



**Glendale Community College District  
1500 North Verdugo Road  
Glendale, California 91208**

**BOARD OF TRUSTEES**

# **Agenda**

**Meeting No. 1  
Regular Board Meeting  
Tuesday, July 21, 2020 at 5:00 p.m.**

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

*Vision*

*Glendale Community College is the Greater Los Angeles Region's premier learning community where all students achieve their informed educational goals through outstanding instructional and student services, a comprehensive community college curriculum, and educational opportunities found in few community colleges.*

**BOARD OF TRUSTEES MEETING NO. 1**

Due to the Governor's stay home order and our commitment to practicing social distancing, the Tuesday, July 21, 2020 Board of Trustees meeting will be held via teleconference.

For those who want to view the meeting it will be streamed live on the GCC website at [glendale.edu/streammeeting](http://glendale.edu/streammeeting).

**Tuesday, July 21, 2020 at 5:00 p.m.**

**AGENDA**

**ITEM**

**PAGE**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**CERTIFICATION OF COMPLIANCE**

To accommodate the requirement of Government Code §54954.2, it is hereby declared that the agenda for the meeting was posted 72 hours prior to this meeting at the following locations:

- At three locations in the Administration Building at Glendale Community College;
- In the display case on the outside wall of the San Gabriel Building at Glendale Community College.
- On the window adjacent to the main office entrance on the top floor of the Tropico Building on the Garfield Campus;
- On display inside the glass doors at the front entrance of the Professional Development Center;
- At <http://www.glendale.edu/boardoftrustees>.

In accordance with the Brown Act revisions, any writings relating to open session agenda items and distributed to all or a majority of all Board Members within 72 hours prior to a regular meeting, or within 24 hours prior to a special meeting, shall be made available for inspection by the public in the Office of the Superintendent/President, John A. Davitt Administration Building, AD 106, 1500 N. Verdugo Road, Glendale, CA 91208 during regular business hours. When possible, such writings may also be posted on the District's website: [www.glendale.edu/boardoftrustees](http://www.glendale.edu/boardoftrustees).

***Individuals who require disability related accommodations or modifications should contact the Superintendent/President's office by noon of the business day preceding the Board meeting. Please call (818) 551-5105.***

**COMMENTS FROM THE AUDIENCE - BOARD AGENDA ITEMS ONLY**

Members of the public who would like to participate in the public comment period may do so by submitting their comments via email to [comms@glendale.edu](mailto:comms@glendale.edu) before noon (12:00 p.m.) on Tuesday, July 21, 2020. Comments will be read aloud during the appropriate time of the meeting.

Public comment guidelines remain in effect. Submissions must include the person’s name and address. Content should take no more than a total of five (5) minutes to read out loud. Not more than twenty (20) minutes will be allocated to public comment for any agenda item, except by unanimous consent of the Board. A speaker’s time may not be transferred to another speaker.

**RESOLUTIONS**

- 1. Resolution No. 01-2020-2021: Issuance of 2020-2021 Tax and Revenue Anticipation Notes 7  

The Superintendent/President recommends that the Board of Trustees approve Resolution No. 01-2020-2021: Authorizing the Issuance of 2020-2021 Tax and Revenue Anticipation Notes for the Glendale Community College District by the Board of Supervisors of the County of Los Angeles.
- 2. Resolution No. 02-2020-2021: Supplementary Retirement Plan 26  

The Superintendent/President recommends that the Board of Trustees approve Resolution No. 02-2020-2021 to adopt the PARS Supplementary Retirement Plan as presented for eligible employee enrollment effective July 22, 2020 and subject to final Board action September 15, 2020 to approve, modify, or withdraw the Plan for employees enrolled to participate in the 2020-2021 retirement incentive program with PARS administering the program at a fee of 5.5 percent of paid premiums.

**INFORMATIONAL REPORTS - NO ACTION**

- 1. Enrollment Update 48
- 2. Measure GC Funds Balances and Schedule Update 51
- 3. Final Sales Results – Measure GC General Obligation Bonds and 2020 General Obligation Refunding Bonds 53
- 4. Guided Pathways Update 58

**UNFINISHED BUSINESS REPORTS – SECOND OF TWO READINGS – ACTION**

- 1. Accreditation Mid-Term Report 70  

The Superintendent/President recommends that the Board of Trustees conduct a second reading of two of the Accreditation Mid-Term Report for board action and submission to the Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges.

**FIRST READING REPORTS – FIRST OF TWO READINGS – NO ACTION**

- 1. Board Policy 5130: Financial Aid (Revision) 128  

The Superintendent/President recommends that the Board of Trustees conduct a first reading of two of Board Policy 5130: Financial Aid before board action.

**FIRST READING REPORTS – FIRST OF TWO READINGS – NO ACTION - continued**

- 2. Board Policy 5420: Associated Students Finance (Revision) 130  

The Superintendent/President recommends that the Board of Trustees conduct a first reading of two of Board Policy Board Policy 5420: Associated Students Finance before board action.
- 3. Board Policy 5430: Student Clubs (Renumbering) 132  

The Superintendent/President recommends that the Board of Trustees conduct a first reading of two of Board Policy 5430: Student Clubs before board action.
- 4. Board Policy 7100: Commitment to Diversity (Revision) 134  

The Superintendent/President recommends that the Board of Trustees conduct a first reading of two of Board Policy 7100: Commitment to Diversity before board action.

**CONSENT CALENDAR - ACTION**

All items under Consent Calendar are considered to be of a routine nature and are acted on with one motion. Any recommendation may be removed from the Consent Calendar at the request of any Board Member and placed under New Business Reports/Action.

- 1. Approval of Minutes - Regular Board Meeting of June 16, 2020 136  

The Superintendent/President recommends that the Board of Trustees approve the regular Board meeting minutes of June 16, 2020.
- 2. Warrants - District Funds June 1, 2020 through June 30, 2020 143  

The Superintendent/President recommends that the Board of Trustees approve warrants issued during the month of June 2020 totaling \$18,940,958.07.
- 3. Contract Listing and Purchase Order Listing – June 1, 2020 through June 30, 2020 149  

The Superintendent/President recommends that the Board of Trustees approve the contract listing and purchase order listing issued during the month of June 2020 totaling \$8,565,116.39.
- 4. Five-Year Capital Outlay Plan 2022-2026 170  

The Superintendent/President recommends that the Board of Trustees approve the Five-Year Capital Outlay Plan 2022-2026 required for submittal to the State Chancellor's Office (First Funding Year 2022).
- 5. Declaration of Surplus Equipment and Approval of Disposal 171  

The Superintendent/President recommends that the Board of Trustees authorize the declaration of surplus and disposal of the items listed.
- 6. Proposed New Course 174  

New Course  
PHOTO 136 - Drone Photography and Videography  

The Superintendent/President recommends that the Board of Trustees approve the new course as presented.



**CONSENT CALENDAR – ACTION - continued**

7. Revised Courses 179

Course Revisions

ESL 1, 10, 20, 30, 40, 50

MUSIC 121, 122

The Superintendent/President recommends that the Board of Trustees approve the revised courses as presented.

8. Personnel Report No. 1 – Academic, Classified, Administrator, and All Other Temporary Employee Actions Personnel Reports 181

The Superintendent/President recommends that the Board of Trustees confirm the following personnel reports:

Academic Report

Administrator Report

Classified Report

All Other Temporary Employee Actions Report

**NEW BUSINESS REPORTS**

1. Adoption of the 2020-2021 Tentative Budget 230

The Superintendent/President recommends that the Board of Trustees adopt the 2020-2021 Tentative Budget, as presented, for the General Fund-Unrestricted, General Fund-Restricted, Student Financial Aid Fund, Capital Projects Fund, Self-Insurance Fund, Cafeteria Fund, Professional Development Fund and General Obligation Bond Fund.

The Superintendent/President also recommends that the District's proposed 2020-2021 Final Budget be on file for public inspection during business hours on Tuesday, September 8, 2020 through Monday, September 14, 2020, in the Superintendent/President's Office, 1500 North Verdugo Road, Room AD 106, Glendale, California and that a public hearing on the budget be held at 5:00 p.m., Tuesday, September 15, 2020 with Board action Tuesday, October 20, 2020 on the 2020-2021 Final Budget.

2. Academic Calendars for 2020-2021 (Amended) and 2021-2022 239

The Superintendent/President recommends that the Board of Trustees approve the Academic Calendars for 2020-2021 (amended) and 2021-2022 as ratified by the Guild membership.

3. Change Order No. 003 – Administration Building Window Replacement Project 242

The Superintendent/President recommends that the Board of Trustees approve Change Order No. 003 for the Administration Building Window Replacement Project and that the contract price be amended to reflect an increase of \$61,379.

4. Change Order No. 003 – San Rafael Second Floor Renovation Project 244

The Superintendent/President recommends that the Board of Trustees approve Change Order No. 003 for the San Rafael Second Floor Renovation Project and that the contract price be amended to reflect an increase of \$11,113.

**NEW BUSINESS REPORTS - continued**

- 5. Acceptance of Bid – Mariposa Renovation Project 246

The Superintendent/President recommends that the Board of Trustees accept the bid for the Mariposa Renovation project to the lowest responsive, responsible bidder, Legion Contractors, Inc. in the amount not to exceed \$972,000.

**COLLEGE LEADERS REPORTS**

248

- 1. Academic Senate Representative to the Board
- 2. Guild Representative to the Board
- 3. CSEA Representative to the Board
- 4. Vice Presidents
- 5. Superintendent/President
- 6. Associated Students of Glendale Community College
- 7. Board of Trustees

**BOARD OF TRUSTEES REQUESTS FOR INFORMATION**

This is an opportunity for the Board of Trustees to request information.

**COMMENTS FROM THE AUDIENCE ON ANY SUBJECT**

ADDRESSING THE BOARD OF TRUSTEES - Members of the public who would like to participate in the public comment period may do so by submitting their comments via email to [comms@glendale.edu](mailto:comms@glendale.edu) before noon (12:00 p.m.) on Tuesday, July 21, 2020. Comments will be read aloud during the appropriate time of the meeting.

Public comment guidelines remain in effect. Submissions must include the person’s name and address. Content should take no more than a total of five (5) minutes to read out loud. Not more than twenty (20) minutes will be allocated to public comment for any agenda item, except by unanimous consent of the Board. A speaker’s time may not be transferred to another speaker.

**ADJOURNMENT**

**FUTURE DATES**

Friday, July 31, 2020	Board Retreat
Tuesday, August 18, 2020	Regular Board Meeting
Monday, August 31, 2020	Fall Session Begins
Monday, September 7, 2020	College Closed – Labor Day
Friday, September 11, 2020	Faculty Institute Day
Tuesday, September 15, 2020	Regular Board Meeting
Tuesday, October 20, 2020	Regular Board Meeting
Monday, November 9, 2020	College Closed – Veterans’ Day
Tuesday, November 17, 2020	Regular Board Meeting
Thursday, November 26, 2020 –	College Closed – Thanksgiving Break
Saturday, November 28, 2020	
Tuesday, December 15, 2020	Regular Board Meeting
Wednesday, December 23, 2020 -	College Closed – Winter Break
Sunday, January 3, 2021	

Monday, January 4, 2021	Winter Intersession Begins
Monday, January 18, 2021	College Closed – Martin Luther King, Jr. Holiday
Tuesday, January 19, 2021	Regular Board Meeting
Friday, January 29, 2021	Board Retreat
Friday, February 12, 2021	College Closed – Presidents’ Holiday
Monday, February 15, 2021	College Closed – Presidents’ Holiday
Tuesday, February 16, 2021	Regular Board Meeting
Monday, February 22, 2021	Spring Session Begins
Tuesday, March 16, 2021	Regular Board Meeting
Wednesday, March 31, 2021	College Closed – Cesar Chavez Day
Tuesday, April 20, 2021	Regular Board Meeting
Saturday, April 24, 2021	College Closed – Armenian Genocide Remembrance Day
Tuesday, May 18, 2021	Regular Board Meeting
Monday, May 31, 2021	College Closed – Memorial Day
Tuesday, June 15, 2021	Regular Board Meeting
Wednesday, June 16, 2021	GCC Commencement

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

RESOLUTION NO. 01-2020-2021

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper, Executive Vice President,  
Administrative Services

PREPARED BY: Anthony Culpepper, Executive Vice President,  
Administrative Services

SUBJECT: RESOLUTION NO. 01-2020-2021: REQUESTING  
THE ISSUANCE OF 2020-2021 TAX AND  
REVENUE ANTICIPATION NOTES FOR THE  
GLENDALE COMMUNITY COLLEGE DISTRICT  
BY THE BOARD OF SUPERVISORS OF THE  
COUNTY OF LOS ANGELES

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DESCRIPTION OF HISTORY/BACKGROUND

COMMITTEE HISTORY

College Executive Committee July 14, 2020

FISCAL IMPACT

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve Resolution No. 01-2020-2021: Authorizing the Issuance of 2020-2021 Tax and Revenue Anticipation Notes for the Glendale Community College District by the Board of Supervisors of the County of Los Angeles.

**RESOLUTION NO. 01-2020-2021**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
GLENDALE COMMUNITY COLLEGE DISTRICT  
AUTHORIZING THE ISSUANCE OF  
2020-2021 TAX AND REVENUE ANTICIPATION NOTES  
FOR THE DISTRICT BY THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES**

WHEREAS, pursuant to Sections 53850 *et seq.*, of the Government Code of the State of California (the “Code”) contained in Title 5, Division 2, Part 1, Chapter 4, Article 7.6 thereof, on or after the first day of any fiscal year, the Glendale Community College District (the “District”) may borrow money by issuing notes to be designated “Glendale Community College District 2020-2021 Tax and Revenue Anticipation Notes” (the “Notes”) in anticipation of the receipt of taxes, income, revenue, cash receipts and other moneys to be received by the District attributable to its fiscal year ending June 30, 2021 (the “Repayment Fiscal Year”) for any purpose for which the District is authorized to expend moneys, including but not limited to current expenses, capital expenditures and the discharge of any obligation or indebtedness of the District; and

WHEREAS, Section 53853 of the Code provides that such notes may be issued by the board of supervisors of the county, the county superintendent of which has jurisdiction over the school or community college district on behalf of the school or community college district upon the authority of a resolution of the governing board of the school or community college district; and

WHEREAS, this Board of Trustees (the “Board of Trustees”), being the governing board of the District, desires the assistance of the Board of Supervisors of the County of Los Angeles (the “County Board”) in connection with the issuance of the Notes; and

WHEREAS, pursuant to the Code, the Notes shall be payable no more than 13 months after the date of issue and the Notes shall be payable only from revenue received or accrued during the fiscal year in which the Notes were issued; and

WHEREAS, pursuant to Section 53856 of the Code, the District may pledge any taxes, income, revenue, cash receipts or other moneys deposited in inactive or term deposits, excepting funds of the District otherwise restricted, to the repayment of the Notes, which shall be issued as a general obligation of the District, and to the extent not paid from the taxes, income, revenue, cash receipts and other moneys of the District pledged for the payment thereof, shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as required by Section 53857 of the Code; and

WHEREAS, the Notes to be issued hereunder in Fiscal Year 2020-2021 when added to the interest payable thereon, may not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including but not limited to revenue from state and federal governments), cash receipts and other moneys of the District which will be available

for the payment of principal of the Notes and the interest thereon, as required by Section 53858 of the Code; and

WHEREAS, it may be in the best interests of the District to participate in a Los Angeles County Schools Pooled Financing 2020-2021 Tax and Revenue Anticipation Notes Program (the “Pooled Program”) in order to achieve the highest possible rating, the lowest possible interest rate for the Notes and savings in costs of issuance and to improve the marketability of the Notes, and, accordingly, for the Treasurer and Tax Collector of the County of Los Angeles (the “Treasurer and Tax Collector”) to provide for the execution and delivery of participation certificates (“Participation Certificates”), evidencing proportionate interests in the Notes for sale to the general public on a pooled basis with the tax and revenue anticipation notes of other school districts and/or community college districts located within the County of Los Angeles (the “County”); and

WHEREAS, the Los Angeles County Office of Education has approved the selection of underwriters who will purchase any Notes issued under the Pooled Program (the “Pooled Program Notes”) and the selection of Bond Counsel who will provide the approving opinion on the Notes, and the Board of Trustees desires to have any Pooled Program Notes or, in the alternative, to have its individual Notes purchased by such underwriters upon such terms as may be approved by an Authorized Officer (as defined in Section 7 below) of the District;

NOW, THEREFORE, this Board of Trustees hereby determines and resolves as follows:

Section 1. Findings and Determinations. All of the recitals set forth herein are true and correct and this Board of Trustees so finds and determines.

Section 2. Authorization of Issuance of Notes; Terms of the Notes. This Board of Trustees hereby authorizes the issuance of its Notes in a principal amount not to exceed \$20,000,000 under Section 53850, *et seq.*, of the Code to be designated “Glendale Community College District, 2020-2021 Tax and Revenue Anticipation Notes,” the principal amount to be set forth in the Purchase Contract (hereinafter defined) and the Notes. The Notes are to be numbered from one consecutively upward in order of issuance, to be in denominations of \$5,000 or any integral multiples thereof, to be dated the date of delivery thereof; to mature (without option of prior redemption) not more than 13 months after their date of issue and to bear interest, payable on the date of maturity (the “Maturity Date”) and, if the Maturity Date for such Notes is more than 12 months from the date of issuance, on a date not more than 12 months after their date issuance and on the Maturity Date, all as determined by the Treasurer and Tax Collector and provided for in the Notes, computed on the basis of a 360-day year consisting of twelve 30-day months, at the interest rate or rates determined at the time of sale thereof but not in excess of the maximum rate permitted by law. The Notes may be issued for purchase by the Pooled Program whereby the District and certain other school districts and community college districts (collectively, with respect to any one series of Participation Certificates, the “Participants”) located within the County will simultaneously issue tax and revenue anticipation notes to secure Participation Certificates evidencing proportionate and undivided interests in the Notes and the tax and revenue anticipation notes of the other Participants as provided in Section 7 below.

The principal of and interest on the Notes shall be payable in lawful money of the United States of America at the office of the Treasurer and Tax Collector if such Notes are issued for purchase by the Pooled Program. The Treasurer and Tax Collector is hereby requested to act as a trustee, fiscal agent, dissemination agent and/or presentation agent (the "Fiscal Agent") in connection with the Notes and the Participation Certificates related thereto, and the County may appoint an agent or other third party to perform any or all of such duties.

If the Notes are not issued for purchase by the Pooled Program, the principal of and interest on the Notes shall be payable to the registered owner thereof upon surrender of the Note at the principal office of The Bank of New York Mellon Trust Company, N.A., as certificate agent (the "Certificate Agent") as provided in the Trust Agreement (the "Trust Agreement") to be entered into by and between the County and the Certificate Agent.

Section 3. Form of Notes. The Notes shall be issued in fully registered form, and shall be substantially in the form attached hereto as Exhibit A and by this reference incorporated herein or with appropriate modifications to such form as the Treasurer and Tax Collector may determine and approve. There shall be delivered with the Notes a legal opinion of Hawkins Delafield & Wood LLP, or such other counsel as the Los Angeles County Office of Education may appoint, as bond counsel ("Bond Counsel") respecting the validity of said Notes and the exclusion from gross income of the interest thereon for federal income tax purposes and the exemption of interest thereon from present State of California personal income taxes.

Section 4. Deposit of Note Proceeds; No Arbitrage. The proceeds of sale of the Notes (net of costs of issuance) shall be deposited in or to the credit of the general fund of the District or otherwise as directed by the Authorized Officer to be withdrawn and expended for any lawful purpose for which the District is authorized to expend moneys, including, but not limited to, current expenses, capital expenditures and the discharge of any obligations or indebtedness of the District. The District hereby covenants that it will comply with the requirements of the Tax Certificate to be executed by the District with respect to the Notes and any other instructions requested by or otherwise provided by Bond Counsel.

Section 5. Payment of Notes.

(A) Source of Payment. The principal amount of the Notes, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District during, or are attributable to, the Repayment Fiscal Year and which are lawfully available therefor. The Notes shall be a general obligation of the District, and to the extent the Notes are not paid from the Pledged Revenues defined below, the Notes shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as provided herein and by law.

(B) Pledged Revenues. As security for the payment of the principal of and interest on the Notes, the District hereby pledges from the first unrestricted revenues received by the District (such pledged amounts being hereinafter called the "Pledged Revenues"), the amounts as fully described in the Purchase Contract and Notes. The term "unrestricted revenues" shall mean taxes, income, revenue, cash receipts, and other money of the District as provided in Section 53856 of the Code, which are intended as receipts for the general fund of the District and

which are generally available for the payment of current expenses and other obligations of the District. The principal of the Notes and the interest thereon shall be a first lien and charge against and shall be payable from the moneys received by the District from such Pledged Revenues, as provided by law. Any tax and revenue anticipation notes issued subsequent to the Notes (the "Subordinated Notes") shall be payable from and secured by a lien on unrestricted revenues received or attributable to Fiscal Year 2020-2021 on a basis junior and subordinate in all respects to the lien on the unrestricted revenues received or attributable to Fiscal Year 2020-2021 of the Notes authorized under Section 2 of this District Resolution. The Subordinated Notes shall not mature prior to the Notes or be subject to redemption prior to the maturity of the Notes. No deposit to any account established for the payment of principal of and interest on the Subordinated Notes shall be permitted prior to the deposit in full of each monthly set-aside requirement in the Repayment Fund for the Notes pursuant to Section 5 hereof.

In order to effect the pledge referred to in the preceding paragraph, the District agrees to the establishment of the Repayment Fund (hereinafter defined) and the District agrees to cause to be deposited, and shall request specific amounts from the District's funds on deposit with the Treasurer and Tax Collector for such purpose, directly therein the first unrestricted revenues received by the District in the amounts and on the dates set forth in the Trust Agreement if such Notes are issued for purchase by the Pooled Program or in the Notes if such Notes are issued on a stand-alone basis (each individual month a "Repayment Month" and collectively, the "Repayment Months") and any amount thereafter attributable to the Repayment Fiscal Year, until the amount on deposit in such fund, taking into consideration anticipated investment earnings thereon to be received by the Maturity Date (as specified in the Purchase Contract and Notes) is equal to the principal of and interest due on the Notes at maturity as specified in the Purchase Contract and the Notes; provided, however, that nothing herein shall prohibit or restrict the District from depositing moneys into the Repayment Fund in advance of a Repayment Month.

The District shall and does hereby authorize and instruct that, in the event that there have been insufficient Pledged Revenues received by the District by the third Business Day prior to the last Business Day (as defined in the Trust Agreement) of any Repayment Month (the "Pledge Date") to permit the deposit into the Repayment Fund of the full amount of the Pledged Revenues required to be deposited with respect to such Pledge Date, the Auditor-Controller shall collect the amount of any deficiency for deposit in the Repayment Fund in such amount as may be directed by the Treasurer and Tax Collector from any other unrestricted moneys of the District lawfully available for the payment of the principal of the Notes and the interest thereon on such Pledge Date or thereafter on a daily basis when and as such Pledged Revenues and unrestricted moneys are received by the District or for the account of the District and shall deposit said moneys with the Treasurer and Tax Collector for credit directly to the Repayment Fund.

None of the Pledged Revenues shall be available for the payment of principal of and interest due on any tax and revenue anticipation notes attributable to any Participant other than the District, and the District acknowledges and agrees that by participation in the Pooled Program or by issuing its Notes on a stand-alone basis, it shall not be entitled to any payment of principal of and interest on the Notes from the moneys of any Participant other than the District.

(C) Intercept Procedure. In accordance with Section 5(B) hereof and to effect the pledge contained in this resolution (the "District Resolution"), the District shall and does



hereby authorize and instruct the Los Angeles County Auditor-Controller (the “Auditor-Controller”) to intercept Pledged Revenues as set forth in Notes and the Trust Agreement, and place such amounts on deposit each Repayment Month with the Treasurer and Tax Collector directly in the Repayment Fund held by the Fiscal Agent with a designation to the Certificate Agent of the amounts to be credited for the District. Upon such deposit, such funds will not be available to the District.

(D) Deposit of Pledged Revenues in Repayment Fund. The Pledged Revenues shall be held by the County in a separate and special fund designated as the “Glendale Community College District, 2020-2021 Tax and Revenue Anticipation Notes Repayment Fund” (herein called the “Repayment Fund”) and the County will administer the Pledged Revenues through and including the Maturity Date of the Notes and apply such funds as directed in this District Resolution. Any moneys deposited in the Repayment Fund shall be for the sole benefit of the owners of the Notes and until the Notes and all interest thereon are paid, or until provision has been made for the payment of the principal of the Notes and all interest thereon in accordance with their terms, the moneys in the Repayment Fund shall be applied only for the purposes for which the Repayment Fund is created. The Treasurer and Tax Collector is directed to deposit all Pledged Revenues subject to deposit as provided in this Section 5(D) when and as received directly into the Repayment Fund, without further instruction by the District. From the dates of receipt by the Treasurer and Tax Collector of any of the Pledged Revenues subject to such deposit, the District shall have no right, title or interest therein.

(E) Disbursement and Investment of Moneys in Repayment Fund. All Pledged Revenues shall be deposited into the Repayment Fund upon receipt. After such date as the amount of Pledged Revenues on deposit in the Repayment Fund shall be sufficient to pay in full the principal of and interest on the Notes, when due, any moneys in excess of such amount remaining in or accruing to the Repayment Fund shall be transferred to the general fund of the District or otherwise as directed by the Authorized Officer. On the Maturity Date of the Notes, the moneys in the Repayment Fund shall be used, to the extent necessary, to pay the principal of and interest on the Notes.

Moneys in the Repayment Fund, to the greatest extent possible, shall be invested in Permitted Investments (as defined in the Trust Agreement) as directed by the Treasurer and Tax Collector or by the Authorized Officer in consultation with the Los Angeles County Office of Education. The Treasurer and Tax Collector (who is hereby designated as agent of the District for these purposes) is hereby requested to invest and/or to direct the investment of the proceeds of the Notes and the Participation Certificates and any other funds held under the Trust Agreement in accordance with the Trust Agreement and County policy governing the investment of such funds.

(F) Defaults in the Repayment of the Notes. If the Notes are not paid when due or are paid in whole or in part by a draw under or claim upon a form of credit support for the Notes or a series of Participation Certificates (“Credit Enhancement”) which draw or claim is not fully reimbursed on such date, they shall become Defaulted Notes (as defined in the Trust Agreement), and the unpaid portion thereof (or the portion thereof with respect to which Credit Enhancement applies for which reimbursement on a draw or claim has not been fully made) shall be deemed outstanding and shall continue to bear interest at the default rate specified in the Trust Agreement (the “Default Rate”). If the Notes are not secured by Credit Enhancement in whole or in part and

are not fully paid at maturity, the unpaid portion thereof (or the portion thereof to which no Credit Enhancement applies which is unpaid), including the respective series of Participation Certificates, shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate. In each case set forth in the preceding two sentences, the obligation of the District with respect to such Defaulted Notes or unpaid Notes shall not be a debt or liability of the District prohibited by Article XVI, Section 18 of the California Constitution and the District shall not be liable thereon except to the extent of any available revenues attributable to the Repayment Fiscal Year as provided in Section 5(B) above.

Section 6. Execution of Notes. The District hereby requests the Treasurer and Tax Collector, or his designated deputy, and the appropriate officers of the County Board to execute the Notes by their manual or facsimile signatures and to affix a facsimile of the seal of the County thereon. Said officers shall be authorized to cause the blank spaces thereof to be filled in prior to initial delivery as may be appropriate. The District's approval of the information set forth therein shall be conclusively evidenced by the execution of the District's Note by the Treasurer and Tax Collector.

Section 7. Approval of Sale of Notes. This Board of Trustees hereby delegates to the President or Chairperson, as applicable, of the Board of Trustees, to the Superintendent, Assistant Superintendent for Fiscal Services, Chief Financial Officer, Business Manager or Chief Business Officer of the District, as the case may be, or such other authorized person (each, an "Authorized Officer"), the right, on behalf of the District, to elect to have the District participate in the Pooled Program or to have the Notes issued on a stand-alone basis. Such election shall be conclusively evidenced by the execution of the District's Note by the Treasurer and Tax Collector. In case any officer whose signature shall appear on any Notes shall cease to be such officer before the delivery of such Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. The Treasurer and Tax Collector shall, within the limitations set forth below, be authorized and directed, on behalf of the District, to enter into a contract of purchase (the "Purchase Contract") with the Underwriters (hereinafter defined) for the purchase of the Notes and the respective series of Participation Certificates. In connection with the Pooled Program, the Los Angeles County Office of Education, with the concurrence of this District, has appointed RBC Capital Markets, LLC, as representative of itself and any co-underwriter the Los Angeles County Office of Education may appoint as underwriters (collectively, the "Underwriters").

The tax and revenue anticipation notes of the Pooled Program shall be deposited into a trust to be established under and pursuant to the Trust Agreement, creating a trust estate, which shall contain the Notes and the tax and revenue anticipation notes of the other Participants in such series, if any. The Notes, if such Notes are issued on a stand-alone basis, shall be deposited into a trust to be established under and pursuant to the Trust Agreement, creating a trust estate, which shall contain the Notes. It is hereby recognized, acknowledged and agreed that the Certificate Agent appointed pursuant to the Trust Agreement may execute and deliver a Series of Participation Certificates on behalf of the District and the other Participants of such Series, each representing the proportional, undivided ownership interest of the registered owner thereof in the Notes of the Pooled Program related to such Series of Participation Certificates. The District agrees to recognize each registered owner of the related Series of Participation Certificates as the beneficial owner of its Notes to the extent of such registered owner's proportional, undivided

interest in the Notes. The Authorized Officer is hereby authorized to execute and deliver any documents and to take such other action as may be necessary or proper to carry out the interest of the provisions hereof. The participation by the District in the Pooled Program and the execution and delivery of a Series of Participation Certificates under the Trust Agreement shall not cause the District to be liable for payments of principal of or interest on the tax and revenue anticipation notes attributable to any other Participant.

Section 8. Authorization and Approval of Preliminary Official Statement and Official Statement. The Underwriters are hereby authorized to prepare a Preliminary Official Statement and an Official Statement relating to the Notes and the Pooled Program. Each Authorized Officer is hereby authorized and directed to provide to the Underwriters such information relating to the District as the Underwriters shall reasonably request in connection with the preparation of and for inclusion in the Preliminary Official Statement and the Official Statement. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement, except for certain omissions permitted by Rule 15c2-12 of the Securities and Exchange Commission (the “SEC”) promulgated under the Securities Exchange Act of 1934, as amended (the “Rule”), is hereby deemed “final” within the meaning of the Rule; provided that no representation is made by the District as to the information contained in the Preliminary Official Statement relating to the other Participants or any municipal bond insurer.

If, at any time prior to the execution of the Purchase Contract by the County, any event occurs as a result of which the information contained in the Preliminary Official Statement relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriters. If, at any time subsequent to the execution of the Purchase Contract by the County and prior to the “end of the underwriting period” (as defined in the Rule), any event occurs as a result of which the information contained in the Official Statement relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriters. If, in the opinion of the Underwriters, such event requires the preparation and distribution of a supplement or amendment to the Preliminary Official Statement or Official Statement, the District shall prepare and furnish to the Underwriters, at the expense of the District, such number of copies of the supplement or amendment to the Preliminary Official Statement or Official Statement, as applicable, in form and substance mutually agreed upon by the District and the Underwriters, as the Underwriters may reasonably request.

Section 9. Representations and Warranties.

(A) The District is a validly existing school district or community college district under the Constitution and laws of the State, with the right and power to execute, deliver and perform its obligations under this District Resolution.

(B) The performance of the District’s obligations under this District Resolution and compliance with the provisions hereof by the District do not and will not conflict with or constitute on the part of the District a breach of, or a default under, the Constitution of the State, any existing law, charter, ordinance, regulation, decree, order or resolution, or any agreement,

indenture, mortgage, lease or other instrument, to which the District is subject or by which it is bound.

(C) No action, suit, proceeding or investigation is pending or threatened against the District in any court or before any governmental authority seeking to restrain or enjoin the execution or delivery of or in any way contesting or affecting the validity of this District Resolution or the receipt or application of the Pledged Revenues pledged to pay the Notes or contesting the powers of the District to participate in the financing represented by the Participation Certificates.

(D) The maximum aggregate principal amount of the Notes, when added to the interest payable thereon, shall not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including but not limited to revenue from the State and federal governments), cash receipts and other moneys of the District which will be available for the payment of the Notes and interest thereon as required by Section 53858 of the Act.

(E) The District, for the purpose of evidencing compliance with the provisions of Section 42133 of the California Education Code, has not filed its Fiscal Year 2019-2020 interim financial reports with a qualified or negative certification pursuant to Education Code Section 42131(a)(1) and the Superintendent of Schools has not classified the District's interim financial reports for such fiscal year to be qualified or negative pursuant to Education Code Section 42131(a)(2); provided, however, that if the District has a qualified or negative certification with respect to an interim financial report for Fiscal Year 2019-2020, the District shall provide to Bond Counsel the written determination by the County Superintendent of Schools that the repayment of the Note is probable pursuant to Section 42133 of the Education Code prior to the issuance of the Notes.

(F) The District has funded its Reserve for Economic Uncertainties for Fiscal Year 2019-2020 and shall fund its Reserve for Economic Uncertainties for Fiscal Year 2020-2021 in at least the minimum amount recommended by the State Superintendent of Public Instruction and Los Angeles County Office of Education.

#### Section 10. Continuing Disclosure.

(A) As required by the Rule, the District covenants with the beneficial owners of the Notes and the related Series of Participation Certificates that it will, and hereby authorizes its appropriate officers and employees to provide or cause to be provided, in a timely manner not in excess of ten (10) Business Days after the occurrence of such Listed Event (hereinafter defined), for the benefit of the beneficial owners of the Notes and the related Series of Participation Certificates, notice of any of the following Listed Events to the MSRB through its EMMA System with respect to its Notes:

- (1) principal and interest payment delinquencies.
- (2) non-payment related defaults, if material.
- (3) modifications to rights of holders, if material.
- (4) Bond calls, if material and tender offers.

- (5) defeasances.
- (6) rating changes with respect to the related Series of Participation Certificates.
- (7) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (Internal Revenue Service Form 5701-TEB) or other material notices of determinations with respect to the tax status of the Notes and the related Series of Participation Certificates, or other material events affecting the tax status of the Notes and the related Series of Participation Certificates.
- (8) unscheduled draws on the debt service reserves reflecting financial difficulties.
- (9) unscheduled draws on the credit enhancements reflecting financial difficulties.
- (10) release, substitution or sale of property securing repayment of the Notes and the related Series of Participation Certificates, if material.
- (11) bankruptcy, insolvency, receivership or similar event of the District (such event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under State or federal law in which a court or government authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District);
- (12) substitution of credit or liquidity providers, or their failure to perform with respect to its Note and the related Series of Participation Certificates;
- (13) the consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (14) appointment of a successor or additional Certificate Agent or the change of name of a Certificate Agent, if material;

- (15) incurrence of a Financial Obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the District, any of which affect Note holders, if material; and
- (16) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the District, any of which reflect financial difficulties.

Unless otherwise required by the MSRB or the SEC, all notices, documents and information provided to the MSRB shall be provided to the EMMA System (hereinafter defined), the current internet address of which is <http://emma.msrb.org>. All notices, documents and information provided to the MSRB shall be provided in an electronic format as prescribed by the MSRB and shall be accompanied by identifying information as prescribed by the MSRB.

Notwithstanding any other provision herein, failure of the District to perform in accordance with this Section 10(A) shall not constitute a default under this District Resolution and may be enforced only as provided in this Section 10.

(B) Each Listed Event Notice shall be so captioned and shall prominently state the title, date and CUSIP numbers of the affected Participation Certificates and the Participant or Participants for which such Listed Event is applicable.

(C) Except as otherwise described in the Official Statement, the District represents that in the last five years, it has not failed to comply in any material respect with any previous undertaking in a written contract or agreement specified in paragraph (b)(5)(i) of the Rule.

(D) (1) This Section 10 may be amended by the District without the consent of the holders of the Notes and the related Series of Participation Certificates (except to the extent required under clause (d)(ii) below), if all of the following conditions are satisfied: (a) such amendment is made in connection with a change in circumstances that arises from a change in legal (including regulatory) requirements, a change in law (including rules or regulations) or in interpretations thereof, or a change in the identity, nature or status of the District or the type of business conducted thereby; (b) this Section 10 as so amended would have complied with the requirements of the Rule as of the date of this District Resolution, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; (c) the District shall have delivered to the County and the Certificate Agent an opinion of Bond Counsel, addressed to the District, the County and the Certificate Agent, to the same effect as set forth in clause (b) above; (d) either (i) the District shall have delivered to the County and the Certificate Agent an opinion of Bond Counsel or a determination by an entity, in each case unaffiliated with the District (such as Bond Counsel, the County or the Certificate Agent), addressed to the District, the County and the Certificate Agent, to the effect that the amendment does not materially impair the interests of the holders of the Notes and the related Series of Participation Certificates or (ii) the holders of the Notes and the related Series of Participation Certificates consent to the amendment to this Section 10 pursuant to the same procedures as are otherwise required for amendments to this District Resolution with consent of holders of the Notes and the related Series of Participation

Certificates pursuant to this District Resolution as in effect at the time of the amendment, and (e) the District shall have delivered copies of such opinion(s) and amendment to the EMMA System.

(2) This Section 10 may be amended and any provision of this Section 10 may be waived, by written agreement of the parties, without the consent of the holders of the Notes and the related Series of Participation Certificates, if all of the following conditions are satisfied: (a) an amendment to the Rule is adopted, or a new or modified official interpretation of the Rule is issued, after the effective date of this District Resolution which is applicable to Section 10 of this District Resolution, (b) the District shall have delivered to the County and the Certificate Agent an opinion of Bond Counsel, addressed to the District, the County and the Certificate Agent, to the effect that performance by the District, the County and the Certificate Agent under this Section as so amended will not result in a violation of the Rule and (c) the District shall have delivered copies of such opinion and amendment to the EMMA System.

(3) This Section 10 may be amended, without the consent of the holders of the Notes and the related Series of Participation Certificates, if each of the following conditions are satisfied: (a) the District shall have delivered to the Certificate Agent an opinion of Bond Counsel, addressed to the District and the Certificate Agent, to the effect that the amendment is permitted by rule, order or other official pronouncement, or is consistent with any interpretive advice or no-action positions of staff of the SEC, and (b) the Certificate Agent shall have delivered copies of such opinion and amendment to the EMMA System.

(E) (1) The provisions of this Section 10 shall inure solely to the benefit of the holders from time to time of the Notes and the related Series of Participation Certificates, except that beneficial owners of the Notes and the related Series of Participation Certificates shall be third-party beneficiaries of this Section 10.

(2) Except as provided in this Section 10(E)(2), the provisions of this Section 10 shall create no rights in any person or entity. The obligations of the District to comply with the provisions of this Section 10 shall be enforceable in the case of enforcement of obligations to provide notices, by any Registered Owner of outstanding Participation Certificates, or by the Fiscal Agent and Certificate Agent on behalf of the Registered Owners of outstanding Participation Certificates; *provided, however*, that the Fiscal Agent and Certificate Agent shall not be required to take any enforcement action except at the direction of the Registered Owners of not less than a majority in aggregate principal amount of the related Series of Participation Certificates at the time outstanding who shall have provided the Certificate Agent with adequate security and indemnity. The Registered Owners', Fiscal Agent's and Certificate Agent's rights to enforce the provisions of this Section 10 shall be limited solely to a right, by action in mandamus or for specific performance, to compel performance of the District's obligations under this Section. In consideration of the third-party beneficiary status of beneficial owners of Participation Certificates pursuant to Section 10(E)(1) of this Section, beneficial owners shall be deemed to be Registered Owners of Participation Certificates for purposes of this Section 10(E).

(F) For the purposes of this District Resolution, unless the context otherwise requires, the terms defined in this Section 10(F) shall, for all purposes of this District Resolution, have the meanings specified herein:

“Bond Counsel” means an attorney or firm of attorneys of nationally recognized standing in matters pertaining to the validity of, and tax-exempt nature of interest on, obligations issued by states and their political subdivisions.

“Business Day” means any day of the year other than Saturday or Sunday or any day on which banks in New York, New York or Los Angeles, California are not authorized or obligated by law or executive order to close and on which the New York Stock Exchange is not closed.

“EMMA System” means the MSRB’s Electronic Municipal Market Access system or any other repository so designated by the MSRB or the SEC.

“Financial Obligation” means “financial obligation” as such term is defined in the Rule.

“Listed Event” means any of the events with respect to the Notes, set forth in Section 10(A) above.

“Listed Event Notice” means a notice of a Listed Event.

“MSRB” means the Municipal Securities Rulemaking Board established pursuant to Section 15B(b)(1) of the Securities Exchange Act of 1934, or any successor thereto or to the functions of the MSRB contemplated herein.

“Register” means the book or book of registration kept by the Registrar in which are maintained the names and addresses and principal amounts registered to each Registered Owner.

“Registered Owner” means the Person in whose name a Participation Certificate is registered on the Register.

“Registrar” means the Certificate Agent, or a substitute Registrar.

“Rule” shall mean Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

“SEC” means the Securities and Exchange Commission of the United States of America.

Section 11. Delivery of Notes. The proper officers of the County Board are hereby requested to deliver the Notes to the Treasurer and Tax Collector upon payment therefor in accordance herewith and in accordance with the terms of the Purchase Contract executed in connection with the Notes or the Participation Certificates, as appropriate, and the Trust Agreement. All actions heretofore taken by the officers and agents of the District and the County Board with respect to the Notes are hereby approved, confirmed and ratified, and the officers of the District and the County Board are hereby authorized and directed to do any and all things and take any and all actions including but not limited to those described herein, which they, or any of



them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Notes in accordance with this District Resolution and any resolutions hereafter adopted by this Board of Trustees.

Section 12. Non-Negotiability of Notes. In the event that the Authorized Officer shall elect to issue the District's Notes within the Pooled Program, such Notes shall be deposited with the Certificate Agent and maintained in trust until their scheduled maturity and payment in full. The Notes shall not be transferable or assignable by the Certificate Agent. Notwithstanding the foregoing, in the event that the Notes should be lost, stolen, destroyed or mutilated prior to their stated maturity, the District shall cause to be issued a new Note or Notes of the same tenor, term and maturity as the original to replace the same upon such reasonable terms and conditions, including the payment of costs and the posting of a surety bond, as may from time to time be determined and prescribed by the Authorized Officer in consultation with the Los Angeles County Office of Education.

Section 13. Authorization for Credit Enhancement. This Board of Trustees acknowledges and agrees that the District shall be obligated to pay the District's *pro rata* share of the cost or the cost, respectively, of any Credit Enhancement required for the Pooled Program or the District in the event the District issues its Notes on a stand-alone basis, respectively, and this Board of Trustees specifically finds and determines that the acquisition of such Credit Enhancement will benefit the District by reducing the interest cost associated with the Notes. The Authorized Officer is hereby authorized and directed to execute such reimbursement or other financing agreement as may be necessary in order to obtain said Credit Enhancement for the District's participation in the Pooled Program or for the District if the Notes are issued on a stand-alone basis, and the District agrees to perform its obligations pursuant to such reimbursement or other financing agreement.

Section 14. Authorization to Attest. Any Authorized Officer or the Clerk of the Board of Trustees, or designee thereof, is hereby authorized and directed to attest to the signature of any other Authorized Officer, whenever required or advisable for the transactions contemplated by this District Resolution. Each Authorized Officer is authorized and directed to execute and attest such further documents, instruments and certificates as may be deemed necessary or advisable by Bond Counsel in order to accomplish the purposes of this District Resolution.

Section 15. Further Actions Authorized. It is hereby covenanted that the District, and its appropriate officials, have duly taken all proceedings necessary to be taken by them, and will take any additional proceedings necessary to be taken by them, for the levy, collection and enforcement of the taxes and other revenues pledged under this District Resolution in accordance with the law and for carrying out the provisions of this District Resolution. The Authorized Officers, and other officers and staff of the District are hereby directed to take such further action as may be necessary to carry out the intent and purpose of this District Resolution and to execute and deliver any and all agreements, certificates and other documents that they or Bond Counsel may deem necessary or advisable to effectuate the purposes of this District Resolution without further approval of this Board of Trustees.

Section 16. Costs and Expenses. The District covenants and agrees to pay its *pro rata* share of the costs and expenses incurred in connection with the execution and delivery of

the Notes, the Participation Certificates and the administration of the Pooled Program, in the event that its Authorized Officer should elect to issue the Notes.

Section 17. Indemnification of Certificate Agent. The District shall indemnify, to the extent permitted by law, the Certificate Agent and its officers, directors, agents and employees for losses, costs, expenses (including, without limitation, legal fees and expenses), suits, damages, judgments and liabilities incurred by the Certificate Agent under this District Resolution and the Trust Agreement not resulting from the Certificate Agent's own gross negligence or willful misconduct.

Section 18. Limited Liability. Notwithstanding anything to the contrary contained herein or in the Notes or in any other document mentioned herein, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 5 hereof and the County is not liable for payment on the Notes or any other obligation of the District hereunder.

Section 19. Effective Date. This Resolution shall become effective upon its adoption by the Board of Trustees.

PASSED AND ADOPTED by the Board of Trustees of the Glendale Community College District on this 21<sup>st</sup> of July, 2020, by the following vote:

AYES: \_\_\_\_

NOES: \_\_\_\_

ABSENT: \_\_\_\_

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President of the Board of Trustees of the  
Glendale Community College District

ATTEST:

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Clerk of the Board of Trustees of the  
Glendale Community College District

**EXHIBIT A**

**FORM OF 2020-2021 TAX AND REVENUE ANTICIPATION NOTE**

GLENDALE COMMUNITY COLLEGE DISTRICT  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA  
2020-2021 TAX AND REVENUE ANTICIPATION NOTE

No. R-\_\_

Maturity Date: \_\_\_\_\_, 2021

Principal Amount: \$\_\_\_\_\_

Interest Rate: \_\_\_\_%

FOR VALUE RECEIVED, the GLENDALE COMMUNITY COLLEGE DISTRICT (the "District"), County of Los Angeles, State of California, acknowledges itself indebted to and promises to pay to the [TREASURER AND TAX COLLECTOR OF THE COUNTY OF LOS ANGELES][Registered Owner] the Principal Amount stated above in lawful money of the United States of America, on the Maturity Date stated above, together with interest thereon at the Interest Rate stated above, calculated on the basis of a 360-day year of twelve 30-day months, in like lawful money of the United States of America from the date hereof until maturity. The principal of and interest due at maturity on this Note shall be payable only upon surrender of this Note as the Note shall fall due.

