

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
NOVEMBER 2018**

The Governance Update report consists of actions taken by various governance committees. It is required by Administrative Regulation 2511 the Governance Document.

The report includes motions and information items, as recorded in the minutes of committees that reported to the Governance office, between **September 28, 2018 and November 5, 2018**. The College Executive Committee reviewed these items at the **November 13, 2018** meeting.

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
 - Any questions regarding any items listed please contact the chair of the appropriate committee.
 - Committee chairs may be emailed directly from the Blue List of members. For the list of governance committees and to view committee minutes in their entirety visit:
<https://sp.glendale.edu/committees/governance/Pages/minutes.aspx>
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Standing Committee indicated with an asterisk*

COLLEGE EXECUTIVE* – October 9, 2018

Meets 1 week prior to Board of Trustees meetings, 2:30 pm, AD 121

QUORUM [5] 7/7 voting members present; 2 resources present

APPROVAL OF MINUTES

1. MSC - (Mr. Bowerman/Dr. Schlossman) to approve the College Executive Committee minutes of September 4, 2018.

MOTIONS APPROVED

2. MSC (Mr. Ritterbrown/Mr. Bowerman) to approve Field Trip Guidelines and Forms, as approved by the Academic Affairs Committee. Final field trip guidelines and forms to read “approved/revised by College Executive Committee” with date, on each page.
3. MSC (Mr. Nazari/Ms. Rooney) to approve the positions of Library Technician II FTE 1.0 and Administrative Assistant I, FTE .50, with the understanding that the latter may be recommended to become a 1.0 FTE position in the future.

REPORTS

4. The Committee reviewed the minutes of the various subcommittees.
 - a. Budget Committee – September 13, 2018
 - b. College Computer Coordination Committee – no minutes reported
 - c. Enrollment Management – September 12, 2018
 - d. Equal Employment Opportunity – no minutes reported
 - e. Governance Review Committee – September 4, 2018
 - f. Released Time Extra Pay – no minutes reported
 - g. Staff Development – no minutes reported
 - h. Web Oversight – May 23, 2018
5. The College Executive Committee reviewed the Board of Trustees agenda for the October 16, 2018 meeting.
6. The Committee reviewed and accepted the actions of the standing committees.
7. Governance Committees Summary Report was presented and reviewed.
8. Proposal: Temporary Full-Time Faculty Contract Hiring Criteria and Process.
The Committee agreed to postpone action to allow further review by the Academic Senate and Guild.

NEXT MEETING: Met on November 13, 2018 motions will be reported in the next Governance Update.

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE:

BUDGET REVIEW – October 11, 2018

Meets once per month, 4th Tuesday, 12:20-1:30 pm, AD 252

QUORUM 10/10 voting members present, 1 Resource non-voting member, 6 guests

APPROVAL OF MINUTES

1. MSC to approve the minutes of September 13, 2018. The September 25 meeting was cancelled.

REPORTS

2. Informational Items – Vacant/New positions presented.
3. Dr. Culpepper presented the Consolidated List of Standing Committee Rankings – 2017-2018 Program Review, including Student Affairs, Administrative Affairs, and Academic Affairs Committee rankings.
4. Dr. Culpepper said that we are in the final stages of the 3.5% raise proposal.
5. Budget meetings will revert to once a month, beginning Nov. 27, 2018. They will be held on the fourth Tuesday of each month.

NEXT MEETING: November 8, 2018

COLLEGE COMPUTER COORDINATION – September 20, 2018

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

QUORUM 11/16 voting members; 2 resources

APPROVAL OF MINUTES

1. MSC approval of the March 15, 2018 minutes;
2. approval of the April 25, 2018 minutes; and
3. approval of the May 2, 2018 minutes.

REPORTS

4. Faculty has requested a remote/electronic mode for duplicating services.
5. MyGCC will have a mobile app with the upgrade of PeopleSoft 9.2 scheduled to happen in December 2018.
6. ASGCC Student Representatives will be invited for the PeopleSoft Steering Committee scheduled for October 4, 2018.

