

**GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE**

MINUTES

**August 20, 2013 – 2:30 p.m.
AD 121**

The Campus Executive Committee Meeting was called to order at 2:32 p.m.

Present: David Viar (Chair), Mary Mirch (Adm), Rick Perez (Adm), Davit Avagyan (ASGCC), Richard Kamei (Guild), Ron Nakasone (Adm), Michael Scott (Senate), Frankie Strong*, Paul Schlossman (MaC)*, Donna Voogt (Adm)*, Hoover Zariani (CSEA)

Guests: Bill Elbettar, Isabelle Saber

Quorum: 7 out of 7 voting members

*Resource member, non-voting

APPROVAL OF MINUTES – July 9, 2013

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
The Committee reviewed and approved the Campus Executive Committee Minutes of July 9, 2013.	<i>It was moved (Dr. Perez) and seconded (Mr. Scott) to approve the Campus Executive Committee minutes of July 9, 2013. The motion passed unanimously.</i>	

ACCEPTANCE OF SUBCOMMITTEE MINUTES

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
<p>The following subcommittee minutes were presented for acceptance and voted on collectively:</p> <p>a) Budget Committee <i>Adopted Minutes of June 25, 2013</i> <i>Adopted Minutes of July 11, 2013</i> <i>Adopted Minutes of July 23, 2013</i></p> <p>b) Institutional Planning Coordination Committee <i>Adopted Minutes of June 10, 2013</i> <i>Adopted Minutes of July 8, 2013</i></p>	<p><i>It was moved (Mr. Kamei) and seconded (Mr. Avagyan) to accept the following subcommittee minutes:</i></p> <p>a) Budget Committee <i>Adopted Minutes of June 25, 2013</i> <i>Adopted Minutes of July 11, 2013</i> <i>Adopted Minutes of July 23, 2013</i></p> <p>b) Institutional Planning Coordination Committee <i>Adopted Minutes of June 10, 2013</i> <i>Adopted Minutes of July 8, 2013</i></p> <p><i>The motion passed unanimously.</i></p>	

BOARD AGENDA of August 26, 2013 (Action/Information Item a)

The Campus Executive Committee reviewed the board agenda for the August 26, 2013 board meeting.		
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ACTION ITEMS (b) and (c)

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
<p>b) <u>Consent Calendar</u> The Consent Calendar prepared for the August 20, 2013 Campus Executive Committee Meeting was reviewed and approved.</p> <p>c) <u>Review of CHAC Committee Recommendation for Replacement Classified Staff Positions</u></p> <ul style="list-style-type: none"> • During the review of the positions, Mr. Scott stated his concern that staffing of non-management police officers has dropped from 8 to 6 and said for the safety of the campus, 2 corporal positions should be restored. • Ms. Voogt reviewed CHAC's recommendations with the Campus Executive Committee and confirmed that the chart presented was reviewed by the Budget Committee. 	<p><i>It was moved (Dr. Mirch) and seconded (Mr. Kamei) to approve the Consent Calendar prepared for the August 20, 2013 Campus Executive Committee Meeting. The motion passed unanimously.</i></p> <p><i>It was moved (Dr. Mirch) and seconded (Mr. Scott) to approve and move ahead with the CHAC Committee Recommendation for Replacement Classified Staff Positions that are in place. The motion passed unanimously.</i></p>	

UNFINISHED BUSINESS REPORTS

	<u>OUTCOME</u>	<u>WHO'S RESPONSIBLE</u>
<p>a) Administrative Regulation 3580: <i>Work Place Temperature</i></p> <ul style="list-style-type: none"> • Two versions were presented by Mr. Nakasone -- Version A and Version B, which was the Guild's proposed version. • After discussion, it was noted that Version B was not the most up-to-date draft. Mr. Kamei reviewed additional language, which then was agreed upon by the Campus Executive Committee as follows: <ul style="list-style-type: none"> ○ <i>(Amended language in underlined italics) - Paragraph 2, beginning of last sentence "If the conditions cannot be corrected, <u>and the work cannot be relocated</u>, then the employee shall have the right to suspend their work activity <u>for that day or...</u></i> 	<p><i>It was moved (Dr. Mirch) and seconded (Mr. Kamei) to approve Version B of the Administrative Regulation 3580: Work Place Temperature, which was the Guild's proposed version, as amended. The motion passed unanimously.</i></p>	<p><u>Administrative Regulation 3580</u> – Mr. Nakasone will oversee the addition of the amended language to AR 3580 and his staff's subsequent posting of the AR on the college website.</p>