It is hereby certified, recited and declared that this Note is made, executed and given pursuant to and by authority of a resolution duly passed and adopted by the Board of Trustees of the District, and of a resolution duly passed and adopted by the Board of Supervisors of the County of Los Angeles, under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5, of the California Government Code, and that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this Note have existed, happened and been performed in regular and due time, form and manner as required by law, and that this Note, together with all other indebtedness and obligations of the District, does not exceed any limit prescribed by the Constitution or laws of the State of California.

The Principal Amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District during, or are attributable to, Fiscal Year 2020-2021 and which are lawfully available therefor. The District has pledged certain unrestricted revenues the ("Pledged Revenues") to the payment of principal of the Notes and interest thereon on the dates and in the amounts set forth in the Trust Agreement, dated as of August 1, 2020 by and between the County of Los Angeles and The Bank of New York Mellon Trust Company, N.A., as Certificate Agent, as security for the Notes. The Notes shall be a general obligation of the District, and to the extent the Notes are not paid from the Pledged Revenues, the Notes shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as provided herein and by law.

In the event of the nonpayment of this Note on the Maturity Date hereof, the balance due shall accrue interest at a default rate of one and one-half percent (1.5%) per annum above the next Business Day, 1-Year Treasury Constant Maturities yield in Federal Reserve Statistical Release H-15 (or successor publication) and the first Business Day of each month thereafter until paid in full. Such interest to be calculated based on a 360-day year of twelve 30-day months.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Note to be executed by its Chair and by the Treasurer and Tax Collector of the County of Los Angeles and countersigned by the Executive Officer-Clerk of the Board of Supervisors, or their duly designated deputies, which signatures may be facsimile signatures (provided that one of such signatures must be manually affixed) and has caused a facsimile of its official seal to be printed hereon this \_\_\_\_ day of August, 2020.

By: \_\_\_\_\_  
Chair

By: \_\_\_\_\_  
Treasurer and Tax Collector

Countersigned:

By: \_\_\_\_\_  
Executive Officer-Clerk of  
the Board of Supervisors

ASSIGNMENT

For value received, the undersigned do(es) hereby sell, assign and transfer unto The Bank of New York Mellon Trust Company, N.A., acting as Certificate Agent, the within Note and do(es) hereby irrevocably constitute and appoint \_\_\_\_\_ as the undersigned's attorney to transfer such Note on the registration books of the Certificate Agent, with full power of substitution in the premises.

TREASURER AND TAX COLLECTOR OF THE  
COUNTY OF LOS ANGELES

Dated: \_\_\_\_\_, 202\_

\_\_\_\_\_

Note: The signature(s) to this Assignment must correspond with the name(s) as written on the face of the within Certificate in every particular, without alteration or enlargement or any change whatsoever.

Social Security Number,  
Taxpayer Identification Number  
or other Identifying Number of Assignee:

\_\_\_\_\_

# GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

RESOLUTION NO. 02-2020-2021

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper  
Executive Vice President, Administrative Services

SUBJECT: SUPPLEMENTARY RETIREMENT PLAN (SRP)

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## DESCRIPTION OF HISTORY/BACKGROUND

The objective of a supplementary retirement plan (SRP) is to establish a retirement incentive that may increase and accelerate the normal retirement rate of the college. This provides the opportunity for reduced labor costs, personnel restructuring needed for operational effectiveness, and the avoidance/reduction of layoffs. Fiscal savings are achieved by replacing the retiring employee, who is typically at the higher end of the salary schedule, with a replacement employee at the lower end of the salary schedule or with part-time employees.

With the district anticipating a \$7 million to \$10 million budget deficit for its 2020- 21 budget, exploration has begun to address a number of cost-cutting options. A supplementary retirement plan has been used twice before by the District to reduce personnel costs, including in 2008 (44 participants) and 2011(41 participants). For those two efforts, the District used the services of the Public Agency Retirement Services (PARS), for support and administration of the program and is working with PARS again for this analysis.

In determining if the District should move forward with a supplemental retirement incentive program the following are important:

1. Analyze the costs of the incentive over multiple years considering natural attrition and the additional retirements projected, retiree health care costs, different incentive benefit offerings, current employee demographics of age and years of service, and the re-staffing needs of those retiring (see Attachment 1).
2. Commit to not replacing all those who retire and for those who are replaced to compensate the new employees at a lower level of the salary schedule.

3. Determine if sufficient District personnel to fulfill in a timely manner the necessary talent acquisition processes to fill essential vacated positions.
4. Consider the impacts to the state required Faculty Obligation Number (FON) and the 50% law requirements regarding instructional faculty salary costs.

Based on analysis of the District's employee demographics and STRS and PERS requirements, the following plan has been developed in consultation with PARS representatives.

## **1.0 Eligibility**

1.1 To be eligible for the SRP, an employee shall:

- a) Be employed by the District in paid status as of July 21, 2020, as a full-time permanent employee;
- b) Be eligible to retire under CalSTRS (at least fifty-five (55) years of age with five (5) or more years of CalSTRS service or least fifty (50) years of age with thirty (30) or more years of CalSTRS service as of September 2, 2020 or CalPERS (at least fifty (50) years of age with five (5) or more years of CalPERS service) as of December 31, 2020;
- c) Faculty employees: resign from District employment after completion of the Fall Semester and no later than December 31, 2020;
- d) All other eligible employees: resign from District employment between September 30, 2020 and December 31, 2020; and
- e) Submit all required SRP enrollment materials and District Letter of Resignation to the Public Agency Retirement Services ("PARS") office by 5:00 pm on September 2, 2020.

## **2.0 Participation Requirements**

2.1 As of 5:00 p.m. on September 2, 2020, resignations of participants are irrevocable and may not be rescinded unless the District withdraws the SRP pursuant to Paragraph 2.2 below.

2.2 The plan must have sufficient participation to meet the District's fiscal and operational objectives by the enrollment deadline of September 2, 2020, in order for the SRP to go into effect. If a division and/or department is adversely affected by the participation level or otherwise does not meet the District's fiscal and operational objectives, then the District may withdraw the SRP for that division and/or department. Participating employees shall submit all required SRP enrollment materials and District Letter of Resignation to the PARS office on or before this deadline.

2.3 If the SRP is withdrawn due to insufficient participation, the District shall notify enrolled employees of the withdrawal on or before September 22, 2020. If the



District withdraws the SRP for a division and/or department due to adverse effect on a division and/or department, the District shall notify enrolled employees of the withdrawal on or before September 22, 2020. If the District withdraws the SRP, resignations will be automatically rescinded.

2.4 Employees whose retirement requests have been approved by the Board on or before July 21, 2020 are excluded from participating in the SRP.

2.5 Participants shall not return to the District in a permanent position without District approval, forfeiting their SRP benefit, and repaying the total of their SRP benefit.

2.6 Participating employees shall not be eligible for any other District sponsored retirement incentive programs.

### **3.0 Incentive Payments**

3.1 Regarding the basic incentive under this plan:

- a) The District shall make non-elective employer contributions to the participant's 403(b) annuity contract held at Pacific Life Insurance Company.
- b) The sum of the contributions shall equal 65% of Annual Salary as defined below, according to the following schedule:

<b>Contribution Date</b>	<b>Percent of Final Pay</b>
January 10, 2021	13%
January 10, 2022	13%
January 10, 2023	13%
January 10, 2024	13%
January 10, 2025	13%
<b>Total Contributions</b>	<b>65%</b>

- c) Final pay shall be defined as the participant's salary schedule placement as of September 2, 2020 (including doctorate stipend)

3.2 Alternative monthly forms of payment of equivalent present value to the basic benefit, which shall be paid in the form of a monthly life annuity, shall be offered. They shall include:

- a) Monthly lifetime payments;
- b) Monthly 100% joint-and-survivor payments;
- c) Monthly lifetime payments with a ten (10) year guarantee;
- d) Fixed term monthly payments from five (5) to fifteen (15) years. These payments are guaranteed to the participant for the full term selected.

- 3.3 The amount of monthly payment shall be fixed upon annuity purchase date and shall not be subject to increase thereafter.
- 3.4 The choice of form of payment (and the choice of payment beneficiary if choosing a joint and survivor form of payment) shall become final on September 2, 2020, and shall not be subject to change thereafter.
- 3.5 Participants shall not have a cash option to the employer 403(b) contributions.
- 3.6 All contributions into the participant's 403(b) account must be made in accordance with applicable IRS Rules and Regulations.
- 3.7 SRP benefits are scheduled to commence February 1, 2021.

**4.0 Contract Administrator**

- 4.1 The Contract Administrator for the SRP shall be PARS (see Attachment 2).
- 4.2 PARS shall provide a cumulative enrollment list to the District each Friday during the enrollment period, or as requested by the District.

**Projected Timeline:**

- |     |  |                       |
|-----|--|-----------------------|
| 1.  | Board of Trustees Approves Enrollment Window       | July 21, 2020         |
| 2.  | Enrollment Window Opens                            | July 22, 2020         |
| 3.  | Enrollment Packets Mailed to Eligible Employees    | July 23, 2020         |
| 4.  | Orientation Online                                 | July 23, 2020         |
| 5.  | Enrollment Window Closes                           | September 2, 2020     |
| 6.  | Board Approves/Cancel SRP Based on Analysis        | September 15, 2020    |
| 7.  | District Announces Whether SRP Goes Forward        | by September 22, 2020 |
| 8.  | Classified Employees Resign                        | Sep. 30-Dec. 31, 2020 |
| 9.  | Faculty/Educ. Administrators Resign After Semester | by December 31, 2020  |
| 10. | Benefits Commence                                  | February 1, 2021      |

## COMMITTEE HISTORY

College Executive Committee      July 14, 2020

## FISCAL IMPACT

5.5% of premiums paid for participating employees.

## RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve Board Resolution No. 02-2020-2021 to adopt the PARS Supplementary Retirement Plan as presented for eligible employee enrollment effective July 22, 2020 and subject to final Board action September 15, 2020 to approve, modify, or withdraw the Plan for employees enrolled to participate in the 2020-2021 retirement incentive program with PARS administering the program at a fee of 5.5 percent of paid premiums.

**BOARD RESOLUTION No. 02-2020-2021**

**GLENDALE COMMUNITY COLLEGE DISTRICT  
LOS ANGELES COUNTY, CALIFORNIA**

**WHEREAS** it is determined to be in the best fiscal interest of the District and its employees to provide a retirement incentive offer to eligible employees who wish to voluntarily exercise their option to separate from District service;

**WHEREAS** there is no cash option available to employees in lieu of this retirement incentive offer;

**WHEREAS** Public Agency Retirement Services (PARS) has made available to the District a Supplementary Retirement Plan, a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code;

**WHEREAS** the District, pursuant to applicable policy desires to adopt the Supplementary Retirement Plan and to fund the incentive through nonelective employer, post-employment contributions to the PARS designated 403(b) provider;

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. The Governing Board of Trustees of the District hereby adopts the PARS Supplementary Retirement Plan, as part of the District Retirement Program, to present for eligible employee enrollment effective July 22, 2020; and
2. In order for the District to reach stated fiscal goals, a minimum number of participants must enroll in the retirement incentive plan. If a minimum is not reached, the District may withdraw the retirement incentive by Board of Trustees action September 15, 2020. If the District withdraws the retirement incentive, resignations will be automatically rescinded; and
3. In order for the District to maintain effective operations, if a division and/or department is adversely affected by the participation level in the retirement incentive plan or otherwise does not meet the District's fiscal and operational objectives, then the District may withdraw the retirement incentive for that division and/or department, by Board of Trustees action September 15, 2020. If the District withdraws the retirement incentive, resignations will be automatically rescinded; and

4. The Board of Trustees of the District hereby appoints the Executive Vice President, Administrative Services, or his/her successor or his/her designee as the District's Plan Administrator; and
5. The District's PARS Plan Administrator is hereby authorized to execute the contracts, custodial agreement facilitating the payment of contributions to the 403(b) arrangement, and other legal documents related to a trust or the plan on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the plan and to maintain compliance of any relevant regulations issued; and
6. The Board of Trustees of the District will act on September 15, 2020 to approve, modify, or withdraw the Supplementary Retirement Plan based on analysis of the number of participants enrolled and the effective operations of the District.

AYES:      NOES:      ABSENT:      ABSTAIN:

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

\_\_\_\_\_, the Secretary of the Board of Trustees of the Glendale Community College District of Los Angeles County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on the July 21, 2020, and passed by a \_\_\_\_ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this July 21, 2020.

\_\_\_\_\_  
Secretary of the Board

### ANALYSIS REPORT

Revised: June 8, 2020

**STRS Eligible: Age 55 with 5 Years of Service or Age 50 with 30 Years of Service**

**PERS Eligible: Age 50 with 5 Years of Service**

### Introduction

The primary objective of a retirement incentive is to increase and accelerate the retirement rate over and above natural attrition in order to facilitate specific District objectives such as personnel restructuring, fiscal savings, etc. Fiscal savings are achieved by replacing the retiring employee, who is typically at the top of the salary schedule, with a replacement employee at the bottom of the salary schedule. With retirement incentives involving faculty, the resulting salary differential from replacing full-time faculty with part-time adjunct faculty is sufficient to pay for the costs of the plan and generate additional savings over and above natural attrition.

### Analysis Method of Calculation

The analysis compares the savings projected over a five-year period from offering the PARS Supplementary Retirement Plan (SRP) during the 2020-21 academic year to the savings expected over the same period if natural attrition runs its normal course. The analysis examines current and future costs and compensation differentials, including projections of all compensation and benefit increases. This analysis has been used nationwide for well over one thousand plans, and is a well-accepted model of calculation.

The basic model of calculation is as follows:

	<b>Total Compensation Differential between Retiring Employee and Replacement Employee</b>
-	Retirement Health Care Cost
-	Retirement Incentive Cost
-	Current Natural Attrition
-	Future Loss in Natural Attrition
+	Savings due to Non-Replacements
=	<b>Net Savings (Cost)</b>

## Assumptions

<b>Eligibility Requirements</b>	<p><b>Full-time Faculty and Educational Administrators:</b></p> <ul style="list-style-type: none"> <li>Age 55 with 5 years of service or Age 50 with 30 years of service</li> </ul> <p><b>Classified Non-Management, Classified Administrators, and Confidential:</b></p> <ul style="list-style-type: none"> <li>Age 50 with 5 years of service</li> </ul> <p><b>Resignation from District employment effective:</b></p> <ul style="list-style-type: none"> <li>Faculty: December 31, 2020</li> <li>All Others: September 30, 2020 or December 31, 2020</li> </ul>
<b>Benefit Levels</b>	<p><b>65% of Final Pay Spend Amount*</b>          * 2020-21 Contract Salary multiplied by current FTE.</p>
<b>Replacement Salaries</b>	<p>Full-Time Faculty: \$74,841 (based on PARS 3-Yr New Hire Study)          Educational Administrators: 86.38% of Base Salary (Step 3)          Classified Non-Management: 78.35% of Base Salary (Step 1)          Classified Administrators &amp; Confidential: 100.00% of Base Salary (Step 6)</p>
<b>Adjunct Faculty</b>	<p>Adjunct Hourly Rate: \$67.00          Adjunct Hours: 525          Total Adjunct Faculty Salary: \$35,175.00          Adjunct Faculty Health Care Cost: \$370.00</p>
<b>Health Care Costs</b>	<p>Active Employee: \$25,000          Retiree Pre-65: \$10,200          Retiree Pre-75: \$2,400          Retiree Post-75: \$0          Health Care COLA: 5.00%</p>
<b>PARS Plan Funding</b>	<p>5 equal annual payments beginning in 2020-21 ending in 2024-2025</p>
<b>Replacement Positions</b>	<p>100% to 0% replacement of positions, in varying increments</p>

Fiscal projections illustrated in the analysis are based on the averages of the retirement age employees. Since the actual participants will be unknown until the close of the enrollment window, this analysis represents an estimate of the potential savings from the plan. After the close of the enrollment window, PARS performs a complete post-analysis utilizing the actual data from the enrolled participants to determine the fiscal impact of the plan.

PARS has also provided non-replacement figures in this proposal with the District's understanding that these non-replacement numbers represent position cuts obtained through the offering of a retirement incentive plan. The District should be sure not to budget a similar number of position cuts, thereby double counting savings within this retirement incentive analysis and the budget. The following summarizes the results of the analysis:

## RETIREMENT PROJECTIONS

### 65% of Final Pay Spend Amount Benefit

Employee Group	Number of Eligible Employees	Total Projected Retirements	Percentage Retirements
Full-time Faculty	110	22	20.00%
Educational Administrators	13	3	23.08%
Classified Non-Management	134	16	11.94%
Classified Admin. & Confidential	18	4	22.22%
<b>TOTAL</b>	<b>275</b>	<b>45</b>	<b>16.36%</b>



## FISCAL SUMMARY OF SAVINGS

### 65% of Final Pay Spend Amount Benefit

#### Projected Fiscal Impact: Break-even Replacements

Employee Group	Non-Replace PARS	Projected Savings in Mid-Year (2020-21)	Projected Savings in Year 1 (2021-22)	Projected Savings over 3 Years (2023-24)	Projected Savings over 5 Years (2025-26)
Faculty (1.5 Yrs Adjunct Replacement)*	0.00	\$863,498	\$2,716,742	\$3,082,467	\$3,588,907
Faculty (2.5 Yrs Adjunct Replacement)*	0.00	\$863,498	\$2,716,742	\$4,793,208	\$5,376,859
Educational Administrators	0.00	\$16,988	\$52,759	\$49,480	\$68,925
Classified Non-Management	0.00	\$45,297	\$120,249	\$127,311	\$96,415
Classified Admin. & Confidential	1.00	\$57,367	\$181,294	\$426,279	\$736,279
<b>TOTAL @ 1.5 Yr Adjunct Replacement</b>	<b>1.00</b>	<b>\$983,150</b>	<b>\$3,071,044</b>	<b>\$3,685,537</b>	<b>\$4,490,526</b>
<b>TOTAL @ 2.5 Yr Adjunct Replacement</b>	<b>1.00</b>	<b>\$983,150</b>	<b>\$3,071,044</b>	<b>\$5,396,278</b>	<b>\$6,278,478</b>

#### Projected Fiscal Impact: 100% Full-Replacement of Positions

Employee Group	Non-Replace PARS	Projected Savings in Mid-Year (2020-21)	Projected Savings in Year 1 (2021-22)	Projected Savings over 3 Years (2023-24)	Projected Savings over 5 Years (2025-26)
Faculty (1.5 Yrs Adjunct Replacement)*	0.00	\$863,498	\$2,716,742	\$3,082,467	\$3,588,907
Faculty (2.5 Yrs Adjunct Replacement)*	0.00	\$863,498	\$2,716,742	\$4,793,208	\$5,376,859
Educational Administrators	0.00	\$16,988	\$52,759	\$49,480	\$68,925
Classified Non-Management	0.00	\$45,297	\$120,249	\$127,311	\$96,415
Classified Admin. & Confidential	0.00	(\$20,631)	(\$17,187)	(\$21,252)	\$30,197
<b>TOTAL @ 1.5 Yr Adjunct Replacement</b>	<b>0.00</b>	<b>\$905,152</b>	<b>\$2,872,563</b>	<b>\$3,238,006</b>	<b>\$3,784,444</b>
<b>TOTAL @ 2.5 Yr Adjunct Replacement</b>	<b>0.00</b>	<b>\$905,152</b>	<b>\$2,872,563</b>	<b>\$4,948,747</b>	<b>\$5,572,396</b>

\*1.5 and 2.5 Years of Adjunct Replacements are equal to 18 months and 30 months of Adjunct replacements, respectively.

## NON-REPLACEMENT SCENARIOS

### Full-time Faculty: 1.5 Years Adjunct Replacement (18 Months Adjunct Replacement)

Replacement Scenario	Non-Replace PARS	Projected Savings in Mid-Year (2020-21)	Projected Savings in Year 1 (2021-22)	Projected Savings over 3 Years (2023-24)	Projected Savings over 5 Years (2025-26)
100% Replacement	0.00	\$863,498	\$2,716,742	\$3,082,467	\$3,588,907
90% Replacement	2.20	\$911,245	\$2,789,934	\$3,544,798	\$4,466,879
80% Replacement	4.40	\$958,993	\$2,863,126	\$4,007,129	\$5,344,850
70% Replacement	6.60	\$1,006,740	\$2,936,319	\$4,469,460	\$6,222,822
60% Replacement	8.80	\$1,054,487	\$3,009,511	\$4,931,791	\$7,100,793
50% Replacement	11.00	\$1,102,234	\$3,082,704	\$5,394,122	\$7,978,765
40% Replacement	13.20	\$1,149,982	\$3,155,896	\$5,856,453	\$8,856,736
30% Replacement	15.40	\$1,197,729	\$3,229,088	\$6,318,784	\$9,734,708
20% Replacement	17.60	\$1,245,476	\$3,302,281	\$6,781,115	\$10,612,680
10% Replacement	19.80	\$1,293,224	\$3,375,473	\$7,243,447	\$11,490,651
0% Replacement	22.00	\$1,340,971	\$3,448,666	\$7,705,778	\$12,368,623

### Full-time Faculty: 2.5 Years Adjunct Replacement (30 Months Adjunct Replacement)

Replacement Scenario	Non-Replace PARS	Projected Savings in Mid-Year (2020-21)	Projected Savings in Year 1 (2021-22)	Projected Savings over 3 Years (2023-24)	Projected Savings over 5 Years (2025-26)
100% Replacement	0.00	\$863,498	\$2,716,742	\$4,793,208	\$5,376,859
90% Replacement	2.20	\$911,245	\$2,789,934	\$5,084,465	\$6,076,036
80% Replacement	4.40	\$958,993	\$2,863,126	\$5,375,722	\$6,775,212
70% Replacement	6.60	\$1,006,740	\$2,936,319	\$5,666,979	\$7,474,388
60% Replacement	8.80	\$1,054,487	\$3,009,511	\$5,958,236	\$8,173,565
50% Replacement	11.00	\$1,102,234	\$3,082,704	\$6,249,493	\$8,872,741
40% Replacement	13.20	\$1,149,982	\$3,155,896	\$6,540,750	\$9,571,917
30% Replacement	15.40	\$1,197,729	\$3,229,088	\$6,832,007	\$10,271,094
20% Replacement	17.60	\$1,245,476	\$3,302,281	\$7,123,264	\$10,970,270
10% Replacement	19.80	\$1,293,224	\$3,375,473	\$7,414,521	\$11,669,446
0% Replacement	22.00	\$1,340,971	\$3,448,666	\$7,705,778	\$12,368,623

## NON-REPLACEMENT SCENARIOS

### Educational Administrators

Replacement Scenario	Non-Replace PARS	Projected Savings in Mid-Year (2020-21)	Projected Savings in Year 1 (2021-22)	Projected Savings over 3 Years (2023-24)	Projected Savings over 5 Years (2025-26)
100% Replacement	0.00	\$16,988	\$52,759	\$49,480	\$68,925
67% Replacement	1.00	\$103,052	\$258,852	\$517,290	\$815,186
33% Replacement	2.00	\$189,115	\$464,945	\$985,101	\$1,561,448
0% Replacement	3.00	\$275,179	\$671,039	\$1,452,912	\$2,307,709

### Classified Non-Management

Replacement Scenario	Non-Replace PARS	Projected Savings in Mid-Year (2020-21)	Projected Savings in Year 1 (2021-22)	Projected Savings over 3 Years (2023-24)	Projected Savings over 5 Years (2025-26)
100% Replacement	0.00	\$45,297	\$120,249	\$127,311	\$96,415
90% Replacement	1.60	\$117,905	\$289,272	\$507,707	\$714,095
80% Replacement	3.20	\$190,512	\$458,296	\$888,102	\$1,331,776
70% Replacement	4.80	\$263,120	\$627,319	\$1,268,498	\$1,949,457
60% Replacement	6.40	\$335,728	\$796,343	\$1,648,893	\$2,567,138
50% Replacement	8.00	\$408,336	\$965,366	\$2,029,289	\$3,184,818
40% Replacement	9.60	\$480,944	\$1,134,390	\$2,409,685	\$3,802,499
30% Replacement	11.20	\$553,552	\$1,303,413	\$2,790,080	\$4,420,180
20% Replacement	12.80	\$626,160	\$1,472,437	\$3,170,476	\$5,037,861
10% Replacement	14.40	\$698,768	\$1,641,460	\$3,550,872	\$5,655,541
0% Replacement	16.00	\$771,376	\$1,810,484	\$3,931,267	\$6,273,222

### Classified Administrators & Confidential

Replacement Scenario	Non-Replace PARS	Projected Savings in Mid-Year (2020-21)	Projected Savings in Year 1 (2021-22)	Projected Savings over 3 Years (2023-24)	Projected Savings over 5 Years (2025-26)
100% Replacement	0.00	(\$20,631)	(\$17,187)	(\$21,252)	\$30,197
75% Replacement	1.00	\$57,367	\$181,294	\$426,279	\$736,279
50% Replacement	2.00	\$135,364	\$379,775	\$873,811	\$1,442,361
25% Replacement	3.00	\$213,361	\$578,255	\$1,321,343	\$2,148,443
0% Replacement	4.00	\$291,359	\$776,736	\$1,768,875	\$2,854,524

## **Conclusion**

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The PARS approach to the analysis is conservative in its nature. Since the analyses utilize averages for the entire group of eligible employees, the actual outcome will typically exceed the initial projections. The primary reason for the increase in savings is due to the fact that the average age of the enrolled group tends to be higher than the average age for the entire group.

To provide the District with a measure of financial safety, a minimum participation level or fiscal objective can be set for the plan to go into effect. This allows the District to withdraw the incentive if the actual participation level is lower than expected or does not result in a financially acceptable outcome. In instances where the minimum participation level is not reached, the post-analysis can provide the District with a valuable tool in evaluating the feasibility of the plan. If the minimum participation level is not reached but the incentive attracts a sufficient number of participants to make the plan economically feasible, the District retains the option of allowing the incentive to go forward.

## **Notice**

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This analysis attempts to quantify in economic terms - not budgetary terms - the fiscal impact of a retirement incentive program at the District. This analysis is entirely driven by the assumptions set forth by the District. If the assumptions are changed or modified by the District the results shall vary from what is set forth in this analysis. The accuracy of any results and/or analysis will depend entirely upon the accuracy of the information provided and the assumptions used.

The information, data and assumptions used in this analysis have been provided to Public Agency Retirement Services (PARS) by the District. It shall be the responsibility of the District to certify the accuracy, content and completeness of the information, data and assumptions so that PARS may rely on such information without further audit. PARS shall be under no duty to question the information, data and assumptions received from the District including, but not limited to, inquiries about how the analysis, information, data and assumptions work in conjunction with the District's budget.

PARS shall not be liable for non-performance of Services if such non-performance is caused by or results from erroneous and/or late delivery of information, data and assumptions.

PARS is not licensed to provide and does not offer tax, accounting, legal, investment or actuarial advice.

## AGREEMENT FOR ADMINISTRATIVE SERVICES

This agreement ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between Phase II Systems, a corporation organized and existing under the laws of the State of California, doing business as Public Agency Retirement Services and PARS (hereinafter "PARS") and the Glendale Community College District ("Agency").

WHEREAS, the Agency is desirous of retaining PARS to act as administrator to assist the Agency in the establishment of early retirement incentive programs through contributions to purchase an *IRC 403(b)* fixed annuity contract ("Plan"), for the benefit of Agency's eligible employees and their beneficiaries ("Participants"); and

WHEREAS, the Agency wishes for PARS to provide consulting, analytical, and administrative services necessary to implement the Plan; and

WHEREAS, in performance of the duties set forth hereinafter PARS shall designate from time to time a custodian and/or trustee to receive Employer Plan contributions ("Custodian") designated for Participants; and

WHEREAS, in performance of the duties set forth hereinafter, PARS shall designate from time to time an insurance company for the purpose of paying Participants a specified amount of money on a regular basis over a specified period of time ("Insurance Company") pursuant to the terms of the Plan.

NOW THEREFORE, the parties agree:

1. **Services.** PARS will provide the services pertaining to the Plan as described in the exhibit attached hereto as "Exhibit 1A" ("Services") in a timely manner, subject to the further provisions of this Agreement.
2. **Fees for Services.** PARS will be compensated for performance of the Services as described in the exhibit attached hereto as "Exhibit 1B".
3. **Payment Terms.** Payment for the Services will be remitted directly from contributions for the Plan that Agency has made to the Custodian unless otherwise stated in Exhibit 1B. In the event that the Agency chooses to make payment directly to PARS, it shall be the responsibility of the Agency to remit payment directly to PARS based upon an invoice prepared by PARS and delivered to the Agency. If payment is not received by PARS within thirty (30) days of the invoice delivery date, the balance due shall bear interest at the rate of 1.5% per month.
4. **Fees for Services Beyond Scope.** Fees for services beyond those specified in this Agreement will be billed to the Agency at the rates indicated in the PARS standard fee schedule in effect at the time the services are provided and shall be payable as described in Section 3 of this Agreement. Before any such services are performed, PARS will provide the Agency with a detailed description of the services, terms, and applicable rates for such services. Such services, terms, and applicable rates shall be agreed upon in writing and executed by both parties.



5. **Information Furnished to PARS.** PARS will provide the Services contingent upon the Agency providing PARS the information specified in the exhibit attached hereto as “Exhibit 1C” (“Data”). It shall be the responsibility of the Agency to certify the accuracy, content and completeness of the Data so that PARS may rely on such information without further audit. It shall further be the responsibility of the Agency to deliver the Data to PARS in such a manner that allows for a reasonable amount of time for the Services to be performed. Unless specified in Exhibit 1A, PARS shall be under no duty to question Data received from the Agency, to compute contributions made to the Plan, to determine or inquire whether contributions are adequate to meet and discharge liabilities under the Plan, or to determine or inquire whether contributions made to the Plan are in compliance with the Plan or applicable law. In addition, PARS shall not be liable for non-performance of Services to the extent such non-performance is caused by or results from erroneous and/or late delivery of Data from the Agency. In the event that the Agency fails to provide Data in a complete, accurate and timely manner and pursuant to the specifications in Exhibit 1C, PARS reserves the right, notwithstanding the further provisions of this Agreement, to terminate this Agreement upon no less than ninety (90) days written notice to the Agency.
6. **Suspension of Contributions.** In the event contributions are suspended, either temporarily or permanently, prior to the complete discharge of PARS’ obligations under this Agreement, PARS reserves the right to bill the Agency for Services under this Agreement at the rates indicated in PARS’ standard fee schedule in effect at the time the services are provided, subject to the terms established in Section 3 of this Agreement. Before any such services are performed, PARS will provide the Agency with written notice of the subject services, terms, and an estimate of the fees therefore.
7. **Records.** During the term of this Agreement, and for a period of five (5) years after termination of this Agreement, PARS shall provide duly authorized representatives of the Agency access to all records and material relating to calculation of PARS’ fees under this Agreement. Such access shall include the right to inspect, audit and reproduce such records and material and to verify reports furnished in compliance with the provisions of this Agreement. All information so obtained shall be accorded confidential treatment as provided under applicable law.
8. **Confidentiality.** Without the Agency’s consent, PARS shall not disclose any information relating to the Plan except to duly authorized officials of the Agency and to parties retained by PARS to perform specific services within this Agreement. The Agency shall not disclose any information relating to the Plan to individuals not employed by the Agency without the prior written consent of PARS, except as such disclosures may be required by applicable law.
9. **Independent Contractor.** PARS is and at all times hereunder shall be an independent contractor. As such, neither the Agency nor any of its officers, employees or agents shall have the power to control the conduct of PARS, its officers, employees or agents, except as specifically set forth and provided for herein. PARS shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers’ compensation and similar matters.
10. **Indemnification.** PARS and Agency hereby indemnify each other and hold the other harmless, including their respective officers, directors and employees, from any claim, loss,



demand, liability, or expense, including reasonable attorneys' fees and costs, incurred by the other as a consequence of, to the extent, PARS' or Agency's, as the case may be, negligent acts, errors, or omissions with respect to the performance of their respective duties hereunder.

11. **Compliance with Applicable Law.** The Agency shall observe and comply with federal, state and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding the administration of the Plan. PARS shall observe and comply with federal, state and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding Plan administrative services provided under this Agreement.
12. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event any party institutes legal proceedings to enforce or interpret this Agreement, venue and jurisdiction shall be in any state court of competent jurisdiction.
13. **Force Majeure.** When a party's nonperformance hereunder was beyond the control and not due to the fault of the party not performing, a party shall be excused from performing its obligations under this Agreement during the time and to the extent that its performance is prevented by such cause. Such cause shall include, but not be limited to: any incidence of fire, flood, acts of God or unanticipated communicable disease, acts of terrorism or war commandeering of material, products, plants or facilities by the federal, state or local government, a material act or omission by the other party or any law, ordinance, rule, guidance or recommendation by the federal, state or local government, or any agency thereof, which becomes effective after the date of this Agreement that delays or renders impractical either party's performance under the Agreement.
14. **Ownership of Reports and Documents.** The originals of all letters, documents, reports, and data produced for the purposes of this Agreement shall be delivered to, and become the property of the Agency. Copies may be made for PARS but shall not be furnished to others without written authorization from Agency.
15. **Designees.** The Agency, or their designee, shall have the authority to act for and exercise any of the rights of the Agency as set forth in this Agreement, subsequent to and in accordance with the written authority granted by the Governing Board of the Agency through adoption of a Resolution, a copy of which writing shall be delivered to PARS. Any officer of PARS, or his or her designees, shall have the authority to act for and exercise any of the rights of PARS as set forth in this Agreement.
16. **Notices.** All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of the notices in person or by depositing the notices in the U.S. mail, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:
  - (A) To PARS: PARS; 4350 Von Karman Avenue, Suite 100, Newport Beach, CA 92660; Attention: President
  - (B) To Agency: Glendale Community College District; 1500 North Verdugo Road, Glendale, CA 91208; Attention: \_\_\_\_\_ [Plan Administrator Title]

Notices shall be deemed given on the date received by the addressee.



- 17. **Term of Agreement.** This Agreement shall remain in effect for the period beginning \_\_\_\_\_, 2020 and ending \_\_\_\_\_, 2025 (“Term”). This Agreement will continue unchanged for successive twelve-month periods following the Term unless either party gives written notice to the other party of the intent to terminate prior to ninety (90) days before the end of the Term. However, the Agreement will terminate following the benefit payment to the last surviving Participant and any residual interest earnings held in the Agency’s custody account, if any, will be returned to the Agency.
- 18. **Amendment.** This Agreement may not be amended orally, but only by a written instrument executed by the parties hereto.
- 19. **Entire Agreement.** This Agreement, including exhibits, contains the entire understanding of the parties with respect to the subject matter set forth in this Agreement. In the event a conflict arises between the parties with respect to any term, condition or provision of this Agreement, the remaining terms, conditions and provisions shall remain in full force and legal effect. No waiver of any term or condition of this Agreement by any party shall be construed by the other as a continuing waiver of such term or condition.
- 20. **Attorney’s Fees.** In the event any action is taken by a party hereto to enforce the terms of this Agreement, the prevailing party therein shall be entitled to receive its reasonable attorney’s fees.
- 21. **Counterparts.** This Agreement may be executed in any number of counterparts, and in that event, each counterpart shall be deemed a complete original and be enforceable without reference to any other counterpart.
- 22. **Headings.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- 23. **Effective Date.** This Agreement shall be effective on the date first above written, and also shall be the date the Agreement is executed.
- 24. **Further Acts.** The Parties shall execute all such further and additional documents as shall be reasonable, convenient, necessary, or desirable to carry out the provisions of this Agreement, including but not limited to any Custodial Agreement and/or Trust Agreement as shall be required by PARS and/or the Custodian/Trustee.

**AGENCY:**

BY: \_\_\_\_\_  
Plan Administrator Name

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PARS:**

BY: \_\_\_\_\_  
Tod Hammeras

TITLE: Chief Financial Officer

DATE: \_\_\_\_\_



EXHIBIT 1A  
SERVICES

PARS will provide the following services for the Glendale Community College District:

1. Plan Consultation Services:
  - (A) Meeting with Agency personnel to discuss the impact to the Agency of implementing a Plan;
  - (B) If appropriate, completing a fiscal analysis, based on data and assumptions provided by Agency, to determine the fiscal feasibility of a Plan;
  - (C) Meeting with Agency personnel to discuss the fiscal analysis and receive feedback on the analysis, data, and assumptions made;
  - (D) Making appropriate revisions to the fiscal analysis as directed by Agency.
2. Plan Installation Services:
  - (A) Meeting with Agency personnel to finalize Plan provisions, implementation timelines, benefit communication strategies, data reporting and contribution submission requirements;
  - (B) Providing the necessary analysis and advisory services to finalize these elements of the Plan;
  - (C) Providing the documentation needed to establish the Plan to be reviewed and approved by Agency legal counsel. Resulting final Plan documentation must be approved by the Agency prior to the commencement of PARS Plan Administration Services outlined in Exhibit 1A, paragraph 3 below.
3. Plan Administration Services:
  - (A) Monitoring the receipt of Plan contributions made by the Agency to the Custodian, based upon information received from the Agency and the Custodian;
  - (B) Performing periodic accounting of custodial assets, including the allocation of employer contributions, payments to the Insurance Company, investment activity and expenses (if applicable), based upon information received from the Agency and/or Custodian;
  - (C) Acting as ongoing liaison between the Participant and the Agency in regard to the Plan, which shall include use by the Participants of toll-free telephone communication to PARS;
  - (D) Producing benefit illustrations and processing enrollments upon direction by Agency;
  - (E) Coordinating the processing of contribution payments to the Insurance Company pursuant to authorized written Agency certification of eligibility, authorized direction by the Agency, and the provisions of the Plan, and, to the extent possible, based upon Agency-provided Data;
  - (F) Coordinating actions with the Custodian as directed by the Plan Administrator within the scope of this Agreement.

4. PARS is not licensed to provide and does not offer tax, accounting, legal, investment or actuarial advice.
5. Any analysis provided by PARS is subject to the receipt of accurate information and assumptions as may be provided by Agency. The Agency is responsible for integrating the PARS analysis into any Agency budgetary analysis or decision-making processes. The fiscal projections in the PARS analysis are dependent upon future experience conforming to the assumptions used and the results will be altered to the extent that future experience deviates from these assumptions. It is certain that actual experience will not conform exactly to the assumptions used in the analysis.

EXHIBIT 1B  
FEES FOR SERVICES

PARS will be compensated for performance of Services, as described in Exhibit 1A based upon the following schedule:

1. Upon implementation of the Plan associated with this Agreement, the Agency agrees to pay an administration fee equal to five and one-half percent (5.50%) of all premiums made by the Agency on behalf of Participants in the subject Plan, subject to a \$5,000.00 minimum per year for five years. Fees will be billed to the Custodian as contributions are made by the Agency, and it will be the responsibility of the Custodian to pay those fees from the custodial assets of the Plan.
2. In the event that the Plan associated with this Agreement is not implemented, the Agency agrees to pay a one-time fee equal to \$5,000.00. The fee will be billed to the Agency upon notice of cancellation of the Plan and it will be the responsibility of the Agency to pay this fee.



EXHIBIT 1C  
DATA REQUIREMENTS

PARS will provide the Services under this Agreement contingent upon receiving the following information:

1. Fiscal Analysis Data (provided by Agency):
  - (A) Participant's Legal Name
  - (B) Participant's Position
  - (C) Participant's Birth Date
  - (D) Participant's Hire Date
  - (E) Participant's Contract Salary
  - (F) Years of Agency Service
  - (G) Completed Request for Information Form, including applicable Salary Schedules, Collective Bargaining Agreements, and Board Policies
2. Participant Data (provided by Agency):
  - (A) Participant's Legal Name
  - (B) Participant's Position
  - (C) Participant's Address
  - (D) Participant's Birth Date
  - (E) Participant's Hire Date
  - (F) Participant's Contract Salary
  - (G) Years of Agency Service
  - (H) Retirement Date
3. Executed Legal Documents (provided by Agency):
  - (A) Certified Board Resolution
  - (B) Addendum for Supplementary Retirement Plan/Execution Agreement
  - (C) Custodial Agreements/Disclosure Forms
  - (D) 403(b) Annuity Contracts & Disclosures
4. Completed Funding Documents (provided by Agency):
  - (A) Authorization to Pay Benefits Form
5. Completed Enrollment Forms (timely submitted by Participant):
  - (A) Correction Form
  - (B) Enrollment Form
  - (C) Beneficiary Designation Form
  - (D) Tax Withholding Form
  - (E) Proof of Age
  - (F) Letter of Resignation

## GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

### INFORMATIONAL REPORT NO. 1

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Michael Ritterbrown, Vice President, Instructional Services

PREPARED BY: Edward Karpp, Dean, Research, Planning, and Grants

SUBJECT: ENROLLMENT UPDATE

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### DESCRIPTION OF HISTORY / BACKGROUND

California community colleges' apportionment revenues from the state are based on the enrollments of resident students. Enrollments are converted into Full-Time Equivalent Students (FTES) numbers for apportionment reporting. The attached report includes updated enrollment numbers and projections.

One FTES, whether credit or noncredit, is defined by state regulations as 525 hours of student contact. Most credit courses use a weekly accounting method: They meet the same number of hours every week, and apportionment is based on a calculation of hours per week times number of weeks divided by 525. Credit courses shorter than a full semester (such as 8-week courses, or Summer and Winter courses) use an analogous daily accounting method. Both weekly and daily courses use a census date to determine enrollments and FTES.

All noncredit courses and a small number of credit courses use positive attendance accounting, which is not based on enrollment and class sessions per week but rather on the actual hours that students attend class. Each student's attendance is tracked for every class session. The total number of attendance hours is divided by 525 to calculate FTES based on positive attendance. FTES based on positive attendance is more difficult to project than FTES based on weekly or daily accounting because students' actual attendance must be tracked every day, rather than using a defined census date.

Due to the COVID-19 emergency, the current report includes an estimate of positive attendance FTES in 2019-2020 calculated using the Chancellor's Office method that incorporates the average of positive attendance hours over the past three offerings of each course.

## COMMITTEE HISTORY

None

## FISCAL IMPACT

None

## RECOMMENDATION

This report is being submitted for informational purposes.

## ENROLLMENT UPDATE (RESIDENT, FACTORED FTES) – 2019-2020

	2018-2019	2019-2020	Difference	% Change
Summer Credit FTES excluding Positive Attendance (End of Summer Term)	937	967	+30	+3.2%
Summer Credit FTES from Positive Attendance	20	23	+3	+15.0%
Summer Noncredit FTES	439	256	-183	-41.7%
<b>Summer Total FTES (Actual Enrollments)</b>	<b>1,396</b>	<b>1,246</b>	<b>-150</b>	<b>-10.7%</b>
Fall Credit FTES excluding Positive Attendance	4,798	4,791	-7	-0.1%
Fall Credit FTES from Positive Attendance	58	44	-14	-24.1%
Fall Noncredit FTES	997	900	-97	-9.7%
<b>Fall Total FTES (Actual Enrollments)</b>	<b>5,853</b>	<b>5,735</b>	<b>-118</b>	<b>-2.0%</b>
Winter Credit FTES excluding Positive Attendance	867	815	-52	-6.0%
Winter Credit FTES from Positive Attendance	14	17	+3	+21.4%
Winter Noncredit FTES	272	239	-33	-12.1%
<b>Winter Total FTES (Actual Enrollments)</b>	<b>1,153</b>	<b>1,071</b>	<b>-82</b>	<b>-7.1%</b>
Spring Credit FTES excluding Positive Attendance	4,461	4,388	-73	-1.6%
Spring Credit FTES from Positive Attendance	45	18	-27	-60.0%
Spring Noncredit FTES (Estimated*)	931	973	+42	+4.5%
<b>Spring Total FTES (End of Semester, Estimated*)</b>	<b>5,437</b>	<b>5,379</b>	<b>-58</b>	<b>-1.1%</b>
Annual Credit FTES excluding Positive Attendance	11,063	10,961	-102	-0.9%
Annual Credit FTES from Positive Attendance	137	102	-35	-25.5%
Annual Noncredit FTES (Includes Estimate*)	2,639	2,368	-271	-10.3%
<b>Annual Total FTES (Includes Noncredit Estimate*)</b>	<b>13,839</b>	<b>13,431</b>	<b>-408</b>	<b>-2.9%</b>

## ENROLLMENT UPDATE (RESIDENT, FACTORED FTES) – 2020-2021

	2019-2020	2020-2021	Difference	% Change
Summer Credit FTES excluding Positive Attendance (Day 20 of Classes)	980	1,333	+353	+36.0%
Summer Credit FTES excluding Positive Attendance (Projected End of Term)	967	1,320	+353	+36.5%
Summer Credit FTES from Positive Attendance	23	23	+0	+0.0%
Summer Noncredit FTES	256	256	+0	+0.0%
<b>Summer Total FTES (Projected End of Term)</b>	<b>1,246</b>	<b>1,599</b>	<b>+353</b>	<b>+28.3%</b>

Note: Gray-shaded cells indicate projections or estimates.

\* Due to the COVID-19 emergency in Spring 2020, the Chancellor's Office provided a method to estimate positive attendance hours for each course offered in Spring based on the previous three offerings of the course. The table includes estimated noncredit FTES calculated using this method.

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

INFORMATIONAL REPORT NO. 2

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper, Executive Vice President,  
Administrative Services

PREPARED BY: Susan Courtney, Director, Business Services

SUBJECT: MEASURE GC FUNDS BALANCES AND SCHEDULE  
UPDATE

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Attached is a summary report on Measure GC Funds activity and budget balances through June 30, 2020.



