ADOPTED

GLENDALE COMMUNITY COLLEGE DISTRICT
1500 North Verdugo Road
Glendale, California 91208
(818) 240-1000

BOARD OF TRUSTEES MEETING NO. 2

The regular meeting of the Glendale Community College District Board of Trustees was called to order by Mr. Tartaglia at 5:02 p.m. on Monday, August 23, 2010 in Kreider Hall of the San Rafael Building.

Trustees Present:
Mrs. Anita Quinonez Gabrielian
Dr. Armine G. Hacopian
Dr. Vahé Peroomian
Ms. Ann Ransford
Mr. Anthony P. Tartaglia
Ms. Janet Shamilian ST

Administrators Present:
Dr. Dawn Lindsay
Ms. Lisa Brooks
Dr. Kristin Bruno
Dr. Ron Harlan
Dr. Karen Holden-Ferkich
Ms. Kim Holland
Ms. Brenda Jones
Dr. Edward Karpp
Mr. Ron Nakasone
Mr. Alfred Ramirez
Dr. Paul Schlossman
Ms. Jan Swinton
Mr. Steve Wagg

Representatives Present:
Academic Senate: Mr. Michael Scott
CSEA: Mr. Hoover Zariani
Guild: Dr. Ramona Barrio-Sotillo

The media was represented by the Glendale News Press. An audio tape of this meeting will be on file in the Superintendent/President's Office, at the Glendale Central Library, and on the college's website at <http://www.glendale.edu/boardoftrustees>. A DVD copy of the videotaping of this meeting is on file in the Superintendent/President's Office.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Ani Ohanessian, ASGCC Vice President of Campus Relations, Fall 2010

COMMENTS FROM THE AUDIENCE – BOARD AGENDA ITEMS ONLY

There were no comments.

PUBLIC HEARING

1. Public Hearing, 2010-11 Budget

The 2010-11 Final Budget was presented by Mr. Ron Nakasone, Executive Vice President, Administrative Services. Mr. Nakasone remarked that the State has made very little progress since the presentation of the tentative budget and that they have far to go before receiving the required 2/3 vote for the approval of the budget. He said that the State could go without a budget for at least another month. Mr. Nakasone commented that the good news is that the college ended the year with a reserve of a little over $900K, which is more than projected. He said that the final budget that he is presenting this evening is based on the May revise. He then proceeded with a PowerPoint presentation, with highlights as follows:

PUBLIC HEARING - continued

- 2009-10 State Budget
  - May Revise Highlights
  - Conference Committee Proposal
  - Effect on Community Colleges
  - State Budget Status
- Enrollment
  - Enrollment Trends
- College Budget
  - College Budget Development – Unrestricted General Fund
- Revenue and Adjustments
- Expenditure Adjustments
  - "Must Do" Requests
  - Budget Actions Taken
- 2010-11 Budget Summary
- Reserves
  - 2010-11 College Unrestricted General Fund Reserves
- Pending Issues
  - Pending Budget Actions
- Budget Forecast

At the conclusion of Mr. Nakasone's presentation, Mr. Tartaglia called for questions and/or comments. As there were none, Mr. Tartaglia thanked Mr. Nakasone and then announced that the public hearing had now concluded.

INFORMATIONAL REPORTS

1. Accreditation Progress Report

- Dr. Hacopian said that she wished to clarify that the intent of her comment last month was to offer her support as a board member.
- Informational Report No. 1 was duly noted.

2. Anchor Consulting Report

- Ms. Ransford asked Dr. Lindsay to provide an overview of the report.
- Dr. Lindsay then recapped the highlights of Informational Report No. 2.
- Dr. Hacopian suggested that Anchor Consulting present their lobbyist update in person to the Board as a Special Presentation.
- Dr. Lindsay said that she would schedule a presentation by Anchor when the next quarterly report is agendized.

3. Cost of Board Meetings/Paperless Meetings Informational Report

- Dr. Hacopian thanked Dr. Lindsay for the report, noting that it was she who had requested it. She said that it appeared that the cost of current meetings in the report was underestimated. Dr. Lindsay recapped briefly how the costs were factored.
- Ms. Ransford noted the cost of this particular vendor and said that she would like to see other options. She also noted that, until PeopleSoft is fully implemented, I.T. should not be overloaded. She suggested researching other Boards of Education and City Councils that utilize the paperless meeting format.
- Dr. Peroomian said that he wanted to see the college move to paperless board meetings.

