



GLENDALE COMMUNITY COLLEGE DISTRICT
1500 North Verdugo Road
Glendale, California 91208



BOARD OF TRUSTEES
Agenda

Meeting No. 7

Special Board Meeting

November 1, 2011 at 8:30 a.m.

GCC Professional Development Center

GLENDALE COMMUNITY COLLEGE DISTRICT
1500 North Verdugo Road
Glendale, California 91208
(818) 240-1000

SPECIAL BOARD OF TRUSTEES MEETING NO. 7

Glendale Community College
Professional Development Center
2340 Honolulu Avenue
Montrose, CA 91020

November 1, 2011 at 8:30 a.m.

AGENDA

In compliance with Education Code 72129-7213, the presiding officer of the Board of Trustees is calling a Special Meeting on Tuesday, November 1, 2011 at 8:30 a.m. at the Glendale Community College Professional Development Center, Room #200, located at 2340 Honolulu Avenue, Montrose, CA 91020.

ITEM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CERTIFICATION OF COMPLIANCE

To accommodate the requirement of Government Code Section 54956, it is hereby declared that the agenda for the meeting was posted 24 hours prior to this meeting at the following locations:

- At three locations in the Administration Building at Glendale Community College;
- On the bulletin board on the outside wall of the San Gabriel Building at Glendale Community College.
- On the bulletin board located on the outside wall of the second floor by the main office entrance on the Garfield Campus;
- On display inside the glass doors at the front entrance of the Professional Development Center;
- On the College's website <<http://www.glendale.edu/boardoftrustees>>.

In accordance with the Brown Act revisions, any writings relating to open session agenda items and distributed to all or a majority of all Board members within 72 hours prior to a regular meeting, or within 24 hours prior to a special meeting, shall be made available for inspection by the public in the Office of the Superintendent/President, John A. Davitt Administration Building, AD 106, 1500 N. Verdugo Road, Glendale, CA 91208 during regular business hours. When possible, such writings may also be posted on the District's website: www.glendale.edu/boardoftrustees.

Individuals who require disability related accommodations or modifications, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent/President's office by noon of the business day preceding the board meeting. Please call (818) 551-5105.

COMMENTS FROM THE AUDIENCE – BOARD AGENDA ITEMS ONLY

(ADDRESSING THE BOARD OF TRUSTEES - An individual or group representative may address the Board of Trustees on any item on the agenda. A speaker must state his or her name and address prior to speaking to the Board. Not more than five minutes may be allotted to each speaker and no more than twenty minutes to each subject, except by unanimous consent of the Board of Trustees.)

CLOSED SESSION (1)

1. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code §54957.6
Agency designated representative: Dr. Jewel Price
Employee organization: Glendale College Guild

RECONVENE IN PUBLIC SESSION

REPORT OF CLOSED SESSION ACTION (IF ANY)

STUDY SESSIONS

1. "Paperless Board Agenda" – Mr. Wayne Keller, Associate Vice President, Information and Technology, Glendale Community College

(Please see Informational Report No. 1 on page 1 of this agenda.)
2. "Distribution of Documents Supplemental to Board Agendas" – Ms. Mary Dowell, Attorney, Liebert, Cassidy, Whitmore
3. "Redistricting" –
Ms. Kimi Shigetani, Vice President, Community College League of California
Mr. Paul Mitchell, Principal, Redistricting Partners
Ms. Elaine Reodica, Assistant Director, District Services, Community College League of California
4. "Board of Trustees 2011-2012 Goals" – Mrs. Anita Quinonez Gabrielian, President, Glendale Community College District Board of Trustees

(Please see New Business Report No. 2 on page 4 of this agenda.)

INFORMATIONAL REPORTS

1. Paperless Board Agenda 1

This report is being presented for informational purposes.

