

GLENDALE COMMUNITY COLLEGE

BOARD OF TRUSTEES
GLENDALE, CALIFORNIA

The special board meeting of the Glendale Community College District Board of Trustees was called to order by Dr. Hacopian at 5:07 p.m. on Monday, June 18, 2007 in Kreider Hall of the San Rafael Building.

Trustees Present:

Dr. Armine G. Hacopian
Mr. Victor I. King
Mr. Tony Tartaglia
Mr. David Arakelyan, ST (2006-07)
Mr. Hrach Orujyan, ST (2007-08)

Excused:

Mrs. Anita Quinonez Gabrielian
Dr. Vahé Perroomian

Administrators Present:

Dr. Audre Levy
Dr. Kristin Bruno
Ms. Sharon Combs
Ms. Cynthia Dorroh
Dr. Ron Harlan
Mr. Ron Nakasone
Dr. Vicki Nicholson
Dr. Jewel Price
Ms. Ann Ransford

Dr. Paul Schlossman

Mr. Larry Serot
Mr. Scot Spicer
Mr. Bill Taylor
Dr. Linda Winters

Bargaining Unit Reps:

Mr. Gordon Alexandre
Ms. S. Aziskhanova
Dr. John Queen

The media was not represented. 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>>.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Arieneh Tahmasian, ASGCC Senator of Campus Relations.

ADMINISTRATION OF OATH OF OFFICE

Dr. Hacopian administered the Oath of Office to Mr. Hrach Orujyan who was recently elected to the office of ASGCC President and Student Trustee for the 2007-08 term. Dr. Hacopian welcomed Mr. Orujyan.

Mr. Orujyan thanked everyone for the warm welcome and said that he was looking forward to working with all.

COMMENTS FROM THE AUDIENCE - BOARD AGENDA ITEMS ONLY

There were no comments.

SPECIAL PRESENTATIONS

1. "2006 – 2007 ASGCC Legislature" - Mr. David Arakelyan, 2006-07 Student Trustee, Glendale Community College

Dr. Levy remarked that Mr. Arakelyan was a dynamic leader, being a true representative for and voice of the student body of Glendale Community College. She thanked Mr. Arakelyan for his service to the College and for the welcome that Mr. Arakelyan extended to her in her first year as Superintendent/President. Dr. Levy presented a plaque, on behalf of the Board of Trustees, to Mr. Arakelyan for his service as 2006-07 Student Trustee.

Dr. Hacopian remarked that Mr. Arakelyan joins the "hall of fame" of past Student Trustees and acknowledged Mr. Alen Andriassian and Mr. Henan Joof, both past AS

SPECIAL PRESENTATIONS: “2006 – 2007 ASGCC Legislature” – continued

Presidents/Student Trustees who were in the audience. Dr. Hacopian thanked Mr. Arakelyan for his outstanding leadership.

Mr. King said that he wished to second these comments and remarked that it had been wonderful working with Mr. Arakelyan.

Mr. Arakelyan thanked Dr. Levy, the Board of Trustees and Glendale College for the opportunities bestowed upon him. Mr. Arakelyan said that he wished to state that the students have had the pleasure of an outstanding President and leader who truly cares about the institution and its students. He proceeded to make his presentation, the topics highlighted as follows:

- Leadership Orientation for ASGCC Officers
- Governance Training
- Summer Recruitment
- ASGCC Retreat
- ASGCC Financial Support of the Campus
- Student Welcome Days
- Inter-Organizational Council – Olympics and M.O.C.A.
- Humanitarian Aid to Third World Countries
- Activities for Students
- Academic Decathlon
- Student Leadership Class
- CCCSAA Conference
- Campus Clean Up Day
- Transfer Data of ASGCC Officers to 4-Year Institutions

The 2007-08 ASGCC Officers were in the audience and were invited to introduce themselves:

- Jennifer Ghazal, 2007-08 Vice President of Campus Organizations
- Arieneh Tahmasian, Current Senator, Campus Relations
- Ani Keshishian, Current Senator of Campus Organizations
- Edit Arakelyan, Current Senator of Campus Organizations
- Chantal Terziyan, 2007-08 Vice President, Campus Relations
- Rabi Shamas, Current Senator of Finance

Mr. Arkaleyan thanked Dr. Paul Schlossman and Ms. Tzoler Oukayan, who are advisors to the ASGCC. He also thanked former ASGCC advisor, Mr. Alen Andriassian.

