# GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE MAY 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 *April 3, 2012 through May 8, 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: <a href="http://www.glendale.edu/governance">http://www.glendale.edu/governance</a>
- Items struck were not approved by Campus Executive and therefore, returned to the reporting committee for clarification.

# **EXECUTIVE a.k.a CAMPUS EXECUTIVE – April 6, 2012**

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 (Mr. Nakasone) to approve the Campus Executive Committee Minutes of March 13, 2012. The motion passed unanimously.

#### MOTIONS APPROVED

- 2. It was moved (Ms. Sargsyan) and seconded (Mr. Nakasone) to accept the following subcommittee minutes:
  - a) Budget Committee Adopted Minutes of February 28, 2012 Adopted Minutes of March 8, 2012
  - b) Campuswide Computer Coordinating Committee Adopted Minutes of February 23, 2012
  - c) Enrollment Management Adopted Minutes of November 9, 2011
  - d) Institutional Planning Coordination Committee Adopted Minutes of January 23, 2012 Adopted Minutes of February 13, 2012 Adopted Minutes of February 27, 2012 The motion passed unanimously.

- 3. It was moved (Dr. Perez) and seconded (Ms. Sargsyan) to approve the Consent Calendar prepared for the April 6, 2012 Campus Executive Meeting.

  The motion passed unanimously.
- It was moved (Ms. Saber) and seconded (Mr. Nakasone) to approve Administrative Regulation 3570: Policy on Smoking on Campus.
   The motion passed unanimously.
- It was moved (Ms. Saber) and seconded (Mr. Scott) that, barring any restrictions in the Education Code, the Judicial Board be granted ten extra working days from April 27, 2012 to schedule a pending hearing.
   The motion passed unanimously.

**NEXT MEETING DATE** – Tuesday, May 15, 2012, 2:30 p.m., AD 121

#### **SUBCOMMITTEES OF EXECUTIVE:**

# **BUDGET – March 27, 2012**

2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.

**QUORUM** 10/10 voting members; 3 Resources, 8 guests

## **APPROVAL OF MINUTES**

1. MSC to approve the Minutes of the March 8, 2012 meeting as presented with the amendment that Saodat Aziskhanova is a member of the committee (CSEA).

## **MOTIONS APPROVED**

- 1. MSC to approve pulling \$125k from the Contingency reserve to handle the cost of the Electric Outage.
- 2. MSC to hold the next Budget Committee meeting on April 24, 2012.

#### **MOTIONS FAILED** - none

**MOTIONS TABLED** - none

## **REPORTS**

- 1. Ron gave an update on the State Budget.
- 2. Ron asked the committee if there were any further recommendations for the Budget Cut Option list.

NEXT MEETING: April 24, 2012

# **BUDGET - April 24, 2012**

2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.

**QUORUM** 10/10 voting members; 3 Resources, 8 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the Minutes of the March 27, 2012 meeting as presented.

**MOTIONS APPROVED - none** 

**MOTIONS FAILED** - none

# **MOTIONS TABLED**

1. The committee felt that it needed more time to review the [Vacation Position spreadsheet] data and wanted to wait until the next meeting for approval.

#### **REPORTS**

1. Ron gave an update on the State Budget.

- 2. Along with the budget adjustments for hourly positions, the purchasing freeze will go from a soft to a hard freeze.
- 3. Ron says that if the [tax] initiative does pass, we will go back over the list to see what will be added back to the budget.

NEXT MEETING: May 10, 2012

# **CAMPUSWIDE COMPUTER COORDINATION – April 19, 2012**

3<sup>rd</sup> Thursday, 12:30 -1:30p, AD 121

Reported from unadopted minutes.

**QUORUM** 14/17 voting members; 3 resources

#### **APPROVAL OF MINUTES**

1. The minutes from March 15, 2012 were approved.

**MOTIONS APPROVED** – None

**MOTIONS FAILED** - None

**MOTIONS TABLED** - None

#### REPORTS

1. Server Room Upgrade

Currently in the middle of reconfiguring rows. PDUs have been installed. An engineering report should be ready by the end of the week. Specs will be ready by June 1.

