GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
MAY 2013

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 2, 2013 and May 7, 2013.***

- 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 – April 9, 2013

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

Report is forthcoming.
Last meeting reported March 12, 2013.
NEXT MEETING – May 14, 2012

SUBCOMMITTEES OF CAMPUS EXECUTIVE

BUDGET – March 26, 2013

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

QUORUM 10/10 voting members; 3 resources, 7 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the March 14, 2013 meeting.

MOTIONS APPROVED

1. MSC to approve taking $50k from the Contingency reserve for repair of the Chiller in the Central Plant

MOTION FAILED - none

MOTIONS TABLED - none

REPORTS

1. Ron gave an update on the Governor's proposal to move Adult Education from K-12 to Community Colleges.
2. Ron distributed a revised spreadsheet with amounts for level of backfill approved by the Budget Committee at the last budget meeting.
3. Ron distributed handouts of Administrative Regulation 6305 (District Reserves) to the committee for review. This proposal took into account the recommendations made by the Guild.
4. A handout was distributed with updates on the Revenue Projection for Fiscal Year 2013-14.

5. Ron distributed a spreadsheet with the current status of the 2013-14 budget. This status assumes that the college will end the 2012-13 year with $4,895,333 in its ending fund balance which is the same level as 2011-12.

BUDGET – April 11, 2013
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.
QUORUM 8/10 voting members; 2 resources, 11 guests
APPROVAL OF MINUTES

1. MSC to approve the Minutes of the March 26, 2013 meeting.

MOTIONS APPROVED

1. MSC to approve Administrative Regulation 6305 [District Reserves] as revised.

MOTION FAILED - none
MOTIONS TABLED - none
REPORTS - none
NEXT MEETING: April 23, 2013

CAMPUSWIDE COMPUTER COORDINATION – November 15, 2012
3rd Thursday, 12:30 -1:30p, AD 121

Report is forthcoming.
Last meeting reported October 18, 2012

CAMPUSWIDE COMPUTER COORDINATION – March 21, 2013
3rd Thursday, 12:30 -1:30p, AD 121

QUORUM 14/17 voting members; 4 resources; 2 guests
APPROVAL OF MINUTES

1. MSC to approve the October 18, 2012 minutes with no changes

MOTIONS APPROVED - None
MOTIONS FAILED – None
MOTIONS TABLED - Two
REPORTS – Jack Raubolt and Simon Mirzayan are currently working on the Exchange project. The equipment has been purchased and will be managed in-house. The anticipated completion date will be the end of June 2013.
NEXT MEETING: TBD [To Be Determined]

ENROLLMENT MANAGEMENT – March 13, 2013
2nd Wednesday, 12:20 - 1:20, AD 121

QUORUM 22/30; 1 resources
APPROVAL OF MINUTES

1. MSC to approve minutes of January 16, 2013, with one minor correction. Two abstentions.
2. MSC to approve; schedule offerings clearly on a predictable guideline; schedule offerings based on data; and minimize unfunded FTES as the guiding principles of enrollment management plan.

MOTION FAILED - None
MOTIONS TABLED – None
REPORTS – none

NEXT MEETING: TBD

EQUAL EMPLOYMENT OPPORTUNITY – Last meeting reported March 21, 2013.
4th Thursday, 12:30-1:30pm, SM 270

NEXT MEETING: TBD; did not meet in April 2013

GOVERNANCE REVIEW – April 2, 2013
1st Tuesday, 1:30-2:30pm, AD 249

QUORUM [5] 6/9 voting members

APPROVAL OF MINUTES

1. MSC to approve the March 5, 2013 minutes with an amendment to a typo; [1] abstention.

MOTIONS APPROVED

1. MSC to approve the Governance Survey.
2. MSC for Brenda, the GRC chairperson to contact AS's advisor, Tzoler Oukayan, with the information on student representation for the Administrative Affairs and Budget committees.

MOTIONS FAILED - none

MOTIONS TABLED

1. MST Process for convening governance committees during short sessions. To be discussed at the next Governance Review Committee (GRC) meeting.

REPORTS

1. John Queen and Brenda will present the [Governance] survey at the April 9, 2013 Campus Executive committee meeting.

GOVERNANCE REVIEW – May 7, 2013
1st Tuesday, 1:30-2:30pm, AD 249

Report is forthcoming.