NEXT MEETING: November 15, 2018

COLLEGE COMPUTER COORDINATION – October 18, 2018

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

QUORUM 14/16 voting members; 23 resources

APPROVAL OF MINUTES

1. MSC approval of the May 18, 2018 minutes; and
2. Approval of September 20, 2018 minutes.

NEXT MEETING: November 15, 2018

ENROLLMENT MANAGEMENT – October 10, 2018

2nd Wednesday, 12:20-1:20 pm, AD 252

QUORUM 18/27 voting members; 5 resources; 3 guests

APPROVAL OF MINUTES

1. The Enrollment Management minutes from September 12, 2018 were approved.

MOTIONS APPROVED

2. It was MSC that the Director of Communications and Community Relations be added as a Resource Member to the Enrollment Management Committee.
3. It was MSC that the Mission Statement be approved without any changes.

NEXT MEETING: November 13, 2018

EQUAL EMPLOYMENT OPPORTUNITY (EEO) – September 27, 2018

4th Thursday, 12:30-1:30 pm, contact Chair for location

QUORUM 8/10 voting members present

APPROVAL OF MINUTES

1. Approval of the minutes of March 19, 2018 and May 31, 2018

MOTIONS APPROVED

2. MSC to elect Cindy Pollack as the new Chair.

REPORTS

3. Cindy Pollack will offer EEO training at the next EEO committee meeting (10/25). The majority of the members are new to the committee and have not been trained.
4. Faculty Diversify Internship update - There are a total of 5 interns.
5. Cindy will be working on Multiple methods #3 (longitudinal analysis) and #4 (Campus Climate survey) this semester. She is coordinating efforts with Val Dantzler, Ed Karpp, and Donna Diamond.
6. The EEO handbook needs to be updated by the end of the Spring 2019 Semester.

NEXT MEETING: Met on October 25, 2018, report is forthcoming.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) – October 25, 2018

4th Thursday, 12:30-1:30 pm, contact Chair for location

QUORUM 7/12 voting members present; 1 resource, 2 guests

APPROVAL OF MINUTES

1. MSC to approve the EEO Advisory Committee minutes of September 27, 2018 as read.

MOTIONS APPROVED

2. MSC to elect Cindy Pollack as the new Chair.
3. MSC that the GRC requests that the College Executive Committee clarify the list of resource members. Changes will be revised in Administrative Regulation 2511: Governance Document.

REPORTS

4. Veteran EEO representatives, Ani and Frankie, were present to share their years of experience and offer their input as a means to educate the new EEO representatives
5. C. Pollack to solicit input from Donna Diamond, Val Dantzler, Ed Karpp and Daphne Dionisio in reference to the question regarding "satisfaction with the current atmosphere for gender differences" and rewrite or add a qualifier/example to the final question [regarding the Longitudinal data multiple methods #'s 3 & 4].
6. It was recommended we table any work on [the Equity Handbook] until after we've completed our EEO plan.
7. D. Diamond to forward the packet of information for EEO reps to C. Pollack who will then distribute same to committee members.

NEXT MEETING: November 29, 2018

GOVERNANCE REVIEW – October 2, 2018

1st Tuesday, 1:40-2:40 pm, AD 249

QUORUM 6/8 voting members present

APPROVAL OF MINUTES

1. MSC Approval of minutes from the September 4, 2018 meeting.

MOTIONS APPROVED

2. MSC to forward the document [Administrative Regulation 2511: Governance Document] to the College Executive Committee for their review and approval of addressing the changes of 'campus' to 'college'. John Queen to carry forward. [College Exec. will review in November]
3. MSC that the GRC requests that the College Executive Committee clarify the list of resource members. Changes will be revised in Administrative Regulation 2511: Governance Document.

REPORTS

4. Action Item: A task force of Andy, John, and Andra will produce a matrix of the responses of the voting by email poll and present it to the GRC at the November meeting.
5. Action Item: John and Frankie to review all documents related to governance and will produce the following:
 - a. Step 1 – identify appropriate resources; create the handbook outline; John and Frankie to meet to complete this task.
 - b. The skeleton draft will be presented to the GRC in November.

