

ADOPTED

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

BOARD OF TRUSTEES MEETING NO. 3

The regular meeting of the Glendale Community College District Board of Trustees was called to order by Mr. Tartaglia at 5:04 p.m. on Monday, September 13, 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. Karen Holden-Ferkich
Ms. Brenda Jones
Dr. Edward Karpp
Mr. Ron Nakasone

Dr. Vicki Nicholson
Dr. Paul Schlossman
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. Nayiri Kolanjian, ASGCC Vice President of Campus Organizations, Fall 2010.

COMMENTS FROM THE AUDIENCE ON ANY SUBJECT

Mr. Tartaglia asked the Board's indulgence in taking "Comments from the Audience on Any Subject" out of order so that Glendale City Mayor Ara Najarian could speak. Mr. Tartaglia welcomed Mayor Najarian and also noted that Mr. Najarian is a former Glendale Community College Trustee.

1. Mayor Ara Najarian, City of Glendale

Mayor Najarian reported on his recent trip to South Korea, where he visited Goseong, Glendale's sister city. Mr. Najarian made a proposal for a cohort of students from Goseong to attend Glendale Community College. He requested discussion with GCC administrators and the Board to develop a curriculum designed for this proposed cohort. Mr. Najarian noted that the mayor of Goseong is scheduled to visit Glendale this Fall. Mr. Najarian said that the City of Glendale will help GCC with any coordination needs.

COMMENTS FROM THE AUDIENCE – BOARD AGENDA ITEMS ONLY

There were no comments.

SPECIAL PRESENTATIONS

1. “Character and Ethics Project Presentation”

Mr. Tartaglia introduced Dr. Donald Empey, Past President, Character and Ethics Project and welcomed those members of Dr. Empey’s family in attendance.

Dr. Empey said that he was here this evening to represent the Character and Ethics Project and that he wished to thank Glendale Community College for their support of this project. He noted that GCC was one of the founding partners eleven years ago. He remarked on the college’s most recent participation, including hosting the Youth Leadership Conference in January. Dr. Empey recognized Student Trustee Janet Shamilian, who serves on the Character and Ethics board and Outreach Manager, Alen Andriassian, current Vice President of the project. He said that the inaugural ACE (Athletes with Character and Ethics) awards were held this past May and he looks forward to the second annual ACE awards scheduled for May 25, 2011. Dr. Empey then presented two banners in recognition of the college’s support to Men’s Athletic Director, John Cicuto, and Foundation Development Coordinator, Alex Leon.

At the conclusion of the presentation, Dr. Hacopian thanked Dr. and Mrs. Empey and noted that Dr. Empey is a past deputy superintendent of the Glendale Unified School District. She thanked Dr. Empey for his continued work in the community.

Mr. Tartaglia thanked Dr. Empey and the members of the Character and Ethics Project.

2. “Achievement of Academic Rank”

Mr. Michael Scott, President, Academic Senate, introduced those faculty who have been granted advancement in academic rank effective Fall 2010:

PROFESSOR

Peter Green, Music

Patricia Hironymous, English as a Second Language

John Leland, Geology

ASSOCIATE PROFESSOR

Robert Conover, Biology

Michael Reed, Geography

ASSISTANT PROFESSOR

Jayne Campbell, Music

Jeanette Farr, Theater Arts

Sarah McLemore, English

Deborah Robiglio, English as a Second Language, Continuing Education

Nick Sahakyan, Armenian

Kirk Vaughn, English as a Second Language

Jan Young, Developmental skills, Continuing Education

SPECIAL PRESENTATION NO. 2 - continued**ADJUNCT ASSISTANT PROFESSOR**

Diann Adamson, English

Gary Covitt, Biology

Dianna Diekmann, Dance

Edwin Fallahi, English as a Second Language, Continuing Education

Cheryl Johnson, English as a Second Language, Continuing Education

Eileen Elizabeth Roth, Psychology

Carmelinda, Vescelus, Home Arts, Continuing Education

The Members of the Board and the Student Trustee individually congratulated the faculty members. Mr. Tartaglia then announced that the Board would take “New Business Report No. 2: Academic Rank” out of order for consideration of approval, to coincide with the recognition of the faculty members achieving advancement in academic rank.

