



## GOVERNANCE UPDATE AUGUST 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 **July 1, 2024 and August 1, 2024**.

The College Executive Committee reviewed these items during their **August 13, 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\* - July 9, 2024**

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

*This committee meets during intersessions.*

Chair: Dr. Ryan Cornner

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

#### **APPROVAL OF MINUTES**

1. MSC (Kamei, Aziskhanova) to approve the minutes of June 11, 2024.

#### **MOTIONS APPROVED**

2. MSC - (Aziskhanova/Grice) to approve the revision of Board Policy 6250: Budget Management.
3. MSC - (Kamei/Hastings) to approve the revision of Board Policy 6330: Purchasing – General.
4. MSC - (Maffit/Nour) to approve the revisions to Administrative Regulation and Board Policy Reference updates Pursuant to 2024 changes to ACCJC Accreditation Standards.

#### **REPORTS**

5. The subcommittees minutes were received, reviewed, and accepted:
  - a. Budget Committee, no minutes reported
  - b. College Computer Coordinating, no minutes reported
  - c. Enrollment Management, no minutes reported
  - d. Equal Employment Opportunity Advisory, no minutes reported
  - e. Governance Review, minutes of June 4, 2024
  - f. Professional Development, no minutes reported
  - g. Release Time/Extra Pay, no minutes reported
  - h. Student Equity and Achievement, no report, committee meets as needed
6. The Committee received, reviewed, and accepted the actions and information items of all Standing committees.



7. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
8. Review of the Board of Trustees agenda for the July 16, 2024 regular session meeting.
9. Title X – Discussion.

**Scheduled Meetings:** Sept. 3, Oct. 8, Nov. 12, Dec. 10, 2024

## **II. COLLEGE EXECUTIVE COMMITTEE\* - July 16, 2024, Special Meeting**

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

*This committee meets during intersessions.*

Chair: Dr. Ryan Cornner

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

### **APPROVAL OF MINUTES**

1. MSC (Kamei, Aziskhanova) to approve the minutes of June 11, 2024.

### **MOTIONS APPROVED**

2. MSC - (Yerkanyan/Andriassian) to approve the revisions to Board Policy 5500: Standards of Student Conduct.
3. MSC - (Aziskhanova/Andriassian) to approve the revisions to Administrative Regulation 3430: Prohibition of Harassment.
4. MSC - (Kamei/Maffit) to approve the revisions to Administrative Regulation 3433: - Prohibition of Sexual Discrimination Under Title IX.
5. MSC - (Andriassian/Matute) to approve the revisions to Administrative Regulation 3434: Responding to Sex Discrimination Under Title IX.
6. MSC - (Andriassian/Hastings) to approve the revisions to Administrative Regulation 3435: Discrimination and Harassment Complaints and Investigations.
7. MSC - (Andriassian/Hastings) to approve the revisions to Administrative Regulation 3540: Sexual and Other Assaults on Campus and in
8. Campus Programs.

### **REPORTS**

9. Discussion of Title IX Legal Updates.

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

### **1) Budget Committee – June 25, 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] 8/11 voting members present; 1 Resource member; 21 guests

### **MINUTES APPROVED**

1. MSC approval of the May 28, 2024 minutes.

### **MOTIONS TABLED**

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

### **REPORTS**

3. Information presented on the following: 2024-2025 Tentative Budget update; fiscal priorities.
4. Income Statement (quarterly); Financial Reporting; and Cash Flow statements was reviewed.
5. Details of the latest Financial Reporting can be retrieved at [glendale.edu/budget](http://glendale.edu/budget)
6. Details of this Cash Flow Statement can be retrieved at [glendale.edu/budget](http://glendale.edu/budget)



7. Updates on the State budget. The full report is available here [Funds To Be Reclaimed](#)

**Budget Committee – July 11, 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] 8/11 voting members present; 1 Resource member; 21 guests

**MINUTES APPROVED**

1. MSC approval of the June 25, 2024 minutes.

**MOTIONS TABLED**

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

**REPORTS**

3. Update on the 2024-2025 Budget – PowerPoint presented by Dr. Cornner.
4. Income Statement (quarterly); Financial Reporting; and Cash Flow statements was reviewed.

**Scheduled Meetings:** Fall 2024

2) **College Computer Coordinating Committee (4Cs)**

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

Chair: Mr. Lauren Lampietti

April 27, 2023 is the last meeting reported.

**Scheduled Meetings:** Fall 2024

3) **Enrollment Management Committee**

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

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)**

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)**

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

Chair: Mr. Paul Vera

June 4, 2024 is the last meeting reported.