NEXT MEETING: Met on November 6, 2018, report is forthcoming.

RELEASED TIME EXTRA PAY (RTEP) – May 25, 2018

Last meeting reported May 20, 2016

4th Friday, 10:00-11:00 am, contact Chair for location

QUORUM 7/8 voting members present

APPROVAL OF MINUTES

1. MSC to approve the meeting minutes from May 11, 2017.

MOTIONS APPROVED

2. [Approval of all evaluations presented]. No negative feedback on any evaluation, but some recommendations for job revisions.

RELEASED TIME EXTRA PAY (RTEP) – June 29, 2018

Last meeting reported May 20, 2016

4th Friday, 10:00-11:00 am, contact Chair for location

QUORUM 7/8 voting members present; 2 guests

APPROVAL OF MINUTES

1. MSC to approve the meeting minutes from May 25, 2018.

MOTIONS APPROVED

2. [Approval of all evaluations presented].
3. MSC to Approve appending Art and Visual Literacy Program job description to a 3 year pilot program for the Art Gallery Director and GCC Art and Visual Literacy Program and post immediately.
4. MSC to approve evaluation for Director of College Scholars Program.

NEXT MEETING: TBD Fall 2018

STAFF DEVELOPMENT – September 20, 2018

3rd Thursday, 12:30-1:30 pm, HS 214

QUORUM [8] 10/15 voting members

APPROVAL OF MINUTES

1. MSC to approve the 05.17.18 MSC Abstained: None Opposed: None

STAFF DEVELOPMENT – October 18, 2018

3rd Thursday, 12:30-1:30 pm, HS 214

QUORUM [8] 11/15 voting members

APPROVAL OF MINUTES

1. MSC to approve the 09.20.18 MSC Abstained: None Opposed: None

MOTIONS APPROVED

2. MSC The Committee will provide funding, not exceed \$800, to host the annual SanFACC (San Gabriel/Foothill Association of Community Colleges) Autumn Gathering which will take place on November 15th.

NEXT MEETING: November 15, 2018

WEB OVERSIGHT – September 26, 2018

4th Wednesday, 12:30-1:30 pm, LB 113 (I.T. Conf. room)

QUORUM 8/10 voting members present; 2 resource members

APPROVAL OF MINUTES

1. MSC Approval of minutes from the May 23, 2018 without changes.

REPORTS

2. The amended Administrative Regulation 3725: Web Policy has been submitted to College Executive for first reading.
3. The committee agreed to maintain the current meeting schedule. It was suggested to have a call for items email sent a week prior to meeting. If no items, then the meeting would be cancelled.

NEXT MEETING: September 26, 2018

INSTITUTIONAL PLANNING COORDINATION* (IPCC) – September 10, 2018

2nd Monday, 12:15pm-1:30 pm, AD 121

QUORUM 15/18 voting members present, 2 resources

APPROVAL OF MINUTES

1. It was MSC that the minutes from May 21, 2018 be approved without corrections.

MOTIONS APPROVED

2. It was MSC that the minutes from May 15, 2018 of the Program Review Committee be accepted.
3. It was MSC to approve the IPCC mission statement without changes.

REPORTS

4. Review of subcommittee minutes:
 - Master Planning Team A – no report
 - Program Review – May 15, 2018

NEXT MEETING: Met on October 8, 2018, report is forthcoming.

IPCC will review these minutes at their next scheduled meeting.

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

MASTER PLANNING - TEAM A – Last meeting reported April 27, 2018

Meets once per semester

NEXT MEETING: TBD

PROGRAM REVIEW – May 15, 2018

3rd Tuesday, 1:30–2:30 pm, AD 121

QUORUM 9/10 voting members present, 2 resources

APPROVAL OF MINUTES

1. MSC that the minutes from April 10, 2018 be approved.

NEXT MEETING: Met on September 18, 2018, report is forthcoming.

