



GOVERNANCE UPDATE JULY 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 **June 1, 2024 and July 1, 2024**.

The College Executive Committee reviewed these items during their **July 9, 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 (College Executive, Administrative Affairs, Academic Affairs, Student Affairs, and Institutional Planning).
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I. COLLEGE EXECUTIVE COMMITTEE* - June 11, 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; 3 guests

APPROVAL OF MINUTES

1. MSC (Schlossman/Maffit) to approve the minutes of May 14, 2024.

MOTIONS APPROVED

2. MSC - (Kamei/Grice) to approve the revision to Administration Regulation 4100: Graduation Requirements for Degrees and Certificates of Achievement.
3. MSC - (Hastings/Schlossman) to approve the revision to Administration Regulation 4240: Academic Renewal without Course Repetition.
4. MSC - (Aziskhanova/Schlossman) to approve the revision to Administration Regulation 5012: International Students.
5. MSC - (Schlossman/Gharibian) to approve the revision to Administration Regulation 5140: Disabled Students Programs and Services.
6. MSC - (Schlossman/Kamei) to approve the revision to Board Policy 5210: Communicable Disease.
7. MSC - (Schlossman/Kamei) to approve the revision to Administration Regulation 5210: Communicable Disease.
8. MSC - (Grice/Schlossman) to approve the deletion to Board Policy 5215: Policy on AIDS (Delete).
9. MSC - (Grice/Schlossman) to approve the deletion of Administrative Regulation 5215: Policy on AIDS (Delete).

REPORTS

10. The subcommittees minutes were received and reviewed:
 - a. Budget Committee, minutes of May 29, 2024
 - b. College Computer Coordinating, no report

- c. Enrollment Management, minutes of November 8, 2023, and March 13, 2024
 - d. Equal Employment Opportunity Advisory, no report
 - e. Governance Review, minutes of May 7, 2024
 - f. Professional Development, no report
 - g. Release Time/Extra Pay, minutes of April 26, 2024
 - h. Student Equity and Achievement, 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 June 18, 2024 regular session meeting.
- Scheduled Meetings:** July 9, Aug. 13, Sept. 3, Oct. 8, Nov. 12, Dec. 10, 2024

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

Please note that governance committees do not usually meet during summer and winter, with exception of some committees or a scheduled special meeting.

1) Budget Committee – May 28, 2024

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

Co-Chairs: Amir Nour, and Michael Scott

QUORUM [6] 6/11 voting members present; 1 Resource member; 24 guests

MINUTES APPROVED

- 1. MSC approval of the May 9, 2024 minutes.

MOTIONS TABLED

- 2. Administrative Regulation 6305: District Reserves – awaiting constituents' input.

REPORTS

- 3. Income Statement (quarterly); Financial Reporting; and Cash Flow statements was reviewed.
- 4. Details of the latest Financial Reporting can be retrieved at glendale.edu/budget
- 5. Details of this Cash Flow Statement can be retrieved at glendale.edu/budget
- 6. Updates on the State budget. The full report is available here [Funds To Be Reclaimed](#)

Scheduled Meetings: Fall 2024

2) College Computer Coordinating Committee (4Cs)

3rd Thursday, 12:30 – 1:30 pm, LB 113, I.T. Conference Room

Chair: Lauren Lampietti

April 27, 2023 is the last meeting reported.

Scheduled Meetings: Fall 2024

3) Enrollment Management Committee

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

Co-Chairs: Drew Yamanishi, and Edward Karpp

March 13, 2024 is the last meeting reported. Met on May 8, 2024, report is forthcoming.

