ADOPTED

GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE

MINUTES

March 12, 2013 – 2:30 p.m.
AD 121

The Campus Executive Committee Meeting was called to order at 2:36 p.m.

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

Guest: Brenda Jones, Gary Montecuollo

Quorum: 7 out of 7 voting members for all action items except Action Items b through bb.

Quorum for Action Items b through bb: 6 out of 7 voting members.

*Resource member, non-voting

APPROVAL OF MINUTES – February 19, 2013

	OUTCOME	WHO'S RESPONSIBLE
The Committee reviewed and approved the Campus Executive Committee Minutes of February 19, 2013.	*It was moved (Mr. Marukyan) and seconded (Mr. Scott) to approve the Campus Executive Committee minutes of February 19, 2013. The motion passed unanimously.*	

ACCEPTANCE OF SUBCOMMITTEE MINUTES

	OUTCOME	WHO'S RESPONSIBLE
The following subcommittee minutes were presented for acceptance and voted on collectively: a) Budget Committee *Adopted Minutes of January 22, 2013* *Adopted Minutes of February 14, 2013* b) Enrollment Management Committee *Adopted Minutes of November 14, 2012* c) Released Time/Extra Pay Committee *Adopted Minutes of December 7, 2012*	*It was moved (Dr. Perez) and seconded (Mr. Scott) to accept the following subcommittee minutes:* a) Budget Committee *Adopted Minutes of January 22, 2013* *Adopted Minutes of February 14, 2013* b) Enrollment Management Committee *Adopted Minutes of November 14, 2012* c) Released Time/Extra Pay Committee *Adopted Minutes of December 7, 2012* *The motion passed unanimously.*	

UNFINISHED BUSINESS

	OUTCOME	**WHO'S RESPONSIBLE**
a) Administrative Regulation 3501: *Campus Security and Access* b) Administrative Regulation 3501: *Campus Security and Access* (Guild - revision 2) c) Administrative Regulation 3501: *Campus Security and Access* (Guild – revision 3) • The Campus Executive Committee was provided three versions of AR 3501 (a through c above). • Chief Gary Montecuollo was in attendance to address questions regarding policy enforcement by Campus Police. • After discussion, the committee agreed on the version as presented in "a" with amended language. • Amended language: Paragraph 1, sentence 3 – change from "During non-business hours" to "Between midnight and 6:00 a.m. ..."	*It was moved (Ms. Saber) and seconded (Mr. Nakasone) to approve Administrative Regulation 3501:* Campus Security and Access *as amended. The motion passed unanimously.*	Mr. Nakasone will notify his staff of the amended change to AR 3501 and will coordinate the online posting of the administrative regulation.
d) Board Policy 3570: *Smoking Policy* • Mr. Nakasone noted that the ASGCC representatives and the CSEA did not support this policy in Administrative Affairs. • Mr. Zariani noted that Campus Police had just begun issuing citations since the beginning of the Spring semester and asked if the present policy was being given a chance to work [with the issuance of citations]. • Mr. Marukyan said that the ASGCC has voted against the proposed policy. e) Administrative Regulation 3570: Smoking Policy • AR 3570 was considered in conjunction with BP 3570.	*It was moved (Mr. Marukyan) and seconded (Mr. Scott) to approve Board Policy 3570:* Smoking Policy and *Administrative Regulation 3570:* Smoking Policy. *The motion passed with the following vote: 4 (Aye); 2 (Nay); 1 (Abstain).*	Mr. Nakasone has placed Board Policy 3570 as a first reading on the March 18, 2013 board agenda. Mr. Nakasone will notify his staff of the administrative regulation approvals and coordinate the online posting as follows: • Administrative Regulation 3570 • Administrative Regulation 3811: • Administrative Regulation 6150
f) Administrative Regulation 3811: *Damage/Loss to Vehicles While on District Property*	*It was moved (Mr. Nakasone) and seconded (Dr. Perez) to approve* Administrative Regulation 3811: *Damage/Loss to Vehicles While on District Property. The motion passed unanimously.*	

