

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

BOARD OF TRUSTEES MEETING NO. 19
Kreider Hall, San Rafael Building
June 30, 2003 at 4:30 pm

<u>ITEM</u>	<u>AGENDA</u>	<u>PAGE</u>
CALL TO ORDER		
PLEDGE OF ALLEGIANCE		
STUDY SESSION		
1.	“Budget Presentation and Budget News from Sacramento” by Mr. Lawrence Serot, Executive Vice President of Administrative Affairs, GCC	
ROLL CALL		
	(For the purposes of this meeting, this item will signify the beginning of the regularly scheduled board meeting.)	
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 19, 2003 - Special Meetings of May 27 and June 23, 2003	
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.)	
ADMINISTRATION OF OATH OF OFFICE		
	Mr. Henan Joof Student Member of Board of Trustees	
SPECIAL PRESENTATION		
1.	“Presentation of the John Davitt Award for Outstanding Service” and “Presentation of the John Davitt Award for Outstanding Management/Confidential Service” by Ms. Diane Fiero, Employee Services Manager. Recipients are Ms. Barbara Artukovich, Nursing Program Specialist, Allied Health; and Mr. Guido Girardi, Performing Arts Production Manager, Visual and Performing Arts.	
FINANCE REPORTS		
1.	Warrants - District Funds, May 1 through May 31, 2003	1
2a.	Summary of Purchase Confirmations Issued from May 1 through May 31, 2003	6

FINANCE REPORTS - Continued

- 2b. Summary of Purchase Orders Issued from May 1 through May 31, 2003 12
- 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), May 1 thru May 31, 2003 20
2. Budget Revisions and Appropriation Transfers General Fund Restricted (03), May 1 thru May 31, 2003 22
3. Budget Revisions and Appropriation Transfers GO Bond Proceeds Fund (70), May 1 thru May 31, 2003 26

It is recommended that Budget Revisions and Appropriation Transfers No. 1 through No.3 be approved.

RESOLUTIONS

59. Resolution in Honor of Dr. Marguerite Renner 28
- This resolution seeks to thank Dr. Renner who has served as President of the Academic Senate for three years.
60. Transfer from the General Fund, Unrestricted (01) to the Self Insurance Fund (18) 30
- It is recommended that this resolution be adopted to authorize an interfund transfer of monies.

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 - Board Policy 4031 - Equal Employment Opportunity (Second Reading) 32
- Changes in AB 537, amending Title V, Section 59300, have added "sexual orientation" as a prohibited basis for discrimination in California Community College programs and services. This document presents a revision of our existing policy to state that GCC will follow Administrative Regulation 4031 which addresses the implementation and application of the various code requirements dealing with equal employment opportunity.
2. Board Policy 4110 - Faculty Hiring (Second Reading) 44
- AB 1725, Education Code §87360(b), and the Mutual Gains Document signed by Administrative Affairs Committee and the Academic Senate charge the Academic Senate with certain responsibilities including the development

UNFINISHED BUSINESS REPORT NO. 2 - Continued

of procedures dealing with the hiring of faculty. This document presents a proposed board policy to state that GCC will follow Administrative Regulation 4110 which addresses the hiring process for full-time faculty.

NEW BUSINESS REPORTS

1. Proposed New Courses of Study 56
It is recommended that the following new courses become part of the official college course offerings: Art 133, Fire Technology 153, Korean 115
2. Sabbatical Leave Request 64
It is recommended that the one-year sabbatical leave request received from Mr. Michael Harnett be approved.
3. Adoption of 2003-04 Tentative Budget 68
It is recommended that this Tentative Budget be approved to allow the District to conduct business as of July 1, 2003.
4. Authorization to Make Appropriation Transfers 69
This is an annual authorization to authorize the County Superintendent of Schools and the District's Controller to make appropriation transfers pertaining to the 2002-03 fiscal year as they become necessary after June 30, 2003.
5. Travel Authorizations 71
This authorization must be done annually.
6. Five-Year Capital Outlay - Order of Priority 72
This report must be filed with the Chancellor's Office prior to July 1 each year. The listing of the projects will be presented for ratification after the Campus Development Committee has approved it.
7. Amendment to Architectural Service Agreement for the Physical Education Expansion Project 75
Approval of this report is recommended.
8. Change Order No. 7 - Bid 296 Science Buildings Project: General Construction - George C. Hopkins Construction Inc. 76
9. Change Order No. 5 - Bid No. 297 New Construction and Remodel of Science Buildings: Drywall/Framing/Carpentry - Edwin G. Bowen Construction Co., Inc. 77
10. Change Order No. 4 - Bid No. 302 New Construction and Remodel of Science Buildings: Plumbing - Muir Chase Plumbing 78
11. Change Order No. 2 - Bid No. 305 New Construction and Remodel of Science Buildings: Flooring - Canoga Carpet 79

It is recommended that New Business Reports No. 8 through No. 11 be approved.

NEW BUSINESS REPORTS - Continued

12. Agreement with d'Autremont-Helms & Associates for Utility Line Survey 80

- Approval of this agreement is recommended to locate and document the delivery system for the district's water and gas supply.
13. Agreement with Vertex Systems for Implementation Services for the Finance and Human Resources Modules of the Enterprise Resource Planning System 81
- This report seeks authorization for Vertex Systems to implement the finance and human resource modules of the Oracle Enterprise Resource Planning System.
14. Agreement with Oracle for Staff Training for Enterprise Resource Planning System 82
- Approval of this agreement is recommended.
15. General Services Agreement between Glendale Unified School District and Glendale Community College for Fiscal Year 2003-04 83
- If approved, this agreement will authorize use of the Glendale HS football field and use of various classrooms belonging to the GUSD.
16. Agreements for Companies to Provide Professional Support Services for Professional Development Center Programs 84
- It is recommended that this report be approved to allow the PDC to continue to administer its programs.
17. Approval of Agreement with Journeys of Discovery for the Study Abroad Program in Greece 85
- Approval of this agreement is recommended.
18. Student Expulsion 86
- It is recommended that this report be approved as presented.
19. New Class Description and Salary Range 87
- This report seeks approval for the new classification of Senior Instructional Planetarium Technician (Range 36)
20. Revised Management Class Description 91
- This report seeks approval for the revision of the existing job description for the Student Employment Services Manager (Range M25)
21. 2003-04 Retroactive Pay Adjustment 95
- This is an annual report and seeks to reserve the right to make pay adjustments retroactively for positions not included in the bargaining process.

PERSONNEL REPORTS NO. 12

- | | |
|--------------------------------|-----|
| 1. Academic Personnel | 96 |
| 2. Classified Personnel | 110 |
| 3. Personal Service Agreements | 120 |

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 Recent Developments in Regard to a Potential Real Estate Purchase (Government Code §54956.8)

This item is scheduled for discussion by the members of the Board of Trustees.

ADJOURNMENT