

**GLENDALE COMMUNITY COLLEGE DISTRICT
1500 N. Verdugo Road
Glendale, CA 91208**

BOARD OF TRUSTEES MEETING NO. 7

The special meeting of the Glendale Community College District Board of Trustees was called to order by Mrs. Gabrielian at 8:33 a.m. on Tuesday, November 1, 2011 at the Professional Development Center, Room 200, 2340 Honolulu Avenue, Montrose, CA 91020.

Trustees Present

Mrs. Anita Quinonez Gabrielian
Dr. Armine G. Hacopian
Dr. Vahé Peroomian
Ms. Ann Ransford
Mr. Anthony P. Tartaglia
Ms. Suzanna Sargsyan
(excused)

Administrators Present

Dr. Dawn Lindsay
Dr. Mary Mirch
Dr. Edward Karpp
Mr. Wayne Keller
Mr. Ron Nakasone
Ms. Donna Voogt

Representatives Present

Academic Senate: Mr. Michael Scott
CSEA: Ms. Saodat Aziskhanova
Guild: Ms. Isabelle Saber

The media was represented by the Glendale News Press. Study Sessions 1 through 3 were audio recorded.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was led by Mrs. Gabrielian.

COMMENTS FROM THE AUDIENCE – BOARD AGENDA ITEMS ONLY

There were no comments.

CLOSED SESSION (1)

At 8:34 a.m., Mrs. Gabrielian announced that the Board would recess to Closed Session to consider the following:

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 – 10:34 a.m. Roll call was taken with all five Board Members present.

REPORT OF CLOSED SESSION ACTION - None

STUDY SESSIONS

1. "Paperless Board Agenda"

Mr. Wayne Keller, Associate Vice President, Information and Technology, Glendale Community College, presented an overview of the current process of generating a board agenda and a possible phasing-in (to paperless) option to be developed by the I.T. department and using an Adobe PDF Pro program. During his presentation, Mr. Keller referred to information provided in Informational Report No. 1 on the board agenda.

STUDY SESSION NO. 1 – continued

- Dr. Lindsay addressed Mr. Keller's proposal of phasing-in and noted that Ms. Ransford and Dr. Peroomian had offered to participate in a pilot.
- At the Board's request, Mrs. Holmes reviewed the current process of compiling and publishing a board agenda. She noted that over 45 persons at different management and classified levels contribute in some way to the submission of a board agenda's written reports and would therefore be included in the training of a paperless board agenda system.
- Ms. Ransford expressed her concern about the college coming up with its own system and suggested that the college consider an e-Governance system, such as BoardDocs. Ms. Ransford requested that the college contact BoardDocs for a demo.
- Dr. Peroomian agreed with Ms. Ransford regarding the college looking into an outside system. He addressed hardware and noted that the Board should not factor in this cost. He asked if the college had lending laptops.
- Dr. Hacopian expressed her concern about community attendance at a board meeting and not having hard copy agendas available to them. She noted that there would have to be some hard copies available.
- Dr. Peroomian noted that there would be a transition period.
- Ms. Voogt noted that, as a point of reference, the College of the Canyons implemented BoardDocs in August of this year.
- Dr. Hacopian said that, because the college is going through such a budget crisis, she is nervous spending the money. Ms. Ransford and Dr. Peroomian noted that going paperless would be a savings, factoring in the cost of duplicating, personnel, and delivery. The Members of the Board requested that Mr. Nakasone prepare a spreadsheet of the current process to include costs, time and effort.
- Mr. Tartaglia noted that the Board would like to hear a report from the College of the Canyons on their new process.

2. "Distribution of Documents Supplemental to Board Agendas"

Ms. Mary Dowell, Attorney, Liebert, Cassidy, Whitmore briefly addressed the District's distribution of documents supplemental to board agendas. Her comments are as follows:

- The Brown Act is very clear that any person can request to be on a list to receive not only an agenda, but an entire packet that supplements the agenda. However, she said that this is a different question than the responsibility to make documents created after the agenda packet has been posted available to members of the public.
- She has reviewed previous advice that the Board has received with respect to the distribution of supplemental items relating to board agendas. She said that it is the District's practice to make these documents available to members of the public. Ms. Dowell said that the college's policy in itself is fine and that she does not see any need for an amendment to the policy.
- She said that it is a question of administrative practice and that this is nothing that the Board needs to address. She asked the permission of the Board to work with the Superintendent/President's office to examine how their practices are implemented to see if there is anything that can be done to better reflect the requirements of the Brown Act.

Mrs. Gabrielian concluded the study session by thanking Ms. Dowell and stating that Ms. Dowell would work with the administration.

RECESS – 11:51

The meeting reconvened at 12:05 p.m. Roll call was taken with all five Board Members present.