INFORMATIONAL REPORT NO. 3 - continued

- Dr. Hacopian suggested phasing in.
- Dr. Lindsay remarked that one issue is the security of documents. She said that she will continue to explore paperless options and bring them forward to the Board.
- Mr. Tartaglia said that this is a work in progress.

4. Measure G Funds Balances and Schedule Update

The report was duly noted.

5. Glendale College Foundation – Quarterly Donation/Expenses and Consolidated Balance Sheet and General Fund Income Statement, June 30, 2010

Ms. Ransford commented on Sacramento's concern about the transparency of college and university foundation reports and said that GCC is ahead of the curve.

6. Fourth Quarter Budget Balances as of June 30, 2010

The report was duly noted.

7. Fourth Quarter Financial Status Report

The report was duly noted.

RESOLUTIONS

1. Resolution No. 1: Resolution Requesting Consolidation of the Glendale Community College District Board of Trustees Election with the City of Glendale Municipal Election

It was moved (Dr. Peroomian) and seconded (Dr. Hacopian) to adopt Resolution No. 1. The motion passed unanimously.

2. Resolution No. 2: Student Enrollment Fee Increases

It was moved (Ms. Ransford) and seconded (Dr. Peroomian) to adopt Resolution No. 2.

- Mr. Tartaglia noted that the resolution is to clarify to the State that if student fees are increased, this additional revenue should be directed to the local agency.
- Dr. Hacopian remarked that she was uncomfortable voting for a resolution that may be obsolete if there is no fee increase.
- Mr. Tartaglia noted that, with this resolution, the Board is making a statement in the case that student fees are increased. He added that, with no resolution and if the fees are increased, the college has no voice.
- Dr. Hacopian asked Dr. Lindsay to comment, as she wanted the public to hear that there is a purpose in passing this resolution.
- Dr. Lindsay then said that the California Community College League intends to use budget-related resolutions adopted by the 72 community college districts in the League's advocacy for community colleges as a whole.

The motion passed unanimously.

RESOLUTIONS - continued

3. Resolution No. 3: Approval of Resolution on the Governor's 2010-11 State Budget

It was moved (Dr. Hacopian) and seconded (Dr. Peroomian) to adopt Resolution No. 3. The motion passed unanimously.

UNFINISHED BUSINESS REPORTS

1. Five Year Construction Plan

   It was moved (Dr. Peroomian) and seconded (Mrs. Gabrielian) to approve Unfinished Business Report No. 1. The motion passed unanimously.

2. Administrative Services – Board Policy 3570: Smoking Policy

   It was moved (Mrs. Gabrielian) and seconded (Ms. Shamilian) to approve Unfinished Report No. 2.

- The policy language was reviewed and it was determined that the language will go forward as presented.
- Dr. Peroomian said that he hoped the policy included Baja. It was noted that this is a leased facility and that the policy covers leased facilities.
- Dr. Hacopian asked how this was going to be enforced and wanted to know what the plan was to phase in. Mrs. Gabrielian also asked about enforcement.
- Dr. Hacopian asked for a Special Presentation on the phasing in and enforcement.
- Dr. Lindsay said that she would be happy to share the enforcement plan with the Board.

The motion passed unanimously.

FIRST READING REPORTS

1. CSEA Initial Proposal for 2010-11 Re-Opener Negotiations

   First Reading Report No. 1 was duly noted.

2. District CSEA Openers for Year Two of the Collective Bargaining Agreement with the California School Employees Association and its Chapter 76, 2009-2012 (First Reading)

   First Reading Report No. 2 was duly noted.