Measure GC Financial Status Report as of June 30, 2020								
	Project	New Allocation As of July, 2018	Prior Year Expenditures (a)	2019-20 Expense	2019-20 Encumbrances	Total Obligated	Total Available	Project Status
1	Infrastructure	\$ 16,000,000.00	\$ 9,475,795.00	\$ 8,217,485.00	\$ 9,516,630.00	\$ 27,269,910.00	\$ (11,269,910.00)	Ongoing
2	PE Remodel	\$ 44,000,000.00	\$ 10,399,350.00	\$ 4,989,663.00	\$ 20,976,405.00	\$ 36,365,418.00	\$ 7,634,582.00	TBD
3	Technology	\$ 3,000,000.00	\$ 2,321,604.00	\$ 996,651.00	\$ 760,088.00	\$ 4,078,343.00	\$ (1,078,343.00)	Ongoing
4	Montrose Campus	\$ 13,000,000.00	\$ 3,433,335.00	\$ 114,155.55	\$ 17,300.86	\$ 3,450,636.00	\$ 9,435,208.00	Ongoing
5	Garfield Acquisition and Parking	\$ 30,000,000.00	\$ 20,616,906.00	\$ 7,466,705.00	\$ 152,848.00	\$ 27,555,760.00	\$ 2,444,240.00	Ongoing
6	Classroom/Lab Renovations	\$ 5,000,000.00	\$ 3,868,814.00	\$ 744,553.79	\$ 376,825.00	\$ 4,990,193.00	\$ 9,807.00	Ongoing
7	Science Building	\$ 10,200,000.00	\$ -	\$ 5,069,765.00	\$ 3,584,379.00	\$ 8,654,144.00	\$ 1,545,856.00	Ongoing
8	Campus Wide Safety and Security	\$ 500,000.00	\$ 315,073.00	\$ 30,810.00	\$ -	\$ 318,154.00	\$ 181,846.00	Ongoing
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23	Interest	\$ 2,990,541.45					\$ 2,832,413.50	
24	Contingency Reserves	\$ 328,464.00					\$ 328,464.00	
	<b>Total</b>	<b>\$ 125,019,005.45</b>	<b>\$ 50,430,877.00</b>	<b>\$ 27,629,788.34</b>	<b>\$ 35,384,475.86</b>	<b>\$ 112,682,558.00</b>	<b>\$ 12,064,163.50</b>	

Notes:

- 1 Infrastructure Projects are ongoing in accordance with the annual planning.
- 2 PE Increment 1 is complete. PE Increment 2 commenced. Estimated completion is Summer 2021.
- 3 Technology projects include the completion of the upgrade campus wide network and PDC, PeopleSoft Upgrade, Budgeting Application.
- 4 Property Purchased. Feasibility study will be started this year.
- 5 Purchase of land for Garfield Campus.

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

INFORMATIONAL REPORT NO. 3

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Anthony Culpepper, Executive Vice President,  
Administrative Services

SUBJECT: FINAL SALES RESULTS OF THE MEASURE GC  
GENERAL OBLIGATION BONDS AND 2020  
GENERAL OBLIGATION REFUNDING BONDS

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Attached is a report on the final sales results of the Measure GC General Obligation Bonds and 2020 General Obligation Refunding Bonds, authorized by Board of Trustees action at its May 19, 2020 meeting on Resolution No. 22-2019-2020: Issuance of Glendale Community College District 2016 Measure GC General Obligation Bonds, Series B.



Measure GC General Obligation Bonds  
 2020 General Obligation Refunding Bonds  
**Final Sale Results**

On Wednesday, June 17<sup>th</sup> Glendale Community College sold \$203 million General Obligation Bonds from the Measure GC Authorization, and \$31.6 million 2020 General Obligation Refunding Bonds.

The bond sales went exceptionally well for the College and its taxpayers. In total, Glendale College received **more than \$1.28 billion of bond orders from 62 different investors.** This dynamic of receiving more investor orders than bonds available for sale was an important outcome for the College. The pricing leverage created on the day of the bond sale allowed the College and its financing team to secure a total, combined interest rate of 3.0 percent (%) for the entire Measure GC Bonds and 1.8% for the 2020 Refunding Bonds.

The list of participating investors is an equally critical outcome for Glendale College because many of these firms have very stringent credit criteria, and only purchase the highest rated bond transactions in California. Some of the key and notable investors who purchased the College’s bonds include: Franklin, Blackrock, INVESCO, Nuveen, Vanguard, Allstate Insurance, Charles Schwab, and Northern Trust. Please see **Appendix A** for a complete investor summary.

**The final Measure GC, Series B numbers are shown below:**

<b>Glendale College Bond Credit Ratings:</b>	<b>Aa2 (Moody's)</b>
<i>Bond Rating Assigned to Glendale College, factoring local tax base, wealth levels and College Financial Operations</i>	<b>AA- (Standard &amp; Poor's)</b>
<b>Bond Principal Amount:</b>	<b>\$202,999,763</b>
<i>Face Value of Bonds Sold</i>	
<b>Final Bond Maturity and Financing Term</b>	<b>30 Years</b>
<i>Final Bond Principal and Interest Payment Date</i>	
<b>Final Bond True Interest Cost:</b>	<b>3.0%</b>
<i>Total, Aggregate Bond Interest for the Life of the Bonds</i>	
<b>Total Bond Payback Ratio:</b>	<b>1.79 to 1</b>
<i>Ratio of Net Bond Debt Service, Divided by the Bond Principal</i>	

The detailed Measure GC, Series B bond sale results, and comparison with the original financing estimates presented to the Governing Board on April 21, 2020 are shown below:

	<b>Measure GC, Series B Financing Estimates Presented to Governing Board on 4/21/20</b>	<b>Measure GC, Series B Final Bond Sale Results on 6/17/20</b>
<b>Bond Issue Amount:</b>	\$203,000,000	\$202,999,763
<b>Total Bond Payback Period/Financing Term:</b>	30 Years	30 Years
<b>Total Bond Debt Service:</b>	\$396,655,626	\$363,565,916
<b>Total Bond Payback Ratio:</b>	1.95 to 1	1.79 to 1
<b>True Interest Cost:</b>	3.3%	3.0%
<b>Principal Value of Capital Appreciation Bonds (CABs):</b>	\$44,787,052	\$66,009,763
<b>CAB Payback Ratio:</b>	1.78 to 1	1.65 to 1

The total bond payback ratio and true interest cost are key statistics as they have a significant contribution to the overall debt cost for Glendale taxpayers. For reference, the original interest rate assumption on the Measure GC, Series B bonds was 3.27 percent (%) with a total bond payback ratio of 1.95 to 1. When compared to the original financing estimates at the start of the bond sale process, the College achieved lower debt payments by almost \$33 million due to the final 3.0% interest rate on the bonds. Finally, as a result of the lower interest rates the College was able to sell its bonds at a net “Premium” which means that the College received an additional \$14.3 million of excess bonds funds. Under state law, these excess proceeds will be deposited with the Los Angeles County Treasurer/Tax Collector and used exclusively to reduce the property tax payments due on the Measure GC bonds.

Please see **Appendix B** for a complete summary of the key Measure GC bond statistics.

The Bond Refunding transaction also generated total taxpayer savings of \$1.57 million, which is an increase/improvement of \$560,000 from the original savings estimates presented to the Governing Board on May 19<sup>th</sup>. The General Obligation Refunding Bond sale received a 1.8 percent final interest rate with an 11-year term. The complete and detailed Refunding Bond statistics can be found in Appendix B.

**The final Bond Refunding numbers are shown below:**

<b>Glendale College Bond Credit Ratings:</b>	<b>Aa2 (Moody's)</b>
<i>Bond Rating Assigned to Glendale College, factoring local tax base, wealth levels and College Financial Operations</i>	<b>AA- (Standard &amp; Poor's)</b>
<b>Bond Principal Amount:</b>	<b>\$31,625,000</b>
<i>Face Value of Bonds Sold</i>	
<b>Final Bond Maturity and Financing Term</b>	<b>11 Years</b>
<i>Final Bond Principal and Interest Payment Date</i>	
<b>Final Bond True Interest Cost:</b>	<b>1.8%</b>
<i>Total, Aggregate Bond Interest for the Life of the Bonds</i>	
<b>Total Taxpayer Savings:</b>	<b>\$1,576,669</b>
<i>Ratio of Net Bond Debt Service, Divided by the Bond Principal</i>	

## Appendix A – Detailed Investor Summary

<b>Investor</b>	<b>Total Bond Order (\$ 000)</b>	<b>Investor</b>	<b>Total Bond Order (\$ 000)</b>
Whitehaven Asset Management	\$104,060	C.L. King & Associates	9,170
Merrill Lynch, Pierce, Fenner & Smith	\$101,245	City National Securities	8,500
INVESCO Capital Management	\$98,735	Gulfstream Partners	8,500
Franklin Municipal	\$89,870	Northern Trust	8,400
Brown Brothers	\$70,000	Breckinridge Capital Advisors	7,990
Blackrock Financial Management	\$61,870	State Farm Insurance Companies	7,675
Eaton Vance Management	\$48,595	Faraday Capital	7,500
Performance Trust	\$45,935	Seattle Northwest Asset Management	6,245
Nuveen	\$41,165	First New York Securities Company	5,000
Mizuho Capital Markets Corp.	\$40,000	Gentrust Wealth Management	5,000
Barclays Capital	\$36,460	Bel Air Securities	4,100
Spring Lake Asset Management	\$35,535	Thornburg Investment Management	4,100
Pacific Western Bank	\$32,120	Williams Jones Wealth Management	4,000
Vanguard	\$31,725	Wasmer Schroeder & Co.	3,500
Fundamental Credit Opportunities	\$30,000	Unionbanc Investment Services	3,130
Charles Schwab	\$26,270	Searle & Company	3,000
Mackay Shields Financial Corp.	\$25,190	Los Angeles Department of Water and Power	2,145
Lord Abbett	\$25,000	Loomis Sayles	2,000
Blue Mountain Capital Management	\$25,000	WPG Advisers	2,000
Build Municipal Strategies	\$25,000	Whittier Trust Company	1,790
Old Orchard Capital Management	25,000	Prudent Man Advisors	1,760
Standish, Ayer & Wood	23,500	Mairs and Power	1,500
Columbia Management	20,975	Ehlers Investment Partners	1,255
Deutsche Bank	20,000	Sterling Capital Management Company	1,000
Belle Haven Investments	16,490	Investors Capital Partners	1,000
Allstate Investments	13,605	County of Ventura	695
Payden & Rygel	12,500	Wilmington Trust	560
First Republic Asset Management	12,350	Edward D. Jones	500
Dimensional Fund Advisors	12,350	Wells Capital Management	350
American Fidelity Assurance Company	11,250	United Capital Management	310
Capital Research	9,850	Individuals	15

## Appendix B – Detailed Bond Summary Statistics

### Measure GC, Series B General Obligation Bonds

<b>Glendale College Bond Credit Ratings:</b> <i>Bond Rating Assigned to Glendale College, factoring local tax base, wealth levels and College Financial Operations</i>	<b>Aa2 (Moody's)</b> <b>AA- (Standard &amp; Poor's)</b>
<b>Bond Principal Amount:</b> <i>Face Value of Bonds Sold</i>	<b>\$202,999,763</b>
<b>Net Bond Issue Premium:</b> <i>Extra Bond Proceeds Received from Investors, and Used to Pre-Pay Future Bond Interest Payments</i>	<b>\$14,310,803</b>
<b>Total Bond Interest Payments Due:</b> <i>Interest Cost Due During the Full Bond Payment Term</i>	<b>\$174,876,956</b>
<b>Total Net Debt Service Payments:</b> <i>Sum of the Total Bond Principal and Interest Due, Less the Net Bond Premium</i>	<b>\$363,565,916</b>
<b>Final Bond Maturity and Financing Term</b> <i>Final Bond Principal and Interest Payment Date</i>	<b>30 Years</b>
<b>Final Bond True Interest Cost:</b> <i>Total, Aggregate Bond Interest for the Life of the Bonds</i>	<b>3.0%</b>
<b>Total Bond Payback Ratio:</b> <i>Ratio of Net Bond Debt Service, Divided by the Bond Principal</i>	<b>1.79 to 1</b>

### 2020 General Obligation Refunding Bonds (Refunding of 2002 Election, Measure G Bonds)

<b>Glendale College Bond Credit Ratings:</b> <i>Bond Rating Assigned to Glendale College, factoring local tax base, wealth levels and College Financial Operations</i>	<b>Aa2 (Moody's)</b> <b>AA- (Standard &amp; Poor's)</b>
<b>Bond Principal Amount:</b> <i>Face Value of Bonds Sold</i>	<b>\$31,625,000</b>
<b>Total Net Debt Service Payments:</b> <i>Sum of the Total Bond Principal and Interest Due</i>	<b>\$35,708,612</b>
<b>Final Bond Maturity and Financing Term</b> <i>Final Bond Principal and Interest Payment Date</i>	<b>11 Years</b>
<b>Final Bond True Interest Cost:</b> <i>Total, Aggregate Bond Interest for the Life of the Bonds</i>	<b>1.8%</b>
<b>Total Taxpayer Savings:</b> <i>Final Debt Payment Reduction from the Old, Measure G Bonds</i>	<b>\$1,576,669</b>
<b>Present Value Savings Percentage</b> <i>Ratio of Present Value Savings to Amount of Measure G Bonds Refunded</i>	<b>4.9%</b>

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

INFORMATIONAL REPORT NO. 4

TO: Board of Trustees  
SUBMITTED BY: David Viar, Superintendent/President  
PREPARED BY: Michael Ritterbrown, Vice President, Instructional Services  
SUBJECT: GUIDED PATHWAYS UPDATE

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This report is being submitted for informational purposes.



# GUIDED PATHWAYS

## Glendale Community College

July 2020



### INTRODUCTION TO CAMPUS COMMUNITY

## GOALS

- ✓ Introduce Guided Pathways to the Glendale Community College community
- ✓ Build on multiple measures assessment & placement (MMAPE) implementation momentum to investigate and evaluate potential modifications to placement and developmental education programs
- ✓ Identify aspects of current categorical funding initiatives that are consistent with the goals of Guided Pathways
- ✓ Discuss ways to introduce greater implementation of high-impact practice in counseling and instruction

## ACTIONS

- ✓ Held information sessions (SP17 through Title V Abriendo Caminos Grant)
- ✓ Distributed literature to constituencies
- ✓ Engaged widespread discussion and began implementation of MMAPE in math and English
- ✓ Held information sessions for governance committees, including Division Chairs, Academic Affairs, Faculty Meeting, C&I, Cabinet, Master Plan, and College Executive
- ✓ Initiated Integrated Planning meetings that included SSSP, Student Equity, Basic Skills, AEBG, Perkins, Strong Workforce, and Title V
- ✓ Met with faculty development and Title V to plan faculty development for Guided Pathways
- ✓ Presented Guided Pathways overview to the Board
- ✓ Attended statewide and national training and information sessions
- ✓ Investigated infrastructure support platforms



## GOALS

- ✓ Establish and communicate specific vision and goals
- ✓ Continue making the case for change
- ✓ Begin modifications to developmental education and placement programs to make them more consistent with effective practice
- ✓ Align Master Plan goals with Guided Pathway
- ✓ Broadly engage faculty and staff in examining current practice and planning redesign
- ✓ Build technology infrastructure for Guided Pathways program
- ✓ Focus and integrate categorical programs and projects to more closely align with Guided Pathways structure and goals
- ✓ Receive Chancellor's Office funding to support Guided Pathways
- ✓ Develop an overall plan for communicating about Guided Pathways with the college community

## ACTIONS

- ✓ Established Steering Committee and meeting schedule
- ✓ Acquired platform for infrastructure
- ✓ Master Plan draft aligned with Guided Pathways approved
- ✓ Steering Committee Workgroups established
- ✓ Begin implementation of co-requisite college-level core requirements as an alternative to developmental education
- ✓ Attended required Chancellor's Office Workshop 10/16/17
- ✓ Finalized implementation of MMAP and evaluation processes, and further prepared for Common Assessment Initiative
- ✓ Established working groups for meta-majors, faculty development, compliance, and student focus groups
- ✓ Established faculty, administrator, and staff inquiry groups to design meta-majors

(CONTINUED)

## ACTIONS (CONTINUED)

- ✓ Established work groups for implementation of Guided Pathways infrastructure implementation
- ✓ Published articles regarding Guided Pathways implementation and technology infrastructure in faculty newsletter
- ✓ Held Guided Pathways self-assessment forums for faculty and staff
- ✓ Visited Student Services faculty meetings to explain and discuss Guided Pathways
- ✓ Completed required Self-Evaluation for Chancellor's Office
- ✓ Held kick-off for EAB Navigate
- ✓ Accounts for Guided Pathways have been established
- ✓ GCC team attended IEPI workshop focusing on the Work Plan for the Chancellor's Office
- ✓ Draft of Chancellor's Office Work Plan completed
- ✓ Educational Advisory Board Opportunity Assessments held 3/15/18
- ✓ Multiple Measures Placement established for Math and English
- ✓ Chancellor's Office Work Plan completed
- ✓ Representative attended IEPI Advanced Guided Pathways workshop
- ✓ Focus groups with students held to help determine current areas of strength and weakness where Guided Pathways is concerned
- ✓ Initial approval of Guided Pathways Faculty Coordinator
- ✓ GCC team attended IEPI workshop to share work plans
- ✓ Guided Pathways presentation and panel at CSEA retreat
- ✓ Campus-wide Communications Workgroup discussions of Guided Pathways goals and message
- ✓ Planned faculty engagement to implement high-impact practice
- ✓ Completed initial draft of meta-majors and solicited feedback from Divisions and Senate
- ✓ Began work with categorical funding sources through the Integrated Planning committee to increase awareness of parallels between their missions and Guided Pathways
- ✓ Held Town Hall meetings to discuss Guided Pathways with the campus community

(CONTINUED)

YEARS

2017  
2018

## ENGAGEMENT + HIGH-LEVEL PLANNING

### ACTIONS (CONTINUED)

- ✔ Guided Pathways in Action workshop was held on campus and attended by 63 managers, classified staff, and faculty
- ✔ Held meeting to determine the best ways of communicating about Guided Pathways with the faculty, staff, and students
- ✔ Planned integration of Guided Pathways into faculty and classified institute day
- ✔ Filled long-term faculty GP coordinator position and established approval for counseling and classified GP coordinator positions

## GOALS

- ✓ Map program pathways for largest programs
- ✓ Scale modifications to developmental education in compliance with AB705 requirements
- ✓ Continue to develop and institutionalize faculty development programs
- ✓ Continue broad collaborations with governance to optimize Guided Pathways
- ✓ Continue focusing and integrating categorical funding initiatives and programs to be consistent with Guided Pathways
- ✓ Communicate regularly through established governance channels and steering committee representatives, soliciting feedback and modifying plans as appropriate
- ✓ Launch EAB Navigate technological infrastructure supporting the Guided Pathways model
- ✓ Establish plan for ongoing inquiry into the student experience
- ✓ Establish college-wide communication campaign focused on changes resulting from MMAP and AB705
- ✓ Establish mechanism for creation of online professional development material focused on Guided Pathways
- ✓ Establish a mechanism for sustainable online professional development focusing on key topics for Guided Pathways implementation
- ✓ Refresh Guided Pathways steering and workgroup structure through a broadly inclusive nomination process and direct involvement of shared governance
- ✓ Formalize a college-wide Scale of Adoption Assessment process to broaden engagement and inform planning
- ✓ Introduce EAB Navigate to counselors and students

## ACTIONS

- ✓ Identify priority pathways and establish draft default program maps
- ✓ Redesign intake systems underway

(CONTINUED)

## ACTIONS (CONTINUED)

- ✓ Revise MMAP to ensure optimal results—GCC's Guided Placement Survey (GPS), consistent with AB705 implementation guidelines, is running at full scale in Assessment Center
- ✓ Completed retroactive re-placement of students using new plans established for retroactive re-placement of students using new AB705 math & English placement rules, including individualized communication campaign
- ✓ Design co-requisite programs in Math and English
- ✓ Evaluate counseling to support timely intervention
- ✓ Evaluate infrastructure to support effective student progress, monitoring, and counseling
- ✓ Continue communications and engagement with the college community regarding Guided Pathways
- ✓ Faculty Institute Day focusing on Guided Pathways
- ✓ Launch test sites of EAB Navigate and Campus technology platforms and coordinate testing, feedback and training among faculty and staff
- ✓ Launch EAB Navigate and Campus technology platforms, along with a coordinated information and support campaign for students—test site available to Counselors
- ✓ Host large student focus group and faculty survey, followed by panel discussion and keynote address at faculty institute day
- ✓ Establish team and supporting funds to focus on student voice inquiry
- ✓ Gain approval for funds to support creation of online professional development materials
- ✓ Completed RTEP hiring for counseling and classified coordinators
- ✓ Held information sessions for students and counselors to pilot EAB Navigate

(CONTINUED)

## ACTIONS (CONTINUED)

- ✔ Representatives from the college attended IEPI workshop in February
- ✔ Guided Pathways Coordinators are working with IT to ensure smooth implementation of EAB Navigate.
- ✔ Work with Research and Planning to solidify plans and initiate data collection for evaluation of established key components of guided pathways
- ✔ Establish a dedicated team of student co-designers to be integrated with staff teams throughout implementation of Guided Pathways
- ✔ Restructure Guided Pathways Steering Team for improved coordination, efficiency, and inclusive program design
- Develop Guided Pathways framework for Student Equity and Achievement Program
- ✔ Classified GP Coordinator selected: Frankie Strong
- Implement Program Mapper software to increase access to and visibility of metamajors and program maps
- ✔ Hold Counseling retreat to further engage the division in exploring new modes of operation consistent with Guided Pathways recommendations to better support student success
- ✔ Guided Pathways was the focus of the Division Chairs and Instructional Managers Retreat
- ✔ Create embedded metamajors counselors who will work directly with instructional divisions
- ✔ 49 program maps have been completed

## GOALS

- Continue development of meta-majors and default schedules
- Evaluate initial implementation
- ✓ Continue broad communications and engagement with governance
- Continue focusing and integrating categorical funding initiatives and programs to be consistent with Guided Pathways
- ✓ Increase modifications and improvements to developmental education
- ✓ Institutionalize changes to placement and intake processes
- Establish a framework to support an intentional action research agenda that examines the efficacy of Guided Pathways and develops practical knowledge and tools to support effective implementation at scale.

## ACTIONS

- ✓ EAB Navigate counselor training modules posted
- ✓ Ensure availability of drafts of default schedule offerings
- ✓ Pilot offerings of drafts of default schedules
- Continue to create default schedules based on meta-majors
- ✓ Re-design onboarding system
- Increase implementation of high-impact counseling practice integrated with Guided Pathways infrastructure
- ✓ Increase co-requisite offerings in Math and English
- Continue to refine and develop faculty development and engagement programs to increase high-impact classroom practice
- ✓ Work with categorical funding sources to institutionalize programs associated with Guided Pathways
- Refine evaluation process and criteria

(CONTINUED)

## ACTIONS (CONTINUED)

- ✓ EAB Navigate live for counselors and students
- ✓ Updated Guided Pathways Website
- ✓ Updated Guided Pathways Comment Box
- ✓ Guided Pathways presentations at Division Chairs, Classified Institute, and CSEA chapter meeting
- ✓ Guided Pathways Chaparral article
- ✓ Establishment of Guided Pathways workgroups
- ✓ Guided Pathways Workgroup leadership established
- ✓ Guided Pathways Workgroup presentation at faculty meeting
- ✓ Created Guaranteed and Priority Pathways Program that includes partnerships with the University of California Los Angeles, Santa Barbara, Davis, Riverside, Merced, Santa Cruz, and Irvine; California State University, Northridge and Los Angeles; Loyola Marymount, University of La Verne, Pacific Oaks College, and Pepperdine's Graziadio School of Business
- ✓ Held meetings with local community college Guided Pathways Coordinators to develop best practices
- ✓ Host guided pathways summit for colleagues in key implementation roles at other colleges in the region
- ✓ Held meetings to continue Guided Pathways staff development for classified staff
- ✓ Held meetings and webinars to get input for the Scale of Adoption Assessment (SOAA)
- ✓ Established regular contact with Regional Guided Pathways Coordinator, Sean Pepin
- ✓ Established Guided Pathways AB705 workgroup
- ✓ Develop a Guided Self-Placement tool for Credit ESL AB705 implementation
- ✓ Created a spreadsheet with data reflecting the GCC Scale of Adoption Assessment
- ✓ Hosted a faculty member and an administrator from Pasadena City College at the Guided Pathways Steering Committee meeting to discuss their Guided Pathways implementation



## GOALS

- Refine and improve scale implementation of the system from intake to completion.
- Continue faculty and staff development to increase high-impact practice
- Continue communications and engagement with the college community

## ACTIONS

- Begin scale implementation of meta-majors and default schedules
- Continue to evaluate and make changes based on previous evaluations
- **New:** EAB Navigate is currently available for students and counselors. This is the first phase of implementation that provides an online platform for the implementation of Guided Pathways
- **New:** Meta-Majors are now called Learning & Professional Pathways. The Learning & Professional Pathways are: (Language & Communication), (Visual & Performing Arts), (Business, Entrepreneurship & Management), (Industrial Technology & Aviation), (Science, Technology, Engineering & Math), (Health, Public Safety, & Wellness), (People, Power & Perspective), (Personal Exploration)
- **New:** (2020 - 2021) GCC has partnered with Pacific Oaks College to provide a Guaranteed Pathway for students

YEARS  
**2021**  
**2022**

## SCALE IMPLEMENTATION

### GOALS

- Scale implementation of Guided Pathways
- Institutionalize evaluation and continuous improvement

### ACTIONS

- Scale implementation of co-requisite programs in Math and English
- Make modifications based on evaluations

Adapted from: Jenkins, Davis. 2014. *Redesigning Community Colleges for Student Success: Overview of the Guided Pathways Approach*. New York, NY: CCRC p.13.

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

UNFINISHED BUSINESS REPORT NO. 1 – SECOND READING OF TWO - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Michael Ritterbrown, Vice President of Instructional Services

PREPARED BY: Edward Karpp, Dean of Research, Planning and Grants  
Beth Kronbeck, Faculty Coordinator – Accreditation  
Daphne Dionisio, Program Manager I – Accreditation and Institutional Effectiveness

SUBJECT: ACCREDITATION MID-TERM REPORT

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DESCRIPTION OF HISTORY / BACKGROUND

This report is being submitted to the Board as information and a second reading of two for board action.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees conduct a second reading of two of the Accreditation Mid-Term Report for board action and submission to the Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges.

# **Glendale Community College**

## **Midterm Report**

*Submitted by:*

Glendale Community College  
1500 North Verdugo Road  
Glendale, California 91208

Submitted to:

Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges

Date Submitted:

[date]

## 2. Midterm Report Certification Page

**To:** Accrediting Commission for Community and Junior Colleges,  
Western Association of Schools and Colleges

**From:**

Dr. David Viar  
(Chief Executive Officer)

Glendale Community College  
1500 North Verdugo Road  
Glendale, California 91208

I certify there was broad participation/review by the campus community and believe this report accurately reflects the nature and substance of this institution.

**Signatures:**

\_\_\_\_\_  
(Dr. David Viar, Chief Executive Officer) (Date)

\_\_\_\_\_  
(Yvette Vartanian Davis, President, Board of Trustees) (Date)

\_\_\_\_\_  
(Roger Dickes, President, Academic Senate) (Date)

\_\_\_\_\_  
(Emily Haraldson, President, Faculty Guild) (Date)

\_\_\_\_\_  
(Narbeh Nazari, President, CSEA) (Date)

### **3. Table of Contents**

*[to be added later]*

## **4. Report Preparation**

The Institutional Planning Coordination Committee (IPCC), a governance committee charged with coordinating the College's strategic planning and other institutional effectiveness efforts, organized the preparation of the Midterm Report. A task force of the IPCC assembled all relevant supporting evidence and wrote the initial draft. This work occurred during the summer of 2019. At the start of fall 2019, the Academic Senate approved the creation of work groups tasked with reviewing and finalizing the responses to the recommendations. Seven work groups were constituted, one for each recommendation for improvement. These groups consisted of experts whose positions at the College were associated with the subject matter relevant to the recommendation. Work groups varied in the number of their participants but all consisted of at least one member from each classified staff, faculty, and administration constituent group. By the end of November 2019, the work groups finalized their resulting drafts which constituted the majority of the Midterm Report. Beginning in December 2019 and continuing through the spring of 2020, all relevant governance committees and the Academic Senate, reviewed the report for input and approval. In the summer of 2020, the Board of Trustees reviewed and approved final version of the report.

## 5. Plans Arising from the Self-Evaluation Process

<b>Standard I</b>		
<b>Standard</b>	<b>Item</b>	<b>Status</b>
I.A.2	Continue dialog about critical thinking ILO based on task force recommendations	<p>The prior assessment of the Critical Thinking Institutional Learning Outcome (ILO) made apparent the need to create a more formal and comprehensive assessment model. Previously, no direct assessment method was available due to limitations in data collection.</p> <p>Recommendations from the Critical Thinking ILO Report also prompted migration of data from the previous Learning Outcomes Database to eLumen, dissemination of Program Learning Outcomes (PLOs) to departments, improvements to the assessment process, and remapping of learning outcomes. ILO assessment did not occur during the migration to eLumen. In October of 2019, the Learning Outcomes (LO) Committee modified the Communication ILO to eliminate redundancy with the Critical Thinking ILO.</p> <p>With the approval of the mapping system, ILO assessments are now derivable from Student Learning Outcomes (SLO) assessments.</p>
I.A.2	Initiate dialog about additional ILOs through LO Committee and task forces	<p>There are no plans to add additional ILOs. The LO Committee concluded that the current ILOs, with clarified language, sufficiently support the mission statement and institutional goals.</p> <p>In March 2020, the Senate approved the LO Committee's recommendation to remove the Critical Thinking outcome, since all learning outcomes already include this component.</p>
I.B.3	Foster improved communication across divisions about learning outcomes	<p>The LO Committee is made up of representatives from each division who actively disseminate information to their respective divisions. To create even more dialog across all areas on campus, the LO coordinator provided workshops and other support for individuals and departments college wide, including: attending and presenting at division retreats and meetings,</p>



		<p>providing LO and assessment workshops, and providing office hours for individual faculty.</p> <p>Implementation of eLumen has provided a transparent and integrated online display of LO work in all areas of the college. Faculty and staff now have an increased awareness of how LOs can be used for continual improvement. The LO coordinator supports faculty by maintaining a LO website that provides up-to-date information and trends in LO assessment as well as instructions and support for those completing assessments. The LO coordinator has also met individually with division chairs to discuss implementation of LO assessment in eLumen.</p>
I.B.6	Expand efforts to allocate resources to mitigate gaps in student achievement and student learning identified in Student Equity Plan	The College has expanded efforts to address achievement gaps. It has participated in the National Assessment of Collegiate Campus Climates (coordinated by the University of Southern California’s Race and Equity Center) and is disseminating the results and discussing recommendations. It has participated in the #RealCollege survey on student experiences, food insecurity, and housing insecurity (coordinated by Temple University’s Hope Center for College, Community, and Justice). In 2019-2020, the College formed the Student Equity and Achievement Committee within its governance structure, and it began meeting in Spring 2020. A Student Basic Needs Task Force met from November 2019 to January 2020 and has delivered its recommendations. A Student Basic Needs administrator has been hired.
I.B.9	Integrate existing plans more closely	The College developed an online tracking system to integrate and track progress on the Institutional Master Plan and the Component Plans.
I.C.3	Continue to improve the accessibility of LO data to appropriate constituencies	The implementation of eLumen has improved accessibility of LO data to appropriate constituencies.
<b>Standard II</b>		
II.A	Improve reporting and use of assessment data	The implementation of eLumen has improved accessibility of LO data to appropriate constituencies.

II.A	Further develop accelerated learning programs	The College has implemented redesigned English and Mathematics curricula and is working to redesign the placement process for English as a Second Language.
II.A.6	Create guided pathways for students	Implementation of guided pathways is ongoing. A steering team coordinates the work of six workgroups that address meta majors and program mapping, onboarding, professional development and communication, student, voice, implementation of Navigate software, and reorganization of developmental education in response to AB 705. Progress reports on guided pathways implementation are presented to the Board of Trustees on a monthly basis. The College has made onboarding student-centered, implemented Navigate, and is finalizing its meta majors and program maps. Virtual Student Voice Workgroup town halls will be hosted in spring 2020.
II.A.6	Implement CMS & EMS	CMS (Curriculum Management System) has been implemented. The Curriculum & Instruction Committee and the Academic Affairs Committee are considering moving to a new software system for curriculum management to align with the California Community College Chancellor's Office adoption of a new system. EMS (Enrollment Management System) has not been implemented; its functions are being replaced with locally developed data dashboards.
II.C.3	Establish a Welcome Center	Welcome Centers have been established and are operating at both the Verdugo and Garfield campuses.
II.C.3	Establish a Multicultural Center	The Multicultural and Community Engagement Center has been established and is operating.
II.C.7 & II.C8	Investigate centralization of Admissions & Records across the Verdugo and Garfield Campuses	The College has discussed centralization of admissions functions across credit and noncredit but has decided not to fully integrate the processes. In fall 2019, the noncredit application process moved from a locally developed application to CCCApply, the same system used by the credit program.
II.C.6 & II.A.6	Change format of catalog to include when courses are typically offered and pathways to completion	The catalog now shows in which terms courses are typically offered. Pathways are being defined and mapped. Career education has developed program web pages that clearly outline the

		pathways required to complete skill awards, certificates, and degrees.
II.C.2, II.C.5, II.C.6	Conduct dialog about student satisfaction with counseling based on student survey result of "helpfulness of counselors" at 66% excellent or good	EAB Navigate was implemented for student onboarding and counseling, counselors were embedded in meta majors, equity training was focus of counselors' retreat, and online counseling launched in spring 2019. Student panels discussing onboarding and success have been part of the annual Faculty Institute in fall 2018 and fall 2019.
II.C.2 & II.C.5	Develop an outreach/marketing plan to increase the utilization of noncredit counselors based on the survey result of 27% utilization of counseling at the Garfield Campus	Beginning in spring 2017, the College has added adjunct counselors to assist noncredit students with disabilities, career, and academic counseling. In addition, the College has organized co-located community services with Glendale Youth Alliance, State Department of Rehabilitation, and the Verdugo Jobs Center to increase awareness and promote student use of the Career and Counseling Center at the Garfield Campus. The College is also setting up electronic noncredit student educational plans, updating orientation workshops, and developing a new student handbook. Efforts to rebrand and remarket the Garfield Campus began in spring 2019 with the help of the Office of Communications and Community Relations.
	Student Equity Committee will collaborate with Office of Research and Planning to develop year-end project reports delineating the success rates of Disproportionately Impacted (DI) student groups with further disaggregation	The Student Equity Committee met monthly through spring 2019, when the committee was reorganized to become part of the new Student Equity and Achievement Committee. While the Student Equity Committee met, it reviewed data and regularly requested disaggregated data from the Office of Research and Planning. As the Student Equity and Achievement Committee begins its work, it will continue to request and discuss disaggregated data about student groups.
II.C.2 & II.C.5	Investigate options for conducting student satisfaction survey of services more frequently (currently every 3 years)	The vice president of student services and the Office of Research and Planning decided to conduct student satisfaction surveys of services every two years. Satisfaction items were included in the 2019 spring student survey; the items will be included next in 2021.

**Standard III**

III.A.6	Division chair and administrator evaluations are currently being revised to reflect evidence of student learning	Although, at its January 2018 meeting the Commission deleted Standard III.A.6., the College added the following item to the administrator evaluation: “Demonstrates knowledge of, commitment to, and productivity regarding institutional effectiveness initiatives (e.g. accreditation, learning outcomes assessment, planning) as appropriate to the job position.”
III.A.13	College is in the process of creating consequences for violation of its code of ethics	Under Board Policy 2200, the Board of Trustees has the authority to uphold ethics policies and standards. The Board "adopts and upholds a code of ethics & conflict of Interest Policy." The Guild Contract, Article III, Section 2B specifies the Due Process for faculty and the CSEA Contract, Article XVIII specifies "Disciplinary Procedures."
III.A.1	Update AR7123: recruitment and selection to reflect current practices including hiring committee composition and roles	In spring 2019, the Administrative Affairs Committee revised and approved Administrative Regulation 7123.
III.A.3	Update AR 7225: Division Chairs, Duties & Election Procedures to include qualifications necessary to perform duties of division chair	Administrative Regulation 7225 continues to be discussed. Meetings with the division chairs and the vice president of human resources have occurred in 2020.
III.A.14	Develop regular systems for evaluating professional development activities	A new evaluation form for professional development for classified staff was created and implemented in 2018.
III.A.9	Develop methods for using data to determine appropriate staffing levels	<p>Student Services: The College is using SARS data to monitor what times counselors are the busiest. The Welcome Center collects time stamp data to record when students arrive. The College is piloting Qless, a software system for drop-in appointments.</p> <p>Academic: The College has recently increased staffing in areas for programs in Engineering, and CS/IS due to an increase in student enrollments. Those same increases have also created staffing in student labs to help support those same academic areas.</p>

		Administrative: The College has implemented a Position Control List where every employee's position will be listed with the goal of obtaining accurate labor costs. The Administrative Executive Committee also began discussions of reviewing metrics for hiring allocation committees.
III.B.2	Remodel Library according to recommendations from Library Consulting Services	The Library was remodeled using the recommendations from Library Consulting Services. Remodeling was completed in spring 2018.
III.B.4	Investigate possibility of a new local bond measure to fund facilities improvements	Measure GC was passed in November 2016. Facilities improvements are underway.
III.C.1	Redesign Glendale.edu website using current web standards, navigation best practices, modern design, and responsive browsing experience	The College's website was redesigned in 2017.
III.C.1	Student portal myGCC: Update to work on all devices using responsive modern look and feel	Beginning in 2020, the College is upgrading to PeopleSoft 9.2, which supports mobile devices and modern standards better than the current system.
III.C.1 & III.C.3	Strive to maintain technology currency by proactively maintaining, virtualizing, decommissioning, upgrading, or expanding systems, networks, software, computers, classrooms, labs, and info systems	The Learning Environment Enhancement Taskforce was created in spring 2018 and has developed a replacement/recycle plan. As of fall 2019, the Technology Master Plan is currently being revised and includes technology updates as a goal.
III.C.1, III.C.2, & III.C.3	Endeavor to proactively improve and deliver seamless, secure, easy to use, highly available, and integrated access to info systems	Improvement and integration of systems is part of the Technology Master Plan, which is being revised as of fall 2019. The implementation of EAB Navigate and its integration with PeopleSoft will allow students to have a single access point for guided pathways. In fall 2019, the application process was redesigned and automated to reduce the time between electronic application for admission and the assignment of a student ID number and email. In fall 2019, processes for credit and noncredit orientation were reviewed for improvements. PortalGuard was implemented for single sign-on, making interaction with College systems more seamless.

III.C.5	Continue to review, revise, and update all policies and procedures that guide the appropriate use of technology in support of the mission	Technology policies, like all other policies, are reviewed on a three-year basis. A Security Task Force was created in spring 2019. As of spring 2019, Board Policy 3720 (Computer Network Use) and Administrative Regulation 3720 (Using Information Technology Resources at Glendale Community College) are being reviewed.
III.C.1 & III.C.2	Follow Computer Refresh Plan to ensure updated technology available to students and employees	The Learning Environment Enhancement Taskforce was created in spring 2018 and has developed a replacement/recycle plan. As of fall 2019, the Technology Master Plan is currently being revised and includes technology updates as a goal. As of spring 2019, Zoho software is being used to track completion of the refresh cycle.
<b>Standard IV</b>		
IV.A.3	Revision of the Hiring Allocation Committee documents	In summer 2017, the work of a Senate task force led to the fall 2018 Senate and Academic Affairs approval of more efficient and meaningful Instructional Hiring Allocation Committee (IHAC) request form. In spring 2018, an IHAC task force began work to reexamine and revise the IHAC process manual and timeline. In spring 2019, the Senate requested another revision of the IHAC form and a task force was created in March 2019. Also in 2019, the Classified Hiring Allocation Committee (CHAC) request form was revised. The Student Services Hiring Committee (SSHAC) chose not to revise its process.

## 6. Institutional Reporting on Quality Improvements

### 6.A. Responses to Recommendations for Improvement

**Recommendation 1:** [Although original text is provided here, see note below for the Commission’s change to the recommendation.] **In order to meet the Standard and Eligibility Requirements, the team recommends that when the College establishes institution-set standards for student achievement, including job placement rates, it consistently publishes this information. The team further recommends that when the College identifies gaps between performance and institution-set standards appropriate to its mission, it implements strategies to mitigate those gaps and evaluate the efficacy of those strategies. (I.B.3, I.B.6, ER 11, ER 19)**

*Note: The [action letter](#) from the Commission dated February 3, 2017 included the following text: “The Commission acted to change Recommendation 1 to a recommendation to increase institutional effectiveness. These recommendations do not identify current areas of deficiency in institutional practice but highlight areas of practice for which College attention may be needed.”*

Recommendation 1 consisted of two components, the first regarded the College’s consistent publishing of institution-set standards for student achievement, including job placement rates. The recommendation’s second component emphasized that when the College identifies gaps between institution-set standards and performance, it implements strategies to mitigate the gaps and evaluates the efficacy of those strategies.

#### **Component 1 of Recommendation 1 – Consistency of Information Published**

##### **Different Standards Were Published in Different Reports.**

Regarding the recommendation’s first component, the Evaluation Team Report stated that the job placement rate standards which were published in the College’s 2014 and 2015 Accrediting Commission for Community and Junior Colleges (ACCJC) Annual Reports were not consistent with those in the 2016 ACCJC Self-Evaluation Report and the College’s Institutional Effectiveness Report. The major reason for the apparent inconsistency lies in the different types of job placement rate standards mandated by the College’s external entities.

The job placement rate standard published in the Institutional Effectiveness Report is required annually by the California Community College (CCC) system and is: 1) a Chancellor’s Office-set standard, and 2) a *singular* benchmark that applies *across* all Career Education programs at the College. The Chancellor’s Office assigns this job placement rate standard. If the College disagrees with the assigned standard, it may negotiate a change in the standard. The standard applies to the aggregated job placement rate which is derived from averaging of the rates of all Career Education programs at the College and is therefore a single number.

In contrast, the job placement rate standards required by the Commission (and published in the ACCJC Annual Reports and ACCJC Self Evaluation Report) are program-set standards that: 1) are determined by the faculty experts of each academic program and approved by the Academic Senate, and 2) consist of a *different* standard enumerated for each individual academic program

(rather than a singular collegewide standard that is applied across all programs). Therefore, the standards for job placement reported in the Institutional Effectiveness Report and those reported in the ACCJC reports are --by their nature-- different. Although the College must continue to report these different types of job placement rate standards, it has taken steps to reduce any resulting confusion.

### **College's Actions Regarding Different Standards Published in Different Reports.**

The institutional researchers of the Office of Research & Planning have established a procedure to avoid confusion that might result from the different types of job placement rate standards reported by the College. Going forward, the various reports will now be presented with explicit language that explains how the College must report job placement rate standards in the ACCJC Annual Report and ACCJC Self Evaluation Report that are necessarily different than the job placement rate standard included in the Institutional Effectiveness Report. The providing of this explanation in institutional reports and webpages can give stakeholders much-needed context and should clarify the different types of job placement rate standards published by the College. This adopted practice can be verified: 1) at the College's [accreditation webpage](#) which houses ACCJC Annual Reports, 2) in the 2019 Institutional Effectiveness Report [NEED TO POST AT WEBSITE], and 3) at the College's webpage for the Office of Research and Planning which posts [institution-set standards](#).

In addition, both types of standards will be published in the Institutional Effectiveness Report and at the Institution-Set Standards webpage. Since the ACCJC Annual Reports are submitted through online portals which will not accommodate the publishing of the Chancellor's Office-set standard, the standard will instead be presented at the College's [accreditation webpage](#) that houses all submitted ACCJC Annual Reports. When the 2023 ACCJC Self-Evaluation Report is prepared, the section regarding ACCJC job placement rate standards will also include the Chancellor's Office-set standard along with an explanation of how its methodology varies from that of the ACCJC.

### **Alignment of Publication Schedules.**

The Evaluation Team Report stated that the College reported standards for job placement rates in its 2014 and 2015 ACCJC Annual Reports that were not consistent with those reported in the 2016 ACCJC Self Evaluation Report. Specifically, the Evaluation Team Report indicated that the 2016 ACCJC Self Evaluation Report showed no standards below 50 percent whereas the 2014 and 2015 ACCJC Annual Reports showed rates that ranged between zero and 80 percent. It is important to note why any college would revisit and adjust its standards from one year to the next: it is in keeping with good practice to do so. At the College, the 2014 and 2015 ACCJC Annual Report standards were indeed between zero and 80 percent. Prior to the Commission's recommendation, the College's process for program-set standards for rates of job placement involved Career Education faculty examining annual job placement rates each spring semester, adjusting their standards as needed, and the Academic Senate review and approval each fall semester. However, after the 2015 ACCJC Annual Report was submitted, the College revisited its process for the setting of job placement standards. Broad-based discussions occurred and included input from the Academic Senate and division chairs of Career Education programs. Consequently, the process was revised to ensure that the standards would be based upon



examination of historical data and that resulting standards should never be under 50 percent for any program.

The [historical data](#) include, for each of the last nine years, the program's employment rate, number of program completers, and number of completers employed. Program faculty are also provided with data on the total number of completers for the last three years as well as the last seven years. Additionally given, are the average employment rates for the last three years and last seven-years. Program-level job placement rates are calculated using relatively small numbers of students and therefore can be subject to dramatic increases and decreases in placement rate from year to year. Consequently, the College chooses to focus on whether the three- and seven-year averages fell below set standards. In preparation for the 2016 ACCJC Annual Report, the division chairs (with input from the Academic Senate) then applied the newly-revised practices when setting standards for each of their individual programs. Through that process, program-set of standards, which now had no standard below 50 percent, were approved and included in the 2016 ACCJC Annual Report. These revised standards were also included in the 2016 ACCJC Self Evaluation Report.

The Evaluation Team Report stated that the job placement standard published in the College's 2014-2015 Institutional Effectiveness Report included "xx" as a placeholder for the 2013-2014 CTE Employment Rate standard, a standard which was negotiated with the state of California. Prior to the recommendation, the Institutional Effectiveness Report was scheduled for routine publication each fall semester. In the fall semester of 2016, the College was still awaiting the negotiated rate from the Chancellor's Office and therefore did not have it available in time for the publication of the report. For this reason, the report with all of its various performance metrics was published on schedule but a placeholder had to be used for job placement rate. The mismatch in timelines regarding when various college reports are due and published led to the inconsistency in published standards.

