ADOPTED

**GLENDALE COMMUNITY COLLEGE**
**CAMPUS EXECUTIVE COMMITTEE**

**MINUTES**

**December 7, 2010 – 2:30 p.m.**
**AD 121**

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

*Present:* Dawn Lindsay (Chair), Ramona Barrio-Sotillo (Guild), Michael Scott (Senate), Mary Mirch (Adm), Saodat Aziskhanova (CSEA), Vicki Nicholson* (Adm), Rick Perez (Adm), Janet Shamilian (ASGCC), Frankie Strong*

Quorum (7): 7 out of 7 voting members present.

*Resource member, non-voting

**APPROVAL OF MINUTES – November 9, 2010**

| | **OUTCOME** | **WHO'S RESPONSIBLE** |
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| The Committee reviewed and approved the Campus Executive Committee Minutes of November 9, 2010. | *It was moved (Dr. Barrio-Sotillo) and seconded (Mr. Scott) to approve the Campus Executive Committee Minutes of November 9, 2010. The motion passed unanimously.* | |

**ACCEPTANCE OF SUBCOMMITTEE MINUTES**

| | | **WHO'S RESPONSIBLE** |
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| a) Budget Committee<br>*Adopted Minutes of October 14, 2010 and Adopted Minutes of October 26, 2010*<br><br>b) Campuswide Computer Coordinating Committee<br>*Adopted Minutes of October 21, 2010*<br>◆ Clarification was requested on "rankings" in Old Business, #1.<br><br>c) EEO Advisory Committee<br>*Adopted Minutes of October 7, 2010*<br><br>◆ Re: Topic # 1 - The Campus Executive Committee agreed that student representation is necessary on the EEO Advisory Committee. Dr. Nicholson confirmed that student representation would continue.<br><br>d) Governance Review Committee<br>(*No adopted minutes to present)* | It was moved (Dr. Perez) and seconded (Ms. Shamilian) to accept the following subcommittee minutes as presented:<br><br>Budget Committee<br>*Adopted Minutes of October 14, 2010 and Adopted Minutes of October 26, 2010*<br><br>Campuswide Computer Coordinating Committee<br>*Adopted Minutes of October 21, 2010*<br><br>EEO Advisory Committee<br>*Adopted Minutes of October 7, 2010*<br><br>Institutional Planning Coordination Committee<br>*Adopted Minutes of October 18, 2010; October 25, 2010; November 1, 2010; November 8, 2010; November 15, 2010; November 22, 2010*<br>*(continuation of motion:)* | b) Campuswide Computer Coordinating Committee – 10/21/10 – Old Business #1<br>◆ Dr. Mirch will report back on clarification of "rankings." |

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| e) Institutional Planning Coordination Committee<br>*Adopted Minutes of October 18, 2010; October 25, 2010; November 1, 2010; November 8, 2010; November 15, 2010; November 22, 2010*<br><br>f) Released Time Extra Pay Committee<br>*Adopted Minutes of October 15, 2010*<br><br>Comments as follows:<br><br>◆ Assistant Nursing Program Director: Dr. Nicholson noted that, due to a low number of applications, the application period would be re-opened.<br>◆ Program Review Coordinator: It was determined that the position was posted for the duration of one year (vs. for the fall semester).<br><br>g) Staff Development Committee<br>*Adopted Minutes of October 21, 2010*<br><br>h) Web Oversight Committee<br>*Adopted Minutes of May 19, 2010; June 9, 2010; October 27,2010*<br><br>◆ Absenteeism at the May 19 meeting was noted. Mr. Nakasone will check on this. | Released Time Extra Pay Committee<br>*Adopted Minutes of October 15, 2010*<br><br>Staff Development Committee<br>*Adopted Minutes of October 21, 2010*<br><br>Web Oversight Committee<br>*Adopted Minutes of May 19, 2010; June 9, 2010; October 27,2010*<br><br>The motion passed unanimously. | h) Web Oversight Committee<br>◆ Mr. Nakasone will check on committee absenteeism. |

**BOARD AGENDA of December 13, 2010**

| | **OUTCOME** | **WHO'S RESPONSIBLE** |
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| The Campus Executive Committee reviewed the board agenda for the December 13, 2010 board meeting. Highlights are as follows:<br><br>◆ Mr. Russ Norman will be recognized for his 55 years of teaching service at GCC.<br>◆ Informational Report No. 3: It was noted that the September Foundation quarterly update would have been more timely if presented at the last board meeting. Ms. Aziskhanova will suggest to the Foundation Director that the December Foundation quarterly report be board reported in February, with future quarterly reports scheduled | | ◆ Ms. Aziskhanova will bring the Campus Executive committee's suggestion to the Foundation Director that the December Foundation quarterly report be board reported in February and that future quarterly reports be scheduled subsequent to that meeting. |

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| subsequent to that meeting.<br>◆ New Business Report No. 1: PeopleSoft Implementation Project - Mr. Nakasone noted that a task force has been formed to conduct an internal audit. Task force participants are Mr. Nakasone, Mr. Michael Scott, Mr. Mike Allen, and Ms. Hasmik Ghanbari. | | |

