ADOPTED

GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE

MINUTES

March 13, 2012 – 2:30 p.m.
AD 121

The Campus Executive Committee Meeting was called to order at 2:37 p.m.

Present: Dawn Lindsay (Chair), Mary Mirch (Adm), Ron Nakasone (Adm), Rick Perez (Adm), Isabelle Saber (Guild), Suzanna Sargsyan (ASGCC), Michael Scott (Senate), Frankie Strong*, Donna Voogt (Adm)*, Hoover Zariani (CSEA)

Guest: Abe Barakat

Quorum (7): 7 out of 7 voting members.
*Resource member, non-voting

APPROVAL OF MINUTES – February 21, 2012

	OUTCOME	**WHO'S RESPONSIBLE**
The Committee reviewed and approved the Campus Executive Committee Minutes of February 21, 2012.	*It was moved (Dr. Perez) and seconded (Ms. Sargsyan) to approve the Campus Executive Committee Minutes of February 21, 2012. The motion passed unanimously.*	

ACCEPTANCE OF SUBCOMMITTEE MINUTES

	OUTCOME	**WHO'S RESPONSIBLE**
The following subcommittee minutes were voted on collectively: a) Budget Committee *Adopted Minutes of February 9, 2012* b) Campuswide Computer Coordinating Committee *Adopted Minutes of October 20, 2011* • A typo in Section VI.a.i. was noted. c) EEO Advisory Committee *Adopted Minutes of November 3, 2011* d) Governance Review Committee *Adopted Minutes of October 4, 2011* *Adopted Minutes of November 1, 2011* *October 4, 2011 minutes, New Business, No. 5:* • *There was discussion on the subcommittee's approved motion regarding removal of student membership on the EEO Committee.* • *Mr. Scott noted that students do not*	*It was moved (Mr. Scott) and seconded (Ms. Sargsyan) to accept the following subcommittee minutes:* a) Budget Committee *Adopted Minutes of February 9, 2012* b) Campuswide Computer Coordinating Committee *Adopted Minutes of October 20, 2011* c) EEO Advisory Committee *Adopted Minutes of November 3, 2011* d) Governance Review Committee *Adopted Minutes of October 4, 2011* *Adopted Minutes of November 1, 2011* e) Released Time/Extra Pay Committee *Adopted Minutes of December 9, 2011* f) Staff Development Committee *Adopted Minutes of November 17, 2011* *The motion passed unanimously as amended.*	<u>Campuswide Computer Coordinating Committee minutes of 10/20/11:</u> Ms. Strong will inform the recording secretary of the typo in Section VI.a.i. <u>Governance Review Committee minutes of 10/4/11:</u> Ms. Voogt will bring Campus Executive's comments on student involvement on the EEO Committee back to Governance Review.

serve on hiring committees. ◆ *Ms. Voogt remarked that EEO plays a larger role, addressing diversity on campus, and that she would be open to student involvement.* ◆ *Dr. Lindsay requested that Ms. Voogt bring this question back to the EEO Committee.* ◆ *The Campus Executive Committee chose to accept the minutes as presented.* e) Released Time/Extra Pay Committee *Adopted Minutes of December 9, 2011* f) Staff Development Committee *Adopted Minutes of November 17, 2011* *Note:* The following subcommittees did not have adopted minutes to bring forward at this time: • Enrollment Management Committee • Institutional Planning Coordination Committee • Web Oversight Committee		

BOARD AGENDA of March 13, 2012 (Action Item a)

	OUTCOME	**WHO'S RESPONSIBLE**
a) The Campus Executive Committee reviewed the board agenda for the March 13, 2012 board meeting. Comments included: • The latest CVRA analysis will be presented by Paul Mitchell. (Public Hearing) • Informational Report No. 3: Accreditation Progress Report – Dr. Mirch announced that the Follow-Up Report went to the ACCJC today. • Unfinished Business Report No. 2: GCC Building Naming Opportunities – the committee reviewed BP and AR 6620 "Naming of District Facilities and Properties."		

CONSENT CALENDAR (Action Item b)

	OUTCOME	**WHO'S RESPONSIBLE**
b) The Consent Calendar prepared for the March 13, 2012 Campus Executive Committee Meeting was reviewed and approved.	*It was moved (Ms. Saber) and seconded (Ms. Sargsyan) to approve the Consent Calendar prepared for the March 13, 2012 Campus Executive Meeting. The motion passed unanimously.*	

INFORMATION ITEMS

a) Office Procedure for Distribution of Materials Supplemental to the Board Agenda • Dr. Lindsay reviewed the approved action item (distribution materials supplemental to the board agenda) from the February 27 board meeting. • Ms. Saber requested that the materials supplemental to the board agenda be placed in the three constituency presidents' mailboxes in the Administration Building mailroom prior to the 4:30 p.m. closing of the Superintendent/President's Office on the day of the agenda posting. • Dr. Lindsay said that this would be the process for dissemination of materials supplemental to the board agenda to the three constituency presidents.	**OUTCOME**	**WHO'S RESPONSIBLE** The Superintendent /President's Office staff will place materials supplemental to the board agenda in the mailboxes of the Academic Senate President; CSEA President; and Guild President in the Administration Building mailroom prior to the 4:30 p.m. closing of the Superintendent/President's Office on the day of the agenda posting.