g) Board Policy 6150: *Designation of Authorized Signatures* h) Administrative Regulation 6150: *Designation of Authorized Signatures*	*It was moved (Mr. Marukyan) and seconded (Dr. Perez) to approve* Board Policy 6150: *Designation of Authorized Signatures and* Administrative Regulation 6150: *Designation of Authorized Signatures. The motion passed unanimously.*	Mr. Nakasone has placed Board Policy 6150 as a first reading on the March 18, 2013 board agenda.
i) Administrative Regulation 7400: *Travel Expense Policy* • The committee reviewed AR 7400. • Ms. Voogt requested the following language change under "Expense Reimbursement," second sentence. From "convention" to "conference."	*It was moved (Dr. Perez) and seconded (Mr. Nakasone) to approve* Administrative Regulation 7400: *Travel Expense Policy as amended. The motion passed unanimously.*	Mr. Nakasone will notify his staff of the amended change to AR 7400 and will coordinate the online posting of the administrative regulation.
Mr. Nakasone presented the following administrative regulations ("j" through "aa") proposed for deletion as unfinished business. j) Administrative Regulation 1410: *Use of College Facilities* k) Administrative Regulation 2125: *Division Chairs, Duties and Election Procedures, Instructional Division* l) Administrative Regulation 2130: *Organizational Chart* m) Administrative Regulation 2200: *Conflict of Interest and Disclosure Code* n) Administrative Regulation 2560: *Disposition of Lost Money and Goods* o) Administrative Regulation 2610: *Tobacco Sales* p) Administrative Regulation 2720: *Workplace Violence* q) Administrative Regulation 3110: *The District's Budget* r) Administrative Regulation 3374: *Deferred Compensation Plan* s) Administrative Regulation 3710: *Parking and Traffic Regulations* t) Administrative Regulation 4000: *Glendale Community College Governance* u) Administrative Regulation 4020: *Employee Drug Free Workplace* v) Administrative Regulation 4050: *Complaint Review Procedure* w) Administrative Regulation 4062: *Vacation Time for Employees Working More Than 10 Months* x) Administrative Regulation 4091: *Travel Expense Policy*	*It was moved (Mr. Marukyan) and seconded (Dr. Mirch) to delete:* Administrative Regulation 1410: *Use of College Facilities;* Administrative Regulation 2125: *Division Chairs, Duties and Election Procedures, Instructional Division;* Administrative Regulation 2130: *Organizational Chart;* Administrative Regulation 2200: *Conflict of Interest and Disclosure Code;* Administrative Regulation 2560: *Disposition of Lost Money and Goods;* Administrative Regulation 2610: *Tobacco Sales;* Administrative Regulation 2720: *Workplace Violence;* Administrative Regulation 3110: *The District's Budget;* Administrative Regulation 3374: *Deferred Compensation Plan;* Administrative Regulation 3710: *Parking and Traffic Regulations;* Administrative Regulation 4000: *Glendale Community College Governance;* Administrative Regulation 4020: *Employee Drug Free Workplace;*	Mr. Nakasone will coordinate with his staff the posting of the deletions of the administrative regulations as listed ("j" through "aa") in these minutes.

y) Administrative Regulation 4110: *Tenure Track Faculty Hiring Procedures* z) Administrative Regulation 4110.1: *Hiring Procedures for Adjunct Faculty* aa) Administrative Regulation 4315: *Evaluation Program for Academic Administrative Personnel*	Administrative Regulation 4050: *Complaint Review Procedure;* Administrative Regulation 4062: *Vacation Time for Employees Working More Than 10 Months;* Administrative Regulation 4091: *Travel Expense Policy;* Administrative Regulation 4110: *Tenure Track Faculty Hiring Procedures;* Administrative Regulation 4110.1: *Hiring Procedures for Adjunct Faculty;* Administrative Regulation 4315: *Evaluation Program for Academic Administrative Personnel* *The motion passed unanimously.*	
bb) Board Policy 4222: *Remedial Coursework* cc) Board Policy 5122: *Remedial Coursework Limit Policy* (Deletion) dd) Board Policy 4231: *Grade Changes* ee) Board Policy 5190: *Grade Change Policy* (Deletion) • Ms. Saber requested that the board policies bb) through ee) be tabled, as she would like to see the corresponding administrative regulations. She noted that the AR's need to be in place before the board policies are revised and the original board policies deleted. • Dr. Perez noted that the administrative regulations need to go to Academic Affairs. • The committee agreed to table the four board policies until the corresponding administrative regulations come forward.	*It was moved (Ms. Saber) and seconded (Mr. Marukyan) to table:* Board Policy 4222: *Remedial Coursework* Board Policy 5122: *Remedial Coursework Limit Policy* (Deletion) Board Policy 4231: *Grade Changes* Board Policy 5190: *Grade Change Policy* (Deletion) *until the corresponding administrative regulations come forward to Campus Executive. The motion passed with the following vote: 6 (Aye) and 1 (Abstain).*	Dr. Perez will bring back Board Policies 4222 and 4231; and the deletion of Board Policies 5122 and 5190 to a future Campus Executive Committee meeting to be considered when the corresponding administrative regulations are brought forth simultaneously.
ff) Administrative Regulation 4240: *Academic Renewal Without Course Repetition*	*It was moved (Dr. Perez) and seconded (Mr. Marukyan) to approve* Administrative Regulation 4240: *Academic Renewal Without Course Repetition. The motion passed unanimously.*	Dr. Perez will notify his staff of the approval of AR 4240 and will coordinate the online posting of the administrative regulation.

BOARD AGENDA of March 18, 2013 (Action Item a)

	OUTCOME	WHO'S RESPONSIBLE

The Campus Executive Committee reviewed the board agenda for the March 18, 2013 board meeting.
• First Reading Reports: The committee tabled first reading reports for Board Policies 4222 and 4231 and the deletion of Board Policies 5122 and 5190. Please see page 4 of these minutes.
• Classified Personnel Report:
  o After discussion it was determined that Ms. Voogt will coordinate the compilation of a report on classified employees teaching within their classified assignment hours.
• Academic Personnel Report
  o After discussion, the "Administrative contract renewals" under "Board Action Items" were pulled, with Dr. Riggs indicating that the process would be reviewed.
		Ms. Voogt will coordinate the compilation of a report on classified employees teaching within their classified assignment hours.

