

**GLENDALE COMMUNITY COLLEGE  
CAMPUS EXECUTIVE COMMITTEE**

**MINUTES**

**April 9, 2013 – 2:30 p.m.  
AD 121**

The Campus Executive Committee Meeting was called to order at 2:35 p.m.

*Present:* Jim Riggs (Chair), Bill Elbettar, proxy for Hoover Zariani (CSEA), 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)\*

*Absent:* Hoover Zariani (CSEA)

*Guest:* Brenda Jones, John Queen

Quorum: 7 out of 7 voting members

\*Resource member, non-voting

**APPROVAL OF MINUTES – March 12, 2013**

	<b><u>OUTCOME</u></b>	<b><u>WHO'S RESPONSIBLE</u></b>
The Committee reviewed and approved the Campus Executive Committee Minutes of March 12, 2013.	<i>It was moved (Ms. Saber) and seconded (Mr. Scott) to approve the Campus Executive Committee minutes of March 12, 2013. The motion passed unanimously.</i>	

**ACCEPTANCE OF SUBCOMMITTEE MINUTES**

	<b><u>OUTCOME</u></b>	<b><u>WHO'S RESPONSIBLE</u></b>
<p>The following subcommittee minutes were presented for acceptance and voted on collectively:</p> <p>a) Budget Committee <i>Adopted Minutes of February 26, 2013</i> <i>Adopted Minutes of March 14, 2013</i></p> <p>b) Campuswide Computer Coordinating Committee <i>Adopted Minutes of October 18, 2012</i></p> <p>c) EEO Advisory Committee <i>Adopted Minutes of November 29, 2012</i> <i>Adopted Minutes of February 28, 2013</i></p> <ul style="list-style-type: none"> <li>• Re: November 29, 2012 meeting – Ms. Saber noted the high absenteeism and asked if the Guild</li> </ul>	<p><i>It was moved (Mr. Marukyan) and seconded (Dr. Perez) to accept the following subcommittee minutes:</i></p> <p>a) Budget Committee <i>Adopted Minutes of February 26, 2013</i> <i>Adopted Minutes of March 14, 2013</i></p> <p>b) Campuswide Computer Coordinating Committee <i>Adopted Minutes of October 18, 2012</i></p> <p>c) EEO Advisory Committee <i>Adopted Minutes of November 29, 2012</i> <i>Adopted Minutes of February 28, 2013</i></p> <p>d) Enrollment Management Committee <i>Adopted Minutes of January 16, 2013</i></p>	<p><u>EEO Advisory Committee</u></p> <ul style="list-style-type: none"> <li>• Ms. Voogt will monitor the committee's attendance rate.</li> </ul>

<p>can help.</p> <ul style="list-style-type: none"> <li>Ms. Voogt noted Ms. Saber's comment and said that she will monitor the attendance at the May meeting.</li> <li>Re: November 29, 2012 - Item 5 "Planning Diversity Event" - Ms. Saber asked for clarification on the speaker timeline. Ms. Voogt will check.</li> </ul> <p>d) Enrollment Management Committee  <i>Adopted Minutes of January 16, 2013</i></p> <p>e) Governance Review Committee  <i>Adopted Minutes of December 4, 2012</i>  <i>Adopted Minutes of January 15, 2013</i>  <i>Adopted Minutes of February 12, 2013</i>  <i>Adopted Minutes of March 5, 2013</i></p> <p>f) Institutional Planning Coordination Committee  <i>Adopted Minutes of January 28, 2013</i></p> <p>g) Released Time/Extra Pay Committee  <i>Adopted Minutes of February 22, 2013</i></p> <p>h) Staff Development Committee  <i>Adopted Minutes of November 8, 2012</i></p>	<p>e) Governance Review Committee  <i>Adopted Minutes of December 4, 2012</i>  <i>Adopted Minutes of January 15, 2013</i>  <i>Adopted Minutes of February 12, 2013</i>  <i>Adopted Minutes of March 5, 2013</i></p> <p>f) Institutional Planning Coordination Committee  <i>Adopted Minutes of January 28, 2013</i></p> <p>g) Released Time/Extra Pay Committee  <i>Adopted Minutes of February 22, 2013</i></p> <p>h) Staff Development Committee  <i>Adopted Minutes of November 8, 2012</i></p> <p><i>The motion passed unanimously.</i></p>	<ul style="list-style-type: none"> <li>Ms. Voogt will provide clarification on the timeline for the diversity event.</li> </ul>
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**INFORMATIONAL ITEMS**

