

**GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE**

MINUTES

**March 15, 2011 – 2:30 p.m.
AD 121**

The Campus Executive Committee Meeting was called to order at 2:35 p.m.

Present: Ron Nakasone (Chair), Saodat Aziskhanova (CSEA), Ramona Barrio-Sotillo (Guild), Mary Mirch (Adm), Vicki Nicholson* (Adm), Rick Perez (Adm), Michael Scott (Senate), Janet Shamilian (ASGCC), Frankie Strong*

Absent: Dawn Lindsay

Quorum (7): 6 out of 7 voting members present.

*Resource member, non-voting

APPROVAL OF MINUTES – February 22, 2011

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
The Committee reviewed and approved the Campus Executive Committee Minutes of February 22, 2011.	<i>It was moved (Ms. Aziskhanova) and seconded (Dr. Barrio-Sotillo) to approve the Campus Executive Committee Minutes of February 22, 2011. The motion passed unanimously.</i>	

ACCEPTANCE OF SUBCOMMITTEE MINUTES

		<u>WHO'S RESPONSIBLE</u>
a) Budget Committee <i>Adopted Minutes of February 10, 2011</i> <i>Adopted Minutes of February 22, 2011</i>	<i>It was moved (Dr. Barrio-Sotillo) and seconded (Ms. Shamilian) to accept the following subcommittee minutes as presented:</i>	
b) Campuswide Computer Coordinating Committee <i>Adopted Minutes of November 18,2010</i> <i>Adopted Minutes of January 27, 2011</i>		
c) Governance Review Committee <i>Adopted Minutes of January 4, 2011</i> <i>Adopted Minutes of February 8, 2011</i>		
d) Institutional Planning Coordination Committee <i>Adopted Minutes of January 24, 2011</i> <i>Adopted Minutes of February 14, 2011</i>		
e) Released Time Extra Pay Committee <i>Adopted Minutes of November 19,2010</i>		
f) Staff Development Committee <i>Adopted Minutes of November 18,2010</i>		
	a) Budget Committee <i>Adopted Minutes of February 10, 2011</i> <i>Adopted Minutes of February 22, 2011</i>	
	b) Campuswide Computer Coordinating Committee <i>Adopted Minutes of November 18,2010</i> <i>Adopted Minutes of January 27, 2011</i>	
	c) Governance Review Committee <i>Adopted Minutes of January 4, 2011</i> <i>Adopted Minutes of February 8, 2011</i>	
	d) Institutional Planning Coordination Committee <i>Adopted Minutes of January 24, 2011</i> <i>Adopted Minutes of February 14, 2011</i>	
	e) Released Time Extra Pay Committee	

<p>Note: The following subcommittees did not have adopted minutes to bring forward at this time:</p> <ul style="list-style-type: none"> • EEO Advisory Committee • Web Oversight Committee 	<p><i>Adopted Minutes of November 19,2010</i></p> <p>f) Staff Development Committee <i>Adopted Minutes of November 18,2010</i></p> <p><i>The motion passed unanimously.</i></p>	<p>Dr. Nicholson will check into the meeting status of the EEO Committee.</p>
--	--	---

BOARD AGENDA of March 21, 2011 (Action Item a)

<p>The Campus Executive Committee reviewed the board agenda for the March 21, 2011 board meeting.</p>		
---	--	--

CONSENT CALENDAR (Action Item b)

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
<p>The Consent Calendar prepared for the March 21, 2011 Campus Executive Committee Meeting was reviewed and approved with amendments as follows:</p> <p>Scholars – page 5:</p> <ul style="list-style-type: none"> •Dr. Barrio-Sotillo asked the status of the committee, as no minutes were reported on the Consent Calendar. •Dr. Mirch replied that she would check into this. 	<p><i>It was moved (Mr. Scott) and seconded (Ms. Shamilian) to approve the Consent Calendar prepared for the March 21, 2011 Campus Executive Committee Meeting. The motion passed unanimously.</i></p>	<p>Dr. Mirch will check into the meeting status of the Scholars Committee.</p>

ACTION ITEMS

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
<p>c) Job Description – Articulation Officer</p> <ul style="list-style-type: none"> •Mr. Scott presented the document to the committee. •The question arose regarding the percentage of released time and Mr. Scott suggested this be left up to the RTEP Committee. 	<p><i>It was moved (Mr. Scott) and seconded (Dr. Barrio-Sotillo) to accept the “Job Description – Articulation Officer” and to send the document forward to the RTEP Committee for advertisement. The motion passed unanimously.</i></p>	

