ADOPTED

GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE

MINUTES

December 4, 2012 – 2:30 p.m.
AD 121

The Campus Executive Committee Meeting was called to order at 2:40 p.m.

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

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

APPROVAL OF MINUTES – November 13, 2012

	OUTCOME	**WHO'S RESPONSIBLE**
The Committee reviewed and approved the Campus Executive Committee Minutes of November 13, 2012. • Ms. Voogt noted that she was in attendance at the November 13, 2012 Campus Executive Meeting.	*It was moved (Mr. Marukyan) and seconded (Mr. Scott) to approve the Campus Executive Committee minutes of November 13, 2012 as amended. The motion passed unanimously.*	

ACCEPTANCE OF SUBCOMMITTEE MINUTES

	OUTCOME	**WHO'S RESPONSIBLE**
The following subcommittee minutes were presented for acceptance and voted on collectively: Budget Committee *Adopted Minutes of October 11, 2012* • Page 3 – "Other" - Ms. Saber inquired about the reported replacement cost of clocks ($250 per clock). • Mr. Nakasone noted that the clocks are tied into a system, but that they are looking into an alternative system with a lesser cost per clock and that this will be tested in one building. Enrollment Management *Adopted Minutes of October 10, 2012*	*It was moved (Mr. Marukyan) and seconded (Mr. Nakasone) to accept the following subcommittee minutes:* Budget Committee *Adopted Minutes of October 11, 2012* Enrollment Management *Adopted Minutes of October 10, 2012* *The motion passed unanimously.*	

BOARD AGENDA of December 10, 2012 (Action Item a)

The Campus Executive Committee reviewed the board agenda for the December 10, 2012 board meeting.		

CONSENT CALENDAR (Action Item b)

	OUTCOME	**WHO'S RESPONSIBLE**
b) The Consent Calendar prepared for the December 10, 2012 Campus Executive Committee Meeting was reviewed and approved.	*It was moved (Ms. Saber) and seconded (Dr. Mirch) to approve the Consent Calendar prepared for the December 10, 2012 Campus Executive Committee Meeting. The motion passed unanimously.*	

ACTION ITEMS

c) Speaker Cards	**OUTCOME**	**WHO'S RESPONSIBLE**
Dr. Riggs presented a proposed "Request to Speak" card for use at board meetings. • It was noted that the purpose of the card would be to provide orderly input from the public to the Board. • Additionally it was noted that the use of this card is common practice. • The Campus Executive Committee offered minor wordsmithing suggestions. • It was noted that the cards would not be implemented at the December board meeting, as the usage of speaker cards needed to be reviewed in relation to the board policy [Board Policy 2345: *Public Participation at Board Meetings].*	*It was moved (Dr. Mirch) and seconded (Ms. Saber) to implement the use of speaker cards at Board of Trustees meetings. The motion passed unanimously.*	The Interim Superintendent/President will explore the usage of speaker cards in relation to Board Policy 2345: *Public Participation at Board Meetings.*

UNFINISHED BUSINESS

	OUTCOME	**WHO'S RESPONSIBLE**
a) Board Policy 5130: *Degrees and Certificates (Deletion)* b) Board Policy 5132: *Certificates of Completion (Deletion)* c) Board Policy 5150: *Credit-No Credit Courses (Deletion)*	*It was moved (Dr. Perez) and seconded (Mr. Marukyan) to approve the deletion of* Board Policy 5130: *Degrees and Certificates;* Board Policy 5132: *Certificates of Completion; and* Board Policy 5150: *Credit-No Credit Courses.* *The motion passed unanimously.*	Dr. Perez will bring forward Board Policies 5130, 5132 and 5150 as first readings on the December 10, 2012 board agenda.

d) Administrative Regulation 2511: *Governance Document* • It was moved (Mr. Scott) and seconded (Mr. Marukyan) to approve Administrative Regulation 2511: *Governance Document*. • Discussion ensued and the Campus Executive Committee expressed their desire to have ample time to review the document. It was agreed to table the document. The motion to approve was withdrawn. • As the January 8, 2013 Campus Executive Committee meeting is scheduled so soon after the holiday break/furlough days, it was agreed to bring the document back to the February 19, 2013 Campus Executive meeting. • Dr. Riggs thanked Ms. Strong and the Governance Review Committee for their work on the revision of the document.	*It was moved (Ms. Saber) and seconded (Dr. Mirch) to table AR 2511: Governance Document and to bring back to the February 19, 2013 Campus Executive Committee meeting as Unfinished Business. The motion passed unanimously.*	Ms. Strong will communicate to the Governance Review Committee that the Campus Executive Committee has tabled AR 2511 so that there is sufficient time to review the document and that Campus Executive has requested that the AR return as Unfinished Business to the February 19, 2013 Campus Executive Meeting.
e) Administrative Regulation 3530: *Weapons on Campus* • AR 3530 was duly noted.	*It was moved (Mr. Nakasone) and seconded (Dr. Mirch) to approve* Administrative Regulation 3530: *Weapons on Campus. The motion passed unanimously.*	Mr. Nakasone will advise his staff that AR 3530 has been approved and that the revised document can now be posted online
f) Administrative Regulation 4100: *Graduation Requirements for Degrees & Certificates* • Dr. Perez distributed an updated version of AR 4100 at the meeting. • It was noted that the "Committee History" [which appears on the AR draft version for Campus Executive] did not include Academic Affairs. • Dr. Perez indicated that the document had gone to Academic Affairs and, after discussion, it was agreed to approve AR 4100 with the addendum that the approval was contingent upon the AR having gone to Academic Affairs.	*It was moved (Dr. Perez) and seconded (Mr. Zariani) to approve* Administrative Regulation 4100: *Graduation Requirements for Degrees & Certificates with the addendum that the approval was contingent upon the AR having gone to Academic Affairs. The motion passed unanimously.*	Dr. Perez will advise his staff that AR 4100 has been approved with an addendum and that, if AR 4100 has gone to Academic Affairs, that the revised administrative regulation can now be posted online.

FIRST READINGS

	OUTCOME	**WHO'S RESPONSIBLE**
a) Administrative Regulation 4240: *Academic Renewal Without Course Repetition* • AR 4240 was duly noted.		a) Dr. Perez will bring Administrative Regulation 4240 back to a future

b) Board Policy 5122: *Remedial Coursework Limit Policy (Deletion)* c) Board Policy 4222: *Remedial Coursework* d) Board Policy 5190: *Grade Change Policy (Deletion)* e) Board Policy 4321: *Grades Changes* • Board Policies 5122 and 5190 were duly noted. • Mr. Scott noted that he would check to verify if Board Policies 4222 and 4321 have been reviewed by the Academic Senate.		Campus Executive meeting for a second reading and request for approval. Mr. Scott will check to verify if Board Policies 4222 and 4321 have been reviewed by the Academic Senate. Dr. Perez will bring Board Policies 5122 and 5190 back to a future Campus Executive for a second reading and request for approval of deletion.

OTHER

1) Dr. Mirch said that she wished to make note that there was a presentation on repeatability at the last faculty meeting and an opportunity to ask questions at that time.		

NEXT MEETING

The next Campus Executive Committee Meeting is scheduled for Tuesday, February 19, 2013 at 2:30 p.m. in AD 121.

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

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