### **College's Actions Regarding Alignment of Publication Schedules.**

To ensure consistency among job placement rate standards published in the College's reports, the Office of Research & Planning has taken steps to eliminate the chance of mismatch due to differences in the cyclical timing for the publishing of those reports. Going forward, updates to the yearly reports that routinely publish these standards will now occur in the spring semester *shortly after the ACCJC Annual Report is submitted*. Specifically, the Institutional Effectiveness Report and institution-set standards webpage will be updated in the spring semester to ensure that their published standards are in chronological alignment with those in the ACCJC Annual Report.

### **Component 2 of Recommendation 1: Addressing Gaps Between Performance and Standards.**

Recommendation 1 consisted of a second component that regarded identifying gaps between institution-set standards and performance, implementing strategies to mitigate such gaps, and evaluating the efficacy of those strategies. Regarding aggregated, collegewide indicators such as course completion and transfer, the College regularly reviews its data to examine for any gaps between performance and institution-set standards. Each spring semester, the Academic Senate and Master Planning Committee engages in this review. To date, collegewide performance has

not fallen short for any institution-set standard. At their [September 2019](#) meeting, the Academic Senate passed a motion to create a task force to draft a process for how the College will respond should it ever fall below one of these set standards. Based upon the recommendations of the task force, the Academic Senate approved a [policy](#) at their October 2019 meeting, that specifies the actions the College will take if performance on these collegewide indicators should become unacceptably low. The policy establishes that, in such instances, a group of functional experts associated with the affected performance indicator will: 1) identify the reasons why performance fell below the standard, 2) provide supporting evidence, 3) give recommendations on the appropriateness, or need for adjustment, of the set standard, and 4) develop, implement, and evaluate an action plan for improvement.

Prior to the Commission's recommendation, the College's process for program-set standards for rates of job placement and passing of licensure exam involved Career Education faculty examining annual job placement rates each spring semester, adjusting their standards as needed, and the Academic Senate review and approval each fall semester. In response to the recommendation, the College recognized the need to codify and implement a much more substantive process. An ad hoc task force of the Academic Senate was assembled to address the need to establish a procedure to follow when a department falls below its own set standard for job placement and passing of licensure exam. The task force held a number of meetings to discuss and develop the procedure. At their September 2017 meeting, the Academic Senate [approved](#) the recommendations of the task force for the new [process](#) (also described below in the response to Recommendation 2).

To further support departments in following the process, in spring semester of 2018, the Office of Research and Planning provided Career Education faculty with online tools for examining program performance data. This [Data Tools page](#) at Program Review website includes a [centralized hub](#) where faculty can examine labor market information from online dashboards and reports of the Centers of Excellence, Doing What Matters for Jobs and the Economy, Employment Development Department's Labor Market Division, Cal-PASS Plus, Los Angeles Economic Development Corporation & Center for a Competitive Workforce, and O\*NET Online. Additionally, representatives of the Office of Workforce Development and the Office of Research and Planning jointly attended Career Education division meetings throughout the spring semester of 2018 to give demonstration presentations of these online tools. Further, in June 2018, an all-day collegewide event was held during which the director of educational data and policy at West Ed discussed the Guided Pathways Initiative and led discussions and hands-on activities for Career Education faculty in the use of [Launchboard](#) which is a statewide data system that provides data on progress, success, employment, and earnings outcomes for California Community College students.

In September 2018, three Career Education departments fell below their set standards. In accordance with the Academic Senate's newly established process, the faculty of these programs engaged in dialog about program performance and established strategies for mitigating the gap between their performance and their standard. Those resulting outcomes from the discussions within the programs of [Graphic Design](#), [Restaurant Management](#), and [Web Development](#) were provided to the Academic Senate during its annual review and approval of program set standards. In their subsequent 2018 program reviews, the associated departments reported their

planned strategies for improvement. To ensure that college leadership regularly reviews the operations, performance, and strategic planning of instructional departments, in the fall semester of 2018, deans and vice presidents, including those over Career Education programs, examined the program reviews for departments under their purview and reported out to the Master Planning Committee their top line takeaways. In the 2019 program reviews for those departments, faculty documented follow up on the efficacy of their strategies for improvement.

**Recommendation 2: In order to increase effectiveness, the team recommends that the College revisits its institution-set standards on a regular basis to ensure they remain appropriate and useful for determining institutional effectiveness. (I.B.3, ER 11)**

**Institution-Set Standards for Collegewide Indicators.**

Regarding aggregated, collegewide indicators such as course completion and transfer, the College regularly reviews for year-over-year trends in the data, examining for any gaps between performance and institution-set standards. Since it falls under their purview, the Academic Senate and Master Planning Committee engage in this regular review each spring semester. During such review, there is consideration regarding whether the standards continue to be appropriate and useful. For example, for the 2016-2017 academic year, the Academic Senate [increased](#) the standard for degree completion from 350 to 500 and for the 2017-2018 year, further [increased](#) it to 550. For broad sharing of information, these standards have also been occasionally included in presentations given to the board of trustees and classified staff although oversight of these standards are not the responsibility of these groups. In striving for continuous improvement, the Academic Senate has also [established stretch goals](#) for these collegewide indicators that heretofore have only had institution-set standards.

**Institution-Set Standards for Job Placement Rate and Licensure Exam Pass Rate (A.K.A. “Program-Set Standards”).**

Prior to the Commission’s recommendation, the College’s process for program-set standards for rates of job placement involved Career Education faculty examining annual job placement rates each spring semester, adjusting their standards as needed, and the Academic Senate’s review and approval each fall semester. In response to the recommendation, the College recognized the need to codify and implement a much more substantive process. An ad hoc task force of the Academic Senate was assembled to address the need to establish a procedure to follow when a department falls below its own set standard for job placement and passing of licensure exam. The task force held a number of meetings to discuss and develop the procedure. At their September 2017 meeting, the Academic Senate [approved](#) the recommendations of the task force for the new [process](#). The process establishes a specific and regular schedule for the data review, dialog about data, setting of program standards, and pursuit of actions for improvement. In the summer of 2017, all votes cast among instructional division chairs and instructional managers regarding the proposal were unanimously in favor. At their [September 2017 meeting](#), the IPCC also approved it.

The revised process has been followed in the time since its implementation. In 2018, three Career Education departments fell below their set standards. In accordance with the Academic Senate’s newly established [process](#), the faculty of these programs engaged in dialog about program performance and established strategies for mitigating the gap between their performance and their standard. Those resulting outcomes from the discussion within the programs of [Graphic Design](#), [Restaurant Management](#), and [Web Development](#) were provided to the Academic Senate during its annual [review and approval](#) of program set standards. In their subsequent 2018 program reviews, the associated departments reported their planned strategies for improvement. In the 2019 program reviews for those departments, faculty documented the efficacy of their strategies for improvement.

**Recommendation 3: In order to increase effectiveness, the team recommends that the College collect and disaggregate student learning outcome data for subpopulations of students to determine performance gaps and implement strategies for allocating resources to address those gaps. (I.B.6).**

In order to enable individual student level assessment and allow disaggregation of assessment data by subpopulations of students, the College adopted the eLumen system which provides learning outcomes assessment functionality for these purposes. During the summer of 2017, course and program learning outcomes statements were migrated from the home-grown database to eLumen. To validate the accuracy of these learning outcomes statements, the data was vetted against current course outlines of record archived at the Curriculum and Instruction website as well as in the College's online Curriculum Management System. To ensure synchronization of learning outcomes statements within all systems, manual updates have been routinely performed. To automate this synchronization and guard against any possible errors, the College is considering additionally adopting eLumen's curriculum module.

In the fall of 2018, college wide assessment in eLumen was deployed. All areas are scheduled to complete assessment cycles within eLumen by Spring 2021. Some divisions and areas have already run reports associated with student disaggregation [EVIDENCE]. The departments of Credit ESL, Health, Kinesiology, English, Language Arts, and Nursing have already reviewed data [EVIDENCE] and used it to view performance gaps based on subpopulations of students. As department assessment cycles close, all College stakeholders will be able to evaluate results and, through the College's Program Review process, impact resource allocation aligned with division and institutional goals.

Currently, the Program Review process involves departments responding to success and achievement gaps within their respective areas. Data and responses are used to validate departmental program reviews, departmental goals, and resource request evaluation. As eLumen learning outcomes assessment cycle data and findings become available, stakeholders can incorporate these into resource allocation decisions. Every year since 2017, the annual [instructional priorities](#) developed by the Academic Affairs Committee has included "assist with the improvement of the use of learning outcomes assessments." The purposes of instructional priorities are 1) to steer the work of the Academic Affairs Committee for the upcoming year and 2) to identify areas that will receive priority for annual resource allocation.

**Recommendation 4: In order to increase effectiveness, the team recommends that the College formalize and record its widespread, but often informal, efforts to assess student learning outcomes at the course, program, and institutional levels in order to improve student learning and support programs, to fine-tune processes, and to allocate resources as appropriate. (I.B.6, II.A.1, II.A.3, II.A.11).**

Beta testing of the eLumen system for the College's learning outcomes assessment process began in fall of 2017. Participating divisions and areas were trained and supported during the pilot. Since initial feedback regarding the process was positive, deployment to the rest of the college proceeded in the subsequent academic terms with additional training and support provided to users college wide. In December 2018, eLumen integration with the Canvas learning management system was initiated to further support faculty in their instructional learning outcomes assessment. Currently, all course level assessments are conducted within eLumen where they are formally recorded [EVIDENCE]. To facilitate college wide dialog and understanding about assessment, the learning outcomes coordinator has conducted workshops, open office hours for faculty, and posted updates to the learning outcomes website. The website now also includes a training page that consolidates information for faculty.

All Program Learning Outcomes (PLO) statements were migrated to the eLumen system from the College's previous homegrown system. Degree and certificate programs were uploaded and linked to their respective PLOs. In the summer of 2019, all divisions and departments were provided with their current PLO statements to confirm or update as needed. PLO assessment results are now derivable from course level student learning outcomes (SLO) assessment data. Course and program level information will enable identification of where improvement is needed at both levels.

After analyzing the former hierarchical mapping of course, program, institutional learning outcomes, the Learning Outcomes Committee approved changing to a split mapping system to improve the consistency and accuracy of data. The mapping proposal was approved by the Senate on Thursday October 17, 2019. In the split model, Institutional Learning Outcomes (ILOs) and PLOs represent outcomes that students should have accomplished upon graduating from the institution. Specifically, PLOs are outcomes for the academic program or major that all graduates will need for their chosen certificate or degree. ILOs are general education outcomes that all or most graduates, across most programs or majors, should accomplish. The split model allows for indirect assessment of PLOs and ILOs when course level outcomes are mapped to them.

To further support college dialog, the learning outcomes coordinator attended various division and department meetings to discuss the use of eLumen, how to navigate changes to learning outcomes through the curriculum process, and how the information gained from disaggregated information can be used to examine performance gaps or successes. Many divisions include the topic of learning outcomes assessment as a standing agenda item in their meetings [EVIDENCE]; this facilitates communication between the Learning Outcomes Committee and the division. The analysis of learning outcomes assessment results occurs at the division level for single discipline divisions and at the department level for multi-discipline divisions. Both the

learning outcomes coordinator and the eLumen database coordinator attended eLumen's eLumination conference in the summer of 2019.

The data migration process and dialog at the College have triggered some needed changes, including nomenclature changes to ILOs to improve their fluidity, and renaming of the term Student Learning Outcomes (SLO) to Course Learning Outcomes (CLO) to increase clarity.

The Learning Outcomes Committee will update its guidance on best practices which will assist in formalizing assessment efforts as necessitated with the adoption of eLumen. This will be developed and formalized in the spring of 2020.

Regarding resource allocation, every year since 2017, the annual [instructional priorities](#) developed by the Academic Affairs Committee has included "assist with the improvement of the use of learning outcomes assessments." The purposes of instructional priorities are 1) to steer the work of the Academic Affairs Committee for the upcoming year and 2) to identify areas that will receive priority for annual resource allocation. As eLumen learning outcomes assessment cycle data and findings become available, stakeholders can incorporate these into resource allocation decisions.

**Recommendation 5: In order to increase effectiveness, the team recommends that the College assess the effectiveness of its current decentralized approach to student support labs and tutorial coverage and utilize the results to implement change as appropriate. (II.B.2)**

At the [October 2016 meeting](#) of the IPCC, the committee reviewed the recommendation. The discussion ensured that relevant entities understood the meaning and import of the recommendation. At the committee's [May 2017 meeting](#), the College's dean of library and learning support was delegated primary responsibility for action steps to address the recommendation. As his first action, he assessed existing conditions with regard to student support labs and tutorial coverage. In the spring of 2017, he administered a survey to gather information from the college's various lab supervisors and tutoring managers regarding services that their area offered, types of training used for tutors, software utilized in labs, and any relevant student needs that still needed to be addressed. The [results of the survey](#) helped stakeholders understand all of the College's locations and types of learning support, services provided, technology relied upon, nature and extent of tutor training, and any unmet needs.

In the fall of 2017, the College's various learning support areas initiated an effort to better coordinate their activities. At a [September 2017 meeting](#) that brought together coordinators and managers over all areas of learning support, the group's discussions explored future areas of collaboration. As a result of the meeting, multiple plans were agreed to:

- Develop an official training program for tutors of the Learning Center and Supplemental Instruction
- Ensure Supplemental Instruction tutors can access library study rooms and learning center meeting areas when no other space on campus is available
- Provide a centralized office location for the distance education and faculty development personnel in the newly constructed Faculty Innovation Center
- Coordinate work among personnel in the areas of faculty development, instructional services technical support, and distance education
- Disseminate the contact information for all area leads responsible for learning support to promote further collaboration

At IPCC's [October 2017 meeting](#), the committee received a progress report and affirmed that high-level coordination and improvement of student support labs and tutoring would be centralized under the dean of library and learning support. The dean worked closely with: 1) the supervisors of student support labs to ensure cohesion in operations, and 2) managers over tutoring areas to develop alignment in tutor training. The dean would continue to convene the group of all learning support coordinators and managers at least once a year (or more frequently, if needed) to review operations and discuss best practices.

In the ensuing months, substantive progress occurred for each of the plans. Coordination efforts began on a pilot project for increasing the effectiveness of tutor training across the college. Since the College's Learning Center is recognized for its robust system of tutoring and high-level of quality due to years of data-driven continuous improvement, steps were taken to adopt a standardized method across the institution for training tutors using the Learning Center's time-



tested procedures. The Learning Center's training of tutors is tailored to the needs of the subject matter delivery and includes substantial guidance on tutoring and instruction. [Feedback](#) results collected from Anatomy tutors trained in the pilot project indicated that the training was very helpful and effective. Discussions have occurred regarding how this tutor training might be expanded to Math which is the College's other major lab or instructional department that provides tutoring.

In the [fall of 2018](#), the deans associated with each of these learning support areas met to discuss learning support best practices already in place, and additional processes to potentially implement. Through its participation in the California Virtual Campus-Online Education Initiative, the College had adopted NetTutor which supports online tutoring for distance education students as well as provides a standardized form of online tutoring for all course taking modalities. This leveraging of technology enables the College to greatly expand the availability of tutoring and thereby increase student access to learning support.

Also, to strengthen coordination between the College's tutoring and Supplemental Instruction (SI) efforts, the Learning Center coordinator completed training designed for supervisors of SI. The International Center for Supplemental Instruction at the University of Missouri-Kansas City offers this training annually and the training areas include: procedures for selecting SI courses and SI leaders, roles and benefits of supervisors and leaders, evaluation and funding of the program, training and supervision of SI leaders, theoretical frameworks underlying the SI model, and effective learning strategies and SI session activities. Completers of the training participated in SI simulations and received SI Supervisor and SI Leader manuals for use and distribution at completers' institutions. As a result of this training, multiple outcomes were gained: 1) a greater understanding of the ways tutoring and SI are necessarily separate and distinct processes, 2) discovery of areas where tutoring and SI approaches overlap with regard to teaching and learning and could benefit from the same methods (e.g. pedagogical techniques like Flipped Classrooms), 3) identification of the types of training that tutors currently receive which should be additionally required of SI leaders (e.g. handling sexual harassment, active shooter, etc.), 4) training which increases the number of individuals who can train SI leaders at the College.

As a result of the fall 2018 meeting, the lab coordination and collaboration workgroup developed a plan with the Office of Communications and Community Relations to increase students' awareness of available learning support. This included the creation of a webpage to function as the centralized hub of all learning support available to students and to include the locations of learning labs on campus maps. The workgroup also discussed the possibility of designing a standard icon to be displayed on college buildings and on maps to help students know how to find learning support.

In the [fall of 2019](#), the lab coordination and collaboration workgroup reconvened to follow up on plans to improve communication and ensure consistency across open labs on campus and expand standardized tutor training across the College. The Learning Center and Biology division had successfully implemented specialized, truncated tutor training for tutors employed in the Anatomy lab. The tutor training sessions were extensive and evaluative feedback from student tutors indicated that the new training model had been very helpful and informative. Since the Math Discovery Center Steering Committee was open to integrating components of the Learning

Center's tutor training that can be applied to Math tutoring, the lab coordination and collaboration workgroup discussed specific proposals to expand tutor training to Math.

The workgroup reviewed progress on NetTutor which supports online tutoring for distance education students as well as provides a standardized form of online tutoring for all course taking modalities. Discussion included the 24/7 availability of the service which is free to students, the ways in which it is publicized to students, its integration in the Canvas learning management system, the number of hours students can use it, and the significant degree to which students at the College have utilized the service for writing and Math. The workgroup reviewed the various ways in which students are informed of learning support services. The College's website has a centralized hub called [HelpFinder](#) which was designed to be a student-friendly resource that directs students to available student support, including learning support such as tutoring and SI. One of the most visible mediums that directly communicates information to students consists of the many large television displays mounted in indoor and outdoor locations across the College. These have provided a way to broadcast information about tutor support, through both eye-catching digital signage as well as through video. And, within the Learning Center, support services are publicized to students.

In summary, in the time since the College received the recommendation, it has assessed the effectiveness of its approaches to learning support and tutorial coverage. In seeking continuous development and enhancement, high-level coordination and improvement of student support labs and tutoring was centralized under the dean of library and learning support. Learning support coordinators and managers have held recurring meetings to plan actions for improvement and ensure cohesion in operations. The workgroup has implemented numerous changes, including a formal training program for Anatomy tutors based on the most applicable and useful elements of the existing tutor training program. This work has yielded positive results from the completers of the Anatomy tutor training and has provided an auspicious onramp for Math tutoring. The College will continue to strengthen coordination and collaboration regarding its learning support services.

**Recommendation 6: In order to increase effectiveness, the team recommends that the College provide access to online counseling for students and identify methods to reduce wait time for counseling appointments. (II.C.5)**

**Online Counseling.**

Throughout the year, the average wait time for counseling services has been 17 minutes which is good when measured against comparable colleges. However, during priority registration periods, the average wait time can be considerably longer (e.g. in August 2018, it was 45 minutes). In pursuing continuous improvement and in response to the recommendation, relevant committees have discussed steps that must be taken to provide online counseling for students and identify methods to reduce wait times for counseling appointments. At their [October 2016 meeting](#), the Student Affairs Committee discussed the recommendation and its significance in meeting of students' needs. This is the standing committee that presides over student services and matters of student life at the College.

The use of technology to address the need for online counseling fell directly under the purview of the Student Success and Support Program (SSSP) Committee and consequently the review of progress on the issue of online counseling became a routine agenda item for SSSP Committee meetings. In the 2016-2017 academic year, the College had purchased ConexEd's Cranium Café, which was the online meeting and collaboration platform selected by the California Community College's Online Education Initiative (OEI). In the SSSP Committee's [March 2017 meeting](#), the counselor and student services technician who were delegated the responsibility for implementing the technology discussed progress to date and future direction. The platform was identified as a promising solution for online counseling because: 1) going forward, the cost would be wholly subsidized by the Chancellor's Office through its California Virtual Campus-Online Education Initiative, 2) it was compliant with the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA), and 3) it easily integrated with Canvas, the learning management system that the College was anticipating to adopt. Work soon commenced on integrating Cranium Café with SARS, the College's system for setting appointments, including those for counseling.

By the time of the next SSSP [meeting in April 2017](#), testing had begun on the compatibility and data sharing between Cranium Café and SARS to ensure that students would be able to make appointments for online counseling. For counselors who would be participating in the pilot of Cranium Café, demonstrations were provided that explored the various tools of the system. By the time of their [May 2017 meeting](#), the technical implementation of Cranium Café was completed and included full connection to SARS. In their [September 2017 meeting](#), the SSSP Committee was provided a demonstration of an online counseling session using a mock appointment between a counselor and another counselor playing the role of a student. Discussions then focused on logistics behind the sharing and completing of Admissions & Records and Financial Aid forms electronically, and with ensured confidentiality. To learn best practices for online counseling, the counselors who would be participating in the Cranium Café pilot underwent the OEI Online College Counseling Course and Orientation between February 5<sup>th</sup> and March 18 of 2018. As documented in the minutes of their [September 2018 meeting](#), the pilot for online counseling began at the College at the start of the fall semester of 2018 and concluded at the end of that semester.

College wide implementation of Cranium Café began at the start of Spring 2019. Since that time, students have been able to engage in online counseling appointments. The initial informational campaign to promote awareness of this option occurred through governance and non-governance committee meetings as well as flyers distributed throughout the college. The College’s Counseling website includes a page specifically for information on how and when students can access online counseling ([Webpage for Online Counseling](#)). Currently, online counseling is widely available to students.

### **Use of Multiple Modalities for Improving Student Access to Student Services.**

At the College, students have the following modalities to access counselors for their counseling experience: In-person one-to-one counseling, group counseling, workshops, Student Development classes, online counseling, email communication, phone communication, texting functionality through EAB Navigate, Early Alert through PeopleSoft, and student club and organization advising. All of these modalities allow for access to students to remind them of counseling availability and resources for student growth and matriculation.

Each semester Academic Counseling sends email reminders to all enrolled students inviting them to make counseling appointments to develop or update their student education plans. These reminders help students meet with their counselors early in the semester to set up their planner in preparation for the next term registration period. Along with helping students become fully engaged in their academic planning, this process also supports all counseling offices' efforts to provide services to students in a timely matter.

### **Expansion of Decentralized Counseling.**

Decentralized Counseling purposefully fosters the counselor-to-student experience by housing full-time and/or adjunct counselors in strategic office locations across the College and away from the “main counseling area”. This helps decrease the wait times to see a counselor and is particularly beneficial during peak times of registration. Decentralized Counseling has been expanded to include more locations. Some examples of decentralized locations include our Veterans Resource Center, Center for Academic Success in Athletics (CASA), Student Welcome Center, English Division, and Math Division. Decentralized Counseling provides students with easier access in connecting with a counselor. Students at the Garfield location connect with counselors who are centrally located at its Career and Counseling Center. In the future, the Garfield location aims to explore additionally placing a counselor in its Welcome Center.

### **Counselors Embedded in Learning and Professional Pathways.**

Embedded Counseling is a student-centered innovation that helps students reach their educational and career goals by making available to them, counselors with highly specialized academic and career information about their learning and professional pathway (i.e. meta major). These counselors will conduct outreach visits to specific gateway courses that mostly contain students in the meta major and will also be available for counseling sessions. Like Decentralized Counseling, Embedding Counseling seeks to reach students “where they are” and adds to the number of options students have for counseling.

### **Addition of Streamlined and Transformational Counseling Experiences.**

A team of the College's student services representatives attended Skyline College's *Counseling in the Era of Equity* conference and Equity Institute in order to adapt transformative principles in student services. After evaluating existing processes with a more "student-ready" mindset, the general Academic Counseling department has recently implemented practices designed to reduce the wait times for counseling during priority registration periods while also ensuring students are receiving the services they need. This approach was discussed at the College's own *Counseling in the Era of Equity* [retreat](#), [Student Affairs Committee](#), and [Faculty Meeting](#). A focus on student-centered service is at the heart of the redesigned process. This is reflected in the use of student staff members as greeters who are employed to welcome all students who arrive at the general Academic Counseling department, determine the specific outcomes the student desires, and consequently guide the student on the next step. Based upon the student's reported needs, the greeter will often describe to the student the specific type of appointment she/he will need that day and direct her/him to office of the appropriate counselor. The use of greeters in the Academic Counseling area aims to ensure students receive what they need and it also facilitates timely delivery of services.

The focus on student-centered service was likewise the basis of newly categorizing three types of counseling services that not only address wait times, but also improve operational efficiency: Express Counseling, Express+ Counseling, and Transformational Counseling. The first two types function to quickly provide students solely the service they stopped in for and promptly get them on their way. Express Counseling is a quick fix for transactional items such as prerequisite clearances which typically require about five minutes. In Express+ Counseling, a counselor can spend a little more time with the student however, if not able fully serve the students' needs, they can determine whether the student requires an on-the-spot appointment. Express+ Counseling aims for a ten minute meeting duration. Transformational Counseling applies theory to practice and endeavors to move beyond the transactional functions of counseling. Using the full 30-to-60 minute appointment allotment, better rapport is developed between the counselor and the student with the intent to inspire return visits with the same counselor. The Transformational Counseling approach allows full-time counselors to get to know students, identify their needs (including but not limited to basic needs such as food, shelter, safety, etc.), determine if the student requires an abbreviated or comprehensive educational plan, and establish if they additionally need specialized consultation with a counselor in Career Services, Transfer Center, Career Education, EOPS, or Equity.

**Recommendation 7: In order to increase effectiveness, the team recommends that the College develop a method for identifying, completing, and tracking timely evaluations of adjunct faculty. (III.A.5)**

At the [October 2016 meeting](#) of the IPCC, the committee learned of the recommendation. However, it was emphasized that the information in the draft of the team evaluation report was not to be made public until the final, official recommendations were provided to the college in January 2017. At IPCC's [March 2017 meeting](#), the recommendation was again shared with the committee as a result of the official conclusions by the ACCJC. This discussion served to ensure that relevant entities understood the meaning and importance of the recommendation. In essence, the College had fallen short on ensuring timely evaluation of adjunct faculty according to the College's established schedule. From that point forward, progress on this accreditation recommendations became a routine line item in the agenda of each IPCC meeting.

By the time of IPCC's [April 2017 meeting](#), the human resources (HR) manager was delegated primary responsibility for coordinating the action steps to address the recommendation. At the [May 2017 meeting](#), the committee engaged in a robust discussion to understand the current conditions surrounding adjunct faculty evaluations and the factors underlying why instructional divisions were not able to complete the evaluations in a timely manner. It was identified that part of the problem was due to a lack of information provided to the HR department regarding current status of adjuncts which is required in order to accurately track who needs to be evaluated. The HR department currently tracks evaluations manually and relies on this information from the instructional divisions. Additionally, there had been a shortcoming on the part of the instructional divisions in ensuring evaluations were actually completed in a timely manner. Discussion further explored the factors underlying why instructional divisions were not able to complete the evaluations. The meeting concluded with an action item to assemble a core workgroup to address the recommendation.

Beginning the summer of 2017, the HR manager led a series of fact-finding and problem-solving meetings with key personnel from the departments of instructional services, student services, HR, and Information Technology (IT). She also assembled ad hoc meetings with a core workgroup that consisted of the HR management, the vice president of instruction, the vice president of student affairs, the dean of research, planning, and grants, the dean of instructional services, the manager of accreditation and institutional effectiveness, and the faculty coordinator of planning and accreditation. The discussions of these meetings generally centered on clarifying business processes, understanding the tracking and transmittal of relevant data, and problem-solving for effective workflows. In essence, the ultimate goals of these meetings were to clarify: 1) what specific factors had made it difficult for the College to ensure timely completion of evaluations for adjunct faculty, and 2) the ways that structures or processes could be modified to ensure timely completion.

Research also began in earnest regarding online systems and the focus turned to the possibility of adopting employee performance evaluation modules of online systems that were already used by the College. Since NeoGov is the system for managing the application and onboarding phases of employment at the College, its module for employee evaluations was investigated. Also, research was initiated into expanding the use of Oracle since it was already used by the College



for enterprise resource planning (ERP), including payroll. After a careful assessment of the compatibility of these options with the college's existing data sources and tracking systems for adjunct faculty, it was concluded that NeoGov's module appeared to be the most optimal solution since out-of-the-box, it was fairly ready for implementation. In contrast, the technicians for Oracle indicated that the system would require customized development in order to ensure compatibility with the relevant data sources.

At IPCC's [September 2017 meeting](#), the committee reviewed and discussed the work progress and its findings to date. Further discussion ensued regarding the complexity associated with adjunct faculty since the instructional divisions' need for part time instructors varies so much from term to term. The committee discussed the difficulty in reconciling data, processes, and practices associated with: 1) determining which adjunct faculty members are actively teaching during any single term, and 2) determining whether the active faculty member is due for an evaluation (given the College's policy for the frequency of evaluations). At IPCC's [October 2017 meeting](#), the vice president of administrative affairs urged the reconsideration of Oracle as the technology to facilitate evaluation of adjunct faculty. By this time, the College's chief information systems officer had taken employment elsewhere and his interim replacement notified the committee that Oracle was contacted to revisit the system's options. At IPCC's [November 2017 meeting](#), the committee was told that Oracle was a viable option and that further exploration would resume in the spring semester after the IT department and Office of Administrative Affairs implemented a high-priority system for the college's planning and budgeting. At IPCC's [April 2018 meeting](#), the committee was notified that a meeting was being scheduled to review technology options.

By the time of IPCC's [May 2018 meeting](#), work had focused on a business process for how to reconcile the complexities associated with the data, processes, and practices relevant to instructional divisions completing adjunct evaluations. The new process was validated by instruction, HR, and IT and tested in Oracle. The resulting processing workflow was then [piloted](#) with an eye toward incorporating and automating data that adhered to the College's complex "re-employment rights" rules. After the [pilot work](#) was completed by the time of IPCC's [September 2018 meeting](#), and the new process was confirmed as viable, the next step sought to finalize the College's direction regarding the technology systems that could further facilitate and strengthen the College's ability to ensure timely evaluations.

In the ensuing months, it was also decided that demonstrations would be scheduled for the workgroup to evaluate technology solutions. Multiple onsite demonstrations of each system was completed with the workgroup in attendance. Collectively, it was decided to move forward with NeoGov. Testing was completed by the IT department to ensure the processing using NeoGov was handled correctly.

By the time of IPCC's [March 2019 meeting](#), the committee was notified that the Oracle option would necessitate the moving of all HR systems to a cloud network and therefore the NeoGov module might instead be implemented. The College's most recently hired chief information systems officer indicated that he was carefully reviewing contract terms for NeoGov and that another meeting with the company would be scheduled.

In April 2019, the HR manager coordinated several follow up meetings with NeoGov and the College's chief information systems officer to confirm that NeoGov's PERFORM module could support the college's performance evaluation tracking needs and interface compatibly with Oracle. It was determined by IT that NeoGov's system requirements for the interface could be met. Further discussions with IT and NeoGov regarding moving forward with the software were postponed by IT until mid-September 2019.



**Recommendation 8: In order to increase effectiveness, the team recommends that the College revises the evaluation forms for faculty, counselors, and librarians to more clearly and effectively demonstrate that the results of the assessment of learning outcomes are used to improve teaching and learning. (III.A.6)**

At its [January 2018 Commission Meeting](#), the ACCJC had a second reading on its proposal to eliminate Standard III.A.6 based upon the rationale “to remove the evaluative spotlight of student learning assessment from the individual”. On page 9 of the [ACCJC’s Accreditation Standards](#), the section for Standard III.A.6 now states, “Effective January 2018, Standard III.A.6 is no longer applicable. The Commission acted to delete the Standard during its January 2018 Board of Directors meeting.” In light of the Commission’s decision to remove this standard, the College felt the need to adjust its actions accordingly and therefore discontinued discussions and actions related to the eliminated standard.

## **6.B. Reflection on Improving Institutional Performance: Student Learning Outcomes and Institution Set Standards**

### **STUDENT LEARNING OUTCOMES (Standard I.B.2)**

**Reflect on the college's assessment processes since the last comprehensive review:**

- **What are the strengths of the process that helps lead the college to improve teaching and learning?**

A major strength in the College's process for improved teaching and learning has regarded effectively leveraging of technology for learning outcomes assessment. The College's migration to the eLumen system has supported greater transparency, stronger communication, and more consistency in the frequency of assessment. As a result of the switch to eLumen, all faculty assess their courses and students at the individual unit level. Many have found that their learning outcomes require revision and updating. Implementation of eLumen has provided a transparent and integrated online display of learning outcomes work in all areas of the college. Faculty and staff have an increased awareness of how learning outcomes can be used for continual improvement.

Another of the College's strengths consists of outreach and support for learning outcomes assessment. Over the past three years, both learning outcomes support to faculty, and their engagement with assessment, has grown significantly. Almost all divisions are represented on the Learning Outcome Committee and committee representatives actively report back to their division constituents. As faculty more regularly conduct assessments, they are actively reviewing and revising learning outcomes as well as instructional approaches to improve student performance. To increase opportunities for dialog across all areas of the College, the learning outcomes coordinator has provided workshops and support for individuals and departments college wide. The support includes attending and presenting at division retreats and meetings, providing learning outcomes and assessment workshops, and holding office hours for individual faculty. The coordinator also supports faculty by maintaining a learning outcomes website that provides current information and trends in learning outcomes assessment as well as instructions and support for those completing assessment. Additionally, the coordinator has met one-on-one with division chairs to discuss implementation of learning outcomes assessment in eLumen.

- **What growth opportunities in the assessment process has the college identified to further refine its authentic culture of assessment?**

Several areas contain growth opportunities for improving the College's assessment efforts. Although the adoption of eLumen has dramatically strengthened learning outcomes assessment, the College could greatly benefit from the adoption of a curriculum management system that seamlessly integrates with the learning outcomes system in eLumen. This is a critical step for ensuring informational consistency and data integrity since continual improvement necessitates that faculty routinely review and revise learning outcomes statements within course outlines. Having learning outcomes and curriculum management systems integrated would ensure that

assessments are always aligned to current learning outcomes statements and would appropriately distinguish between, and appropriately track assessments to, older statements versus updated statements.

Another growth area involved learning outcomes mapping. The Learning Outcomes Committee recommended that the College change from a hierarchical mapping approach to a split mapping approach. This change would significantly advance the College’s PLO and ILO data collection as well as improve data integrity when assessing ILOs. The assessment process continues to be integrated into the college wide culture. As greater numbers of departments and divisions close their assessment cycles, the data sets become increasingly informative for teaching and learning.

- **Provide examples where course, program, or service improvements have occurred based on outcomes assessment data.**

As assessment cycles are completed in the current and next academic year, assessment findings will result in improved practices and performance. The table below shows examples of changes made to courses through the curriculum review process based on assessment data at the course level.

<b>Subject</b>	<b>Number</b>	<b>Course Description</b>	<b>Change Description</b>
BIOL	115	Human Biology	Cyclical review of the course. Revisions to SLOs in order to make them possible to evaluate for each student using current instruments of assessment shared by all instructors. Updates to catalog statement, course content, methods of instruction, out of class assignments, methods of evaluation, textbook, etc.
BIOL	120	Human Anatomy	This is NOT a cyclical review, but only a fix to SLOs in order to match the assessment instruments used by all instructors of this course. Nothing else has been changed.
BIOL	122	Introduction to Biology	Cyclical review for this course. We re-wrote the SLOs in an attempt to make them easier to assess across many sections with different instructors. We also tweaked course content, exit standards, and updated the textbooks. Minor change in catalog statement.
BIOL	123	Evolution	My last assessment of existing SLOs for this course made clear that the current SLOs were difficult to assess. I have had email discussions with the other instructor of the course and we have come up with a set of revised SLOs and some shared methods of assessment. This is a cyclical review.

ESL	1	English As a Second Language Literacy	Revisions made to SLOs for Level 0 reflect analysis of learning outcome assessment data for student reading comprehension, writing responses, and vocabulary usage when responding to oral questions.
KIN	155	Foundations for Group Exercise Instruction	<p>Due to advisory committee recommendations and SLO assessments, we are revising this course to be 2 units of lecture, 1 unit of lab. Changes made:</p> <ul style="list-style-type: none"> <li>• 3 units lecture -to - 2 units lecture, 1 unit lab</li> <li>• Updated SLOs to be more succinct</li> <li>• Updated course content</li> <li>• Updated out of class assignments and methods of evaluation</li> <li>• Updated textbook</li> </ul>
LIB	100	Critical Approaches to Information Research	<p>In January 2016, the Association of College and Research Libraries, a division of the American Library Association, officially adopted the "Framework for Information Literacy for Higher Education." This framework replaces the former "Information Literacy Competency Standards for Higher Education." However, many of the former standards are reflected in the current framework as without them, the higher order concepts of the framework would not be achievable from an instruction perspective. Although the framework, especially its replacement of the standards, is still somewhat controversial in our profession, it is the board-approved guideline for information literacy competency. As such, as a department, the full time librarians in a credit instruction retreat in Spring 2016, agreed that we would move forward on incorporating as much as possible the framework into GCC Library's credit and non-credit curriculum.</p> <p>The framework is a guiding document that is quite extensive and includes knowledge practices and dispositions for each of the six frames. For the sake of brevity, I will only include the six frames here and provide a link</p>

			<p>to the more comprehensive document for those interested. The frames are:</p> <ul style="list-style-type: none"> <li>• Authority is Constructed and Contextual</li> <li>• Information Creation as a Process</li> <li>• Information Has Value</li> <li>• Research as Inquiry</li> <li>• Scholarship as Conversation</li> <li>• Searching as Strategic Exploration</li> </ul> <p>Here is the link for the "Framework for Information Literacy for Higher Education":  <a href="http://www.ala.org/acrl/standards/ilframework">http://www.ala.org/acrl/standards/ilframework</a></p> <p>The framework is more encompassing and comprehensive in nature than the former standards, which was more skills-based. The framework is a timely adjustment given the social, political, and cultural information ecosystem of the day, and facilitates instruction that is more relevant and engaging to students within multiple contexts and interests, providing an avenue for students to make cross-disciplinary connections.</p>
ABSE	ABSE 151	Workforce Readiness for Adults with Disabilities	Through the assessment process of the Adult Education Block Grant (AEBG) the consortium identified Adults with Disabilities needing entry/initiation courses for College and Career readiness, These two course outlines address this need.
ACCTG	165	Tax Planning, Tax Research, and Tax Fraud	<p>The course is being reviewed as part of the regular cycle of curriculum review.</p> <p>Updated the textbook to a newer edition the only newer edition available for the second textbook is 2012 edition</p>
ACCTG	220	Cost Accounting	<p>Updated:</p> <ul style="list-style-type: none"> <li>• Course content and contact hours</li> <li>• The textbook</li> </ul>
BIOL	102	General Biology	With the new requirement of using eLumen for individual SLO assessments for each student, we have re-written our course SLOs to better

			match our evaluation instruments (major topics covered on exams and laboratory practicals).
BIOL	131	Regional Natural History	This a cyclical review of the course outline that includes small changes to SLOs in order to allow better assessment of the course, no matter where it is taught. The instructors of this class (Greg Meyer and Guy Van Cleave) have collaborated via email on the revisions. (see attached). We also revised exit standards, course content, textbooks, out-of-class assignments and methods of instruction.
EMT	140	Emergency Medical Technician (EMT)	Additional pharmacology knowledge and administration of medications have been added statewide to the EMT-Basic job description, resulting in an increase of instructional hours.
ENGL	101+	Introduction to College Reading and Composition	<p>New Info:</p> <ul style="list-style-type: none"> <li>• The units of this course are changing from 3.0 lecture units to 4.0 lecture units and .5 lab units.</li> <li>• The lecture unit change will help us meet the AB 705 mandate that "requires college to maximize the likelihood that students enter and complete a transfer-level course in ... English in one year." The additional lecture unit will allow this course to include more robust critical reading instruction to supplement the instruction that was previously in the longer course sequence and to better accommodate students who are entering the course through multiple measures. This is also in response to eliminating our stand-alone reading courses. And, finally, to better serve the needs of other divisions who assign writing, this course will teach multiple writing modalities, as well as citation styles beyond MLA.</li> <li>• The additional .5 lab unit includes the co-requisite that makes this course English 101+ which will support students who need additional remediation and "just in time" support from an instructor. It also provides</li> </ul>

			scaffolded and supportive reading and writing content.
ENGL	199	Composition Workshop for Reading, Writing, and Academic Literacy	This course is designed in response to the shifting requirements that students who assess into courses below English 101 be given support to complete their English course sequence in a timely manner. It is hoped that this corequisite "support" class will assist students in completing other English courses. This is the credit version of the support course (updated from an existing but deleted credit course).
FIRE	101	Principles Of Fire Emergency Services	<p>The Glendale College Fire Technology program meets the FESHE Fire and Emergency Services Higher Education guidelines. This is a National adoption of Fire Technology programs at the Community college and University level. since all fire programs in California now utilize this standard, we are updating all fire courses accordingly. Although word for word adoption is not mandated, we are updating all curriculum to fall more in line with the FESHE model.</p> <ul style="list-style-type: none"> <li>• The changes are noted throughout the updated course information. Most of the changes are tied to the nomenclature for course descriptions.</li> <li>• Edited Out of Class Assignments (CH)</li> <li>• Edited textbook (CH)</li> <li>• Added selected content to align with C-ID descriptor (CH)</li> </ul>
FIRE	102	Fire Behavior And Combustion	The Glendale College Fire Technology program meets the FESHE Fire and Emergency Services Higher Education guidelines. This is a National adoption of Fire Technology programs at the Community college and University level. since all fire programs in California now utilize this standard, we are updating all fire courses accordingly. Although word for word adoption is not mandated, we are updating all

			<p>curriculum to fall more in line with the FESHE model.</p> <p>Changes are focused on the nomenclature tied to the catalog description, course content and course description.</p> <ul style="list-style-type: none"> <li>• Formatted and added content (CH)</li> <li>• Updated textbook (CH)</li> <li>• Formatted Out of class assignments (CH)</li> </ul>
FIRE	103	Fire Prevention	<p>This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.</p> <p>Rationale:</p> <p>The Glendale College Fire Technology program meets the FESHE Fire and Emergency Services Higher Education guidelines. This is a National adoption of Fire Technology programs at the Community college and University level. since all fire programs in California now utilize this standard, we are updating all fire courses accordingly. Although word for word adoption is not mandated, we are updating all curriculum to fall more in line with the FESHE model.</p> <p>Changes include changes to content, update the book and slight SLO changes.</p> <p>Description Change from FESHE;</p> <ul style="list-style-type: none"> <li>• Formatted and edited Course Content</li> <li>• Changed "engineering" to "designing" in Course Content</li> <li>• Edited Textbook</li> <li>• Edited Out-of-Class Assignments</li> <li>• Checked CSU only articulation</li> </ul>



FIRE	104	Building Construction for Fire Protection	<p>The Glendale College Fire Technology program meets the FESHE Fire and Emergency Services Higher Education guidelines. This is a National adoption of Fire Technology programs at the Community college and University level. since all fire programs in California now utilize this standard, we are updating all fire courses accordingly. Although word for word adoption is not mandated, we are updating all curriculum to fall more in line with the FESHE model.</p> <ul style="list-style-type: none"> <li>• The changes include updated textbook and update catalog description.</li> <li>• Edited course content and formatting</li> <li>• Inserted authors in textbook</li> <li>• Updated Out of Class Assignments</li> <li>• Logic and/or of recommended prep listing</li> <li>• Checked CSU Transferable</li> <li>• Added exit standards to conform to C-ID descriptor</li> <li>• 101 is being removed as a pre-req</li> </ul>
FIRE	105	Fire Protection Systems	<p>The Glendale College Fire Technology program meets the FESHE Fire and Emergency Services Higher Education guidelines. This is a National adoption of Fire Technology programs at the Community college and University level. since all fire programs in California now utilize this standard, we are updating all fire courses accordingly. Although word for word adoption is not mandated, we are updating all curriculum to fall more in line with the FESHE model.</p> <p>Changes to the content, update the book and update the catalog description was updated.</p> <ul style="list-style-type: none"> <li>• 101 is being removed as a pre-req as per the C-ID and students not needing exiting skills for 101 to have success in 102, 103, 104 and 105.</li> </ul>

			<ul style="list-style-type: none"> <li>Formatted and added Course content (CH)</li> <li>Changed to CSU transferable (CH)</li> <li>Edited textbook (CH)</li> <li>Updated Out of Class Assignments (CH)</li> <li>Added exit standards to comply with C-ID descriptor</li> </ul>
FIRE	106	Principles of Fire and Emergency Services Safety And Survival	There has been changes to the CID for Fire Technology that Glendale College is updating. This course reflects those changes along with the need to change the title. The course title is similar to FIRE 101. The pre-requisite requirement has also been removed.
FIRE	108	Fire Apparatus And Equipment	This course has not been updated in some time, thus, new student learning outcomes as related to this course have been updated. We have also removed the pre-req for FIRE 101 and updated the course as to reflect changes to adopted curriculum from the California State Fire Marshals' office.
FIRE	114	Hazardous Materials	<p>This course is being updated in the following ways. First, we are removing the pre-req course FIRE 101 as we have aligned the fire curriculum with the national fire curriculum which the California State Fire Marshal has adopted. Next, we have updated the content of this course as technology has changed over the past years tied hazardous materials and the way first responders respond to such events.</p> <p>Changes were made to the catalog statement to update the course nomenclature to be aligned with national fire course descriptions and those posed by the California Fire Directors.</p>
NS	213	Medical-Surgical Nursing III	Regular cycle of curriculum review of all courses is a College expectation.
STV	22	Beginning Account Clerk	<p>WAS OBT 22</p> <p>Justification for course prefix change:</p> <p>With the expansion of our course offerings beyond office and business technology (OBT) into allied health and pre-CTE, we need a department name that reflects all our courses.</p>

			<p>Essentially, we are offering short term vocational training which is how Title 5 describes our category of funding. Thus, it makes sense that our new name and course prefix reflect the State's language: Short Term Vocations (STV).</p> <p>Additionally, there is movement in the State for everyone to adopt CCCApply, and in the drop-down menu for noncredit, the State language will be used: Short Term Voc, Adult Basic and Secondary, Parent Education, Older Adults, etc. This will make it easier for our students to identify the right department to find the courses they want should we have to use CCCApply.</p> <p>Justification for SLO revision:</p> <p>Revisions have been made to the Student Learning Outcomes to reflect appropriate competencies for this course.</p>
STV	31	Business Writing: Email	<p>WAS OBT 31</p> <p>Justification for course prefix change:</p> <p>With the expansion of our course offerings beyond office and business technology (OBT) into allied health and pre-CTE, we need a department name that reflects all our courses. Essentially we are offering short term vocational training which is how Title 5 describes our category of funding. Thus, it makes sense that our new name and course prefix reflect the State's language: Short Term Vocations (STV).</p> <p>Additionally, there is movement in the State for everyone to adopt CCCApply, and in the drop down menu for noncredit, the State language will be used: Short Term Voc, Adult Basic and Secondary, Parent Education, Older Adults, etc. This will make it easier for our students to identify the right department to find</p>

			<p>the courses they want should we have to use CCCApply.</p> <p>Justification for SLO revision:</p> <p>Revisions have been made to the Student Learning Outcomes to reflect appropriate competencies for this course.</p>
STV	33	Business Letter Writing	<p>WAS OBT 33</p> <p>Justification for course prefix change:</p> <p>With the expansion of our course offerings beyond office and business technology (OBT) into allied health and pre-CTE, we need a department name that reflects all our courses. Essentially we are offering short term vocational training which is how Title 5 describes our category of funding. Thus, it makes sense that our new name and course prefix reflect the State's language: Short Term Vocations (STV).</p> <p>Additionally, there is movement in the State for everyone to adopt CCCApply, and in the drop down menu for noncredit, the State language will be used: Short Term Voc, Adult Basic and Secondary, Parent Education, Older Adults, etc. This will make it easier for our students to identify the right department to find the courses they want should we have to use CCCApply.</p> <p>Justification for SLO revision:</p> <p>Revisions have been made to the Student Learning Outcomes to reflect appropriate competencies for this course.</p>
STV	61	Administrative Medical Assisting	<p>"Revisions of the following were made so that the course would accurately reflect noncredit Short Term Vocational in Allied Health discipline:</p> <ul style="list-style-type: none"> <li>• Title</li> <li>• Catalog statement</li> <li>• Exit standards</li> </ul>

			<ul style="list-style-type: none"> <li>• Content</li> <li>• Hours</li> </ul>
T ART	104	Acting Fundamentals II	<p>Expanded catalog statement that more clearly defines and details the course.</p> <p>Edited Course Exit Standard #5 to demonstrate written critiques</p> <p>Edited language in SLO 2</p> <p>Added an out of class assignment choice</p> <p>Deleted Kassel text, added Bogart and Landau text</p> <p>Added more detailed course context that reflects specific techniques, theories, and styles for the class</p> <p>From instructor:</p> <p>Course has been taught twice since the outline was written and needed to be updated to reflect the curriculum being taught. In addition, Richard Cortes informed us (TA instructors) that the language we were using with regard to the requirement that students attend two plays and write a critique, needed clarification.</p> <p>Fixed bullets in content area, checked checkbox to include entry standards</p>
T ART	111	Voice for the Actor	<p>Cyclical revision.</p> <ul style="list-style-type: none"> <li>• Catalog statement simplified for the lay person to understand</li> <li>• Deleting recommended prep of ENGL 191 or ESL 141</li> <li>• (can you tell us why they are being deleted?)</li> <li>• Deleted 1 exit standard, modified language slightly on most others</li> <li>• Deleted SLO 3 and 4</li> <li>• Modified out of class assignments</li> </ul>

			<ul style="list-style-type: none"> <li>• Course content modified, one header deleted</li> <li>• Deleted a Method of evaluation, slightly modified others</li> <li>• Texts are the same. Found newer versions.</li> <li>• A note no English needed- it is a great class to build confidence in English and attracts many international students</li> <li>• Modified SLO's and exit standards so there is differentiation</li> </ul>
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The table below shows examples of changes for improvement that were made based on program-level assessments and student services assessments, as assessed through the program review process.