<p>o <i>(Amended language in italics) - Paragraph 4, conclusion of last sentence – <u>without lost pay or other negative consequences.</u></i></p> <p>b) Administrative Regulation 6305: <i>District Reserves</i></p> <ul style="list-style-type: none"> • The Campus Executive Committee reviewed the AR. • To assist in determining the appropriate funding level, Campus Executive requested the development of a chart demonstrating various percentages of unbudgeted growth revenues with total amounts deposited each year. • As an outcome of the above, Dr. Viar suspended the action item. 		<p><u>Administrative Regulation 6305</u> – Mr. Nakasone will bring back AR 6305 to Campus Executive for a third reading, accompanied with the requested chart demonstrating various percentages of unbudgeted growth revenues with total amounts deposited each year.</p>
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FIRST READING REPORTS

<p>The following (“a” through “hh”) board policies proposed for deletion were presented by Mr. Nakasone and were duly noted as first readings.</p> <p>a) Board Policy 1410: Use of College Facilities</p> <p>b) Board Policy 2110: Administrative Organization - General Operations</p> <p>c) Board Policy 2120: Administrative Organization - Line of Responsibility</p> <p>d) Board Policy 2200: Code of Conduct and Conflict of Interest</p> <p>e) Board Policy 2510: Retention and Destruction of Records</p> <p>f) Board Policy 2560: Disposition of Lost Money and Goods</p> <p>g) Board Policy 2600: Policy on Smoking on Campus</p> <p>h) Board Policy 3110: Budget: Planning, Development and Adoption</p> <p>i) Board Policy 3120: Budget: Transfer of Funds Between Account Categories</p> <p>j) Board Policy 3200: Income</p> <p>k) Board Policy 3221: Sale and Purchase, Lease of New Personal Property</p> <p>l) Board Policy 3230: Gifts, Grants and Bequests</p> <p>m) Board Policy 3240: Investment of District Funds</p> <p>n) Board Policy 3320: Bids</p> <p>o) Board Policy 3330: Purchase Orders-General</p> <p>p) Board Policy 3350: Use of Copyrighted Materials</p>		<p>Mr. Nakasone will bring back the board policies listed for deletion in these minutes for a second reading and request for approval.</p>
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<p>q) Board Policy 3370: Tax Sheltered Annuities r) Board Policy 3371: Tax Sheltered Annuity Plan s) Board Policy 3373: Tax Sheltered Annuities: Deferred Compensation Plan t) Board Policy 3410: Auditor u) Board Policy 3420: Financial Report v) Board Policy 3540: Claims and Actions Against the District w) Board Policy 3542: Reimbursement of Mileage and Parking Claims x) Board Policy 3550: Insurance y) Board Policy 3582: School Planning z) Board Policy 3710: Parking and Traffic Regulations aa) Board Policy 3810: Naming of District Facilities and Properties bb) Board Policy 3820: District Equipment cc) Board Policy 4020: Employee Drug Free Workplace Policy dd) Board Policy 4050: Employee Complaints ee) Board Policy 4091.1: Conference and Convention Attendance ff) Board Policy 4092: Academic Freedom gg) Board Policy 4354: Health & Welfare Benefits for Management and Confidential Employees hh) Board Policy 4355: Early Retirement Policy for Academic Administrators, Classified Managers and Confidential Employees</p>		
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OTHER

<p>1) Dr. Mirch noted that she would develop a summary statement on yesterday's Haas event. 2) Dr. Viar noted that he will be sending out an announcement of new hires. He noted that Mr. Marc Drescher has been hired as the new Chief Information Systems Officer. Dr. Viar said he appreciated Mr. Reed Anderson's leadership during the interim period.</p>		
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NEXT MEETING

The next Campus Executive Committee Meeting is scheduled for Tuesday, September 3, 2013 at 2:30 p.m. in AD 121.

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