

**GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE**

MINUTES

**June 19, 2012 – 2:30 p.m.
AD 121**

The Campus Executive Committee Meeting was called to order at 2:33 p.m.

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

Guest: Edward Karpp,

Quorum: 7 out of 7 voting members.

*Resource member, non-voting

INTRODUCTION OF INCOMING 2012-2013 ASGCC REPRESENTATIVE

Dr. Lindsay welcomed Mr. Arman Marukyan, incoming 2012-2013 ASGCC President and Student Trustee.

APPROVAL OF MINUTES – May 15, 2012

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
The Committee reviewed and approved the Campus Executive Committee Minutes of May 15, 2012.	<i>It was moved (Dr. Perez) and seconded (Mr. Zariani) to approve the Campus Executive Committee Minutes of May 15, 2012. The motion passed with 5 ayes and 2 abstentions.</i>	

ACCEPTANCE OF SUBCOMMITTEE MINUTES

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
<p>The following subcommittee minutes were voted on collectively:</p> <p>Budget Committee <i>Adopted Minutes of April 24, 2012</i> <i>Adopted Minutes of May 10, 2012</i> <i>Adopted Minutes of May 22, 2012</i></p> <ul style="list-style-type: none"> Re: Minutes of April 24, 2012 – page 2, “Vacant Positions, Classified” (fifth bullet) Mr. Zariani requested clarification on the status of the senior tech/analyst position in Human Resources. Mr. Nakasone said he would check. <p>Campuswide Computer Coordinating Committee <i>Adopted Minutes of April 19, 2012</i></p>	<p><i>It was moved (Dr. Mirch) and seconded (Mr. Nakasone) to accept the following subcommittee minutes as amended:</i></p> <p>Budget Committee <i>Adopted Minutes of April 24, 2012</i> <i>Adopted Minutes of May 10, 2012</i> <i>Adopted Minutes of May 22, 2012</i></p> <p>Campuswide Computer Coordinating Committee <i>Adopted Minutes of April 19, 2012</i></p> <p>EEO Advisory Committee <i>Adopted Minutes of April 5, 2012</i></p> <p>Enrollment Management <i>Adopted Minutes of March 14, 2012</i></p> <p>Institutional Planning Coordination Committee</p>	<p>Mr. Nakasone will clarify the status of the senior tech/analyst position in Human Resources. (Budget Committee Minutes – April 24, 2012)</p>

<p>EEO Advisory Committee <i>Adopted Minutes of April 5, 2012</i></p> <p>Enrollment Management <i>Adopted Minutes of March 14, 2012</i></p> <ul style="list-style-type: none"> Ms. Saber noted a typo under “III. Old Business, KH Model” – (second line) “natural” should be “neutral.” <p>Institutional Planning Coordination Committee <i>Adopted Minutes of March 26, 2012</i> <i>Adopted Minutes of April 30, 2012</i> <i>Adopted Minutes of May 14, 2012</i></p>	<p><i>Adopted Minutes of March 26, 2012</i> <i>Adopted Minutes of April 30, 2012</i> <i>Adopted Minutes of May 14, 2012</i></p> <p><i>The motion passed with six ayes and one abstention.</i></p>	<p>Ms. Strong will coordinate the amendment to the March 14, 2012 Enrollment Management minutes.</p>
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BOARD AGENDA of June 25, 2012 (Action Item a)

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
<p>The Campus Executive Committee reviewed the board agenda for the June 25, 2012 board meeting. Items of discussion were as follows:</p> <p>Board Meeting Early Start Time</p> <ul style="list-style-type: none"> Dr. Lindsay noted the early start time of the Board Meeting (3:30 p.m.) to accommodate a Closed Session related to the Interim Superintendent/President. She also noted that the Closed Session will recess for a reception at 4:30 p.m. for various individuals and groups being recognized. She said that Open Session will reconvene then at 5:00 p.m. <p>Informational Report No. 4: PeopleSoft Implementation Status Report</p> <ul style="list-style-type: none"> Mr. Nakasone gave an update on the status of the PeopleSoft technical issues. Ms. Saber noted that there is growing concern on the money spent in I.T. in general. <p>Personnel Reports</p> <ul style="list-style-type: none"> Ms. Voogt noted that, upon recommendation of legal counsel, a listing of administrator and classified management contracts have been included in the June 25, 2012 personnel reports. She said that the addition of listing administrators' contracts on the board agenda is as per the Ed Code. She said that classified 		

<p>management contracts “may”[as per Ed Code] be listed and that, therefore, the classified management contracts are included in the personnel report, also.</p> <ul style="list-style-type: none">• Ms. Saber addressed a proposed reclassification and said that, in the current budget climate, with employees taking multiple cuts to their pay, she would not support this item. Mr. Zariani said that he also could not support this reclassification. Ms. Saber noted that this item had not gone to the Budget Committee. Mr. Nakasone outlined the process of Classified reclassifications – that they do not go to the Budget Committee and said that the process should be the same for the managers. With respect to funding, Mr. Nakasone noted that the proposed reclassification would occur within its department and would be cost neutral.• Re: Student Worker Report (page following Classified Personnel Report) – Mr. Zariani requested that the funding be identified (01) or (03). <p>New Business Report No. 2: Appointment of Measure G Bond Committee Members</p> <ul style="list-style-type: none">• Mr. Nakasone noted that one or two more members are needed and that a student is needed.• Dr. Schlossman said that Mr. Marukyan would place this on the Associated Students’ agenda. <p>New Business Report No. 4: Student Fee Schedule for 2012-2013 Academic Year</p> <ul style="list-style-type: none">• Ms. Sargsyan spoke to the increase in parking fees and that this is a hardship on students.• Mr. Nakasone noted that the fee increase is to cover costs, not to make money. He added that the college is seeking approval from the City for daily permit machines in certain lots.		<p>Mr. Marukyan will place Mr. Nakasone’s request for a student to sit on the Measure G Bond Committee on the Associated Students’ agenda.</p>
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CONSENT CALENDAR (Action Item b)

