GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE NOVEMBER 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 *September 25, 2012 and November 6, 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 - October 9, 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 (Ms. Saber) and seconded (Mr. Scott) to approve the Campus Executive Committee Minutes of September 4, 2012. The motion passed unanimously.

MOTIONS APPROVED

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

Budget Committee

Adopted Minutes of August 28, 2012 Adopted Minutes of September 13, 2012

Campuswide Computer Coordinating Committee Adopted Minutes of May 17, 2012

Institutional Planning

Adopted Minutes of August 27, 2012

Enrollment Management

Adopted Minutes of May 9, 2012

Governance Review Committee Adopted Minutes of May 1, 2012 Adopted Minutes of September 4, 2012

Released Time/Extra Pay Committee Adopted Minutes of May 4, 2012

Staff Development Committee Adopted Minutes of May 17, 2012 Adopted Minutes of August 13, 2012

The motion passed unanimously.

3. It was moved (Dr. Perez) and seconded (Mr. Scott) to approved the Consent Calendar prepared for the October 9, 2012 Campus Executive Committee Meeting. The motion passed unanimously.

NEXT MEETING DATE - Tuesday, October 9, 2012, 2:30 p.m., AD 121

SUBCOMMITTEES OF CAMPUS EXECUTIVE:

BUDGET – September 25, 2012

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

QUORUM 10/10 voting members; 2 Resource, 12 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of the September 13, 2012 meeting as presented.

MOTIONS APPROVED

- 1. MSC to approve taking \$11,537 out of the Contingency Reserve to fund both CCCApply and eTranscripts.
- 2. MSC to approve the Overdraft Account Policy.
- 3. MSC: On future budget reports, the current vacant positions with no budgets will be eliminated. Within the current position reports, all vacancies will be reported with the full time position budget for those positions that will be filled and the hourly backfill budget for those vacancies that are being backfilled with hourly. An additional column will be added for those vacancies that will be backfilled with hourly workers. This column will show the full time position budget.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

NEXT MEETING: September 25, 2012

CAMPUSWIDE COMPUTER COORDINATION – October 18, 2012

3rd Thursday, 12:30 -1:30p, AD 121

Reported from unadopted minutes.

QUORUM 12/17 voting members; 4 resources; 7 guests

APPROVAL OF MINUTES

1. MSC to approve the September 20, 2012 minutes with no changes

MOTIONS APPROVED - None

MOTIONS FAILED - None

MOTIONS TABLED - None

REPORTS - None

NEXT MEETING: November 15, 2012

ENROLLMENT MANAGEMENT – September 12, 2012

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

QUORUM 28/29; 2 resources

APPROVAL OF MINUTES

1. MSC to approve minutes of May 9, 2012 meeting.

MOTIONS APPROVED - None

MOTION FAILED - None

MOTIONS TABLED - None

REPORTS – none **NEXT MEETING**: TBD

EQUAL EMPLOYMENT OPPORTUNITY - September 27, 2012

4ST Thursday, 12:30-1:30, SM270

Reported from unadopted minutes.

QUORUM 7/15 voting members; 0 resource; 0 guest

APPROVAL OF MINUTES

1. No quorum; Approval tabled to next meeting

MOTIONS APPROVED – none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS -

- 1. Committee to review the EEO website and provide feedback.
- 2. V. Dantzler to discuss rating scale with D. Voogt

NEXT MEETING: TBD

GOVERNANCE REVIEW - September 4, 2012

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

QUORUM 5/7 voting members

APPROVAL OF MINUTES

1. MSC to approve the May 1, 2012 minutes.

MOTIONS APPROVED

- 1. MSC to elect Brenda Jones as chair of the committee.
- 2. MSC to remove the Technology Mediated Instruction Committee from the Blue List.
- 3. MSC to remind Campus Executive to consult with the Governance Review Committee in recommending changes to committee structure.