CONSENT CALENDAR

The following items were pulled from the Consent Calendar and placed under "New Business/Action" for discussion (pages 5-6 of these minutes). The Board Member(s) making the request are also noted:

Consent Calendar Item No. 4: Resolution No. 6: Transfer from the General Fund, Unrestricted (01) to the Cafeteria Fund (03) – *Ms. Ransford*

Consent Calendar Item No. 9: Acceptance as Complete – Phase I Garfield Campus Expansion Project – *Dr. Hacopian*

CONSENT CALENDAR - continued

1. Approval of Minutes - Regular Board Meeting of July 19, 2010

2. Resolution No. 4: Transfer from the General Fund, Restricted (03) to the General Fund, 70

Unrestricted (01)

3. Resolution No. 5: Transfer from the General Fund, Unrestricted (01) to the Restricted General Fund (03)

4. Resolution No. 6: Transfer from the General Fund, Unrestricted (01) to the Cafeteria Fund (03)

5. Warrants - District Funds – July 1, 2010 through July 31, 2010

6. Purchase Order Listing - July 1, 2010 through July 31, 2010

7. Contract Listing - July 1, 2010 through July 31, 2010

8. Assignment of Agreement for Architectural Services from Spencer/Hoskins and Associates

9. Acceptance as Complete – Phase I Garfield Campus Expansion Project

10. Declaration of Surplus – Computer Equipment

11. Addition to the Membership in Associations and Organizations List, Fiscal Year 2010-11

12. Academic Personnel Report No. 2

13. Classified Personnel Report No. 2

It was moved (Dr. Peroomian) and seconded (Dr. Hacopian) to approve Consent Calendar items nos. 1 through 3, 5 through 8, and 10 through 13. The motion passed unanimously.

NEW BUSINESS REPORTS/ACTION

Consent Calendar Item No. 4: Resolution No. 6: Transfer from the General Fund, Unrestricted (01) to the Cafeteria Fund (03)

It was moved (Ms. Ransford) and seconded (Dr. Peroomian) to approve Consent Calendar Item No. 4.

- Ms. Ransford congratulated Mr. Nakasone's office for saving $50,000 on the cafeteria operations last year. She said it was a credit to him and to Ms. Nancy Jordan.
- Mr. Nakasone remarked that Ms. Jordan was making significant progress in addressing the deficit. He noted that they are also looking at a consultant coming in to review contract prices of food purchased.

The motion passed unanimously.

NEW BUSINESS REPORTS/ACTION - continued

Consent Calendar Item No. 9: Acceptance as Complete – Phase I Garfield Campus Expansion Project

It was moved (Mrs. Gabrielian) and seconded (Dr. Hacopian) to approve Consent Calendar Item No. 9.

- Dr. Hacopian said that the Board would like to visit the Garfield Campus as the construction progresses.
- Dr. Lindsay said that she would make the arrangements.

The motion passed unanimously.

1. Interviews with Prospective Law Firms

It was moved (Dr. Hacopian) and seconded (Dr. Peroomian) to approve New Business Report No. 1.

- Dr. Lindsay was asked to comment. She reported that the college has received four responses to its Request for Proposals and that out of these four, three will move forward.
- Dr. Lindsay said that New Business Report No. 1 is requesting the Board's support for the Superintendent/President and her Administrative Executive to conduct first-level interviews with the firms. She said that it is then proposed that the Board conduct the second-level interviews, with Dr. Lindsay and her Executive Vice President of Administrative Services sitting in as non-voting resources to answer questions.

The motion passed unanimously.

2. Naming of 2010-2011 SanFACC Board Representative

It was moved (Dr. Hacopian) and seconded (Dr. Peroomian) to nominate and name Mrs. Anita Quinonez Gabrielian as the 2010-2011 SanFACC Board Representative.

- Dr. Hacopian said that Mrs. Gabrielian has done an outstanding job with her past involvement as the Board's representative to SanFACC.

The motion passed unanimously.

3. District Plan for Cooperative Education Program Update

It was moved (Dr. Peroomian) and seconded (Mrs. Gabrielian) to approve New Business Report No. 3. The motion passed unanimously.

4. Board Retreat

It was moved (Ms. Ransford) and seconded (Mrs. Gabrielian) to discuss New Business Report No. 4.