Completion date after the equipment has been ordered is unknown.

2. Exchange/SharePoint

Equipment is here and installed with the new RACs. Should have the SOW in two to three weeks and then be able to start. We will be on Exchange server by fall 2012.

**NEXT MEETING:** May 17, 2012

# **EQUAL EMPLOYMENT OPPORTUNITY - April 5, 2012**

1<sup>ST</sup> Thursday, 12:30-1:30, SM270

Reported from unadopted minutes.

QUORUM 10/15 voting members; 0 resource; 0 guest

# **APPROVAL OF MINUTES**

1. MSC to approve the March 1, 2012 minutes

**MOTIONS APPROVED** – none

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – EEO Advisory Committee members to email D. Voogt suggested questions for a survey to the campus on diversity topics they would like to see.

**NEXT MEETING:** May 3, 2012

# **ENROLLMENT MANAGEMENT – March 14, 2012**

2nd Wednesday, 12:20 - 1:20, AD 121

QUORUM 28/30; 2 resources; 2 guests

# **APPROVAL OF MINUTES**

1. MSC to approve minutes of November 9, 2011 meeting.

**MOTIONS APPROVED - None** 

**MOTION FAILED** - None

**MOTIONS TABLED - None** 

**REPORTS** – none

# GOVERNANCE REVIEW - March 6, April 3, and May 1, 2012

1st Tuesday, 1:30-2:30pm, AD 249

Report is forthcoming. Did not meet in January & February 2012.

**NEXT MEETING:** October 2012

# **INSTITUTIONAL PLANNING COORDINATION – March 12, 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 27, 2012 minutes

## **MOTIONS APPROVED**

1. MSC to approve changes to Administrative Regulation 3250

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

**REPORTS** – none

**NEXT MEETING:** March, 2012

# MASTER PLANNING (TEAM A) - no report

Dates and Times Determined by Committee, Meets as needed

## **RELEASED TIME EXTRA PAY – March 9, 2012**

Dates and Times Determined By Committee, 12:00-1:00p, SM270

Reported from unadopted minutes.

QUORUM 6/7 voting members; 0 resource; 1 guests

# **APPROVAL OF MINUTES**

2. MSC to approve the February 24, 2011 minutes.

## **MOTIONS APPROVED -**

- 1.MSC to approve the C& I Coordinator subject to editing on the front page and changing the application procedure. D. Voogt to meet with Mike Scott in regard to the application procedure.
- 2.MSC to recommend that the C&I Coordinator term be five years which means changing the administrative regulation.
- 3. MSC to approve the Articulation Coordinator position as written.
- 4.MSC to not use senate appointments and that the positions, Student Learning Outcomes Coordinator and eLumen Coordinator, go through the RT/EP process.
- 5.MSC to recommend that the administrative regulations be updated to reflect the revised job announcement and updated evaluation forms.

**MOTIONS FAILED** - none

**MOTIONS TABLED** - none

## **REPORTS**

- 1. D. Voogt to bring list of released time/extra pay.
- 2. H. Jenkins to send requests for RT/EP evaluations.
- 3. H. Jenkins to post the SLO Coordinator and eLumen/Database Coordinator positions.

**NEXT MEETING**: April 6, 2012 at 10:00 a.m.

# RELEASED TIME/EXTRA PAY – April 6, 2012

Dates and Times Determined By Committee, 12:00-1:00p, SM270

Reported from adopted minutes.

**QUORUM** 6/7 voting members; 0 resource; 0 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the March 9, 2012 minutes.

#### **MOTIONS APPROVED**

- 1. MSC to advertise the Literary Magazine Advisor position as written.
- 2.MSC Committee recommends that the Staff Development Officer position goes back to 60% released time as soon as possible but not less that 50%. Approve to advertise and post position as written.
- 3. MSC to advertise Art Gallery Director position as a 2 year assignment at 30% released time with no other changes. (5 ayes; 1 abstention).
- 4. MSC to advertise the Adult Education & Family Literacy Act Program Coordinator position as revised and the Accreditation Coordinator position as written.

