 and May 1, 2024**.

The College Executive Committee reviewed these items during their **May 14, 2024 meeting**.

- Agenda and minutes are available in [Board Docs](#).
- 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](#).
- Archive minutes are available [SharePoint](#).
- Standing Committees* include the 5 main areas of the college (Executive, Administrative, Academic Affairs, Student Affairs, and Institutional Planning).

I. COLLEGE EXECUTIVE COMMITTEE* - April 9, 2024

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; 1 guest

APPROVAL OF MINUTES

1. MSC (Hastings/Schlossman) to approve the minutes of March 12, 2024.

REPORTS

2. The subcommittees minutes were received and reviewed:
 - a. Budget Committee, minutes of February 27, 2024
 - b. College Computer Coordinating, no report
 - c. Enrollment Management, minutes of October 11, 2023
 - d. Equal Employment Opportunity Advisory, no report
 - e. Governance Review, minutes of March 5, 2024
 - f. Professional Development, no report
 - g. Release Time/Extra Pay, minutes of November 3, 2023
 - h. Student Equity and Achievement, no report, committee meets as needed
 - i. Web Oversight, no report, committee meets as needed
3. The Committee received, reviewed, and accepted the actions and information items of all Standing committees.
4. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
5. Review of the Board of Trustees agenda for the April 16, 2024 regular session meeting.

Scheduled Meetings: May 14, June 11

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) **Budget Committee – March 26, 2024**

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

Co-Chairs: Amir Nour, and Michael Scott

QUORUM [6] 8/11 voting members present; 1 Resource member; 28 guests

MINUTES APPROVED

1. MSC approval of the February 27, 2024 minutes.

MOTIONS APPROVED

2. Administrative Regulation (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. Administrative Regulation 6305: District Reserves

REPORTS

5. 2023-2024 Budget Update (Standard III.D 1-3, 5-13) – no update
6. A “Rainy Day” procedure is to be developed for the appropriate use of reserves during economic hardship. Suggestions for this procedure are welcomed.
7. Student-owed debt should not rise above 4% of unrestricted general funds. The College will develop a procedure for writing off bad debt and ensuring that write-offs are noted in the College budget when determining the full general reserve.
8. The Board recommends the development of a sustainable staffing plan following the retirement incentive. Hiring in IT is a priority, including staff related to cyber security. Also, the hiring of staff in fiscal services is a priority.
9. The Board requested the following priorities be considered during the development of 2024-2025 budget:
10. Details of the latest Financial Reporting can be retrieved at glendale.edu/budget
11. Details of this Cash Flow Statement can be retrieved at glendale.edu/budget
12. Updates on the State budget. The full report is available here [Funds To Be Reclaimed](#)

Scheduled Meetings: 4/23 cancelled, 5/9, 5/28, 6/13, 6/25

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

March 21, 2024 meeting cancelled. Met on April 22, 2024, report is forthcoming.

Scheduled Meetings: TBD

3) **Enrollment Management Committee** – October 11, 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 November 8, 2023, and March 13, 2024, reports are forthcoming.

Scheduled Meetings: TBD

- 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: TBD

- 5) **Governance Review Committee (GRC)** – April 2, 2024 is the last meeting reported.

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

Chair: Paul Vera

Scheduled Meetings: 5/7

- 6) **Professional Development Committee** – October 19, 2023 is the last meeting reported.

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

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

Met on March 21, 2024, report is forthcoming.

Scheduled Meetings: TBD

- 7) **Released Time Extra Pay Committee (RTEP)** – November 3, 2023 is the last meeting reported.

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

Chair: Michael Davis

Scheduled Meetings: 4/26; 5/24

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

Meets as needed

Chair: Yeranui Barsegyan

November 18, 2022 is the last meeting reported.

Scheduled Meetings: TBD

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE* (IPCC) – March 11, 2024**

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

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

QUORUM 13/17 voting members present; 2 Resource members

MINUTES APPROVED

1. MSC approval of the February 20, 2024 minutes.

MOTIONS APPROVED

2. It was MSC that the Strategic Planning Committee minutes from November 17, 2023 were accepted.
3. It was MSC that the Program Review Committee minutes from October 17, 2023 were accepted.
4. It was MSC that the Program Review Committee minutes from November 21, 2023 were accepted.
5. It was MSC that the Program Review Committee minutes from February 20, 2024 were accepted.

REPORTS

6. The November IPCC meeting had been cancelled due to the cybersecurity issue.



7. Accreditation update.
8. Enrollment update.
9. Development of 2025-2032 Institutional Strategic Plan – information.
10. Strategic Planning Committee meeting date decided for May 17, 2024.

