



**GOVERNANCE UPDATE
DECEMBER 2024
Happy Holidays!**

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 **November 1, 2024 and December 1, 2024**.

The College Executive Committee reviewed these items during their **December 10, 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

November 12, 2024

QUORUM [5] 11/12 voting members present; 2 Resource members

MINUTES APPROVED

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

MOTIONS APPROVED

2. Human Resources Technician (C), 1.0 FTE, C24 (salary reallocated from HR Analyst) MSC - (Maffit/Nour) to approve the Human Resources Technician position.
3. Associate Dean, Student Services (Garfield Campus), 1.0 FTE, Range M42 MSC - (Andriassian/ Aziskhanova) to approve the Associate Dean, Student Services position.
4. Executive Director, Communications & Governance, 1.0 FTE, Range M46 (Reclassification of vacancy created due to retirement) MSC - (Maffit/Andriassian) to approve the Executive Director, Communications & Governance position.
5. Executive Director, Facilities Operations, Development, & Planning, 1.0 FTE, Range M46 (Reclassification of prior vacancy) MSC - (Nour/ Aziskhanova) to approve the Executive Director, Facilities Operations, Development, & Planning position.
6. Human Resources Manager, Classification & Compensation, 1.0 FTE, Range M36 (Funded through reallocation of Manager, HR Data & Systems salary) MSC - (Aziskhanova /Nour) to approve the Human Resources Manager, Classification & Compensation position.
7. Cybersecurity Officer, 1.0 FTE, Range M37 (Contingency funded)



MSC - (Maffit/Andriassian) to approve the Cybersecurity Officer position.

- 8. Athletics Associate Dean, Chris Cicuto to presented the following facilities namings:
 - Brian Beauchemin Court
 - John Cicuto Stadium

MSC - (Aziskhanova /Hastings) to approve the namings of these facilities.

- 9. MSC - (Andriassian/Matute) to approve the Facilities Strategic Plan.

REPORTS

- 10. Receipt and review of unadopted and adopted minutes of subcommittees:
 - a. Budget Committee – Minutes of September 24, 2024.
 - b. College Computer Coordinating Committee – No minutes reported.
 - c. Enrollment Management Committee – Minutes of September 11, 2024.
 - d. Equal Employment Opportunity Advisory Committee – No minutes reported.
 - e. Governance Review Committee – Minutes of October 1, 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.
- 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 November 19, 2024.
- 14. First readings of:
 - a. Administrative Regulation 3200: Accreditation
 - b. Board Policy 3200: Accreditation
 - c. Administrative Regulation 3225: Institutional Effectiveness
 - d. Board Policy 3225: Institutional Effectiveness
 - e. Administrative Regulation 3250: Institutional Planning
 - f. Board Policy 3250: Institutional Planning
 - g. Board Policy 3280: Grants
 - h. Administrative Regulation 5520: Procedural Guidelines and Student Disciplinary Action
 - i. Board Policy 5700: Intercollegiate Athletic

Scheduled Meetings: 12/10

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee – October 22, 2024

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

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

QUORUM [6] 9/11 voting members present; 2 Resource members; 20 guests

MINUTES APPROVED

- 1. MSC approval of the September 24, 2024 minutes.

MOTIONS TABLED

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

REPORTS

- 3. Reporting of Income Statement; Financial Reporting; and Cash Flow Statement.

Scheduled Meetings: 11/26

- 2) **College Computer Coordinating Committee (4Cs)** – September 21, 2023 is the last meeting reported.

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

Chair: Mr. Michael Dioquino

Cancelled 10/17/24 and 11/21/24 meetings.

Scheduled Meetings: TBA

- 3) **Enrollment Management Committee** – September 11, 2023 is the last meeting reported.