STUDY SESSION NO. 3

3. “Redistricting”

Mrs. Gabrielian noted that representatives from the City of Glendale and Glendale Unified School District had been invited to attend the study session. She welcomed and introduced the guests in attendance: Dr. Richard Sheehan, Superintendent, Glendale Unified School District; Ms. Joylene Wagner, Board President, Glendale Unified School District; and Ms. Eva Lueck, Chief Business and Financial Officer, Glendale Unified School District.

Mrs. Gabrielian then welcomed and introduced the study session’s presenters:

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

Ms. Heather DeBlanc and Ms. Mary Dowell, Liebert Cassidy, Whitmore, contributed to the discussion.

Ms. Shigetani presented a brief overview of the CCLC’s (Community College League of California) partnership with the firm, Redistricting Partners, and also gave a brief overview of AB 684 [(Block) Community college districts; trustee elections]. She then introduced Mr. Mitchell, who presented a PowerPoint presentation, entitled, “Redistricting, 2011 – Glendale CCD – Overview of District and application of State/Federal voting act rights.” Topics covered were as follows:

- What is Redistricting
- Traditional Redistricting Principles
- Communities of Interest
- What is the CVRA [California Voting Rights Act]
- What is CVRA Analysis
- Glendale CCD – Focusing these concepts within Glendale
- Glendale CCD – Areas of concern that should be analyzed

At the conclusion of the presentation and discussion, it was determined that the following would be the process:

- Upon Board approval, the District will hire a redistricting consultant to review the District’s at-large election system to determine if it is in compliance with the CVRA (California Voting Rights Act). (Please see New Business Report No. 1 on page 4 of these minutes.)
- Upon conclusion of the review, should the redistricting consultant recommend that the District adopt a by-trustee area election method, the process is as follows:
 - The Board will conduct two public hearings and subsequently adopt a resolution for a by-trustee area election process.
 - The District will submit an “Election Waiver Request” to the Board of Governors.
 - The deadline for districts to submit redistricting plans to the county is March 12, 2012.

It was further determined, as stated by Mr. Mitchell, that if they so desired, the City of Glendale and Glendale Unified School District could be included in the college’s redistricting study and share the cost, which would graduate according to the number of participating agencies.

- Dr. Sheehan indicated that he would take this to the Glendale Unified School District Board of Education.
- Dr. Lindsay indicated that she and Mrs. Gabrielian had broached the subject of the possibility of sharing the study/cost at the last Glendale Civic Leaders’ Roundtable meeting, which included representation from the City of Glendale in addition to Glendale Unified School District.

STUDY SESSION NO. 4

4. “Board of Trustees 2011-2012 Goals” – Mrs. Anita Quinonez Gabrielian, President, Glendale Community College District Board of Trustees
 - Due to unavoidable travel delays of the presenters of Study Session No. 3, the Board by affirmation agreed to begin the discussion of the goals until the arrival of the presenters. Five minutes of discussion ensued until the presenters’ arrival. The balance of Study Session No. 4 followed at the conclusion of Study Session No. 3.
 - Please see New Business Report No. 2 below.

INFORMATIONAL REPORTS

1. Paperless Board Agenda

This report was duly noted in conjunction with Study Session No. 1 on pages 1-2 of these minutes.

NEW BUSINESS/ACTION ITEMS

1. Redistricting Consultant

It was moved (Mr. Tartaglia) and seconded (Dr. Hacopian) to approve New Business Report No. 1.

New Business Report No. 1 was considered in conjunction with Study Session No. 3 on page 3 of these minutes.

The motion passed unanimously.

RECESS – 1:20

The meeting reconvened at 1:44 p.m. Roll call was taken with all five Board Members present.

NEW BUSINESS/ACTION ITEMS - continued

2. Board of Trustees 2011-2012 Goals

New Business Report No. 2 was discussed in conjunction with Study Session No. 4 on page 4 of these minutes. During the discussion, the Board referred to the “Board of Trustees 2010-2011 Goals” on pages 5 – 7 of the board agenda. The Members of the Board reviewed and subsequently revised each of the goals.

By affirmation, the Board agreed on the revisions that were made to the “Board of Trustees 2010-2011 Goals” at this meeting and agreed to bring forward the revised document as the Board’s 2011-2012 Goals to the November 21, 2011 board meeting for approval.

Note: The aforementioned revised goals will appear in New Business Report No. 1 on pages 124 of the November 21, 2011 board agenda. A copy will also be permanently bound as an attachment to these minutes.

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

There were no requests.

At 2:48 p.m., Mrs. Gabrielian announced that the public portion of the meeting had now concluded and that the Board would recess to Closed Session. She said that there would be no items to report out.

CLOSED SESSION (2)

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

RECONVENE IN PUBLIC SESSION – 5:25 p.m.

REPORT OF CLOSED SESSION ACTION - None

ADJOURNMENT

Since all business on the agenda had been considered, the meeting was adjourned at 5:25 p.m.

Mrs. Anita Quinonez Gabrielian, President

Ms. Ann H. Ransford, Clerk

Board of Trustees Special Meeting, November 1, 2011
Minutes recorded by Sally Holmes, Secretary to the Superintendent/President.