- The Board selected a board retreat date of Friday, October 15, 2010 with a proposed 8:30 a.m. start time.
- Agenda topics were discussed and agreed upon to include:

NEW BUSINESS REPORT NO. 4 – continued

  - Review of Board goals and Board self-evaluation.
  - A sexual harassment training was agendized, as per Dr. Hacopian's suggestion. Dr. Peroomian voiced his support of this request.
- It was agreed to explore the following for future Board information/retreats/meetings:
  - Dr. Hacopian requested information on the John Carver Board Governance model. Dr. Lindsay will research this.
  - Mrs. Gabrielian asked for an update on the status of the Board Operating Board Policies

– how many completed, how many outstanding.
  - Dr. Peroomian asked what trainings are offered to other boards.
- It was agreed to contract a facilitator for the October 15, 2010 board retreat. The Board tasked Mr. Tartaglia and Dr. Lindsay to select and arrange for the facilitator and to keep the Board informed.

It was moved (Ms. Ransford) and seconded (Mrs. Gabrielian) to amend the motion on the table to approve the date of Friday, October 15, 2010 as the next Board of Trustees Retreat date, to approve the preliminary agenda as discussed, and to task Mr. Tartaglia and Dr. Lindsay to obtain a facilitator for this meeting. The motion passed unanimously.

REPORTS

1. ACADEMIC SENATE REPRESENTATIVE TO THE BOARD

Mr. Michael Scott
- Noted that there was no report from the Academic Senate this evening, as they do not meet during summer.

2. GUILD REPRESENTATIVE TO THE BOARD

Dr. Ramona Barrio-Sotillo
- Said that Guild Executive is scheduled to return August 30.
- Announced that Faculty Institute Day is September 3.

3. CSEA REPRESENTATIVE TO THE BOARD

Mr. Hoover Zariani
- Noted that Classified Institute Day will be held on Wednesday, August 25.

4. VICE PRESIDENTS

Dr. Ricardo Perez, Vice President, Student Services
- Said the all of Student Services is extremely busy.
- Reported that head count is up by approximately 1% as compared to Fall 2009 and enrollment is down by 5.6%.
- Acknowledged the Financial Aid office, which is short-staffed, for their work. Read an informational statement regarding service and expected response times that has been prepared to be used in all types of communication by the Financial Aid office (i.e. on the phone, at the walk-in counter, etc.)
  - Dr. Hacopian and Mrs. Gabrielian both suggested that the statement would be effective on the phone if it were pre-recorded, and also if it appeared on the website. Dr. Perez said that he will oversee the implementation of this immediately.

REPORTS – VICE PRESIDENTS – continued

Dr. Mary Mirch, Vice President, Instructional Services
- Noted that enrollment has increased over the past three years, but that the number of classes has stayed the same and acknowledged the increased efficiency. Thanked faculty and staff and acknowledged the division chairs and deans.

Mr. Ron Nakasone, Executive Vice President, Administrative Services
- Said that he wanted to give the Board a “heads-up” that it is becoming clear that the college will need to augment the budget to complete the PeopleSoft implementation and that this will be a

request at a future board meeting.

5. SUPERINTENDENT/PRESIDENT

Dr. Dawn Lindsay

- Said that she has met with PeopleSoft and college personnel and that Administrative Executive has taken a more active role as far as prioritizing and giving direction.
- Invited the Board to both Faculty Institute Day and Classified Institute Day.
- Announced that Administrative Executive held its first retreat. One outcome is an eight-part training for managers to occur on a monthly basis.
- Remarked on the college's Accreditation progress:
    - Said that the internal planning group [Institutional Planning Coordination Committee (IPCC)] is focusing on the first four recommendations. The IPCC's plans will move through governance and come to the Board in January.
    - Thanked Dr. Jamillah Moore, President of LA City College, for the informative meeting with representatives of GCC and LACC's accreditation team members.
    - Noted that the Accreditation Commission will visit GCC by April 14, 2011.
- Attended a Physical Education department's Athletics Orientation last week and noted the enthusiasm and energy.
- Noted that Mr. Harry Henderson of Anchor Consulting has scheduled meetings with several of the Board Members.
- Announced the upcoming September 7 BBQ held in conjunction with the ASGCC and said that everyone is welcome to attend.