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

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

Scheduled Meetings: TBA

- 4) **Equal Employment Opportunity Committee (EEO) – February 22, 2024**

4th Thursday, 12:30-1:30 pm, contact Chair for location

Chair: Dr. Brittany Grice

QUORUM [7] 9/13 voting members present

MINUTES APPROVED - none

REPORTS

1. Information: DEIA regulation updates and impact on evaluations.

Equal Employment Opportunity Committee (EEO) – May 23, 2024

QUORUM [7] 11/15 voting members present

MINUTES APPROVED - none

REPORTS

1. Information: EEO Plan Data and Compliance; Recap of GCC Career Expo;
2. Strategies for targeted recruitment - To engage in meaningful targeted recruitment, the committee emphasized the need for detailed demographic data.
3. The committee reviewed the initial data from the Chancellor's office, noting a significant increase in applications from both underrepresented groups and white applicants post-COVID.
4. Representation and Diversity in Specific Departments-current data [shared with the committee.]
5. The committee proposed several strategies to enhance recruitment and retention of diverse employees.
6. The committee is tasked with preparing an update for the Chancellor's office by the end of June and compiling feedback within two weeks.

Scheduled Meetings: TBA

- 5) **Governance Review Committee (GRC) – November 5, 2024**

1st 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 October 1, 2024 minutes.

REPORTS

2. A spreadsheet of the activities of governance committees was shared with the committee. Mostly all committees are current in reporting minutes. Some have met but not reported minutes.
3. International Students will not be sunsetted - the mission and purpose of this committee needs to be updated to reflect the current activities of the committee and department.
4. SEA, Student Equity and Achievement will not be sunsetted - the mission and purpose of this committee needs to be updated to reflect the current activities of the committee and department.

Scheduled Meetings: March 4, 2025, April 1, May 6

- 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: Ms. Tiffany Ingle, Faculty Coord.; and Mr. Chris Franz, Classified Coord.
Met on March 21, 2024, report is forthcoming.

Scheduled Meetings: Spring 2025

- 7) **Released Time Extra Pay Committee (RTEP) – October 4, 2024**

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

Chair: Dr. Brittany Grice

QUORUM [6] 9/10 voting members present; 1 Resource member

MINUTES APPROVED

1. MSC approval of the May 24, 2024 minutes.

MOTIONS TABLED

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

REPORTS

3. Review job descriptions for the Distance Education Faculty Development Coordinator; and the Assistant Athletic Director.

Scheduled Meetings: 10/25; 11/22

- 8) **Student Equity & Achievement Committee (SEA)** – November 18, 2022 is the last meeting reported.

Meets as needed

Chair: Ms. Yeranui Barsegyan

Scheduled Meetings: TBA

II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE* (IPCC)

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

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

Last meeting reported September 9, 2024. Met on October 14, 2024, report is forthcoming.

Scheduled Meetings: November cancelled. Next meeting TBA.



SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) Program Review Committee – October 15, 2024

3rd 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 September 17, 2024 minutes.

MOTIONS APPROVED

2. It was MSC to approve Daphne Dionisio and Stacy Jazan as the committee co-chairs for 2024-2025.

REPORTS

3. October 15, 2024, 11:59PM is the deadline for Program Review (PR) submissions.
4. The committee reviewed and discussed the PR timeline.
5. The committee had Q & A of the Resource Request Process.
6. The committee reviewed the mission statement and did not have any suggestions for revision.
7. The committee began examining and discussing the accreditation requirements relevant to Program Review but did not finish. Review and discussion will continue at the next meeting.

Scheduled Meetings: 11/19

2) Strategic Planning Committee – May 17, 2024 is the last meeting reported.

Meets once per semester, contact Chair for location

Chair: Dr. Edward Karpp

Met on November 15, 2024, report is forthcoming.

Scheduled Meetings: TBA

III. ACADEMIC AFFAIRS COMMITTEE*

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

Chair: Dr. Michael Ritterbrown

November 20, 2024

QUORUM 30/37; 6 Resources; 7 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes from the October 16, 2024 meeting.

MOTIONS APPROVED

2. MSC to approve the agenda for the November 20, 2024 meeting.
3. MSC to approve the following items under the consent calendar:
Curriculum & Instruction Committee Minutes of October 23, 2024, and November 13, 2024 meetings.

