



**GOVERNANCE UPDATE  
APRIL 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 **March 1, 2025 and April 1, 2025**.

The College Executive Committee reviewed these items during their **April 8, 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](#).

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**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

**March 11, 2025**

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

**MINUTES APPROVED**

1. MSC approval of the February 11, 2025 minutes.

**MOTIONS APPROVED**

2. MSC - to approve the Academic Calendar for 2025-2026.

**REPORTS**

3. Receipt and review of unadopted and adopted minutes of subcommittees:
  - a. Budget Committee – November 26, 2024 minutes
  - b. College Computer Coordinating Committee – No minutes reported.
  - c. Enrollment Management Committee – November 13, and December 11, 2024 minutes.
  - 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.
4. The Committee received, reviewed, and accepted the actions and information items of all Standing committees.
5. The Committee received, reviewed, and accepted the actions and information items of all governance committees.
6. Review of the Board of Trustees agenda for the March 18, 2025 session meeting.
7. First reading of Administrative Regulation 5135; Catalog Rights – it was duly noted and will be presented for consideration and approve on April 8.

**Scheduled Meetings:** April 8, May 13, June 10, 2025

**SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:**

**1) Budget Committee – February 25, 2025**

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

Co-Chairs: Ms. Sharlene Coleal, and Mr. Michael Scott

**QUORUM** [6] 8/11 voting members present; 26 guests

**MINUTES APPROVED**

1. MSC approval of the November 26, 2024 minutes.

**REPORTS**

2. 2025-26 January Update of Governor's Budget.
3. It was reported that at Garfield the campus is experiencing slightly smaller waiting lists for in-person, but larger waiting lists for online courses.
4. Administrative Regulation 6305: District Reserves tabled, [pending input from constituent stakeholders.]
5. Reviewed the Budget Process Calendar.

**Scheduled Meetings:** March 25, 2025

**2) College Computer Coordinating Committee (4Cs) – March 24, 2025**

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

Chair: Mr. Michael Dioquino

**QUORUM** [9] 12/15 voting members present; 26 guests

**MINUTES APPROVED**

1. MSC approval of the September 19, 2024 minutes.

**REPORTS**

2. Cloud update (Lauren) ITS is in the process of moving all data to OCI – Oracle Cloud Infrastructure. Next phase of migration will be PeopleSoft. 2025-26 January Update of Governor's Budget.
3. MFA – Multi-factor Authentication went into effect for all managers in December 2024. Classified and Confidentials are scheduled for April 7. Faculty and Students will follow within the next couple of months.
4. [I.T.] Strategic Plan draft, this is a 5-year plan.
5. Computer [equipment] standard and refresh. Dr. Cornner has ensured that fulltime faculty and staff will be provided with one laptop and two 24" monitors; or, one 32" monitor for the laptop. This will be funded through HEERF. The goal is to maintain laptops under 5 years old. There is no use in spending time fixing equipment that is obsolete.
6. Board Policy (BP) 3720 and others need to be updated to include AI, email retention, etc. to be in-line with CCLC language.
7. Drew requested if the topic of the upcoming changes to course numbers can be discussed at the next meeting as well. This is an issue in that students will be registering for Fall 2025 courses with course numbers that will no longer exist by the start of Fall 2025 semester.
8. The next meeting will require the full hour to discuss the Strategic Plan member responses; the Administrative and Board Policy changes and the mandated course number changes.

**Scheduled Meetings:** April 2025

**3) Enrollment Management Committee**

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

Chair: Dr. Drew Yamanishi

- Met on March 12, 2025, report is forthcoming.

**Scheduled Meetings:** Spring 2025

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

Meets on the 4<sup>th</sup> 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) – March 4, 2025**

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

Chair: Mr. Paul Vera

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

**MINUTES APPROVED**

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

**MOTIONS APPROVED**

2. MSF The GRC supports the formation of the proposed Academic Honesty/Integrity governance committee. The motion failed unanimously. Rationale: GRC voted down the motion - not in support for the formation of a committee. There are processes to address such issues.

**REPORTS**

3. Student Equity and Achievement governance committee on hold pending revision of mission and purpose.

**Governance Review Committee (GRC) – April 1, 2025**

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

Chair: Mr. Paul Vera

**QUORUM** [5] 6/9 voting members present; 1 Guest

**MINUTES APPROVED**

1. MSC approval of the March 4, 2025 minutes.

**MOTIONS APPROVED**

2. MSC The Governance Review Committee supports the roles that the Academic Calendar committee plays in developing the college's calendars, does not support is disbandment, and encourages all sectors of the college to work collegially with the Academic Calendar Committee.

