ADOPTED

GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE

MINUTES

July 17, 2012 – 2:30 p.m.
AD 121

The Campus Executive Committee Meeting was called to order at 2:39 p.m.

Present: Jim Riggs (Chair), Mary Mirch (Adm), Ron Nakasone (Adm), Rick Perez (Adm), Isabelle Saber (Guild), Arman Marukyan (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

APPROVAL OF MINUTES – June 19, 2012

	OUTCOME	WHO'S RESPONSIBLE
The Committee reviewed and approved the Campus Executive Committee Minutes of June 19, 2012 with the following amendment: • Page 5, "Outcome," first motion: Ms. Saber requested a correction from "to second" to "seconded."	*It was moved (Ms. Saber) and seconded (Mr. Scott) to approve the Campus Executive Committee Minutes of June 19, 2012 as amended. The motion passed unanimously.*	

ACCEPTANCE OF SUBCOMMITTEE MINUTES

	OUTCOME	WHO'S RESPONSIBLE
The following subcommittee minutes were voted on collectively: Budget Committee *Adopted Minutes of June 14, 2012* Institutional Planning Coordination Committee *Adopted Minutes of June 11, 2012* *Adopted Minutes of June 25, 2012* Staff Development Committee *Adopted Minutes of February 16, 2012* *Adopted Minutes of March 15, 2012* • Ms. Saber inquired about the number of committee members' absences in the February and March minutes. • Ms. Strong said that she would ask the subcommittee chair and report back.	*It was moved (Mr. Scott) and seconded (Mr. Marukyan) to accept the following subcommittee minutes as amended:* Budget Committee *Adopted Minutes of June 14, 2012* Institutional Planning Coordination Committee *Adopted Minutes of June 11, 2012* *Adopted Minutes of June 25, 2012* Staff Development Committee *Adopted Minutes of February 16, 2012* *Adopted Minutes of March 15, 2012* *The motion passed unanimously.*	*Staff Development Committee Minutes of February and March:* Ms. Strong will inquire about the number of committee member absences and report back.

BOARD AGENDA of July 25, 2012 (Action Item a)

	OUTCOME	WHO'S RESPONSIBLE

The Campus Executive Committee reviewed the board agenda for the July 25, 2012 board meeting. Items of discussion were as follows:
 	
• Informational Report No. 3: Accreditation Progress Report - Mr. Scott requested that the July 2, 2012 letter from the ACCJC be included in the report.
• Informational Report No. 6 – September 24, 2012 Special Board Meeting/Study Session on the CCC SSTF Recommendations –
  ○ Dr. Riggs provided a brief overview on the requested board study session.
  ○ Mr. Scott noted that his questions at the study session will not be positive, as the Senate does not support the SSTF recommendations.
• Re: Closed Sessions. Ms. Saber said that when there is a Closed Session pertaining to a personnel issue, that the Guild or CSEA should be given information on the issue. She requested clarification of the legal boundaries of information that can be provided to the unions in this instance.
  ○ Dr. Riggs said that he will follow up on this.
		Dr. Riggs will follow up on Ms. Saber's request for clarification of the legal boundaries of information that can be provided to the unions when there is an agendized Closed Session personnel issue.

CONSENT CALENDAR (Action Item b)

	OUTCOME	WHO'S RESPONSIBLE
b) A Consent Calendar was not agendized for the June 19, 2012 Campus Executive Committee Meeting.		

ACTION ITEMS c

	OUTCOME	WHO'S RESPONSIBLE
c) Division Chair Administrative Assistant Move from 10 to 11 Months This item was presented by Dr. Mirch, whose comments are as follows: • Noted that the Physical Education division chair administrative assistant's position was the only10-month position (in the division chair administrative assistant category).	*It was moved (Dr. Mirch) and seconded (Mr. Zariani) to approve moving the Physical Education division chair administrative assistant's position from 10 months to 11 months. The motion passed unanimously.*	

• Said that each year, due to the P.E. division's workload, the administrative assistant worked during the eleventh month and that the eleventh month was funded as hourly. • Said that the Budget Committee recommended that this item be brought to Campus Executive.		

UNFINISHED BUSINESS

	OUTCOME	**WHO'S RESPONSIBLE**

a) Administrative Regulation 2511: *Governance Document*
• Ms. Saber moved and Mr. Zariani seconded to approve AR 2511. The Campus Executive Committee then reviewed AR 2511 as a second reading.
• Re: page 12, "Activities," #3 – strike-out "Committee-on-Committees."
• Re: pages 14-15, "Academic Affairs Committee – Voting Membership"
  ○ Dr. Mirch noted that the Articulation Officer should be moved from "10 representatives,"(reducing that number to 9) and added under "Faculty"; and reducing 7 Administrators to 6.
  ○ (p. 15) – Strike "1 Associate Dean, Instructional Technology."
• Re: page 16, "Student Affairs Committee Non-Voting Members" - Clarification was requested on "1 AIS/IT" as it was annotated with a question mark.
• Mr. Zariani inquired about the status of the "Green List" [non-governance committees].
  ○ Ms. Strong reported that the Green List is available online, but that the list is a challenge to maintain, as the committees are not as structured as the governance committees. She asked if Campus Executive would like the Green List to go to the Governance Review Committee (GRC).
  ○ Dr. Mirch said no and Mr. Zariani agreed, but added that the Green List should
	It was moved (Ms. Saber) and seconded (Mr. Marukyan) to table Administrative Regulation 2511: Governance Document *and to bring the document back to Campus Executive with the requested amendments for a third reading. The motion passed unanimously.*	Ms. Strong will address amendments and requested clarifications to AR 2511 and will bring the document back to a future Campus Executive meeting for a third reading.