Scheduled Meetings: Fall 2024

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

 - 5) **Governance Review Committee (GRC) – June 4, 2024**
1st Tuesday, 1:40-2:40 pm, contact Chair for location
Chair: Paul Vera
QUORUM [5] 4/7 voting members present; 1 Guest
MINUTES APPROVED
 1. MSC approval of the May 7, 2024 minutes.**REPORTS**
 2. Discussion on an Ethical AI workgroup or committee and recommends that representatives of the Ethical AI grant workgroup propose their idea at the next CEC meeting for further discussion.**Scheduled Meetings:** Fall 2024

 - 6) **Professional Development Committee**
3rd Thursday, 12:30-1:30 pm, contact Chair for location
Co-Chairs: Krista Raimondo, Faculty; and Chris Franz, Classified
October 19, 2023 is the last meeting reported. Met on March 21, 2024, report is forthcoming.
No update received on the activities of this committee.
Scheduled Meetings: Fall 2024

 - 7) **Released Time Extra Pay Committee (RTEP)**
4th Friday, 10:00-11:00 am, contact Chair for location
Chair: Michael Davis
April 26, 2024 is the last meeting reported. Met on May 24, 2024, report is forthcoming.
Scheduled Meetings: Fall 2024

 - 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)**
2nd Monday, 12:15pm-1:30 pm, Zoom Conference
Co-Chairs: Dr. Edward Karpp, and Dr. Daphne Dionisio
April 8, 2024 is the last meeting reported. Met on May 13, 2024, report is forthcoming.
Scheduled Meetings: Fall 2024



SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) Program Review Committee – May 21, 2024

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

MINUTES APPROVED

1. MSC approval of the March 19, 2024 minutes.

REPORTS

2. Discussion/review of the following agenda items:
 - i. New Mission Guidance on Program Review Form
 - ii. Resource Request Guidance
 - iii. Data Dialog Documentation Guidance
 - iv. PLO Section Preparation
 - v. Trends & Takeaways from 2023 Program Review Cycle Enrollment update.

Scheduled Meetings: Fall 2024

2) Strategic Planning Committee

Meets once per semester, contact Chair for location

Chair: Edward Karpp

November 17, 2023 is the last meeting reported. Met on May 17, 2024, report is forthcoming.

Scheduled Meetings: Fall 2024

III. ACADEMIC AFFAIRS COMMITTEE*

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

Chair: Dr. Michael Ritterbrown

May 15, 2024 is the last meeting reported.

Scheduled Meetings: September 18, 2024

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

1) Academic Calendar Committee

Meets as needed, contact Chair for location

Chair: Mike Allen

March 13, 2024 is the last meeting reported.

Scheduled Meetings: TBD

2) Baja Program Committee – May 16, 2024

Meets twice per academic year, contact Chair for location

Chair: Dr. Javier Gago

QUORUM [7] 10/12 voting members present

MINUTES APPROVED

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

MOTIONS APPROVED

2. It was MSC to appoint Dr. Maria Kretzmann (Academic Co-director of the Baja Program) as Committee Chair because J. Gago has been elected as incoming Biology

Division Chair and will be unable to continue in his role as Academic Co-director of the Baja Program and Baja Advisory Committee Chair.

REPORTS

3. Discussion/review of the following agenda items:
 - a. Information items.
 - b. Field Station report.
 - c. Baja Field Station winter 2024 evaluations and summer 2024 courses taking place.

Scheduled Meetings: TBD

The Standing committee, Academic Affairs will review these minutes at their next meeting.

- 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**

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

Chair: Becka Cooling

May 23, 2024 is the last meeting reported.

Scheduled Meetings: September 26, 2024

- 5) **Scholars Program Committee**

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

Chair: Dr. Michael Harnett

April 23, 2024 is the last meeting reported. Met on May 28, report is forthcoming.

Scheduled Meetings: Fall 2024

- 6) **Study Abroad Committee**

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

Chair: Darren Leaver

March 28, 2024 is the last meeting reported.

