**GLENDALE COMMUNITY COLLEGE**
**GOVERNANCE UPDATE**
**APRIL 2012**

The Governance Update report comprises the actions taken by various governance committees. It is required by Administrative Regulation 2511, the Governance Document. This report includes motions and information items as shown in the minutes of committees that reported to the Governance office between *March 6, 2012 and April 3, 2012.*

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Any questions regarding items listed contact the chair of the appropriate committee.
- Committee chairs may be emailed directly from the Blue List. For the list of governance committees and to view committee minutes in their entirety visit: http://www.glendale.edu/governance
- Items ~~struck~~ were not approved by Campus Executive and therefore, returned to the reporting committee for clarification.

**EXECUTIVE a.k.a CAMPUS EXECUTIVE – February 21, 2012**

**MEETING TIME** 2:30 p.m., AD 121- Meets 1 week prior to Board of Trustees meetings
**QUORUM** (7): 7 out of 7 voting members.

**APPROVAL OF MINUTES**

1. It was moved (Mr. Scott) and seconded (Ms. Sargsyan) to approve the Campus Executive Committee Minutes of January 10, 2012. The motion passed unanimously.

**MOTIONS APPROVED**

2. It was moved (Dr. Perez) and seconded (Ms. Sargsyan) to accept the following subcommittee minutes:
   a) Budget Committee
      Adopted Minutes of December 8, 2011
      Adopted Minutes of January 12, 2012

   b) Institutional Planning Coordination Committee
      Adopted Minutes of November 14, 2011
      Adopted Minutes of November 28, 2011
      Adopted Minutes of January 9, 2012

   c) Released Time Extra Pay Committee
      Adopted Minutes of November 18, 2011

   The motion passed unanimously.

3. It was moved (Dr. Perez) and seconded (Ms. Sargsyan) to approve the Consent Calendar prepared for the February 21, 2012 Campus Executive Meeting. The motion passed

unanimously.

4. It was moved (Dr. Perez) and seconded (Ms. Sargsyan) to approve the ARCC 2012 Self-Assessment. The motion passed unanimously.

5. It was moved (Mr. Nakasone) and seconded (Ms. Sargsyan) to approve the revision of Administrative Regulation 2400: Off-Duty Work to Administrative Regulation 7280. The motion passed unanimously.

6. It was moved (Dr. Perez) and seconded (Dr. Mirch) to approve Administrative Regulation 5010: Eligibility for Admissions. The motion passed unanimously.

**NEXT MEETING DATE** – Tuesday, March 13, 2012, 2:30 p.m., AD 121

**EXECUTIVE a.k.a CAMPUS EXECUTIVE – March 13, 2012**

**MEETING TIME** 2:30 p.m., AD 121- Meets 1 week prior to Board of Trustees meetings

**QUORUM** (7): 7 out of 7 voting members.

**APPROVAL OF MINUTES**

1. It was moved (Dr. Perez) and seconded (Ms. Sargsyan) to approve the Campus Executive Committee Minutes of February 21, 2012. The motion passed unanimously.

**MOTIONS APPROVED**

2. It was moved (Mr. Scott) and seconded (Ms. Sargsyan) to accept the following subcommittee minutes:

   a) Budget Committee
   Adopted Minutes of February 9, 2012

   b) Campuswide Computer Coordinating Committee
   Adopted Minutes of October 20, 2011

   c) EEO Advisory Committee
   Adopted Minutes of November 3, 2011

   d) Governance Review Committee
   Adopted Minutes of October 4, 2011
   Adopted Minutes of November 1, 2011

   e) Released Time/Extra Pay Committee
   Adopted Minutes of December 9, 2011

   f) Staff Development Committee
   Adopted Minutes of November 17, 2011

   The motion passed unanimously as amended.

3. It was moved (Ms. Saber) and seconded (Ms. Sargsyan) to approve the Consent Calendar prepared for the March 13, 2012 Campus Executive Meeting.
   The motion passed unanimously.

4. It was moved (Dr. Mirch) and seconded (Ms. Sargsyan) that the management group elect one of its members to serve as a resource representative on the Campus Executive Committee. The motion passed unanimously.