NEW BUSINESS/ACTION ITEMS

1. Redistricting Consultant 3

The Superintendent/President recommends that the Board of Trustees approve the hiring of a redistricting consultant to review compliance with the California Voting Rights Act.
2. Board of Trustees 2011-2012 Goals 4

The Superintendent/President recommends that the Board of Trustees develop their 2011-2012 Board Goals and move forward with the approval process.

BOARD OF TRUSTEES REQUEST - INFORMATION AND/OR FUTURE AGENDA ITEMS

(This is an opportunity for the Board of Trustees to place items on future board agendas.)

CLOSED SESSION (2)

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
pursuant to Government Code §54957
Title: Superintendent/President

RECONVENE IN PUBLIC SESSION

REPORT OF CLOSED SESSION ACTION (IF ANY)

ADJOURNMENT

FUTURE DATES

November 4, 2011	Patrons Club Scholarship Fundraiser Luncheon
November 11, 2011	<i>Veterans Day – Campus Closed</i>
November 21, 2011	Regular Board Meeting
November 24-26, 2011	<i>Thanksgiving Holiday – Campus Closed</i>
December 1, 2011	Senate Holiday Party
December 12, 2011	Regular Board Meeting
December 14, 2011	Last Day of Fall Semester
December 14, 2011	CSEA Holiday Party
Dec 22 – Jan 2, 2012	<i>Campus Closed – Winter Break</i>
January 7, 2012	Verdugo Fire Academy Graduation (1:30 p.m. – GCC Auditorium)
January 16, 2012	<i>Martin Luther King, Jr. Day – Campus Closed</i>
January 17, 2012	Regular Board Meeting
February 17, 2012	<i>Lincoln Day – Campus Closed</i>
February 20, 2012	<i>Washington Day – Campus Closed</i>
February 27, 2012	Regular Board Meeting
March 10, 2012	Athletic Hall of Fame Banquet
March 19, 2012	Regular Board Meeting
April 16, 2012	Regular Board Meeting
May 21, 2012	Regular Board Meeting
June 1, 2012	Commencement
June 18, 2012	Budget Study Session
June 25, 2012	Regular Board Meeting

Glendale Community College District

November 1, 2011

INFORMATIONAL REPORT NO. 1

REPORT OF RECOMMENDATION

TO: Board of Trustees

SUBMITTED BY: Dawn Lindsay, Superintendent/President

REVIEWED BY: Ron Nakasone, Vice President of Administrative Services

PREPARED BY: Wayne Keller, AVP for Information Technology

SUBJECT: PAPERLESS BOARD AGENDA

DESCRIPTION OF HISTORY / BACKGROUND

The Board of Trustees has previously inquired about the possibility of moving to paperless board meetings. The college can accomplish this but it will require an investment in additional hardware, software and training. Following are options for consideration in meeting this request:

Hardware: The elimination of the paper board agenda will require that the Board of Trustees have a means to view the agenda. Either laptops or tablets are the recommended solution. Seventeen laptops or tablets are needed, one for each member on the dais, one for each administrative staff and two backups. Costs are as follows:

17 laptops	\$23,800 or
17 tablets	\$10,200

These costs can be substantially reduced if board members use their own personal devices at the meetings.

Software: There are numerous software applications that could be used to eliminate the paper board agenda. BoardDocs has developed an application that was demonstrated to college administrators in July 2010. The software was rather complex and probably had more functionality than would be needed by our college. A vast amount of training would be essential in successfully implementing this product. Training would be required to Cabinet members, their administrative assistants, and anyone else who prepares board reports. Since

then, our IT department has identified other software like IQM2 Agenda Packet, that appears to simplify workflow. These products cost approximately \$7,800 annually.

A more economical software solution would be Adobe PDF Pro. This software would create bookmarks for agenda items and users could select them to navigate through the board agenda. Cost of the software is approximately \$900 plus annual upgrades. However, this option would not reduce the staff effort to assemble the board agenda since the electronic process would replicate the manual process.