MOTION FAILED - None

MOTIONS TABLED

- 1. Revision of FAQs to be in line with AR 2511, the Governance Document
- 2. Green list removal

REPORTS – none

NEXT MEETING: October 2, 2012

GOVERNANCE REVIEW – October 2, 2012

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

QUORUM 7/9 voting members

APPROVAL OF MINUTES

1. MSC to approve the September 4, 2012 minutes, as amended.

MOTIONS APPROVED

- 1. MSC that John Queen chair the December meeting in Brenda's absence.
- 2. MSC to add this item [Governance Survey] to the agenda.

MOTION FAILED - None

MOTIONS TABLED

- MST to table this item [revision of FAQs until the November meeting.
- 2. MST to table this item [Green List removal] until the November meeting.

REPORTS – none

NEXT MEETING: November 6, 2012

INSTITUTIONAL PLANNING COORDINATION – July 23, 2012

2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 13/18 voting members; 0 resources; 2 guests

APPROVAL OF MINUTES

1. MSC to approve the July 9, 2012 minutes

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – August 13, 2012

2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 7/17 voting members; 0 resources; 1 guest – NO QUORUM

APPROVAL OF MINUTES - none

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – August 27, 2012

2nd & 4th Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 10 / 17 voting members; 0 resources; 2 guests

APPROVAL OF MINUTES

- 1. MSC to approve the July 23, 2012 minutes
- 2. MSC to approve the August 13, 2012 minutes

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

NEXT MEETING: September 10, 2012

MASTER PLANNING - TEAM A – Last meeting reported May 18, 2012.

Meets as needed, 1:30pm – 3:30pm, MP 103 (Garfield Campus Community Room)

NEXT MEETING: Fall 2012

RELEASED TIME/EXTRA PAY – September 28, 2012

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

Reported from adopted minutes.

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

APPROVAL OF MINUTES

1. MSC to approve the May 4, 2012 minutes.

MOTIONS APPROVED -

- 1.MSC to return to spring evaluations for all RT/EP positions.
- 2.MSC for the two Assistant Nursing Program Director and the Student Equity Coordinator positions to be evaluated fall semester and evaluated in the spring semester.

MOTIONS FAILED - none

MOTIONS TABLED -

1. MST to review and approve the Coordinator, Faculty Center for Learning and Teaching position.

REPORTS

- 1. D. Voogt to discuss current recruitment for the position and marketing strategies with M. Mirch if the position needs to be re-advertised.
- 2. D. Voogt to follow up with senate president regarding the process to fill the Distance Education Coordinator position.

NEXT MEETING: October 19, 2012 at 10:00 a.m.

RELEASED TIME/EXTRA PAY – October 19, 2012

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

Reported from adopted minutes.

QUORUM 6/8 voting members; 0 resource; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the September 28, 2012 minutes.

MOTIONS APPROVED -

- 1. MSC to approve changes to the Coordinator, Faculty Center for Learning and Teaching job description pending a final review of the language change.
- 2. MSC to advertise to RT/EP positions to adjuncts with the approval of the Vice President.

MOTIONS FAILED - none

MOTIONS TABLED – none

1. MST review of the RT/EP administrative regulation to the November RT/EP meeting.

REPORTS

- 3. D. Voogt to request a proposed combined job description of the accreditation, program review and planning coordinators for the November RT/EP meeting.
- 4. HR to research other colleges' accreditation, program review and planning coordinator positions.
- 5. H. Jenkins to forward the Planning Coordinator job description to the committee.
- 6. D. Voogt to request completed job description for the Distance Education Coordinator from supervisor and inquire about budget for the position.
- 7. D. Voogt to request Administrative Affairs table the regulation pending feedback by the RT/EP committee.
- 8. D. Voogt to forward an electronic copy of the RT/EP administrative regulation to the committee for editing.

NEXT MEETING: November 16, 2012 at 10:00 a.m.

STAFF DEVELOPMENT - September 13, 2012

3rd Thursday, 12:30 pm, HR Conference Room

QUORUM 8/9 voting members

APPROVAL OF MINUTES

1. MSC Approval of May 17, 2012 minutes.

MOTIONS APPROVED

1. MSC to reduce the Faculty Center for Learning and Teaching position to one semester (spring 2013) for the 2012-2013 Academic year

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

1. Roger Bowerman will be exploring how the program is working and evaluating participation. Questions to be answered: can an individual be mentored in this program more than once? Are there minimum and/or maximum hours required for each mentored participant?

