ADOPTED

GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE

MINUTES

August 21, 2012 – 2:30 p.m.
AD 121

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

Present: Jim Riggs (Chair), Mary Mirch (Adm), Rick Perez (Adm), Richard Kamei (Proxy for Guild), Arman Marukyan (ASGCC), Paul Schlossman (MaC)*, Michael Scott (Senate), Frankie Strong*, (Adm)*, Hoover Zariani (CSEA)

Guest: Edward Karpp

Absent: Ron Nakasone; Isabelle Saber; Donna Voogt

Quorum: 6 out of 7 voting members.
*Resource member, non-voting

APPROVAL OF MINUTES – July 17, 2012

	OUTCOME	**WHO'S RESPONSIBLE**
The Committee reviewed and approved the Campus Executive Committee Minutes of July 17, 2012.	*It was moved (Dr. Perez) and seconded (Mr. Scott) to approve the Campus Executive Committee Minutes of July 17, 2012. The motion passed unanimously.*	

ACCEPTANCE OF SUBCOMMITTEE MINUTES

	OUTCOME	**WHO'S RESPONSIBLE**
The following subcommittee minutes were presented for acceptance: Budget Committee *Adopted Minutes of June 26, 2012* Institutional Planning Coordination Committee *Adopted Minutes of July 9, 2012*	*It was moved (Mr. Marukyan) and seconded (Mr. Scott) to accept the Budget Committee Adopted Minutes of June 26, 2012. The motion passed unanimously.* *It was moved (Dr. Mirch) and seconded (Mr. Marukyan) to accept the Institutional Planning Coordination Committee Adopted Minutes of July 9, 2012. The motion passed unanimously.*	

BOARD AGENDA of August 27, 2012 (Action Item a)

	OUTCOME	**WHO'S RESPONSIBLE**
The Campus Executive Committee reviewed the board agenda for the August 27, 2012 board meeting. Items of discussion were as follows: • There will be a public hearing on the 2012-13 budget. The budget will return to the September 10 board meeting for approval. • Re: Informational Report No. 3 –		

"2012-13 Budget Update" ○ Mr. Nakasone emphasized that the passage of the November tax initiative is critical, as well as the cooperation of the unions. ○ Mr. Nakasone noted that without the above, the college is facing further cuts, including 500 classes in Spring 2013 and the elimination of Summer. He added that, losing the 500 classes would put the college in decline. ○ Mr. Marukyan said that some students are giving up, due to the shortage of Fall classes. • Re: First Reading Report No. 1 – Board Policy 3530: Weapons on Campus ○ Revisions to the language was recommended and included, adding reference to replicas and concealed weapons permits. ○ "Under direction of the District" was changed to "Under the direction of the Superintendent/President or designee." • Re: Classified Personnel Report Dr. Riggs noted the resignation of the Associate Vice President of Information and Technology and the hiring of a new Director of Facilities. • Re: New Business Report No. 1- Superintendent/President Hiring Process and New Business Report No. 2 - Approval of Request for Proposal – Executive Search Firm Services for Superintendent/President Position ○ Dr. Riggs reviewed the reports with the committee.		

CONSENT CALENDAR (Action Item b)

	OUTCOME	**WHO'S RESPONSIBLE**
b) The Consent Calendar prepared for the August 21, 2012 Campus Executive Committee Meeting was reviewed and approved.	*It was moved (Dr. Perez) and seconded (Mr. Marukyan) to approved the Consent Calendar prepared for the August 21, 2012 Campus Executive Committee Meeting. The motion passed unanimously.*	

ACTION ITEMS c

	OUTCOME	WHO'S RESPONSIBLE
c) CEO Hiring Process 2012-2013 • Dr. Riggs noted that the document is included as an action item in the August 27, 2012 board agenda (please see page 2 of these minutes). • He reported on an anticipated timeline including bringing a search firm recommendation to the Board in October and the Superintendent/President job recruitment going out in early December. • Dr. Riggs gave a brief overview of the current interim/vacancy rate of California community college presidents.		