It was moved (Mrs. Gabrielian) and seconded (Dr. Peroomian) to approve New Business Report No. 2. The motion passed unanimously.

Mr. Tartaglia presented a box of chocolates to Dr. John Queen, who was this year’s Parker Award recipient. Mr. Tartaglia said that because some Members of the Board were unable to attend the award presentation at the September 3 Faculty Institute Day, the Board wished tonight to recognize Dr. Queen’s receipt of the award.

INFORMATIONAL REPORTS

1. Accreditation Progress Report

- Dr. Hacopian said that she appreciates the monthly report, but noted that the project's progress is difficult to decipher. She suggested that, in addition to the information provided, the report focus on what has happened to bring the college closer to its goals.
- Mr. Tartaglia suggested including a timeline.
- Dr. Queen said that future reports can include information based on the IPCC (Institutional Planning Coordination Committee) minutes and agenda items.

2. Measure G Funds Balances and Schedule Update

- Dr. Peroomian requested that the following items in this report be updated:
 - Oracle/PeopleSoft additional development and estimated completion date;
 - Garfield Expansion Project underground utility and concrete beam installation;
 - Lab/College Services Project DSA approval of plans.

UNFINISHED BUSINESS REPORTS

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

It was moved (Dr. Peroomian) and seconded (Dr. Hacopian) to send the listed openers in Unfinished Business Report No. 1 through the negotiations process. The motion passed unanimously.

UNFINISHED BUSINESS REPORTS - continued

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

It was moved (Ms. Ransford) and seconded (Dr. Hacopian) to send the listed openers in Unfinished Business Report No. 2 through the negotiations process. The motion passed unanimously.

FIRST READING REPORTS

1. Administrative Services - Board Policy 6100: Delegation of Authority
 - Dr. Peroomian requested that a dollar amount or number of years be placed on excluded items in #6. Dr. Lindsay said that this could be done.
 - Dr. Hacopian inquired about agendized financial items and asked if there should be a separate policy stating that the Board delegates its authority for these items.
 - Mr. Nakasone said that these items are routine in nature and are presented for the Board's ratification. He added that the Board annually grants authority to the college via the certification of signatures resolution.
 - Dr. Lindsay said that she would explore Dr. Hacopian's inquiry.
 - Dr. Hacopian said that the transfer of funds is the issue that concerns her.

2. Administrative Services – Board Policy 6305: District Reserves

Comments on the first reading of Board Policy 6305 were as follows:

Dr. Hacopian

- Suggested removing "shall strive," as she said that the language suggests that the college will not succeed in maintaining the reserve.

Mr. Tartaglia

- Said that the language, "shall strive," is a good faith effort to maintain the 5% reserve. He remarked that an emergency may occur during the year causing the reserve to dip below 5%; however, the policy is clear that the college will start the next fiscal year with a 5% reserve.

Dr. Peroomian

- Noted that the board policy's first sentence states that the year will start with a 5% reserve. Added that he has less issue now with "strive," because the year will start and end with a 5% reserve and it will take board action to alter this percentage in any way.
- Said that it must be understood that the 5% reserve will not be touched for anything other than emergencies; and suggested adding "in cases of emergency" or "in extenuating circumstances" to the end of the last sentence.

Dr. Hacopian

- Supported Dr. Peroomian's suggested language addition.
- Noted that she doesn't disagree with the way the board policy reads as long as dipping below the 5% reserve requires board approval.
- She said that "shall strive" is not a concrete statement for board policy language, but that she is but one board member.

FIRST READING REPORT NO 2. – continuedMs. Ransford

- Remarked that she supports the policy language, as is, knowing that the reality of the fiscal situation of any organization is up and down throughout the year. Said that perhaps there is a better word than “strive,” but because of the ebb and flow of resources throughout the year, that is why “strive” is there. Said that the policy is clear that the college will start and end with a 5% reserve.