File Access: Accessing the board agenda in Kreider Hall will require an upgrade to the wireless network. New Wireless Access Points (WAPs) need be purchased at an approximate cost of \$6,000 to access and download the board agenda. A more economical alternative would be to make the files available to download on a secure internet site or emailed to the board members prior to the board meeting. Board members would have to download the agenda onto their personal device prior to the board meeting.

Finally, moving to a paperless board meeting would require additional IT support at every board meeting to assist with technical problems.

COMMITTEE HISTORY

Not applicable.

FISCAL IMPACT

Up to \$37,600 depending on options selected. Training costs would be in addition to this amount.

RECOMMENDATION

This report is being presented for informational purposes.

Glendale Community College District

November 1, 2011

NEW BUSINESS REPORT NO. 1

REPORT OF RECOMMENDATION

TO: Board of Trustees

SUBMITTED BY: Dawn Lindsay, Superintendent/President

PREPARED BY: Ron Nakasone,
Executive Vice President, Administrative Services

SUBJECT: REDISTRICTING CONSULTANT

DESCRIPTION OF HISTORY / BACKGROUND

Community college district governing boards using an at-large election are subject to the California Voting Rights Act (CVRA) of 2001. The CVRA provides that an at-large election of board members must not impair the ability of a protected class to elect candidates or dilute the rights of voters of a protected class. As long as an at-large election method is used, a voter may file a lawsuit for violation of the CVRA thereby subjecting the community college district to potential liability for attorney's fees, costs, and expert witness fees.

It is recommended that community college districts that currently use an at-large election system hire a consultant to review its election method to determine whether any potential CVRA violations exist. The demographics of the district and actual voter history will be reviewed by the consultant. A final report is prepared with a recommendation on what actions are required to comply with the CVRA.

COMMITTEE HISTORY

None

FISCAL IMPACT

Up to \$40,000. Cost savings may be realized if the City of Glendale and/or Glendale Unified School District contract with the college on a joint study and share costs.

RECOMMENDATION

The Superintendent /President recommends that the Board of Trustees approve the hiring of a redistricting consultant to review compliance with the California Voting Rights Act.

Glendale Community College District

November 1, 2011

NEW BUSINESS REPORT NO. 2

REPORT OF RECOMMENDATION

TO: Board of Trustees

SUBMITTED BY: Dawn Lindsay, Superintendent/President

REVIEWED BY: Dawn Lindsay, Superintendent/President

SUBJECT: BOARD OF TRUSTEES 2011-2012 GOALS

DESCRIPTION OF HISTORY / BACKGROUND

Historically, prior to Fall 2010, the Board of Trustees developed their goals during the spring semester. However, in order to align the Board's goals with the college's goals, the Board has determined that they will develop and approve their goals in the Fall.

The Glendale Community College Board of Trustees 2010-2011 Goals are included in this report.

COMMITTEE HISTORY

Board of Trustees Meetings:

- Development of 2010-2011 Board Goals – October 15, 2010
- Presentation of 2010-2011 Board Goals - November 15, 2010
- Approval of 2010-2011 Board Goals – February 28, 2011
- Review of Board Goals timeline – May 20, 2011

FISCAL IMPACT

Not determined.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees develop their 2011-2012 Board Goals and move forward with the approval process.

Glendale Community College District

Board of Trustees 2010-2011 Goals

Approved by the Board of Trustees – 02/28/11

We, as the Board of Trustees of Glendale Community College District, ascribe to the following guiding principles in the development of college policy and protocol. The Board of Trustees 2010-2011 goals are based on ACCJC regulations and state and federal guidelines. In addition, we support the need for a diverse curriculum designed to fully serve the needs of our internal and external community. We support the mission statement of Glendale Community College and honor the shared governance process, encourage input and engagement by all constituent groups.

The Board of Trustees progress towards these goals will be part of the Board's next self-evaluation. These goals have been derived from previous year's goals, Accreditation recommendations, and the final report of the Technical Assistance Team. In addition, the Board will ensure that there are adequate resources to meet and support the Accreditation Standards' recommendations and goal achievement.