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

#### REPORTS

- 1. D. Voogt to follow up on getting the released time bumped up to 60%.
- 2. D. Voogt to follow up on the Distance Education released time position.
- 3. D. Voogt to continue working on released time/extra pay.
- 4. H. Jenkins to post the Staff Development Officer, Art Gallery Director, Literary Magazine Advisor, Adult Education & Family Literacy Act Program Coordinator and Accreditation Coordinator positions.

**NEXT MEETING:** May 4, 2012 at 10:00 a.m.

# STAFF DEVELOPMENT - February 16, 2012

3<sup>rd</sup> Thursday, 12:30 pm, HR Conference Room Report is forthcoming.

## WEB OVERSIGHT - March 28, 2012

4<sup>th</sup> Wednesday, 12:30 pm, AD 121

Reported from unadopted minutes.

**QUORUM** 5/9 voting members; 4 resources; 0 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve the November 30, 2011 Minutes.

**MOTIONS APPROVED** - None

**MOTIONS FAILED** - None

# **MOTIONS TABLED -**

1. It was MST to do more research on the costs for upgrading the CMS before going forward.

**REPORTS** – None

**NEXT MEETING:** April 25, 2012

# **ACADEMIC AFFAIRS – March 7, 2012**

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

QUORUM 27/33; 3 resources; 2 guests

#### **APPROVAL OF MINUTES**

1. MSC to approve minutes of December 7, 2011 with minor corrections.

#### **MOTIONS APPROVED**

- MSC to approve the revised agenda.
- 2. MSC to approve the following items under the consent calendar:

- Curriculum & Instruction minutes, December 14, 2011 meeting
- Industrial Technology 200 New Course.
- 3. MSC to approve Mathematics 301 and 341 with the agreement that they will go back to the C&I for revision during the next academic year. 3 Nays.
- 4. MSC to add Dr. Richard Cortes to the membership of the Academic Affairs Committee as articulation officer, and since this is a change to the composition of the membership; it will be submitted to the Governance Review Committee for approval.

**NEXT MEETING:** May 2, 2012

#### **SUBCOMMITTEES OF ACADEMIC AFFAIRS:**

**ACADEMIC CALENDAR** – Last meeting reported November 15, 2011.

Committee meets as needed

BAJA CALIFORNIA FIELD STUDIES – Last meeting reported November 2, 2011.

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

**NEXT MEETING:** Spring 2012

# **BASIC SKILLS – September 26, 2011**

3<sup>rd</sup> Thursday, 2:30-3:30p, room: contact Chair

Report is forthcoming.

Last meeting reported May 31, 2011.

# **GRADUATION REQUIREMENTS** – Did not meet

Meets as needed.

**SCHOLARS PROGRAM** – Last meeting reported March 29, 2011.

As needed, contact Chair

STUDY ABROAD - Last minutes reported September 22, 2011.

3<sup>rd</sup> or 4<sup>th</sup> Thursday s, 12:00-1:10pm, AD 121

**TECHNOLOGY MEDIATED INSTRUCTION** – Last minutes reported November 22, 2011.

3rd Tuesday, 1:30-2:30p, SR 328

# **ACADEMIC AFFAIRS – April 4, 2012**

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

Reported from unadopted minutes.

QUORUM 27/33; 3 resources; 2 guests

## **APPROVAL OF MINUTES**

1. MSC to approve minutes of March 7, 2012 with one minor correction.

# **MOTIONS APPROVED**

- 1. MSC to approve the following items under the consent calendar:
  - Curriculum & Instruction minutes, March 14, 2012
  - Registered Nursing Certificate Certificate Revision
  - Armenian 117 New Course
  - Industrial Technology 201 New Course
  - Industrial Technology 202 New Course

- Industrial Technology 203 New Course
- Entrepreneurship 101 New Course
- Entrepreneurship 102 New Course
- Psychology 203 New Course
- 2. MSC to approve Psychology AP Exam as Satisfying the Psychology 101 Requirement. Two nays, one abstention.
- 3. MSC to approve Administrative Regulation 4255, Dismissal and Reinstatement, amended by the Senate. Two nays, one abstention.
- 4. MSC to recommend that the issue of students' rights in the event of faculty's tardiness be sent to the Guild for clarification. Three opposed.
- 5. MSC to approve Study Abroad minutes of March 22, 2012 meeting.