IPCC – April 8, 2024

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

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

QUORUM 13/17 voting members present; 2 Resource members; 1 guest

MINUTES APPROVED

1. MSC approval of the March 11, 2024 minutes.

REPORTS

2. The November IPCC meeting had been cancelled due to the cybersecurity issue.
3. Enrollment update.
4. Professional Development Focus Areas discussion led by Dr. Grice.
5. New Mission Statement discussion led by Stacy Jazan.
6. Preparation for draft of 2024-2025 Annual Goals for the Strategic Planning Committee meeting on May 17, 2024 - discussion.

Scheduled Meetings: TBD

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) Program Review Committee – March 19, 2024

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

Chair: Dr. Daphne Dionisio

QUORUM [5] 8/10 voting members present; 1 guest

MINUTES APPROVED

1. MSC approval of the February 20, 2024 minutes.

REPORTS

2. Program Review Form revision incorporating new accreditation standards.
3. Proposed changes to the timeline for program review and resource requests, instead of November, October 15th may be a better date.
4. 2023-2024 Budget Update (Standard III.D 1-3, 5-13) – no update

Scheduled Meetings: 5/21

2) Strategic Planning Committee – November 17, 2023 is the last meeting reported.

Meets once per semester, contact Chair for location

Chair: Edward Karpp

Scheduled Meetings: 5/17

III. ACADEMIC AFFAIRS COMMITTEE* - March 20, 2024 is the last meeting reported.

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

Chair: Dr. Michael Ritterbrown

Scheduled Meetings: 5/15

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

- 1) **Academic Calendar Committee** – March 13, 2024 is the last meeting reported.
Meets as needed, contact Chair for location
Chair: Guido Girardi
Scheduled Meetings: TBD
 - 2) **Baja Program Committee** – November 23, 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** – November 21, 2023 is the last meeting reported.
4th Tuesday, 12:30-1:30 pm, Zoom Conference
Chair: Dr. Michael Harnett
Scheduled Meetings: 3/26, 5/28
 - 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*** – March 20, 2024 is the last meeting reported.
3rd Wednesday, 1:00-2:00 pm, Zoom Conference
NEXT MEETING: 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) **Placement and Assessment Committee – March 14, 2024**
2nd Thursday, 2:00-3:00 pm, Zoom Conference <https://glendale-edu.zoom.us/j/85346772972>
Chair: Dr. Drew Yamanishi
QUORUM 15/18 voting members present; 1 Resource member; 4 guests

MINUTES APPROVED

1. MSC approval of the November 9, 2023 minutes.

REPORTS

2. STEM pilot discussion and information shared by Drew Sugars.
3. Division updates: Math, English, ESL

Met on April 11, 2024, report is forthcoming.

Scheduled Meetings: 5/19

- 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

Scheduled Meetings: April no agenda items; next tentative meeting May 8, 2023

V. ADMINISTRATIVE AFFAIRS COMMITTEE* – March 12, 2024

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

Chair: Mr. Amir Nour

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

MINUTES APPROVED

1. MSC approval of the December 12, 2023 minutes.

MOTIONS APPROVED

2. MSC to approve the Consent Calendar [including subcommittee minutes of:]
 - a. Campus Development – November 2, 2023
 - b. Environmental Affairs – November 1, 2023
 - c. Safety – October 18, 2023
3. AR 7255: Division Chairs, Duties and Election - MSC to approve AR 7255.

REPORTS

4. Board Policy (BP) 6250 Budget Management (1st Read).
5. BP 6800 Occupational Safety (1st Read).
6. AR 6200 District Budget (1st Read).
7. Solar panels - A Request for Proposal (RFP) was opened and a few vendors applied.
8. EV Parking at Verdugo and Garfield Campuses - Chair Nour informed the committee that this project is still operating at a loss.

Met on April 9, 2024, report is forthcoming.

Scheduled Meetings: TBD

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

- 1) **Campus Development Committee – March 7, 2024**

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

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

Chair: Patrick Shahnazarian

QUORUM [9] 12/16 voting members present; 2 Resource members; 2 guests

MINUTES APPROVED

1. MSC approval of the November 2, 2023 minutes.

MOTIONS APPROVED

2. MSC to approve the Consent Calendar [including subcommittee minutes of:]

- a. Campus Development – November 2, 2023
 - b. Environmental Affairs – November 1, 2023
 - c. Safety – October 18, 2023
3. AR 7255: Division Chairs, Duties and Election - MSC to approve AR 7255.

REPORTS

4. Solar Panel installation – 2 contractors selected for final consideration.
5. Opening of the Buena Vista Building - BV Building is successfully opened on February 20, 2024. The building is still under construction with minor finishing works that the contractors and Facilities Project Management Team are still working on.

Met on April 4, and May 2, reports are forthcoming.

Scheduled Meetings: TBD

- 2) **Environment & Sustainability Committee** – November 1, 2023 is the last meeting reported.
Administrative Affairs will review these minutes at their next scheduled meeting.

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

Chair: Patrick Shahnazarian

Scheduled Meetings: March 6; April 3, 2024

- 3) **Safety Committee** – September 20, 2023 is the last meeting reported.

3rd 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