New Courses:

- Global Health—GEOG 108
- Honors Cultural Geography—GEOG 102H
- Introduction to College—ST DV 110
- Musical Theatre History—MUSIC 124
- Musical Theatre History—THTR 124



- Skills for College Success in Calculus and Analytic Geometry II—MATH 104EN
- Skills for College Success in Calculus and Analytic Geometry II—MATH 104ES

Revised Courses:

- AT 49, 50
- CSIS 130
- CULIN 48
- EMT 138, 139, 140, and 141
- KIN 146
- MATH 109
- THTR 47, 48, 49, 50, 100, 104, 109, 110, 113, 121, 123, 135, 136, 171, 172, 180, 181, 182, 183, and 184

New Programs:

- Music—Music History Certificate
 - Music—Music Theory Certificate
 - Music—Piano Certificate
 - Revised Programs:
 - Bookkeeping (AS)
 - Bookkeeping (Cert)
 - Computerized Accounting Specialist (Cert)
 - Creative Writing (Cert)
 - Film, Television and Media Arts (AA)
 - Financial Planning & Investment (AS)
 - Financial Planning & Investment II (Cert)
 - General Business (AS)
 - General Business (Cert)
 - Insurance Professional II (Cert)
 - International Business (AS)
 - International Business II (Cert)
 - Kinesiology (AA-T)
 - Management (AS)
 - Management II (Cert)
 - Mathematics (AS-T)
4. MSC to approve Baja California Field Studies minutes from the November 7, 2024 meeting.
 5. MSC to approve Library & Information Competency minutes from the October 24, 2024 meeting.
 6. MSC to approve Scholars Program minutes from the October 17, 2024 meeting.
 7. MSC to approve Study Abroad minutes from the October 24, 2024 meeting.

Scheduled Meetings: 12/18; February 19, 2025

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: Mr. Mike Allen
Scheduled Meetings: TBA

2) **Baja Program Committee – November 7, 2024**

Meets twice per academic year, contact Chair for location

Chair: Dr. Maria Kretzmann

QUORUM 10/12 voting members present (3 proxies)

APPROVAL OF MINUTES

1. MSC to approve minutes from the May 16, 2024 meeting.

REPORTS

2. Station report: There has been interim night guard on site to ensure the station is safe and secure. The dirt entrance road to the station is in the process of being re-routed to make access easier. The 2 boats currently at the station are being prepped for sale as they are no longer being used, with hopes to sell to locals but they are 22' boats and local fishermen tend to use 26' and 29' boats.
3. We are awaiting the new station director to be officially hired to start training and being tentatively in Jan 2025.

Scheduled Meetings: TBA

3) **Graduation Requirements Committee – June 12, 2023 is the last meeting reported.**

Meets as needed, contact Chair for location

Chair: Ms. Agnes Eguaras

Scheduled Meetings: TBA

4) **Library & Information Competency Committee – October 24, 2024**

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

Chair: Ms. Becka Cooling

QUORUM 9/10 voting members

APPROVAL OF MINUTES

1. MSC to approve minutes from September 26, 2024.

MOTIONS APPROVED

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

REPORTS

3. Personnel
 - a. Library Dean position has been posted; the dean should be in place by Winter 2025.
 - b. Two distinct Tech II positions have been submitted in Program Review.
4. Resources
 - a. 100 new Chromebooks have been ordered.
 - b. Chronicle of Higher Education has been purchased by HR; hosted by the library.
5. Services
 - a. The library had to be cleared multiple times the power outages we've had over the past month highlighting the following safety concerns:
 - i. The absence of a PA system which means that students had to be notified individually by a staff member on both floors.
 - ii. The sliding exterior doors did not open during the last outage and staff were not able to open the set of doors by pushing them open (per emergency procedure instructions posted on the doors).
 - iii. A student in a wheelchair was stuck on the 4th floor during the power outage; she would not be able to exit the library on her own.

