



## GOVERNANCE UPDATE OCTOBER 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 **September 1, 2024 and October 1, 2024**.

The College Executive Committee reviewed these items during their **October 8, 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).

### **I. COLLEGE EXECUTIVE COMMITTEE\***

*Standing Committee\**

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

*This committee meets during intersessions.*

Chair: Dr. Ryan Cornner

**September 3, 2024**

**QUORUM** [5] 10/10 voting members present; 1 Resource member; 41 guests

#### **MINUTES APPROVED**

1. MSC approval of the August 13, 2024 minutes.

#### **REPORTS**

2. Receipt and review of unadopted and adopted minutes of subcommittees:
  - a. Budget Committee – No minutes reported.
  - b. College Computer Coordinating Committee – No minutes reported.
  - c. Enrollment Management Committee – No minutes reported.
  - d. Equal Employment Opportunity Advisory Committee – No minutes reported.
  - e. Governance Review Committee – No minutes reported.
  - f. Professional Development Committee – No minutes reported.
  - g. Released Time/Extra Pay Committee – No minutes reported.
  - h. Student Equity & Achievement Committee – No minutes reported.
  - i. Web Oversight Committee – No minutes reported.
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. First reading of Board Policy 6800: Occupational Safety
6. Review of the Board of Trustees agenda for September 10, 2024.
7. College-wide Institute Day is September 13, 2024, Friday.

**Scheduled Meetings:** 10/8, 11/12, 12/10/2024



**SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:**

**1) Budget Committee – August 27, 2024**

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

Co-Chairs: Mr. Amir Nour, and Mr. Michael Scott

**QUORUM** [6] 9/11 voting members present; 1 Resource member; 41 guests

**MINUTES APPROVED**

2. MSC approval of the July 11, 2024 minutes.

**MOTIONS TABLED**

3. Administrative Regulation 6305: District Reserves – awaiting constituents’ input.

**Scheduled Meetings:** 9/12, 9/24, 10/10, 10/22, 11/14, 11/26, 12/12/2024

**Budget Committee – September 12, 2024**

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

Co-Chairs: Mr. Amir Nour, and Mr. Michael Scott

**QUORUM** [6] 9/11 voting members present; 1 Resource member; 25 guests

**MINUTES APPROVED**

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

**MOTIONS TABLED**

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

**REPORTS**

3. Schedule of Adjustments, and Budget Development & Projections; highlights.
4. Information presented on the following: fiscal priorities, and HEERF funds.

Met on September 24, 2024 report is forthcoming.

**Scheduled Meetings:** 10/10, 10/22, 11/14, 11/26, 12/12/2024

**2) College Computer Coordinating Committee (4Cs) – September 21, 2023**

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

Chair: Mr. Michael Dioquino

**QUORUM** [9] 12/16 voting members present; 2 Resource members; 3 guests

**MINUTES APPROVED**

1. MSC approval of the April 27, 2023 minutes.

**REPORTS**

2. IT Assessment by Vantage - Will examine IT Business Processes and projects to help prioritize projects. Vantage will also assist in helping to manage any risks, cyber risks, etc.
3. Compliance with New GLBA Rules  
GLBA stands for Gramm-Leach Bliley – which requires financial institutions to explain their information-sharing practices to customers to safeguard sensitive data. It applies to Higher Ed because the FTC enacted to put in regulations for Higher Education’s storing of student financial records.  
Lauren Lampietti presented the draft plan he has developed to make sure that we are in compliance.
4. Oracle Cloud Infrastructure – will be brought to the next meeting.

**Scheduled Meetings:** 10/17, 11/21

3) **Enrollment Management Committee – May 8, 2024**

2<sup>nd</sup> Wednesday, 12:20-1:20 pm, contact Chair for location

Co-Chairs: Ms. Agnes Eguaras, Dr. Drew Yamanishi, and Dr. Edward Karpp

**QUORUM** [14] 23/29 voting members present; 2 Resource members

**MINUTES APPROVED**

1. MSC approval of the March 13, 2024 minutes.

**MOTIONS APPROVED**

2. It was MSC that Ed Karpp & Drew Yamanishi remain co-chairs of the Enrollment Management Committee through Fall 2024.

**REPORTS**

3. Updates on: Enrollment; Student Outreach Services; and Communications update. Met on September 11, 2024, report is forthcoming.