Dr. Hacopian thanked Mr. Arakelyan for his presentation and thanked the ASGCC for their hard work that has achieved outstanding heights.

2. “Presentation of the John Davitt Award for Outstanding Classified Service” to Ms. Eugenia Hurtado, Lead Food Service Worker; and “Presentation of the John Davitt Award for Outstanding Management/Confidential Service” to Dr. Susan Courtey, Manager, Business Services.

Ms. Val Dantzler, Employee Services Manager, was present to introduce the awardees to the Board of Trustees. Ms. Dantzler acknowledged Ms. Eugenia Hurtado, who was not present. She then acknowledged Dr. Susan Courtey, who stood and was recognized. Dr. Hacopian congratulated Ms. Hurtado and Dr. Courtey.

3. Recognition of 2006-2007 Retirees

Dr. Vicki Nicholson acknowledged the 2006-07 Retirees. She thanked the employees, on behalf of the Board, and recognized each, noting their years of service:

- Mr. Simon Chien, 5 years, Chemistry Lab
- Mrs. Judy Brace, 18 years, Purchasing
- Ms. Rose Marie Chavez, 18 years, Tuition and Fees
- Mrs. Audrey Harris, 18 years, Counseling
- Mrs. Angela Battaglia, 20 years, Scholarship Office
- Mr. David White, 25 years, Professor of English

Mr. Chien, who as present in the audience, stood and was acknowledged.

RECEPTION

The meeting recessed to the lobby of Kreider Hall at 5:45 p.m. for a reception honoring Mr. Arakelyan, the recipients of the Davitt Award, and the 2006-07 retirees.

RETURN TO REGULAR SESSION

The meeting resumed at 6:05 p.m.

ROLL CALL

There was no change.

SPECIAL PRESENTATION

1. Presentation of 2007-2008 Tentative Budget@ - Mr. Larry Serot, Executive Vice President, Administrative Affairs and Mr. Ron Nakasone, Controller, Glendale Community College

Utilizing a PowerPoint presentation, Mr. Serot and Mr. Nakasone presented the 2007-08 Tentative Budget. The overview and PowerPoint presentation are available in its entirety on the Glendale College website at <<http://www.glendale.edu/budgetinfo>>. Mr. Serot thanked Mrs. Ani Keshishian, (Superintendent/President's Office), for her assistance in putting together the slide presentation.

In an overview, Mr. Serot presented the first part of the presentation. Topics covered are as follows:

- Actual FTES
- Actual vs. Funded FTES
- 2006-07 Budget History
 - On-Going Revenues and Appropriations
 - One-Time Revenues and Appropriations

Mr. Nakasone continued with a presentation of the 2007-08 State Budget. Topics are as follows:

- 2007-07 State Budget – On-Going and One-Time
- College Budget Development
 - Budget Development - Unrestricted General Fund
 - Linking Budget Augmentations to Planning

SPECIAL PRESENTATION - Presentation of 2007-2008 Tentative Budget@ - continued

- Tentative Budget Projections
 - Projected Revenue Adjustments – On-Going and One-Time
 - Projected Appropriation Adjustments – On-Going and One-Time
 - College Unrestricted General Fund Reserves
 - Potential Additional Unrestricted Funds
- Pending Budget Needs
- Issues for 2007-08

At this point in the presentation, Mr. Serot received several questions, which he addressed with the following remarks:

- 07-08 is the year that the College must pay back, if we do not at least meet base. In this event, the amount would come off the top of the apportionment.
- The \$1 million from the PDC is the same sum of money each year. This is not a new pot of money for 07-08, over and above last year's sum.
- The \$200,000 allocated for salaries is slated for 2 custodians, 1 police officer and 1 lab technician.
 - ♦There are still quite a few classified vacancies as a result of the 02-03 retirement incentive.
 - ♦Ms. Aziskhanova remarked that six custodians were laid off during the 02-03 financial crisis. Since, no more custodial positions have been added. The night custodial shift is understaffed.
- Mr. Serot commented that the College community has participated in identifying budget priorities and that subsequently these needs have been submitted to the Budget Committee, whose task is to decide how to keep the College operating.
 - ♦The least difficult cuts are maintaining vacant positions.
 - ♦The District is trying to address the custodial staffing shortage, as well as staffing shortages in other areas.
 - ♦Some critical costs are being funded by one-time money.