NEXT MEETING: June 4, 2013

INSTITUTIONAL PLANNING COORDINATION – March 11, 2013
2nd Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 17 / 18 voting members; 0 resources; 2 guests

APPROVAL OF MINUTES – none (Note: A quorum was not present at the beginning of the meeting; the committee did not return to the February 11 minutes when a quorum was present)

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

NEXT MEETING: April 8, 2013

RELEASED TIME/EXTRA PAY – **May 3, 2013**
Dates and Times Determined By Committee, 12:00-1:00p, SM270

Reported from unadopted minutes.

QUORUM 7/8 voting members; 0 resource; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the March 29, 2013 minutes.

MOTIONS APPROVED

1. MSC (1 abstention) to approve and post the revised job description for the One Book/One College Coordinator.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. H. Jenkins to post the Coordinator, Social Science Lecture Series, Coordinator, Science Lecture Series, College Readiness Coordinator, Assistant Nursing Program Director (2 positions) and the One Book/One College Coordinator .

NEXT MEETING: June 7, 2013 at 11:00 a.m.

STAFF DEVELOPMENT – Last meeting reported November 8, 2012
3rd Thursday, 12:30pm to 1:30pm, HR Conference room.

NEXT MEETING: March 7, 2013

WEB OVERSIGHT – Last meeting reported May 23, 2012
4th Wednesday, 12:30 pm, AD 121

NEXT MEETING: TBD

ACADEMIC AFFAIRS – April 3, 2013

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

Reported from unadopted minutes.

QUORUM 26/36; 5 resources;

APPROVAL OF MINUTES

1. MSC to approve minutes of March 6, 2013.

MOTIONS APPROVED

1. MSC to approve the following items under the consent calendar:
   Curriculum & Instruction minutes of March 13, 2013 meeting
   Classical Animation Certificate – Non Substantial Change
   Animation Certificate – Certificate Revision
   Psychology 101 and 131 – Substantial Change
   Physical Education 101, 102, 110, 121, 140, 141, 150, 154, 164, 166, 167, 168, 169, 170, 194, 200, 202, 203, 217, 226, 227, 229, 231, 241, 247, 261, 262, 274, 275, 295 – Substantial Change
   English 112 – Substantial Change
   English 222 – New Course
   Mathematics 111, 133, 135, 136, and 138 – Substantial Change
   Speech 191, 192, and 193 – Substantial Change
   Spanish 105 and 106 – Substantial Change
   Journalism 104 and 107 – Substantial Change
   Administration of Justice 203 – New Course
   Homeland Security Skill Award – New Skill Award
2. MSC to move approval of substantial changes to Kinesiology 166, 167, 168, and 169 to the end of the agenda, as Jon Gold wasn't present at the time to answer to the questions.

3. MSC to approve English 193 and 199 – New Courses.
4. MSC to reopen the discussion of approving substantial changes to Kinesiology 166, 167, 168, and 169.
5. MSC to approve substantial changes to Kinesiology 166, 167, 168, and 169 as written, with an understanding that specific lab components will be designed to correspond with each of these courses for transferability.
6. MSC to approve Basic Skills minutes of November 19, 2012 meeting.

MOTION FAILED - None
MOTIONS TABLED - None
REPORTS – none
NEXT MEETING: May 1, 2013

SUBCOMMITTEES OF ACADEMIC AFFAIRS

ACADEMIC CALENDAR – Last meeting reported October 24, 2012
Committee meets as needed
NEXT MEETING: TBD

BAJA PROGRAM – Last meeting reported November 8, 2012
Meets twice per year. Contact Chair for date, time and location. 12:30-1:30p, SG202

BASIC SKILLS – **October 15, 2012**
3rd Monday, 2:30-4pm, CS 266
Report is forthcoming.

BASIC SKILLS – **November 19, 2012**
3rd Monday, 2:30 – 4:00 pm, CS 266
Reported from adopted minutes.
QUORUM 9/15 voting members; 4 resource; 0 guest
APPROVAL OF MINUTES

1. MSC to approve the minutes of September 24, 2012 meeting with no changes

MOTION APPROVED – None
MOTION FAILED – None
MOTION TABLED – None
REPORTS – None

BASIC SKILLS – **February 25, 2013**
3rd Monday, 2:30-4pm, CS 266
Report is forthcoming.
NEXT MEETING: TBD