Mrs. Gabrielian

- Said that she needed to think about the policy language because of the following:
 - Noted that the Accrediting Commission for Community and Junior Colleges prescribes maintaining a 5% reserve, not only at the beginning and the end of the fiscal year, but every day throughout the year.
 - Asked what happens if the college does not maintain a 5% reserve and the college then has a fiscal emergency and the money is not there?

Dr. Peroomian

- Said that Mrs. Gabrielian’s point is an excellent one and that this is something that must be considered.

Ms. Shamilian

- Said that the language, “strive,” should remain, as the language has gone through the governance process and has been voted on by the appropriate committees.

3. Student Services – Revised Board Policy 4010: Academic Calendar

The report was duly noted.

4. Student Services – Revised Board Policy 4070: Auditing and Auditing Fees

- The following language changes were discussed and agreed upon:
 - Clarification of “the Board of Governors” in the second sentence.
 - The addition of “at any time” to the end of the third sentence.
 - The addition of “under supervision of the Superintendent/President” in the fifth sentence.

5. Student Services – Revised Board Policy 4100: Graduation Requirements for Degrees and Certificates

- Dr. Hacopian requested that the policy include the GCC website as a published source for graduation requirements.

6. Student Services – Revised Board Policy 4225: Course Repetition

- Dr. Peroomian requested that the Description of History/Background on page 20 of the board agenda be corrected. Dr. Perez stated that he would do so.

7. Student Services – New Board Policy 4226: Multiple and Overlapping Enrollments

- Dr. Peroomian noted that the way in which the first sentence is written is confusing. Dr. Perez replied that he will see that the language is revised.

CONSENT CALENDAR

The following items were pulled from the Consent Calendar and placed under “New Business/Action” for discussion (pages 6 - 7 of these minutes). The Board Member(s) making the request are also noted.

Consent Calendar Item No. 8: Acceptance of Bid – Auditorium Power Upgrade – *Dr. Peroomian*

Consent Calendar Item No. 9: Approval of the Final Plan Proposal (FPP) for the Aviation/Art Building Modernization – *Dr. Peroomian*

1. Approval of Minutes
 - a. Regular Board Meeting of August 23, 2010
2. Resolution No. 7 – Transfer from the Restricted General Fund (03) to the Unrestricted General Fund (01)
3. Resolution No. 8 – Transfer from the Capital Construction Fund (15) to the Unrestricted General Fund (01)
4. Resolution No. 9 – Transfer from the Professional Development Fund (59) to the Unrestricted General Fund (01)
5. Warrants - District Funds – August 1, 2010 through August 31, 2010
6. Purchase Order Listing - August 1, 2010 through August 31, 2010
7. Contract Listing - August 1, 2010 through August 31, 2010
8. Acceptance of Bid – Auditorium Power Upgrade
9. Approval of the Final Plan Proposal (FPP) for the Aviation/Art Building Modernization
10. Academic Personnel Report No. 3
11. Classified Personnel Report No. 3

It was moved (Dr. Hacopian) and seconded (Ms. Ransford) to approve Consent Calendar items nos. 1 through 7, 10 and 11. The motion passed unanimously.

NEW BUSINESS REPORTS/ACTION

Consent Calendar Item No. 8: Acceptance of Bid – Auditorium Power Upgrade

It was moved (Ms. Ransford) and seconded (Dr. Hacopian) to approve Consent Calendar Item No. 8.

- Dr. Peroomian noted that only one company chose to bid for this contract and asked how this was advertised. He said that he felt uncomfortable voting, as only one competitive bid was received.
- Dr. Lindsay confirmed that the college received only one bid. She made note that the Board had the option to not accept the bid before them and that the college could reopen the bidding.
- Mr. Nakasone reviewed the bidding process, which included advertising, sending out

NEW BUSINESS REPORTS/ACTION – Consent Calendar Item No 8 - continued

- three different notices to bidders, and a walk-through.
- Dr. Peroomian asked if the walk-through was mandatory to bid and Mr. Nakasone replied that it was mainly for the college’s information.

