ADOPTED
6/18/13

GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE

MINUTES

May 14, 2013 – 2:30 p.m.
AD 121

The Campus Executive Committee Meeting was called to order at 2:32 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)

Quorum: 7 out of 7 voting members

*Resource member, non-voting

APPROVAL OF MINUTES – April 9, 2013

	OUTCOME	**WHO'S RESPONSIBLE**
The Committee reviewed and approved the Campus Executive Committee Minutes of April 9, 2013.	*It was moved (Mr. Scott) and seconded (Mr. Marukyan) to approve the Campus Executive Committee minutes of April 9, 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 March 26, 2013* • Page 3, "New Business: 2013-14 Estimated Revenues" Ms. Saber suggested that an additional bullet point, entitled "Other" should be included with the exceptions. • Ms. Saber inquired about the "Total Projected Revenue: 77,438,445" listed beneath the exceptions. Mr. Nakasone noted that this line should not have appeared in the minutes. b) Campuswide Computer Coordinating Committee *Adopted Minutes of March 21, 2013*	*It was moved (Mr. Scott) and seconded (Mr. Nakasone) to accept the following subcommittee minutes:* a) Budget Committee *Adopted Minutes of March 26, 2013* b) Campuswide Computer Coordinating Committee *Adopted Minutes of March 21, 2013* c) Enrollment Management *Adopted Minutes of March 13, 2013* d) Institutional Planning Coordination Committee *Adopted Minutes of February 11, 2013* *Adopted Minutes of March 11, 2013* e) Released Time/Extra Pay *Adopted Minutes of March 29, 2013* *The motion passed unanimously.*	*Budget Committee Minutes of 3/26/13* – Mr. Nakasone noted the suggestions.

c) Enrollment Management *Adopted Minutes of March 13, 2013* • Page 2 – "FTF Numbers" – second sentence. Ms. Saber suggested that the word, "base," be revised to "basis" or "base for." d) Institutional Planning Coordination Committee *Adopted Minutes of February 11, 2013* *Adopted Minutes of March 11, 2013* e) Released Time/Extra Pay *Adopted Minutes of March 29, 2013*		*Enrollment Management minutes of 3/13/13 -* Dr. Mirch noted the suggestion.

UNFINISHED BUSINESS

	OUTCOME	**WHO'S RESPONSIBLE**
a) Board Policy 6900: *Bookstores* • Mr. Nakasone reviewed the board policy with the committee.	*It was moved (Dr. Mirch) and seconded (Mr. Marukyan) to approve Board Policy 6900:* Bookstores*. The motion passed unanimously.*	Mr. Nakasone has placed Board Policy 6900 as a first reading on the May 20, 2013 board agenda.
Dr. Perez distributed AR 4222: *Remedial Coursework* and AR 4231: *Grade Changes* for informational purposes, as a question had been raised at the March Campus Executive meeting regarding the status of these administrative regulations. Dr. Perez noted that the AR's are up-to-date. He then reviewed the following four documents: b) Board Policy 4222: *Remedial Coursework* c) Deletion of Board Policy 5122: *Remedial Coursework Limit Policy* d) Board Policy 4231: *Grade Changes* e) Deletion of Board Policy 5190: *Grade Change Policy*	*It was moved (Dr. Perez) and seconded (Mr. Nakasone) to approve Board Policy 4222:* Remedial Coursework *and the deletion of Board Policy 5122:* Remedial Coursework Limit Policy*. The motion passed unanimously.* *It was moved (Mr. Marukyan) and seconded (Mr. Nakasone) to approve Board Policy 4231:* Grade Changes *and the deletion of Board Policy 5190:* Grade Change Policy*. The motion passed unanimously.*	Dr. Perez has placed Board Policies 4222, 5122, 4231 and 5190 as first readings on the May 20, 2013 board agenda.

BOARD AGENDA of May 20, 2013 (Action/Information Item a)

The Campus Executive Committee reviewed the board agenda for the May 20, 2013 board meeting.		

CONSENT CALENDAR (Action Item b)

	OUTCOME	WHO'S RESPONSIBLE
b) The Consent Calendar prepared for the May 14, 2013 Campus Executive Committee Meeting was reviewed and approved.	*It was moved (Dr. Mirch) and seconded (Dr. Perez) to approve the Consent Calendar prepared for the May 14, 2013 Campus Executive Committee Meeting. The motion passed unanimously.*	

ACTION ITEMS

	OUTCOME	WHO'S RESPONSIBLE
c) First Language Support Program Coordinator • Dr. Mirch noted that the name of this RTEP position was changed from "Adelante Coordinator" to avoid confusion, as this position is not part of the Adelante [nationwide] program. • Ms. Voogt added that this is a 10% RTEP position and is grant funded.	*It was moved (Dr. Mirch) and seconded (Mr. Marukyan) to approve the First Language Support Program Coordinator position. The motion passed unanimously.*	

FIRST READINGS

	OUTCOME	WHO'S RESPONSIBLE
a) Board Policy 6250: *Budget Management* • Mr. Nakasone reviewed AR 6250. • Suggested revisions to the language are as follows: *Paragraph 2* – capitalize "Reserve for Contingencies" and add the language: "Use of the salary stabilization reserve is addressed in the administrative regulation." The following three documents – AR 6250, BP 6320 and AR 6320 - were duly noted as first readings: b) Administrative Regulation 6250: *Budget Management* c) Board Policy 6320: *Investments* d) Administrative Regulation 6320: *Investments*		Mr. Nakasone will bring BP and AR 6250 and BP and AR 6320 back to a future Campus Executive meeting for a second reading and request for approval.
e) Deletion of Board Policy 6140.4: *Certificate of Achievement* • Dr. Perez noted that the information in this policy has been included in BP 4100 and AR 4100. He noted that the deletion of BP 6140.4. is clean-up.		Dr. Perez will bring BP 6140.4 back to a future Campus Executive meeting for a second reading and request for approval of deletion.

NEXT MEETING

The next Campus Executive Committee Meeting is scheduled for Tuesday, June 18, 2013 at 2:30 p.m. in AD 121.

ADJOURNMENT - The meeting was adjourned at 3:12 p.m.

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