GRADUATION REQUIREMENTS – did not meet
Meets as needed.
NEXT MEETING: TBD

SCHOLARS PROGRAM – Last meeting reported May 22, 2012.
As needed, contact Chair

NEXT MEETING: TBD

STUDY ABROAD – Last meeting reported December 7, 2012.
3rd or 4th Thursdays, 12:00-1:10pm, AD 121
Reported from unadopted minutes.
NEXT MEETING: TBD

STUDENT AFFAIRS – April 24, 2013

3rd Wednesday, 1:00-2:00pm, AD 121
Reported from unadopted minutes.
QUORUM – 18/26 voting members; 2/3 resources
APPROVAL OF MINUTES

1. It was MSC that the Student Affairs Committee unadopted minutes of March 20, 2013.

MOTIONS APPROVED

1. It was MSC to approve the consent calendar.
2. It was MSC to approve the deletion of Board Policy 6140.4, *Certificate of Completion*

MOTIONS FAILED – none
MOTIONS TABLED – none
REPORTS – none
NEXT MEETING: May 29, 2013

SUBCOMMITTEES OF STUDENT AFFAIRS

ASSESSMENT – Last meeting reported, March 8, 2012
2nd Thursday, 2:00 pm, AD 121
NEXT MEETING: TBD

INTERNATIONAL STUDENTS – Last meeting reported October 11, 2012
As needed, contact Chair
NEXT MEETING: TBD

LIBRARY & INFORMATION COMPETENCY – October 25, 2012
4th Thursday, 12:30 p.m. - 1:30 p.m., LB417
Report is forthcoming.
Last meeting reported September 27, 2012

LIBRARY & INFORMATION COMPETENCY – February 28, 2013
4th Thursday, 12:30 p.m. - 1:30 p.m., LB417
QUORUM – 7/12 Members, 0 Resource, 0 Guests
APPROVAL OF MINUTES

1. It was MSC to approve September 27, 2012 meeting minutes

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

NEXT MEETING: TBD

MATRICULATION – February 28, 2013

4th Thursday, 2:00 pm, SR 221

Reported from adopted minutes.

QUORUM 8 voting / 13 total voting members; 8 resources

APPROVAL OF MINUTES –

1. MSC**:** Approval of Minutes from the November 29, 2012 Matriculation meeting.
2. MSC**:** Approval of Minutes from the November 29, 2012 Non-Credit Matriculation meeting.

MOTIONS APPROVED - None

MOTIONS FAILED - None

MOTIONS TABLED - None

REPORTS

1. RP Group's Report on Student Success Factor
2. Assessment Committee Update
3. New student Advisory Sessions, New Labs and Other Developments through Title V
4. Non-Credit Matriculation

NEXT MEETING: March 28, 2013

NONCREDIT MATRICULATION – March 28, 2013

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

Reported from unadopted minutes.

QUORUM 7/10 members, 0 Resource, 0 Guests

APPROVAL OF MINUTES

1. MSC - Approve minutes of November 29, 2012 meeting with no changes.

MOTIONS APPROVED – None

MOTIONS FAILED - None

MOTIONS TABLED - None

REPORTS

1. Deborah Kinley informed the committee the Student Education Plan (SEP) was still in the process of being created. She is working with Dana Nartea to get everything set up.
2. Alice Mecom reported on the status of ESL tutors and that the time has been extended from 1 hour to 1:15 minutes.
3. Deborah Kinley reported it is best to develop an Excel format to capture the ESL students who are being tutored.
4. Deborah Kinley reported the Association of Community and Continuing Education (ACCE) conference was held on March 14, 2013 in Riverside, CA. Mentioned: Governor's proposal to have Noncredit programs shift to Adult Education in the CCs; proposed budget changes to make Adult Ed. categorically funded; and the impacts of the Student Success Task Force on Noncredit and why the Student Ed. Plan (SEP) is important to Noncredit students.
5. Alice Mecom presented a brochure, "My Steps to Success," for ESL students to see the possible pathways to ESL certificates, noncredit business

certificates/classes, and/or credit classes. She will present to credit ESL soon at their faculty meeting as well as to the Division Chairs' May meeting.

6. Deborah Kinley reported the main campus tour will be held on Tuesday, May 7, 2013 and there will be follow-up meetings to assist noncredit students in applying and registering for credit classes.