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
b) The Consent Calendar prepared for the June 19, 2012 Campus Executive Committee Meeting was reviewed and approved.	<i>It was moved (Mr. Nakasone) and seconded (Mr. Scott) to approve the Consent Calendar prepared for the June 19, 2012 Campus Executive Meeting. The motion passed unanimously.</i>	

ACTION ITEMS c and d

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
Dr. Karpp presented items "c" and "d" as follows: c) Team A Mission Statement d) Annual Goals for Academic Year 2012-2013	<i>It was moved (Mr. Scott) and seconded (Dr. Mirch) to approve the Team A Mission Statement. The motion passed unanimously.</i> <i>It was moved (Mr. Scott) and seconded (Dr. Mirch) to approve the Annual Goals for Academic Year 2012-2013. The motion passed unanimously.</i>	

FIRST READING REPORTS

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
a) Administrative Regulation 2511: Governance Document <ul style="list-style-type: none"> • Re: page 12, "Executive Committee – Non-Voting Members" – Mr. Nakasone requested that the "Resource Persons" be listed by title. • Re: page 14, "Academic Affairs Committee – Voting Membership" <ul style="list-style-type: none"> ○ Dr. Mirch noted that the Articulation Officer should be moved from "10 representatives," (reducing that number to 9) and added under "Faculty." ○ Ms. Strong said that she would bring this to the Governance Review Committee in the Fall. • Re: page 18, "Administrative Affairs Committee – Voting Membership" <ul style="list-style-type: none"> ○ Mr. Marukyan asked why two ASGCC students were slated, that it was his understanding that there should be three. ○ Ms. Strong said that she will check this. 		Ms. Strong will bring the three requested amendments/clarifications to the Governance Review Committee and then bring AR 2511 back to a future Campus Executive Meeting for a second reading and request for approval.

<p>b) Administrative Regulation 3250: Institutional Planning</p> <ul style="list-style-type: none"> AR 3250 was duly noted. 		<p>Dr. Karpp will bring AR 3250 back to a future Campus Executive meeting for a second reading and request for approval.</p>
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UNFINISHED BUSINESS

<p>The following Administrative Regulations and Board Policies were considered as second readings. Comments, if any, are noted.</p>	<p>OUTCOME</p>	<p>WHO'S RESPONSIBLE</p>
<p>a) Administrative Regulation 2121: Line of Responsibility - Administrative Operations</p>	<p><i>It was moved (Dr. Mirch) and seconded (Dr. Perez) to approve Administrative Regulation 2121: Line of Responsibility - Administrative Operations. The motion passed unanimously.</i></p>	<p>Mr. Nakasone will inform his staff that:</p> <ul style="list-style-type: none"> Administrative Regulation 2121 and Administrative Regulation 7384
<p>b) Board Policy 2900: Employee Referral Program – Deletion</p>	<p><i>It was moved (Dr. Mirch) and seconded (Dr. Perez) to approve the deletion of Board Policy 2900: Employee Referral Program. The motion passed unanimously.</i></p>	<p>have been approved. Mr. Nakasone's staff will then post the updated AR's online.</p>
<p>c) Board Policy 3820: Gifts, Grants and Bequests</p>	<p><i>It was moved (Mr. Scott) and seconded (Dr. Mirch) to approve Board Policy 3820: Gifts, Grants and Bequests. The motion passed unanimously.</i></p>	<p>Mr. Nakasone will place the deletion of Board Policy 2900 on the July regular board agenda as a first reading.</p>
<p>d) Administrative Regulation 3820: Gifts, Grants and Bequests</p> <ul style="list-style-type: none"> Re: Section E – Mr. Nakasone noted a suggested language change from “the sales tax” to “any income tax.” 	<p><i>It was moved (Mr. Scott) and seconded (Mr. Marukyan) to approve Administrative Regulation 3820: Gifts, Grants and Bequests as amended. The motion passed unanimously.</i></p>	<p>Mr. Nakasone has placed Board Policy 3820 on the June 25, 2012 board agenda as a first reading.</p>
<p>e) Administrative Regulation 7384: Employee Referral Program (Revised Board Policy 2900)</p>	<p><i>It was moved (Dr. Mirch) and seconded (Mr. Marukyan) to approve Administrative Services 7384: Employee Referral Program. The motion passed unanimously.</i></p>	<p>Mr. Nakasone will inform his staff that Administrative Regulation 3820 has been approved as amended. Mr. Nakasone's staff will then post the amended AR online.</p>

OTHER

<p>a) Dr. Perez requested that AR 4225: Course Repetition and Withdrawals be added to the agenda as a first reading.</p> <ul style="list-style-type: none"> AR 4225 was duly noted. 		<p>Dr. Perez will bring AR 4225 back to a future Campus Executive meeting for a second reading and request for approval.</p>
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NEXT MEETING

The next Campus Executive Committee Meeting is scheduled for Tuesday, July 17, 2012 at 2:30 p.m. in AD 121.

ADJOURNMENT - The meeting was adjourned at 4:20 p.m.