Further, the Board of Trustees of Glendale Community College District, hereby, charges Dr. Dawn Lindsay, Superintendent/President of Glendale Community College, to develop, implement, and evaluate the pertinent aspects of these goals and report her findings to the Board on regular basis.

Goal A: Student Success

Improve GCC ranking in key indicators as reported in the State Accountability Report.

To achieve this goal the Board will:

1. analyze student success, challenges to persistence and access by reviewing demographic data-published annually in "Campus Profiles,"
2. seek information of significant gaps identified in the 'State Accountability Report' and make recommendations to close these gaps through collaboration with faculty and staff, and
3. utilize professional development opportunities to expand the Board's collective knowledge of student success with emphasis on Board roles, responsibilities, policy, advocacy, current trends in student success and student leadership.

Goal B: Fiscal Stability

Ensure the fiscal stability of GCC through appropriate planning, staying well informed of the current financial challenges facing the State which impact GCC, supporting community college advocacy efforts and continuing to lobby with legislators.

To achieve this goal the Board will:

1. maintain a policy for a minimum of 5% reserve,
2. require an educational master plan that incorporates GCC's mission, Board and Superintendent/President goals, and supports the integration and collaboration of all existing district-wide plans,
3. provide resources that ensure stability in carrying out on-going needs of the operation of the college, while focusing on instruction, student access, persistence and success, and
4. support Superintendent/President's local, state, and federal advocacy efforts.

Goal C: Accreditation

Ensure the four Accreditation Team recommendations are addressed and completed by March 2011, and that work is initiated on the remaining five recommendations to ensure they are fully addressed and completed by March 2012.

To achieve this goal the Board will:

1. require staff to provide monthly reports so that the Board stays informed of the progress made towards Accreditation recommendations (improvements, integration of plans, timelines, responsibilities, etc.), and
2. establish processes that ensure meaningful and long-term changes related to these Accreditation recommendations.

Goal D: Communication

Continue to be transparent in communication with internal and external constituencies so that all shareholders stay informed of students' successes and the financial challenges facing GCC.

To achieve this goal the Board will:

1. review and analyze the previous year's external scan and work towards implementing and incorporating pertinent recommendations,
2. report the results of the external scan back to the external and internal communities, through Board reports, publications, forums and posting information on GCC's website,
3. share Board goals and the final self-evaluation results with internal and external communities, on annual basis, and seek feedback from appropriate constituencies,
4. establish policies that ensure new Board member orientation and involvement in professional development activities, and
5. improve communication with GCC Foundation.

Goal E: Shared Governance

Demonstrate mutual respect for all constituency groups, make empirically-based decisions, and publicly (during Board Meetings) communicate Board member(s)' rationale for approving, disapproving and or modifying a recommendation that has gone through the shared governance process.

To achieve this goal the Board will:

1. identify a method for constituency input and feedback prior to the completion of its annual self-evaluation,
2. establish annual goals in order to give the Superintendent/President clear forward-direction for GCC and to keep appropriate constituencies informed of its leadership direction,
3. communicate its self-evaluation and the annual Board goals through various methods, and
4. stay informed of shared governance mandates and protocols and further expand the Board's knowledge in this area.

Goal F: Capital Improvement

Provide facilities and on-going maintenance that support the educational mission of GCC.

To achieve this goal the Board will:

1. approve and maintain policies ensuring that the Measure G Bond commitments are carried out as prescribed and as needed in the Measure G Bond Campaign Literature,
2. require regular reporting by the Measure G Citizens' Oversight Committee as to the progress toward accurate expenditure of the Measure G fund,
3. receive monthly reports from GCC administrative staff during Board meetings about projects completed, those on course, and those projects remaining on the list, along with correlated funding for each project,
4. visit project sites and publicize capital improvements and progress of these projects to the public via various methods, and
5. ensure that new construction projects follow the LEED Certification requirements.