- iv. The emergency lights did not go on.
6. Outreach/Programming
 - b. First Gen event, 10/9, sponsored by Adelante GCC Grant in partnership with the One Book program.
 - c. The event was well-attended but a power outage occurred during the event.
 - d. One Book 2025: First Gen by Alejandra Campoverdi; Will take place in Spring 2025.
 - e. Displays: Filipino Heritage Month; Latinx Heritage Month; Disability Awareness Month.

Scheduled Meetings: Spring 2025

5) **Scholars Program Committee – October 17, 2024**

3rd 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 September 19, 2024 SAC meeting.

Scheduled Meetings: 11/21

6) **Study Abroad Committee – October 24, 2024**

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

Chair: Mr. Kevin Mack

QUORUM [6] 9 out of 10 voting members present; 1 guest

APPROVAL OF MINUTES

1. MSC to approve the minutes of the September 26, 2024 meeting.

MOTIONS APPROVED

2. The Study Abroad Committee approves the Italy proposal for the Winter 2026 program.
3. The Study Abroad Committee approves the new application form.

Scheduled Meetings: 11/21

IV. STUDENT AFFAIRS COMMITTEE*

3rd Wednesday, 1:00-2:00 pm, AD 217

Chair: Dr. Alen Andriassian

November 20, 2024

QUORUM [14] 23/26 voting members present; 1/3 resources; 4 guests

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of October 16, 2024 with recommended corrections.

MOTIONS APPROVED

2. It was MSC to approve revised AR 5530: Student Grievances with recommended corrections.

REPORTS

2. The first reading of revised AR 5135: Catalog Rights was accepted. Dr. Cortes will review the proposed revisions to the regulation with the academic counselors prior to it being presented for a second reading.
3. Bridget Bershada gave a presentation on the Transfer Scholars Network which partners 2-year colleges and 19 highly selective US universities to assist high achieving community college students with the transfer application process.

4. Tzoler Oukayan and Toni Reyes gave a brief presentation about Timely Care, which GCC has partnered with to provide physical and mental health services to all enrolled students outside of Health Center operating hours.
5. Michelle Mora gave a brief report on the project to update student ID cards.
6. Announcements:
7. Financial Aid Cash for College event is scheduled for January 25, 2025.
8. Various campus groups are sponsoring holiday drives, including Veteran's Club (Toys for Tots) and Guild/GCC CARES supply drive.

Scheduled Meetings: February 19, 2025

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: TBA
- 3) **Placement and Assessment Committee** – May 9, 2024 is the last meeting reported.
2nd Thursday, 2:00-3:00 pm, Zoom Conference <https://glendale-edu.zoom.us/j/85346772972>
Chair: Dr. Drew Yamanishi
Scheduled Meetings: Spring 2024
- 4) **Student Fees and Tuition Committee** - February 14, 2024 is the last meeting reported.
2nd Wednesday, 1:00-2:00pm, Zoom Conference
This committee meets during intersession.
Chair: Mr. Amir Nour
Scheduled Meetings: 12/11
- V. **ADMINISTRATIVE AFFAIRS COMMITTEE*** - May 14, 2024 is the last meeting reported.
2nd Tuesday, 11:00 am–12:20 pm, Zoom Conference
Chair: Mr. Amir Nour
Met on June 11, 2024, report is forthcoming.
Scheduled Meetings: Spring 2025

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

- 1) **Campus Development Committee** – May 2, 2024 is the last meeting reported.
1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Mr. Patrick Shahnazarian
May 2, 2024 is the last meeting reported.
Meetings: Spring 2025
- 2) **Environment & Sustainability Committee** – May 1, 2024 is the last meeting reported.
1st Wednesday, 12:30 p.m. – 1:30 p.m., Zoom Conference
Chair: Mr. Patrick Shahnazarian
Scheduled Meetings: Spring 2025



- 3) **Safety Committee** – May 15, 2024 is the last meeting reported.
3rd Wednesday, 11:00am-12:00pm, Zoom Conference
Chair: Ms. Laura Matsumoto
Scheduled Meetings: September 18, 2024

Prepared by Frankie Strong, Governance Office