<b>Instructional Programs</b>		
<b>Program</b>	<b>Issue Noticed</b>	<b>Changes Planned or Made</b>
Ceramics	Difficulty for students to earn AS	Reduction in units to program
Studio Art	Student Exhibitions detected weaknesses	Changes in instructions with emphasis in particular artistic realms
Athletics	Need better success rates	Implemented study/tutor area; monthly mtgs; workshopsp; grade checks
Bus Admin	Need to prepare students for Global trade	Identifying how to prepare students for employers; contextualizing classes (Eng 101)
Economics	Need better success rates	Department is working on OER, Reading Apprenticeship and Team-Based Learning modules for faculty
Electronic Tech	Need better success rates	Improved curriculum by providing more training space and equipment
EMT	Increase student success	Need to find qualified lab technicians to help EMT students understand complex scenarios
English	Increase student success	Faculty created an OER writing handbook; new 101 rubric; developed new degrees & certificates
Engineering	No Completers - 1 certificate for 1 year only	Created FOUR AS degrees for Program
Foreign Language		
*Armenian	Need to improve writing practice	Demand more compositions, conduct more dictations and more lab work

*French	Need to improve comm & Cultural understanding	Encourage more direct dialog between students and critically engage thoughts about Francophone world
*Italian	Comfortable with PLOs assessment	Will increase reading exercises and reading aloud the passages
*Spanish	Better PLO results	Ask for more uniform responses to gauge accurate PLOs; use Spanish in classroom at all levels
*Japanese	Comfortable with PLOs assessment	Will continue to emphasize reading, listening, oral & written communication
Geography	Need to improve student enthusiasm	New GIS course was introduced - include field experience (now included in Geog 111)
Health	PLOs are difficult to assess	Currently aligning PLOs with Health Industry and ILOs
Journalism	Need better success rates	Digital Journalism has been added, updating curricula, create 1-unit courses; study abroad opportunities
Kinesiology	Better PLO results	Restructure PLOs to incorporate job market trends that connect to the Meta Major Guided Pathway
Music	Need better success rates for Online Courses	Improve contact between students & instructors and students w/students - help create global awareness
Nursing	PLOs need to align to State Accreditors	Change PLO to align with BRN and created tutoring/mentoring grant; decrease unit program to 36 units
Parent Edu	Need to revise assessment tool	Survey needs to be revised and not have students fill out survey while watching students
Physical Edu	Need better success rates	Asked instructors to spend more time discussing "safety."
Sociology	Desire better success rates	Courses need more emphasis on collaborative learning & classroom discussions.
Theatre Arts	Comfortable with PLOs assessment	Made changes in acting program adding research. Working towards more internships, guest artists, etc. making more CTE programs
<b>Non-Instructional Programs</b>		
<b>Program</b>	<b>Issue Noticed</b>	<b>Changes Planned/Made</b>
Adm & Records		Created more peer-on-peer tutoring groups; educated academic counselors
Athl. Admin.		Will assess outcomes through introspective reflection and collaborative experience
Cal Works		Designing new quiz; offer more CalWorks events; work w/Career Services; add legal resources

DSPS		Changes made to DSPS Course Curriculum; created 2 modules to online resources
EOPS		Changes made to EOPS waiver process, 100% electronically
Intl Students		Student Development 103 was expanded to include academics and adjustment to life in the US
Multicultural Ctr		Need to improve existing questions from service learning questionnaire
Scholarship Office		Still in process of improving application
Student Activities		Leadership development; governance training; Leadership Academy; revise ASGCC By-Laws; training sessions during inter-Organizational Council meetings
Transfer Center		Need to increase student's understanding of transfer deadlines, transfer decisions, units & GPA requirements for transfer

- **In those areas where assessment may be falling behind, what is the college doing to complete the assessments per the college’s schedule.**

Consistent and regular ILO and General Education Learning Outcomes (GELO) assessments need to be integrated into current processes. The adoption of the split mapping approach is intended to specifically support the assessment of ILOs and GELOs. The assessment schedules for different divisions have been posted online and the learning outcomes coordinator meets with division chairs and individual faculty one-on-one to answer questions and discuss how to conduct assessments.

**INSTITUTION SET STANDARDS (Standard I.B.3)**

**Using the most recent Annual Report, the college will reflect on its trend data on institution-set standards for course completion, certificate completion, degrees awarded, and transfer.**

- **Has the college met its floor standards?**
- **Has the college achieved its stretch goals?**
- **What initiatives has the college undertaken to improve its outcomes?**
- **How does the college inform its constituents of this information?**

In recent years, the College has maintained an institution-set floor standard of 67 percent for course completion. Not only has the institution exceeded that standard, pass rates for courses have been steadily [increasing](#) each year. In aspiring to continually improve the academic success of students, in [October 2019](#), the Academic Senate established an associated stretch goal of 75 percent.



For degrees awarded, the institution has never fallen below its institution-set floor and, in fact, has consistently [raised](#) its standard which is now up to 550 per year. Although the statewide trend in decreased community college enrollment has likewise impacted the College, its number of awarded degrees has nevertheless outperformed its low-enrollment conditions. Discussions among stakeholders have predominantly attributed this robust performance to the College's success in recently creating a significant number of Associate Degrees for Transfer. In addition to its 31 local associates degrees, the College offers 24 Associate Degrees for Transfer. For this indicator, the Academic Senate established a stretch goal of 900.

For certificate completion, the College has maintained an institution-set floor standard of 200 per year. To date, the institution has never fallen below that standard. However, over the years, there has been a steady [decrease](#) in certificates awarded. This trend has been presented at meetings of the Master Planning Committee and the Academic Senate. In such meetings, discussions have explored the reasons for this trend and have speculated on the inverse relationship between number of awarded degrees and number of awarded certificates.

To uncover possible reasons underlying the downward trend for certificates, the Student Voices task force has partnered with the Office of Research & Planning in developing a student survey focused on this completion metric. The survey questions include asking students whether a certificate is among their educational goals and if so, what types of obstacles have they faced in pursuit of a certificate. For this indicator, the Academic Senate established a stretch goal of 225.

For transfers, the College had recently [raised](#) its institution-set floor standard which is currently at 850 per year. To date, the College has never fallen below that standard. In seeking to continually increase the number of students who are able to transfer to a four-year college, in 2019, the Academic Senate established an associated stretch goal of 950.

The College has embarked upon a number of initiatives to improve the success and achievement of its students. These initiatives include college wide efforts for student equity and the implementation of Guided Pathways best practices as described in the present report's Quality Focus Projects.

Information about institution-set standards is effectively communicated throughout the organization. Regarding institution-set standards for collegewide indicators, the College regularly reviews for year-over-year trends in the data, examining for any gaps between performance and institution-set standards. Since it falls under their purview, the Academic Senate and Master Planning Committee engage in this regular review each spring semester. During such review, there is consideration regarding whether the standards continue to be appropriate and useful. The Academic Senate is composed of faculty representatives from each instructional division. Between the Senate and their instructional division, these senators confer information about academic and professional matters (including institution-set standards). The senators are a vital mechanism for information-sharing among instructional stakeholders and facilitate discussions that inform relevant decision-making. Similarly, the Master Planning Committee is the largest of the College's governance committees and is composed of the College's leadership as well as representatives from the student, staff, faculty, and administrator constituent groups. In the same way that senators convey information to and from their

respective division faculty, representatives on the Master Planning Committee convey information to and from their respective constituent group.

For broader sharing of information, institution-set standards have also been occasionally included in presentations given to the board of trustees and classified staff. Additionally, the institution-set floor standards are shared online with the college and surrounding community through their own dedicated [webpage](#) within the Research & Planning website and are accessible within the [ACCJC Annual Reports](#) which are posted at the accreditation website.

## 6.C. Report on Outcomes of the Quality Focus Projects

In accordance with the Commission’s general directive to describe projects that targeted areas where the College needed improvement, the original Quality Focus Essay projects that were proposed in the 2016 Institutional Self Evaluation Report had centered on learning outcomes assessment and improved integration of college plans. However, the Commission later revised the directive and at their 2019 conference, encouraged that the Quality Focus Essay should instead describe projects more directly focused on improving student learning and achievement. As a result, the College received [permission](#) from the Commission to write about its institutional initiatives for student equity and Guided Pathways.

### STUDENT EQUITY

The College recognizes the importance of equity and is committed to ensuring a learning environment with academic and student support programs aimed at promoting an equitable college. Therefore, the College’s student equity initiative is the focus of its first Quality Focus Essay project. Equity efforts are interwoven throughout the College through a variety of initiatives, projects, and programs that ensure equal educational opportunities and promote student success for all students, regardless of race, gender, age, disability, or economic circumstances. Addressing inequities is such a priority that the College’s Institutional Master Plan included goals for achieving equity and reducing gaps in learning and completion among student groups. Student equity faculty leaders have been supporting instructional efforts in implementing projects and they oversee programs in their respective divisions which engage student learning and are targeted toward achieving the institution’s equity goals. Students are active participants in equity decision-making processes and institutional improvements are focused on student-centered initiatives.

### GOALS

The College has identified goals for various student groups who were found to perform below college wide averages and therefore need assistance to improve their success on various academic indicators.

- Access – Successful Enrollment
- Retention – Fall to Spring
- Transfer to a Four-Year institution
- Completion of Transfer-Level Math and English within the First Year
- Earned Credit Certificate over 18 units or Associate Degree

The Office of Research and Planning collects and analyzes data to help clarify the priorities of equity programs and track relevant outcomes. Using the “Percentage Point Gap Method” of the Chancellor’s Office, disproportionately impacted (DI) student groups have been identified. DI groups are those that achieve success at much lower rates than students who achieve average rates. The data has subsequently been used in the development of strategies to address the gaps found for success indicators.

The 2019-2022 Student Equity plan has been aligned to the California Community College (CCC) system’s new Student Success Metrics. Colleges have been directed to use the Student

Success Metrics Dashboard to access their data for their overall student population and accordingly set three-year goals from the Student Success Metrics for each student equity population shown to have disproportionate impact in access, retention, transfer to a four-year institution, completion of transfer-level math and English, and earned certificate over 18 units or associate degree.

### **ACTIVITIES**

To improve **access**, Shadow Days have provided opportunities for high school students to attend the College and partner with a college-level peer mentor to experience a “day in the life of a college student”. To specifically address access for veterans, more rigorous marketing campaigns were developed to improve their enrollment. Publications and videos were developed to promote our Veterans Resource Center, student assistants were hired for the facility, and outreach efforts to local high schools were increased. To improve access and support for adults with disabilities at the Garfield noncredit campus, pre-orientation and orientation services were implemented.

Numerous activities were developed through instruction and student services with a focus on increasing **course completion and retention** for the full range of DI student groups. iPads were provided for students’ use to access Canvas, enable the completion of class assignments, conduct research, and ensure currency in enrollment and financial aid information. Summer Bridge provides incoming students with support for a smooth transition into college. DI students are encouraged to partake in the Summer Bridge program to become oriented and connected to the College prior to their first term as college students. Black Scholars, La Comunidad, and Guardian Scholars are three learning communities that serve many of our Latinx, Black/African American, and current and former foster youth students by providing a wide range of support services and activities and events that help them stay engaged, connected, and involved. Professional development has been offered to increase faculty and staff awareness of strategies and promising practices for serving DI students.

Activities targeting **degree and certificate completion** include direct services for students, tutoring, group counseling, and addressing food insecurity of students. The SPARK peer mentoring program also aims to increase indicators such as course completion and degree/certificate completion. Multiple **transfer** programs were created to address the various needs of DI students. These include several college tours such as the Northern and Southern California trips and the Historically Black Colleges and University (HBCU) tours.

The following is a comprehensive list of programs and activities that are part of the College’s equity initiative.

#### **Advocates for Student Access and Participation (ASAP):**

- Guides students who are on academic probation through a year-long self-reflection and support program to help them get back on track.

#### **Cultural Diversity Lecture Series:**

- Promotes cultural competency among students, staff, faculty, and administrators by organizing and executing educational/cultural/social activities and events designed for the exploration,

promotion, and celebration of diverse cultures, particularly those represented in the student community as DI.

**Dream Resource Center:**

- Helps support Dreamer students, coordinates events, and works on outreach and retention efforts.

**English Division Third Attempt Program:**

- Aims to support students repeating courses for the third time by offering intrusive advising and support services.

**Filipino Student Empowerment Program:**

- Supports three major cultural events on campus: Filipino Culture Night, Filipino Community Culture Event, and 3rd Annual Filipino Fiesta.

**Learning Center Enhancement:**

- English Grammar Workshops: Workshops provided through the Learning Center, that give students the tools they need to succeed in English.
- Keys to College Success Workshops: Workshops provided through the Learning Center, that empower students through Growth Mindset interventions.

**Math Adjunct Support:**

- A training and mentorship program for adjunct faculty that ensures that teaching excellence is a priority and provides workshops that focus on a range of math education topics including awareness of DI student issues, practical teaching methods for the classroom, and general math education theory

**Non-Credit Career Enhancement:**

- Supports career assessments for DI students (i.e. Strong Interest Inventory, Myers-Briggs Type Indicator, Knowdell Career Values Card Sorts, and Choices 360 site license).

**Project to Provide Access, Inclusion, Resources, Understanding, and Preparation (PAIR UP):**

- Workshops and specialized support to help Disabled Students Programs and Services students effectively use accessible technology.

**Puerto Rico-An Exhibition and Spanish Language Guided Study:**

- Exhibition featuring artwork exploring Latinx social identity. Involves collaboration with contextualized learning coordinator to bring integrated themes into different classes.

**Restorative Justice Project:**

- Coordinates events on campus for previously incarcerated students

**Supplemental Instruction (SI):**

- Supplemental Instruction offers collaborative learning workshops for participating classes. The workshops focus on critical thinking and problem solving exercises centered on course material. SI sessions are scheduled outside of class time and are led by trained student leaders.

**Social Science Lecture Series with the theme of “The World of the Uniquely Abled”:**

- Lecture series provided to campus community aimed at addressing the needs of Disabled Students Programs and Services students by educating faculty, staff, and students.

**Students Providing Assistance, Resources, and Knowledge (SPARK) Mentoring for Summer Bridge and fall term:**

- Pairs students together for a peer-to-peer mentorship experience to help support students in their first year of college. This program also includes the training of peer mentor and the implementation of activities to help students connect with one another during Summer Bridge.

**Student Athlete Orientations:**

- Designed to inform athletes of campus recourses, requirements, and introduce them to various faculty and staff.

**Summer Bridge:**

- Invites incoming students to participate in a week-long intensive bridge program to help them transition into college, explore major and career options, get connected with faculty and staff, and learn about campus resources.

**Welcome Center:**

**Early College Acceptance Program (ECAP)**

- To ensure they are ready for fall registration, brings high school seniors to the college to complete matriculation steps, meet faculty and staff, and receive orientation and campus tours.

**Shadow Days**

- Interested high school students sign up to come to the College and shadow a peer mentor for “a day in the life of a college student”.

**Learning Communities:**

- **Black Scholars, Guardian Scholars, and La Comunidad** help students feel connected to the campus and support them as they progress toward their goals by offering services to help guide them throughout their educational journey. The learning communities provide a safe space on campus for students, create opportunities for students to connect with their peers, gives opportunities to explore options in degree and transfer attainment, and allows students a vehicle to navigate college. Direct support and emergency assistance are also included.

**University Tours:**

- **Northern California University Tours, Southern California University Tours, Historically Black Colleges and Universities Tours, and Local University Tours** are coordinated each year to help expose students to possible transfer institutions and motivate students toward transfer.

**LGBTQ+ Pride Center:**

- Aims to provide a secure, supportive, and acceptive environment for students across all gender and sexual identities and their allies. It is a safe space designed to bring awareness of diverse sexual and gender identities, healthy masculinity, affirmative consent, and upstanding to prevent violence. Provides weekly group meetings and leadership development training where students

can learn about topics related to diverse sexual and gender identities and where they can have the opportunity to share their experiences.

**GCC Pride Week:**

- An annual week-long event that includes workshops for faculty and staff, safe zone training, a community resource fair, and other activities to support LGBTQ+ students and to inform the college community.

**OUTCOMES**

According to results from analyses on project data, the College's equity efforts have resulted in improved performance for various DI groups. Achievement gaps have been narrowed for the student groups and indicators listed below.

- increased enrollment for veteran students and students with disabilities
- successful fall-to-spring semester retention for African American, LGBT, and veteran students
- higher transfer rates to a four-year institutions for African American and Latinx students
- greater completion of transfer level math and English in the first year for LGBT and veteran students
- greater completion of associate degrees or credit certificates for African American, Latinx, LGBT, and foster youth students

Evaluation of programs and activities has been essential in helping determine the strategic direction of student equity efforts. Projects that have demonstrated success in closing equity gaps are being scaled up and enhanced to help positively affect greater numbers of DI students. The College is committed to ensuring continued support for underserved and underrepresented students. While these results are promising, institutional efforts will continue to implement activities, projects, and support programs for further progress in ultimately closing gaps for all DI students.

## GUIDED PATHWAYS

The nature of the [Guided Pathways](#) (GP) reform movement is such that successful implementation is an ongoing evolutionary process of institutional transformation. The movement aims to transform college programs, services, and operations based on cohesive, institution wide strategies to improve student outcomes and the student experience, with equity being a core guiding principle. If effectively implemented, there should be an increase in students' course completion, retention, degree and certificate completion, and transfer. In 2016, the concept of "Guided Pathways" was introduced to the college stakeholders. This information campaign was performed through multiple workshops that solicited input from varying constituents on campus. Information sessions continued to be held through various committees including Division Chairs, Academic Affairs, Curriculum & Instruction, Master Planning, College Executive, and Academic Senate.

In 2017, the College's GP steering committee had been formed. Through close work with the Master Planning Committee, it was collectively decided upon that the 2017 Institutional Master Plan of the College would base itself upon the GP "pillar" framework. The pillar goals include: Clarify Student Pathways, Facilitate Student Entry into Pathways, Help Students Stay on Pathways, and Ensure Student Learning. The [master plan](#) was approved by the board of trustees in May 2018. During this time, the Steering Committee for Guided Pathways created workgroups for meta-majors, faculty development, student voice, compliance with Chancellor's Office GP grant requirements, and EAB Navigate student success platform implementation. Work began to gain momentum in an organic, grass-roots manner.

The scope of the GP movement is much broader than any past reform movement in the state's community college system. Its ambitious, but worthy, objectives require establishing a critical mass of people across the college ecosystem that share a vision of the institution as a "Guided Pathways college" and a means of moving toward that vision. Much effort has, and continues to be, focused toward discussions aimed at shifting institutional culture and operations to an even more student-centric and equity-driven mode. Intertwined with these more philosophical and reflective conversations, the College is engaged in focused activities aimed at advancing its realization of the GP model. This work has involved collegial collaboration across many different college units and constituent groups, and accomplishments have been distributed across diverse facets of college operations. Though much work remains, significant strides forward have been made in fueling that critical mass and realizing the Guided Pathways model of institutional operations and capacity. Provided below is a list of highlights regarding these activities.

### 1. [Selection of Presentations, Events and Communications](#)

- a. [Articles](#) in the employee publication, *The Chaparral*
- b. Presentations at Faculty Meetings
- c. Presentations at Retreats (e.g., Division Chair Retreats, some division retreats) and Institute Days (e.g., Faculty Institute Days, Classified Institute Day)
- d. Student Voice surveys, focus groups, and panel discussions
- e. Discussions at various department and governance committee meetings
- f. Participation in regional GP meetings



- g. Town halls for CCC Chancellor's Office GP Award Program documents
- h. Standing [update](#) to the board of trustees

## 2. Technology Development and Implementation

- a. [EAB Navigate](#) implementation – A comprehensive student success and communication platform
  - Implementation requires extensive work in mapping and improving college processes that impact the student experience and journey through the College
  - Provides mechanisms for implementing specific aspects of GP model, such as helping students stay on their pathways.
- b. Program Mapper implementation – a meta-major and program map authoring and presentation tool
  - Mapping workgroups have created draft maps for the largest programs. A counselor was hired specifically for his experience in career education and he began creating flyers for the meta-majors and then solicited input from the appropriate faculty.
  - Program Mapper will provide a user-friendly place to use and manage all metamajor and program mapping information
- c. AB705 tools
  - Guided Placement Survey (GPS) tool, which enables the implementation of Division placement policies and supports compliance with AB705
  - [Retroactive Re-placement tool](#) operationalizing another aspect of AB705; resulting in programmatically processing thousands of considerations of retroactive re-placement by the new policies and resulting in approximately 6,500 customized emails to students with information about their [retroactive re-placement](#)
  - This activity is intertwined with the work of math, English, and ESL divisions to redesign math and English curriculum, as well as to redesign placement practices and policies in response to AB705.
- d. [GP Communications Dashboard](#) – a meeting document workflow tool for refreshed GP implementation group structure to support consistent, transparent, and inclusive communication while lowering logistical burdens for group leads/chairs
- e. Supporting opportunities for broad input and feedback through Google Apps
  - Surveys
  - Public documents with commenting/suggestion functions
  - Public, multi-authored documents

## 3. Coordinating [compliance](#) with GP Award program requirements

- a. [First GP Self-Assessment](#) – December 2017
- b. [Spring 2018 - Summer 2019 Work Plan](#)
- c. [Scale of Adoption Assessment 2020](#)

In 2019, release time positions were created for a counselor coordinator and for a classified coordinator, to complement the faculty coordinator already in place. In the fall of 2019, supported by the GP coordinators, the steering committee of GP created an “all hands-on-deck refresh” to the GP [implementation structure](#). The entire implementation structure was

reconstituted to reaffirm, renew, and clarify our commitment to centering the student experience in our efforts for institutional improvement, with student equity as the core driver. The following GP workgroups were established or refreshed, and the Standing Open Forum and steering teams were redefined.

- **Meta Major Workgroup** – This workgroup is focused on developing our meta majors and program maps, as well as mainstreaming their use and ongoing review/revision. They seek to facilitate a broad-based and inclusive effort to maximize the quality, effectiveness, and level of use of meta majors and program maps.
- **Navigate Workgroup** – This workgroup is focused on the remaining Navigate implementation work, as well as ongoing evaluation improvement, and integration of the tool throughout college processes.
- **Professional Development & Communications Workgroup** – This workgroup is focused on developing and supporting college-wide communication and involvement in the GP college redesign process.
- **Student Voice Workgroup** – This workgroup is focused on “engaging students to amplify their experience as a means to positively impact the effectiveness of college policies, practices, or programs.” The group aims to help us better understand the student experience, as well as disseminate that understanding across the College.
- **Onboarding** — This workgroup will address the many facets of student onboarding to the College.
- **AB705 Workgroup** – AB705 brings with it sweeping changes that will impact the experiences of virtually all students early in their journey. Its implications go beyond assessment rules and procedures: careful consideration of the design of instruction, pedagogy, and curriculum in math, English and ESL, as well as academic supports and how all this fits together into a seamless and supportive student experience, are among the key considerations for this Workgroup.

Each workgroup has individuals designated to serve in the following lead roles:

- **communication leads** are responsible for setting meetings, agendas, minutes and reporting out.
- **data coaches** are responsible for accessing, compiling and presenting information.
- **equity guides** are responsible for ensuring that practices and recommendations are evaluated from an equity lens.
- **noncredit liaisons** are responsible for ensuring that Noncredit-specific issues are integrated in all Workgroup efforts.
- **student expert consultants** are responsible for attending and participating in meetings. These roles will be open to all students, and positions will be filled with an emphasis on adequate representation across the Student Expert Consultant team. It is expected that more than one student will serve on each Workgroup, but one will serve as the lead for that Workgroup and also serve on the GP Steering Team.

These work groups ensure broad participation across the campus with implementation. They are each paired with one or two governance committees for standing two-way communication. The communications and meeting logistics tool adds consistency and transparency to the entire

implementation effort, as well as to provide clear points-of-entry for interested individuals to join the collective effort. The workgroups are intentionally designed to be objective-driven and temporary in their lifespan. They aim to accomplish a specific aspect of GP implementation, then integrate the continual maintenance of their outputs into standing college operations. new workgroups can be established when needed by the GP Steering team.

#### **6.D. Fiscal Reporting**

*[The Commission requires us to include the annual fiscal report from Dr. Culpepper will be supplying a copy to include here.]*

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

FIRST READING REPORT NO. 1

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Paul Schlossman  
Vice President, Student Services

SUBJECT: STUDENT SERVICES - BOARD POLICY 5130:  
FINANCIAL AID (REVISED)

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DESCRIPTION OF HISTORY / BACKGROUND

Board Policy 5130: *Financial Aid* has been revised to bring Glendale Community College into compliance with recommendations made by the Community College League of California Policy and Procedure Services.

COMMITTEE HISTORY

Student Services Cabinet	May 12, 2020
Student Affairs Committee	May 20, 2020 (First & Second Reading)
College Executive Committee	June 9, 2020 (First Reading) July 14, 2020 (Second Reading)
Board of Trustees	July 21, 2020 (First Reading)

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees conduct the first of two readings required before board action on Board Policy 5130.

**5130**

Board Policy

**FINANCIAL AID**

In keeping with its mission to be open equally to all adults or high school graduates who can benefit from its programs and services, Glendale Community College provides federal and state student financial aid grant, loan and work-study programs for eligible students enrolled at the college

The District will comply with applicable federal and state laws and other applicable regulatory requirements. The Superintendent/President or designee shall establish, publicize and apply satisfactory academic progress standards for participants in federal Title IV student aid programs.

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates. The Superintendent/President or designee shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting or admission services concerning the District’s educational programs, financial programs, financial charges and employment of graduates to assure compliance with this policy.

The Superintendent/President or designee shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

**References:**

- 34 Code of Federal Regulations Section 668 (U.S. Department of Education regulations on the Integrity of Federal Student Aid Programs under Title IV of the Federal Higher Education Act of 1965, as amended)
- 20 U. S. Code Sections 1070 et seq.
- 34 CFR Sections 668
- California Education Code, Sections, 66021.6, 76300
- Accreditation Standard III.D.15 (2014)

See Administrative Regulation 5130

Adopted: 5/21/07

Revised: 6/16/15

Reviewed: 12/5/15; 02/22/19

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

FIRST READING REPORT NO. 2

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Paul Schlossman  
Vice President, Student Services

SUBJECT: STUDENT SERVICES - BOARD POLICY 5420:  
ASSOCIATED STUDENTS FINANCE (REVISED)

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DESCRIPTION OF HISTORY / BACKGROUND

Board Policy 5700: *Associated Students Finance* has been revised to bring Glendale Community College into compliance with recommendations made by the Community College League of California Policy and Procedure Services.

COMMITTEE HISTORY

ASGCC Executive	May 1, 2020
ASGCC Legislature	May 5, 2020 (First reading) May 12, 2020 (Second Reading)
Student Services Cabinet	May 12, 2020
Student Affairs Committee	May 20, 2020 (First & Second Reading)
College Executive Committee	June 9, 2020 (First Reading) July 14, 2020 (Second Reading)
Board of Trustees	July 21, 2020 (First Reading)

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees conduct the first of two readings required before board action on Board Policy 5420.

Glendale Community College District

**5420**

Board Policy

### **ASSOCIATED STUDENTS FINANCE**

Associated Student funds shall be deposited with and disbursed by the Superintendent/President or designee. ~~Funds collected by the District and designated for programs and activities of the Associated Students of Glendale Community College (ASGCC) shall be allocated based on a final budget proposed by the ASGCC subject to supervision and approval of the Superintendent/President or designee.~~

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students ASGCC, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Superintendent/President or designee;
- an employee who is the designated advisor of the Associated Students of Glendale Community College (ASGCC); and
- a representative of the ASGCC.

The funds shall be subject to an annual audit. ~~conducted under the supervision of the Superintendent/President or designee.~~

#### Reference:

- Education Code Sections 76063 to 76065

See Administrative Regulation 5420

Adopted 7/10/73

Revised 3/31/83; 5/19/08; 2/16/16



GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

FIRST READING REPORT NO. 3

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Paul Schlossman  
Vice President, Student Services

SUBJECT: STUDENT SERVICES - BOARD POLICY 5430:  
STUDENT CLUBS (REVISED)

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DESCRIPTION OF HISTORY / BACKGROUND

Board Policy 5430: *Student Clubs* has been renumbered to place it with other policies and regulations related to the Associated Students of Glendale Community College.

COMMITTEE HISTORY

ASGCC Executive	May 1, 2020
ASGCC Legislature	May 5, 2020 (First reading) May 12, 2020 (Second Reading)
Student Services Cabinet	May 12, 2020
Student Affairs Committee	May 20, 2020 (First & Second Reading)
College Executive Committee	June 9, 2020 (First Reading) July 14, 2020 (Second Reading)
Board of Trustees	July 21, 2020 (First Reading)

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees conduct the first of two readings required before board action on Board Policy 5430.

Glendale Community College District

**5520-5430**

Board Policy

### **STUDENT CLUBS**

The Superintendent/President shall establish procedures for the recognition of student clubs that are affiliated with and chartered by the Associated Students of Glendale Community College (ASGCC). Student clubs shall abide by GCC board policies and administrative regulations, and applicable regulations established by the ASGCC Constitution and By-laws.

#### Reference

- Education Code Section 76062

Adopted: 7/10/73

Revised: 3/31/83; 6/23/08

Renumbered from Board Policy 5220: 10/15/2014

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

FIRST READING REPORT NO. 4

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper  
Executive Vice President, Administrative Services

PREPARED BY: Merrilee Ahaus, Office of the Executive Vice President,  
Administrative Services

SUBJECT: ADMINISTRATIVE SERVICES - BOARD POLICY 7100  
COMMITMENT TO DIVERSITY

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DESCRIPTION OF HISTORY / BACKGROUND

Board Policy 7100 Commitment to Diversity was submitted to Administrative Affairs as part of the on-going Chapter 7 (Human Resources) review process. The policy was deemed in alignment with the Community College League of California Policy and Procedures Services recommendations, with minor changes.

COMMITTEE HISTORY

Administrative Affairs Committee	April 23, 2020 (First Reading)
Administrative Affairs Committee	May 12, 2020 (Second Reading)
College Executive Committee	June 9, 2020 (First Reading)
College Executive Committee	July 14, 2020 (Second Reading)
Board of Trustees	July 21, 2020 (First Reading)

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees conduct the first of two readings required before board action on Board Policy 7100.

Glendale Community College District

**7100**

Board Policy

**COMMITMENT TO DIVERSITY**

The District is committed to employing administrators, faculty, and staff members who are dedicated to student success. The District recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students.

The District is committed to hiring and staff development processes that support ~~both~~ equal opportunity, ~~and~~ diversity, and provide ~~equal~~ equitable consideration for all candidates as required in federal and state law.

Reference:

- Education Code Section 87100 et seq.
- Title 5, Section 53000, et seq.

Administrative Regulation:

None

Adopted 6/25/08

Reviewed 01/13/17

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

CONSENT CALENDAR NO. 1

TO: Board of Trustees  
FROM: David Viar, Superintendent/President  
PREPARED BY: Office of the Superintendent/President  
SUBJECT: APPROVAL OF MINUTES – REGULAR BOARD MEETING

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The Superintendent/President recommends that the Board of Trustees approve the Regular Board Meeting minutes of June 16, 2020.

**GLENDALE COMMUNITY COLLEGE DISTRICT**

1500 North Verdugo Road  
 Glendale, California 91208  
 (818) 240-1000

**BOARD OF TRUSTEES MEETING NO. 15**

The regular meeting of the Glendale Community College District Board of Trustees was called to order by Ms. Davis at 5:00 p.m. on Tuesday, June 16, 2020 via WebEx teleconference.

**Trustees Present:**

Mr. Sevan Benlian  
 Ms. Yvette V. Davis  
 Dr. Armine Hacopian  
 Ms. Desir e P. Rabinov  
 Ms. Ann H. Ransford  
 Ms. Sune Aghakian -  
 Outgoing ST  
 Ms. Vanessa Angeles -  
 Incoming ST

**Administrators Present:**

Dr. David Viar  
 Dr. Anthony Culpepper  
 Dr. Michael Ritterbrown  
 Dr. Paul Schlossman  
 Dr. Victoria Simmons

**Representatives Present:**

Academic Senate: Mr. Roger Dickes  
 CSEA: Mr. Narbeh Nazari  
 Guild: Ms. Emily Haraldson

A CD of this meeting is on file in the Superintendent/President's Office 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 Board of Trustees President Davis.

**ADMINISTRATION OF OATH OF OFFICE – STUDENT TRUSTEE**

Vanessa A. Angeles took and subscribed to the Oath of Office as required by the Constitution of California. The Student Trustee Oath of Office follows the Associated Students of GCC (ASGCC) election held on May 26, 2020. Angeles was elected as ASGCC President and Student Trustee to the Governing Board of the Glendale Community College District for the 2020-2021 academic year.

The Board of Trustees welcomed incoming Student Trustee Angeles and thanked outgoing Student Trustee Sune Aghakian for her service to the Board, students and community. Aghakian's contributions to the board and commitment to GCC students were highly valued. The Board wished her continued success as she transfers to the University of California, Berkeley. Aghakian shared how grateful she had been to the Board for the leadership opportunity and valuable learning experience, and noted her rewarding journey as a student at GCC.

**SPECIAL RECOGNITION**

The Board of Trustees congratulated the GCC Women's Basketball team for their success as 2020 Western State Conference South Division champions.

Jada Aldana	Mekela MA'A	Zoe Rouse
Suzy Bakrgyan	Tess Oakley-Stilson	Emily Sisson
Gloria Bianchi	Vicky Oganyan	Penelopi Trieu
Polina Kovaleva		

Special recognition was expressed by the Board of Trustees to Academic All-State Team members Bianchi, Oakley-Stilson and Trieu for their academic achievements. Also recognized were Assistant Coach Vincent De Guzman and Head Coach Joel Weiss, who was selected as the 2020 Southern California Women's Basketball Coach of the Year.

## COMMENTS FROM THE AUDIENCE - BOARD AGENDA ITEMS ONLY

No comments presented.

## RESOLUTIONS

1. Resolution No. 25-2019-2020: Use of Education Protection Account Funding

It was moved (Portillo Rabinov) and seconded (Ransford) to authorize Resolution No. 25-2019-2020.

The motion passed unanimously.

2. Resolution No. 26-2019-2020: Approval of California State Department of Education Contract for Child Care and Development Services for Fiscal Year 2020-2021

It was moved (Hacopian) and seconded (Benlian) to authorize Resolution No. 26-2019-2020.

The motion passed unanimously.

3. Resolution No. 27-2019-2020: Continuing Budgetary Authority

It was moved (Ransford) and seconded (Portillo Rabinov) to authorize Resolution No. 27-2019-2020.

The motion passed unanimously.

## INFORMATIONAL REPORTS - NO ACTION

1. Enrollment Update
2. Measure GC Funds Balances and Schedule Update
3. Student Survey on Remote Instruction and Services

Michael Ritterbrown, Vice President of Instructional Services and Paul Schlossman, Vice President of Student Services presented the results of the student survey taken related to remote instruction and services. The results were relatively positive and also provided insight for improvement going forward.

## FIRST READING REPORTS – FIRST OF TWO READINGS – NO ACTION

1. Accreditation Mid-Term Report

Edward Karpp, Dean of Research, Planning and Grants, Beth Kronbeck, Faculty Coordinator - Accreditation, and Daphne Dionisio, Interim Program Manager I – Accreditation and Institutional Effectiveness presented the draft Accreditation Mid-Term Report that describes 1) how the college has responded to the eight recommendations of the Accrediting Commission included in its action of January 2017; 2) its progress on the college's plans for improvement included in its 2016 Accreditation self-study report and; 3) reflects on how the college is advancing in its efforts to improve student success.

This report will be considered for approval at the July 21, 2020 Board meeting and submission to the Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges.

## **UNFINISHED BUSINESS REPORTS – SECOND OF TWO READINGS – ACTION**

1. Academic Affairs - Board Policy 6230: Outside Speakers (Delete)

It was moved (Ransford) and seconded (Benlian) to delete Board Policy 6230.

The motion passed unanimously.

2. Academic Affairs - Board Policy 4450: Outside Speakers (Replace Board Policy 6230)

It was moved (Hacopian) and seconded (Portillo Rabinov) to approve Board Policy 4450 (replacement for Board Policy 6230).

The motion passed unanimously.

## **CONSENT CALENDAR – ACTION**

1. Approval of Minutes - Regular Board Meeting of May 19, 2020

2. Warrants - District Funds May 1, 2020 through May 31, 2020

Approved warrants issued during the month of May 2020 totaling \$14,095,722.93.

3. Contract Listing and Purchase Order Listing – May 1, 2020 through May 31, 2020

Approved contract listing and purchase order listing issued during the month of May 2020 totaling \$7,346,743.51.

4. Budget Revisions and Appropriation Transfers General Fund Unrestricted (01) - May 1, 2020 through May 31, 2020

Approved Appropriation Transfers of \$900 in the General Fund Unrestricted (01).

5. Budget Revisions and Appropriation Transfers General Fund Restricted (03) - May 1, 2020 through May 31, 2020

Approved Appropriation Transfers of \$263,282 in the General Fund Restricted (03).

6. 2020-2021 Retroactive Pay Adjustment

7. Authorization to Make Appropriation Transfers

8. Agreements for Business, Payroll and Financial Data Processing Services

9. Agreement with Companies to Provide Specialized Support Services for Professional Development Center Programs for Fiscal Year 2020-2021

10. Memberships in Associations and Organizations – Fiscal Year 2020-2021

11. Proposed New Programs

### New Programs

Health Sciences – Critical Care Nursing Skill Award

Health Sciences – Emergency Medical Responder Skill Award

Health Sciences – Emergency Medical Technician Skill Award

Health Sciences – Introduction to Emergency Services Skill Award



## CONSENT CALENDAR – ACTION - continued

### 12. Proposed New Courses

#### New Courses

ENGL 298 – Undergraduate Research in Professional Writing  
ENGL 298H – Honors Undergraduate Research in Professional Writing  
MATH 102+ - Trigonometry with Support  
MATH 102S – Lab Support for Trigonometry

### 13. Revised Courses and Programs

#### Course Revisions

MATH 102, 136, 136H, MATH 136+

#### Program Revisions

AD ST—AS Degree and Certificate  
CS/IS—AS Degree and Certificate  
HIST—AA-T  
SOC S—AA Degree

### 14. Personnel Report No. 12 – Academic, Classified, Administrator, and All Other Temporary Employee Actions Personnel Reports

Academic Report	Administrator Report
Classified Report	All Other Temporary Employee Actions Report

### 15. Ratification to Terms of the Contract of Employment of Superintendent/President

Based on a satisfactory performance evaluation, the Board of Trustees ratified the terms of the Contract of Employment of Superintendent/President. Reflecting on Board action to ratify Viar's employment contract, Board members shared their appreciation of his leadership.

It was moved (Hacopian) and seconded (Portillo Rabinov) to approve Consent Calendar Nos. 1 - 15.

The motion passed unanimously.

## NEW BUSINESS REPORTS – ACTION

### 1. Annual 2019-2020 Equal Employment Opportunity (EEO) Fund Certification

It was moved (Benlian) and seconded (Hacopian) to approve the 2019-2020 EEO Fund Certification Form.

The motion passed unanimously.

Vice President of Human Resources, Victoria Simmons, provided a report on District efforts and policies related to Equal Employment Opportunity, diversity, equity and inclusion; five years of demographics data regarding college employees compared with student demographics; talent acquisition data; and plans for improving the District hiring processes and to ensure improvement in diversity hiring efforts.

### 2. Recognition of Outgoing Members and Appointment of Members to the Independent Citizens' Bond Oversight Committee

It was moved (Portillo Rabinov) and seconded (Ransford) to approve the reappointments of Roberta Hacopian, Seda Khatchaturian, Harry Leon, Alex Parajon, and Jennifer Quinonez-Skinner to the Glendale Community College District Independent Citizens' Bond Oversight Committee for terms ending June 30, 2022.

The motion passed unanimously.

## **NEW BUSINESS REPORTS – ACTION - continued**

Recognition of Outgoing Members and Appointment of Members to the Independent Citizens' Bond Oversight Committee

It was moved (Benlian) and seconded (Portillo Rabinov) to approve the appointment of Nerses Aposhian and Daniel Kim to the Glendale Community College District Independent Citizens' Bond Oversight Committee for terms ending June 30, 2022.

The motion passed unanimously.

The Board recognized outgoing committee members Armik Avedisian (outgoing Chair) and Kevin Lee for their continued support of and commitment to the college as members of the Independent Citizens' Bond Oversight Committee. Avedisian thanked the Board for their recognition and noted he had valued the experience and opportunity to participate in and Chair the committee.

### **3. Sabbatical Request for Fall 2020 – Spring 2021**

It was moved (Ransford) and seconded (Hacopian) to approve the sabbatical leave request from Amy Oliver for Fall 2020 – Spring 2021.

The motion passed unanimously.

### **4. Change Order No. 002 for the Administration Building Window Replacement Project**

It was moved (Ransford) and seconded (Portillo Rabinov) to approve Change Order No. 002 for the Administration Building Window Replacement Project and that the contract price be amended to reflect an increase of \$218,832.

The motion passed unanimously.

### **5. Approval of a Retainer Agreement with Dannis Woliver Kelley for Legal Services**

It was moved (Portillo Rabinov) and seconded (Hacopian) to approve the retainer agreement with Dannis Woliver Kelley.

The motion passed unanimously.

## **COLLEGE LEADERS REPORTS**

Written reports were included in the meeting agenda materials with additional comments made at the meeting by College leaders concerning college and community related activities, events and issues of interest to the college.

## **BOARD OF TRUSTEES REQUESTS FOR INFORMATION**

No requests presented.

## **COMMENTS FROM THE AUDIENCE ON ANY SUBJECT**

No comments presented.

## ADJOURNMENT

Davis adjourned the meeting at 7:40 p.m. in the spirit of community unity.

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Board of Trustees President

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Board of Trustees Clerk

Board of Trustees Regular Meeting, June 16, 2020  
Minutes recorded by Deb Kallas, Executive Assistant to the Superintendent/President and the Board of Trustees.  
Minutes approved at the Regular Board of Trustees Meeting, July 21, 2020.