**Scheduled Meetings:** Fall 2024

6) **Professional Development Committee**

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

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

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) – May 13, 2024**

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

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

**QUORUM** [9] 13/19 voting members present; 1 Resource member; 4 guests

**MINUTES APPROVED**

1. MSC approval of the April 8, 2024 minutes.

**REPORTS**

2. Updates: Accreditation; Enrollment; review of annual goals themes.
3. Continued discussion on development of the 2025-2032 Institutional Strategic Plan Goals and Strategies.

**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.

**Scheduled Meetings:** Fall 2024

2) **Strategic Planning Committee**

Meets once per semester, contact Chair for location

Chair: Dr. 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\***

3<sup>rd</sup> 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: 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. Javier Gago

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**

4<sup>th</sup> 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**

4<sup>th</sup> 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**

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

Chair: Mr. Darren Leaver

March 28, 2024 is the last meeting reported.

**Scheduled Meetings:** Fall 2024

**IV. STUDENT AFFAIRS COMMITTEE\***

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

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**  
2<sup>nd</sup> 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\* - May 14, 2024**

2<sup>nd</sup> Tuesday, 11:00 am–12:20 pm, Zoom Conference  
Chair: Mr. Amir Nour

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

**MINUTES APPROVED**

1. MSC approval of the April 9, 2024 minutes.

**MOTIONS APPROVED**

2. MSC Board Policy (BP) 6250: Budget Management approved as presented.
3. MSC Board Policy (BP) 6330: Purchasing, General approved with changes.
4. Administrative Regulation 6305: District Reserves – awaiting constituents' input.

**MOTIONS TABLED**

5. MST Board Policy (BP) 6800: Occupational Safety; although GCC has a Non-smoking policy for the college questions arose about the language in this BP: "Prohibition of the use of tobacco on all District property." Does the use of tobacco include vaping and if so, shouldn't it be mentioned in this BP?
6. MST Administrative Regulation: District Budget; concern that revisions are only based on Federal governments requirements.

**REPORTS**

7. Consent Calendar - Review and acceptance of subcommittee minutes:
  - a. Campus Development Committee – April 4, 2024
  - b. Environment & Sustainability Committee – April 3, 2024
  - c. Safety Committee – November 29, 2023

Met on June 11, 2024, report is forthcoming.

**Scheduled Meetings:** Fall 2024

**SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:**

**1) Campus Development – May 2, 2024**

*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: Mr. Patrick Shahnazarian

**QUORUM** [8] 9/16 voting members present; 1 Resource member; 1 guest

**MINUTES APPROVED**

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

**REPORTS**

2. Lot B solar panels installation – GCC Board of Trustees approved the project.
3. Future Bond for GCCD – Dr. Cornner presented the need for this bond to fund the Facilities Strategic Planning projects including technology infrastructure updates; infrastructure updates; and room to accommodate growth in enrollment.

**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

**QUORUM** [7] 9/13 voting members present; 1 Resource member

**MINUTES APPROVED**

1. MSC approval of the November 29, 2023 minutes.

**MOTIONS APPROVED**

2. The Safety Committee requests that the District provide an updated district-wide communication re: AED [automated external defibrillator] locations, plans for future AED procurement, employee training, and procedures for maintenance.
3. Action item: Jacob P./Elizabeth M. to discuss safety and related campus policy educational campaign with ASGCC Relations Committee

**REPORTS**

4. Toni Reyes informed the committee on student accident reports; Covid strategy and planning reports as necessary.
5. Mr. Shahnazarian informed the committee of construction update.
6. Workplace Violence Prevention Program – Contact Heidi Jenkins (hjenkins@glendale.edu) if interested in joining program planning project.
7. Lot B solar panels installation – GCC Board of Trustees approved the project.

**Scheduled Meetings:** Fall 2024



**Safety Committee – May 15, 2024, 2024**

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

Chair: Laura Matsumoto

**QUORUM** [7] 13/13 voting members present; 2 Resource members

**MINUTES APPROVED**

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

**REPORTS**

2. Information reports: Reports were given on worker's compensation incidents, crime statistics, student injury reports, and COVID strategy updates.
3. Items discussed: Campus construction safety updates, animals on campus (service / emotional support / pets), scooters and smoking on campus, vacant risk management position, the workplace violence prevention program, and traffic safety at Campus Way and Mountain St.
4. Workplace Violence Prevention Program – All committee members were asked to return to their constituencies to get feedback about program and needs/concerns – Senate, Guild, Joint Faculty, ASGCC, Admin. Contact Heidi Jenkins (hjenkins@glendale.edu) if interested in joining program planning project.
5. Lob B solar panels installation – GCC Board of Trustees approved the project.

**Scheduled Meetings:** September 18, 2024

*Prepared by Frankie Strong, Governance Office*