**CONSENT CALENDAR**

| | **OUTCOME** | **WHO'S RESPONSIBLE** |
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| The Consent Calendar prepared for the December 7, 2010 Campus Executive Committee Meeting was reviewed and approved.<br><br>◆ The committee determined that it would be helpful if the recording secretaries could include the names of the board policies and administrative regulations in addition to the number.<br><br>◆ Campus Development Committee – October 7, 2010<br>1) – Motion No. 1 - Clarification was requested on the Los Robles signage.<br>2) – Motion No. 2 – It was noted that the three trees to be removed are dead and that this clarification should be made to the motion. | *It was moved (Dr. Barrio-Sotillo) and seconded (Ms. Shamilian) to approve the Consent Calendar prepared for the December 7, 2010 Campus Executive Committee Meeting as amended. The motion passed unanimously.* | ◆ Ms. Strong will relay the request to the recording secretaries that the names of the board policies and administrative regulations be included in the minutes in addition to the BP/AR number.<br><br>Campus Development Committee – October 7, 2010<br>◆ Ms. Strong noted that she would get clarification on Motion No. 1 and would seek amendment of the language in Motion No. 2. |

**ACTION ITEMS**

| Student Services Hiring Advisory Committee | **OUTCOME** | **WHO'S RESPONSIBLE** |
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| It was discussed and agreed by the Campus Executive committee that recommendations made by all hiring advisory committees will come to Campus Executive. Should there not be agreement to a recommendation in Campus Executive, the issue will then go to Administrative Executive.<br><br>Termination of Dial-up Service<br>◆ Dr. Perez presented the motion approved by the Campuswide Computer Coordinating Committee on April 22, 2010. The approved motion was that dial-up service be terminated.<br>◆ Dr. Perez noted that the approved motion should have come to Campus Executive. | *It was moved (Dr. Mirch) and seconded (Dr. Barrio-Sotillo) to approve the termination of dial-up service, as per the approved motion by the Campuswide Computer Coordinating Committee at their April 22, 2010 meeting. The motion passed unanimously.* | |

**FIRST READINGS**

| | OUTCOME | WHO'S RESPONSIBLE |
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| Board Policy 3720: *Computer and Network Use*<br>• The document was duly noted.<br><br>Administrative Regulation 3725: *College Website*<br>• The document was duly noted.<br><br>Administrative Regulation 4220: *Standards of Scholarship – Delegation*<br>• The document was duly noted.<br><br>Board Policy 4250: *Probation, Disqualification and Readmissions*<br><br>• It was noted that perhaps this document is a hybrid of previous BP's. Therefore, the committee requested that Dr. Perez bring back all previous BP's that were combined into BP 4250 | | Dr. Perez will bring back BP 3720; AR 3725 and AR 4220 to a future Campus Executive meeting as Unfinished Business.<br><br>Additionally, Dr. Perez will bring back BP 4250 as Unfinished Business and will provide any previous BP's that were combined into BP 4250 |

**UNFINISHED BUSINESS**

| | OUTCOME | WHO'S RESPONSIBLE |
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| Administrative Regulation 3050: *Conflict of Interest Code of the Glendale Community College District* | It was moved (Dr. Mirch) and seconded (Dr. Barrio-Sotillo) to approve Administrative Regulation 3050: *Conflict of Interest Code of the Glendale Community College District*. The motion passed unanimously. | |
| Administrative Regulation 4222: *Remedial Coursework*<br><br>Administrative Regulation 4227: *Repeatable Courses*<br><br>Administrative Regulation 4229: *Course Repetition – Variable Units*<br><br>Administrative Regulation 4231: *Grade Changes*<br><br>Administrative Regulation 4232: *Pass/No Pass* | It was moved (Dr. Perez) and seconded (Dr. Mirch) to table Administrative Regulation 4222: *Remedial Coursework;* Administrative Regulation 4227: *Repeatable Courses*; Administrative Regulation 4229*: Course Repetition – Variable Units*; Administrative Regulation 4231: *Grade Changes and Administrative Regulation* 4232: *Pass/No Pass* for addition of committee history in the footnotes of each document. The motion passed unanimously. | Dr. Perez will bring back AR 4222; AR 4227; AR 4229; AR 4231; and AR 4232 with the requested governance committee history annotated at the bottom of each administrative regulation. |
| Administrative Regulation 4314: *Administrative Retreat Rights Policy*<br>The document was distributed by Dr. Nicholson at the meeting and the following amendments were agreed upon:<br>•Section II.3.c. – delete "not"<br>•Section II.5 – capitalize "Guild | It was moved (Dr. Barrio-Sotillo) and seconded (Ms. Shamilian) to approve Administrative Regulation 4314: *Administrative Retreat Rights Policy* as amended. The motion passed unanimously. | |

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| President" and "Senate President."<br>◆ Section III.A.2.a. – Change language to "A full-time assignment replacing a contract hire for a regular assignment." | | |

**NEXT MEETING**

The next Campus Executive Meeting is scheduled for Tuesday, January 18, 2011 at 2:30 p.m.

**ADJOURNMENT -** The meeting was adjourned at 4:40 p.m.

Respectfully submitted by Sally Holmes, Secretary to the Superintendent/President.