**Scheduled Meetings:** TBA

4) **Equal Employment Opportunity Committee (EEO)**

4<sup>th</sup> 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) – September 3, 2024**

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

Chair: Mr. Paul Vera

**QUORUM** [4] 6/7 voting members present

**MINUTES APPROVED**

1. MSC approval of the June 4, 2024 minutes.

**MOTIONS APPROVED**

2. MSC to elect Paul Vera as chair for this academic year.

**MOTIONS TABLED**

3. It was MST to review the Best Practices document and discuss at the next meeting.

**REPORTS**

4. Meets as Needed Committees – Frankie will connect with each chairperson to help encourage a set meeting date and time.
5. The committee reviewed the new accreditation standards.

**Scheduled Meetings:** 10/1, 11/5, 12/3/2024; 3/4/2025, 4/1, 5/6

6) **Professional Development Committee**

3<sup>rd</sup> Thursday, 12:30-1:30 pm, contact Chair for location

Co-Chairs: Ms. Tiffany Ingle, Faculty Coord.; and Mr. Chris Franz, Classified Coord.

October 19, 2023 is the last meeting reported. Met on March 21, 2024, report is forthcoming.

**Scheduled Meetings:** Fall 2024

7) **Released Time Extra Pay Committee (RTEP)**

4<sup>th</sup> Friday, 10:00-11:00 am, contact Chair for location

Chair: TBD

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: Ms. Yeranui Barsegyan

November 18, 2022 is the last meeting reported.

**Scheduled Meetings:** TBD

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE\* (IPCC)**

2<sup>nd</sup> Monday, 12:15pm-1:30 pm, Zoom Conference

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

May 13, 2024 is the last meeting reported. Met on September 9, 2024, report is forthcoming.

**Scheduled Meetings:** Fall 2024

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

1) **Program Review Committee**

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

Chair: Dr. Daphne Dionisio

May 21, 2024 is the last meeting reported. Met on September 21, 2024, report is forthcoming.

**Scheduled Meetings:** Fall 2024

2) **Strategic Planning Committee – May 17, 2024**

Meets once per semester, contact Chair for location

Chair: Dr. Edward Karpp

**QUORUM** [23] 29/46 voting members present; 3 guests

**MINUTES APPROVED**

1. MSC approval of the November 17, 2023 minutes.

**MOTIONS APPROVED**

2. Annual goals for the 2024 resource requests: IPCC and Planning Resource Committee developed a few major themes that consist of the goals: **DEIA, Access, Completion, Technology, and Distance Education**. It is also being proposed that an additional theme of Continuous Improvement is available for any resource requests for items needed for ongoing improvement of programs and services.  
It was MSC that the six themes are approved as the Annual Goals Themes for the 2024 resource requests.
3. 2025-2032 Institutional Strategic Plan Goals & Strategies: The IPCC and Planning Resource Committee discussed the recommendations and began developing goals and strategies. The strategies coalesced around three major themes: Inclusion, Success, and Support.  
It was MSC to approve a First Reading of the ISP draft.

## **REPORTS**

4. Stacy Jazan presented the new college mission statement.
5. Trends and takeaways from the program review cycle: Vice Presidents Michael Ritterbrown and Paul Schlossman examined the program reviews of departments under their purview that submitted a Full Review program review for 2023. These vice presidents shared notable findings and trends across these program reviews which might impact institution-wide planning. Dr. Ritterbrown highlighted an emphasis on meaningful professional development, including regarding instruction and equitable classroom practice, college-wide focus areas, and artificial intelligence.
6. Student Success Metrics & Goals Setting: Dr. Ed Karpp presented student outcomes data to help the committee evaluate how well the college is fulfilling its mission.