reflect a wholeness of all non-governance committees. • The motion to approve was withdrawn and AR 2511 was then tabled to return for a third reading.		
b) Administrative Regulation 3250: *Institutional Planning* • It was moved (Mr. Scott) and seconded (Dr. Perez) consider this item at the top of the agenda. The motion passed by affirmation. • Dr. Karpp noted that he had received no feedback since presenting AR 3250 as a first reading at the July Campus Executive Committee Meeting. • Campus Executive then approved AR 3240 (please see motion in "Outcome").	*It was moved (Ms. Saber) and seconded (Mr. Scott) to approve Administrative Regulation 3250:* Institutional Planning. *The motion passed unanimously.*	Dr. Karpp will coordinate the posting of AR 3250 on the website.
c) Administrative Regulation 4225: *Course Repetition and Withdrawals* • Dr. Perez distributed an updated version of AR 4225 to the committee for their review. • Campus Executive then approved AR 4225 (please see motion in "Outcome").	*It was moved (Dr. Perez) and seconded (Ms. Saber) to approve Administrative Regulation 4225:* Course Repetition and Withdrawals*. The motion passed unanimously.*	Dr. Perez's staff will coordinate the posting of AR 4225 on the website.

FIRST READING REPORTS

	OUTCOME	**WHO'S RESPONSIBLE**
a) Board Policy 3501: C*ampus Security and Access* • BP 3501 was duly noted.		a) BP 3501: Mr. Nakasone will bring back the document to a future Campus Executive meeting for a second reading and request for approval.
b) Board Policy 3530: *Weapons on Campus* • Mr. Scott asked about those who have a permit to carry a weapon. • Ms. Saber asked for a definition of "District officials." • Mr. Nakasone said that he would check on these questions.		b) BP 3530: Mr. Nakasone will check on the questions posed and will bring back the document to a future Campus Executive meeting for a second reading and request for approval.
The following deleted Student Services board policies and administrative regulations (items "c" through "cc" below)		Deleted board policies and administrative regulations items c) through cc): Dr. Perez will bring these documents to a future Campus Executive meeting

were presented in a group by Dr. Perez and were duly noted as first readings. c) Board Policy 4035: *Section 504 Regulations of the Rehabilitation Act of 1973 Compliance Policy* d) Board Policy 4410: *Student Worker Policy* e) Board Policy 5020: *Student Equity Plan* f) Board Policy 5030: *Counseling Programs Policy* g) Board Policy 5100: *Students' Grievance Procedure* h) Board Policy 5110: *Determination of Residence* i) Board Policy 5116: *Special Registration Procedures* j) Board Policy 5116.1: *Enrollment of Students in Grades K through 12* k) Board Policy 5117: *Registration/Course Enrollment Policy* l) Board Policy 5119.1: *Special Class Course Repeatability for Students with Disabilities* m) Board Policy 5120: *Standards of Scholarship* n) Board Policy 5140: *Credit by Examination* o) Board Policy 5160: *Academic Renewal* p) Board Policy 5170: *Course Repetition* q) Board Policy 5180: *Class Audit Policy* r) Board Policy 5310: *Student Body Finance* s) Board Policy 5410: *Freedom of Speech: Time, Place, & Manner* t) Board Policy 5420: *Standards of Student Conduct & Disciplinary Action*		for a second reading and request for approval of deletion.

u) Board Policy 5430: *Off-Campus Vendor/Solicitor Policy* v) Board Policy 5530: *Student Health Services* w) Board Policy 6121: *College Calendar* x) Board Policy 6140.1: *Minimum Requirements for the Associate Degree* y) Administrative Regulation 4410: *Student Workers* z) Administrative Regulation 5119: *Procedures for Providing Academic Accommodations for Students with Disabilities* aa) Administrative Regulation 5420: *Standards of Student Conduct, Procedural Guidelines & Disciplinary Action* bb) Administrative Regulation 5530: *Student Health Services* cc) Administrative Regulation 6141.8: *Course Repetition* • Mr. Scott remarked on the numbering of the board policies/administrative regulations chapters on the web. Some of the documents from the "old" chapters have been rolled over into newly numbered chapters, but not renumbered to align numerically within the new chapter. • Dr. Riggs said that he would look into this.		Dr. Riggs will look into the numbering of the board policies/ administrative regulations chapters on the web.

OTHER

• Ms. Saber noted that she would be on vacation when Campus Executive meets in August and that Richard Kamei will represent the Guild at this meeting.		

NEXT MEETING

The next Campus Executive Committee Meeting is scheduled for Tuesday, August 21, 2012 at 2:30 p.m. in AD 121.

ADJOURNMENT - The meeting was adjourned at 4:06 p.m.

Recorded by Sally Holmes, Secretary to the Interim Superintendent/President