ACADEMIC AFFAIRS*- October 17, 2018

3rd Wednesday, 2:00-4:00pm, AD 252

QUORUM 28/38; 5 Resources; 2 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes of September 19, 2018.

MOTIONS APPROVED

2. MSC to approve to approve the agenda for October 17, 2018 meeting.
3. MSC to approve the Petition for Late change of Section form.
4. MSC to approve revised AR 4222 – Developmental Coursework – with a few additional changes.
5. MSC to approve revised BP 4222 – Developmental Coursework, as presented.

6. MSC to approve deletion of AR 6310 – Instructional Materials Fees and Services.
7. MSC to approve revised BP 4024 – Educational Philosophy, as presented.
8. MSC to approve revised BP 4025 – Philosophy and Criteria for Associate Degree and General Education, as presented.
9. MSC to approve revised BP 4030 – Academic Freedom, as presented.
10. MSC to approve deletion of BP 6140.2 – Minimum Credit Hours for Graduating from Two Year Course.
11. MSC to approve the following items under the consent calendar:
12. New Courses:
 - a. ABSE 18
 - b. ABSE 19
 - c. ABSE 28
 - d. ABSE 29
 - e. DANCE 119
 - f. DANCE 139
 - g. ESL 159
 - h. HIST 133H
 - i. OBT 250
13. Revised Courses:
 - a. ACCTG 230
 - b. ARCH 250
 - c. ART 174 and 175
 - d. GEOG 115
 - e. HIST 119, 120, 133
 - f. MUSIC 202
 - g. PE 104, 108, 110, 140, 141, 150, 151, 152, 180, 181, 182, 202, 203, 204, 215, 238, 239, 240, 261, 262, 263, 274, 275, 276, 295
 - h. PHOTO 142
 - i. POL S 112
14. Revised Programs
 - a. BIOL AS Degree
 - b. BIOL AS-T
15. MSC to approve the new numbered BP 4450 – Outside Speakers (Replaced BP 6240).
16. MSC to approve deletion of BP 6230.
17. MSC to approve the revised AR 4232 – Pass/No Pass.
18. MSC to approve the revised AR 4070 – Auditing and Auditing Fees.
19. MSC to approve the reviewed BP 4070 – Auditing and Auditing Fees.
20. MSC to approve reviewed BP 4060 – Delineation of Functions Agreement.
21. MSC to approve the reviewed AR 4220 – Standards of Scholarship Delegation
22. MSC to approve the reviewed BP 4220 – Standards of Scholarship
23. MSC to approve Library & Information Competency minutes of September 27, 2018 meeting.
24. MSC to approve Scholars Program minutes of September 25, 2018 meeting.
25. MSC to approve Study Abroad minutes of August 30, 2018 meeting.

NEXT MEETING: November 21, 2018

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

ACADEMIC CALENDAR – Last meeting reported June 14, 2017

Meets as needed

NEXT MEETING: TBD

BAJA PROGRAM – Last meeting reported May 16, 2018

Meets twice per academic year

NEXT MEETING: Met on October 29, 2018, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting.

BASIC SKILLS – Last meeting reported May 15, 2018

3rd Tuesday, 3:00–4:30 pm, AD 121

NEXT MEETING: Met on September 18, 2018, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting.

GRADUATION REQUIREMENTS – Last meeting reported March 17, 2018

Meets as needed

NEXT MEETING: Met on April 25, 2018, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting.

LIBRARY & INFORMATION COMPETENCY – September 27, 2018

4th Thursday, 12:30-1:30 pm, LB 417

QUORUM 11/12 voting members

APPROVAL OF MINUTES

1. MSC to approve minutes of March 22, 2018, and May 24, 2018 meetings.

MOTIONS APPROVED

2. MSC to approve to form an Information Competency taskforce under the umbrella of Library & Information Competency Committee

NEXT MEETING: Met on October 25, 2018, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting.