**Scheduled Meetings:** May 6, 2025

**6) Professional Development Committee**

Meets on the 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:** Spring 2025

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

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

Chair: Dr. Brittany Grice

- October 4, 2024 is the last meeting reported.

**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.
- The committee mission/purpose is being reviewed.

**Scheduled Meetings:** TBA

II. **INSTITUTIONAL PLANNING COORDINATION COMMITTEE\* (IPCC) March 10, 2025**

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

Co-Chairs: Dr. Daphne Dionisio, and TBD

**QUORUM** 12/18 voting members present; 1 Resource member, 2 guests

**MINUTES APPROVED**

1. It was MSC that the minutes from December 9, 2024 be adopted.

**MOTIONS APPROVED**

2. It was MSC that the Strategic Planning Committee Minutes from November 15, 2024 were accepted.
3. It was MSC that the Program Review Committee Minutes from February 18, 2025 were accepted.

**REPORTS**

4. Enrollment Update Spring 2025's credit enrollment FTES is about 7% higher than the previous year, which was 14% higher than the year before. Noncredit enrollment is about -1% lower than the previous year which was 26% higher than the year before that which was 36% higher than the year before that and 47% higher than its preceding year.

**Scheduled Meetings:** Spring 2025

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

1) **Program Review Committee**

Meets on the 3<sup>rd</sup> Tuesday, 1:30–2:30 pm,

Zoom Conference <https://glendale-edu.zoom.us/j/8182401000>

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

- February 18, 2025 is the last meeting reported.

**Scheduled Meetings:** May 2025

2) **Strategic Planning Committee**

Meets once per semester, contact Chair for location

Chair: at the time of this meeting, Dr. Edward Karpp



- November 15, 2024 is the last meeting reported.

**Scheduled Meetings:** TBA

### III. **ACADEMIC AFFAIRS COMMITTEE\* - March 19, 2025**

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

Chair: Dr. Michael Ritterbrown

**QUORUM** 29/37; 4 Resource; 5 Guests

#### **MINUTES APPROVED**

1. MSC to approve minutes from the December 19, 2024 meeting.

#### **MOTIONS APPROVED**

2. MSC to approve the agenda for the March 19, 2025 meeting.
3. MSC to approve the presented revised AR 4225 with the additional changes recommended by the committee. One oppose, three abstentions.
4. MSC to approve the Senate recommendation that the check-in assignment due dates for short sessions (4-8 weeks) be Wednesday of the first week of instruction, and for long sessions (10-16 weeks) be Thursday of the first week of instruction. Nonparticipating students can be dropped the day after Check-In Due dates.
5. MSC to approve the following items under the consent calendar:

Curriculum & Instruction Committee Minutes of February 26, 2025, and March 11 2025 Meetings.

#### **New Courses:**

- College Composition for Multilingual Learners – ESL 101
- Hip-Hop Dance History – DANCE 103
- Lighting Power Distribution and Networking – THTR 132
- Machine Learning Fundamentals — CS/IS 271

#### **Revised Courses:**

- ABSE 120, 121, and 122
- ARMEN 101, and 102
- ART 166, and 193
- ATHPE 153, 155, 158, 159, 160, 161, 162, 165, and 170
- CHEM 101
- CHIN 101, and 102
- CS/IS 265, and 266
- ECT 100, 110, 113, 162, and 176
- ENGL C10001
- ENGR 140
- ESL 155, and 159
- FTVM 46
- HIST 117
- ITAL 102, and 104
- MOA 183, and 184
- MUSIC 154, 157, 202, 236, and 237
- NS 213, and 223
- PE 108, 150, 151, 152, 180, 181, 182, 202, 203, and 204
- SOC 141A, and 131
- STV 33, and 34

- THTR 102, 103, 106, 107, 111, 112, 140, 155, 160, 162, and 164

**New Program:**

- Business Administration—Social Media Marketing I Certificate

**Revised Programs:**

- Architecture – Architectural Drafting & Design (AS)
  - Architecture – Architectural Drafting & Design (Cert)
  - Armenian Language (AA)
  - Armenian Language (Cert)
  - Computer Networking (Cert)
  - Digital Photography (AS)
  - Digital Photography (Cert)
  - Digital Photography Technician (Cert)
  - Drone Photography (Cert)
  - Interior Architecture & Design (Cert)
  - Film, Television, and Electronic Media (AS-T)
  - Photographic Lighting (Cert)
  - Photography (AA)
  - Photography (AS)
  - Photography (Cert)
  - Physics (AS-T)
  - Social Work and Human Services (AA-T)
  - Sociology (AA-T)
  - Spanish (AA-T)
  - Traditional Photography (Cert)
  - Visual Arts: Three Dimensional (AA)
6. MSC to approve the 2024 Instructional Resource Requests Prioritization.
  7. MSC to approve the 2026 – 2027 Academic Calendar.
  8. MSC to approve Academic Calendar minutes from the June 10, 2024, and December 18, 2024 meetings.
  9. MSC to approve Study Abroad minutes from the February 27, 2025 meeting.