GLENDALE COMMUNITY COLLEGE DISTRICT  
 July 21, 2020  
 CONSENT CALENDAR NO. 2  
 FINANCE REPORT

TO: Board of Trustees  
 SUBMITTED BY: David Viar, Superintendent/President  
 REVIEWED BY: Anthony Culpepper  
 Executive Vice President, Administrative Services  
 PREPARED BY: Angineh Baghoomian, District Accountant  
 SUBJECT: WARRANTS - DISTRICT FUNDS  
 JUNE 01, 2020 THROUGH JUNE 30, 2020

It is recommended that "A" form (Payroll Warrants) as shown below totaling:	\$ 6,839,479.13
and "B" form (Other Than Payroll Warrants) NO 792107 through 802019	12,101,478.94
be approved:	<u>\$ 18,940,958.07</u>

REGISTER NUMBER		WARRANT NUMBER		DESCRIPTION	AMOUNT
C1K	C	6657996	--- 6658079	Certificated Monthly	\$ 3,963,450.14
		1660281	--- 1660944	Certificated Monthly	-
C1K	N	6658080	--- 6658081	Classified Hourly	75,878.70
		1660945	--- 1660973	Classified Hourly	-
149	C	6658238	--- 6658247	Certificated Monthly	20,945.59
150	C	6658315	--- 6658315	Certificated Monthly	1,000.33
154	C	6658439	--- 6658439	Certificated Monthly	2,882.22
C3K	C	6671485	--- 6671486	Certificated Hourly	8,511.43
		1717317	--- 1717322	Certificated Hourly	-
C3K	N	6671487	--- 6671951	Classified Hourly	278,527.01
		1717323	--- 1717354	Classified Hourly	-
E4V	N	6662650	--- 6662673	Classified Monthly	2,144,185.81
		1697323	--- 1697662	Classified Monthly	-
162	N	6672972	--- 6672972	Classified Monthly	528.45
163	N	6673383	--- 6673383	Classified Monthly	2,008.11
164	C	6674605	--- 6674605	Certificated Monthly	3,975.87
E4W	N	6678936	--- 6678958	Classified Monthly	-
		1736097	--- 1736430	Classified Monthly	-
C2L	C	6685779	--- 6685796	Certificated Hourly	318,969.90
		1766203	--- 1766330	Certificated Hourly	-
C2L	N	6685797	--- 6685797	Classified Hourly	18,615.57
		1766331	--- 1766342	Classified Hourly	-
					<u>\$ 6,839,479.13</u>

Expired warrant(s) to be reissued:

05/10/19	61823650	Alisar I Barakat	\$ 48.00
06/10/19	62279570	Alisar I Barakat	\$ 48.00
07/10/19	62732000	Alisar I Barakat	\$ 36.00
08/09/19	62986100	Alisar I Barakat	\$ 455.00
09/25/19	25519114	Lusine Melkonyan	\$ 598.00
11/14/19	25611432	Jesus Hernandez	\$ 3,217.00

### Summary of Commercial Warrants

	Amount	Count
GENERAL FUND - UNRESTRICTED	1,896,644.27	265
GENERAL FUND - RESTRICTED	716,043.38	208
STUDENT FINANCIAL AID	4,304,045.61	27
CAPITAL CONSTRUCTION	5,362.50	1
SELF INSURANCE	16,767.34	4
PROFESSIONAL DEVELOPMENT CENTER	40,905.34	28
MEASURE GC-GO BOND, SERIES A	4,904,273.55	88
PAYROLL CLEARING	217,436.95	27

**\$12,101,478.94**

**648**

**GLENDALE COMMUNITY COLLEGE DISTRICT  
Commercial Warrants**

**Fund: 1            GENERAL FUND - UNRESTRICTED**

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
3140	SUPL EMPLOYEE RETIREMENT PLAN	1	10,000.00
3509	STATE UNEMPLOYMENT INSURANCE	1	218.00
3790	RETIREE EMPLOYEE BENEFITS	3	24,096.73
4300	INSTRUCTIONAL SUPPLIES	1	909.20
4530	SUPPLIES & MATERIALS-BLDGS	13	15,627.87
4540	SUPPLIES & MATERIALS-GROUNDS	3	851.16
4550	SUPPLIES & MATERIALS-EQUIPMENT	9	6,194.18
4560	SUPPLIES & MATERIALS-CUSTODIAL	2	4,294.62
4590	OTHER SUPPLIES	64	26,965.51
5110	CONTRACT CONSULTANT	3	2,250.00
5130	CONTRACT DOCTORS & NURSES	1	40.00
5210	MILEAGE	1	64.19
5220	TRAVEL	8	1,660.47
5300	MEMBERSHIP AND DUES	1	300.00
5510	NATURAL GAS	1	12,118.21
5520	LIGHT AND POWER	4	243,884.97
5521	GLENDALE WATER/SEW/RUBBISH	2	13,587.91
5522	GARFIELD E/W/S/R	1	26,892.61
5540	TELEPHONE	3	357.67
5560	TRASH DISPOSAL	2	5,902.08
5650	VENDOR REPAIRS-EQUIPMENT	20	43,412.74
5690	ALL OTHER CONTRACT SERVICES	78	460,994.31
5710	AUDIT COST	1	1,500.00
5730	LEGAL SERVICES	4	18,189.30
5825	PRINTING AND ADVERTISING	3	7,542.07
5850	POSTAGE	4	403.41
5860	OPER. COST-DIST VEHICLES	2	1,296.12
5885	STUDENT TRANSPORTATION	3	6,453.67
5890	OTHER EXPENSE	3	400.00
5892	CREDIT CARD SERVICE CHARGE	1	922.79
6410	INSTRUCTIONAL EQUIPMENT	2	361.51
6420	NON-INSTRUCTIONAL EQUIPMENT	6	6,310.30
6520	LEASE PURCHASE-PERSONAL PROP.	2	769.61
8890	OTHER LOCAL INCOME	1	3,812.50
9523	FOUNDATION CONTRIBUTIONS	1	1,150.00
9530	FB-SUBS-H&W	4	891,902.43
9535	FB SUBS-ARP	2	28,985.43
9552	USE TAX PAYABLE	-1	-93.19
9555	STUDENT REFUNDS	4	19,558.00
9574	VISA	1	6,557.89
		<b>265</b>	<b>\$1,896,644.27</b>

**GLENDALE COMMUNITY COLLEGE DISTRICT  
Commercial Warrants**

**Fund: 3            GENERAL FUND - RESTRICTED**

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
4100	TEXTBOOKS	1	382.05
4300	INSTRUCTIONAL SUPPLIES	57	147,723.66
4400	INSTRUCT. MEDIA SUPPLIES	1	500.00
4590	OTHER SUPPLIES	37	20,940.90
5110	CONTRACT CONSULTANT	17	14,359.00
5130	CONTRACT DOCTORS & NURSES	1	500.00
5210	MILEAGE	1	88.62
5220	TRAVEL	12	8,310.93
5610	RENT & LEASES - REAL PROP	2	22,567.18
5615	RENTS & LEASE-PERSONAL PROPERT	2	520.54
5650	VENDOR REPAIRS-EQUIPMENT	2	1,458.44
5690	ALL OTHER CONTRACT SERVICES	28	157,011.00
5825	PRINTING AND ADVERTISING	1	1,992.78
5860	OPER. COST-DIST VEHICLES	1	3,191.90
5885	STUDENT TRANSPORTATION	6	1,235.00
5890	OTHER EXPENSE	6	18,807.50
6310	LIBRARY BOOKS	1	50.48
6320	SERIALS, CONTINUATION BOOKS	1	23.95
6410	INSTRUCTIONAL EQUIPMENT	16	164,893.00
6420	NON-INSTRUCTIONAL EQUIPMENT	7	10,016.80
6520	LEASE PURCHASE-PERSONAL PROP.	1	10,334.64
8871	COMMUNITY SERVICE	1	89.00
9530	FB-SUBS-H&W	7	126,039.24
9535	FB SUBS-ARP	1	5,519.57
9552	USE TAX PAYABLE	-2	-512.80
		<b>208</b>	<b>\$716,043.38</b>

**Fund: 9            STUDENT FINANCIAL AID**

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
5690	ALL OTHER CONTRACT SERVICES	1	2,608.32
7500	STUDENT FINANCIAL AID	26	4,301,437.29
		<b>27</b>	<b>\$4,304,045.61</b>

**GLENDALE COMMUNITY COLLEGE DISTRICT  
Commercial Warrants**

**Fund: 15      CAPITAL CONSTRUCTION**

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
5690	ALL OTHER CONTRACT SERVICES	1	5,362.50
6230	CONSTRUCTION MANAGEMENT	0	0.00
		<b>1</b>	<b>\$5,362.50</b>

**Fund: 18      SELF INSURANCE**

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
3409	H & W, TEACHERS	3	16,017.90
3790	RETIREE EMPLOYEE BENEFITS	1	749.44
		<b>4</b>	<b>\$16,767.34</b>

**Fund: 59      PROFESSIONAL DEVELOPMENT CENTER**

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
5220	TRAVEL	1	715.96
5510	NATURAL GAS	1	15.83
5530	WATER	2	110.54
5560	TRASH DISPOSAL	1	127.21
5590	MISC. HOUSEKEEPING SERVICES	2	475.00
5690	ALL OTHER CONTRACT SERVICES	14	36,088.18
5850	POSTAGE	2	248.00
8830	CONTRACT SERVICES	1	634.00
9530	FB-SUBS-H&W	4	2,490.62
		<b>28</b>	<b>\$40,905.34</b>



**GLENDALE COMMUNITY COLLEGE DISTRICT  
Commercial Warrants**

**Fund: 74      MEASURE GC-GO BOND, SERIES A**

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
4550	SUPPLIES & MATERIALS-EQUIPMENT	1	1,684.04
4590	OTHER SUPPLIES	1	110.10
5650	VENDOR REPAIRS-EQUIPMENT	1	8,368.00
5690	ALL OTHER CONTRACT SERVICES	43	892,438.54
5730	LEGAL SERVICES	2	5,184.00
5890	OTHER EXPENSE	4	115,838.98
6120	SITE IMPROVEMENT	1	784,933.70
6210	BUILDING IMPROVEMENT	6	1,849,336.28
6220	ARCHITECT AND ENGINEERING	9	673,662.41
6230	CONSTRUCTION MANAGEMENT	6	263,681.75
6240	INSPECTION AND TESTING FEES	5	81,966.00
6410	INSTRUCTIONAL EQUIPMENT	5	111,242.28
6420	NON-INSTRUCTIONAL EQUIPMENT	4	115,827.47
		<b>88</b>	<b>\$4,904,273.55</b>

**Fund: 76      PAYROLL CLEARING**

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
9502	ALTERNATE RETIREMENT PLAN	2	34,505.00
9530	FB-SUBS-H&W	7	49,425.42
9575	VOLUNTARY CREDIT UNION DEDUCTIONS	4	59,139.00
9576	VOLUNTARY CHARITABLE DEDUCTIONS	2	119.00
9577	VOLUNTARY UNION DEDUCTIONS	11	60,201.81
9579	VOLUNTARY DISABILITY/LIFE INS DED - 12	1	14,046.72
		<b>27</b>	<b>\$217,436.95</b>

**GLENDALE COMMUNITY COLLEGE DISTRICT  
FINANCE REPORT NO. 3  
Contract Listing and Purchase Order Listing**

06/01/20 - 06/30/20

REPORT DATE: 21-JUL-20

REPORT OF RECOMMENDATION

TO: THE BOARD OF TRUSTEES

SUBMITTED BY: DAVID VIAR, SUPERINTENDENT/PRESIDENT

PREPARED BY: PURCHASING OFFICE

SUBJECT: CONTRACT LISTING and PURCHASE ORDER LISTING

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**IT IS RECOMMENDED THAT THE FOLLOWING CONTRACTS  
ISSUED AS NEEDED TO MEET OPERATIONAL NEEDS BE  
AUTHORIZED:**

Summary of Contracts

GENERAL FUND - UNRESTRICTED	1,909,108.58	252
GENERAL FUND - RESTRICTED	727,836.45	223
STUDENT FINANCIAL AID	290,921.24	8
CAPITAL CONSTRUCTION	18,262.50	2
SELF INSURANCE	440.00	2
PROFESSIONAL DEVELOPMENT CENTER	106,770.00	7
MEASURE GC-GO BOND, SERIES A	5,511,777.62	72

Grand Total:

<u>\$8,565,116.39</u>	<u>566</u>
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**GLENDALE COMMUNITY COLLEGE DISTRICT  
FINANCE REPORT NO. 3**

**Contract Listing & Purchase Order Listing**

06/01/20 - 06/30/20

July 21, 2020

Fund: 01 GENERAL FUND - UNRESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>BOOKS-INSTRUCTIONAL</b>			
79710	SYNCHRONY BANK/AMAZON	Unconciuous Bias In Schools by Benson and Fiarman (paperback)	320.00
79710	SYNCHRONY BANK/AMAZON	Sales Tax	32.80
<b>CONTRACT-PERSONAL SERVICE</b>			
79694	ALEJANDRA TORRES	Scanning Services for Fiscal Services !8/Hr 200 Hours	3,600.00
79717	ROBERT RAMIREZ	Audio Design for Theatre Arts production The Flies Sp 2020	1,500.00
79757	EDWARD DOUGLAS	Choreography Stage Combat The Flies Spring 2020	1,200.00
79843	JOSE A MERCADE	Baja Field Station Services	15,000.00
<b>CONTRACT-RENT/LEASE</b>			
79356	QUADIENT LEASING USA INC	Lease Agreement Mail Machine	2,412.59
<b>CONTRACT-SERVICE</b>			
74961	GS1 GROUP INC	Security Services - Garfield FY 2020	200,000.00
76148	NE SYSTEMS INCORPORATED	Professional Services - System Administrator Per SOW	200,000.00
79125	QUADIENT INC	WITS Renewal	3,303.56
79670	EISENHART & ASSOCIATES	Assistance With Major Gifts Program	1,062.50
79673	INTEGRATED NONPROFIT SERVICES LLC	Raiser's Edge Consulting	405.00
79741	BEST BEST & KRIEGER LLP	Legal Fees	2,016.00
79817	PUBLIC AGENCY LAW GROUP	Legal Fees	175.00
79842	UPS FREIGHT	Redelivery Freight Charges	95.00
79881	GS1 GROUP INC	Security Services	5,850.00
79883	CAROL DORMAN	Videotaping and editing Board of Trustees 061920 Inv 129	375.00
79919	VITAL MEDICAL SERVICES LLC	COVID Testing	4,500.00
79939	LOGMEIN USA INC	Annual Subscription Remote Connectivity Services	3,554.46
79962	USA STAFFING SERVICES LLC	IT Support	6,400.00
<b>CONTRACT-SITE LICENSE</b>			
79700	CPS HR CONSULTING	Consulting Services Apr May 2020	3,792.50
79713	COLLEGENET INC	25Live Fees	6,863.65
79777	CPS HR CONSULTING	Consulting Services	6,382.50
<b>EQUIPMENT-COMPUTER</b>			
79685	APPLE INC	13 in MacBook Pro	2,274.60
79725	APPLE INC	27 in iMac	2,912.22
79726	APPLE INC	13 in MacBook	3,134.55
79756	DELL MARKETING LP	Facilities Laptops	2,081.09
79788	JANET LANGON	Reimbursement for Equipment	1,149.99

**EQUIPMENT-FACILITIES**

**GLENDALE COMMUNITY COLLEGE DISTRICT  
FINANCE REPORT NO. 3  
Contract Listing & Purchase Order Listing**

06/01/20 - 06/30/20

July 21, 2020

Fund: 01 GENERAL FUND - UNRESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>EQUIPMENT-FACILITIES</b>			
74610	RSD	Facilities Blanket PO for Supplies FY 2019-20 Authorized Personnel Paul Venhuizen, Patrick Shahnazarian	13,000.00
<b>EQUIPMENT-INSTRUCTIONAL</b>			
77737	NIC PARTNERS INC	IP Speakers Per PRoposal 38134	2,206.81
<b>EQUIPMENT-OFFICE</b>			
79801	QUADIENT INC	M5 Print-H Ink Tank	378.75
79920	DELL MARKETING LP	Quantity 2 Dell Video Monitors	555.71
<b>EQUIPMENT-POLICE</b>			
79754	PHILIPS HEALTHCARE	Item ACT-IR 989803121461 Cable	101.53
79754	PHILIPS HEALTHCARE	Item 989803139311 Inf/Child Key Defib	298.20
79754	PHILIPS HEALTHCARE	Sales Tax	56.62
79754	PHILIPS HEALTHCARE	Item 861451 HeartStart Data Messenger	152.65
<b>FURNITURE-FURNITURE</b>			
79891	GIA CANALI	Art Arrangement Per Proposal	5,669.91
<b>MAINT AGREEMENT-COPIER</b>			
75228	CANON SOLUTIONS AMERICA INC	DHK17050 Canon Copier Per Copy Contract 7/1/19-6/30/20	400.00
79785	MRC SMART TECHNOLOGY SOLUTIONS	Math Dept Copier SN AE9559215 Service Contract 4/24/20-4/23/21	1,043.96
79786	MRC SMART TECHNOLOGY SOLUTIONS	Technology and Aviation Copier C7X247462 Maintenance Contract Valid 03/29/20-3/28/21	198.45
79797	MRC SMART TECHNOLOGY SOLUTIONS	Instuctional Services Maintenance Service Contract For Copier SN AE9884375 Valid 4/30/20-4/29/21	2,014.38
79798	MRC SMART TECHNOLOGY SOLUTIONS	Governance Copier SNAE95776722 Maintenance Renewal 05/8/20-5/07/21	1,207.27
79942	MRC SMART TECHNOLOGY SOLUTIONS	ITS Xerox Copier SN AE09558114 Maintenance Renewal Valid 4/22/20-4/21/21	332.66
79943	MRC SMART TECHNOLOGY SOLUTIONS	Admission Records Xerox Copier Mainenance Renewal Valid 04/7/20-4/6/21	915.85
79948	MRC SMART TECHNOLOGY SOLUTIONS	Social Sciences Xerox Copier Contract Renewal Valid 03/26/20-03/25/21	403.71
79959	MRC SMART TECHNOLOGY SOLUTIONS	Unpaid Balance on the acct from Instruction Copiers contract Adjustments	625.24
79960	MRC SMART TECHNOLOGY SOLUTIONS	English Division Xerox Copier Maintenance Agreement Valid 4/10/20-4/9/21	330.75
<b>OTHER SERVICES-OTHER SERVICE</b>			
75004	KONE INC	Elevator Service Proposal	40,000.00
75010	ASAP DOOR	Key and Door Services \$75/hour Fiscal Year 2020	70,000.00
75013	NORTH STATE ENVIRONMENTAL	Hazardous Waste Services Fiscal Year 2020	70,000.00
76149	H L MOE CO INC	Blanket for Work Orders	200,000.00
76725	EMCOR SERVICES	Works Orders Fiscal Year 2020	225,000.00

**GLENDALE COMMUNITY COLLEGE DISTRICT  
FINANCE REPORT NO. 3  
Contract Listing & Purchase Order Listing**

06/01/20 - 06/30/20

July 21, 2020

Fund: 01

GENERAL FUND - UNRESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>OTHER SERVICES-OTHER SERVICE</b>			
76879	TOTAL COMPENSATION SYSTEMS INC.	GASB-75 Valuation Services	9,200.00
77845	EMCOR SERVICES	CP Repair	60,000.00
79275	U S BANK	GOB Administration Fee	500.00
79486	JOHNSON CONTROLS FIRE PROTECTION LP	Annual Fire Alarm deficiency repairs for GCC parking per inspection SR 46812870	1,269.70
79558	SUPERCO SPECIALTY PRODUCTS	tAX AT 10.25%	217.71
79646	TORO'S LAWNMOWER CENTER	Echo SRM-2620T (2 each) - weed eater for Baseball Field maintenance. Per Quote	1,057.69
79660	CUMMINS INC	PS - replace battery and troubleshoot fault code 2626 filter pressure and high pressure Per Estimate	1,498.65
79661	ROSENDIN ELECTRIC	March 2020 Work Orders	12,536.00
79663	ROSENDIN ELECTRIC	April 2020 Work Orders	9,293.00
79679	EDUCAUSE	Annual Fee for Domain Name glendale.edu	77.00
79690	MIRACLE ART SERVICES	Verdugo Road and Mountain St. - paint double yellow line	8,350.00
79692	ROCK'S TREE AND HILLSIDE SERVICE INC	1870-1900 Verdugo Loma Road - fire code mitigation behind houses. Area indicated on map as area B. Proposal 5339	22,500.00
79732	CORVUS INDUSTRIES LTD	Troubleshoot bleachers for electrical problems Invoice 14063	1,555.71
79734	ADVANCED AUTOMATIC DOOR	VG - Weight Room - labor to install (2) exit devices with lever trim and lock indicator Invoice 0398	525.00
79735	ROCK'S TREE AND HILLSIDE SERVICE INC	Above Campus Road as 1550 N. Vergudo structures compliance extend onto campus property - cut tall grass to comply with attached fire code notice Proposal 5382	15,000.00
79736	ASAP DOOR	Re-key the VG Bldg SN Bldg., and Weight Room Invoice 4-1228	1,350.00
79737	ADVANCED AUTOMATIC DOOR	SV Bldg. 2nd Floor south door - labor to adjust operator Invoice 0399	300.00
79742	ROSENDIN ELECTRIC	May 2020 Infrastructure Work Orders	11,885.00
79743	EMCOR SERVICES	SV Bldg. Air pressurization Proposal 20-27870	2,960.00
79744	OAT COLLECTIVE	Masks: black/red (334), black/yellow (333), and black/teal (333) Invoice 001	2,450.00
79745	ROSENDIN ELECTRIC	May 2020 Work Orders - labor and material	9,961.00
79746	H L MOE CO INC	AT Bldg. Roof Top - furnish labor and material to remove old 30 gallon water heater and install new one. Please see attached Proposal.	2,764.15
79748	ROCK'S TREE AND HILLSIDE SERVICE INC	Clear Terrace 3 Grass and Weeds west of Football Field Per Proposal 5384	7,750.00
79755	KOKO'S LOCK & KEY	Keys for GCCPD Record Room Inv 15548	115.76
79758	DEWEY PEST CONTROL	GCC - Set net for bird control 19 feet x 9 feet Per Proposal	4,500.00
79761	ADVANCED AUTOMATIC DOOR	HS 1st Floor	675.00
79763	JOHNSON CONTROLS FIRE PROTECTION LP	Hornstrobe Rm 205B	262.00
79768	EMCOR SERVICES	SV Bldg. - Bulbs on AHUs Proposal 20-25497	3,116.00
79771	AK CONSTRUCTION AND ROOFING INC	Emergency Repiars SN Welding	1,450.00

**GLENDALE COMMUNITY COLLEGE DISTRICT  
FINANCE REPORT NO. 3  
Contract Listing & Purchase Order Listing**

06/01/20 - 06/30/20

July 21, 2020

Fund: 01

GENERAL FUND - UNRESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>OTHER SERVICES-OTHER SERVICE</b>			
79773	DSM RESOURCES	Network Services Assistance	5,643.24
79778	LIEBERT CASSIDY WHITMORE	Legal Services	10,919.20
79792	CA TRANSPORT GROUP	Disposable Medical Mask - 50 pcs/2000 Invoice 2020-08801	1,160.00
79799	WRD CONSULTING GROUP	Consulting Fees Title V Abriendo Caminos Grant	9,267.60
79800	LIEBERT CASSIDY WHITMORE	Legal Services	2,107.00
79803	DIANA BRANDIN	Diana Brandin Invoice #GCC.Mtgs.04.2020 - ASL Interpreting for Adj, ASL Instructor Interview	260.00
79806	CREATIVE CONCEPTS LANDSCAPE MANAGEMENT INC	Install new controller and wiring for irrigation controller Quote 528	1,100.00
79809	H L MOE CO INC	LB 3rd Flr. - Install Drinking Fountain Station	5,849.35
79810	H L MOE CO INC	Backflow Testing	10,493.65
79812	THE TROPHY SHOPPE	Plaque for Armik Avedisian Inv 21318	17.74
79819	GLENDALE COLLEGE FOUNDATION	Reimbursement for Annual Subscription District Portion	4,000.00
79823	CHEMSEARCHFE	12056357 - Envirosan II aerosol, dz, nac cm	1,800.00
79823	CHEMSEARCHFE	State and Local taxes	184.50
79827	CLARK COMPANY	Stairwell and #rd Floor SG	2,270.00
79833	EMCOR SERVICES	Chiller Plant-2 Chiller 1 - follow up on the overall chiller leak check completed on !#20- 27382 proposed on 5/22/2020 Per Quote 20- 28229.	5,422.00
79834	HBEB INC	AU 103, 104, 111, 204, 205, 207, 208, 212, + 213 - frame/drywall/patch/primer/paint the entire wall on opening for projection screens Proposal 7061	6,075.00
79836	TAMIS SYSTEMS INC	Tamis Systems - Software Upgrade to Add Sport Check Module to Tamis Work Order System Per Proposal	2,500.00
79838	WON DOOR CORPORATION	Battery Replacement	1,000.00
79847	ROGER DICKES	Reimbursement ASCGG Curriculum Inst virtual participation	200.00
79849	MIRACLE ART SERVICES	PDC and Bank - Pressure wash walls Invoice 404	1,700.00
79858	UNITED PUMPING SERVICES INC	Grate Installation CDC Lot B, SV Quote # SQ166941	1,440.00
79866	JEANETTE FARR-HARKINS	Reimbursement registration virtual conf Assoc for Theatre in Higher Ed Inv 200006193	195.00
79869	CLARK COMPANY	SG Third Floor Replace Base	320.00
79872	BOULEVARD SENTINEL	Digital Ads June-July 2020	300.00
79893	ATV INC	GMC 07- Prev Maint Inspection - Brake fluid, windshield washer hose, and wiper blades 22" Invoice # 830020858.	169.39
79894	ATV INC	Ford 2010- battery change Invoice 830021131	215.69
79895	ATV INC	Dodge Dakota 2009 - oil change and inspection Invoice 830020859	95.89
79898	ONTARIO REFRIGERATION	Maintenance Agreement	725.00
79907	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	Zoom Accounts ASCGCC and Student Affairs Program/Service Managers	455.00

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>OTHER SERVICES-OTHER SERVICE</b>			
79909	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	Reimbursement MSK001 Graduation Masks	4,410.00
79924	OAT COLLECTIVE	Masks: black/red (334), black/yellow (333), and black/teal (333) Invoice 101	2,450.00
79926	TZOLER OUKAYAN	Reimburse Marketing Campaign Fees	95.00
79935	ARC	PlanWell	282.00
79944	INTEGRATED SECURITY & COMMUNICATIONS	CDC - front door electronic lock replacement. Per Quote 20004	2,302.60
79946	VISIPLEX INC	TS-ACC-051 GPS Reciever. Includes Mountiong Bracket. Please see attached Quote 257491.	194.00
79946	VISIPLEX INC	VS666 - Extension Cable (CAT5) - 50 feet.	84.00
79946	VISIPLEX INC	Freight	44.00
79946	VISIPLEX INC	Sales Tax	28.50
79968	ROSENDIN ELECTRIC	Work Orders Fiscal Year 2020	75,000.00
79969	H L MOE CO INC	Work Orders	75,000.00
79971	EMCOR SERVICES	Work Orders	75,000.00
<b>PRINTING-MISC</b>			
79760	ALCO PRINTING INC	Invoice 26555 Flyers	463.05
79796	GRAPHIC MARKETING PARTNERS INC	2021 Course Catalog	10,345.00
79867	PRINTEFEX	Graduation Banner	578.81
79867	PRINTEFEX	GCC Graduation Program	5,705.44
79867	PRINTEFEX	Graduation Flyer Insert	384.77
79908	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	Diploma Covers	1,600.00
79927	PRINTEFEX	Additional Graduation Books Inv 70441	325.24
79932	OUTLOOK NEWSPAPERS	Graduation Ad Glendale News Inv 69460	700.00
<b>REPAIRS-BUILDING</b>			
79762	JOHNSON CONTROLS FIRE PROTECTION LP	Service Call Bookstore	699.00
79764	JOHNSON CONTROLS FIRE PROTECTION LP	Service Call SR	961.00
79765	JOHNSON CONTROLS FIRE PROTECTION LP	Service Call Ground fault	786.00
79766	JOHNSON CONTROLS FIRE PROTECTION LP	Service Call Ground fault OS&Y Switches	786.00
79767	JOHNSON CONTROLS FIRE PROTECTION LP	Service Call Power Supply	2,706.49
79929	JOHNSON CONTROLS FIRE PROTECTION LP	Service Call Garfield	699.00
79966	JOHNSON CONTROLS FIRE PROTECTION LP	Service Call	524.00
<b>SUBSCRIPTIONS-SUBSCRIPTION SERVICES</b>			
79731	LOS ANGELES TIMES	Daily Delivery Thru 7/16/2020	121.83
79901	JOBELEPHANT.COM INC	Print Ad Asbarez Newspaper AD# 1579217 Inv	109.00
79964	SCANTRON CORPORATION	Insight Scanner	411.00

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>SUPPLIES-CLEANING</b>			
74550	WAXIE SANITARY SUPPLY	Custodial Supplie FY 19/20	190,000.00
79558	SUPERCO SPECIALTY PRODUCTS	Superco Graffiti Buster Aero - 12/CS	2,124.00
79828	SUPERCO SPECIALTY PRODUCTS	Superco Supplies for Custodians	2,475.49
<b>SUPPLIES-INSTRUCTIONAL</b>			
74913	BUD'S LITES	Add \$3940.00 to PO 74913 Bud's Lites to cover incoming invoices	3,940.00
74925	ROSE BRAND	Increase of Funds	1,675.00
78896	OFFICE DEPOT	Item 256861 Dry Erase Red	20.06
78896	OFFICE DEPOT	Item 305466 Writing Pads	5.02
78896	OFFICE DEPOT	Item 204057 White Cleaning	65.75
78896	OFFICE DEPOT	Item 402425 Alcohol Hand Sanitizer	187.35
78896	OFFICE DEPOT	Sales Tax	44.48
78896	OFFICE DEPOT	Item 307512 Dry Erase Item	16.30
78896	OFFICE DEPOT	Item 296278 Manila Envelopes	33.42
78896	OFFICE DEPOT	Item 259271 Chisel Point Blue	19.42
78896	OFFICE DEPOT	Item 128844 Yellow Highlighter	5.02
78896	OFFICE DEPOT	Item 792689 Tissue	38.99
78896	OFFICE DEPOT	Item 534720 Narrow Ruled	9.88
78896	OFFICE DEPOT	Item 287730 Pac Rubber Bands	5.38
78896	OFFICE DEPOT	Item 806858 Dry Erase Markers	2.69
78896	OFFICE DEPOT	Repeat Order - Inv 456961530001	435.70
79379	MYBINDING LLC	Item NSN1393942 SKILCRAFT Beige Manual Adjustable 3-Hole Punch	49.20
79913	DAVID ATTYAH	Blanket PO for Gallery	150.00
<b>SUPPLIES-MEDICAL</b>			
79445	SYNCHRONY BANK/AMAZON	Thermometers	393.52
79953	HENRY SCHEIN INC.	Sales Tax	14.25
79953	HENRY SCHEIN INC.	Item 796000 heat Index Monitor Deluxe	138.98
<b>SUPPLIES-OFFICE</b>			
74617	WRIGHTS SUPPLY INC	Facilities Blanket PO for Supplies FY 19-20 Authorized : Paul Vanheuzen and Patrick Shahnazarian and Mike Nevieus	14,000.00
75002	REGENCY LIGHTING	Facilities Blanket FY 2020 Order Electrical Supply & Lamps. Authorized Personnel Patrick Shahnazarian	30,000.00
78122	CDW-G	50 SSD 50GB	3,097.50
78959	OFFICE DEPOT	Supplies for Foundation	146.01
79005	OFFICE DEPOT	Supplies for Police Dept	139.08
79112	OFFICE DEPOT	Envelopes ITEM# 633888	210.20
79112	OFFICE DEPOT	Window Envelopes ITEM# 634000	332.40
79112	OFFICE DEPOT	Sales Tax	55.34
79236	OFFICE DEPOT	ITEM # 479596 Brother? TZe-231 Black-On-White Tapes	83.60



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<b>SUPPLIES-OFFICE</b>			
79236	OFFICE DEPOT	Sales Tax	8.57
79276	OFFICE DEPOT	Sales Tax	2.28
79276	OFFICE DEPOT	Item # 561894 - Post-it Notes, 1-1/2" x 2", Cape Town, Pack of 12 pads.	9.64
79276	OFFICE DEPOT	Item # 242727 - Magnetic Clips, 1-3/4", pack of 3.	4.90
79276	OFFICE DEPOT	Item # 654696 - Pentel Super Hi-Polymer Lead, 0.7 mm, Medium, HB, 30 Leads per tube, pack of 3 tubes.	2.82
79276	OFFICE DEPOT	Item # 850213 - Bic Xtra Mechanical Lead Pencils, 0.7 mm - 24 pencils/pack	4.88
79334	OFFICE DEPOT	Welcome Center Supplie Order	143.59
79436	OFFICE DEPOT	Sales Tax	9.44
79436	OFFICE DEPOT	Office Depot Item 755863- HP 971XL Yellow High-Yield Ink Cartridge (CN628AM)	92.05
79462	OFFICE DEPOT	Item 287444 - HP 83A Black Toner Cartridge (CF283A) for Paul V.'s office printer	50.56
79462	OFFICE DEPOT	Sales Tax	5.18
79626	OFFICE DEPOT	Toner M607	223.11
79627	OFFICE DEPOT	Library - Dawn Office Supplies	109.62
79674	NICHOLAS ALLEN	Reimbursement for Officer Nick Allen for Uniform Allowance Partial Purchases	800.45
79676	EMBLEM ENTERPRISES INC	Quote No 320479 Police Officer Patch 2-3/8x3-7/16	185.00
79676	EMBLEM ENTERPRISES INC	Sales Tax	28.44
79677	OFFICE DEPOT	Supplies for HR	101.61
79678	OFFICE DEPOT	Replacement of Missing Toner	296.27
79706	OFFICE DEPOT	Sale Tax	21.97
79706	OFFICE DEPOT	Item 305466 Office Depot Writting Pads	5.96
79706	OFFICE DEPOT	Item 108862 Paper Rolls	4.90
79706	OFFICE DEPOT	Item 848598 Calculator Ribbon	4.47
79706	OFFICE DEPOT	Item 808857 Small Clips	2.04
79706	OFFICE DEPOT	Item 709410 Lead 0.5m,m	7.47
79706	OFFICE DEPOT	Item 128853 Assorted Flourescent Coor Highlighter	2.50
79706	OFFICE DEPOT	Item 801120 Smead Hanging Poly Tabs	14.40
79706	OFFICE DEPOT	Item 520928 Invisible Taps	6.59
79706	OFFICE DEPOT	Item 843787 Yellow 3"x3" Notes	4.57
79706	OFFICE DEPOT	Item 863487 Duracell C Batteries	12.66
79706	OFFICE DEPOT	Item 334071 Tag Flags	22.18
79706	OFFICE DEPOT	Item 306959 Lysol Wipes	23.46
79706	OFFICE DEPOT	Item 279744 Wood Ruler	5.67
79706	OFFICE DEPOT	Item 442306 Yellow 1.5"x2"Sticky Notes	4.30
79706	OFFICE DEPOT	Item 308239 Paper CLips	2.35
79706	OFFICE DEPOT	Item 349010 Laminated Tabs	16.45
79706	OFFICE DEPOT	Item 776321 Printing Calculator	54.58
79706	OFFICE DEPOT	Item 909309 Mini Clips	1.56

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<b>SUPPLIES-OFFICE</b>			
79706	OFFICE DEPOT	Item 911245 Cleaning Dusters	16.30
79727	SYNCHRONY BANK/AMAZON	Ink Cartridges	243.69
79769	SYNCHRONY BANK/AMAZON	Webcam	256.16
79774	OFFICE DEPOT	Item 7093346 Toner	1,489.90
79774	OFFICE DEPOT	Sales Tax	151.95
79774	OFFICE DEPOT	Item 322799 Monitor Stand	0.00
79780	OFFICE DEPOT	Office Depot - item # 246428- HP 26A Original Black Toner Cartridge (CF226A).	116.87
79780	OFFICE DEPOT	Office Depot - item # 795906 - Tops Docket Gold Premium Writing Pads, 8 1/2" x 11 3/4", Legal Ruled, 50 Sheets, Canary, Pack of 12 pads.	11.92
79780	OFFICE DEPOT	Sales Tax	13.20
79815	THE HITT COMPANIES INC	Shipping	9.30
79815	THE HITT COMPANIES INC	Name Plate MS. ANGELES 2x12 bronze with black lettering	15.60
79815	THE HITT COMPANIES INC	Sales Tax	1.60
79829	SYNCHRONY BANK/AMAZON	Annual Fee	35.00
79830	LA POLICE GEAR INC	Police Dept Blanket PO for Officer Rony Aharonians Fiscal Year 2020	1,500.00
79852	OFFICE DEPOT	Office Depot - Item 437016 - 3M Monitor- Mount Dual Document Clip, Black.	13.09
79852	OFFICE DEPOT	Office Depot - Item 479596 - Brother TZe-231 Black-On-White Tapes, 0.5" x 26.2", pack of 2.	33.44
79852	OFFICE DEPOT	Office Depot - Item 141846 - Brother P-Touch Compact Desktop Label Maker, PTD400VP.	101.89
79852	OFFICE DEPOT	Salex Tax	18.00
79852	OFFICE DEPOT	Office Depot - Item 960422 - Bic Velocity Bold Ballpoint Pens, Bold Point, 1.6 mm, Translucent Barrel, Blue Ink, Pack of 36.	14.10
79853	SYNCHRONY BANK/AMAZON	Brother Genuine P-touch, TZE2312PK, 1/2" (0.47") Standard Laminated P-Touch Tape,	99.80
79853	SYNCHRONY BANK/AMAZON	Brother P-touch ~1" (0.94") , TZe251, Black on White Standard Laminated Tape - 26.2 ft. (8m)	4.00
79853	SYNCHRONY BANK/AMAZON	Sales Tax	25.40
79853	SYNCHRONY BANK/AMAZON	Samsung 860 EVO 500GB 2.5 Inch SATA III Internal SSD (MZ-76E500B/AM)	79.99
79864	THE HITT COMPANIES INC	Estimated Shipping	8.50
79864	THE HITT COMPANIES INC	Sales Tax	6.98
79864	THE HITT COMPANIES INC	Name Badges for Board Members as following : Armine Hacopian , Yvette Vartanian Davis, Ann Ransford, Desiree POrtillo Rabinov, Sevan Benlian and David Viar	68.10
79871	KRISTAIN HART	Masks Per Quote	930.00
79871	KRISTAIN HART	Sales Tax	64.58
79882	OFFICE DEPOT	HP83A tonres	101.12
79882	OFFICE DEPOT	Sales Tax	10.36
79889	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	Scholars Event and Scholarships	3,075.00

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>SUPPLIES-OFFICE</b>			
79900	SYNCHRONY BANK/AMAZON	Easel Whiteboard	89.53
79915	OFFICE DEPOT	Sales Tax	23.95
79915	OFFICE DEPOT	Office Depot - Item # 246428 - HP 26A Original Black Toner Cartridge (CF226A).	233.74
79961	OFFICE DEPOT	Sales Tax	2.56
79961	OFFICE DEPOT	Desk monitor stand	24.99
<b>TRAVEL-CONFERENCE</b>			
74562	ERIN CALDERONE	Kinesiology Div Retreat Rancho Mirage July 12-14 2019	200.00
77921	MARIA CZECH	Reimburse Cost of Lyft Rides Between Garfield and the Verdugo Campus	64.19
78315	MICHELLE STONIS	Teaching Workshop on Womens History Feb 7 to 8 2020 UCLA	162.45
79928	DAVID VIAR	Reimbursement for Vanessa Angeles Travel	195.00
<b>TRAVEL-TUITION REIMBURSEMENT</b>			
79693	ELENA GRIGORIAN	Reimburse Tuition Fall 2019	0.00
79770	ALEXANDRE HAMOND	Reimburse Tuition Fall 2019	300.00
			<u>\$1,909,108.58</u>

Fund: 03 GENERAL FUND - RESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>BOOKS-INSTRUCTIONAL</b>			
78582	MATTHEW BENDER & COMPANY INC	ISBN 9781522192046 CA Nursing Pracice Act	79.80
78582	MATTHEW BENDER & COMPANY INC	Tax	8.18
79656	PEARSON EDUCATION	Digital Products Per Quote Dated May 28 2020	7,330.00
79657	CENGAGE LEARNING	Digital Products Per Quote Dated May 25 2020	4,369.05
79658	CAMBRIDGE UNIVERSITY PRESS	Online Workbooks Products Per Quote 20048693	1,200.00
79916	NAEYC	E-Book Coaching with Powerful Interactions A Guide for Partnering With Early Childhood Teachers	28.80
79916	NAEYC	E-Book Each and Every Child Teaching Preschool with an Equity Lens	22.40
79916	NAEYC	E- Book Anti Bias Education for Young Children and Ourselves Second Edition	36.00
79916	NAEYC	E-Book Ethics and the Early Childhood Educator Using the NAEYC COde Third Edition	22.40
79916	NAEYC	Sales Tax	18.61
79916	NAEYC	From Children's Interest to Children's Thinking Using a Cycle of Inquiry to PPlan Curriculum	28.00
79916	NAEYC	Shipping	8.00
79916	NAEYC	E-Book Big Questions for Young Minds Extending Children's thinking	24.00

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>BOOKS-INSTRUCTIONAL</b>			
79916	NAEYC	Embracing Math : Cultivation a MIndset for Exploring and Learning	20.00
79947	PEARSON EDUCATION	E-Subscriptions for Garfield Campus	29,183.28
79967	LEXIS NEXIS	ISBN 9781522192046 CA Nursing Practice Act	84.00
79967	LEXIS NEXIS	Shipping Estimate	10.00
79967	LEXIS NEXIS	Tax	8.61
<b>BOOKS-LIBRARY</b>			
79351	GREY HOUSE PUBLISHING	ISBN 9781682179178 Critical Insights Richard Wright	94.50
79351	GREY HOUSE PUBLISHING	ISBN 9781642653731 Critical Insights Conspiracies	94.50
79351	GREY HOUSE PUBLISHING	ISBN 9781642650242 Critical Insights Paradise Lost	94.50
79351	GREY HOUSE PUBLISHING	ISBN 9781642652857 Defining Documents in American History The Free Press	265.50
79351	GREY HOUSE PUBLISHING	Sales Tax	127.30
79351	GREY HOUSE PUBLISHING	ISBN 9781642653113 Critical Insights The Pearl by John Steinbeck	94.50
79351	GREY HOUSE PUBLISHING	ISBN 9781642653830 Critical Insights Satire	94.50
79351	GREY HOUSE PUBLISHING	ISBN 9781642652758 Critical Insights Walt Whitman	94.50
79351	GREY HOUSE PUBLISHING	ISBN 9781642654059 The Civil Rights Movement 2nd Edition	175.50
79351	GREY HOUSE PUBLISHING	ISBN 9781642652710 Critical Insights The Odyssey, by Homer	94.50
79351	GREY HOUSE PUBLISHING	ISBN 9781642653199 The Value of a Dollar 1860-2019	139.50
<b>CONTRACT-PERSONAL SERVICE</b>			
79707	JOY HINCKLEY	Science Center Outreach programming and scheduling Feb and March 2020	1,287.50
79711	ERIN BURTON	Science Center Outreach Programs Instruction and Scheduling March 2020	300.00
79711	ERIN BURTON	\Science Center Outreach Programs Instruction and Scheduling Feb 2020	537.50
79712	SANDRA MIMS	Science Center Scheduling and Activity Guide Feb and March 2020	1,325.00
79749	HAROUT ARISTAKESSIAN	Touch of Origami May 11 2020	395.00
79750	AMY HONJIYO	Touch of Origami May 11 2020	200.00
79783	LUPINE COLLABORATIVE	Training Sessions	1,840.00
79845	JOHN DEVITT	Guest Lecture KIN 156 4-30-2020	200.00
79890	LUPINE COLLABORATIVE	Group Training Sessions	600.00
<b>CONTRACT-RENT/LEASE</b>			
74672	ABLE AIR CORPORATION	Aircraft Repairs Fiscal Year 20209	110,000.00
<b>CONTRACT-SERVICE</b>			
77106	SKY-SKAN INC	Planetarium Graphic Server and Video Board	15,887.56
79122	SKY-SKAN INC	Domefest Videos 2004, 2009 and 2012	716.63

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<b>CONTRACT-SERVICE</b>			
79669	HIT LABS INC	Pronto Access	11,400.00
79701	C AUGENTSTEIN CORP	Deputy Navigator Duties Alighing Goals and Objectives	64,000.00
79729	ARAKEL ARISTAKESSIAN	Mental Health Awareness Student Athletes	5,720.00
79791	LIVING LOCKET FILMS	Producing Videos Per Quote 004	10,600.00
79807	AUMT INSTITUTE	CSE 20BU151A Phlebotomy	8,000.00
79808	ACEWARE SYSTEMS	CSE Annual Support ACEware	5,470.40
79899	THINK AI CONSULTING	Three Hour Training Per Invoice 20200706	1,200.00
79925	COHNREZNICK LLP	Cybersecurity Risk Assessment	28,500.00
<b>CONTRACT-SITE LICENSE</b>			
79831	3D MEDICAL LIMITED	Anatomy Software Per License Agreement Extension to September 30 2020	2,625.00
<b>DEFAULT-DEFAULT</b>			
79683	VINTAGE KING AUDIO INC	Stereo Set SSL Fusion and MIC Per Quote 197744	5,907.37
79684	B & H PHOTO VIDEO	Muscis Equipment Per Quote 1063014350	1,998.45
<b>EQUIPMENT-COMPUTER</b>			
77780	DELL MARKETING LP	7070 Optiplex SFF	1,378.03
79189	COMPUTERLAND - SILICON VALLEY	Per MS Quote For Surface Book 3 Essential Bundle with Accessories (Pen, Mouse, dial, USB and Port Connectors & Book Sleeve)	4,160.31
79714	APPLE INC	iPads Qty 14	15,768.84
79721	APPLE INC	CDC Order	3,719.34
79722	APPLE INC	MacBook Air Gold	1,872.72
79723	SYNCHRONY BANK/AMAZON	Toshiba 1TB Hard Drive Qty 2	109.54
79724	APPLE INC	iPads and Pencils Qty 5	5,631.73
79795	COMPUTERLAND - SILICON VALLEY	Chromebooks and Accessories Per Quote 165175	3,767.09
79911	COMPUTERLAND - SILICON VALLEY	ACER Chromebook	463.90
79956	APPLE INC	16 in MacBook Qty 3	8,991.29
<b>EQUIPMENT-INSTRUCTIONAL</b>			
79628	GREENE MANUFACTURING INC	Strip Curtain Option SC-48 Qty 30	8,000.00
79666	B & H PHOTO VIDEO	Wacom One Creative Pen Display	431.18
79682	SWEETWATER- MUSIC TECH	Bari Fire Red and Wave Bundle Per Quote 22895198	1,097.00
79682	SWEETWATER- MUSIC TECH	Sales Tax	61.40
79697	MUSICIAN'S FRIEND INC	Casio SA-76 Keyboard Orange	918.00
79697	MUSICIAN'S FRIEND INC	Sales Tax	94.10
79699	FUSION3 DESIGN LLC	F410 3D Printer Qty 5 Per Quote Q2005027-R1	22,545.35
79703	SWEETWATER- MUSIC TECH	Singular Sound BeatBuddy Per Quote 6180097	330.00
79703	SWEETWATER- MUSIC TECH	Sales Tax	33.83
79705	HOME DEPOT	Saws and Drill Kits: Home Depot Quote No.	1,730.77
			160