SCHOLARS PROGRAM – September 25, 2018

4th Tuesday, 12:30-1:30 pm, LB 223

QUORUM – 9/12 voting members

APPROVAL OF MINUTES

1. MSC to approve minutes of March 27, 2018, and May 22, 2018 meetings.

MOTIONS APPROVED

2. MSC to approve the revised Scholars Constitution.

NEXT MEETING: Met on October 23, 2018, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting.

STUDY ABROAD – August 30, 2018

4th Thursday, 12:30–1:30 pm, SR 328

QUORUM [6] 8 out of 10 voting members present; 4 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes from the May 24, 2018 meeting.

MOTIONS APPROVED

2. MSC to approve for Study Abroad Program Director Darren Leaver to try to reserve accommodations for a short duration program to London for April 2019, with a 1-unit Social Sciences field studies course taught by Prof. Beth Kronbeck and Prof. John Queen in the role as Faculty Director.
3. MSC to approve for Study Abroad Program Director Darren Leaver to initiate an open call for faculty proposals for the Summer 2020 programs. Darren will give a status report in September and the Committee will review the proposals in October.

NEXT MEETING: Met on September 27, 2018, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting.

STUDENT AFFAIRS* – October 17, 2018

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

QUORUM – 22/25 voting members present; 2/2 resources; 4 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of September 19, 2018 be approved.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
 - Multicultural and Community Engagement Committee – Minutes of May 10, 2018 (adopted)
 - Student Services & Support Program Committee – Minutes of September 13, 2018 (unadopted)
3. The first reading of revised Board Policy 5052: Open Enrollment was accepted. It was MSC to move revised Board Policy 5052: Open Enrollment forward to a second reading.
4. It was MSC to approve revised Board Policy 5052: Open Enrollment as presented.
5. The first reading of draft Administrative Regulation 5052: Open Enrollment was accepted. It was MSC to move the draft Administrative Regulation 5052: Open Enrollment forward to a second reading.
6. It was MSC to approve draft Administrative Regulation 5052: Open Enrollment as presented.

REPORTS

7. The committee's support of Senate Motion 2018-34 was noted.
8. Nancy Traynor attended the meeting to present the proposed changes to class time blocks.
9. Michelle Mora updated the committee on the collaboration between Admissions and ITS to automate application processing.
10. November meeting was rescheduled from November 21 to November 14. The meeting will take place from 1:00-2:00pm in AD 209

NEXT MEETING: November 14, 2018

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

ASSESSMENT – Last meeting reported May 17, 2018

Meets twice per semester. 3rd Thursday, 2:00-3:00 pm, AD 121

NEXT MEETING: TBA

INTERNATIONAL STUDENTS – Last meeting reported November 9, 2017

Meets once per academic year.

NEXT MEETING: TBA

MULTICULTURAL & COMMUNITY ENGAGEMENT – May 10, 2018

2nd Thursday, 12:30–1:30 pm, SM 267

QUORUM [9] voting members; 0 resource; 0 guest

APPROVAL OF MINUTES

1. MSC to approve April 12, 2018 minutes with no changes

REPORTS

2. Catalyst Grant – Grant for undocumented students & families
 - a. Phase I – answer 5 questions; answered and submitted
 - b. Phase II – if invited, a final proposal will be submitted by May 15, 2018
3. Undocu Ally / Safe Zone Training
 - a. Training / Workshop for staff and faculty
4. New Vice president of Student Services – Dr. Paul Schlossman
5. Legal Clinics – last clinic for Spring 2018 is May 24, 2018
6. Estudiantes Unidos Project – Event for all Latino GCC students on May 17, 2018
7. SPARK Mentor Position – Recruiting mentors for Summer Bridge Program

8. Ice Cream Sundae Week – MCEC will be serving ice cream during finals week (6/6 – 6/12)
9. MCEC Programs End of the Year Celebration – June 13, 2018 from 11am – 1pm in SC212

NEXT MEETING: Met on October 11, 2018, report is forthcoming.
Student Affairs will review these minutes at their next scheduled meeting.