NEXT MEETING: May 23, 2013, 1pm at Garfield

OUTREACH/ RECRUITMENT - Last reported meeting unknown
As needed, contact Chair

NEXT MEETING - TBA

SERVICE LEARNING – March 14, 2013
As needed, contact Chair

Reported from adopted minutes.

QUORUM

APPROVAL OF MINUTES

1. It was MSC that the minutes of April 23, 2012 be approved.

MOTIONS APPROVED – None
MOTIONS FAILED – None
MOTIONS TABLED – None
REPORTS – None
NEXT MEETING - TBA

STUDENT FEES – April 10, 2013
2nd Tuesday, 2:00-3:30pm, AD 121

Reported from unadopted minutes.

QUORUM 9/9 voting members/0 resources/0 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of the February 13, 2013 meeting.

MOTIONS APPROVED
MOTIONS FAILED – None
MOTIONS TABLED

1. MST to gather more information on whether or not to increase the Student Health Fee.
2. MST the discussion of dropping students for non-payment until the May 8, 2013 meeting.

REPORTS- None
NEXT MEETING: May 8, 2013

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

NEXT MEETING: TBD

ADMINISTRATIVE AFFAIRS – December 11, 2012
2nd Tuesday, 11:00 am - 12:00 pm, AD 121

Reported from adopted minutes.

QUORUM (9): 16 out of 17. Resource: 1, Guests: 5

APPROVAL OF MINUTES:

1. MSC minutes of November 20, 2012 – unanimously approved:

MOTIONS APPROVED:

1. MSC the Consent Calendar – unanimous approval.
    a. Environmental Affairs: November 7, 2012
    b. Campus Development: November 1, 2012
    c. Safety Committee: November 14, 2012
2. MSC to approve the following:
    a. MSC to make the campus non-smoking.
    b. MSC in a friendly amendment to start issuing citations and enforcing the designated smoking areas, effective January 1, 2013. Unanimous approval.
    c. MSC to start the process of moving GCC towards non-smoking in the interior of the campus.
        - Ayes: 9
        - Opposed: 2 CSEA, 1 Administration, 1 ASGCC (4)
        - Abstained: 1 Administration

MOTIONS FAILED: None

MOTIONS TABLED:

1. All of the following Board Policies and Administrative Regulations on the agenda were tabled due to lack of time.
    a. AR 3501 Campus Security and Access (New)
    b. AR 3050 Conflict of Interest Code (Revised)
    c. AR 3810 Claims and Actions Against the District (Revised - Approve either AR 3810 OR AR 3811)
    d. AR 3811 Damage/Loss to Vehicles While on District Property (New - Approve either AR 3810 OR AR 3811)
    e. AR 7400 Travel Expense Policy (Revised)
    f. AR 4142 (NEW 7165) Released Time/Extra Pay Committee (Revised)
    g. List of Revised/Replaced Old Board Policies for Deletion (Revised format)
    h. List of Revised/Replaced Old Administrative Regulations for Deletion (Revised format)
    i. BP 6150 Designation of Authorized Signatures (New)
    j. AR 6150 Designation of Authorized Signatures (New)

REPORTS: None

NEXT MEETING: Special Meeting: January 24, 2013

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS

CAMPUS DEVELOPMENT – November 1, 2012

1st Thursday, 12:30 -1:30 pm, AD 121 or HS 214

Reported from unadopted minutes.

QUORUM 15/17

APPROVAL OF MINUTES

1. MSC to approve the Minutes of October 4, 2012 with additional comments made by Jim Spencer (NTD).

MOTIONS APPROVED - none

MOTIONS FAILED – none
MOTIONS TABLED – none
REPORTS

1. James Krusling (Assoc. Dean of Library) will bring recommendations after meeting with the Task Force, re Library space.
2. Bulletin Boards' management in the process of being implemented. Dan Padilla will inform this committee as a follow-up.