UNFINISHED BUSINESS

	OUTCOME	WHO'S RESPONSIBLE
a) Board Policy 3501: *Campus Security and Access* b) Board Policy 3530: *Weapons on Campus*	*It was moved (Mr. Scott) and seconded (Mr. Marukyan) to approve Board Policy 3501 and Board Policy 3530.* *The motion passed unanimously.*	Mr. Nakasone will bring forward Board Policies 3501 and 3530 as first readings on the August 27, 2012 board agenda.
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* k) Board Policy 5117: *Registration/Course Enrollment Policy* l) Board Policy 5119.1: *Special Class Course Repeatability for Students with Disabilities* m) Policy 5120: *Standards of Scholarship* n) Board Policy 5140: *Credit by Examination* o) Board Policy 5160: *Academic Renewal*	*It was moved (Mr. Scott) and seconded (Mr. Marukyan) to approve the following board policies for deletion:* *Board Policy 4035; Board Policy 4410: Board Policy 5020; Board Policy 5030; Board Policy 5100; Board Policy 5110: Board Policy 5116; Board Policy 5116.1; Board Policy 5117; Board Policy 5119.1; Board Policy 5120; Board Policy 5140; Board Policy 5160; Board Policy 5170; Board Policy 5180; Board Policy 5310; Board Policy 5410; Board Policy 5420; Board Policy 5430; Board Policy 5530; Board Policy 6121; and Board Policy 6140.1.* *The motion passed unanimously.*	Dr. Perez will bring the deleted board policies (as listed in the motion reported in these minutes) as a first reading on the August 27, 2012 board agenda.

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* 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*		
Unfinished Business – <u>Administrative Regulations</u> 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*	*It was moved (Dr. Perez) and seconded (Mr. Marukyan) to approve the following deleted administrative regulations: Administrative Regulation 4410; Administrative Regulation 5119; Administrative Regulation 5420; Administrative Regulation 5530; and Administrative Regulation 6141.8. The motion passed unanimously.*	Dr. Perez will coordinate with his staff the posting of the status of the approved deleted administrative regulations on the college website.

dd) Administrative Regulation 2511: *Governance Document*
• The Campus Executive Committee reviewed the document and recommended the following changes:
  ○ Create a consistency throughout the document, identifying references to Campus Executive and Executive as "Campus Executive Committee."
  ○ Page 1: Delete "Technology Mediated Instruction" from the Academic Affairs column.
  ○ Page 11: Change reference number in section d.
	AR 2511 was tabled for an additional reading.	Ms. Strong will bring the suggested changes to the Governance Review Committee and will then bring the amended document to a future Campus Executive meeting for an additional reading.

○ Page 14: "Executive Committee" No. 3. "Committee-on-Committees." The committee requested that this be deleted. Ms. Strong indicated that the wording should remain to define function. • Dr. Riggs noted that the Governance Document is an Administrative Regulation and changes to the document must be brought forward accordingly. • The Campus Executive Committee requested that Ms. Strong bring the document back for an additional reading.		

FIRST READING REPORTS

	OUTCOME	**WHO'S RESPONSIBLE**
a) Self-Study Plans Relating to Governance • By affirmation, the committee agreed to move this item to the top of the agenda. • The "Self-Study Plans Relating to Governance" was presented to the committee by Dr. Mirch and Dr. Karpp. • Dr. Mirch noted that the list presented to Campus Executive are those plans related to governance which need to be addressed, as they are to be included in the Accreditation Mid-Term Report. • Mr. Scott said that he and the other constituency presidents will work on the list. • Dr. Mirch noted that Dr. Riggs' input will also be needed. • Dr. Karpp will send a sample completed spreadsheet to assist all those addressing the list. • Dr. Mirch said that the document would return to a future Campus Executive Committee meeting.		• Dr. Karpp will email a sample spreadsheet to the constituency presidents and Dr. Riggs to assist them in addressing the self-study plans. • Dr. Mirch will bring the self-study plans back to a future Campus Executive meeting once the list is addressed by the three constituency presidents and Dr. Riggs.

OTHER

• Mr. Scott announced that Faculty Institute Day will be held on Friday, September 14 and that everyone is welcome. • Mr. Zariani addressed the towing		

of a prospective student's car last week in Lot A and asked wouldn't ticketing have sufficed. The possibility of parking in a red zone was raised by another committee member.		Dr. Riggs will follow up with Chief Montecuollo regarding Mr. Zariani's inquiry.

NEXT MEETING

The next Campus Executive Committee Meeting is scheduled for Tuesday, September 4, 2012 at 2:30 p.m. in AD 121.

ADJOURNMENT - The meeting was adjourned at 3:58 p.m.

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