5. It was moved (Ms. Saber) and seconded (Mr. Nakasone) to approve the proposed 3/4 consent of the full membership.

   Entering a friendly amendment to amend the proposed 3/4 consent to 2/3, it was moved (Ms. Saber) and seconded (Ms. Sargsyan) that an e-mail vote can be held with 2/3 consent of the full membership of the committee and that this language will be reflected in Administrative Regulation 2511: Governance Document – Item #5 – Communications and Operations.
   The motion passed with six ayes and one nay.

6. It was then moved (Ms. Saber) and seconded (Dr. Mirch) to approve the e-mail voting language for Administrative Regulation Administrative Regulation 2511: Governance Document – Item #5 – Communications and Operations as follows:

   "E-mail voting is strongly discouraged. Issues of an urgent nature arising between regularly scheduled meetings can be addressed by a special meeting or by an e-mail vote, with 2/3 consent of the entire voting membership of the committee."

   The motion passed with six ayes and one nay.

**NEXT MEETING DATE** – Friday, April 6, 2012, 8:00 a.m., AD 121

**SUBCOMMITTEES OF EXECUTIVE:**

**BUDGET – February 28, 2012**
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.
**QUORUM** 10/10 voting members; 2 Resources, 18 guests
**APPROVAL OF MINUTES**

1. MSC to approve the minutes of the February 9, 2012 meeting as presented.

**MOTIONS APPROVED** - none
**MOTIONS FAILED** - none
**MOTIONS TABLED** - none
**REPORTS**

1. Ron gave an update on the State Budget.
2. The Salary and Benefit Study / February 2012 was distributed to the committee for review.
3. Ron reported that he is negotiating with a vendor to rent out the coffee cart. Either Starbucks or Coffee Bean will be offered at both the main campus and Garfield.

**BUDGET – March 8, 2012**
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.
**QUORUM** 10/10 voting members; 2 Resources, 5 guests
**APPROVAL OF MINUTES**

1. MSC to approve the minutes of the February 28, 2012 meeting as presented.

**MOTIONS APPROVED** - none

**MOTIONS FAILED** - none
**MOTIONS TABLED** - none
**REPORTS**

1. Ron gave an update on the State Budget.
2. A plan was developed on cutting the student worker budget. Student workers would be limited to basically the funding provided by Federal Work Study (FWS), CalWORKs, and other grants. Ron reported that he is negotiating with a vendor to rent out the coffee cart. Either Starbucks or Coffee Bean will be offered at both the main campus and Garfield.

**NEXT MEETING:** March 27, 2012

**CAMPUSWIDE COMPUTER COORDINATION – February 23, 2012**
3rd Thursday, 12:30 -1:30p, AD 121

Reported from Unadopted minutes.
**QUORUM** 16/17 voting members; 2 resources
**APPROVAL OF MINUTES**

1. The minutes from October 20, 2011 were approved.

**MOTIONS APPROVED** – None
**MOTIONS FAILED** - None
**MOTIONS TABLED** - None
**REPORTS**

1. Dial-Up Access: Dial-up Access was terminated back in fall 2011. An All campus e-mail announcement went out. Access was cut and the circuits with AT*T were terminated. As a result, our AT&T bill has been lowered.
2. Level III Classrooms: There has been no progress on the upgrade of classrooms to Level III primarily due to budget constraints. Most classrooms on campus are at a Level III with only a handful that are not. A posting of which classrooms are Level III will be posted on the GCC website.
3. Symantec Backup Exec Desktop and Pilot: A server was taken from one of the old phone systems and will be used to pilot a desktop backup utility. There was an initial list of about 20 to 30 people which has been narrowed down to approximately 10 users for the Pilot. Due to the budget we will probably not get beyond 10 users.

**NEXT MEETING:** March 15, 2012

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) – April 5, 2012**
1ST Thursday, 12:30-1:30, SM270

Report is forthcoming.

**ENROLLMENT MANAGEMENT – November 9, 20122**
2nd Wednesday, 12:20 - 1:20, AD 121

**QUORUM** 26/30; 1 resources; 1 guest
**APPROVAL OF MINUTES**

1. MSC to approve minutes of October 12, 2011 meeting.

**MOTIONS APPROVED -** None
**MOTION FAILED** - None
**MOTIONS TABLED –** None
**REPORTS** – none

**GOVERNANCE REVIEW – March 6, 2012**
1st Tuesday, 1:30-2:30pm, AD 249

Report is forthcoming. Did not meet in January & February 2012.
**NEXT MEETING:** April 3, 2012