**Scheduled Meetings:** May 21, 2025

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

**1) Academic Calendar Committee**

Meets as needed, contact Chair for location

Chair: Mr. Mike Allen

- Met on March 3, 2025, 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

- Met on March 27, 2025, report is forthcoming.

**Scheduled Meetings:** Spring 2025

5) **Scholars Program Committee**

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

Chair: Dr. Michael Harnett

- Met on March 3, 2025, report is forthcoming.

**Scheduled Meetings:** March 2025.

6) **Study Abroad Committee**

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

Chair: Mr. Kevin Mack

- Met on February 27, 2025, report is forthcoming.

**Scheduled Meetings:** March 27, 2025

**IV. STUDENT AFFAIRS COMMITTEE\* - February 19, 2025**

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

Chair: Dr. Alen Andriassian

**QUORUM**16/22 voting members present; 2/3 resources; 2 guests

**APPROVAL OF MINUTES**

1. It was MSC to approve the minutes of November 20, 2025.

**MOTIONS APPROVED**

2. It was MSC to approve revised AR 5135: *Catalog Rights* as presented.

**REPORTS**

3. The first reading of revised BP 5020: *Nonresident Tuition* was accepted with a minor correction.
4. The first reading of revised AR 5020: *Nonresident Tuition* was accepted.
5. Alen Andriassian led discussion about plans for an expanded Community Open House in May 2025, which will include invitations to the Altadena and Pasadena communities and a carnival.

**STUDENT AFFAIRS COMMITTEE\* - March 19, 2025**

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

Chair: Dr. Alen Andriassian

**QUORUM**16/22 voting members present; 2/3 resources; 2 guests

### APPROVAL OF MINUTES

1. It was MSC to approve the minutes of February 19, 2025.

### MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
  - i. Student Fees Committee – March 12, 2025 (unadopted)
3. It was MSC to approve revised BP 5020: *Nonresident Tuition* as presented.
4. It was MSC to approve revised AR 5020: *Nonresident Tuition* as presented.
5. It was MSC to approve the 2024/2025 Student Services non-personnel resource request ranking as presented.
6. It was MSC to approve the proposed \$1 increase of the Fall/Spring Health Services Fee.

### REPORTS

7. Richard Cortes announced the May 2, 2025 Counselor Conference, titled *Counseling Horizons: Building resilience through Connection*.
8. Michael Davis announced a mental health awareness event called *Vibe n Vent*.
9. Alen Andriassian reported that the 2025 commences will take place on a Saturday this year. The 2026 is scheduled for a Thursday.

**Scheduled Meetings:** 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 – March 12, 2025

Meets on the 2<sup>nd</sup> Wednesday, 1:00-2:00pm, Zoom Conference  
*This committee meets during intersession.*

Chair: Ms. Amy Williams

**QUORUM** 7/9 voting members present; 1 guest

### MOTIONS APPROVED

1. It was MSC to approve Health Fee Proposal for 25-26 to \$27. Motion passed unanimously.

### MOTIONS TABLED

2. It was MST to approve revised BP 5020: *Nonresident Tuition* as presented.
3. It was MST to approve revised AR 5020: *Nonresident Tuition* as presented.

4. It was MST to approved the draft Nonresident Tuition Waiver form was presented.

#### **REPORTS**

5. Revised Administrative Regulation 5020: *Nonresident Tuition* will be brought to the next schedule Student Fees Committee for a second reading.
6. Revised Board Policy 5020: *Nonresident Tuition* will be brought to the next schedule Student Fees Committee for a second reading.
7. Draft for “Nonresident Tuition Waiver” will be brought back to the committee for consideration after the approval of the nonresident tuition board policy and administration regulation have been approved.
8. Drew Yamanishi reported that Student Health Fee has been waived for all eligible 2024/2025 Promise Plus students

**Scheduled Meetings:** April 2025

#### **V. ADMINISTRATIVE AFFAIRS COMMITTEE\***

Meets on the 2<sup>nd</sup> 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

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

##### **1) Campus Development Committee**

Meets on the 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.

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

**Meetings:** Spring 2025

##### **2) Environment & Sustainability Committee**

Meets on the 1<sup>st</sup> 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 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:** Spring 2025