NONCREDIT STUDENT SUCCESS AND SUPPORT PROGRAM – Last meeting May 21, 2018
 4th Monday, 2:30-3:30 pm, meets 4x per academic year, MP 103A
 Met on September 24 and October 22, 2018, reports are forthcoming.

NEXT MEETING: November 8, 2018
Student Affairs will review these minutes at their next scheduled meeting.

STUDENT FEES & TUITION – Last meeting reported March 14, 2018
 2nd Wednesday 2:00-3:30 pm, AD 121

NEXT MEETING: November 14, 2018

STUDENT SUCCESS & SUPPORT PROGRAM (3SP) – September 13, 2018

2nd Thursday, 2:00-3:00 pm, AD 121

APPROVAL OF MINUTES

1. MSC to approve the May 10, 2018, minutes with no changes.

REPORTS

2. It was suggested to form a “sub team” to explore multiple queue management systems’ features and capabilities. Andre, Elmira, Tina, Michelle, and Christina would like to volunteer.
3. Dr. Hill informed that we won’t need to pay further for the Cranium Café subscription as it was offered to us free as members of the OEI.

NEXT MEETING: November 8, 2018
Student Affairs will review these minutes at their next scheduled meeting.

TECHNOLOGY MEDIATED SERVICES (TMS) – Last reported meeting October 28, 2014

Meets as needed, contact Chair

(The Student Affairs Committee has discussed the importance of keeping this committee; and has formed the Chair of the TMS Committee to resume meetings (2017))

ADMINISTRATIVE AFFAIRS – October 9, 2018

2nd Tuesday, 11:00 am–12:20 pm, AD 121

QUORUM [9] 13 of 15 voting members present, 1 resource present

APPROVAL OF MINUTES

1. MSC to approve the minutes of September 10, 2018.

MOTIONS APPROVED

2. MSC to approve the Consent Calendar:
 - a. Campus Development: September 6, 2018
 - b. Environmental Affairs: September 5, 2018
 - c. Safety Committee: September 19, 2018

MOTIONS TABLED

3. AR 3540 Sexual and Other Assaults on Campus (correction) – tabled for additional discussion.
4. AR 3518 Child Abuse Reporting – tabled for additional discussion.
5. AR 6700 Use of College Facilities – Submitted to Athletics/Kinesiology Dept. for review.

REPORTS

6. Student representative Tatiana Avedissian announced ASGCC events for October.

NEXT MEETING: November 13, 2018

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

CAMPUS DEVELOPMENT – September 6, 2018

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

QUORUM 14/16 voting members present

APPROVAL OF MINUTES

1. MSC to approve the minutes of May 3, 2018.

MOTIONS APPROVED

2. MSC to approve for Gary Montecucollo to continue to do research regarding Lot A Parking Permits to hopefully accommodate every request and report to this committee at the October 2018 meeting.

REPORTS

3. Gary Cinnamon will look into the construction details in the VG area (with Karl/Cumming - Phase I & II) and give an update to this committee at the October 4 meeting. ESPS to be notified of updates.
2. Neil Carthew to send a summary note to Gary Cinnamon regarding VG: Manual Locking of VG (Remodel Automatic Functional/Access Doors) so Gary can bring it to the attention of the Architect.
3. Gary Cinnamon to incorporate the VG Automatic Functional/Access Doors remodel in the specifications.

NEXT MEETING: Met on October 4, 2018, report is forthcoming.

Administrative Affairs will review these minutes at their next scheduled meeting.

ENVIRONMENTAL AFFAIRS – September 5, 2018

1st Wednesday, 12:20–1:30 p.m. in HS 214

QUORUM 6/10 voting members present

APPROVAL OF MINUTES

1. MSC to approve the minutes of the May 2, 2018.

REPORTS:

2. Earth Day – April 25, 2018: Review and debriefing
3. Taskforce for webpage updates, environment and sustainability: No students present to provide an update. (ASGCC representatives not yet assigned). Rachel Ridgway is the Faculty Advisor for the Environmental Club.
4. Energy conservation projects update:
 - \$8m allocated for energy conservation projects.
 - Window replacements scheduled in summer for CR and AD buildings. (\$2.5m)
 - Central Plant projects – updates to Central Plant pumps, piping and roofing, etc.
 - LED lighting replacement in AU lobby.
 - A list of projects will be provided at the next meeting.
5. Planning for Earth Day, April 22, 2019 will begin at the next meeting.
6. Use of Styrofoam in the Cafeteria will be investigated.