**INSTITUTIONAL PLANNING COORDINATION – January 23, 2012**
2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121
**QUORUM** 12/16 voting members; 0 resources; 1 guest
**APPROVAL OF MINUTES**
1. MSC to approve the January 9, 2012 minutes
**MOTIONS APPROVED** - none
**MOTIONS FAILED** - none
**MOTIONS TABLED** - none
**REPORTS** – none

**INSTITUTIONAL PLANNING COORDINATION – February 13, 2012**
2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121
**QUORUM** 15/17 voting members; 0 resources; 1 guest
**APPROVAL OF MINUTES**
1. MSC to approve the January 23, 2012 minutes
**MOTIONS APPROVED**
1. MSC to approve the latest revisions to the IPCC mission statement
**MOTIONS FAILED** - none
**MOTIONS TABLED** - none
**REPORTS** – none

**INSTITUTIONAL PLANNING COORDINATION – February 27, 2012**
2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121
**QUORUM** 16/17 voting members; 0 resources; 1 guest
**APPROVAL OF MINUTES**
1. MSC to approve the February 13, 2012 minutes
**MOTIONS APPROVED**
1. MSC to approve changes to Administrative Regulation 3250
**MOTIONS FAILED** - none
**MOTIONS TABLED** - none
**REPORTS** – none
**NEXT MEETING:** March 12, 2012

**RELEASED TIME EXTRA PAY – March 9, 2012**
Dates and Times Determined By Committee, 12:00-1:00p, SM270
Report is forthcoming.

**STAFF DEVELOPMENT** – **February 16, 2012**
3rd Thursday, 12:30 pm, HR Conference Room
Report is forthcoming.

**WEB OVERSIGHT –** Last meeting reported November 30, 2011.
4th Wednesday, 12:30 pm, AD 121

**ACADEMIC AFFAIRS – November 2, 2011**
1st Wednesday, 2:00 - 4:00 pm, AD 217

**QUORUM** 30/33; 2 resources

**APPROVAL OF MINUTES**

1. MSC to approve minutes of October 5, 2011. One abstention.

**MOTIONS APPROVED**

1. MSC to approve that even though C&I committee meets twice each month to review new and revised courses and programs as first and second readings, only minutes of the meeting where the second readings are conducted shall be submitted to the Academic Affairs committee.
2. MSC to approve C&I minutes of October 12, 2011 and the followings:
   - Sociology 103 – New Course
   - ESL 126, 136, and 146 – Change in Requisite Skills
   - Media Arts 213 – New Course
   - Music 140 – Change in Requisite Skills
   - English 127 – Change in Requisite Skills
   - Administration of Justice 201 – New Course
   - Culinary Arts 112 – Substantive Revision
   - Architectural Technology Computer Aided Design (CAD)
   - Architectural Technology Commercial Drafting and Design
   - Architectural Technology Drafting and Portfolio Development
   - Architectural Technology Residential Drafting and Design.
3. MSC to approve Academic Calendar minutes of October 4, 2011 meeting.

**MOTION FAILED** - None

**MOTIONS TABLED –** None

**REPORTS**

Mike Dulay reported that at the October meeting, the TMI committee approved not to renew the blackboard contract and develop a transition plan to move to Moodle. Discussion ensued.

**SUBCOMMITTEES OF ACADEMIC AFFAIRS:**

**ACADEMIC CALENDAR** – **October 4, 2011**

Committee meets as needed

Reported from unadopted minutes.

**QUORUM** 4/6 voting members; 1 guest

**APPROVAL OF MINUTES**

1. It was MSC to approve the minutes of September 20, 2011.

**MOTIONS APPROVED**

2. It was MSC to recommend holding commencement on Wednesday, June at 6:00pm.
3. It was MSC to approve the Academic Calendar Draft.

