



## **GOVERNANCE UPDATE NOVEMBER 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 **November 12, 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

**October 8, 2024**

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

#### **MINUTES APPROVED**

1. MSC (Kamei/Maffit) approval of the September 3, 2024 minutes.

#### **REPORTS**

2. Receipt and review of unadopted and adopted minutes of subcommittees:
  - a. Budget Committee – Minutes of August 27, 2024, and September 12, 2024.
  - b. College Computer Coordinating Committee – Minutes of September 21, 2023.
  - c. Enrollment Management Committee – Minutes of May 8, 2024.
  - d. Equal Employment Opportunity Advisory Committee – No minutes reported.
  - e. Governance Review Committee – Minutes of September 3, 2024.
  - 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. Review of the Board of Trustees agenda for October 15, 2024.

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



**SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:**

**1) Budget Committee – September 24, 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] 10/11 voting members present; 2 Resource members; 23 guests

**MINUTES APPROVED**

1. MSC approval of the September 12, 2024 minutes.

**MOTIONS TABLED**

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

**REPORTS**

3. Reporting of final decisions on resource requests [from the current Program Review cycle].

**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

Last meeting September 21, 2023. Cancelled 10/17 and 11/21 meetings.

**Scheduled Meetings:** TBA

**3) Enrollment Management Committee – September 11, 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** [16] 24/30 voting members present; 5 Resource members present

**MINUTES APPROVED**

1. MSC approval of the May 8, 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.
4. Vision aligned reporting update. Primarily affects student services, especially areas funded by categorical streams such as EOPS, DSPS, Strong Workforce, and MESA. However, it also impacts non-funded areas like the Transfer Center and Veterans Resource Center.
5. Fraudulent enrollments - Discussion on the ongoing issue of fraudulent enrollments in the institution. Concerns that many fraudulent enrollments may now be linked to real individuals rather than bots, complicating detection.

**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) – October 1, 2024**

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

Chair: Mr. Paul Vera

**QUORUM** [5] 7/8 voting members present

**MINUTES APPROVED**

1. MSC approval of the September 6, 2024 minutes.

**MOTIONS APPROVED**

2. MSC GRC recommends the sunseting of the Graduation Requirements Committee.

**MOTIONS TABLED**

3. It was MST to address three items at the next meeting: the Best Practices document. As needed committees, Committees' status update.

**Scheduled Meetings:** 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: Dr. Brittany Grice

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

**September 9, 2024**

**QUORUM** [11] 15/20 voting members present; 3 Resource members; 9 guests

**MINUTES APPROVED**

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

**MOTIONS APPROVED**

2. It was MSC that the Strategic Planning Committee meeting minutes from May 17,2024 were accepted.
3. It was MSC that the Program Review Committee meeting minutes from May 21,2024 were accepted.
4. It was MSC to approve [Board Policy] BP 3250: Institutional Planning.
5. It was MSC that Ed Karpp and Daphne Dionisio will co-chair IPCC.

### **MOTIONS TABLED**

6. It was MSC to postpone to the next regular meeting (IPCC's October meeting), the motion to approve [Administrative Regulation] AR 3250: Institutional Planning.

### **REPORTS**

7. Enrollment Update.
8. Review of the revised 2025-2032 Institutional Strategic Plan Goals and Strategies.
9. Accreditation Gap Analysis - The committee examined three accreditation standards where there may be a gap between the standards and the college's current operations.
10. The committee examined the IPCC mission statement and decided no revisions were necessary.
11. Accreditation Requirements Related to IPCC - Stacy Jazan has sent the chairs of governance committees a list of accreditation standards, policies, or eligibility requirements that relate to the business of their committees.

**Scheduled Meetings:** November cancelled. Next meeting TBA.

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

#### **1) Program Review Committee – September 17, 2024**

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

Chair: Dr. Daphne Dionisio

**QUORUM** [6] 10/10 voting members present

#### **MINUTES APPROVED**

1. MSC approval of the May 21, 2024 minutes.

#### **REPORTS**

2. Understanding Program Review - The concept of program review was discussed. It is a mandatory process at all colleges in higher education. Daphne explained that program review might be better described as a department review. It involves the examination of data about departmental operations, establishing plans for improvement, and implementation of those actions (including the possible submission of resource requests). The purpose is to fulfill the department's mission and goals which support the college's mission and goals. May 21, 2024 is the last meeting reported. Met on September 21, 2024, report is forthcoming.

**Scheduled Meetings:** 10/15

#### **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\***

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

Chair: Dr. Michael Ritterbrown

**October 16, 2024**

**QUORUM** 32/37; 1 Resource; 7 Guests

#### **APPROVAL OF MINUTES**

1. MSC to approve minutes from the September 18, 2024 meeting.

#### **MOTIONS APPROVED**

2. MSC to approve the agenda for the October 16, 2024 meeting.
3. MSC to approve the following items under the consent calendar: Curriculum & Instruction Committee Minutes of September 25, 2024, and October 9, 2024 meetings.