NEXT MEETING: Met on October 3, 2018, report is forthcoming.

Administrative Affairs will review these minutes at their next scheduled meeting.

SAFETY – September 19, 2018

3rd Wednesday, 11:00am-12:00pm, HS 214

QUORUM 10 / 12 voting members; 2 resource members; 1 guest

APPROVAL OF MINUTES

1. MSC approval of the May 16, 2018 minutes.

REPORTS

2. Ten incidents noted on worker's compensation report. Action Item: Ron Villa will talk with Peter Green, VPA division chair, re: incident involving blocks falling on employee and report back to committee.
3. Chief Montecucollo presented the crime statistics for April through June 2018. Discussion re: concerns about abuse of rules for skateboards, bikes, and other wheeled items.

- Action Item: Hakom Anassian to take concerns about abuse of rules for skateboards, bikes, and other wheeled items to ASGCC for possible student involvement in plans to educate students.
4. Chief Montecuello offered kudos to Patrick Shahnazarian and Facilities for their efforts to respond to elevator issues.
 5. Carry over item: May student accident report did not indicate location of an injury from a pull out desk malfunction. Action Item: Toni Reyes will follow up and attempt to find specific location of accident involving a pull out desk so it can be evaluated and fixed if needed.
 6. Student accident report showed multiple reports of injuries due to “box jumps.” Toni Reyes reported that she sent emails to John Rome (football coach) and Jose Gomez (athletic trainer) about the incidents.
 7. Laura Matsumoto reported that the safety awareness campaign is on-going.
 8. Sevada Chamras reported that a request for an additional chemistry lab technician has been approved. This will potentially improve safety by spreading the increased workload across more trained staff.
 9. Chief Montecuello reported that parking garage lines have been repainted, bollards have been fixed, and more lighting has been installed to help improve safety in the structure.
 10. Carry over item from May: committee members expressed concerns about new accessible lift at south end of Sierra Nevada building. Action Item: Ron Villa and Patrick Shahnazarian will evaluate accessible lift at south end of Sierra Nevada and report back.
 11. Tracey Ziegler confirmed San Fernando court has new signage for temporary evacuation routes during construction.
 12. Carry over item from May: Patrick reported that GCC will be contracting with a wayfinding assessment company to ensure ADA compliant pathway flow on campus. Action Item: Patrick Shahnazarian will report back on wayfinding company assessment progress.
 13. Gary Cinnamon reported that one idea being considered to improve navigation on campus is to paint lines of various colors leading to specific areas (e.g. blue to DSPS).
 14. Toni Reyes reported that new faculty and police have been given the latest crises management policies. She also noted that regardless of the incident, the GCC Police are the primary responders for crises and should be the first contacted.
 15. Ron Villa reported an industrial hygienist’s inspection of the air exchange system in SG 1st floor area showed the area is safe for occupancy. Patrick reported that charcoal air filters are now integrated with the SG ventilation system.
 16. Ron Villa reported that the Sierra Vista air balancing project is certified and completed. This included adjustment of room temperatures to 70-71 degrees.
 17. Gary Cinnamon reported that the state is behind in issuing elevator permits, but that Facilities has the new permits and will post them accordingly.
 18. Nicole Hise reported a concern of a metal strip at the base of a north elevator in Sierra Vista causing a trip hazard. Action Item: Patrick Shahnazarian to investigate SV elevator for trip hazard, take action accordingly, and report back to committee.

NEXT MEETING: Met on October 17, 2018, report is forthcoming.

Administrative Affairs will review these minutes at their next scheduled meeting.

Respectfully submitted by Frankie Strong, Governance Office