

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

BOARD OF TRUSTEES MEETING NO. 17  
Kreider Hall, San Rafael Building  
June 28, 2004  
5:00 p.m. Board Meeting

ITEM AGENDA PAGE

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CERTIFICATION OF COMPLIANCE

To accommodate the requirement of Government Code §54954.2 in accordance with the Brown Act Revisions, it is hereby declared that the agenda for the meeting was posted 72 hours prior to this meeting at three locations in the Administration Building and on a bulletin board on the outside wall of the San Gabriel Building at Glendale Community College.

APPROVAL OF MINUTES - Regular Meeting of May 17, 2004

COMMENTS FROM THE AUDIENCE - BOARD AGENDA ITEMS ONLY

(ADDRESSING THE BOARD OF TRUSTEES - An individual or group representative may address the Board of Trustees on any item on the agenda. A speaker must state his or her name and address prior to speaking to the Board. Not more than five minutes may be allotted to each speaker and no more than twenty minutes to each subject, except by unanimous consent of the Board of Trustees.)

OATH OF OFFICE

1. Student Trustee: Mr. Armen Kiramijyan

SPECIAL PRESENTATIONS

1. "Budget Presentation" by Mr. Larry Serot, Executive Vice President, Administrative Services
2. "Environmental Impact Report - College Facilities Master Plan" - by Mr. Larry Serot, Executive Vice President, Administrative Services
3. "Measure G Citizen Oversight" by Mr. Tony Tartaglia, Chair, Measure G Citizen Oversight Committee

FINANCE REPORTS

- |     |  |   |
|-----|--|---|
| 1.  | Warrants - District Funds, May 1 through May 31, 2004                    | 1 |
| 2a. | Summary of Purchase Confirmations Issued from May 1 through May 31, 2004 | 6 |
| 2b. | Summary of Purchase Orders Issued from May 1 through May 31, 2004        | 9 |

Approval of Finance Reports No. 1 and No. 2a and 2b is recommended.

#### BUDGET REVISIONS AND APPROPRIATION TRANSFERS REPORTS

1. Budget Revisions and Appropriation Transfers General Fund Unrestricted (01) May 1 through May 31, 2004 17
2. Budget Revisions and Appropriation Transfers General Fund Restricted (03) May 1 through May 31, 2004 19

It is recommended that Budget Revisions and Appropriation Transfers No. 1 and No. 2 be approved.

#### CONSIDERATION OF BIDS

1. Acceptance of Bid No. 330 - Stadium Lighting 21

It is recommended that the bid received from Electro Construction Corp. in the amount of \$1,010,000 be accepted.

#### RESOLUTIONS

36. Approval of California State Department of Education Contract for Child Care and Development Services for the PreKindergarten Child Care Resource Program 22

Adoption of this resolution is done annually.

37. Sole Source Acquisition and Installation of Additional Security Systems 24

It is recommended that this resolution be adopted to allow the "sole source" acquisition and installation of additional security systems.

(Please see New Business Report # 13 on page 61 of this agenda)

38. Transfer from the Professional Development Fund (59) to the General Fund, Unrestricted (01) 26
39. Transfer from the General Fund, Restricted (03) to the General Fund, Unrestricted (01) 28

These resolutions are necessary for interfund transfers.

40. Supplemental Employee Retirement System 30

This resolution is necessary to implement a defined supplemental retirement plan which will allow the District to establish a fixed annuity for eligible employees and eliminate potential tax problems for the recipient. Any contributions to this plan would require prior Board approval.

41. Resolution Honoring Dr. Glenn DeLange 33

This resolution seeks to acknowledge Dr. DeLange's services to the District during his term as President of the Academic Senate.

## COMMUNICATIONS

1. Superintendent/President
2. Vice Presidents
3. Board of Trustees
4. Academic Senate Representative to the Board
5. Guild Representative to the Board
6. CSEA Representative to the Board

## UNFINISHED BUSINESS REPORTS

1. Revision of Layoff/Rehire Policy 4217.3 35  

This revision reflects the outcome of the collective bargaining process. This document was presented for a first reading on May 17, 2004 and is now returned for adoption.
2. Revision of Early Retirement Policy 4355 37  

This revision reflects current practice within the district. This document was presented for a first reading on May 17, 2004 and is now returned for adoption.

## NEW BUSINESS REPORTS

1. Proposed New Course of Study 40  

It is recommended that Culinary Arts 216 be adopted into the official course offering.
2. Sabbatical Leave Request 44  

It is recommended that the Sabbatical Leave request received from Mr. Daniel Stearns, Associate Professor of Art, for Fall 2004 and Spring 2005 be approved.
3. Advancement in Academic Rank 48  

The Academic Senate is requesting that the academic rank of Associate Professor be granted to Mr. Myron Faverman.
4. Adoption of 2004-05 Tentative Budget 49  

It is recommended that the Tentative Budget be adopted.
5. Re-election of Members to Measure G Citizens Oversight Committee 50  

This report asks that the listed individuals be re-elected to serve on this committee for another term.
6. Memberships in Associations and Organizations 2004-05 51  

This report is presented annually to authorize renewal of necessary institutional memberships.