6. BOARD OF TRUSTEES

Student Trustee, Ms. Janet Shamilian

- Attended the annual CCLC Student Trustee Conference in Newport Beach.
- Said that she is happy that the Board has adopted Resolution No. 2.
- Said that ASGCC representative interviews were conducted and five individuals selected.
- Noted that the Associated Students is planning their orientation for this coming Friday, August 27 and that Dr. Lindsay and Dr. Perez plan to attend.
- Said that ASGCC information booths will be operational at the beginning of the semester.
- Invited all to the Welcome Back BBQ on September 7.

Member, Dr. Vahé Peroomian

- Noted that he has received the Fall 2010 *Eclipse* and said that this is something to be proud of. Thanked Mr. Bart Edelman and all those who contributed to the literary journal.
- Thanked the athletes who wrote him thank you notes for the action taken on upgrading the athletic facility housing the whirlpool.
- Said that GCC has grown 22% and that we need to take time and recognize what the college is doing for the community. He congratulated faculty, staff, and administrators for making sure that the college is meeting the needs of the community and said that it is apparent in the numbers.

BOARD OF TRUSTEES – continued

Member, Ms. Ann Ransford

- Said that she "dittoed" Dr. Peroomian's comment.
- Said that she will attend the 2020 Vision Workshop sponsored by the CCLC on September 21. She said that she welcomes thoughts and ideas and that people may call or email her.
- Noted that students' observance of religious holidays is addressed in the GCC Faculty Handbook.

Clerk, Dr. Armine Hacopian

- Welcomed back faculty and staff and said that students appreciate the extra mile that faculty and staff are going for them.

- Thanked Ms. Lisa Brooks and her staff for the publication, *The Insider*.
- Thanked Mr. Tartaglia for initiating the television show, "Chatting with the Presidents," and requested that the Board be notified of upcoming shows in the future.
- Welcomed Mrs. Gabrielian back to the dais.
- Extended her condolences to Dr. Jewel Price for the loss of her husband.

Vice President, Mrs. Anita Quinonez Gabrielian
- Announced that she is glad to be back and is healthy and feeling wonderful.

President, Mr. Tony Tartaglia
- Welcomed Mrs. Gabrielian back and said that he is happy she is doing well.
- Said that he attended a recent ACCT training and will bring various topical items to the board retreat.
- Addressed the Campus Beautification Fund and said that with the help of Ms. Brooks, one of the donations that the Foundation is going to make will be to update the corner of Mountain Street and Verdugo Road. He suggested:
    - Redoing the vegetation, collaborating with the Ceramics Department to design new tiles, and possibly replacing the chain link fence running down Mountain Street with a black iron fence.
    - Noted that he and Ms. Ransford are working together to pursue the possibility of a community participant working with the college.
    - Announced that Ms. Brooks has put together a letter that Mr. Tartaglia is going to send out soliciting donations.
    - Said those wishing to make donations could contact Ms. Lisa Brooks in the Foundation Office at 818-551-5199.
- Commented on "Chatting with the Presidents," and said that he chose the noun "Presidents" to be inclusive of all campus leaders. Thanked Mr. Scot Stalnaker for his filming and production of the show. Said that he will keep the Board updated on future show topics.

BOARD OF TRUSTEES REQUEST - INFORMATION AND/OR FUTURE AGENDA ITEMS

- Mrs. Gabrielian requested a multi-year look at FTES to help with long-range planning and long-term goals and said that this has been done in the past.

- Ms. Ransford asked about Career and Technical Education programs and comparative programs in the L.A. Basin.
    - It was determined that KH Consulting has recently provided the college with the trends and that once the college develops its responses, this information can be brought back to the Board.

COMMENTS FROM THE AUDIENCE ON ANY SUBJECT

There were no comments.

CLOSED SESSION

Mr. Tartaglia announced that the scheduled closed session for this evening was now not necessary and therefore, would not take place.

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
   Significant exposure to litigation pursuant to subdivision (b)(1) and (b)(3) of Section 54956.9 : 1 case.

ADJOURNMENT

Since all business on the agenda had been considered, the meeting was declared adjourned at 7:10 p.m. by Mr. Tartaglia,

_____ _____

Mr. Anthony P. Tartaglia Dr. Armine G. Hacopian

Board of Trustees Regular Meeting, August 23, 2010
Minutes recorded by Sally Holmes, Secretary to the Superintendent/President