UNFINISHED BUSINESS

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
<p>a) Administrative Regulation 4312: Hiring of Administrative and Management Personnel</p>	<p><i>It was moved (Mr. Scott) and seconded (Ms. Shamilian) to approve Administrative Regulation 4312: Hiring of Administrative and Management Personnel The motion passed unanimously.</i></p>	
<p>b) Administrative Regulation 4315: Evaluation for Academic Administrative Personnel</p>	<p><i>It was moved (Dr. Mirch) and seconded (Dr. Barrio-Sotillo) to table Administrative Regulation 4315:</i></p>	<p>Dr. Nicholson will research the inclusion of committee language in AR 4315 and will</p>

<p>♦It was noted that there should be language included regarding the composition of a committee to include CSEA, peers, and joint Senate/Guild representation. Dr. Nicholson will research this.</p> <p>c) Administrative Regulation 7375: Early Retirement Medical Benefits for Academic Administrators, Classified Managers and Confidential Employees</p> <p>d) Administrative Regulation 6301: Fiscal Management of Major Projects</p> <p>e) Administrative Regulation 3730: College Mass Communication</p> <p>♦Mr. Nakasone clarified that this is the second reading of AR 3730. The administrative regulation submitted for a first reading by Dr. Perez at the February 22, 2011 Campus Executive Meeting.</p>	<p><i>Evaluation for Academic Administrative Personnel. The motion passed unanimously.</i></p> <p><i>It was moved (Ms. Shamilian) and seconded (Dr. Barrio-Sotillo) to approve Administrative Regulation 7375: Early Retirement Medical Benefits for Academic Administrators, Classified Managers and Confidential Employees. The motion passed unanimously.</i></p> <p><i>It was moved (Mr. Scott) and seconded (Dr. Perez) to approve Administrative Regulation 6301: Fiscal Management of Major Projects. The motion passed unanimously.</i></p> <p><i>It was moved (Mr. Scott) and seconded (Ms. Shamilian) to approve Administrative Regulation 3730: College Mass Communication. The motion passed unanimously.</i></p>	<p>bring the document back to a future Campus Executive Meeting.</p>
---	---	--

FIRST READINGS

FIRST READINGS	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
<p>The following documents were duly noted as first readings:</p> <p>a) Administrative Regulation 3570: Policy on Smoking on Campus</p> <p>b) Board Policy 4032: Nondiscrimination and Equal Opportunity</p> <p>c) Administrative Regulation 4062: Vacation Time for Employees Working More than 10 Months</p>		<p>Mr. Nakasone will bring AR 3570 to a future Campus Executive Meeting for a second reading and request for approval.</p> <p>Dr. Nicholson will bring BP 4032 to a future Campus Executive Meeting for a second reading and request for approval. If approved, the board policy will be agendized as a first reading on the board agenda.</p> <p>Dr. Nicholson will bring AR 4062 to a future Campus Executive Meeting for a second</p>

<p>d) Recommended Deletion: Board Policy 4351: Salary Schedules</p> <ul style="list-style-type: none">♦ It was noted that BP 4351 was agendized with a recommendation for deletion. After discussion, it was agreed that the policy should not be deleted, rather that there should be language changes made to the document.		<p>reading and request for approval.</p> <p>Dr. Nicholson will bring BP 4351 back to a future Campus Executive Meeting for a second reading and request for approval. If approved, the board policy will be agendized as a first reading on the board agenda.</p>
---	--	---

OTHER

<p>1. Mr. Nakasone asked for input regarding people volunteering to work.</p> <ul style="list-style-type: none">♦ Responses included: It was noted that this was a CSEA issue and that Ms. Aziskhanova had left the meeting prior to the discussion and was therefore not able to provide her input. It was also noted that there could be liability issues and background issues. <p>2. April Campus Executive Meeting Rescheduled</p> <p>Mr. Nakasone noted that upcoming CSEA furlough days on April 14 and 15 necessitated an earlier production date for the April 18 board agenda. Therefore, the committee agreed to meet on Friday, April 8 at 9:00 a.m. It was also determined that Cabinet would meet on Thursday, April 7 at 1:00 p.m.</p>		
---	--	--

NEXT MEETING

The next Campus Executive Meeting is scheduled for Friday, April 8, 2011 at 9:00 a.m.

ADJOURNMENT - The meeting was adjourned at 3:45 p.m.

Respectfully submitted by Sally Holmes, Secretary to the Superintendent/President.