Scheduled Meetings: Fall 2024

IV. STUDENT AFFAIRS COMMITTEE* – May 15, 2024

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

Chair: Dr. Paul Schlossman

QUORUM 20/25 voting members present

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of March 20, 2024

MOTIONS APPROVED

2. It was MSC to approve the consent calendar; minutes included:
 - i. Placement and Assessment Committee (unadopted) – March 14, 2024
 - ii. Placement and Assessment Committee (unadopted) – April 11, 2024
3. It was MSC approve revisions the accreditation standard reference on the following board policies in accordance to recommendation from the Community College League of California (CCLC):

- i. BP 5010: *Admissions and Concurrent Enrollment*
 - ii. BP 5050: *Student Success and Support Program*
 - iii. BP 5110: *Counseling*
 - iv. BP 5130: *Financial Aid*
 - v. BP 5500: *Standards of Student Conduct*
 - vi. BP 5700: *Intercollegiate Athletics*
4. It was MSC to approve the accreditation standard reference on the following administrative regulations in accordance to recommendations from the Community College League of California (CCLC):
- i. AR 5010: Admissions and Concurrent Enrollment
 - ii. AR 5050: Student Success and Support Program
 - iii. AR 5110: Counseling
 - iv. AR 5130: Financial Aid
 - v. AR 5500: Standards of Student Conduct
 - vi. AR 5530: Student Rights and Grievances
 - vii. AR 5700: Intercollegiate Athletics
5. It was MSC to sunset the Multicultural & Community Engagement and Technology Mediated Services committees.

MOTIONS FAILED

6. It was MSF to sunset the International Student Committee. (8 ayes/9 nays/1 abstention)

REPORTS

7. Arda Najarian provided the committee membership with an update on the implementation of the new FAFSA and the impact the rollout has had on students both at GCC and nationwide.
8. Stacy Jazán gave a presentation on the new GCC mission statement, how it was developed, why it was revised, and what it means for the institution.
9. Drew Yamanishi gave a presentation on the Chancellor's Office's new Vision-Aligned reporting requirements and what it means for GCC.
10. Drew Yamanishi provided the committee membership with an update on the Promise Plus program which is finishing its inaugural year. The program has been a resounding success with participants demonstrating increased success and higher performance metrics than students not in the program.
11. The updates on the Student Services revised organization chart and enrollment fraud will return to the next scheduled meeting.

Scheduled Meetings: September 18, 2024

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

- 1) **International Students Committee** – May 2, 2022 is the last meeting reported.

Meets once per academic year, contact Chair for location

Chair: Murray Stach

Scheduled Meetings: TBD

- 3) **Placement and Assessment Committee**

2nd Thursday, 2:00-3:00 pm, Zoom Conference <https://glendale-edu.zoom.us/j/85346772972>

Chair: Dr. Drew Yamanishi



April 11, 2024 is the last meeting reported. Met on May 9, 2024, report is forthcoming.

Scheduled Meetings: Fall 2024

4) **Student Fees and Tuition Committee – February 14, 2024**

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

This committee meets during intersession.

Chair: Mr. Amir Nour

February 14, 2024 is the last meeting reported. There were no agenda items for April or May 2024.

Scheduled Meetings: TBD

V. **ADMINISTRATIVE AFFAIRS COMMITTEE* – April 9, 2024**

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

Chair: Mr. Amir Nour

April 9, 2024 is the last meeting reported. Met on May 14, 2024, and June 11, 2024, reports are forthcoming.

Scheduled Meetings: September 9, 2024

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1) **Campus Development**

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

May 2, 2024 is the last meeting reported.

Scheduled Meetings: Fall 2024

2) **Environment & Sustainability Committee**

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

Chair: Patrick Shahnazarian

May 1, 2024 is the last meeting reported.

Scheduled Meetings: Fall 2024

3) **Safety Committee**

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

Chair: Laura Matsumoto

September 20, 2023 is the last meeting reported. Met on October 18, 2023, report is forthcoming.

Scheduled Meetings: Fall 2024

Prepared by Frankie Strong, Governance Office