<p>a) Governance Survey</p> <p>Dr. Queen presented the following to the Campus Executive Committee:</p> <ul style="list-style-type: none"> <li>Governance Survey 2013 – Board of Trustees/President</li> <li>Governance Survey 2013 – President, Admin Exec</li> <li>Governance Survey 2013 - Executive Committee</li> <li>Governance Survey 2013 - ASGCC Executive Committee</li> </ul> <p>Dr. Queen said that the Governance Review Committee had worked on developing the surveys during the past several months in response to the college's self-study and educational master plan and as a follow up to the two Technical Assistance reports and review of Board Policy 2510. Dr. Queen said that the GRC was seeking approval to move forward with the surveys.</p> <p>Ms. Jones asked how the survey to the</p>		<p>Dr. Queen will bring the Campus Executive Committee's recommendations/suggested timeline back to the Governance Review Committee.</p>
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<p>Board should be disseminated. Dr. Riggs recommended that the GRC send the survey to the Superintendent/President to facilitate the Board responses.</p> <p>Dr. Riggs recommended adding an external evaluation. Dr. Queen noted the recommendation.</p> <p>The following procedure for the GRC was agreed upon:</p> <ul style="list-style-type: none"> <li>• Bring the Board’s survey to the new Superintendent/President in the latter part of the summer.</li> <li>• Survey the other constituents in early September.</li> <li>• Bring the survey to the Fall Board Retreat.</li> <li>• Hold a general discussion at the January board meeting.</li> </ul>		
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**UNFINISHED BUSINESS**

	<b><u>OUTCOME</u></b>	<b><u>WHO’S RESPONSIBLE</u></b>
<p>a) Administrative Regulation 2340: <i>Agendas</i></p> <p>b) Board Policy 2340: <i>Agendas</i></p> <ul style="list-style-type: none"> <li>• Dr. Riggs reviewed the proposed revisions.</li> <li>• Mr. Nakasone briefly stepped out of the meeting at this time and did not participate in the vote, the motion passing unanimously with six ayes.</li> </ul>	<p><i>It was moved (Mr. Marukyan) and seconded (Ms. Saber) to approve Administrative Regulation 2340: Agendas and Board Policy 2340: Agendas. The motion passed unanimously.</i></p>	<p>Dr. Riggs has placed Administrative Regulation 2340 and Board Policy 2340 as first readings on the April 15, 2013 board agenda.</p>

**BOARD AGENDA of April 15, 2013** (Action/Information Item a)

<p>The Campus Executive Committee reviewed the board agenda for the April 15, 2013 board meeting.</p>		
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**CONSENT CALENDAR** (Action Item b)

	<b><u>OUTCOME</u></b>	<b><u>WHO’S RESPONSIBLE</u></b>
<p>b) The Consent Calendar prepared for the April 9, 2013 Campus Executive Committee Meeting was reviewed and approved.</p>	<p><i>It was moved (Mr. Marukyan) and seconded (Mr. Scott) to approve the Consent Calendar prepared for the April 9, 2013 Campus Executive Committee Meeting. The motion passed unanimously.</i></p>	



<p>report a sabbatical to the Board that is not backfilled, as there is no cost involved.</p> <ul style="list-style-type: none"> <li>• Ms. Saber expressed her concern that not backfilling the technical duties performed by a librarian on sabbatical leave is unfair to the other librarians who must absorb the work. She said that, if not backfilling, the savings should go to the library for hourly.</li> <li>• Dr. Perez thanked Ms. Saber for pointing out this out and that he and the Associate Dean of the Library will explore the funding issue.</li> </ul>		
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**FIRST READINGS**

	<b><u>OUTCOME</u></b>	<b><u>WHO'S RESPONSIBLE</u></b>
<p>a) Board Policy 6900: <i>Bookstores</i></p> <ul style="list-style-type: none"> <li>• Mr. Nakasone reviewed new Board Policy 6900 with the Campus Executive Committee.</li> </ul>		<p>Mr. Nakasone will bring BP 6900 back to a future Campus Executive meeting for a second reading and request for approval.</p>

**NEXT MEETING**

The next Campus Executive Committee Meeting is scheduled for Tuesday, May 14, 2013 at 2:30 p.m. in AD 121.

**ADJOURNMENT** - The meeting was adjourned at 3:55 p.m.

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