STAFF DEVELOPMENT - October 16, 2012

3rd Thursday, 12:30 pm, HR Conference Room

Reported from unadopted minutes.

QUORUM 8/9 voting members; 2 guests

APPROVAL OF MINUTES

1. MSC Approval of September 17, 2011 minutes.

MOTIONS APPROVED

1. MSC the information [on educational reimbursement] will be brought forward to the November Staff Development Committee meeting for a more detailed discussion of budgeting priorities for Staff Development.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

- Roger Bowerman will meet with Amir Nour for a breakdown of these expenses [Staff Development budgeting priorities] which will be reported back to the committee in November.
- 2. The committee requested that Roger Bowerman contact all the Division Chairs and have them inquire about faculty needs at their November Division meetings.
- 3. The committee also agreed to begin developing a long-term plan (5-6 years) for Staff Development.
- 4. The Committee wholeheartedly supported the proposal [on faculty receiving flex time for Lynda.com training.
- The committee agreed to look into ideas that could be used for a spring submission for the Campus Project Support funding application.

NEXT MEETING: November 15, 2012

WEB OVERSIGHT - Last meeting reported May 23, 2012.

4th Wednesday, 12:30 pm, AD 121

Reported from unadopted minutes.

NEXT MEETING: TBD

ACADEMIC AFFAIRS - October 3, 2012

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

QUORUM 31/35; 5 resources;

APPROVAL OF MINUTES

1. MSC to approve minutes of June 6, 2012.

MOTIONS APPROVED

- 1. MSC to approve the following item under the consent calendar:
 - Accounting 155 Substantive Revision
- 2. MSC to approve Academic Calendar minutes of September 26, 2012.

MOTION FAILED - None

MOTIONS TABLED

1. MST to table approval of C&I minutes of September 12, 2012 meeting due to numerous errors.

REPORTS – none

NEXT MEETING: November 7, 2012

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR – September 26, 2012

Committee meets as needed

Reported from unadopted minutes.

QUORUM 6/6 voting members; 1 resource

APPROVAL OF MINUTES

1. It was MSC to approve the minutes of November 15, 2011.

MOTIONS APPROVED - none

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS – none

NEXT MEETING: TBD

BAJA PROGRAM – did not meet

Meets twice per year. Contact Chair for date, time and location. 12:30-1:30p, SG202 Last meeting reported May 22, 2012

BASIC SKILLS – September 26, 2011

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

Report is forthcoming. Minutes to be reviewed by Academic Affairs.

BASIC SKILLS - April 16, 2012

3rd Monday, 2:30pm, CR 223

Report is forthcoming.

Last meeting reported March 19, 2012.

GRADUATION REQUIREMENTS – Did not meet

Meets as needed.

SCHOLARS PROGRAM – did not meet

As needed, contact Chair

Last meeting reported October 27, 2011.

STUDY ABROAD - did not meet

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

Last meeting reported May 3, 2012.

STUDENT AFFAIRS - October 17, 2012

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

Reported from unadopted minutes.

QUORUM – 20/26 voting members; 2/3 resources; 1 guest

APPROVAL OF MINUTES

- 1. It was MSC that the Student Affairs Committee minutes of September 19, 2012 be approved.
- 2. It was MSC that the Assessment Committee unadopted minutes of March 8, 2012 be approved.
- 3. It was MSC that the Library and Information Competency Committee adopted minutes of May 24, 2012 be approved.
- 4. It was MSC that the Library and Information Competency Committee unadopted minutes of September 27, 2012 be approved.

- 5. It was MSC that the Matriculation Committee unadopted minutes of May 24, 2012 be approved.
- 6. It was MSC that the Noncredit Matriculation Committee unadopted minutes of September 26, 2012 be approved.
- 7. It was MSC that the Service Learning Committee unadopted minutes of April 23, 2012 be approved.
- 8. It was MSC that the Student Fees Committee unadopted minutes of October 10, 2012 be approved.

