GLENDALE COMMUNITY COLLEGE
CAMPUS EXECUTIVE COMMITTEE

MINUTES

December 10, 2013 – 2:30 p.m.
AD 121

The Campus Executive Committee Meeting was called to order at 2:33 p.m.

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

Guests: Jill Lewis, Alice Mecom, Isabelle Saber

Quorum: 7 out of 7 voting members

*Resource member, non-voting

APPROVAL OF MINUTES – November 12, 2013

	OUTCOME	WHO'S RESPONSIBLE
The Committee reviewed and approved the Campus Executive Committee Minutes of November 12, 2013.	*It was moved (Mr. Kamei) and seconded (Mr. Nakasone) to approve the Campus Executive Committee minutes of November 12, 2013. The motion passed unanimously.*	

ACCEPTANCE OF SUBCOMMITTEE MINUTES

	OUTCOME	WHO'S RESPONSIBLE
The following subcommittee minutes were presented for acceptance: Budget Committee *Adopted Minutes of October 10, 2013* *Adopted Minutes of October 22, 2013* Campuswide Computer Coordinating Committee *Adopted Minutes of October 17, 2013* EEO Advisory Committee *Adopted Minutes of October 24, 2013* Enrollment Management Committee *Adopted Minutes of October 9, 2013* Governance Review Committee *Adopted Minutes of October 1, 2013* Released Time/Extra Pay *Adopted Minutes of October 21, 2013*	*It was moved (Dr. Perez) and seconded (Dr. Mirch) to accept the following subcommittee minutes:* Budget Committee *Adopted Minutes of October 10, 2013* *Adopted Minutes of October 22, 2013* Campuswide Computer Coordinating Committee *Adopted Minutes of October 17, 2013* EEO Advisory Committee *Adopted Minutes of October 24, 2013* Enrollment Management Committee *Adopted Minutes of October 9, 2013* Governance Review Committee *Adopted Minutes of October 1, 2013* Released Time/Extra Pay *Adopted Minutes of October 21, 2013* *The motion passed unanimously.*	

BOARD AGENDA of December 16, 2013 (Action/Information Item a)

The Campus Executive Committee reviewed the board agenda for the December 10, 2013 board meeting. • Ms. Voogt requested approval for an increase in hours to full-time for a Senior Instructional Lab Tech in the Biology Division so that the item can be added to the December 16, 2013 Classified Personnel Report. • Ms. Voogt reported that the approval by the Budget Committee for this item will be forthcoming in the subcommittee minutes.	*It was moved (Dr. Mirch) and seconded (Mr. Zariani) to approve the increase of hours to full-time for Naira Khudaverdyan, Senior Instructional Lab Tech in the Biology Division, effective January 1, 2014. The motion passed unanimously.*	

ACTION ITEMS (b-d)

	OUTCOME	WHO'S RESPONSIBLE
b) Consent Calendar The Consent Calendar prepared for the December 10, 2013 Campus Executive Committee Meeting was reviewed and approved.	*It was moved (Dr. Perez) and seconded (Mr. Avagyan) to approve the Consent Calendar prepared for the December 10, 2013 Campus Executive Committee Meeting. The motion passed unanimously.*	
c) New RTEP Position - Noncredit ESL Professional Development Coordinator • Dr. Mirch noted that this is an Adult Education grant and that its funding is ongoing.	*It was moved (Mr. Scott) and seconded (Mr. Nakasone) to approve the new RTEP position for a Noncredit ESL Professional Development Coordinator. The motion passed unanimously.*	

UNFINISHED BUSINESS

	OUTCOME	WHO'S RESPONSIBLE
a) Board Policy 5210: *Communicable Disease* b) Administrative Regulation 5210: *Communicable Disease* • Dr. Perez reviewed BP 5210 and AR 5210 for the committee.	*It was moved (Dr. Perez) and seconded (Dr. Mirch) to approve Board Policy 5210:* Communicable Disease*. The motion passed unanimously.* *It was moved (Dr. Perez) and seconded (Mr. Avagyan) to approve Administrative Regulation 5210:* Communicable Disease*. The motion passed unanimously.*	Dr. Perez has placed Board Policy 5210 as a first reading on the December 16, 2013 board agenda. Dr. Perez will notify his staff of the approval of AR 5210 and will coordinate the online posting of the administrative regulation.

FIRST READINGS

	OUTCOME	WHO'S RESPONSIBLE
a) Administrative Regulation 5055: *Enrollment Priorities* • Dr. Perez reviewed AR 5055 with the committee. Mr. Scott noted that		a) Dr. Perez will coordinate the forwarding of AR 5055 to the Academic Senate

the Academic Senate and Academic Affairs must review the this administrative regulation prior to approval in Campus Executive.		and Academic Affairs for review prior to bringing back the AR to a future Campus Executive Committee meeting for a second reading and request for approval.
b) Administrative Regulation 5500: *Standards of Student Conduct, Procedural Guidelines and Disciplinary Action* c) Administrative Regulation 5600: *Student Workers* • AR 5500 and AR 5600 were duly noted as first readings.		b) and c) Dr. Perez will bring AR 5500 and AR 5600 back to the January Campus Executive Committee meeting for a second reading and request for approval.
d) Administrative Regulation 3720: *Using Technology Resources at Glendale Community College* (revision of AR 2240) e) Administrative Regulation 2240: *Using Information Technology Resources at Glendale Community College* (recommend deletion) • Mr. Nakasone reviewed AR 3720 and said that the administrative regulation defines the appropriate use of college technology. He noted that this is a revision of AR 2240, which is recommended for deletion. • Dr. Viar noted that AR 3720 has gone through the Campuswide Computer Coordinating Committee and that it will return to Campus Executive in January.		d) and e) Mr. Nakasone will bring AR 3720 and AR 2240 back to the January Campus Executive Committee meeting for a second reading and request for approval.

OTHER

	OUTCOME	WHO'S RESPONSIBLE
1) Dean of Learning Support Services • Dr. Viar provided an update on the proposed position and discussions he has engaged in with Mini Cabinet, the Academic Senate, Guild Executive, Library Faculty, and the Department Chair of Social Sciences. He noted that he plans to put his perspective in writing as the proposal moves forward. If the proposal moves forward, a committee will be formed when Faculty returns for the Spring semester.		

2) Addition of Program Review as a Governance Committee
• Ms. Saber reported that she had brought a proposal a few months ago to the Governance Review Committee to make Program Review a governance committee. She said that the formation of the committee is time-sensitive and added that the Program Review had planned to build the committee during Winter.
• Discussion of the proposal included the potential reporting structure of Program Review and its impact to the governance structure of IPCC (Institutional Planning Coordination Committee) and the Master Planning (Team A) Committee.
   o It was noted that the reporting structure is determined by the Governance Review Committee.
• Mr. Scott noted that the Academic Senate needed to review the proposal.
• Because the proposal has not yet been brought forward to Campus Executive, the Campus Executive Committee determined that it could not take action at this time.
• In the meantime and in acknowledgment of the work of Program Review, the Campus Executive Committee voiced its go-ahead for Program Review to build a committee during Winter, while following the appropriate governance process as recommended below:
   o Review of the proposal by the Academic Senate.
   o Placement of this item by the Governance Review Committee chair on the next Campus Executive Committee Meeting agenda for January 21, 2014.		

NEXT MEETING

    The next Campus Executive Committee Meeting is scheduled for Tuesday, January 21, 2014 at 2:30 p.m. in AD 121.

ADJOURNMENT - The meeting was adjourned at 3:35 p.m.

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