GLENDALE COMMUNITY COLLEGE CAMPUS EXECUTIVE COMMITTEE

MINUTES

October 15, 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)*, Bill Elbettar, proxy for Hoover Zariani (CSEA)

Absent: Hoover Zariani

Guests: John Queen, Isabelle Saber

Quorum: 7 out of 7 voting members

*Resource member, non-voting

APPROVAL OF MINUTES - September 3, 2013

	OUTCOME	WHO'S RESPONSIBLE
The Committee reviewed and approved the Campus Executive Committee Minutes of September 3, 2013.	It was moved (Dr. Perez) and seconded (Mr. Kamei) to approve the Campus Executive Committee minutes of September 3, 2013. The motion passed unanimously.	

ACCEPTANCE OF SUBCOMMITTEE MINUTES

	<u>OUTCOME</u>	WHO'S RESPONSIBLE
The following subcommittee minutes were presented for acceptance:	It was moved (Dr. Mirch) and seconded (Mr. Avagyan) to accept the following subcommittee minutes:	
a) Budget Committee		
Adopted Minutes of August 27, 2013	a) Budget Committee	
Adopted Minutes of September 12, 2013	Adopted Minutes of August 27, 2013	
b) Enrollment Management Committee	Adopted Minutes of September 12, 2013	
Adopted Minutes of May 8, 2013	b) Enrollment Management Committee	
c) Governance Review Committee	Adopted Minutes of May 8, 2013	
Adopted Minutes of June 4, 2013	c) Governance Review Committee	
Adopted Minutes of September 4, 2013	Adopted Minutes of June 4, 2013	
d) Staff Development Committee Adopted Minutes of May 16, 2013	Adopted Minutes of September 4, 2013 d) Staff Development Committee	
Adopted Millates of May 10, 2013	Adopted Minutes of May 16, 2013	
	Adopted Williates of Way 10, 2015	
	The motion passed unanimously.	

BOARD AGENDA of October 21, 2013 (Action/Information Item a)

The Campus Executive Committee reviewed the board agenda for the October	
21, 2013 board meeting.	

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Dr. Viar noted that a special board meeting/board retreat is scheduled for October 31, 2013 at the PDC.

ACTION ITEMS (b-d)

- b) Consent Calendar
 The Consent Calendar prepared for the
 October 15, 2013 Campus Executive
 Committee Meeting was reviewed and
 approved.
- c) Limiting College Committees' Times of Meetings to Fall and Spring Semesters

Dr. Queen read from "Review of Action Items," #1 - Governance Review Committee Minutes – September 4, 2013 – "The Governance Review Committee recommends to Campus Executive that committees be discouraged from meeting outside of the fall and spring semesters when all constituent groups cannot be represented; with the exception of Campus Executive, Budget, IPCC and the Student Fees committees."

The recommendation was discussed with concerns raised by Mr. Nakasone and Dr. Mirch that there may be instances during winter intersession when a committee (not listed in the GRC recommendation) must meet. Counter concerns included the fact that instructional faculty are required to attend committee meetings during the fall and spring semesters only and therefore, without proper faculty representation during winter intersession, the voting outcome could be skewed. Dr. Queen noted that another alternative, e-mail voting, is not encouraged. In light of the discussion, Dr. Viar postponed action until further review.

- d) Board Policy and Administrative Regulation Guidelines for Posting and Templates for Format
- Dr. Queen referred to the Governance Review Committee Minutes – September 4, 2013 - "Review of Action Items," #2 – and said that the GRC was seeking direction from the Campus Executive Committee with regard to revising Board Policy 2410 to address a standard process of establishing administrative regulations.

OUTCOME

It was moved (Mr. Scott) and seconded (Dr. Perez) to approve the Consent Calendar prepared for the October 15, 2013 Campus Executive Committee Meeting. The motion passed unanimously.

WHO'S RESPONSIBLE

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Dr. Viar noted that the ensuing lack of discussion indicated that this was not a significant issue and that the GRC does not need to go further on this.

vote: 6 (aye); 1 (nay).

UNFINISHED BUSINESS REPORTS

a) Administrative Regulation 6305: *District Reserves* (Fourth Reading)

Mr. Nakasone presented Administrative Regulation 6305 for a fourth reading. The Campus Executive Committee reviewed the language change (7% to 4%) in Section C.1.

OUTCOME

It was moved (Dr. Mirch) and seconded (Mr. Elbettar) to approve Administrative Regulation 6305: District Reserves with a change to Section C.1, from 7% to 4% as follows: "Deposits will be made into this reserve until it reaches a level of four (4%) of prior year actual expenditures in the Unrestricted General Fund."

The motion passed with the following

WHO'S RESPONSIBLE

Mr. Nakasone will notify his staff of the amended change to AR 6305 and will coordinate the online posting of the administrative regulation.

OTHER

- Mr. Nakasone distributed materials to Campus Executive Committee members for the upcoming Expanded Budget Committee Meeting, scheduled for Tuesday, October 22.
- Mr. Elbettar inquired about a Classified stipend reported on the October 21 personnel report. Ms. Voogt will research and get back to him.
- 3. Mr. Elbettar noted that the CSEA is hoping for resolution on the hourly issue soon.
- Ms. Strong announced two upcoming governance workshops.

NEXT MEETING

The next Campus Executive Committee Meeting is scheduled for Tuesday, November 12, 2013 at 2:30 p.m. in AD 121.

ADJOURNMENT - The meeting was adjourned at 3:10 p.m.

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