Mr. Serot continued the presentation, stating that enrollment is the College's number one priority. Mr. Serot summarized the College's marketing activities. Topics included in this portion of the Powerpoint presentation are as follows:

- Marketing Plan
 - ♦Factors influencing students' decision to enroll at GCC.
 - ♦What we're doing.
 - ♦Other activities.
- Marketing Budget

Mr. Serot concluded by thanking the members of the Budget Committee for their hard work and for the extra time commitment required to serve on this committee:

David Arakelyan, Saodat Aziskhanova, Abe Barakat, Sharon Combs, Mark Darcourt, Kathleen Flynn, Elizabeth Fremgen, Dawn Lindsay, Ron Nakasone, Vicki Nicholson, Amir Nour, Carol Paxton, Syuzanna Petrosian, Peggy Renner, Dave Roswell, Isabelle Saber, and Lia Thorosian.

SPECIAL PRESENTATION: A Presentation of 2007-2008 Tentative Budget@ - continued

The following were questions and comments:

Mr. Tartaglia

- Asked to see the tentative budget sooner.
- Remarked that the purchase of a new electronic sign is an excellent opportunity for the Foundation. Mr. Tartaglia offered his services to assist in securing the new sign.
- Remarked that there are many no-cost marketing opportunities among the three entities: Glendale College, Glendale Unified School District, and the City of Glendale and that these should be utilized.
- Stated that he had concern in the areas of one-time funding and asked if there was a contingency plan.
 - ♦ Mr. Serot replied that the tentative budget is overly conservative. There is a contingency plan.
- Thanked those who prepared the tentative budget.

Dr. Hacopian

- Requested another mini study session on the Budget.
- Requested a study session on a marketing recruitment and retention plan.
- Remarked that she thought that the Foundation could help the College more.
- Said that she was appreciative of the work that went into the preparation of the budget.

Mr. King

- Thanked Mr. Serot and Mr. Nakasone.
- Remarked that this is the eleventh tentative budget presentation that he has participated in; that this year was the most time the Trustees had been given to prepare; and that the report was the most detailed. He said that he wanted to acknowledge that the Trustees had been specific in their instructions that the District had one week to prepare and that the District had met that criteria.
- Remarked that Trustees have certain priorities and that the Trustees' role is to set policies and priorities.
- Asked how can Trustee priorities interface with governance to reflect in the budget?
- Addressed the \$200,000 line item set aside for Classified hiring and remarked that this amount is a pittance once the police officer's salary is deducted from the amount.

Dr. Levy

- Acknowledged Mr. Serot, Mr. Nakasone and the staff who prepared the tentative budget within a short timeframe.
- Remarked that the challenge is to bring together the Board's goals with the College's. There has been great effort this year for this to occur. The District will continue exploring strategies (i.e. presenting the technology and facilities plans earlier next year).

Mr. Alexandre

- Remarked that the Board's respect for governance is critical.
- Noted that there may be a philosophical difference between the Board's goals and guidelines and the number of funded positions that come forward through governance.
 - ♦ Dr. Hacopian replied that the Board never had costs associated with their goals. The Board is not looking at fixed dollars, but, rather, a range. The Board relies on the College to tell them what the goals cost. Hopefully the Board's goals won't be differ from the College's.

SPECIAL PRESENTATION - Presentation of 2007-2008 Tentative Budget - continued

Mr. Serot

- Stated that what was presented was the tentative budget which will allow the College to start the new fiscal year. Tonight is the first time the Board has seen the tentative budget, which will come back for approval at the June 25 Board Meeting.
- Offered to return to the Board with updates in the summer before adoption of the final budget on September 10.
- Addressed future budget planning:
 - ♦Proposed a calendar that will allow the College to present budget priorities/planning agendas to the Board, so that the Board can review and formulate the Board's statement of their institutional priorities for the year.
 - ♦Called for an integrated process which could begin in late February/ early March.
 - ♦Remarked that the challenge of the budget process will be balancing the goals with the resources.

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

Dr. Hacopian

- Requested a study session on a marketing recruitment and retention plan.
- Requested a mini budget study session.

COMMENTS FROM THE AUDIENCE - BOARD AGENDA ITEMS ONLY

There were no comments.

ADJOURNMENT

Since all business on the agenda had been considered, the meeting was adjourned at 7:40 p.m.

Dr. Armine G. Hacopian, President

Dr. Vahé Perroomian, Clerk

Mr. Victor I. King, Vice President