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<b>EQUIPMENT-INSTRUCTIONAL</b>			
		H6617-183859	
79708	EDVOTEK INC	Sales Tax	90.92
79708	EDVOTEK INC	Shipping	88.70
79708	EDVOTEK INC	Item 5062 Classroom DNA Electrophoresis LabStation	529.00
79708	EDVOTEK INC	Item 509 DuoSource 150 Power Supply	358.00
79739	MUNICIPAL EMERGENCY SERVICES INC	Seek reveal Fire PRO	1,472.03
79759	SALSBURY INDUSTRIES	Locers Per Quote LK-661841	26,490.36
79784	PAUL C BUFF INC	Photo Supplies Per Quote 0001432	25,349.41
79957	DYNAMISM	Sales Tax	932.75
79957	DYNAMISM	Ultimaker S5 Pro Bundle	9,100.00
79965	SCANTRON CORPORATION	Scantron Score - Verdugo Campus	580.00
<b>EQUIPMENT-OFFICE</b>			
79024	MRC SMART TECHNOLOGY SOLUTIONS	Xerox B405DN Desktop with extra tray and storage	1,872.43
<b>MAINT AGREEMENT-COPIER</b>			
74905	CANON SOLUTIONS AMERICA INC	Assesment Center Copier QNN01337 Contract per Black and Color Copy Valid 7/1/19-6/30/20	700.00
79509	MRC SMART TECHNOLOGY SOLUTIONS	DSPSCopier SN AE9577096 Maintenance contract Valid 4/14/20-4/13/21	912.87
79880	MRC SMART TECHNOLOGY SOLUTIONS	Health Center SN LBT202892 Copier Service Renewal Valid 4/23/20-4/22/21	545.57
<b>MEMBERSHIPS-MEMBERSHIPS</b>			
79855	DEPARTMENT OF SOCIAL SERVICES	Parent Support License Renewal	242.00
<b>OTHER SERVICES-OTHER SERVICE</b>			
75569	ACHRO/EEO	ACHRO Registration: Full 3 day	200.00
79354	T-MOBILE	Hotspots	10,000.00
79718	ARA MELIKIAN	Reimbursement supplies virtual learning math dept	116.62
79728	VERIZON WIRELESS	Hotspots	10,000.00
79740	LIEBERT CASSIDY WHITMORE	Webinar Title IX June 10 2020 Victoria Simmons	250.00
79802	DIANA BRANDIN	Diana Brandin Invoice #GCC.04.2020 - Contract ASL Interpreting and RTC for April 2020	3,185.00
79804	DIANA BRANDIN	Diana Brandin Invoice #GCC.05.06.2020 - Contract ASL Interpreting and RTC for May and June 2020	5,850.00
79805	DIANA BRANDIN	Diana Brandin Invoice #GCC.Mtgs.05.20 - Contract ASL Interpreters and RTC for May 2020 GCC Town Halls	1,283.50
79886	SONALI PERERA	Reimbursement Virtual Conf Registration Curriculum Institute	200.00
79907	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	Zoom Accounts ASCGCC and Student Affairs Program/Service Managers	70.00

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>OTHER SERVICES-OTHER SERVICE</b>			
79933	UNIVERSAL PRODUCTION MUSIC	Renewal of License Agreement	2,563.00
79934	UNIVERSAL PRODUCTION MUSIC	SFX Addendum License Agreement	388.00
79958	BIO-FILM WORKS SOCIAL PURPOSE CORP	Filming for Transfer Center	2,000.00
<b>SUPPLIES-INSTRUCTIONAL</b>			
74913	BUD'S LITES	Theatre Arts Blanket Purchase Order Valid from 7/1/19 to 6/30/20 Authorized Signature Guido Girardi	3,000.00
74914	GUIDO GIRARDI	Theatre Arts Blanket Purchase Order for Guido Girardi from 7/1/19 to 6/30/20	500.00
74914	GUIDO GIRARDI	Increase Blanket PO 74914 Theatre Arts	290.19
74919	PACIFIC RADIO ELECTRONICS	Theatre Arts Blanket Purchase Order Valid from 7/1/19 to 6/30/20 Authorized Signature Guido Girardi Blanket Purchase Order for Pacific Radio from 7/1/19 to 6/30/20 Authorized signatures Guido Girardi, Marco Navarro and Nathan Milisavljevich	1,000.00
74925	ROSE BRAND	Increases of Funds	1,400.00
74925	ROSE BRAND	Theatre Arts Blanket Purchase Order Valid from 7/1/19 to 6/30/20 Authorized Signature Guido Girardi	1,000.00
75113	HOME DEPOT	Blanket Fire Academy Supplies FY20	23,705.19
75208	TEAM CONNECTION	Order 02-0006026	4,036.50
76497	FHEG STORE 1283	Direct Student Support Emergency Fund Giftcards	1,000.00
76607	JOHN CARROLL	Pre Encumber Fund For John Carroll Ocean 116 classes On November 16, 2019 Total Of 50 Students Registered To Attend. The Instructor Is Requesting \$8.50 To Be Reimbursed Per Student	425.00
77052	ANDREW FELDMAN	Reimbursement Culinary Arts supplies	446.21
78225	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	Item 446037 Gauze Sponge	13.35
78225	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	Item 491077 PDI Sani Cloth Plus Germ Disp Wipes	34.23
78225	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	Item 191089 Alcohol Prep Pad	11.35
78225	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	Item 1078630 Sut Staple Skin Removal Pad	259.80
78225	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	Item 928733 PDI Super Sani Cloth Germ Wipe	44.45
78225	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	Item 816385 Sut Practice Leg	354.31
78534	APRIL BEY	Reimbursement classroom art supplies	700.00
78605	AIRCRAFT SPRUCE & SPECIALTY	ASA Flight Computer CX-3 Per Quote 488246	400.64
78853	AMERICAN NURSES CREDENTIALING CENTER INC	ISBN 978155810660 Ebook Code of Ethics	24.95
78853	AMERICAN NURSES CREDENTIALING CENTER INC	ISBN 9781558106208 Ebook Nursing Scope and Standard of Practice 3rd Ed	47.95
78854	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	Item 329649 SafetyGlide Box of 50	75.93

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<b>SUPPLIES-INSTRUCTIONAL</b>			
78854	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	Tax	25.83
78854	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	Item 539418 Lancet Box of 200	166.65
78875	FAILSAFE TESTING	Annual Ladders Test and Inspection Quote date 022720	3,291.70
79074	MARITool INC	Manufacturing Tooling: MariTool Order Quote GLEDU-3-9-20	3,805.00
79074	MARITool INC	Sales Tax	390.06
79379	MYBINDING LLC	Tax	10.86
79379	MYBINDING LLC	Item 5242401 Fellowes 7 Mil Letter PET Ultra Clear Binding Covers 100pk	56.79
79576	DAVID MARTIN	Reimbursement Software License Remote Instruction	139.95
79662	ARCHITECTS CORNER	Architecture Supplies Per Quote May 26 2020	870.03
79686	SYNCHRONY BANK/AMAZON	Wifi Adapters Qty 50	566.74
79687	SYNCHRONY BANK/AMAZON	Carrying Bags Qty 30	1,054.79
79702	SYNCHRONY BANK/AMAZON	Casio Adapters Qty 27	278.54
79704	PASCO SCIENTIFIC	Item EM3536 Essential Physics Modular Circuits	369.00
79704	PASCO SCIENTIFIC	Sales Tax	53.10
79704	PASCO SCIENTIFIC	Item EM3533 Wireless AC/DC	149.00
79709	BUSINESS CARD	Shipping	62.45
79709	BUSINESS CARD	Item 213CS2112V Cambro 21"x12" Vented Shelf Plate for Camshelving Premium and Element Series	30.98
79709	BUSINESS CARD	Item 2146SFSCW Cambro 6SFSCW135 6 Qt. Clear Square Polycarbonate Food Storage Container with Winter Rose Gradations	43.44
79709	BUSINESS CARD	Sales Tax	41.84
79709	BUSINESS CARD	Item 693304085 -6" Nylon Handle Pie Server	18.12
79709	BUSINESS CARD	Item 213CS211V Cambro CS211V480 21"x11" Vented Shelf Plate for Camshelving	57.96
79709	BUSINESS CARD	Item 167701BRTGLS Choice 16x19" Gold Striped 32 Oz Cotton Bar Towel	108.80
79709	BUSINESS CARD	Item 214CPTR5480 Cambro CRTR54480 Camshelving	103.96
79709	BUSINESS CARD	Item 213CS211BV Cambro CS2118V480 21"x18" Vented Shelf Plate Premium and Element Series	44.98
79715	BUDDY'S ALL STARS INC	Football Equipment Per Quote QT-38115	2,542.91
79716	BSN SPORTS	Fisher Tackle Wheel Quote 6040859	860.73
79730	AIRGAS USA LLC	Belt Grinder and Wheel Grinding Grit Per Quote 2009131068	4,555.43
79733	DELL MARKETING LP	Establish PO for Dell Standard Laptops Per Susan Quote to Follow	4,710.65
79752	SYNCHRONY BANK/AMAZON	Carrying Bags Qty 10	378.76
79787	BUSINESS CARD	SKU 1202391 Zoo MEd Premium Repti Bark 24 QT	109.14
79787	BUSINESS CARD	Petco.com SKU 997625 Zoo MEd Aspen Snake Bedding	15.39



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<b>SUPPLIES-INSTRUCTIONAL</b>			
79787	BUSINESS CARD	Sales Tax	12.76
79789	B & H PHOTO VIDEO	Photo Order	83,165.10
79790	B & H PHOTO VIDEO	Media Arts Order	11,900.72
79793	PLAYSCRIPTS INC	Theatre Arts Department Blanket PO	1,000.00
79837	SYNCHRONY BANK/AMAZON	Carrying Bags Qty 5	187.35
79839	SYNCHRONY BANK/AMAZON	Carrying Bags Qty 17	694.17
79840	SYNCHRONY BANK/AMAZON	Wifi Adapters Qty 50	500.00
79844	B & H PHOTO VIDEO	Flash Forge 3D Printer	1,293.11
79846	SYNCHRONY BANK/AMAZON	I'm not just a scribble	204.60
79846	SYNCHRONY BANK/AMAZON	sales tax	20.97
79851	BUSINESS CARD	8 inch cubes - 4 lb Rigid Sculpture Foam	451.20
79851	BUSINESS CARD	Sales Tax	46.25
79884	EX LIBRIS (USA) INC	Leganto Annual Subscription	13,478.00
79885	SHELLY ANDERSON	Reimbursement supplies for CDC student graduations	26.44
79921	ARASELI PEREZ	Reimbursement CDC supplise	84.90
79922	ARSINEH HAYRAPIAN	Reimbursement CDC supplies	218.15
79923	SHELLY ANDERSON	Reimbursement CDC supplise	183.83
79940	MYBINDING LLC	Item 5242401 Fellowes 7 Mil Letter PET Ultra Clear Binding Covers 100pk Qty 4	83.48
79941	SANDRA ROMERO	Reimbursement for Supplies	550.36
79954	SOCCER STORES INC	Invoice No 012820-1 Balles for Men's Soccer Coach Laura	2,116.80
<b>SUPPLIES-OFFICE</b>			
76700	LAMABOOKS	Sales Tax 10.25	20.50
76700	LAMABOOKS	freight	7.43
76700	LAMABOOKS	New Edition for 2019-21 Occupational Programs in California Community Colleges	200.00
78579	OFFICE DEPOT	Inv 448584335-001 from po 78644 ( closed by error)	109.38
78579	OFFICE DEPOT	Item No 620007 Water Order	25.30
78809	OFFICE DEPOT	Sales Tax	11.00
78809	OFFICE DEPOT	574698 Alfabet Tab	9.48
78809	OFFICE DEPOT	Item 149407 Clorox Wipes	105.40
78957	OFFICE DEPOT	Supplies for Financial Aid	216.99
79114	OFFICE DEPOT	Supplies VPA Theatre Arts Hirhorn	380.39
79114	OFFICE DEPOT	Sanitzer order	56.73
79318	OFFICE DEPOT	Laminate and Bags	102.88
79419	SYNCHRONY BANK/AMAZON	Student Equity Office Supplies	207.66
79482	VIK AVAKIANS	Garfield Cafe Order	476.84
79524	ERIN CALDERONE	Reimbursement to Erin Calderone for Invoices #206055 (\$395) & 206053 (\$2,200)	1,985.00
79547	JULIET SULIAN	Reimburse office supplies for remote work	93.04
79668	MICHAEL SEROT	Reimbursement supplies virtual work	60.94

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<b>SUPPLIES-OFFICE</b>			
79675	FHEG STORE 1283	Cap and Gown - Learning Communities	2,500.00
79720	FHEG STORE 1283	Caps and Gowns CalWorks	331.85
79794	SYNCHRONY BANK/AMAZON	Homecube pencil case pouch box gray	299.70
79794	SYNCHRONY BANK/AMAZON	Homecube pencil case box blue	219.80
79794	SYNCHRONY BANK/AMAZON	sales tax	452.91
79794	SYNCHRONY BANK/AMAZON	Newsprint packing paper	144.75
79794	SYNCHRONY BANK/AMAZON	Roylive pencie case grey	109.90
79794	SYNCHRONY BANK/AMAZON	Shipping boxes 25pk	459.80
79794	SYNCHRONY BANK/AMAZON	Puroma pencil case gray	1,600.00
79794	SYNCHRONY BANK/AMAZON	Blank Invitations Cards and envelopes 48pk	153.89
79794	SYNCHRONY BANK/AMAZON	Homecube pencil case oxford	105.90
79794	SYNCHRONY BANK/AMAZON	Aiscool Pencil case box black	104.90
79794	SYNCHRONY BANK/AMAZON	Angoobaby pencil case dark grey	499.50
79794	SYNCHRONY BANK/AMAZON	Easthill pencil case dark gray	49.40
79794	SYNCHRONY BANK/AMAZON	Aiscool Pencil case pouch black	269.70
79794	SYNCHRONY BANK/AMAZON	Aiscool Pencil case pouch gray	269.70
79794	SYNCHRONY BANK/AMAZON	Homecube pen case waterproof black	179.80
79816	KAREN TU	Reimbursement supplies for virtual work	188.87
79822	VILLAFE HENSON	Reimbursement for HP 94A Cartridge	51.60
79868	SYNCHRONY BANK/AMAZON	Logjoy Ditgital Qty 2	246.07
79870	JOHN FUHRMANN	Reimbursement virtual instructional supplies	255.06
79897	LAKESHORE CURRICULUM MATERIALS	Item LX9990 Butcher Paper	64.99
79897	LAKESHORE CURRICULUM MATERIALS	Sales Tax and Shipping	16.41
79930	YVETTE HASSAKOURSIAN	Reimbursement for Supplies WFH	263.24
79963	MARY DINEEN	Masks Per Quote	0.00
<b>TRAVEL-CONFERENCE</b>			
75125	AREVIK SARGSYAN	Pantry Help	11,000.00
75126	TATEVIK BABAYAN	Pantry Help	12,000.00
77799	ELMIRA NAZARYAN	Implicit Bias Training 2/10/20 Glendale CA	54.41
79775	CCCAOE	Spring 2020 Conference Registration for Marisela Canela Isaac Pedroza	720.00
79811	MARILU VILLA	Reimbursement For Supplies	218.10
79835	NCDA	Payment for Registration of Denise Leong-Brattain for NCDA Virtual Conference 2020 Inv 49866	250.00
79850	NCDA	Registration NCDA Virtual Conference Inv 50026 on July 14-16 for Mirna Najera	250.00
79865	NCDA	Registration NCDA Virtual Conference Inv 50026 on July 14-16	1,500.00
			<hr/> \$727,836.45

Fund: 09

STUDENT FINANCIAL AID

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Fund: 09 STUDENT FINANCIAL AID

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
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**BOOKS-INSTRUCTIONAL**

79905	FHEG STORE 1283	Book Vouchers Summer 2020	14,656.64
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**CONTRACT-PERSONAL SERVICE**

76707	SHAKE KHACHATRIAN	Training Meetings, Marketing, Recruitment for GCC Promise	18,000.00
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**OTHER SERVICES-OTHER SERVICE**

79907	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	Zoom Accounts ASCGCC and Student Affairs Program/Service Managers	105.00
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**SUPPLIES-INSTRUCTIONAL**

79875	LACMTA	750 Stored Value \$75	56,250.00
79875	LACMTA	750 - TAP Card	1,500.00
79875	LACMTA	Shipping	10.00
79917	OMNICARD LLC	Gifft Card for Students - Kroger	125,249.75
79918	OMNICARD LLC	Gifft Card for Students - Target	75,149.85

\$290,921.24

Fund: 15 CAPITAL CONSTRUCTION

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
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**OTHER SERVICES-OTHER SERVICE**

79659	CORNERSTONE CONSTRUCTION SOLUTIONS INC	AD 124-R- Electrical and HVAC - Estimate 003848	12,900.00
79738	ASAP DOOR	ASSA Abblo and Allegion Meetings Invoice 4-1229	5,362.50

\$18,262.50

Fund: 18 SELF INSURANCE

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
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**OTHER SERVICES-OTHER SERVICE**

79879	GLENDALE ADVENTIST MEDICAL CENTER	First Aid	220.00
79892	GLENDALE ADVENTIST MEDICAL CENTER	Invoice 57287 First Aid Services	220.00

\$440.00

Fund: 59 PROFESSIONAL DEVELOPMENT CENTER

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
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**BOOKS-INSTRUCTIONAL**

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Fund: 59                      PROFESSIONAL DEVELOPMENT CENTER

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>BOOKS-INSTRUCTIONAL</b>			
79887	IN-HOUSE SOLUTIONS INC	Mastercam Mill Advanced Tutorial Inv 06258	3,605.00
<b>CONTRACT-PERSONAL SERVICE</b>			
74724	R & R IMPRESSIONS	PDC Blanket added funds 120619	3,000.00
78977	MARCIE L MCENDREE	PDC SolidWorks Blanket 2020	7,000.00
<b>CONTRACT-SERVICE</b>			
74724	R & R IMPRESSIONS	PDC Blanket FY 19/20	6,000.00
75136	FRANK J ARANDA	Training Services for PDC Fiscal Year 2020	84,000.00
76566	CITY OF GLENDALE	Commercial Alarm System Renewal	165.00
<b>EQUIPMENT-OFFICE</b>			
76440	WELLS FARGO	Xerox Copier SN 5DA844747	3,000.00
			<u>\$106,770.00</u>

Fund: 74                      MEASURE GC-GO BOND, SERIES A

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>CONTRACT-CONSTRUCTION</b>			
79698	THE NAZERIAN GROUP	PE Gym Replacement Increment 2 Construction Pay Application 13	701,807.68
79914	THE NAZERIAN GROUP	PE Gym Replacement Increment 2 Construction Pay Application 14	388,894.55
<b>CONTRACT-RENT/LEASE</b>			
74706	MOBILE MINI STORAGE SOLUTIONS	Storage Containers - Construction	15,000.00
<b>CONTRACT-SERVICE</b>			
73793	KOURY ENGINEERING & TESTING	PE Gym Replacement Increment 2 Testing And Inspection Serivces Per Proposal	242,969.00
73793	KOURY ENGINEERING & TESTING	PE Increment 2 Increase PO	375,000.00
78665	KOURY ENGINEERING & TESTING	Geotech Investigation - New Elevator NSB Per Proposal 18-0525	9,975.00
78829	TIGRAN AKOPYAN	AD Westside Bollard Lighting and Landscape Per Proposal 116448	73,169.00
79287	HACKING SOLUTIONS	Programming Assistance	80,000.00
79320	AMPLIFY PROFESSIONAL SERVICES INC	Consulting for Progammig and Tech Support for Oracle and P/S	80,000.00
79391	GAFCON INC	Extension - Project Management Services	142,097.04
79671	KOURY ENGINEERING & TESTING	New Science Building CGS	2,160.00
79672	KOURY ENGINEERING & TESTING	Additional Subsurface New Science Building Proposal 18-0525	9,500.00
79688	OXBLUE CORPORATION	Verdugo Camera Per Proposal 239867	43,919.00
79689	OXBLUE CORPORATION	Garfield Camera Per Proposal 239868	18,772.00
79776	LOS ANGELES TIMES	Bid Advertisement Mariposa	6,000.00
79826	RSM DESIGN	Branding and Wayfinding	15,341.64

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
<b>CONTRACT-SERVICE</b>			
79832	TIGRAN AKOPYAN	Police Sub Panel C Per Estimate 116498	14,785.00
79841	THYSSENKRUPP ELEVATOR	Strnad By for Fire Alarm Welding Project	1,500.00
79873	PERFORMANCE ARCHITECTS INC	PBCS Enhancements	5,000.00
79931	GAFCON INC	IBCC Project Administration Design Reviews Scheduling and Estimating	579,561.00
79931	GAFCON INC	Montrose Project Management Design Reviews Scheduling and Estimating	557,903.00
79931	GAFCON INC	CP 1 Project Management Design Reviews Scheduling and Estimating	660,286.00
79936	RSM DESIGN	Branding and Wayfinding	7,755.00
<b>EQUIPMENT-INSTRUCTIONAL</b>			
79696	CDW-G	HoverCam Solo Plus Qty 20 Per Quote LLL771	8,526.51
79874	CDW-G	Epson PowerLite 5535U Projectors Per Quote	21,614.18
<b>OTHER SERVICES-OTHER SERVICE</b>			
77171	EMCOR SERVICES	AA Bldg. - MZ-2 Compressor Replacement. Please see attached Quote # 20485.	8,975.00
78163	SIERRA SCHOOL EQUIPMENT	Removal - Disposal	3,915.00
78163	SIERRA SCHOOL EQUIPMENT	Remobilization	500.00
78163	SIERRA SCHOOL EQUIPMENT	Irwin Seating Per Proposal	65,605.00
79119	ROSENDIN ELECTRIC	Sierra Vista Driveway Per Proposal	89,357.00
79357	STUDIO SPECTRUM INC	Classroom AV Refresh CS 266	4,138.95
79551	ASAP DOOR	Supply and install new custom hollow metal door to fit existing door frame per estimate 2- 699 SR Second Floor	4,328.36
79664	CORNERSTONE CONSTRUCTION SOLUTIONS INC	AD 124 - Office space and closet Per Estimate 003849	19,700.00
79665	SARKIS GARADZHIAN	Relocation	17,191.50
79667	AK CONSTRUCTION AND ROOFING INC	Verdugo Upper Gym Roof Coating Per Estimate 444753	179,530.00
79680	STEVENSON	Management Services - Garfield	5,454.49
79681	JOHN LEOPARDI	Reimbursement - LFA review NSB	988.00
79691	MIRACLE ART SERVICES	Verdugo Road and Mountain St. - paint double yellow lines. Per Proposal	8,350.00
79695	AK CONSTRUCTION AND ROOFING INC	SR Tile Roof Per Estimate 444747	192,400.00
79719	EMCOR SERVICES	SV HVAC Itmes B and D Per Quote 20 27870	29,260.00
79747	MIRACLE ART SERVICES	SR Bldg. 2nd and 3rd floors - paint halls ans stairs	4,980.00
79751	STUDIO SPECTRUM INC	Classroom AV Refresh SG 209	3,688.94
79772	MARCOS FONTALVO SUAREZ	Relocation	25,287.48
79779	ROSENDIN ELECTRIC	Charging Stations Parking Lot Per Proposal	59,938.00
79781	STUDIO SPECTRUM INC	Classroom AV Refresh SG 201	3,862.20
79818	B2 ENVIRONMENTAL INC	Sierra Nevada Haz Mat survey and Report Per Proposal LA200074	8,850.00
79820	EPIC LAND SOLUTIONS INC	Relocation Services - Garfield Purchases	7,983.53
79821	ALFRED LEVONIANS	Relocation	73,325.00

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<b>OTHER SERVICES-OTHER SERVICE</b>			
79825	HANDS ON PAINTING INC	Pressure Wash Per Proposal 20719	2,950.00
79848	HBEB INC	LB 2nd Floor Staff Restrooms (2) - install new counter top, sinks, and faucets Per Proposal 7063	8,875.00
79854	STUDIO SPECTRUM INC	Classroom AV Refresh CS 252	4,052.72
79856	STEVENSON	Management Services - Garfield	6,018.08
79857	EPIC LAND SOLUTIONS INC	Relocation Services - Garfield Purchases	10,754.95
79859	FRANK'S HOME SERVICE	Garfield Campus - Vandalism repair Invoice 1007189	1,100.00
79861	ROSENDIN ELECTRIC	Electrical - Swtchgear AD AU Cafeteria	70,223.00
79876	DPR CONSTRUCTION, A GENERAL PARTNERSHIP	Constrution Management Services Per Proposal	280,000.00
79877	ROSENDIN ELECTRIC	January 2020 Work Orders Infrastructure	49,026.00
79878	SIGN 21	Garfield Banners	339.45
79896	H L MOE CO INC	AS/CR - Main gas supply. Per Proposal.	1,687.32
79902	STUDIO SPECTRUM INC	Classroom AV Refresh SG 204 Per Proposal	3,862.20
79903	TIGRAN AKOPYAN	AU Bldg.- Panel "L" Replacement Estimate 116505	8,285.00
79904	STUDIO SPECTRUM INC	Classroom AV Refresh SG 202 Per Proposal	3,688.95
79910	STUDIO SPECTRUM INC	Classroom AV Refresh AU 115 Per Proposal	4,972.61
79937	EPIC LAND SOLUTIONS INC	Relocation Services - Garfield Purchases	10,000.00
79945	ROSENDIN ELECTRIC	CS Testing, cleaning, torquing, opening and closing of all gear	24,938.00
79949	ROSENDIN ELECTRIC	SG - Testing, cleaning, torquing, opening and closing of all gear	48,073.00
79950	ROSENDIN ELECTRIC	CDC Testing, cleaning, torquing, opening and closing of all gear	10,960.00
79951	ROSENDIN ELECTRIC	LB Testing, cleaning, torquing, opening and closing of all gear	36,027.00
79952	EMCOR SERVICES	AD,SV, SG Bldg. - HVAC Systems Graphics Proposal E 20-28639	20,645.00
<b>SUPPLIES-OFFICE</b>			
79753	SYNCHRONY BANK/AMAZON	Garfield Signs	328.83
79938	KST DATA INC	Smartups Per Proposal 940340	16,507.13
79955	KST DATA INC	Smartups Per Proposal 940367	9,319.33

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\$5,511,777.62

# GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

CONSENT CALENDAR NO. 4

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Anthony Culpepper  
Executive Vice President, Administrative Services

SUBJECT: FIVE-YEAR CAPITAL OUTLAY PLAN 2022-2026

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## DESCRIPTION OF HISTORY / BACKGROUND

Each year community college districts are required to submit to the Chancellor's Office a five-year capital outlay plan following a format and template required under the California Community College Construction Action of 1980. The report is prepared for the District by Facilities Planning and Consulting Services based on data provided by the college through the State's FUSION 2 web-based integrated management and reporting program.

The 81-page Five-Year Construction Plan (2022 – 2026) presented for approval may be accessed through the GCC District website under the Board of Trustees 2020-2021 meeting agenda webpage, Tuesday, July 21, 2020 - Supporting Documents or through this provided link [Five-Year Construction Plan](#).

## COMMITTEE HISTORY

College Executive Committee July 14, 2020

## FISCAL IMPACT

None at this time.

## RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the Five-Year Capital Outlay Plan 2022-2026 required for submittal to the State Chancellor's Office (First Funding Year 22).

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

CONSENT CALENDAR NO. 5

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper, Executive Vice President,  
Administrative Services

PREPARED BY: Susan Courtney, Director, Business Services

SUBJECT: DECLARATION OF SURPLUS EQUIPMENT WITH  
APPROVAL OF DISPOSAL

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DESCRIPTION OF HISTORY/BACKGROUND

It is recommended that the attached list of items be declared surplus to the needs of the college. The items have little to no monetary value. It is also recommended that college staff be authorized to dispose of the listed items pursuant to the Education Code 81300 et seq., 70902 (b)(6), and 81452.

COMMITTEE HISTORY

College Executive Committee July 14, 2020

FISCAL IMPACT

Negligible.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees authorize the declaration of surplus and disposal of the attached list of items.



## SURPLUS ITEMS AS OF JULY 21, 2020

ITEM	MODEL	GCC#	SERIAL #
APC/UPS	AP9619	3403	
APC/UPS	SMX2000RML		7a1313109811
APC/UPS	SMX2000RML		7a1315117779
APC/UPS	SMX200RMLV2U(NC)		AS1313242224
APC/UPS	SMX200RMLV2U(NC)		AS1315246602
Computer	21" Imac	15324	QP8060M2X88
Computer	Apple Imac	3695	
Computer	Apple Imac	15600	W8018JSA5PC
Computer	Apple RAID Storage	15293	QP717008UAG
Computer	Apple Xserver	15292	G871805NV2Q
Computer	Dell Optiplex 745	15384	F2W67G1
Computer	Dell Optiplex 790	13429	16567V1
Computer	Dell Optiplex 990	10926	5P130R1
Computer	Dell Optiplex745	12669	0T7570
Computer	Dell Precision T57100	16369	4D1XR22
Computer	Dell Precision 380	403450	230FP91
Computer	Dell Precision T1600	400040	3ZZX7V1
Computer	HP Vectra 5/133	6623	US64258229
Computer	HP Vectra 5/133	6757	US64956772
Computer	iMac A1311	17611	QP0201FS5PK
Computer	Microlink D845WN		9195634a5624730549jkfb
Computer	Dell Optiplex 9020	18301	0KXGVD
Electric Typewriter	Panasonic KX-E4000	15334	
Electric Typewriter	Panasonic KX-E4001	6763	
Electric Typewriter	Swintec 1146 CM	6842	
Fax	Business Class Laser Fax		u61639m6j630557
Fax	HP Fax 1240		CN449BH0ZK19
Laptop	DELL Latitude E6510	17694	8ykm4q1
Laptop	Dell Latitude PP01X	1622	3JCCH11
Monitor	DELL 17"		cn0cj167728726cp291u
Monitor	DELL 17"		CN0FP18271618763AJWJ
Monitor	DELL 17"		CN0CC28071618614AJXY
Monitor	DELL 1704FPTT		CN0Y4299716185A3APE8
Monitor	Dell 1707FPc		MX0W06644760545LAGXQ
Monitor	Dell 1707FPc		CN0CC352641805CM33GS
Monitor	Dell 1707FPc		CN0CC3526418071G0W7L
Monitor	Dell 1708FPb		CN0FP8167426179T0T8U
Monitor	Dell 1708FPb		CN0FP8164663379A3J5L
Printer	Canon PC 940		JTD15045
Printer	HP C7059A	1885	cngsb04392
Printer	HP Deskjet 940c		MY18H670WYBH
Printer	HP Laser Jet Pro 400 MFP		CND8FBVDXG
Printer	HP Officejet Pro 8500		MY98A530NB0519

## SURPLUS ITEMS AS OF JULY 21, 2020

Printer	Phaser 3610		A4T546936
Printer	Phaser 3610		a4t546935
Printer	Xerox Phaser 3610		A4T546775
Television	Panasonic CT-258OVY		AN91380166
Transparency Projector	Eiki Model 80	14602	151338
Transparency Projector	HP-L355OH DX		377387
VCR	Panasonic PV-V4022-a		h3ia20763
VCR	Panasonic PV-v4022-a		K3IA28576
VCR	Panasonic PV-V4022-a		d3id29453
VCR	Panasonic PV-V4524S		J4IC25732
Video Projector	Eiki LC-XB42N	17511	H95A2103
Video Projector	Eiki LC-XB42N	17509	H95A2068
Video Projector	Eiki LC-XB42N	10933	H97A2232
Video Projector	Eiki LC-XB42N	17502	H95A2158
Video Projector	Eiki LC-XB43N	10934	HOZA1805
Video Projector	Eiki LC-XG100	40052	G2YA1079

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

CONSENT CALENDAR NO. 6

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Michael Ritterbrown, Vice President, Instructional Services

PREPARED BY: Hasmik Sarkissian, Office of Vice President, Instructional Services

SUBJECT: PROPOSED NEW COURSE

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DESCRIPTION OF HISTORY/BACKGROUND

**PHOTO 136 – Drone Photography and Videography**  
PHOTO 136 provides students with hands-on experience creating still and moving images using drones. Emphasis is placed on planning and executing flight plans to support camera-based capture systems on unmanned aerial vehicles (UAV).

COMMITTEE HISTORY

Curriculum & Instruction Committee	May 27, 2020 (First Reading)
Curriculum & Instruction Committee	June 10, 2020 (Second Reading)
Academic Affairs Committee	June 17, 2020
College Executive Committee	July 14, 2020

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the new course as presented.

**PROPOSAL**

**COURSE DISCIPLINE :** PHOTO  
**COURSE NUMBER :** 136  
**COURSE TITLE (FULL) :** Drone Photography and Videography  
**COURSE TITLE (SHORT) :** Drone Photo and Video  
**CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :**

**CATALOG DESCRIPTION**

PHOTO 136 provides students with hands-on experience creating still and moving images using drones. Emphasis is placed planning and executing flight plans to support camera-based capture systems on unmanned aerial vehicles (UAV).

**CATALOG NOTES**

Students seeking employment in drone operation should enroll in AT-152, Intro to Unmanned Aircraft Vehicles, to prepare for the Federal Aviation Authority (FAA) Remote Pilot License.

Total Lecture Units:1.00

Total Laboratory Units: 1.00

**Total Course Units: 2.00**

Total Lecture Hours:18.00

Total Laboratory Hours: 54.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 72.00**

**Recommended Preparation:**

**PRECONDITIONS FOR ENROLLMENT**

<b>And/Or</b>	<b>Course</b>	<b>Type</b>	<b>Req. Is Being</b>
	AT - 152 - Introduction to Unmanned Aerial Vehicles	Recommended Corequisite	Added

**ENTRY STANDARDS**

	Subject	Number	Title	Description	Include
1				identify and use basic digital camera features;	Yes
2				use light meters and demonstrate exposure control methods;	Yes
3				identify characteristics of light;	Yes
4				identify basic characteristics of digital files and printing;	Yes
5				define and analyze technical and composition effects on image.	Yes

**EXIT STANDARDS**

- 1 Organize and prepare for an aerial shoot;
- 2 safely execute an aerial shoot solo and as a team;
- 3 analyze drone images and footage for technical and creative quality.

**STUDENT LEARNING OUTCOMES**

- 1 create and safely execute an aerial shoot using a drone;
- 2 create a technically and visually cohesive project using aerial stills and videos.

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	Description	Lecture	Lab	Total Hours
1	History of Aerial Image Capture Systems	4.5	0	4.5
2	Current Technologies and Equipment <ul style="list-style-type: none"> <li>• Characteristics of contemporary aerial camera systems</li> <li>• Equipment requirements and selection</li> <li>• Uses of aerial imagery in commercial and creative settings</li> </ul>	9	0	9
3	Safe and Legal Operation of Drones and Aerial Image Capture Systems	4.5	0	4.5

4	Drone Flight and Image Capture	0	54	54
	<ul style="list-style-type: none"> <li>• Creating and executing flight plans Identifying locations</li> <li>• Constructing an aerial shooting sequence</li> <li>• Flying to support technical and creative imagery</li> <li>• Weather and lighting</li> <li>• Solo flight and camera operation</li>   <li>• Team flight and camera operation</li>   <li>• Processing, editing, and presenting drone imagery</li> </ul>			
				<b>72</b>

**OUT OF CLASS ASSIGNMENTS**

- 1 planning and preparing flight plans (e.g. student will prepare written flight plans for specific locations).
- 2 individual and team aerial shooting projects to develop creative and technical skills (e.g. student will shoot subjects related to the target area).

**METHODS OF EVALUATION**

- 1 evaluation of flight plans
- 2 individual and group critiques of work and final project.

**METHODS OF INSTRUCTION**

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration

Field Activities (Trips)

Guest Speakers

Presentations

**TEXTBOOKS**

<b>Title</b>	<b>Type</b>	<b>Publisher</b>	<b>Edition</b>	<b>Medium</b>	<b>Author</b>	<b>ISBN</b>	<b>Date</b>
Aerial Photography and Videography Using Drones	Required	Peachpit Press	1	print	Cheng, Eric	978-0134122779	2016

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

CONSENT CALENDAR NO. 7

TO: Board of Trustees  
SUBMITTED BY: David Viar, Superintendent/President  
REVIEWED BY: Michael Ritterbrown, Vice President, Instructional Services  
PREPARED BY: Hasmik Sarkissian, Office of Vice President, Instructional Services  
SUBJECT: REVISED COURSES

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DESCRIPTION OF HISTORY / BACKGROUND

The attached document represents changes to courses that have been vetted by the divisions and approved by the Curriculum & Instruction (C&I), Academic Affairs, and College Executive Committees.

COMMITTEE HISTORY

See the dates listed on the attached document.

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the revised courses as presented.



## Course Revisions

Course Number	Type of Change	Curriculum and Instruction Approval	Academic Affairs Committee Approval	College Executive Review
ESL 1, 10, 20, 30, 40, 50	Change in TOP Code	(May 27, 2020 1 <sup>st</sup> Reading, June 10, 2020 2 <sup>nd</sup> Reading)	June 17, 2020	July 14, 2020
MUSIC 121, 122	Change in Catalog Description	(May 27, 2020 1 <sup>st</sup> Reading, June 10, 2020 2 <sup>nd</sup> Reading)	June 17, 2020	July 14, 2020

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

CONSENT CALENDAR NO. 8

PERSONNEL REPORT NO. 1

TO: BOARD OF TRUSTEES

SUBMITTED: David Viar, Superintendent/President

REVIEWED BY: Victoria Simmons, Vice President  
Human Resources

PREPARED BY: Frinna De La Cruz, Admin Asst IV-Confidential

SUBJECT: ACADEMIC, CLASSIFIED, ADMINISTRATOR, AND ALL OTHER  
TEMPORARY EMPLOYEE ACTIONS PERSONNAL REPORTS

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Pursuant to Board Policy 7110, Delegation of Authority, the Superintendent/President has authorized the attached personnel actions. The personnel actions are consistent with federal and state laws and regulations, District policies and regulations, the District budget, and relevant collective bargaining agreements.