MOTIONS APPROVED

- 1. It was MSC to approve the second reading of Board Policy 4222, Remedial Coursework.
- 2. It was MSC to approve the second reading of Board Policy 4231, *Grade Changes*.
- 3. It was MSC to delete Board Policy 5130, Degrees and Certificates.
- 4. It was MSC to delete Board Policy 5132, Certificates of Completion.
- 5. It was MSC to delete Board Policy 5150, Credit-No Credit Classes.
- 6. It was MSC o add Administrative Regulation 4228, *Course Repetition: Significant Lapse of Time*, to New Business as a first reading.

MOTIONS FAILED – none

MOTIONS TABLED

1. It was MST discussion of Enrollment Priorities to allow for further discussion at the Student Services Cabinet.

REPORTS

1. Draft Administrative Regulation 4228, *Course Repetition: Significant Lapse of Time*, was duly noted as a first reading and will be presented for a second reading at the next Student Affairs Committee.

NEXT MEETING: November 28, 2012

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT – March 8, 2012

2nd Thursday, 2:00 pm, AD 121

Reported from unadopted minutes.

QUORUM

APPROVAL OF MINUTES

1. MSC to approve minutes of March 10, 2011

MOTIONS APPROVED

1. MSC Once a student has received a letter grade (A, B, C, D, F, a Withdrawal, Pass/ No Pass, C/NC) or is currently enrolled in a class, they are considered to have started the sequence.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS – none
NEXT MEETING: TBA

INTERNATIONAL STUDENTS – October 11, 2012

As needed, contact Chair

Report is forthcoming.

Last reported meeting November 4, 2010

NEXT MEETING: TBA

LIBRARY & INFORMATION COMPETENCY - May 24, 2012

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

QUORUM: 9/11 voting members (1 position is vacant)

APPROVAL OF MINUTES

1. MSC to approve the February 23, 2012 minutes with no changes.

MOTIONS APPROVED – none

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

- 1. The library requested a CPS grant to purchase 10 replacement chairs.
- 2. Data from the Spring Student Survey of Library Services is being compiled by Dr. Edward Karpp.
- 3. The library is being asked to consider the need for space for future expansion in conjunction with secondary effects of the Lab/College Services building. The Five Year (construction) Plan submitted to the state will include the need for library expansion.
- 4. Funding for the Garfield Campus Library has been requested again through the Basic Skills Initiative.

LIBRARY & INFORMATION COMPETENCY – September 27, 2012

Reported from unadopted minutes.

QUORUM: 9/12 voting members

APPROVAL OF MINUTES

1. MSC to approve the May 24, 2012 minutes with no changes.

MOTIONS APPROVED

1. MSC to elect James Krusling Chair of Library & Information Competency Committee

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS – none

NEXT MEETING: October 25, 2012

MATRICULATION – May 24, 2012

4th Thursday, 2:00 pm, SR 221

Reported from unadopted minutes.

QUORUM – 9 voting/14 total voting members; 3 resources

APPROVAL OF MINUTES

1. MSC to approve the March 22, 2012 minutes.

MOTIONS APPROVED – none

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

- Jewel provided an update on the PeopleSoft Advising Module and Student Educational Plan (SEP)
- 2. Deborah Kinley provided an update of noncredit matriculation.

NEXT MEETING: November 29, 2012

NONCREDIT MATRICULATION – September 26, 2012

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

Reported from unadopted minutes.

QUORUM 6/10 Members, 1 Resource, 0 Guests

APPROVAL OF MINUTES

- 1. MSC to approve minutes of March 21, 2012 with no changes.
- 2. MSC to approve minutes of May 16, 2012 with no changes.

