



GOVERNANCE UPDATE MARCH 2025

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 **February 1, 2025 and March 1, 2025**.

The College Executive Committee reviewed these items during their **March 11, 2025 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](#).

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

February 11, 2025

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

MINUTES APPROVED

1. MSC approval of the January 14, 2025 minutes.

MOTIONS APPROVED

2. MSC - to approve Administrative Regulation 6200: District Budget.
3. MSC - Roll Call - Andriassian, Coleal, Cortes, Matute, Ritterbrown, Shumakova and Yerkanyan to approve Academic Affairs requesting 21 units of GE requirements for AA and AS degrees. 2 opposed.

REPORTS

4. 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.
5. The Committee received, reviewed, and accepted the actions and information items of all Standing committees.
6. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
7. Review of the Board of Trustees agenda for the February 18, 2025 session meeting.

Scheduled Meetings: March 11, April 8, May 13, June 10, 2025



SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

1) Budget Committee – November 26, 2024

Meets on the 2nd Thursday and 4th Tuesday, 12:20-1:30 pm, Zoom Conference
Co-Chairs: Ms. Sharlene Coleal, and Mr. Michael Scott

QUORUM [6] 6/11 voting members present; 1 Resource member; 14 guests

MINUTES APPROVED

1. MSC approval of the October 22, 2024 minutes.

REPORTS

2. Administrative Regulation 6305: District Reserves tabled.
3. Reviewed; Income Statement; Financial Reporting; and Cash Flow Statement.
4. Next budget meeting date will be used to conduct a Financial Training Workshop.

Scheduled Meetings: February 26, 2025

2) College Computer Coordinating Committee (4Cs)

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

Chair: Mr. Michael Dioquino

- September 21, 2023 is the last meeting reported. Cancelled 10/17/24 and 11/21/24 meetings.

Scheduled Meetings: Spring 2025

3) Enrollment Management Committee – November 13, 2024

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

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

QUORUM [16] 23/30 voting members present; 4 Resource members

MINUTES APPROVED

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

REPORTS

2. Information/Discussion on:
Enrollment Update; Student Outreach Services; Communications; Vision-aligned Reporting
3. Strategic Enrollment Management Project
 - a. The project aims to improve the awarding of degrees and certificates by implementing a degree audit system and eventually automating the awarding of degrees.
 - b. GCC is working with a team of 3 coaches from other colleges.
 - c. Upcoming meeting to be held November 22, 2024 from 930A-130P which will include a demo of the Highpoint software, allowing participants to see the software's features and how it may support SEM goals.
 - d. The project is a year-long initiative, with significant milestones expected to be completed by June 2025 with automatic awarding of degrees and certificates expected to be a longer-term goal.
4. Fraudulent enrollment task force formed.
5. Promise Plus Updates: Dr. Karpp shared that further analysis is needed to understand Promise Plus's impact on equity and success outcomes.
6. Research request form: NEW!



- a. The office of Research and Planning has implemented a new Research Request Form to be used to request projects such as surveys, reports, etc.
- b. The form is live and available at www.glendale.edu/rprequests.
- c. Users are asked to fill out the request forms so that the request can be routed and monitored.
- d. Users should expect a lead time of 3-4 weeks.

Enrollment Management Committee – December 11, 2024

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

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

QUORUM [16] 18/30 voting members present; 5 Resource members

MINUTES APPROVED

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

REPORTS

2. Information/Discussion on:
Enrollment Update; Student Outreach Services; Communications; Vision-aligned Reporting; Fraudulent enrollments; and Promise Plus updates.
3. Strategic Enrollment Management Project information shared.
4. New business: Math Pathways requirements; 8-week class scheduling discussed.
5. Research request form: The form streamlines requests for data and research support as the Research and Planning Office transitions.

Scheduled Meetings: Spring 2025

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

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

Chair: Dr. Brittany Grice

May 23, 2024 is the last meeting reported. **Scheduled Meetings:** Spring 2025

5) **Governance Review Committee (GRC)**

Meets on the 1st Tuesday, 1:40-2:40 pm, contact Chair for location

Chair: Mr. Paul Vera

November 5, 2024 is the last meeting reported.

Met on March 4, 2025, report is forthcoming.

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

6) **Professional Development Committee**

Meets on the 3rd 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: Spring 2025

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

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

Chair: Dr. Brittany Grice

October 4, 2024 is the last meeting reported. May have met on 10/25; 11/22/2024.

Scheduled Meetings: Spring 2025

8) Student Equity & Achievement Committee (SEA)

Meets as needed

Chair: Ms. Yeranui Barsegyan

November 18, 2022 is the last meeting reported.

Scheduled Meetings: TBA

II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE* (IPCC)

October 14, 2024

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

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

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

MINUTES APPROVED

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

MOTIONS APPROVED

2. Review of subcommittee minutes:
 - a. Team A Strategic Planning – none
 - b. Program Review – It was MSC that the minutes from September 17, 2024 were accepted.
3. It was MSC to approve the revision of Administrative Regulation (AR) 3250: Institutional Planning.
4. It was MSC to approve the revision of Board Policy (BP) 3200. BP 3200: Accreditation was revised to reflect changes necessitated by its Community College League of California (CCLC) template and language from the handbook of GCC's regional accreditor.
5. It was MSC to approve the revision of AR 3200.
6. AR 3200: Accreditation was revised to describe the college's programmatic accreditation, process for the development of the Institutional Self-Evaluation Report, and the continuous coordination of institutional accreditation processes.
7. It was MSC to approve the revision of BP 3225.
BP 3225: Institutional Effectiveness added language from the CCLC template regarding diversity, equity, and inclusion.
8. It was MSC to approve the revision of AR 3225.
AR 3225: Institutional Effectiveness added language from the CCLC template regarding diversity, equity, and inclusion.
9. It was MSC to approve the revision of BP 3280.
BP 3280: Grants was revised to replace the word "College" with "District".