**MOTIONS FAILED** – none

**MOTIONS TABLED** – none

**REPORTS** – none

**BAJA CALIFORNIA FIELD STUDIES –** Last meeting reported May 9, 2011.

Meets twice per year. Contact Chair for date, time and location. 12:30-1:30p, SG202

**NEXT MEETING:** Fall 2011 (contact chair for date and time)

**BASIC SKILLS –** Last meeting reported May 31, 2011.

3rd Thursday, 2:30-3:30p, room: contact Chair

**NEXT MEETING:** TBD

**GRADUATION REQUIREMENTS** – Did not meet
Meets as needed.

**SCHOLARS PROGRAM –** Last meeting reported March 29, 2011.
As needed, contact Chair
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**STUDY ABROAD –** Last minutes reported April 28, 2011.
3rd or 4th Thursday s, 12:00-1:10pm, AD 121

**TECHNOLOGY MEDIATED INSTRUCTION –** Last minutes reported April 26, 2011.
3rd Tuesday, 1:30-2:30p, SR 328

**ACADEMIC AFFAIRS – December 7, 2011**

1st Wednesday, 2:00 - 4:00 pm, AD 217

**QUORUM** 25/33; 3 resources

**APPROVAL OF MINUTES**

1. MSC to approve minutes of November 2, 2011.

**MOTIONS APPROVED**

1. MSC to approve the modified agenda.
2. MSC to approve the following items under the consent calendar:
   - Curriculum & Instruction minutes, November 9, 2011 meeting
   - Journalism 250 – Change in Requisite Skills
   - Culinary Arts 124 – Substantive Revision
   - Culinary Arts 224 – Substantive Revision
   - Physical Education 120 – Substantive Revision
   - Kinesiology (KIN) – New Department
3. MSC to approve substantive revision to Health 102.
4. MSC to approve Associate in Arts for Transfer in Kinesiology.
5. MSC to approve Academic Calendar minutes of October 4, 2011.
6. MSC to approve Baja California Field Studies minutes of November 2, 2011.
7. MSC to approve Study Abroad minutes of September 22, 2011.
8. MSC to approve Technology Mediated Instruction minutes of October 18, 2011, and November 22, 2011 meetings.
9. MSC to approve that the Student Services develop a process for students who need more than 16 units to transfer or graduate in spring 2012 to allow them to enroll in additional units above 16 units prior to open enrollment. This would be only for spring 2012 semester.

**SUBCOMMITTEES OF ACADEMIC AFFAIRS:**

**ACADEMIC CALENDAR** – **November 15, 2011**

Committee meets as needed

Reported from unadopted minutes.

**QUORUM** 5/6 voting members; 3 guests

**APPROVAL OF MINUTES**

1. It was MSC to approve the minutes of October 4, 2011.

**MOTIONS APPROVED**

1. It was MSC to approve the 2012/2013 Academic Calendar Grid.

**MOTIONS FAILED** – none
**MOTIONS TABLED** – none
**REPORTS**

1. There were two corrections made to the academic calendar. These corrections include final exams for fall and spring terms from Wednesday to Wednesday and December 22 as the start date for the holiday break and not Friday, December 21. The corrected version will be presented to CSEA; it will also be taken to the Guild again for ratification on November 17.
2. Commencement will take place on Wednesday, June 12 at 6:30pm.

**NEXT MEETING**: TBD

**BAJA CALIFORNIA FIELD STUDIES – November 2, 2011**

Meets twice per year. Contact Chair for date, time and location. 12:30-1:30p, SG202

Reported from unadopted minutes.
**QUORUM** 8/12 voting members
**APPROVAL OF MINUTES**

1. MSC to approve the May 2nd, 2011 minutes with no changes.

**MOTIONS APPROVED**

1. MSC to appoint Dr. M. Kretzmann as a resource member of the committee
2. MSC to approve the following course offerings: Ocean 115/116 (Winter 2012), Biol 125/126 (Summer 2012) and Biol 131 (Summer 2012).

**MOTIONS FAILED** - none
**MOTIONS TABLED** - none
**REPORTS**

1. Dr. R. Harlan presented a report during the July meeting of the Board of Trustees. The Board of Trustees expressed their full support for the program and the field station.
2. The Co-Directors of the program will be presenting bi-annual reports to the Board of Trustees.
3. The Program Review for the Baja California Field Studies Program has been completed and submitted to the administration.
4. A new program evaluation form has been composed and will be given to our students at the end of each class. Results from these evaluations will be addressed in future program reviews.
5. The following projects have been finished using funds received from our donors: kitchen extension, 2500 gallon potable drinking water system, and foundation for astronomy observation deck.
6. We are looking into a new Internet service provider, which may allow us to have more simultaneous online users.
7. Two outside groups used our field station during the Summer 2011: Waldorf HS (San Francisco) and Pierce College.
8. Biol 125/126 (Marine Biology Lecture and Lab) had 25 students and Biol 131 (Natural History Field Studies) had 26. Both classes went very well and the facilities were very useful for the field activities involved in these courses.
9. The following outside groups will be using our field station during the summer of 2012: Waldorf HS of San Francisco (May 30 – June 5), Pierce College (July 22 to August 3), University of Northern British Columbia (August 3-17).