MOTIONS APPROVED – None

MOTIONS FAILED – None MOTIONS TABLED – None REPORTS

- 1. Alice Mecom reported that two tutors would be working this fall to assist ESL students beginning October 1, 2102.
- 2. Elodia Collins reported the Continuing to Credit Classes Process has been scheduled for this fall and the main campus tour is set for October 23, 2012.
- 3. Alice Mecom reported that 41 of 63 students of Level 5 transferred to credit classes or NC Business classes.
- 4. The new meeting day/time is 4th Thursday in September, November, March, and May at 1-2pm.
- 5. Deborah Kinley reported that she is working on creating a Student Education Plan in PeopleSoft for noncredit students.
- 6. M. Mansour reported there is an outcome assessment for students to complete after they have received a presentation with the Welcome Packets.

NEXT MEETING: November 29, 2012

OUTREACH - Last reported meeting unknown

As needed, contact Chair

NEXT MEETING - TBA

SERVICE LEARNING – April 23, 2012

As needed, contact Chair

Reported from unadopted minutes.

QUORUM

APPROVAL OF MINUTES

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

MOTIONS APPROVED – None

MOTIONS FAILED – None

MOTIONS TABLED - None

REPORTS – None

NEXT MEETING: TBA

STUDENT FEES - October 10, 2012

2nd Tuesday, 2:00-3:30pm, AD 121

Reported from unadopted minutes.

QUORUM 8/9 voting members/0 resources/3 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of the May 9, 2012 meeting.

MOTIONS APPROVED

1. MSC to further explore using the bolt-on to block students at the time of registration.

MOTIONS FAILED – None

MOTIONS TABLED – None

REPORTS – None

NEXT MEETING: November 14, 2012

TECHNOLOGY MEDIATED SERVICES – Last reported meeting October 26, 2011

As needed, contact Chair

NEXT MEETING: TBA

ADMINISTRATIVE AFFAIRS - October 9, 2012

2nd Tuesday, 11 am – 12 pm, AD121

Reported from adopted minutes.

QUORUM (9): 11 out of 16. Resource: 1

APPROVAL OF MINUTES:

1. MSC minutes of September 11, 2012 approved: 8 ayes, 1 abstention

MOTIONS APPROVED:

- 1. MSC the Consent Calendar unanimous approval.
 - a. Campus Development: July 12, 2012
 - b. Environmental Affairs: Sept. 5, 2012
 - c. Safety Committee: Sept. 19, 2012
- 2. MSC to approve the following:
 - a. MSC to approve AR 3530 Weapons on Campus (New)
- 3. MSC to approve electric vehicle parking spaces in the parking structure, including signage, one on each floor (2 for employees and one for students).

MOTIONS FAILED: None MOTIONS TABLED:

1. AR 3501 Campus Security and Access (New): Tabled for Senate recommendations.

REPORTS:

- 1. Food Services: Week Nights Options to provide more food services to night students will be presented at the next meeting.
- 2. Sartoris Stadium Track Sanitation: The committee supports the cleaning of the track twice a year to prevent damage to track and injury to students.

NEXT MEETING: TBD

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT - July 12, 2012

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

Reported from unadopted minutes

QUORUM 9/16

APPROVAL OF MINUTES

1. MSC to approve the Minutes of June 7, 2012 with no changes.

MOTIONS APPROVED

1. To approve the naming of the inside of the Sartoris Field Press Box to the Bill Gallagher Press Area.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

1. To place the gazebo covering the piano near the checkers' area. Dan to explore the area.

NEXT MEETING: September 2, 2012

ENVIRONMENTAL AFFAIRS – September 5, 2012

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

QUORUM (7): 6/11 Quorum present

APPROVAL OF MINUTES

1. MSC minutes of June 6, 2012.

MOTIONS APPROVED

1. MSC to elect Merrilee Ahaus as Chair of the Environmental Affairs Committee.

MOTIONS FAILED – None MOTIONS TABLED - None REPORTS:

- 1. Discussion on solar panel installation in the parking lots. PSOMASFMG, a solar installation company, will be contacted for information.
- 2. Garden Update: Kenyon Clark, President of the Environmental Club reported that raised beds with organic soil have been established and that a fee of \$25 per semester will be charged to employees and students who want to rent a bed. 21 beds have been reserved for the Environmental Club. Funds to complete the fence are needed. Only the hillside part of the fence has been finished.