## **MOTION FAILED** - None

**MOTIONS TABLED** – MST to approve Administrative Regulation 3250 – Institutional Planning. [This item will be discussed at the next meeting.]

**REPORTS** – none

## **SUBCOMMITTEES OF ACADEMIC AFFAIRS:**

**ACADEMIC CALENDAR** – Last meeting reported November 15, 2011.

Committee meets as needed

BAJA CALIFORNIA FIELD STUDIES – Last meeting reported November 2, 2011.

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

**NEXT MEETING:** Spring 2012

# **BASIC SKILLS – September 26, 2011**

3<sup>rd</sup> Thursday, 2:30-3:30p, room: contact Chair

Report is forthcoming.

Last meeting reported May 31, 2011.

# **GRADUATION REQUIREMENTS** – Did not meet

Meets as needed.

**SCHOLARS PROGRAM** – Last meeting reported March 29, 2011.

As needed, contact Chair

## STUDY ABROAD - March 22, 2012

3<sup>rd</sup> or 4<sup>th</sup> Thursday s, 12:00-1:10pm, AD 121

Reported from unadopted minutes.

**QUORUM** 9 / 9 voting members; 2 guests

### **APPROVAL OF MINUTES**

1. MSC to approve the minutes of September 22, 2011

#### **MOTIONS APPROVED:**

- 1. It was MSC (Keshishian/Leaver) that an open call for proposals for summer 2013 goes out to the faculty by the end of the month.
- 2. It was MSC (Hastings/Stach) that the Study Abroad committee unanimously supports the following resolution. The motion passed unanimously.

The Study Abroad Committee strongly urges that every conceivable measure be explored to maintain our unique and valuable study abroad programs, which directly relate to the college's mission statement, "to promote openness to the diversity of the human

experience," and core competencies to increase "global awareness and appreciation" and the understanding of "social and cultural diversity," not to mention promoting "self management" and "self awareness" in our students.

MOTIONS FAILED - none MOTIONS TABLED - none REPORTS - none

**TECHNOLOGY MEDIATED INSTRUCTION** – Last minutes reported November 22, 2011.

3rd Tuesday, 1:30-2:30p, SR 328

# **ACADEMIC AFFAIRS - May 2, 2012**

1st Wednesday, 2:00 - 4:00 pm, AD 217 Report is forthcoming.

# STUDENT AFFAIRS - April 18, 2012

3<sup>rd</sup> Wednesday, 1:00-2:00pm, AD 121

Reported from unadopted minutes.

**QUORUM** – 18/25 voting members; 3/3 resources

**APPROVAL OF MINUTES** – It was MSC that the minutes of March 21, 2012 be approved.

## **MOTIONS APPROVED**

- 1. It was MSC that the Library and Information Competency Committee minutes of February 23, 2012 be approved.
- 2. It was MSC that the Non Credit Matriculation Committee minutes of March 21, 2012 be approved.

MOTIONS FAILED – none MOTIONS TABLED – none REPORTS

- 1. Deborah Kinley will be invited to the next meeting to report out on the activities being planned by the Non Credit Matriculation Committee.
- 2. Dr. Karpp was asked to provide a three-year snapshot of Non Credit to Credit transfers.
- 3. Key members of the committee were tasked with investigating how best to implement the recommendations set forth in AB 620.
  - Dr. Schlossman will review the Standards of Student Conduct to see if more specific language is needed.
  - Dr. Perez with consult with Human Resources on discrimination language in the hiring process.
  - Dr. Perez with consult with Ms. Mora on how best to capture student information.