The motion passed with the following vote: Gabrielian, Hacopian, Ransford Tartaglia, Shamilian (aye); Peroomian (abstain).

Consent Calendar Item No. 9: Approval of the Final Plan Proposal (FPP) for the Aviation/Art Building Modernization

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

- Dr. Peroomian asked what the old vs. new numbers are. Dr. Lindsay said that she will provide this information to the Board.
- Dr. Hacopian noted that it is the college’s practice to state “no fiscal impact” when a project is completely state-funded and this is where the college has faulted in the past. She remarked that stating “no fiscal impact” is incorrect, as the college will incur costs such as maintenance. Dr. Lindsay said that this information would be added.
- Mrs. Gabrielian asked what the impact would be on the project if the Board did not vote on this FPP item tonight. Mr. Nakasone replied that the college could fall out of queue even though there is no money [at this time available from the state]. He added that, even if the Board approves this FPP, the college may not receive the funding. He said that if this is kept in the queue, questions from the Board can be addressed at a future meeting.
- Dr. Hacopian requested that if a board action item is time sensitive, this should be indicated on the board report.
- Ms. Ransford asked if the scope can be changed. Dr. Lindsay said that there is concern about changing the scope because the project has been submitted. She added that there have been discussions addressing if this project is in the best interest/need of the college. She said that because the approval of the FPP is time sensitive, she suggests approval this evening and said that she feels there is time in the future for discussion.

The motion passed unanimously.

1. Adoption of 2010-11 Budget

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

2. Academic Rank

New Business Report No. 2 was taken out of order in conjunction with the introduction of the faculty members achieving rank. Please see page 3 of these minutes.

3. Approval of Installation and Maintenance and Grant of Easement to City of Glendale for Access to Ice Storage Equipment

It was moved (Dr. Hacopian) and seconded (Ms. Ransford) to approve New Business Report No. 3.

NEW BUSINESS REPORTS/ACTION - continued

- The following was determined regarding the proposed chillers:
 - The campus will be served by the chillers at no charge.
 - The estimated savings is 5% over the life of the equipment. The addition of the chillers will reduce peak use and may reduce demand charge.
 - The easement will be granted solely so that the City can access the chillers.

The motion passed unanimously.

REPORTS**1. ACADEMIC SENATE REPRESENTATIVE TO THE BOARD**

Mr. Michael Scott

- Noted that the following two items were coming from accreditation:
 - The Senate will discuss the program review changes. Currently this is done every six years. With accreditation, this will happen twice a year and will be a “mini” program review.
 - The Senate needs to approve the Integrated Planning documents and process recently presented to the Board by Dr. Karpp so that this can move forward and integrate into the campus. Mr. Scott noted that the Senate is mostly concerned with the program review aspect.
- Noted that the Senate will be working on distance education. The Technology Mediated Instruction Committee will bring [a process] to the Senate. The Senate will decide whether to use the process proposed by TMI or may form its own task force.

2. GUILD REPRESENTATIVE TO THE BOARD

Dr. Ramona Barrio-Sotillo

- Noted that the Guild negotiations teams met last week.
- Announced that the first Guild membership meeting will be held on September 21.

3. CSEA REPRESENTATIVE TO THE BOARD

Mr. Hoover Zariani

- Welcomed the students back.
- Thanked Mr. Tartaglia and Dr. Hacopian for attending Classified Institute Day.
- Announced that the first CSEA chapter meeting of the academic year will be held on Wednesday.
- Noted that CSEA negotiations will begin on September 22.
- Announced that Classified meetings are being planned for this semester.

4. VICE PRESIDENTS

Dr. Ricardo Perez, Vice President, Student Services

- Noted the upcoming PeopleSoft forums on September 20 (Garfield Campus) and September 22 (Main Campus).
- Noted that the enrollment numbers are unofficial until the 320 Report is completed: headcount is -2.6% and FTES is -1.6% as compared to Fall 2009.