NEXT MEETING: November 20, 2012

SAFETY - September 19, 2012

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

Reported from unadopted minutes.

QUORUM 10 / 12 voting members; 4 resource members; 2 guests

APPROVAL OF MINUTES

1. MSC approval of May 16, 2012 minutes

MOTIONS APPROVED – MSC to recommend improved designated smoking area signage, clearer definition of boundaries for designated smoking areas, and campus education campaign for smoking policies. Laura Matsumoto was unanimously re-elected as committee chair for 2012-13.

MOTIONS FAILED – none MOTIONS TABLED - none REPORTS

- 1. Heidi Jenkins updated on employee injuries, but none required safety follow-up at this time.
- 2. Officer Neil Carthew reported on the crime and traffic stop reports; no safety follow-up indicated.
- 3. Laura Matsumoto reported on the student accident reports; no safety follow-up indicated.
- 4. Chief Montecuollo reported that revising the campus emergency plan will continue to be an on-going process. The committee decided to table further discussion until further directives come from Administrative Affairs.
- 5. Chief Montecuollo recommended that the cell phone signal strength project be tabled until the new IT Administration is in place.
- 6. Deb Kinley reported that the Garfield parking structure signage project has been completed.
- 7. Chief Montecuollo reported that the panic buzzer system is older, but functional with six zones around campus. ACTION ITEMS: 1) Linda Watkins to request panic buzzer in payroll; and 2) Virna Silva to request panic buzzer in Facilities.
- 8. Mark Poore reported that people are still smoking at the AA Annex area even though the designated smoking area has been eliminated. Chief Montecuollo reported that he is looking into a possible citation system for smoking violations. MSC to recommend improved designated smoking area signage, clearer definition of boundaries for designated smoking areas, and campus education campaign for smoking policies. ACTION ITEMS: 1) College Police will increase patrol in the AA Annex area to educate people that the area is no longer a designated smoking area and to direct them to the next closest location (Health Sciences patio); 2) Ron Nakasone will investigate if current map on GCC website shows updated designated smoking areas and correct accordingly;

- 3) Chris Rodd will attempt to have the El Vaquero publish updated maps of designated areas.
- Chief Montecuollo recommended that the video camera surveillance proposal should be tabled until funding becomes available for the technology. Discussion ensued about a proposal for an ASGCC Parking Structure Watch group in collaboration with the College Police.
- 10. Chief Montecuollo reported that a cross walk has been painted at the Town Driveway area and the brush has been cleared from the fence. The project is completed.
- 11. Toni Reyes reported that she and Coach John Cicuto will present information at the next Administrative Affairs meeting to support the committee motion that the Sartoris Stadium track be sanitized at least bi-annually.
- 12. Chief Montecuollo reported that a system for dealing with skateboarding and other non-motorized vehicle violations needs to be put in place to allow for enforcement.
- 13. Laura Matsumoto reported that former ASGCC representative to the committee approached her to request that the slick spots on the SF outdoor courts be modified for anti-slip, if possible. ACTION ITEM: Laura Matsumoto will follow-up with Facilities on possibility of modifying to slick areas on the SF outdoor court to reduce slip hazards.
- 14. Linda Watkins reported concerns about pedestrians not paying attention to moving cars or cars trying to pull out of parking spaces in the Circle Drive area. ACTION ITEM: Linda Watkins and Chief Montecuollo will survey the Circle Drive area to identify issues with pedestrians and possible safety solutions and report back to the committee.
- 15. Lee Parks reported on dangerous driving conditions westbound (downhill) on Mountain due to cars sticking out into lanes from College Driveway. ACTION ITEM: College Police will increase enforcement of limit line and possibly ask Glendale PD to assist in safety education campaign for drivers at the Mountain / College Driveway intersection.

NEXT MEETING: October 17, 2012

Respectfully submitted by Frankie Strong, Governance Office