#### **New Course:**

- CS/IS 270

#### **Revised Courses:**

- CHILDV 158
- DANCE 158
- ESL 10, 15, 20, 25, 30, 40, 45, 50, 55, 70, 80, 81, 82, 85, 95
- HRM 115, 117, 201, 203, 214, 216, 222, 256, 50
- GEOG 171
- NS 208
- OCEAN 115, 116
- SOC141B

**New Programs:**

- Nutrition—Nutrition and Dietetics AS-T
- Computer Science and Information Systems—Data Science Skill Award

**Revised Programs:**

- Business Administration—Human Resources Assistant Certificate
  - Business Administration—Insurance Specialist: Property and Casualty AS
  - Business Administration—Insurance Specialist: Property and Casualty Certificate
  - Computer Information / Information Systems—Information Technology Certificate
  - Computer Information / Information Systems—IT Technician I: Computer Retail Sales and Support Certificate
  - Computer Information / Information Systems—IT Technician II: Help Desk Support Certificate
  - Computer Information / Information Systems—IT Technician III Certificate
  - Student Services—Liberal Arts: Arts and Humanities Emphasis AA
  - Student Services—Liberal Arts: Science and Mathematics Emphasis AA
  - Student Services—Liberal Arts: Social and Behavioral Sciences Emphasis AA
4. MSC to approve Library & Information Competency minutes from the March 28, 2024, April 25, 2024, May 23, 2024, and September 26, 2024 meetings.
  5. MSC to approve Scholars Program minutes from the September 19, 2024 meeting.
  6. MSC to approve Study Abroad minutes from the September 26, 2024 meeting.

**Scheduled Meetings:** 11/20

***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

Continued on the next page.

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 – September 26, 2024**

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

Chair: Ms. Becka Cooling

**QUORUM** 8/10 voting members

**APPROVAL OF MINUTES**

1. MSC to approve minutes from May 23, 2024

**MOTIONS APPROVED**

2. MSC to approve the Mission Statement of the committee without changes

**REPORTS**

3. *Personnel* Public Services – still no hire and Circulation continues to be short staffed. We've had to close the library on several occasions when even one staff member is out sick.

**Scheduled Meetings:** October 25, 2024

5) **Scholars Program Committee – September 19, 2024**

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

Chair: Dr. Michael Harnett

**QUORUM:** 7 out of 12 voting members

**APPROVAL OF MINUTES**

1. MSC Approval of the minutes from the May 28, 2024 SAC meeting.

**Scheduled Meetings:** 10/17

6) **Study Abroad Committee – September 26, 2024**

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

Chair: Mr. Kevin Mack

**QUORUM [6]** 8 out of 10 voting members present; 1 guest

**APPROVAL OF MINUTES**

1. MSC to approve the minutes of the March 28 Study Abroad Committee Meeting

**Scheduled Meetings:** 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

**September 18, 2024**

**QUORUM** 22/26 voting members present; 2/3 resources; 4 guests

**APPROVAL OF MINUTES** It was MSC to approve the minutes of May 15, 2024.

**REPORTS**

1. The committee's mission statement was reviewed. There were no recommended changes.



2. Alen Andriassian reported out on the legal requirement the College has to include a non-discrimination statement on all materials which are used in recruitment and onboarding processes.
3. Alen Andriassian and Daphne Dionisio reviewed the revised ACCJC accreditation standards which pertain to the Student Services area and the Student Affairs Committee.
4. The first reading of revised AR 5520: *Procedural Guidelines and Student Disciplinary Action* was accepted with no recommended changes.
5. The first reading of revised AR 5530: *Student Grievances* was accepted. Tzoler Oukayan will discuss the committee's concerns and recommendations with Paul Vera, Judicial Board Chair.
6. The first reading of revised BP 5700 5520: *Intercollegiate Athletics* was accepted with no recommended changes.

### **STUDENT AFFAIRS COMMITTEE\***

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

Chair: Dr. Alen Andriassian

**October 16, 2024**

**QUORUM** 21/26 voting members present; 2/3 resources; 4 guests

### **APPROVAL OF MINUTES**

1. It was MSC to approve the minutes of September 18, 2024 with corrections.

### **MOTIONS APPROVED**

2. It was MSC to approve revised AR 5520: *Procedural Guidelines and Student Disciplinary Action* as presented.
3. It was MSC to approve revised BP 5700: *Intercollegiate Athletics* as presented.

### **REPORTS**

4. Drs. Jazán and Karpp reported on the draft 2025-2032 Institutional Strategic Plan Goals and Strategies and informed the group how they can provide feedback.
5. Upcoming Events:
  - a. Oct. 16 – National Financial Aid Day
  - b. Oct. 16 – Adjunct appreciation at 4:00 in the Learning Center.
  - c. Oct. 18 – La Crescenta YMCA Trunk or Treat event.
  - d. Oct. 21-25 – National Transfer Week. There will be universities on campus throughout the week. Activities will culminate with a bus trip and tour of UC Santa Barbara.
  - e. Oct. 29 – Transfer Fair 10-2. 70 colleges and universities will be participating. The Habit truck will provide food.
  - f. Nov. 13 – Counselor Day
  - g. Nov. 14 – Land Acknowledgment Ceremony.
  - h. Nov. 19 – Grateful Across Borders event supporting immigrant and undocumented students. Event will include presentations about legal resources, immigrant rights, and more. Carne asada and Armenian desserts will be served.
  - i. Nov. 14 – veterans day BBQ at the Tongva Annex
  - j. Heritage Month book displays in the Library:
    - i. Hispanic and Latinx Heritage Month - Up until the end of October
    - ii. Filipino Heritage Month – October 1-31





- iii. Disability Awareness Month – October 1-31
- iv. Native American Heritage Month – November 1-30

**Scheduled Meetings:** 11/21

***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 – May 9, 2024**  
2<sup>nd</sup> Thursday, 2:00-3:00 pm, Zoom Conference <https://glendale-edu.zoom.us/j/85346772972>  
Chair: Dr. Drew Yamanishi  
**QUORUM** 10/18 voting members present  
**APPROVAL OF MINUTES** MSC to approve the minutes of April 11, 2024.  
**MOTIONS APPROVED** MSC to approve the agenda of May 9, 2024  
**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:** 12/11
  
- 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*