REPORTS

10. Enrollment Update
11. Establish Agenda for Strategic Planning (Team A) Committee's November Meeting -
12. One of the roles of IPCC is to establish the agenda for Strategic Planning Committee meetings. For the November 8th meeting, a draft agenda was reviewed and discussed. 2025-2032 Institutional Strategic Plan Key Performance Indicators The committee examined the most recent draft of the 2025-2032 Institutional Strategic Planning which incorporated stakeholder input received to date.

13. Accreditation Gap Analysis Regarding Standard 3.9, Michael Dioquino stated a lot of it is supported by the Technology Plan and the assessments that ITS does, especially on the security side. Right now, the Technology Plan is going to be routed to the 4Cs for feedback and then will go through the proper procedure.
12. Accreditation Requirements Related to IPCC
Of the 37 new accreditation standards, five relate to the work of the IPCC. The committee briefly examined each of those.

III. INSTITUTIONAL PLANNING COORDINATION COMMITTEE* (IPCC)

December 9, 2024

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

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

QUORUM [10] 10/19 voting members present; 1 Resource member

MINUTES APPROVED

1. MSC approval of the November 17, 2024 minutes.

MOTIONS APPROVED

2. It was MSC that the 2025-2032 Institutional Strategic Plan Goals and Strategies were approved.

Scheduled Meetings: Spring 2025

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1) Program Review Committee – November 19, 2024

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

Co-Chair: Dr. Daphne Dionisio, and Dr. Stacy Jazan

QUORUM [6] 7/10 voting members present

MINUTES APPROVED

1. MSC approval of the October 15, 2024 minutes.

REPORTS

2. Accreditation Requirements Relevant to Program Review Committee reviewed:
 - a. Standard 1: Institutional Mission and Effectiveness;
 - b. Standard 2: Student Success.
 - c. Standard 3: Infrastructure and Resources.
3. 2024 Cycle Completion Results So Far - There are still a couple of departments working to complete their full Program Review.
4. 2024 Timeline and Next Stages
 - a. The committee reviewed the next stages of the Program Review process.
 - b. July 2025: the 2025 Program Review cycle will be launched.

Scheduled Meetings: March 18; April, May 20, 2025

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2) **Strategic Planning Committee**

Meets once per semester, contact Chair for location

Chair: TBD

May 17, 2024 is the last meeting reported.

- Met on November 15, 2024, report is forthcoming.

Scheduled Meetings: TBA

III. **ACADEMIC AFFAIRS COMMITTEE***

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

Chair: Dr. Michael Ritterbrown

December 18, 2024 is the last meeting reported.

Scheduled Meetings: February 19, March 19, April 16, May 21, 2025

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.

- Met on December 18, 2024, report is forthcoming.

Scheduled Meetings: TBA

2) **Baja Program Committee**

Meets twice per academic year, contact Chair for location

Chair: Dr. Maria Kretzmann

November 7, 2024 is the last meeting reported.

Scheduled Meetings: TBA

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: TBA

4) **Library & Information Competency Committee**

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

Chair: Ms. Becka Cooling

October 24, 2024 is the last meeting reported.

Scheduled Meetings: Spring 2025

5) **Scholars Program Committee**

Meets on the 3rd Thursday, 12:30-1:30 pm, LB 210

Chair: Dr. Michael Harnett

November 21, 2024 is the last meeting reported.

Scheduled Meetings: March 2025.



6) **Study Abroad Committee**

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

Chair: Mr. Kevin Mack

November 21, 2024 is the last meeting reported.

Scheduled Meetings: February 27, 2025

IV. STUDENT AFFAIRS COMMITTEE*

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

Chair: Dr. Alen Andriassian

November 20, 2024 is the last meeting reported.

Scheduled Meetings: February 19, March 19, April 16, May 21, 2025

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

1) **International Students Committee**

Meets once per academic year, contact Chair for location

Chair: Mr. Murray Stach

May 2, 2022 is the last meeting reported.

Scheduled Meetings: TBA

3) **Placement and Assessment Committee**

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

Chair: Dr. Drew Yamanishi

May 9, 2024 is the last meeting reported.

- Met on September 12, October 10, and November 14, 2024, reports are forthcoming.

Scheduled Meetings: Spring 2025

4) **Student Fees and Tuition Committee**

Meets on the 2nd Wednesday, 1:00-2:00pm, Zoom Conference

This committee meets during intersession.

Chair: TBD

February 14, 2024 is the last meeting reported.

Scheduled Meetings: Spring 2025

V. ADMINISTRATIVE AFFAIRS COMMITTEE*

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

Chair: TBD

May 14, 2024 is the last meeting reported.

- Met on June 11, November 12, and December 10, 2024, reports are forthcoming.

Scheduled Meetings: Spring 2025

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SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1) Campus Development Committee

Meets on the 1st Thursday, 12:30 p.m. – 1:30 p.m., Zoom Conference

Chair: Mr. Patrick Shahnazarian

May 2, 2024 is the last meeting reported.

- Met on October 3, and November 7, 2024, reports are forthcoming.

Scheduled Meetings: Spring 2025

2) Environment & Sustainability Committee

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

Chair: Mr. Patrick Shahnazarian

May 2, 2024 is the last meeting reported.

- Met on October 2, and November 6, 2024, reports are forthcoming.

Scheduled Meetings: Spring 2025

3) Safety Committee

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

Chair: Ms. Laura Matsumoto

May 15, 2024 is the last meeting reported.

Scheduled Meetings: Spring 2025

Prepared by Frankie Strong, Governance Office