NEXT MEETING: May 16, 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 - February 23, 2012

4<sup>th</sup> Thursday, 12:30 p.m. - 1:30pm, LB417

**QUORUM** 8/10 total voting members

#### **APPROVAL OF MINUTES**

1. It was MSC to approve the minutes of the October 27, 2011 meeting.

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

- 1. The Council of Chief Librarians and the Community College League of CA's Library Consortium worked with the Chancellor's Office to restore some funding for library databases statewide. The Council of Chief Librarians negotiated a statewide purchase of EBSCOhost databases for all community college libraries statewide. This restores some, but not all, library database funding at the state level.
- The Garfield Library hours have been cut from 18 per week to 15 per week due to funding. The Garfield Library is being funded this year from Basic Skills and from a Garfield Campus grant. It was suggested that the librarians consider requesting Title V funding for the Garfield Library.
- 3. Associate Dean, Library and Learning Resources Update: The title of the position was changed to Associate Dean, Library and Learning Center to more accurately reflect the responsibilities of the job. The new closing date is March 2, 2012 and the hiring committee will have its first meeting on that date to begin the hiring process.

**NEXT MEETING:** March 22, 2012

MATRICULATION - Last reported meeting October 27, 2011

4th Thursday, 2:00 pm, SR 221 **NEXT MEETING:** TBA

#### **NONCREDIT MATRICULATION – March 21, 2012**

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

Reported from unadopted minutes

**QUORUM** – 50%; 1 resource; 1 guest

**APPROVAL OF MINUTES** – MSC - Approve minutes of November 30, 2011 meeting with no changes.

# **MOTIONS APPROVED**

- MSC –To review possible BSI joint venture or individual projects for NC ESL and NC Business divisions.
- 2. MSC –To research student volunteers through CSI, the Scholars program, or ASGCC to tutor NC ESL students and work with Alice Mecom to get volunteer tutors for ESL students.

**MOTIONS FAILED** - None

**MOTIONS TABLED** – None

REPORTS – Elodia Collins reported the planning for this spring's main campus tour is underway. The tour date is May 1, 2012, with Information Sessions for students planned after the tour to present application, assessment, and other information regarding applications to credit classes. The counselors at Garfield will introduce the CCC Process by making announcements in the classrooms during the weeks before the tour date.

**NEXT MEETING** - May 16, 2012, 3:30pm, Garfield Campus

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

As needed, contact Chair

**NEXT MEETING - TBA** 

**SERVICE LEARNING** – Last reported meeting October 13, 2011

As needed, contact Chair

**NEXT MEETING:** TBA

STUDENT FEES COMMITTEE - Last reported meeting January 11, 2012

2<sup>nd</sup> 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 - Tuesday, April 17, 2012

2<sup>nd</sup> Tuesday, 11 am – 12 pm, AD121

Reported from unadopted minutes.

**QUORUM:** 11 out of 17, Resource: Arman Marukyan

**APPROVAL OF MINUTES:** 

1. MSC minutes of March 13, 2012

# **MOTIONS APPROVED:**

- 1. MSC the Consent Calendar unanimous approval.
  - a. Campus Development: 04/5/12
  - b. Environmental Affairs: No April meeting
  - c. Safety Committee: 03/21/12
- 2. MSC to approve the following:
  - a. MSC to approve installation of "Grinder Minder" skate board deterrent outside of the AU.
  - b. MSC to identify other areas on campus that are potential safety issues where we may expand the "Grinder Minder" program.
  - c. MSC to delete BP 2900 Employee Referral Program and approve as AR 7384 Employee Referral Program.

#### **MOTIONS FAILED:**

1. MSC to delete BP 2900. 5 ayes, 6 opposed, no abstentions

#### **MOTIONS TABLED:**

- 1. BP and AR 6750 Parking and Traffic Regulations until next meeting.
- 2. BP 3250 Institutional Planning  $1^{st}$  reading tabled until next meeting.
- 3. BP & AR 5030 Fees  $-1^{st}$  reading tabled until next meeting.