CONSENT CALENDAR (Action Item b)

	OUTCOME	WHO'S RESPONSIBLE
Note: *As Ms. Saber left the meeting prior to the consideration of Action Items b through bb, there was a change in the quorum from seven to six voting members.* b) The Consent Calendar prepared for the March 12, 2013 Campus Executive Committee Meeting was reviewed and approved.	*It was moved (Dr. Perez) and seconded (Mr. Nakasone) to approve the Consent Calendar prepared for the March 12, 2013 Campus Executive Committee Meeting. The motion passed unanimously (6 ayes).*	

ACTION ITEMS

	OUTCOME	WHO'S RESPONSIBLE
c) Distance Ed Policies • Dr. Mirch noted that, due to new legal requirements, footnotes for Distance Education courses at GCC need to be explicit about: 1. Welcome Letter Notification 2. Course Check-In Assignment 3. Orientation Meeting	*It was moved (Dr. Mirch) and seconded (Dr. Perez) to approve the Distance Ed policies. The motion passed unanimously (6 ayes).*	

• The committee reviewed and approved the above Distance Ed policies.		
d) Deletion of Administrative Regulation 9280: *Trustee Evaluation Instrument* e) Board Policy 8110: *Authority* f) Board Policy 8210: *Formulation of Policies* g) Board Policy 8230: *Formulation of Administrative Regulations* h) Board Policy 8240: *Board of Trustees Meetings* i) Board Policy 8242: *Notices of Meetings* j) Board Policy 8245: *Minutes of Board of Trustees Meetings* k) Board Policy 9110: *Powers and Duties* l) Board Policy 9120: *Terms of Office* m) Board Policy 9121: *Election of Members* n) Board Policy 9122: *Student Member of the Board of Trustees* o) Board Policy 9130: *Officers of the Board of Trustees* p) Board Policy 9140: *Annual Reorganization Meeting* q) Board Policy 9210: *Duties of Members and Auxiliary Personnel* r) Board Policy 9250: *Compensation* s) Board Policy 9270: *Ethical Responsibilities of the Board of Trustees* t) Board Policy 9280: *Trustee Evaluation* u) Board Policy 9310: *Adoption of Policies* v) Board Policy 9340: *Meetings* w) Board Policy 9343: *Closed Sessions or Committee of the Whole* x) Board Policy 9345: *Quorum* y) Board Policy 9346: *Parliamentary Procedure* z) Board Policy 9347: *Roll Call* aa) Board Policy 9350: *Communication to the Board of Trustees* bb) Board Policy 9410: *Election of Members*	*It was moved (Dr. Perez)and seconded (Mr. Marukyan) to approve the deletion of the following:* Administrative Regulation 9280: *Trustee Evaluation Instrument;* Board Policy 8110: *Authority;* Board Policy 8210: *Formulation of Policies;* Board Policy 8230: *Formulation of Administrative Regulations;* Board Policy 8240: *Board of Trustees Meetings;* Board Policy 8242: *Notices of Meetings;* Board Policy 8245: *Minutes of Board of Trustees Meetings;* Board Policy 9110: *Powers and Duties;* Board Policy 9120: *Terms of Office;* Board Policy 9121: *Election of Members;* Board Policy 9122: *Student Member of the Board of Trustees;* Board Policy 9130: *Officers of the Board of Trustees;* Board Policy 9140: *Annual Reorganization Meeting;* Board Policy 9210: *Duties of Members and Auxiliary Personnel;* Board Policy 9250: *Compensation;* Board Policy 9270: *Ethical Responsibilities of the Board of Trustees;* Board Policy 9280: *Trustee Evaluation;* Board Policy 9310: *Adoption of Policies;*	Dr. Riggs will coordinate with his staff the online posting of the deletion of AR 9280. Dr. Riggs has placed the deletion of board policies as listed in (“e” through “bb”) in these minutes on the March 18, 2013 board agenda as the first of three readings.

	Board Policy 9340: *Meetings;* Board Policy 9343: *Closed Sessions or Committee of the Whole;* Board Policy 9345: *Quorum;* Board Policy 9346: *Parliamentary Procedure;* Board Policy 9347: *Roll Call;* Board Policy 9350: *Communication to the Board of Trustees;* Board Policy 9410: *Election of Members* *The motion passed unanimously (6 ayes).*	

FIRST READINGS

	OUTCOME	**WHO'S RESPONSIBLE**
a) Administrative Regulation 2340: *Agendas* b) Board Policy 2340: *Agendas* • The documents were duly noted. • Mr. Nakasone suggested review of Board Policy 2340 and Board Policy 2345 for overlapping language.		Dr. Riggs will bring AR 2340 and BP 2340 back to a future Campus Executive meeting for a second reading and request for approval.

NEXT MEETING

The next Campus Executive Committee Meeting is scheduled for Tuesday, April 9, 2013 at 2:30 p.m. in AD 121.

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

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