**NEXT MEETING**: Spring 2012 (contact chair for date and time)

**BASIC SKILLS – September 26, 2011**

3rd Thursday, 2:30-3:30p, room: contact Chair

Report is forthcoming.

**GRADUATION REQUIREMENTS** – Did not meet
Meets as needed.

**SCHOLARS PROGRAM –** Last meeting reported March 29, 2011.
As needed, contact Chair

**STUDY ABROAD** – **September 22, 2011**
3rd or 4th Thursday s, 12:00-1:10pm, AD 121
Reported from unadopted minutes.

**QUORUM** 9 / 10 voting members; 0 resources; 1 guest
**APPROVAL OF MINUTES**
1. MSC to approve the minutes of April 28, 2011

**MOTIONS APPROVED**: none
**MOTIONS FAILED** - none
**MOTIONS TABLED** - none
**REPORTS** - none

**TECHNOLOGY MEDIATED INSTRUCTION – October 18, 2011**
3rd Tuesday, 1:30-2:30p, SR 328

Reported from unadopted minutes.
**QUORUM** 16 voting / 16 total voting members; 2 guests
**APPROVAL OF MINUTES** -
1. MSC to approve the April 26, 2011 minutes. The motion passed unanimously.

**MOTIONS APPROVED**
1. MSC to approve English 120 (Hybrid), Art 101 (Online), Geography 101 (Hybrid), Architecture 229 (Hybrid), Architecture 230 (Hybrid). Two abstentions.
2. MSC to not renew the licensing agreement with BlackBoard, and to aggressively develop a transition plan to Moodle 2.1.

**MOTIONS FAILED** - none
**MOTIONS TABLED** – none
**REPORTS** - none

**TECHNOLOGY MEDIATED INSTRUCTION – November 22, 2011**
3rd Tuesday, 1:30-2:30p, SR 328

Reported from unadopted minutes.
**QUORUM** 9 voting / 16 total voting members
**APPROVAL OF MINUTES** -
1. MSCU to approve the October 18, 2011 minutes

**MOTIONS APPROVED**
1. MSC to accept the recommendation of the Senate Distance Education Taskforce to restructure TMI into the Distance Education Committee, and that the existing TMI committee will assist as needed. One Abstention

**MOTIONS FAILED** - none
**MOTIONS TABLED** – none
**REPORTS** - none

**ACADEMIC AFFAIRS – April 4, 2012**
1st Wednesday, 2:00 - 4:00 pm, AD 217

Report is forthcoming.

**STUDENT AFFAIRS – March 21, 2012**

3rd Wednesday, 1:00-2:00pm, AD 121

Reported from unadopted minutes.