#### **REPORTS:**

- 1. Presentation by Officer Neil Carthew on the skate board deterrent, "Grinder Minder".
- 2. The following board policies and administrative regulations were reviewed for a 1<sup>st</sup> reading:
  - BP & AR 3501 Campus Security and Access
  - BP & AR 3530 Weapons on Campus

**NEXT MEETING: May 8, 2012** 

#### SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

# **CAMPUS DEVELOPMENT COMMITTEE – April 5, 2012**

1<sup>st</sup> Thursday, 12:00 – 1:30 p.m., HS 214

Reported from unadopted minutes

**QUORUM** 13/16

# **APPROVAL OF MINUTES**

1. MSC to approve the Minutes of March 1, 2012 with no changes.

# **MOTIONS APPROVED**

 To approve the updated list (Five Year Construction Plan – District Projects Priority Order)

**MOTIONS FAILED - none** 

**MOTIONS TABLED - none** 

## **REPORTS**

1. To send a letter/e-mail to Sacramento confirming that PE is the priority over AA project. Note: Ron already sent a letter confirming the priority status of PE Project.

**NEXT MEETING:** May 3, 2012

## ENVIRONMENTAL AFFAIRS COMMITTEE – Last meeting reported March 7, 2012

1<sup>st</sup> Wednesday, 12:20 pm – 1:30 pm, (SR 134)

No April meeting.

**NEXT MEETING:** May 2, 2012

# **SAFETY COMMITTEE - March 21, 2012**

3<sup>rd</sup> Wednesday, 11:00am-12:00pm, HR Conference Room

Reported from unadopted minutes.

**QUORUM** 8 / 12 voting members; 4 resource members

# **APPROVAL OF MINUTES**

MSC approval of February 15, 2012 minutes as amended.

**MOTIONS APPROVED** – MSC to recommend that Campus Police present Officer Neil Carthew's proposal #2 to Administrative Affairs in support of the purchase and installation of 10 "Grinder Minder" skateboarding deterrents for the north side of the Auditorium.

**MOTIONS FAILED** – none

**MOTIONS TABLED** - none

# **REPORTS**

- 1. Heidi Jenkins updated on 3 employee injuries, but none required safety follow-up at this time
- 2. Officer Nazari reviewed the crime report.
- 3. Laura Matsumoto reviewed the student accident report with no safety follow-up at this time
- 4. Ron Villa reported that the safety issue at the parking structure 3<sup>rd</sup> / 4<sup>th</sup> floor ramp is still under review for a viable solution.
- 5. Laura Matsumoto reported that a 3<sup>rd</sup> meeting is scheduled with Glendale Fire and Police for on-going revisions to the campus emergency plans.
- 6. Laura Matsumoto reported that a panel discussion on "Dealing with Emergency Student Situations" is scheduled for TH March 29, 2012 from12:30pm-1:20pm in Kreider Hall.
- 7. The cell phone signal strength discussion was tabled due to the absence of Chief Montecuollo.
- 8. Officer Nazari reported that the solution for the Garfield parking structure signage is on-going.

- 9. The committee came up with a list of potential sites for panic buzzers for Chief Montecuollo, but the list will need to be prioritized.
- 10. Mark Poore reported that a mirror has been installed in the AA men's restroom, but that it has already been vandalized. Further discussion of vandalism deterrents ensued.
- 11. Laura Matsumoto reported that an email was sent to PE/Health & Athletics to request information about the sanitization of the facilities to combat MRSA or other possible infectious outbreaks. Toni Reyes agreed to take over the investigation. Action Item: Toni Reyes will send information on MRSA via email to the campus community to increase awareness of the issue.
- 12. The committee reviewed 2 proposals from Officer Neil Carthew about purchase and installation of 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 present Officer Neil Carthew's proposal #2 to Administrative Affairs in support of the purchase and installation of 10 "Grinder Minder" skateboarding deterrents for the north side of the Auditorium.
- 13. Mark Poore discussed problems with the designated smoking area west of the AA annex. Action Item: Mark Poore and Ron Villa will investigate possible solutions for moving the smoking area away from the AA annex and report back to the committee.

**NEXT MEETING:** April 18, 2012

Respectfully submitted by Frankie Strong, Governance Office