Dr. Mary Mirch, Vice President, Instructional Services

- Addressed the incident at the Garfield Campus construction site last week when a grenade was unearthed. Acknowledged the excellent incident response by Dr. Holden-Ferkich, Mr. Ramirez, the Garfield Staff and Campus Police.

REPORTS – Vice Presidents – Dr. Mirch – continued

- Announced that Ms. Cynthia Dorroh, Associate Dean of Health Sciences, had accepted the position of Dean of Health Sciences and Safety at College of the Canyons. Noted that [the nursing] accreditation is coming up in May, 2011 and that staff has stepped up to help out and are working with Dr. Bruno.
- Congratulated the faculty members who advanced in academic rank.

Mr. Ron Nakasone, Executive Vice President, Administrative Services

- Said that a web link to the smoking policy is posted on the GCC home page and that implementation will be discussed at tomorrow's Administrative Affairs meeting.
- Addressed the enforcement of the smoking policy and said that there will be a transition period. Warnings will be issued and a database established.
 - Mr. Tartaglia noted that the administrators should be working with Ms. Shamilian and the Associated Students on enforcement.

5. SUPERINTENDENT/PRESIDENT

Dr. Dawn Lindsay

- Acknowledged Ms. Shamilian as one of the leading campus advocates for the smoking policy.
- Thanked Dr. Empey for his presentation of the Character and Ethics Project banners.
- Congratulated the faculty who advanced in academic rank.
- Announced that Dr. Karpp will facilitate several upcoming Accreditation Town Hall meetings.
- Noted the implementation of a web-based suggestion box to facilitate open communication.
- Said that Faculty Institute Day was a success.
- Thanked Chief Wagg and Dr. Holden-Ferkich for their leadership during the Garfield incident last week.
- Noted that the college is working closely with a Korean delegation and is addressing legal issues pertaining to visas.
- Said that all Board Members are now participating in the Foundation's President's Circle.
- Said that a facilitator has been confirmed for the October 15 Board Retreat.
- Thanked Ms. Ann Simon for the publication, "Simon Says," which provides guidelines to consistency in college publications.

6. BOARD OF TRUSTEES

Student Trustee, Ms. Janet Shamilian

- Said that the Associated Students (AS) provided information booths on campus during the first week of the semester.
- Reported that the AS held their Fall 2010 retreat in Big Bear.
- Announced the following activities:
 - September 16 is Constitution Day. Voter registration tables will be set up on campus. Also, mini Constitution booklets will be distributed during the student hour.
 - A pep rally for all athletes will be held on September 23.
 - The ASGCC is hosting a student services fair on October 7.
- Thanked those members of Administrative Executive, faculty and staff who are scheduled to speak at the ASGCC Executive Cabinet Tuesday morning meetings at 7:00 a.m. throughout the Fall semester.

BOARD OF TRUSTEES - continued

Member, Dr. Vahé Perroomian

- Apologized and said that, due to his schedule at UCLA, he was unable to attend the Welcome Back BBQ and the Faculty and Classified Institute Day events.
- Addressed parking along Verdugo Road during the first week of school. Asked that students and neighbors all be tolerant, that this is a transient issue occurring one week at the opening of the semester and noted that all are being inconvenienced.
- Offered his condolences to the Ahaus family for their loss.

Member, Ms. Ann Ransford

- Apologized for not being able to attend the campus activities early in the month, due to her schedule.
- Congratulated Ms. Simon for the outstanding style guide.
- Congratulated former GCC professor, division chair, and trustee Dr. Kathleen Burke-Kelly for her appointment as president of L.A. Pierce College.
- Acknowledged the GCC Athletics Department for their collaboration with the Character and Ethics Project.
- Noted that she will attend the November 18 Crescenta Valley Town Council meeting and make a presentation about the college.
- Said that she will be meeting with City Councilmember Laura Friedman next month.
- Addressed the exploration of a process for distance education and noted that this will be beneficial to the college.
- Remarked on the smoking policy and said that the policy will help educate students on this issue.
- Congratulated *Business Life's* "Women Extraordinaire" awardees, Dr. Lindsay and Mrs. Gabrielian.