**QUORUM –** 24/25 voting members; 2/3 resources

**APPROVAL OF MINUTES –** It was MSC that the minutes of February 15, 2012 be approved.

**MOTIONS APPROVED**

1. It was MSC that the Service Learning Committee minutes of November 10, 2011 be approved.

**MOTIONS FAILED** – none

**MOTIONS TABLED** – none

**REPORTS** – none

**NEXT MEETING:** April 18, 2012

**SUBCOMMITTEES OF STUDENT AFFAIRS:**

**ASSESSMENT –** Last reported meeting October 13, 2011

2nd Thursday, 2:00 pm, AD 121

**NEXT MEETING:** TBA

**INTERNATIONAL STUDENTS–** Last reported meeting November 4, 2010

As needed, contact Chair

**NEXT MEETING:** TBA

**LIBRARY & INFORMATION COMPETENCY –** Last reported meeting October 27, 2011

4th Thursday, 12:30 p.m. - 1:30 p.m., LB417

**NEXT MEETING:** February 23, 2012

**MATRICULATION –** Last reported meeting October 27, 2011

4th Thursday, 2:00 pm, SR 221

**NEXT MEETING:** TBA

**NONCREDIT MATRICULATION –** Last reported meeting November 30, 2011

3rd Wednesday, 3:30 pm, AD 242, 4x per academic year

**NEXT MEETING -** TBA

**OUTREACH/ RECRUITMENT** - Last reported meeting unknown

As needed, contact Chair

**NEXT MEETING** - TBA

**SERVICE LEARNING – October 13, 2011**

As needed, contact Chair

**QUORUM** - 7/9 total voting members

**APPROVAL OF MINUTES** – It was MSC that the minutes of October 13, 2011 be approved.

**MOTIONS APPROVED** – none

**MOTIONS FAILED** – none

**MOTIONS TABLED** – none

**REPORTS**

1. The committee will review and make any changes and/or corrections to the Resource Directory, if needed. Ask public Information Office to proofread and Ann Simon to design. Bold organizations names in the directory. Make 50 hard copies.
2. Hoover Zariani and Denise Leong will work on rough-draft of the revised Center for Student Involvement SLO survey and present to committee members.

**NEXT MEETING:** TBA

**STUDENT FEES –** Last reported meeting January 11, 2012
2nd Tuesday, 2:00-3:30pm, AD 121

**NEXT MEETING:** April 11, 2012

**TECHNOLOGY MEDIATED SERVICES –** Last reported meeting October 26, 2011
As needed, contact Chair

**NEXT MEETING:** TBA

**ADMINISTRATIVE AFFAIRS – March 13, 2012**

2nd Tuesday, 11 am – 12 pm, AD121

Reported from unadopted minutes.

**QUORUM:** 15 out of 17, Resource: None

**APPROVAL OF MINUTES:**

1. MSC minutes of February 12, 2012

**MOTIONS APPROVED:**

1. MSC the Consent Calendar – unanimous approval.
    a. Campus Development: 02/02/12; 03/01/12
    b. Environmental Affairs: 03/07/12
    c. Safety Committee: 02/15/12
2. MSC to approve the following:
    a. MSC to reschedule 04-10-12 Administrative Affairs meeting to 04-17-12 due to Spring Break.
    b. MSC to delete AR 2121 Line of Responsibility – Administrative Operations
    c. MSC to approve BP 3820 Gifts, Grants and Bequests.
    d. MSC to approve AR 3820 Gifts, Grants and Bequests with additional language.

**MOTIONS FAILED: None**

**MOTIONS TABLED:**

1. MSC to review both AR 7384 (New) Employee Referral Program and BP 2900 (old) Employee Referral Program at next meeting.
2. BP 6750 Parking and Traffic Regulations until the next meeting.

**REPORTS:**

**None**

**NEXT MEETING:** April 17, 2012

**SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:**

**CAMPUS DEVELOPMENT – February 2, 2012**
1st Thursday, 12:00 – 1:30 p.m., HS 214

Reported from unadopted minutes

**QUORUM** 10/16

**APPROVAL OF MINUTES**

1. MSC to approve the Minutes of November 3, 2011 with no changes.

**MOTIONS APPROVED**

1. None

**MOTIONS FAILED – none**

**MOTIONS TABLED – none**

**REPORTS**

1. Lisa Brooks (Foundation) has the support of the Campus Dev. Committee for the concept of naming buildings after donors.

**CAMPUS DEVELOPMENT – March 1, 2012**

1st Thursday, 12:00 – 1:30 p.m., HS 214

Reported from unadopted minutes

**QUORUM** 15/16

**APPROVAL OF MINUTES**

2. MSC to approve the Minutes of February 2, 2012 with no changes.

**MOTIONS APPROVED**

2. To remove the SMP (Strategic Master Plan) old goals
3. Put the expansion of the Library into the 5-Year Facilities Master Plan as a place holder
4. To approve locations of (3) bulletin boards submitted by ASGCC

**MOTIONS FAILED** – none

**MOTIONS TABLED** – none

**REPORTS**

1. Samir Abou Rass to bring suggestions at next meeting regarding
   a- Safety in Computers b- Building Identifiers
2. Secondary Effects: previous lists/surveys to be e-mailed to members of Campus Development Committee
3. Place the updated Mission Statement for Campus Development Committee on top of the agenda items along with the updated SMP
4. Need a list of Secondary Effects. Need them prioritized. For review and identification of additional or revised needs
5. Jim Spencer (NTD) to bring list of prioritized projects at next meeting. Jim needs decisions made by April meeting. Send recommendations to Admin. Executive Committee
6. 5-Year Plan is due July 1, 2012. There should be a first and second reading prior to that at the Board of Trustees.