ACTION ITEMS c and d

	OUTCOME	**WHO'S RESPONSIBLE**
c) Addition of Management Representative as Resource on Campus Executive Committee ◆ Dr. Lindsay noted that there has not been and presently is not a representative from the management group on Campus Executive and queried if one could be added as a resource. ◆ Ms. Strong reviewed the process, noting that a governance committee can add a resource member by a vote of that committee and that the request does not have to go to Governance Review. ◆ The Campus Executive Committee approved the addition of a representative (as resource) from the management group.	*It was moved (Dr. Mirch) and seconded (Ms. Sargsyan) that the management group elect one of its members to serve as a resource representative on the Campus Executive Committee.* *The motion passed unanimously.*	The management group will have the opportunity to elect a resource representative to represent their group at Campus Executive.
d) Governance Review Committee Motion on E-mailing <u>Administrative Regulation Administrative Regulation 2511: *Governance Document – Item #5 – Communications and Operations*</u> [Note: this item was presented as Unfinished Business at the November 15, 2011 Campus Executive Meeting.] Governance Committee Chair, Abe Barakat, read the proposed language regarding voting by e-mail:		\

	OUTCOME	WHO'S RESPONSIBLE
"Email voting is strongly discouraged. Issues of an urgent nature can be addressed by calling a special meeting. However, with the unanimous consent [or 3/4 consent – to be determined by Campus Exec] of the voting membership of the committee, an e-mail vote can be held." It was moved (Ms. Saber) and seconded (Mr. Nakasone) to approve the proposed 3/4 consent of the full membership. After a brief discussion of 2/3 vs.3/4 when it is a small committee, Ms. Saber entered a friendly amendment for 2/3 (vs. 3/4) consent of the full voting membership of the committee. (Please see complete motion in "Outcome" column.) The committee then voted on the e-mail voting language for Administrative Regulation 2511: *Governance Document – Item #5 – Communications and Operations* (Please see complete motion in "Outcome" column.)	It was moved (Ms. Saber) and seconded (Mr. Nakasone) to approve the proposed 3/4 consent of the full membership. Entering a friendly amendment to amend the proposed 3/4 consent to 2/3, it was moved (Ms. Saber) and seconded (Ms. Sargsyan) that an e-mail vote can be held with 2/3 consent of the full membership of the committee and that this language will be reflected in Administrative Regulation 2511: *Governance Document – Item #5 – Communications and Operations.* The motion passed with six ayes and one nay. It was then moved (Ms. Saber) and seconded (Dr. Mirch) to approve the e-mail voting language for Administrative Regulation Administrative Regulation 2511: *Governance Document – Item #5 – Communications and Operations* as follows: *"Email voting is strongly discouraged. Issues of an urgent nature arising between regularly scheduled meetings can be addressed by a special meeting or an e-mail vote with 2/3 consent of the entire voting membership of the committee."* The motion passed with six ayes and one nay.	Ms. Strong will coordinate the addition of the e-mail voting language approved by Campus Executive to AR 2511, *Item #5 – Communications and Operations* and the subsequent posting of the updated document online.

FIRST READING REPORTS

	OUTCOME	WHO'S RESPONSIBLE
a) Administrative Regulation 3570: *Policy on Smoking on Campus* • AR 3570 was duly noted.		Administrative Regulation 3570: *Policy on Smoking on Campus* was duly noted as a first reading. Mr. Nakasone will bring the document back to a future Campus Executive for a second reading and request for approval.

UNFINISHED BUSINESS

	OUTCOME	WHO'S RESPONSIBLE
a) Board Policy 2435: Evaluation of Superintendent/President • The Campus Executive Committee reviewed BP 2435. • Dr. Lindsay noted that the evaluation timeline (Section 4) process should begin in August or September. • Dr. Lindsay asked that the constituency presidents review the timeline as it appears in Section 4. • Ms. Voogt suggested getting a small group together to review Section 4 and to bring a proposed timeline back to Campus Executive. • The committee accepted Ms. Voogt's suggestion.		Ms. Voogt will get a small group together to review the timeline in Section 4 of Board Policy 2435 and will return a proposed timeline to Campus Executive.

OTHER

Mr. Scott noted that the next Campus Executive Committee Meeting was scheduled for Tuesday, April 10, which is Spring Break. He noted that the scheduling of the meeting impacts faculty on the committee. By affirmation, the committee agreed to reschedule the April Campus Executive Committee Meeting to Friday, April 6 at 8:00 a.m.		

NEXT MEETING

The next Campus Executive Committee Meeting is scheduled for Friday, April 6, 2012 at 8:00 a.m. in AD 121.

ADJOURNMENT - The meeting was adjourned at 4:10 p.m.

Recorded by Sally Holmes, Secretary to the Superintendent/President