Clerk, Dr. Armine Hacopian

- Said that she "dittoed" Ms. Ransford's comments.
- Said that she attended the Classified and Faculty Institute Days and welcomed all back for the new semester.
- Said that she was impressed with the 2010-2011 GCC Catalog publication.
- Noted that she met with Washington lobbyist, Anchor Consulting on August 25.
- Attended Congressman Schiff's birthday party and said that those GCC Board Members who were in attendance were recognized.
- Attended last night's Royal Canyon Homeowners' Meeting and said that many people thanked her for the college's response to recent parking issues in their neighborhood.
- Said that she is looking forward to the Board Retreat and invited all to contact the Board Members with issues that they would like to see become part of the Board's goals.
- Congratulated Dr. Lindsay and Mrs. Gabrielian.
- Congratulated Mr. Tartaglia for being nominated as "Mr. Cool" in an upcoming community cancer awareness campaign.

Vice President, Mrs. Anita Quinonez Gabrielian

- Said that it was a pleasure to attend Faculty Institute Day.
- Extended her best wishes to students and the entire campus community for a wonderful semester.
- Thanked the Athletics Department for hosting the AYSO Region 88 Opening Day festivities. Said that this is a positive event on the GCC campus for the community.
- Thanked Dr. Empey and the members of the Character and Ethics Project.

REPORTS – BOARD OF TRUSTEES - continued

President, Mr. Tony Tartaglia

- Said that he attended both the Faculty and Classified Institute Days and that they were both most informative.
- Said that he was unable to attend the presentation of the Parker Award to Dr. Queen at the Faculty Institute Day luncheon.
- Apologized for not being able to attend the Welcome Back BBQ.
- Announced that he and Dr. Lindsay are scheduled to appear on the Larry Zarian show on September 23 to address the college's budget constraints and limited resources. Invited all to send issues to Dr. Lindsay.
- Thanked Dr. Lindsay, Dr. Holden-Ferkich, and Dr. Mirch for handling the Garfield incident.
- Encouraged all who have not yet enrolled in the campus emergency text alert system to do so.
- Announced that he attended Congressman Schiff's birthday party; and said that he and his colleagues were able to update the congressman about the Verdugo Power Academy and the program's related graduation statistics.
- Said that he will join Ms. Ransford at the upcoming November 18 Crescenta Valley Town Council Meeting.
- Said that he plans to attend the upcoming *Business Life* "Women Extraordinaire" event honoring Dr. Lindsay and Mrs. Gabrielian.

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

- Dr. Hacopian requested a report on this Fall semester's implementation of block scheduling.
- Dr. Hacopian said that she would appreciate a report on the outcome of the Civic Leaders Roundtable meetings.

COMMENTS FROM THE AUDIENCE ON ANY SUBJECT

There were no comments.

Noting that there were no comments from the audience, Mr. Tartaglia announced at 6:39 p.m. that the public portion of the meeting had now concluded and that the Board would convene to Closed Session. He said that the Board would reconvene in public session if there are any items to report out.

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS
pursuant to Government Code §54957.6

RECONVENE IN PUBLIC SESSION – 7:55 p.m.

REPORT OF CLOSED SESSION ACTION - There were no items to report out.

ADJOURNMENT

Since all business on the agenda had been considered, the meeting was declared adjourned at 7:55 p.m. by Mr. Tartaglia.

Mr. Anthony P. Tartaglia

Dr. Armine G. Hacopian

Board of Trustees Regular Meeting, September 13, 2010
Minutes recorded by Sally Holmes, Secretary to the Superintendent/President

Minutes adopted at the October 18, 2010 Board of Trustees Meeting