**NEXT MEETING:** April 5, 2012

**ENVIRONMENTAL AFFAIRS - March 7, 2012**

1st Wednesday, 12:20 pm – 1:30 pm, (SR 134)

Reported from unadopted minutes.

**QUORUM:** 9 out of 11

**APPROVAL OF MINUTES:** MSC 01-25-12.

**MOTIONS APPROVED:** MSC that a separate application for $2.5k in funds be submitted to the CPS to set up "No Smoking" signs.

**MOTIONS FAILED: None**

**MOTIONS TABLED:**

**REPORTS:**

1. Update on Garden Project: Julia Clark and John Shier. The garden is now fence-ready. Donation of lumber from Anawalt Lumber is anticipated. Abe Barakat's fence design was accepted. Garden design being reviewed. An irrigation company is being consulted for a new system.

2. Rashon Washington reported he is currently getting startup funds from ASGCC, to be used for the garden project.
3. The committee is applying for a $2500 CPS grant for a self-sustaining budget for the committee.
4. Earth Day: Suggested that vendors be charged a set-up.
5. Bill Shamhart suggested raising funds for (electricity) monitors/meters from a CPS grant and the Foundation.

**NEXT MEETING:** APRIL 4, 2012

**SAFETY – FEBRUARY 15, 2012**

3rd Wednesday, 11:00am-12:00pm, HR Conference Room

Reported from un-adopted minutes.

**QUORUM** 9 / 12 voting members; 3 resource members; 1 guest

**APPROVAL OF MINUTES**

1. MSC approval of November 16, 2011 minutes.

**MOTIONS APPROVED**

1. MSC to recommend that Campus Police give a presentation to Administrative Affairs in support of the purchase and installation of "Grinder Minder" skateboarding deterrents.

**MOTIONS FAILED** – none

**MOTIONS TABLED** - none

**REPORTS**

1. Heidi Jenkins updated on 7 employee injuries, but none required safety follow-up at this time.
2. Officer Carthew reviewed the crime report; including a report of computer thefts from the AT building.
3. Laura Matsumoto reported that the student accident report will be sent to the committee electronically for review. Action Item: Action Item: Laura Matsumoto to send student accident report electronically to committee for review.
4. Ron Villa reported that the safety issue at the parking structure 3rd / 4th floor ramp is still under review for a viable solution.
5. Chief Montecuollo reported that meetings are on-going with Glendale Fire and Police to create a new user-friendly emergency procedures guide.
6. Chief Montecuollo reported that the cell phone signal strength survey is still on-going.
7. Deborah Kinley reported that a solution is still needed for the Garfield parking structure one-way corridor. Action Item: Deborah and Chief Montecuollo will meet to determine a solution for the issue (e.g. a "no turns" sign).
8. Ron Villa reported that the most effective way to deter people from using the Lot A hillside spanning from EOPS to VG as a short-cut is via education.
9. Chief Montecuollo reported on the on-going project to update panic buzzers in critical areas of campus (e.g. financial aid, DSP&S, Health Center). Options are being considered. Action Item: Chief Montecuollo requested that committee members send him a suggestion list of potential locations to install the panic buzzers.
10. Ron Nakasone reported that economical mirrors have been re-installed in the Administration and Sierra Madre building restrooms. Action Item: Mark Poore will check the AA restrooms and report whether the mirrors have been installed.
11. Ron Nakasone reported that the replacement "gas sniffer" device was purchased for the Chemistry department.
12. Ron Villa reported that locations that were reported to have missing fire extinguishers have been addressed.

13. Laura Matsumoto reported that sanitization process of locker rooms is still under investigation.
14. Deborah Kinley reported that the Swap Meet banners will no longer be hung in a way that obstructs Lot E driver safety when exiting.
15. Ron Nakasone reported that the bridge walkway from the Library to Camino Real has been re-coated with an anti-slip surface.
16. Officer Carthew presented information on the "Grinder Minder" skateboard deterrent systems to address the skateboarding problem at the north side of the Auditorium building. MSC to recommend that Campus Police give a presentation to Administrative Affairs in support of the purchase and installation of "Grinder Minder" skateboarding deterrents.
17. Chief Montecuollo reported that his department is completing a debriefing on the power outage on 2/9/12 to provide information on safety issues to the administration.

**NEXT MEETING:** March 21, 2012

*Respectfully submitted by*
*Frankie Strong, Governance Office*