ENVIRONMENTAL AFFAIRS – November 7, 2012
1st Wednesday, 12:20 pm – 1:30 pm, (HS 214)

Reported from adopted minutes.
QUORUM (7): 6/11 **Quorum present**
APPROVAL OF MINUTES

1. MSC the minutes of Sept. 5, 2012. Unanimous approval.

MOTIONS APPROVED: None
MOTIONS FAILED – None
MOTIONS TABLED: None
REPORTS:

1. Report on the CalTech Energy Efficiency Forum on October 25, attended by Nelson Oliveira, Dan Padilla, Merrilee Ahaus and Frankie Strong.
    - The Cal Tech Energy Conservation Investment Program has successfully financed over $11m in efficiency projects with a 20% ROI and has developed cutting-edge technology on energy management.
    - EMCOR Services and McKinstry provide engineering and support for Cal Tech projects.
    - Implementation of an energy efficient program for GCC would be a $2.5m - $3m project.
    - Dan reported that the Cal Energy Commission is currently offering loans at 1% with a 15-year payback.
2. There is a 2015 mandate to reduce our carbon footprint. Dan Padilla is currently working on projects such as lighting and other savings in energy efficiency.
3. Nelson Oliveira is implementing fusion software to measure the improvement of the air-conditioning chillers.
4. Dan Padilla reported that

SAFETY – November 14, 2012
3rd Wednesday, 11:00am-12:00pm, Facilities Conference Room – HS 214

Reported from unadopted minutes.
QUORUM 10 / 12 voting members; 2 resource members
APPROVAL OF MINUTES

MSC approval of October 17, 2012 minutes with no changes.

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

1. Heidi Jenkins updated on employee injuries, but none required safety follow-up at this time.

2. Chief Gary Montecuollo reviewed Crime Report with committee; no follow-up indicated at this time.
3. Chief Gary Montecuollo reported that Campus Police have accumulated a lot of lost property. He is proposing that the Campus Police have an auction/sale in the near future per administrative procedures.
4. Laura Matsumoto reported on the student accident reports; no follow-up indicated at this time.
5. As requested at last Safety Committee meeting, Sevada Chamras provided committee members with a copy of GCC Chemistry Department Laboratory Safety Rules. Sevada will also hold safety workshops for Chemistry faculty starting Spring 2013.
6. Ron Villa commended Sevada Chamras for his efforts in resolving the Chemistry class safety issue.
7. Chief Montecuollo reported that any further requests for panic buzzers need to be made by department administrators and questions can be addressed to the College Police.
8. Ron Nakasone reported that current map on GCC website now shows updated designated smoking areas. Chief Montecuollo reported that the fines have been approved and ticket books are being printed. Discussion ensued over smoking policy and enforcement issues. ACTION ITEM: ASGCC reps will coordinate with Chief Montecuollo and police department to distribute fliers regarding smoking policies.
9. Toni Reyes announced that Nov. 15, 2012 is the Great American Smoke Out.
10. Chief Montecuollo requested to table discussion on dealing with skateboarding and other non-motorized vehicle violations until Officer Neil Carthew can consult with committee on the issue.
11. Laura Matsumoto requested to table the discussion on the reported slick spots on the SF outdoor courts until Nelson Oliveira can provide a report on his findings.
12. Ron Villa reported that utility cart/tram safety training is scheduled for November 16 & 28, 2012.
13. Chief Montecuollo reported that the Alert-U system is operational and encouraged all to sign up online.
14. Linda Watkins reported a concern regarding the lighting at night on the 6th floor of the parking garage. ACTION ITEM: Linda Watkins to e-mail Nelson Oliveira and Dan Padilla to request review of issues with the lighting on the 6th floor of the parking structure.
15. Chief Montecuollo reported informational item: starting January 2013 emergency procedures safety trainings will be provided to division chairs.
16. Chief Montecuollo reported that an evacuation exercise at the Garfield Campus will take place this month.

ADMINISTRATIVE AFFAIRS – April 9, 2013

2nd Tuesday, 11:00 am - 12:00 pm, AD 121

Reported from unadopted minutes.

QUORUM (9) 11 out of 17. Resource: 1 Guests: 1

APPROVAL OF MINUTES:

2. MSC minutes of March 12, 2013

MOTIONS APPROVED:

3. MSC the Consent Calendar – unanimous approval.
    a. Environmental Affairs: March 6, 2013
    b. Campus Development: No meeting in March
    c. Safety Committee: February 20, 2013
4. MSC to approve the following:
    a. BP 6250 Budget Management
    b. AR 6250 Budget Management
    c. BP Investments
    d. AR Investments

MOTIONS FAILED: None

MOTIONS TABLED: None

REPORTS: None

NEXT MEETING: May 14, 2013

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS

CAMPUS DEVELOPMENT – April 4, 2013

1st Thursday, 12:30 -1:30 pm, AD 121 or HS 214

Report is forthcoming.

Last meeting reported February 7, 2013.

No meeting in March.

