ADOPTED
7/9/13

GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE

MINUTES

June 18, 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), Mary Mirch (Adm), Rick Perez (Adm), Arman Marukyan (ASGCC), Ron Nakasone (Adm), Isabelle Saber (Guild), Michael Scott (Senate), Ani Keshishian – Proxy for Paul Schlossman (MaC)*, Frankie Strong*, Donna Voogt (Adm)*, Hoover Zariani (CSEA)

Guest: Davit Avagyan

Absent: Paul Schlossman

Quorum: 7 out of 7 voting members

*Resource member, non-voting

INTRODUCTIONS

Dr. Riggs welcomed and introduced the incoming 2013-14 Associated Student President and Student Trustee, Mr. Davit Avagyan, who will take the Oath of Office at the June 24, 2013 Board of Trustees Meeting. Dr. Riggs thanked Mr. Marukyan for his service this year on the Campus Executive Committee.

APPROVAL OF MINUTES – May 14, 2013

	OUTCOME	**WHO'S RESPONSIBLE**
The Committee reviewed and approved the Campus Executive Committee Minutes of May 14, 2013.	*It was moved (Mr. Marukyan) and seconded (Dr. Perez) to approve the Campus Executive Committee minutes of May 14, 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 April 11, 2013* *Adopted Minutes of May 9, 2013* b) Campuswide Computer Coordinating Committee *Adopted Minutes of April 18, 2013*	*It was moved (Mr. Marukyan) and seconded (Dr. Perez) to accept the following subcommittee minutes:* a) Budget Committee *Adopted Minutes of April 11, 2013* *Adopted Minutes of May 9, 2013* b) Campuswide Computer Coordinating Committee *Adopted Minutes of April 18, 2013*	

c) EEO Advisory Meeting
Adopted Minutes of March 21, 2013

d) Enrollment Management *Adopted Minutes of April 10, 2013*

e) Governance Review Committee
Adopted Minutes of April 2, 2013
Adopted Minutes of May 7, 2013

Re: GRC minutes of April 2, 2013, page 3 "New Business – Item 1" and GRC minutes of May 7, 2013, "New Business – Item 1" – "Policy regarding first and second readings"

- Dr. Riggs inquired about the GRC's recommendation noted in the May 7 minutes that "it is at the discretion of the committee to decide whether an item presented at the meeting shall be put forward for a vote."
- It was established that first and subsequent readings are required for transparency, as per Board Policy 2410: *Board Policies and Administrative Regulations.*
- A majority of the Campus Executive Committee members spoke in favor of upholding first and subsequent readings.
- Dr. Riggs noted to Ms. Strong that the Governance Review Committee could draft an administrative regulation should the GRC wish to pursue the recommendation.

RE: GRC minutes of May 7, 2013, "New Business – Item #3 – "What happens after policies are approved?"

- Dr. Riggs noted that there is a process in place for posting board policies and administrative regulations and Ms. Keshishian provided a brief overview of the process.

f) Institutional Planning Coordination Committee
Adopted Minutes of April 8, 2013
Adopted Minutes of May 13, 2013

g) Master Planning Committee (Team A)
Adopted Minutes of December 7, 2012
Adopted Minutes of January 24, 2013
Adopted Minutes of May 3, 2013

c) EEO Advisory Meeting
Adopted Minutes of March 21, 2013

d) Enrollment Management *Adopted Minutes of April 10, 2013*

e) Governance Review Committee
Adopted Minutes of April 2, 2013
Adopted Minutes of May 7, 2013

f) Institutional Planning Coordination Committee
Adopted Minutes of April 8, 2013
Adopted Minutes of May 13, 2013

g) Master Planning Committee (Team A)
Adopted Minutes of December 7, 2012
Adopted Minutes of January 24, 2013
Adopted Minutes of May 3, 2013

The motion passed unanimously.

UNFINISHED BUSINESS

	OUTCOME	**WHO'S RESPONSIBLE**
The following five documents were duly noted as second readings: a) Board Policy 6250: *Budget Management* b) Administrative Regulation 6250: *Budget Management* c) Board Policy 6320: *Investments* d) Administrative Regulation 6320: *Investments* e) Deletion of Board Policy 6140.4: *Certificate of Achievement*	It was moved (Ms. Saber) and seconded (Mr. Nakasone) to approve Board Policy 6250: *Budget Management* and Administrative Regulation 6250: *Budget Management*. The motion passed unanimously. It was moved (Dr. Mirch) and seconded (Mr. Marukyan) to approve Board Policy 6320: *Investments* and Administrative Regulation 6320: *Investments*. The motion passed unanimously. It was moved (Dr. Perez) and seconded (Dr. Mirch) to approve Deletion of Board Policy 6140.4: *Certificate of Achievement*. The motion passed unanimously.	Mr. Nakasone has placed Board Policy 6250 and 6320 as first readings on the June 24, 2013 board agenda. Mr. Nakasone will inform his staff that AR 6250 and AR 6320 have been approved and are ready for posting on the college website. Dr. Perez has placed Board Policy 6140.4 as a first reading on the June 24, 2013 board agenda.

BOARD AGENDA of June 24, 2013 (Action/Information Item a)

The Campus Executive Committee reviewed the board agenda for the June 24, 2013 board meeting. Items discussed included: • New Business Report – "Revision to List of Work Year Reductions for Certain Classified Staff and Management Positions" – The action item recommended rescinding the work year reduction of 73 classified employees and 4 classified management positions. • Ms. Saber said that she was not speaking as the Guild President. She addressed the remaining 21 classified employees who have had their work year reduced and suggested rescinding these reductions as well. • Discussion ensued. It was then moved by Ms. Saber and seconded by Mr. Marukyan to reinstate the 21 positions, assigning additional duties for the added month, if needed. • Following comments from committee members, Dr. Riggs said that, based on the discussion, in lieu of taking action on the motion, he would confer with the Vice Presidents.		

CONSENT CALENDAR (Action Item b)

	OUTCOME	WHO'S RESPONSIBLE
b) The Consent Calendar prepared for the June 18, 2013 Campus Executive Committee Meeting was reviewed and approved.	*It was moved (Mr. Scott) and seconded (Mr. Zariani) to approve the Consent Calendar prepared for the June 18, 2013 Campus Executive Committee Meeting. The motion passed unanimously.*	

ACTION ITEMS

	OUTCOME	WHO'S RESPONSIBLE
c) Business Services Reorganization • Mr. Nakasone reviewed the proposed reorganization with the committee and noted that the reorganization would result in a savings to the college.	It was moved (Ms. Saber) and seconded (Mr. Nakasone) to approve the Business Services reorganization as presented in the document agendized by Mr. Nakasone. The motion passed unanimously.	
d) Annual Goals for 2013-2014 • The committee reviewed the goals. • Dr. Mirch recommended approval of the document and noted that, if revision was necessary, Team A could bring the goals back. • Mr. Scott noted that Team A is tracking the goals and accomplishments.	It was moved (Ms. Saber) and seconded (Mr. Marukyan) to approve "Annual Goals for 2013-2014 – Approved by Team A on May 31, 2013." The motion passed unanimously.	

NEXT MEETING

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

ADJOURNMENT - The meeting was adjourned at 3:44 p.m.

Recorded by Sally Holmes, Executive Assistant to the Superintendent/President and the Board of Trustees