

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

BOARD OF TRUSTEES MEETING NO. 8
Kreider Hall, San Rafael Building
December 16, 2002 at 5:00 pm

<u>ITEM</u>	<u>AGENDA</u>	<u>PAGE</u>
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 November 18, 2002 - Special Meeting of December 10, 2002	
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.)	
FINANCE REPORTS		
1.	Warrants - District Funds, November 1 through November 30, 2002	1
2a.	Summary of Purchase Confirmations Issued from November 1 through November 30, 2002	6
2b.	Summary of Purchase Orders Issued from November 1 through November 30, 2002	9
	Approval of Finance Reports No. 1 and No. 2a and 2b is recommended.	
BUDGET REVISIONS AND APPROPRIATION TRANSFERS		
1.	Budget Revisions and Appropriation Transfers General Fund Unrestricted (01) November 1 through November 30, 2002	19
2.	Budget Revisions and Appropriation Transfers General Fund Restricted (03) November 1 through November 30, 2002	21
3.	Budget Revisions and Appropriation Transfers Capital Outlay Fund (15) November 1 through November 30, 2002	24
4.	Budget Revisions and Appropriation Transfers GO Bond Proceeds Fund (70) November 1 through November 30, 2002	26
	It is recommended that Budget Revisions and Appropriation Transfers No. 1 through No. 4 be approved.	

RESOLUTIONS

32. Resolution Honoring Congresswoman Lucille Roybal-Allard 28
- It is recommended that this resolution be adopted to honor Congresswoman Lucille Roybal-Allard and thank her for her work in connection with Title V and Hispanic Servicing Institutions allocations.
33. Environmental Impact Review Declaration-Allied Health/Aviation Lab Project 30
- Approval of this resolution will allow the district to file a Negative Environmental Impact Declaration with the LA County Recorders Office for this project.
34. Approval of California State Department of Education Agreement for Materials and Supplies for Child Care and Development Services for Fiscal Year 2002-2003 32
- This resolution seeks to approve renewal of a contract with the California State Department of Education.
35. Transfer From the General Obligation Bond Project Fund (70) to the Capital Projects Fund (15) 34
- It is necessary to adopt this resolution to allow for interfund transfers.

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 REPORT

1. Release of Student Information Policy (Second Reading) 36
- This document presents a revision to our policy dealing with release of student information and is presented for a second reading and approval. No comments have been received since it was presented for a first reading in November.

NEW BUSINESS REPORTS

1. Proposed New Courses of Study 46
- This report presents various courses of study to be adopted as official college course offerings. Included are Accounting 220 and 225, American Sign Language 104, Nursing Science 220, and Photography 124 and 125.
2. Approval of Agreement with American Institute for Foreign Study for the Study Abroad Program in Galway and Dublin 60
3. Approval of Agreement with Journeys of Discovery for the Study Abroad Program in England and Scotland 61
4. Approval of Agreement with Journeys of Discovery for the Study Abroad Program in Salzburg 62
- New Business Reports No. 2 through No. 4 present Study Abroad Programs to be offered during summer 2003 for approval.

NEW BUSINESS REPORTS - CONTINUED

5. Acceptance of Annual Audit 63
This is an annual report and it is recommended that it be accepted.
6. Memberships in Associations and Organizations 2002-2003 64
It is recommended that the institutional membership with the Community College Leadership Development Initiatives organization be approved.
7. Change Order No. 4 - Bid No. 296 Science Buildings Project: General Construction - George C. Hopkins Construction, Inc. 65
8. Change Order No. 2 - Bid No. 297 New Construction and Remodel of Science Buildings: Framing/Drywall/Plaster/Wood Carpentry (Edwin G. Bowen Co. Inc.) 66
9. Change Order No. 1 - Bid No. 298 Science Buildings Project: Acoustical Ceilings - Environmental Acoustics 67
10. Change Order No. 3 - Bid No. 299 Science Buildings Project: Doors/Windows - Finch Enterprises 68
11. Change Order No. 1 - Bid No. 300 Science Buildings project: Electric - A-1 Electric Co., Inc. 69
12. Change Order No. 2 & No. 3 - Bid No. 316 South Gym Remodel: HVAC (WCM & Associates, Inc.) 70
New Business Reports No. 7 through No. 12 present construction related change orders and their approval is recommended.
13. Acceptance of Contract as Complete - Bid No. 316 South Gym Remodel: HVAC (WCM & Associates, Inc.) 71
It is recommended that the contract with WCM & Associates be accepted as having been completed.
14. Agreement with L. S. Litchy & Associates for Telecommunications Consulting 72
Approval of this report will provide consulting services to evaluate how the district can best replace its now outdated telecommunication system.
15. Agreement with Lundgren Management for Construction Management Services Agreement for the Allied Health/Aviation Lab Project 73
It is recommended that Lundgren Management provide the cost estimate, construction feasibility review and value engineering assessment for the Allied Health/Aviation Lab Project.
16. Agreement with Teng & Associates for Design and Implementation Services for the Campus Energy Management System Project 74
Approval of this report is recommended.
17. Declaration of Surplus - Equipment 75
It is recommended that this report be approved.

NEW BUSINESS REPORTS - CONTINUED

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| 18. | Employment Training Panel Funding | 78 |
| | This report seeks authority to accept the 28 th annual contract with the Employment Training panel. Funding in the amount of \$877,472 will include training in CAD/CAM, Continuous Quality Improvement, Office Automation, Hazardous Materials, and AutoCAD to meet both community and employer needs. | |
| 19. | Side Letter Agreement Between the District and the American Federation of Teachers - Guild, Retirement Incentive | 79 |
| 20. | Side Letter Between the District and CSEA, Chapter 76 Regarding Early Retirement Incentives | 82 |
| 21. | Retirement Incentive for Confidential/Management Employees | 85 |
| | New Business Reports No. 19 through No. 21 present early retirement incentives for qualifying employees as negotiated with both unions and agreed to by confidential/management employees. | |
| 22. | New Class Descriptions and Salary Ranges | 87 |
| | It is recommended that the following new job descriptions be approved:
Alternate Media Technology Services Provider (R38)
Senior PBX Operator (R19) | |

PERSONNEL REPORTS NO. 6

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| 1. | Academic Personnel | 92 |
| 2. | Classified Personnel | 98 |
| 3. | Personal Service Agreements | 107 |
| | 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. Personnel matters relating to the discipline/dismissal/release of District Employee No. 09708004 (Government Code §54957)
2. Conference with District real estate negotiator to receive information (Government Code §54956.8)

Both items are scheduled to update the members of the Board of Trustees on recent issues. No action will be taken at this time.

ADJOURNMENT