**Scheduled Meetings:** TBA

### **III. ACADEMIC AFFAIRS COMMITTEE\* - September 18, 2024**

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

Chair: Dr. Michael Ritterbrown

**QUORUM** 30/37; 7 Resources; 7 Guests

#### **APPROVAL OF MINUTES**

1. MSC to approve minutes from the May 15, 2024 meeting.

#### **MOTIONS APPROVED**

2. MSC to approve the agenda for the September 18, 2024 meeting.
3. MSC to approve the following items under the consent calendar:  
Curriculum & Instruction Committee Minutes of May 22, and September 11, 2024 meetings

##### **New Courses:**

- BIOL 150

##### **Revised Courses:**

- ENGR 117, 120, and 130
- GEOL 112
- KIN 157

4. MSC to approve Baja California Field Studies minutes from the May 16, 2024 meeting.
5. MSC to approve Scholars Program minutes from the May 28, 2024 meeting.

**Scheduled Meetings:** October 16, 2024

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

#### **1) Academic Calendar Committee**

Meets as needed, contact Chair for location

Chair: Mr. Mike Allen

March 13, 2024 is the last meeting reported.

**Scheduled Meetings:** TBD

2) **Baja Program Committee**

Meets twice per academic year, contact Chair for location

Chair: Dr. Maria Kretzmann

May 16, 2024 is the last meeting reported.

**Scheduled Meetings:** TBD

3) **Graduation Requirements Committee**

Meets as needed, contact Chair for location

Chair: Ms. Agnes Eguaras

June 12, 2023 is the last meeting reported.

**Scheduled Meetings:** TBD

4) **Library & Information Competency Committee**

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

Chair: Ms. Becka Cooling

May 23, 2024 is the last meeting reported.

**Scheduled Meetings:** September 26, 2024

5) **Scholars Program Committee – May 28, 2024**

3<sup>rd</sup> Thursday, 12:30-1:30 pm, LB 210

Chair: Dr. Michael Harnett

**QUORUM** [7] 8/12 voting members present

**APPROVAL OF MINUTES**

1. MSC Approval of the minutes from the April 23, 2024 SAC meeting.

**Scheduled Meetings:** Fall 2024

6) **Study Abroad Committee**

4<sup>th</sup> Thursday, 12:20-1:30 pm, Zoom Conference

Chair: Mr. Kevin Mack

March 28, 2024 is the last meeting reported.

**Scheduled Meetings:** 9/26, 10/24, 11/21/2024

**IV. STUDENT AFFAIRS COMMITTEE\***

3<sup>rd</sup> Wednesday, 1:00-2:00 pm, AD 217

Chair: Dr. Alen Andriassian

May 15, 2024 is the last meeting reported.

**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: Mr. 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**

2<sup>nd</sup> Wednesday, 1:00-2:00pm, Zoom Conference

*This committee meets during intersession.*

Chair: Mr. Amir Nour

February 14, 2024 is the last meeting reported.

**Scheduled Meetings:** TBD

V. **ADMINISTRATIVE AFFAIRS COMMITTEE\***

2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, Zoom Conference

Chair: Mr. Amir Nour

May 14, 2024 is the last meeting reported. Met on June 11, 2024, report is forthcoming.

**Scheduled Meetings:** Fall 2024

**SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:**

1) **Campus Development Committee**

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

Chair: Mr. Patrick Shahnazarian

May 2, 2024 is the last meeting reported.

**Scheduled Meetings:** Fall 2024

2) **Environment & Sustainability Committee**

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

Chair: Mr. Patrick Shahnazarian

May 1, 2024 is the last meeting reported.

**Scheduled Meetings:** Fall 2024

3) **Safety Committee – March 20, 2024**

3<sup>rd</sup> Wednesday, 11:00am-12:00pm, Zoom Conference

Chair: Ms. Laura Matsumoto

May 15, 2024 is the last meeting reported.

**Scheduled Meetings:** September 18, 2024

*Prepared by Frankie Strong, Governance Office*