NEW BUSINESS REPORTS - Continued

7. Travel Authorizations 54  
This is an annual authorization for the travel request approval process.
8. Authorization to Make Appropriation Transfers 55  
This is an annual request and authorizes the County to make necessary appropriation transfers pertaining to fiscal year 2003-04 after the close of the fiscal year.
9. Agreement with Oracle for Staff Training for Enterprise Resource Planning System 57  
This agreement will provide employee training, both prior to and along with the installation and implementation of the software. This training was budgeted as part of the Enterprise Resource Planning System.
10. Agreement with Vertex Systems for Additional Implementation Services for the Finance and Human Resources Modules of the Enterprise Resource Planning System 58  
It is recommended that this agreement be approved to provide the campus with newer and increased functionality of the previously authorized modules of the ERP System.
11. Agreement with Tri/Con Engineering Inc. for Geotechnical Construction Observation and Testing Services for the Stadium Lighting Project 59  
It is recommended that Tri/Con Engineering be hired to oversee the excavations and compactions and test and inspect concrete and steel as required by DSA for the Stadium Lighting Project.
12. Agreement with Lundgren Management for Construction Oversight and Inspections Services for the Stadium Lighting Project 60  
It is recommended that Lundgren Management be hired to provide construction oversight for this project.
13. Sole Source Agreement for Purchase and Installation of Security System 61  
It is recommended that this report be approved.  

(Please see Resolution No. 37 on page 24 of this agenda.)
14. Agreement with Simplex for Fire Alarm Equipment Maintenance and Monitoring Services 62  
This agreement is for maintenance, upgrade in services, and monitoring services.
15. General Services Agreement Between Glendale Unified School District and Glendale Community College for Fiscal Year 2004-05 63  
This agreement is for the use of the Glendale High School football field and for classroom space rental for classes offered through GCC Community Services.

NEW BUSINESS REPORTS - Continued

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|-----|--|----|
| 16. | Approval of Clinical Facilities Agreement for the Hemodialysis Program   | 64 |
|     | This agreement will provide clinical experience to students enrolled in the Hemodialysis Program offered through GCC Community Services.   |    |
| 17. | Approval of Student Teaching Experience Agreement with University of Phoenix   | 65 |
|     | This agreement will provide clinical experience in the classroom for University of Phoenix graduate nursing students seeking practicum experience in nursing education and will be under the supervision of GCC Nursing instructors. |    |
| 18. | Approval of Renewal of Agreement with the City of Hawthorne on Behalf of the South Bay Workforce Investment Board  | 66 |
|     | It is recommended that this agreement be renewed for a three-year period ending June 30, 2007.   |    |
| 19. | Agreements with Companies to provide Professional Support Services for Professional Development Center Programs  | 67 |
|     | Approval of this report is recommended to allow the PDC to continue to offer its programs.   |    |
| 20. | Declaration of Surplus - Equipment   | 68 |
|     | The equipment listed in this report is no longer being used by GCC and it is recommended that it be declared surplus. GUSD has expressed interest in obtaining the equipment.  |    |
| 21. | 2004-05 Retroactive Pay Adjustment   | 69 |
|     | It is recommended that this report be approved to allow the District to make 2004-05 pay adjustments retroactive to July 1, 2004 for employees not covered by bargaining units.  |    |
| 22. | Administrator/Management/Confidential Longevity Increment 2005-06  | 70 |
|     | It is recommended that this report be approved. Implementation will take place when the longevity steps for CSEA and Faculty become effective.   |    |

PERSONNEL REPORTS NO. 12

- |    |                             |     |
|----|-----------------------------|-----|
| 1. | Academic Personnel          | 71  |
| 2. | Classified Personnel        | 89  |
| 3. | Personal Service Agreements | 103 |

It is recommended that these three Personnel Reports be approved as presented. Report No. 3 covers individuals who are not District employees but receive payment for services.

## COMMENTS FROM THE AUDIENCE ON ANY SUBJECT

(ADDRESSING THE BOARD OF TRUSTEES--An individual or group representative may address the Board of Trustees on subjects within its jurisdiction. A speaker must state his or her name and address prior to speaking to the Board. Not more than five minutes may be allotted to each speaker and no more than twenty minutes to each subject, except by unanimous consent of the Board of Trustees.)

## CLOSED SESSION

1. Discussion of legal advice related to personnel matters. (Government Code §54957)

Since this item relates to a personnel issue, no decision will be made at this time.

## ADJOURNMENT