NEXT MEETING: TBD

ENVIRONMENTAL AFFAIRS – March 6, 2013

1st Wednesday, 12:20 pm – 1:30 pm, (HS 214)

Reported from adopted minutes.

QUORUM (7): 7 of 11 Quorum present

APPROVAL OF MINUTES

2. MSC the minutes of November 7, 2012. Approval was unanimous.

MOTIONS APPROVED: MSC to address Environmental Science classes as well as Technical Ed courses.

MOTIONS FAILED – None

MOTIONS TABLED - None

REPORTS:

1. New Chair elected: Michael Nouh
2. 2013 Solar Discovery Faire held on Saturday, April 6 from 10am – 2pm.
3. Discussion on forming an Environmental Division to provide more classes in Environmental Sciences for transfer credits and Technical Ed courses.
4. March 25 – a lecture on extreme weather and climate disruption by Robert Ha will be presented.
5. Nelson Oliveira reported that McKinstry has been hired to develop an Energy Feasibility Report. A five-year plan will address 78 items that will improve our infrastructure. Improvements will be done in three phases, with energy-saving projects completed first.

6. Prop 39: A portion of Prop 39 will provide some funding for infrastructure and energy efficiency projects. Nelson will provide more information when available.
7. Dan Padilla reported that McKinstry has installed data loggers to provide information on energy consumption in each building.
8. An electric vehicle charger has been installed in the Parking Structure on the 1st floor of Lot C. This can accommodate two vehicles and is free for students and staff.
9. Earth Day is April 22 and a few events are planned for this day.

NEXT MEETING: April 2013

SAFETY – February 20, 2013

3rd Wednesday, 11:00am-12:00pm, Facilities Conference Room – HS 214

Reported from unadopted minutes.

QUORUM 11 / 12 voting members; 3 resource members; 1 guest

APPROVAL OF MINUTES

MSC approval of December 19, 2012 minutes with minor changes.

MOTIONS APPROVED – none

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

17. Heidi Jenkins updated on two employee injuries, but none required safety follow-up at this time.
18. Chief Montecuollo reviewed Crime Report with committee; no follow-up indicated at this time.
19. Chief Montecuollo emphasized that anyone can and should report graffiti to the College Police immediately.
20. Nelson Oliveira advised that door mechanism problems on parking structure elevator are being addressed
21. Laura Matsumoto reported that there was no student accident report for this period.
22. Nelson Oliveira reported that information has been received from Sports Master product coating for the outside SF courts. Action Item: Nelson Oliveira and Laura Matsumoto to coordinate submission of a CPS grand to ASGCC to request funding to repair the SF outdoor court.
23. Laura Matsumoto informed Nelson Oliveira of Linda Watkins' concerns about the lack of lighting on the 6th floor of the parking structure. Action Item: Nelson Oliveira will follow-up with Linda Watkins to investigate the issues with lighting on the 6th floor of the parking structure.
24. Chief Montecuollo reported extensively on the on-going efforts for emergency procedures trainings and preparedness.
25. Chief Montecuollo reported that it is not clear if more than one panic button is pushed that it may cancel the signal, but he did report that multiple panic button activation does delay the transmission of the signal. Action Item: Chief Montecuollo to follow-up on whether there is a cancellation issue with panic buttons being pressed multiple times and/or more than one button being used at a time.

26. Chief Montecuollo commended Nelson Oliveira for his efforts overseeing 72 hours of repair during the recent power outage.
27. Nelson Oliveira reported that the state mandates the emergency lighting remain on for 90 minutes. Some of GCC's back-up batteries failed during last outage. Batteries have been replaced.
28. Nelson Oliveira reported that a new generator in IT will be activated hopefully by mid-March.
29. Laura Matsumoto reported on employee concerns about personal safety in the Learning Center. Lengthy discussion ensued regarding possible measures to reduce employee anxiety over emergency incidents. Action Item 1: Ron Nakasone to look into the legal components of possibly implementing mandatory student identification cards and staff badges. Action Item 2: Laura Matsumoto to follow-up with Chief Montecuollo regarding staff safety concerns in the Learning Center.
30. Laura Matsumoto presented issue of drivers dangerously exiting from Lot G onto fire service road. Action Item: Laura Matsumoto to follow-up with Chief Montecuollo regarding traffic issue at Lot G.

NEXT MEETING: March 20, 2013

Respectfully submitted by
Frankie Strong, Governance Office