The Superintendent/President recommends that the Board of Trustees confirm the following staffing reports:

Academic Report – Action Order  
Classified Report – Action Order  
Administrator Report  
All Other Temporary Employee Actions Report

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
<b>ACADEMIC</b>									
<b>New Hires</b>									
Conner-Gaten, Aisha L	Library and Learning Resources	Instruction Librarian	08/31/20 -	01 1000 0 612000 1230		C II-7	1	100	New Hire Full Time Tenure Track
Calderwood, Michelle	Social Sciences Division	Psychology Instructor	08/31/20 -	01 0100 0 200000 1110		C V-4	1	100	New Hire Full Time Tenure Track
Sanchez, Ms. Jamie C.	Student Services	Student Equity Counselor	08/31/20 -	03 0100 0 632100 1250		C III-4	1	100	New Hire Full Time Tenure Track
<b>Separation of Employment: Retirements/Resignations</b>									
McCull, Mr. Richard	Visual and Performing Arts Division	Ceramic Instructor	12/17/20-						Retirement 16 years, 9 months of service
Vacas, Mr. Fernando	Non-Credit Business	Life Skills Non Cr Bus Adjunct	07/01/19 -					100	Retirement 17 years, 1 month of service
Kozubek, Mr. Michael	Visual and Performing Arts Division	Music Adjunct	06/15/20 -					100	Retirement 18 years, 9 months of service
Tatsugawa, Mrs. Shihoko	Language Arts Division	Japanese Instructor	06/11/20 -					100	Retirement 30 years, 9 months of service
<b>All Other Academic Actions</b>									
Abramyan, Ms. Melinea Diana	EOPS	Adjunct Counselor	07/20/20 - 08/21/20	03 1500 0 643000 1450	NTE 147 hrs	C IV-1		100	Adjunct Hourly Rate
Allen, Mr. Kenneth Robert	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1315		C II-2		100	Adjunct Hourly Rate
Amirian, Annette	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 05/14/20	01 0300 0 070001 1310	8.00	C IV-6		100	Adjunct Hourly Rate
Aslanian, Mrs. Angina	Continuing and Community Ed Center	Adjunct Counselor	06/15/20 - 08/21/20	03 2820 0 700001 1455		C IV-1		100	Adjunct Hourly Rate
Azizian, Ms. Edith	Continuing and Community Ed Center	Counselor	06/15/20 - 08/21/20	03 2820 0 700001 1455		C IV-6		100	Adjunct Hourly Rate
Bagan, Mr. Anthony	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1315		C II-6		100	Adjunct Hourly Rate
Baronian, Ms. Tanya	Office of VP Student Services	English Adjunct	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C IV-2		100	Adjunct Hourly Rate
Barrera, Ms. Vivian	Continuing and Community Ed Center	Adjunct Counselor	06/15/20 - 08/21/20	03 2820 0 150802 1455		C IV-3		100	Adjunct Hourly Rate
Bateman, Mr. Kenneth L.	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1315		C II-6		100	Adjunct Hourly Rate
Beheshti, Ms. Bahareh	Student Services	Adjunct Counselor	06/15/20 - 08/28/20	03 0600 0 630000 1455		C IV-3		100	Adjunct Hourly Rate
Chubukjian, Ardemis	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/10/20	01 0300 0 493001 1310	12.00	C IV-1		100	Adjunct Hourly Rate

01 = Day  
 02 = Evening  
 03 = Non-Credit

Rate Legend  
 C = Class in Salary Schedule  
 Example: C 1 - 1 = Class 1, Step 1

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Collins, Ms. Elodia	Continuing and Community Ed Center	Counselor	06/15/20 - 08/21/20	03 0700 0 649000 1455		C II-6		100	Adjunct Hourly Rate
Daniels, Ms. Gannon Patricia	Office of VP Student Services	English Adjunct	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C IV-4		100	Adjunct Hourly Rate
Del Real, Mr. Antonio	Student Services	Adjunct Counselor	06/15/20 - 08/28/20	03 0600 0 630000 1455		C IV-4		100	Adjunct Hourly Rate
Diarian, Ani	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/10/20	01 0300 0 051401 1310	16.00	C III- 6		100	Adjunct Hourly Rate
DiGiovanna, Mr. Sam R	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1315		C II-6		100	Adjunct Hourly Rate
Falcon, Mr. Michael W	Office of VP Student Services	English Adjunct	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C III-3		100	Adjunct Hourly Rate
Foutch, Ms. Kristel	Health Sciences Division	EMT Adjunct	06/15/20 - 07/24/20	01 0100 0 125000 1315	8.5 hrs per week	C II-2		100	Adjunct Hourly Rate
Garabas, Agnes	Life Skills Non Cr Bus Adjunct	Business Computers	02/18/20 -06/10/20	01 0300 0 051401 1310	16.00	C III-1		100	Adjunct Hourly Rate
Ghannoum, Rima	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/10/20	01 0300 0 050201 1310	12.00	CI IV-1		100	Adjunct Hourly Rate
Haiduk-Pollack, Cynthia	Life Skills Non Cr Bus Division	Business Computers	04/20/20 - 04/30/20	01 0300 0 051401 1310	12.00	C IV-6		100	Adjunct Hourly Rate
Haiduk-Pollack, Cynthia	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 02/27/20	01 0300 0 051801 1310	16.00	C IV-6		100	Adjunct Hourly Rate
Hamond, Alexandre	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/10/20	01 0300 0 051401 1310	4.00	C II-4		100	Adjunct Hourly Rate
Haney, Mr. David George (Dave Haney)	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1315		C IV-4		100	Adjunct Hourly Rate
Hanford, Marcia C	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/10/20	01 0300 0 051401 1310	8.00	C IV-6		100	Adjunct Hourly Rate
Hanifin, Mary	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/10/20	01 0300 0 050201 1310	8.00	C II-6		100	Adjunct Hourly Rate
Ibach, Mr. Howard F	Office of VP Student Services	English Adjunct	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C IV-4		100	Adjunct Hourly Rate
Jackson, Mr. Chris Lee	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1315	NTE 90 days/fisc yr, as needed	C IV-1		100	Adjunct Hourly Rate
Kayzakian, Mr. Arthur	Office of VP Student Services	English Adjunct	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C IV-1		100	Adjunct Hourly Rate
Lelikyan, Armenui	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/10/20	01 0300 0 120401 1310	16.00	C IV-4		100	Adjunct Hourly Rate
Lima, Mr. Nicholas A.	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1315		C III-3		100	Adjunct Hourly Rate

01 = Day  
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Rate Legend  
 C = Class in Salary Schedule  
 Example: C 1 - 1 = Class 1, Step 1

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Mansour, Dr. Margaret	Continuing and Community Ed Center	Mental Health Counselor	06/15/20 - 08/21/20	03 0700 0 649000 1455		C IV-6		100	Adjunct Hourly Rate
Mendoza, Mrs. Deirdre	Office of VP Student Services	English Adjunct	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C III-6		100	Adjunct Hourly Rate
Midell, Mr. David A	DSPS	Adjunct High Tech Specialist	06/15/20 - 08/21/20	03 2200 0 642000 1315		C IV-3		100	Adjunct Hourly Rate
Mitchell-Marell, Ms. Gabrielle	Office of VP Student Services	English Adjunct	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C III-6		100	Adjunct Hourly Rate
Pagliuso, Mr. Justin J.	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1315		C III-2		100	Adjunct Hourly Rate
Panganiban, Janette Leigh	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/10/20	01 0300 0 051401 1310	12.00	C II-6		100	Adjunct Hourly Rate
Peltier, Mr. Craig	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1315		C II-3		100	Adjunct Hourly Rate
Phillips, Ms. Claire	Office of VP Student Services	English Adjunct	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C III-6		100	Adjunct Hourly Rate
Regli, Peter	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/09/20	01 0300 0 070001 1310	8.00	C IV-2		100	Adjunct Hourly Rate
Rowe, Mrs. Kathleen Martin Anne	Office of VP Student Services	English Adjunct	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C IV-6		100	Adjunct Hourly Rate
Shade, Mr. Stephen	Office of VP Student Services	English Adjunct	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C IV-6		100	Adjunct Hourly Rate
Simpson, Steve	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/09/20	01 0300 0 070001 1310	8.00	C II-6		100	Adjunct Hourly Rate
Sternau, Patricia Jean	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/10/20	01 0300 0 051401 1310	10.00	C II-6		100	Adjunct Hourly Rate
Taghdis, Mr. Mohammad	Continuing and Community Ed Center	Counselor	06/15/20 - 08/21/20	03 0700 0 649000 1455				100	Adjunct Hourly Rate
Thoke, Claire B	Life Skills Non Cr Bus Division	Business Computers	02/18/20 - 06/10/20	01 0300 0 493001 1310	12.00	C III-6		100	Adjunct Hourly Rate
Vickers, Brian	Life Skills Non Cr Bus Division	Business Computers	02/19/20 - 06/10/20	01 0300 0 070001 1310	8.00	C IV-6		100	Adjunct Hourly Rate
Villarreal, Mrs. Jesse Holm	Continuing and Community Ed Center	Adjunct Counselor	06/15/20 - 08/21/20	03 2820 0 700001 1455				100	Adjunct Hourly Rate
Wan, Mr. Christopher	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1315		C III-2		100	Adjunct Hourly Rate
Wilson, Christopher	Life Skills Non Cr Bus Division	Business Computers	02/19/20 - 06/10/20	01 0300 0 070001 1310	16.00	C II-6		100	Adjunct Hourly Rate
Wong, Mr. Karl	Health Sciences Division	EMT Adjunct	06/15/20 - 07/24/20	01 0100 0 125000 1315	8.5 hrs per week	C II-1		100	Adjunct Hourly Rate

01 = Day  
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Rate Legend  
 C = Class in Salary Schedule  
 Example: C 1 - 1 = Class 1, Step 1

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Cuevas, Mrs. Martha	Student Services	Counselor	07/06/20 - 07/23/20	01 1000 0 630000 1455				100	Change of Account
Dulay, Ms. Breanna	Student Services	Adjunct Counselor	06/15/20 - 08/28/20	01 1000 0 630000 1455				100	Change of Account
Fonua, Mr. John	Student Affairs	Health and PE Adjunct							Correction to the Board: 5/19/2020, board action (stipend) and title
Rohrbacher, Ms. Francien	Office of VP Instructional Services	English Instructor				\$16,356.60			Correction to the Board: 6/16/2020 - Hours and Rate
Aintablian, Mrs. Mariam	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Allen, Mr. Kenneth Robert	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C II-2		100	Election of Hourly Non-Instructional
Aramyan, Ms. Susanna Levon	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Baca, Mr. Abraham E.	Health Sciences Division	EMT Instructor	06/15/20 - 06/30/20	03 1100 0 125011 1460	32 hours	C III-1		100	Election of Hourly Non-Instructional
Baker, Mr. Shane Albert	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C I-2		100	Election of Hourly Non-Instructional
Bateman, Mr. Kenneth L.	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C II-4		100	Election of Hourly Non-Instructional
Bond, Ms. Bette	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Cass, Mr. Aaron E.	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C III-1		100	Election of Hourly Non-Instructional
Cates, Mr. Patrick H	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C III-4		100	Election of Hourly Non-Instructional
Cheeseman, Bonnie L	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-3		100	Election of Hourly Non-Instructional
Christy, Mrs. Alexandra	Continuing and Community Ed Center	Noncredit ESL Instructor	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C II-3		100	Election of Hourly Non-Instructional
Claridge, Mr. Daniel	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C II-2		100	Election of Hourly Non-Instructional
Cruz, Andres E	Continuing and Community Ed Center	Noncredit ESL Adjunct	08/03/20 - 08/28/20	03 5370 0 150802 1465	NTE 30 hrs	C III-4		100	Election of Hourly Non-Instructional
Cruz, Andres E	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Delgado, Mr. Carlos Daniel	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C II-1		100	Election of Hourly Non-Instructional

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 Example: C 1 - 1 = Class 1, Step 1

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Depiro, Ms. Caroline M	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
DerBedrossian, Mrs. Romina	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Eguizarian, Mrs. Inga	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Fallahi, Mr. Edwin	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Fernandez-Presa, Ms. Rocio	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Flores, Ms. Cynthia	Office of VP Student Services	English Instructor	06/15/20 - 08/28/20	03 0610 0 632100 1465	NTE 20 hrs	C III-1		0	Election of Hourly Non-Instructional
Grammer, Ms. Katherine J	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Grimaldi, Mr. John L.	Health Sciences Division	EMT Adjunct	06/15/20 - 06/30/20	03 1100 0 125011 1460		C III- 1		100	Election of Hourly Non-Instructional
Haddad, Mr. Salim	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C I-1		100	Election of Hourly Non-Instructional
Hallock, Mr. Matthew P.	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C III-3		100	Election of Hourly Non-Instructional
Hambarsumian, Melineh	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-3		100	Election of Hourly Non-Instructional
Haney, Mr. David George (Dave Haney)	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C III-4		100	Election of Hourly Non-Instructional
Harper, Mr. Randall N. (Randy Harper)	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C III-1		100	Election of Hourly Non-Instructional
Hovsepian, Mrs. Melina	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Jackson, Mr. Chris Lee	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C III-1		100	Election of Hourly Non-Instructional
Janvelyan, Marine	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-3		100	Election of Hourly Non-Instructional
Keshishian, Miss Narineh Natalie	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Khanbabian, Mrs. Armineh	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Kim, Ms. Melinda Jee	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-1		100	Election of Hourly Non-Instructional
Lee, Dinah S	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-1		100	Election of Hourly Non-Instructional

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Lima, Mr. Nicholas A.	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C III-3		100	Election of Hourly Non-Instructional
Makhmuryan, Ms. Anahit	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-1		100	Election of Hourly Non-Instructional
Margaryan, Mrs. Asmik	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-3		100	Election of Hourly Non-Instructional
Mayer, Mr. Paul Stuart	Continuing and Community Ed Center	Noncredit ESL Instructor	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Miller, Mr. James	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C II-4		100	Election of Hourly Non-Instructional
Mosleh, Ms. Maya	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-2		100	Election of Hourly Non-Instructional
Mott, Mr. Robert Walter	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Mumba, Alicia I	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-1		100	Election of Hourly Non-Instructional
Ng, Dr. Carolyn	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-3		100	Election of Hourly Non-Instructional
Oliver, Christopher W	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-1		100	Election of Hourly Non-Instructional
Olsen, Miss Nicole Lauren	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C II-1		100	Election of Hourly Non-Instructional
Pagliuso, Mr. Justin J.	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C III-2		100	Election of Hourly Non-Instructional
Peltier, Mr. Craig	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C II-3		100	Election of Hourly Non-Instructional
Raimondo, Krista J	Continuing and Community Ed Center	Noncredit ESL Instructor	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-3		100	Election of Hourly Non-Instructional
Ryan, Miss Susan	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Sadeghilar, Sara	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-2		100	Election of Hourly Non-Instructional
Sandoval, Ricardo	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-2		100	Election of Hourly Non-Instructional
Sargsyan, Mrs. Arusyak	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Sato, Mrs. Naomi	Continuing and Community Ed Center	Noncredit ESL Instructor	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C II-4		100	Election of Hourly Non-Instructional
Seaborne, Robert W	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-2		100	Election of Hourly Non-Instructional

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Semerdzhyan, Susanna R	Continuing and Community Ed Center	Noncredit ESL Instructor	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-3		100	Election of Hourly Non-Instructional
Sepulveda Jr., Mr. Robert D	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C I-4		100	Election of Hourly Non-Instructional
Shaholian, Mr. Shant R	Office of VP Student Services	English Instructor	06/15/20 - 08/28/20	03 0610 0 632100 1465	NTE 20 hrs	C III-4		100	Election of Hourly Non-Instructional
Siegrist, Ms. Esthela G	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Simpson, Kathryn A	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-3		100	Election of Hourly Non-Instructional
Stevenson, Mr. Tenoa L. II	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C II-1		100	Election of Hourly Non-Instructional
Torres, Javiera A	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-1		100	Election of Hourly Non-Instructional
Tubbs, Robyn A	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-2		100	Election of Hourly Non-Instructional
Van Norman, Sarah E	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-2		100	Election of Hourly Non-Instructional
Wan, Mr. Christopher	Technology and Aviation Division	Fire Academy Adjunct	06/15/20 - 08/30/20	01 0100 0 213500 1460		C III-2		100	Election of Hourly Non-Instructional
Watts, Mr. Larry G.	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Yeganyan, Ms. Nune G	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Young, Ms. Linda K	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Zadoorian, Mrs. Loosineh	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-2		100	Election of Hourly Non-Instructional
Zamora, Mrs. Monica B	Continuing and Community Ed Center	Noncredit ESL Adjunct	07/01/20 - 08/20/20	03 4250 0 150802 1465	NTE 3 hrs	C III-4		100	Election of Hourly Non-Instructional
Beck, Ms. Anne-Marie	Workforce Development	Adjunct Counselor	06/15/20 - 08/21/20	03 1150 9 499900 1450	NTE 13 hrs/wk	C III-2		100	Election of Hourly Non-Instructional CTE Counseling
Canela, Ms. Marisela	Workforce Development	Adjunct Counselor	06/15/20 - 08/21/20	03 1150 9 499900 1450	NTE 23 hrs/wk	C III-4		100	Election of Hourly Non-Instructional CTE Counseling
Del Real, Mr. Antonio	Workforce Development	Adjunct Counselor	06/15/20 - 08/21/20	03 1150 9 499900 1450	NTE 6 hrs/wk	C III-4		100	Election of Hourly Non-Instructional CTE Counseling

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Dulay, Ms. Breanna	Workforce Development	Adjunct Counselor	06/15/20 - 08/21/20	03 1150 9 499900 1450	NTE 15 hrs/wk	C III-4		100	Election of Hourly Non-Instructional CTE Counseling
Najera, Mrs. Mirna	Workforce Development	Adjunct Counselor	06/15/20 - 08/21/20	03 1150 9 499900 1450	NTE 15 hrs/wk	C III-4		100	Election of Hourly Non-Instructional CTE Counseling
Pedraza, Mr. Isaac Abel	Workforce Development	Adjunct Counselor	06/15/20 - 08/21/20	03 1150 9 499900 1450	NTE 18 hrs/wk	C III-1		100	Election of Hourly Non-Instructional CTE Counseling
Bender, Dr. Jason E	Business Administration	Business Instructor	06/15/20 - 08/21/20	03 1000 0 661500 1465	NTE 10 hrs	C III-4		100	Election of Hourly Non-Instructional Guild-reimbursed compensation
Hassett, Mr. David	Mathematics Division	Math Instructor	06/15/20 - 08/21/20	03 1000 0 661500 1465	NTE 150 hrs	C III-4		100	Election of Hourly Non-Instructional Guild-reimbursed compensation
Taghdis, Mr. Mohammad	Continuing and Community Ed Center	Non-Credit Counselor	06/15/20 - 08/21/20	03 1000 0 661500 1465	NTE 40 hrs	C III-4		100	Election of Hourly Non-Instructional Guild-reimbursed compensation
Bowerman, Mr. Roger	Social Sciences Division	History	06/15/20 - 08/21/20	03 1000 0 661500 1465	NTE 100 hrs	C III-4		100	Election of Hourly Non-Instructional Guild-reimbursed non-instructional hourly compensation
Depiro, Ms. Caroline M	Continuing and Community Ed Center	Noncredit ESL Adjunct	06/15/20 - 08/21/20	03 1000 0 661500 1465	NTE 100 hrs	C III-4		100	Election of Hourly Non-Instructional Guild-reimbursed non-instructional hourly compensation
Haiduk-Pollack, Dr. Cynthia	Continuing and Community Ed Center	Noncredit Business Life Skills Adjunct	06/15/20 - 08/21/20	03 1000 0 661500 1465	NTE 50 hrs	C III-4		100	Election of Hourly Non-Instructional Guild-reimbursed non-instructional hourly compensation

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Haraldson, Ms. Emily D.	Visual and Performing Arts Division	Art History Instructor	06/15/20 - 08/21/20	03 1000 0 661500 1465	NTE 100 hrs	C III-4		100	Election of Hourly Non-Instructional Guild-reimbursed non-instructional hourly compensation
Reff, Mr. Brian C	Technology and Aviation Division	Tech and Aviation Adjunct	06/15/20 - 08/21/20	03 1000 0 661500 1465	NTE 10 hrs.	C III-4		100	Election of Hourly Non-Instructional Guild-reimbursed non-instructional hourly compensation
Scott, Mr. Michael	Business Division	Accounting	06/15/20 - 08/21/20	03 1000 0 661500 1465	NTE 40 hrs	C III-4		100	Election of Hourly Non-Instructional Guild-reimbursed non-instructional hourly compensation
Waterman, Mr. James Rocchio	Visual and Performing Arts Division	Music Adjunct	06/01/20 - 06/10/20	03 1100 0 100411 1460	NTE 18 hrs	C III-1		100	Election of Hourly Non-Instructional Video and
Sierra, Ms. Mayra	Office of VP Instructional Services	Mathematics	02/18/20 - 06/10/20	03 3770 0 630002 1460	NTE 3 hrs	C II-1		100	Election of Non-Instructional Hourly
Bryer, Miss Elizabeth J	Office of VP Student Services	English Instructor	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C IV-6		100	Election of Overload
Flores, Ms. Cynthia	Office of VP Student Services	English Instructor	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C IV-1		100	Election of Overload
Groper, Ms. Jessica R	Office of VP Student Services	English Instructor	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C IV-6		100	Election of Overload
Salazar Jr., Mr. Benjamin C.	Health Sciences Division	ADST Instructor	06/15/20 - 07/24/20	01 0100 0 210200 1315	11.5 hrs/wk	C IV-6		100	Election of Overload
Shahioian, Mr. Shant R	Office of VP Student Services	English Instructor	06/15/20 - 08/28/20	03 0610 0 632100 1315	NTE 10 hrs	C IV-6		100	Election of Overload
Alvarez, Ms. Jessica	EOPS	EOPS Counselor	07/20/20 - 08/21/20	03 1500 0 643000 1450	NTE 147 hrs	C III-2		100	Election of Overload Summer
Ataian, Ms. Shakeh	EOPS	EOPS Counselor	06/15/20 - 07/17/20	03 1500 0 643000 1450	NTE 147 hrs	C IV-6		100	Election of Overload Summer
Boduryan, Mrs. Anahit	EOPS	EOPS Counselor	06/15/20 - 07/17/20	03 1500 0 643000 1450	NTE 147 hrs	C IV-3		100	Election of Overload Summer
Camp, Ms. Kathryn (Casey)	DSPS	High Tech Specialist	06/15/20 - 08/21/20	03 2200 0 642000 1315		C IV-6		100	Election of Overload Summer
Castel De Oro, Mr. James	EOPS	EOPS Counselor	06/15/20 - 07/17/20	03 1500 0 643000 1450	NTE 147 hrs	C IV-6		100	Election of Overload Summer

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July 21, 2020

Staffing Report No. 1

Academic, Classified, Administrator, All Other and Temporary Employee Actions Reports

7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Matsumoto, Ms. Laura	DSPS	High Tech Specialist	06/15/20 - 08/21/20	03 2200 0 642000 1315		C IV-6		100	Election of Overload Summer
Oppenberg, Mrs. Ellen	DSPS	Learning Disability Specialist	06/15/20 - 08/21/20	03 2200 0 642000 1315		C IV-6		100	Election of Overload Summer
Rafii, Ms. Rokhsareh	EOPS	EOPS Counselor	06/15/20 - 07/17/20	03 1500 0 643000 1450	NTE 147 hrs	C IV-6		100	Election of Overload Summer
Ziegler, Ms. Tracey Brooke	DSPS	DSPS Counselor	06/15/20 - 08/21/20	03 2200 0 642000 1455	147 hrs	Per diem		100	Election of Overload Summer Block
Zobayan, Ms. Rita	DSPS	DSPS Counselor	06/15/20 - 08/21/20	03 2200 0 642000 1455	147 hrs	Per diem		100	Election of Overload Summer Block
Chin, Ms. Susie C.	Office of VP Student Services	Librarian	02/18/20 - 06/10/20	03 0610 0 632100 1310	NTE 20 hrs	C IV-6		100	Election Of Overload
Vale, Mr. Timothy	Health Sciences Division	Nursing Instructor	06/15/20 - 08/21/20	01 0100 0 120300 1315		Per Diem		100	Election Per Diem - 12 days
Getz, Ms. Marilyn C	Health Sciences Division	Nursing Instructor	06/15/20 - 08/21/20	01 0100 0 120300 1315		Per Diem		100	Election Per Diem 12 days
Saelak, Mrs. Michelle Ann Ramirez	Health Sciences Division	Nursing Instructor	06/15/20 - 07/31/20	01 0100 0 120300 1315		Per Diem		100	Election Per Diem 12 days
Davis, Dr. Troy	Student Services	Counselor	07/01/20 - 06/30/21						Leave of Absence Unpaid
Abeyta, Mr. Steven	Visual and Performing Arts Division	Graphic Design Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Adams, Ms. Lisa K.	Visual and Performing Arts Division	Studio Arts Adjunct	01/01/20 -	01 1000 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Antonic Matic, Mrs. Aleksandra	Visual and Performing Arts Division	Art History Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Arakelyan, Dr. Ovanes	Visual and Performing Arts Division	Music Adjunct	01/01/20 -	01 0100 0 100400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Arons, Mr. Richard Evan	Visual and Performing Arts Division	Animation Adjunct	01/01/20 -	01 0100 0 101300 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Asman, Ms. Chelsea Rose	Visual and Performing Arts Division	Dance Adjunct	01/01/20 -	01 0100 0 083400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Attebery, Mr. Warren Craig	Visual and Performing Arts Division	Studio Arts Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Attyah, Mr. David J	Visual and Performing Arts Division	Studio Arts Instructor	01/01/20 -	01 0100 0 100200 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Bardens, Mr. Benjamin	Visual and Performing Arts Division	Animation Adjunct	01/01/20 -	01 0100 0 101100 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Bey, Ms. April C.R.	Visual and Performing Arts Division	Studio Arts Instructor	01/01/20 -	01 0100 0 100200 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Booth, Ms. Olivia	Visual and Performing Arts Division	Studio Arts Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Borey, Mr. Christopher W.	Visual and Performing Arts Division	Media Arts Adjunct	01/01/20 -	01 0100 0 060400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Braaten, Mr. Matthew Howard	Visual and Performing Arts Division	Theatre Arts Adjunct	01/01/20 -	01 0100 0 100700 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Bunn, Ms. Anita E	Visual and Performing Arts Division	Photography Adjunct	01/01/20 -	01 0100 0 101100 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Card, Ms. P. Catherine	Visual and Performing Arts Division	Music Adjunct	01/01/20 -	01 0100 0 100400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Coleman, Mr. Richard G	Visual and Performing Arts Division	Art History Instructor	01/01/20 -	01 0100 0 100200 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Delto, Mr. Byron Daniel	Visual and Performing Arts Division	Music Instructor	01/01/20 -	01 0100 0 100400 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Dickes, Mr. Roger	Visual and Performing Arts Division	Animation Instructor	01/01/20 -	01 0100 0 100200 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Diehl, Ms. Deborah Lynn	Visual and Performing Arts Division	Media Arts Instructor	01/01/20 -	01 0100 0 060300 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Eby, Ms. Caitlin C	Visual and Performing Arts Division	Theatre Arts Instructor	01/01/20 -	01 0100 0 100800 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Emmett, Miss Karen	Visual and Performing Arts Division	Photography Adjunct	01/01/20 -	01 0100 0 101100 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Farr-Harkins, Ms. Jeanette Diane	Visual and Performing Arts Division	Theatre Arts Instructor	01/01/20 -	01 0100 0 100700 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Foyer, Mr. Matt	Visual and Performing Arts Division	Theatre Arts Adjunct	01/01/20 -	01 0100 0 100700 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Green, Dr. Peter	Visual and Performing Arts Division	Music Instructor	01/01/20 -	01 0100 0 100400 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Hansen, Miss Kyla	Visual and Performing Arts Division	Studio Arts Instructor	01/01/20 -	01 0100 0 100200 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Haraldson, Ms. Emily D.	Visual and Performing Arts Division	Art History Instructor	01/01/20 -	01 0100 0 100200 0000				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Harvey, Mr. Mark C	Visual and Performing Arts Division	Graphic Design Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)



Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Helgeson, Mr. Jayson Joe	Visual and Performing Arts Division	Music Instructor	01/01/20 -	01 0100 0 100500 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Hillquist, Ms. Rebecca	Visual and Performing Arts Division	Graphic Design Instructor	01/01/20 -	01 0100 0 100200 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Hovhannisyan, Miss Ani S.	Visual and Performing Arts Division	Dance Adjunct	01/01/20 -	01 0100 0 083400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Hughes, Ms. Mary-Linn	Visual and Performing Arts Division	Photography Adjunct	01/01/20 -	01 0100 0 101100 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Jacobsen, Mr. Allan	Visual and Performing Arts Division	Animation Adjunct	01/01/20 -	01 0100 0 101300 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
James, Mr. Martin Russell	Visual and Performing Arts Division	Theatre Arts Adjunct	01/01/20 -	01 0100 0 100700 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Jaycox, Mr. Bryan Patrick	Visual and Performing Arts Division	Animation Adjunct	01/01/20 -	01 0100 0 101300 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Jones, Mr. Derek	Visual and Performing Arts Division	Theatre Arts Adjunct	01/01/20 -	01 0100 0 100600 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Jones, Mr. Derek	Visual and Performing Arts Division	Theatre Arts Adjunct	01/01/20 -	01 0100 0 101100 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Karasik, Mr. Benjamin Alan	Visual and Performing Arts Division	Theatre Arts Adjunct	01/01/20 -	01 0100 0 100600 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Kelly, Miss Brigid A.	Visual and Performing Arts Division	Media Arts Adjunct	01/01/20 -	01 1000 0 060400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Kibler, Mr. Robert	Visual and Performing Arts Division	Ceramics Adjunct	01/01/20 -	01 0100 0 100300 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Klaasmeyer, Katrina Allison (Katy Klaasmeyer)	Visual and Performing Arts Division	Art History Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Krawczeniuk, Mr. Vsevolod G.	Visual and Performing Arts Division	Theatre Arts Adjunct	01/01/20 -	01 0100 0 100700 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Kuller, Mr. Richard	Visual and Performing Arts Division	Dance Adjunct	01/01/20 -	01 0100 0 083400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
LaManna, Mrs. Armina	Visual and Performing Arts Division	Theatre Arts Adjunct	01/01/20 -	01 0100 0 100700 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Little, Miss Clare	Visual and Performing Arts Division	Studio Arts Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
MacBean, Ms. Arianne M.	Visual and Performing Arts Division	Dance Adjunct	01/01/20 -	01 0100 0 083400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
MacLean, Ms. Megan M.	Visual and Performing Arts Division	Theatre Arts Adjunct	01/01/20 -	01 0100 0 100600 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Maiden, Ms. Dana	Visual and Performing Arts Division	Graphic Design Adjunct	01/01/20 -	01 0100 0 101100 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Mann, Miss Anna Maria	Visual and Performing Arts Division	Studio Arts Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Mc Murrey, Mr. Frank Lynn	Visual and Performing Arts Division	Dance Adjunct	01/01/20 -	01 0100 0 083400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
McCull, Mr. Richard	Visual and Performing Arts Division	Ceramics Instructor	01/01/20 -	01 0100 0 100300 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Munsey, Mr. Jeremiah Somers	Visual and Performing Arts Division	Theatre Arts Adjunct	01/01/20 -	01 0100 0 100700 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Nagatani, Mr. Ken	Visual and Performing Arts Division	Music Adjunct	01/01/20 -	01 0100 0 100400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Nelson, Mr. Mark	Visual and Performing Arts Division	Photography Adjunct	01/01/20 -	01 0100 0 101100 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Newton, Mr. Gregory Paul	Visual and Performing Arts Division	Music Adjunct	01/01/20 -	01 0100 0 100400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Nilsson, Mr. Steven A.	Visual and Performing Arts Division	Photography Adjunct	01/01/20 -	01 0100 0 101100 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Oliver, Mrs. Amy S.	Visual and Performing Arts Division	Photography Instructor	01/01/20 -	01 0100 0 101100 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Pawlikowski, Miss Iwona M (Yvonne Pawlikowski)	Visual and Performing Arts Division	Art History Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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Perez, Mr. Moises	Visual and Performing Arts Division	Media Arts Adjunct	01/01/20 -	01 0100 0 060400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Pflueger, Ms. Bethany Ann	Visual and Performing Arts Division	Music Instructor	01/01/20 -	01 0100 0 100400 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Pineda, Ms. Cathlene Jean	Visual and Performing Arts Division	Music Adjunct	01/01/20 -	01 0100 0 100400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Popova, Ms. Biliana K	Visual and Performing Arts Division	Ceramics Adjunct	01/01/20 -	01 0100 0 100300 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Randel, Ms. Melissa R.	Visual and Performing Arts Division	Theatre Arts	01/01/20 -	01 0100 0 100700 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Robles, Mr. Victor J	Visual and Performing Arts Division	Dance Instructor	01/01/20 -	01 0100 0 083400 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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Rodriguez, Mr. Ricardo Jose	Visual and Performing Arts Division	Photography Adjunct	01/01/20 -	01 0100 0 101100 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Russell, Ms. Kathryn K	Visual and Performing Arts Division	Photography Adjunct	01/01/20 -	01 0100 0 101100 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Sabet, Mr. Farnaz Ebrahim Pour	Visual and Performing Arts Division	Ceramics Adjunct	01/01/20 -	01 0100 0 100300 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Schwenkmeyer, Ms. Karen	Visual and Performing Arts Division	Art History Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Sherman, Dr. Paul Jon	Visual and Performing Arts Division	Music Instructor	01/01/20 -	01 0100 0 100400 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Soler, Mr. Anthony	Visual and Performing Arts Division	Graphic Design Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Sparfeld, Dr. Tobin Christopher	Visual and Performing Arts Division	Music Instructor	01/01/20 -	01 0100 0 100400 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
St. Ama, Ms. Caryl	Visual and Performing Arts Division	Studio Arts Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Steiner, Miss Carley	Visual and Performing Arts Division	Media Arts Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Swan, Ms. Tracey Violet (Tamra-Henna)	Visual and Performing Arts Division	Dance Adjunct	01/01/20 -	01 0100 0 083400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Ter-Kazaryan, Ms. Marine	Visual and Performing Arts Division	Music Adjunct	01/01/20 -	01 0100 0 100400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Thompson, Ms. Debra Kay	Visual and Performing Arts Division	Art History Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Tran, Ms. Kim Nguyen	Visual and Performing Arts Division	Music Adjunct	01/01/20 -	01 0100 0 100400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Ulrey, Ms. Geraldine J. (Geri Ulrey)	Visual and Performing Arts Division	Media Arts Instructor	01/01/20 -	01 0100 0 060300 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Valls Rodriguez, Ms. Beatriz (Beatriz Valls)	Visual and Performing Arts Division	Studio Asts Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Wachs, Mr. Michael B	Visual and Performing Arts Division	Music Adjunct	01/01/20 -	01 0100 0 100400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Wedgeworth, Ms. Lisa Diane	Visual and Performing Arts Division	Studio Arts Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Wessel, Mr. Mark S.	Visual and Performing Arts Division	Studio Art Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Wicks, Ms. Koryn Ann	Visual and Performing Arts Division	Dance Adjunct	01/01/20 -	01 0100 0 083400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Wolfram, Ms. Juliann K	Visual and Performing Arts Division	Art History Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Wolin-Tupas, Ms. Roberta L.	Visual and Performing Arts Division	Dance Adjunct	01/01/20 -	01 1000 0 100000 1395				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Yamamoto, Mr. David A	Visual and Performing Arts Division	Photography	01/01/20 -	01 0100 0 101100 1110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Yuzna, Mr. Jake	Visual and Performing Arts Division	Graphic Design Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Zarcone, Mr. John	Visual and Performing Arts Division	Studio Arts Adjunct	01/01/20 -	01 0100 0 100200 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Zoolalian, Ms. Linda A.	Visual and Performing Arts Division	Music Adjunct	01/01/20 -	01 0100 0 100400 1310				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Beckett, Dr. Andrea Mara	Office of Instructional Services	Credit ESL Adjunct	06/03/20 - 08/21/20	01 1000 0 601000 1395		\$1,000.00		100	Stipend Ancillary Stipend Activity
Little, Miss Clare	Office of Instructional Services	Visual and Performing Arts Adjunct	06/17/20 - 08/21/20	01 1000 0 601000 1395		\$1,500.00		100	Stipend Ancillary Stipend Activity
McGrath, Ms. Kimzey	Office of Instructional Services	Credit ESL Adjunct	05/29/20 - 06/10/20	01 1000 0 601000 1395		\$500.00		100	Stipend Ancillary Stipend Activity
Plourde, Mr. Jason	Health and Physical Education Division	Health and PE Adjunct	06/15/20 - 07/24/20	01 1000 0 644000 1395	25 hrs	\$1,250.00		100	Stipend Coordinating the GCC Wellness Program
Arons, Mr. Richard Evan	Workforce Development	VPA Adjunct	05/12/20 - 05/12/20	01 1000 0 601500 1395		\$200.00		100	Stipend CTE Virtual Presenter
Kronbeck, Mrs. Elizabeth I	Office of VP Instructional Services	Social Science	06/15/20 - 08/21/20	01 0100 0 499900 1395		\$1,573.00		100	Stipend Faculty Coordinator of Accreditation and Planning, Summer 2020
Bagan, Mr. Anthony	Technology and Aviation Division	Fire Academy Adjunct	07/01/20 - 12/31/20	01 0100 0 213500 1395		\$3,823.40 per month		100	Stipend Fire Academy Co-Director
DiGiovanna, Mr. Sam R	Technology and Aviation Division	Fire Academy Adjunct	07/01/20 - 12/31/20	01 0100 0 213500 1395		\$3,369.26 per month		100	Stipend Fire Academy Co-Director
Gold, Mr. Jon Everett	Health and Physical Education Division	Health and PE Instructor/Division Chair	02/18/20 - 06/10/20	01 0100 0 083500 1395		\$4,349.40		100	Stipend Fitness Center Director - Spring 2020
Haiduk-Pollack, Dr. Cynthia	Continuing and Community Ed Center	Noncredit Business Life Skills Adjunct	08/31/20 - 12/16/20	01 1000 0 603000 1460	NTE 6 hrs/wk	C III-4		100	Stipend Release Time - Academic Senate Executive Officer
Harnett, Dr. Michael C.	Office of Instructional Services	English Instructor	06/22/20 - 08/28/20	01 0100 0 490002 1395		\$2,500.00		100	Stipend Scholars Program Director - Summer 2020
AbiSaab, Samar	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-2		100	Summer Intersession
Ackerman, Amanda	English Division	Composition English	07/20/20 - 08/21/20	01 0100 0 150100 1315		C IV-6		100	Summer Intersession

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Acuna, Jonathan	Physical Science Division	Astronomy	06/15/20 - 07/24/20	01 0100 0 191100 1315		C III-1		100	Summer Intersession
Afshar, Maziar	Physical Science Division	Physics	06/15/20 - 08/07/20	01 0100 0 190200 1315		Per Diem		100	Summer Intersession
Aguirre, Tomas	Health and Physical Education Division	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		C III-4		100	Summer Intersession
Aguirre, Tomas	Health and Physical Education Division	Athletics	07/20/20 - 08/21/20	01 0100 0 0835001315		C III-4		100	Summer Intersession
Aintablian, Mariam	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Aivazian, Matthew	Mathematics Division	Mathematics	06/15/20 - 08/07/20	01 0100 0 170000 1315		C IV-4		100	Summer Intersession
Alamdari, Soraya	Language Arts Division	Foreign Language	07/20/20 - 08/21/20	01 0100 0 110000 1315		C IV-4		100	Summer Intersession
Allen, Michael Smith	Mathematics Division	Mathematics	07/20/20 - 08/21/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Ames, Travis	Economics	Economics	06/15/20 - 08/07/20	01 0100 0 220400 1315		Per Diem		100	Summer Intersession
Amirian, Annette	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 050201 1315		C IV-6		100	Summer Intersession
Anderson, Enoch	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-6		100	Summer Intersession
Anderson, Enoch	English Division	Humanities	06/15/20 - 07/17/20	01 0100 0 150000 1315		C IV-6		100	Summer Intersession
Arakelyan, Ovanes	Visual and Performing Arts Division	Music	06/15/20 - 07/17/20	01 0100 0 100400 1315		C IV-3		100	Summer Intersession
Aramyan, Susanna	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Ashe, Remy	Language Arts Division	Speech Communication	06/15/20 - 07/17/20	01 0100 0 150600 1315		C III-2		100	Summer Intersession
Astle, Scott	Business Division	Business Administration	07/20/20 - 08/21/20	01 0100 0 050100 1315		C IV-6		100	Summer Intersession
Ataian, Shakeh	EOPS	Student Development	06/15/20 - 07/17/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
Attebery, Warren Craig	Visual and Performing Arts Division	Art	07/20/20 - 08/21/20	01 0100 0 100200 1315		C III-6		100	Summer Intersession
Ayala, Eduardo	Biology Division	Biology	06/15/20 - 08/07/20	01 0100 0 040000 1315		C IV-1		100	Summer Intersession
Badalyan, Irina	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		C IV-6		100	Summer Intersession
Bagan, Anthony	Technology and Aviation Division	Fire Technology	06/15/20 - 08/21/20	01 0100 0 213500 1315		C II-6		100	Summer Intersession
Bagdasarian, Narbeh	Biology Division	Biology	06/15/20 - 08/07/20	01 0100 0 041000 1315		C III-6		100	Summer Intersession
Baghoomian, Zorik	Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0100 0 493000 1315		C III-2		100	Summer Intersession
Bahrani, Mohammad	Physical Science Division	Chemistry	06/15/20 - 07/24/20	01 0100 0 190500 1315		C IV-2		100	Summer Intersession
Baltayan, Akop	Business Division	Accounting	06/15/20 - 07/17/20	01 0100 0 050200 1315		C IV-4		100	Summer Intersession
Barsamian, Hasmik	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C III-6		100	Summer Intersession
Basilio, George	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		C IV-1		100	Summer Intersession
Beckett, Andrea Mara	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-6		100	Summer Intersession
Beeler, Marieke	Language Arts Division	Speech Communication	07/20/20 - 08/21/20	01 0100 0 150600 1315		C III-6		100	Summer Intersession

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Rate Legend  
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 Example: C 1 - 1 = Class 1, Step 1

July 21, 2020

Staffing Report No. 1

Academic, Classified, Administrator, All Other and Temporary Employee Actions Reports

7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Beeman, Joseph	Biology Division	Biology	06/15/20 - 07/17/20	01 0100 0 041000 1315		Per Diem		100	Summer Intersession
Bender, Jason	Business Administration	Business Administration	06/15/20 - 08/21/20	01 0100 0 050100 1315		Per Diem		100	Summer Intersession
Bey, April	Art	Art	06/15/20 - 07/17/20	01 0100 0 100200 1315		Per Diem		100	Summer Intersession
Biancheri, Mary Jane	Child Development	Child Development	06/15/20 - 08/07/20	01 0100 0 130500 1315		Per Diem		100	Summer Intersession
Biehl, Tony	Computer Science - Information Systems	Computer Science and Information Systems	06/15/20 - 07/17/20	01 0100 0 070000 1315		Per Diem		100	Summer Intersession
Bishop, Lorraine	Business Division	Business Administration	06/15/20 - 07/17/20	01 0100 0 050100 1315		C IV-6		100	Summer Intersession
Blaker, Rhona	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-6		100	Summer Intersession
Boduryan, Anahit	EOPS	Student Development	06/15/20 - 07/17/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
Bond, Bette	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Boquiren, Patricia	Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0100 0 493000 1315		C III-6		100	Summer Intersession
Borey, Christopher	Visual and Performing Arts Division	Media Arts	07/20/20 - 08/21/20	01 0100 0 060400 1315		C IV-1		100	Summer Intersession
Bowerman, Roger	History	History	06/15/20 - 07/17/20	01 0100 0 220500 1315		Per Diem		100	Summer Intersession
Boyajyan, Izabela	Technology and Aviation Division	Architecture	07/20/20 - 08/21/20	01 0100 0 020100 1315		C IV-4		100	Summer Intersession
Braaten, Matthew	Visual and Performing Arts Division	Theater Arts	06/15/20 - 07/17/20	01 0100 0 100700 1315		C IV-3		100	Summer Intersession
Calderone, Erin	Physical Education	Health	06/15/20 - 07/17/20	01 0100 0 083700 1315		Per Diem		100	Summer Intersession
Calderone, Erin	Physical Education	Kinesiology	06/15/20 - 07/17/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Calderwood, Michelle	Social Sciences Division	Psychology	07/20/20 - 08/21/20	01 0100 0 200000 1315		C IV-1		100	Summer Intersession
Camargo, Dante	Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0100 0 150100 1315		C IV-3		100	Summer Intersession
Card, P. Catherine	Visual and Performing Arts Division	Music	06/15/20 - 07/17/20	01 0100 0 100400 1315		C IV-6		100	Summer Intersession
Cardona, Rafael	Business Division	Business Administration	06/15/20 - 07/17/20	01 0100 0 050900 1315		C IV-4		100	Summer Intersession
Cardona, Rafael	Business Division	Business Administration	06/15/20 - 08/21/20	01 0100 0 050100 1315		C IV-4		100	Summer Intersession
Carrasco, Mayboll	Social Sciences Division	Political Science	06/15/20 - 08/07/20	01 0100 0 220700 1315		C III-1		100	Summer Intersession
Carrera, Victor	Health and Physical Education Division	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		C II-2		100	Summer Intersession
Carrera, Victor	Health and Physical Education Division	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		C II-2		100	Summer Intersession
Castel De Oro, James	EOPS	Student Development	06/15/20 - 07/17/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
Chamras, Sevada	Chemistry	Chemistry	06/15/20 - 07/24/20	01 0100 0 190500 1315		Per Diem		100	Summer Intersession
Chauca, Fiorella	Language Arts Division	Foreign Language	07/20/20 - 08/21/20	01 0100 0 110000 1315		C IV-1		100	Summer Intersession
Cheeseman, Bonnie	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-3		100	Summer Intersession

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July 21, 2020

Staffing Report No. 1

Academic, Classified, Administrator, All Other and Temporary Employee Actions Reports

7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Chiu, Paul	Technology and Aviation Division	Architecture	07/20/20 - 08/21/20	01 0100 0 020100 1315		C III-6		100	Summer Intersession
Christy, Alexandra	ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		CII- 5		100	Summer Intersession
Chubukjian, Ardemis	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 051401 1315		C IV-1		100	Summer Intersession
Coe, Nune	Business Division	Computer Applications	06/15/20 - 07/17/20	01 0100 0 051400 1315		C II-6		100	Summer Intersession
Cohen, Reut	Journalism	Journalism	07/20/20 - 08/21/20	01 0100 0 060200 1315		Per Diem		100	Summer Intersession
Coleman, Richard	Art	Art History	06/15/20 - 08/21/20	01 0100 0 100200 1315		Per Diem		100	Summer Intersession
Copple, Faye	Business Division	Accounting	06/15/20 - 07/17/20	01 0100 0 050200 1315		C IV-3		100	Summer Intersession
Corbett, Ara	English Division	Humanities	06/15/20 - 08/21/20	01 0100 0 150000 1315		C IV-6		100	Summer Intersession
Cramer, Kevin	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		C IV-1		100	Summer Intersession
Cran, Kenneth	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-6		100	Summer Intersession
Cran, Kenneth	English Division	English except Composition	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-6		100	Summer Intersession
Cruz, Andres	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-4		100	Summer Intersession
Cuevas, Martha	Student Affairs	Student Development	06/22/20 - 07/10/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
Czech, Maria	NC Student Success Division	Adult Basic and Second	06/15/20 - 08/07/20	01 0300 0 493001 1315		CV-14		100	Summer Intersession
Czech, Maria	NC Student Success Division	Adult Basic and Second	07/27/20 - 08/06/20	01 0300 0 170001 1315		CV-14		100	Summer Intersession
Dalven, Kristi	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C III-4		100	Summer Intersession
Daniels, Gannon	English Division	English except Composition	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-4		100	Summer Intersession
Daniels, Jeffrey	English Division	Composition English	07/20/20 - 08/21/20	01 0100 0 150100 1315		C IV-6		100	Summer Intersession
Davis, Michael	Mathematics Division	Mathematics	06/15/20 - 08/21/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Davis, Troy	Student Services	Student Development	07/06/20 - 08/07/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
Delto, Byron	Music	Music	06/15/20 - 08/21/20	01 0100 0 100400 1315		Per Diem		100	Summer Intersession
Demirchyan, Gevork	Mathematics Division	Mathematics	06/15/20 - 07/24/20	01 0100 0 170000 1315		C III-3		100	Summer Intersession
Denham, Reid	Business Division	Business Administration	06/15/20 - 07/24/20	01 0100 0 050100 1315		C IV-4		100	Summer Intersession
Depiro, Caroline M	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-6		100	Summer Intersession
Depompa, Ronald L	Technology and Aviation Division	Administration of Justice	06/15/20 - 08/07/20	01 0100 0 210500 1315		C III-6		100	Summer Intersession
DerBedrossian, Romina	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Dervishian, Nune	Language Arts Division	Speech Communication	06/15/20 - 08/21/20	01 0100 0 150600 1315		C IV-3		100	Summer Intersession
Dickes, Roger	Animation Program	Art	07/13/20 - 08/21/20	01 0100 0 100200 1315		Per Diem		100	Summer Intersession
Dickinson, Lynn	Language Arts Division	Mass Communications	06/15/20 - 08/21/20	01 0100 0 090100 1315		C IV-4		100	Summer Intersession
Dickinson, Lynn	Language Arts Division	Speech Communication	06/15/20 - 07/17/20	01 0100 0 150600 1315		C IV-4		100	Summer Intersession
Dimatulac, Kevin	Student Services	Student Development	07/06/20 - 08/07/20	01 0100 0 493000 1315		C IV-2		100	Summer Intersession
Djrbashian, Ashot	Mathematics Division	Mathematics	06/15/20 - 08/21/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession

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July 21, 2020

Staffing Report No. 1

Academic, Classified, Administrator, All Other and Temporary Employee Actions Reports

7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Donayan, Sona S.	Technology and Aviation Division	Nutrition	06/15/20 - 07/10/20	01 0100 0 130600 1315		Per Diem		100	Summer Intersession
Dube, Sangita	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-4		100	Summer Intersession
Dulay, Breanna	Student Services	Student Development	07/20/20 - 08/21/20	01 0100 0 493000 1315		C IV-3		100	Summer Intersession
Dulay, Michael	Psychology	Psychology	07/20/20 - 08/21/20	01 0100 0 200000 1315		Per Diem		100	Summer Intersession
Dunlap, John	Social Sciences Division	History	07/20/20 - 08/21/20	01 0100 0 220500 1315		C III-4		100	Summer Intersession
Eberts, Michael	Journalism	Mass Communications	06/15/20 - 07/17/20	01 0100 0 090100 1315		Per Diem		100	Summer Intersession
Eby, Caitlin	Visual and Performing	Theater Arts	06/29/20 - 07/31/20	01 0100 0 100700 1315		Per Diem		100	Summer Intersession
Eguizarian, Inga	Non-Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-4		100	Summer Intersession
Erfurt, Barbara	Physical Education	Physical Education	06/15/20 - 07/24/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Esmail, Karima	Nursing	Nursing Science	06/15/20 - 08/21/20	01 0100 0 120300 1315		Per Diem		100	Summer Intersession
Evans, Alexandra	Student Services	Student Development	07/20/20 - 08/21/20	01 0100 0 493000 1315		C IV-2		100	Summer Intersession
Falcon, Michael	English Division	Humanities	07/20/20 - 08/21/20	01 0100 0 150000 1315		C III-6		100	Summer Intersession
Fallahi, Edwin	Non-Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-6		100	Summer Intersession
Farr-Harkins, Jeanette	Theatre Arts	Theater Arts	07/20/20 - 08/21/20	01 0100 0 100700 1315		Per Diem		100	Summer Intersession
Farwell, Tanner	Health and Physical	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		C III-1		100	Summer Intersession
Farwell, Tanner	Health and Physical	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		C III-1		100	Summer Intersession
Feldman, Andrew	Culinary Arts	Culinary Arts	06/15/20 - 08/21/20	01 0100 0 130600 1315		Per Diem		100	Summer Intersession
Feliz, David	Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0100 0 493000 1315		C III-3		100	Summer Intersession
Ferguson, Sandra	Life Skills Non Cr Bus	Lifelong Learning	06/24/20 - 07/22/20	01 0300 0 100201 1315		C IV-6		100	Summer Intersession
Ferguson, Thomas A	Technology and Aviation	Drafting Engineering	06/15/20 - 07/17/20	01 0100 0 095300 1315		C I-6		100	Summer Intersession
Ferguson, Vincent	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		C III-1		100	Summer Intersession
Fernandez-Presa, Rocio	Non-Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Fishman, Robyn	History	History	06/15/20 - 08/07/20	01 0100 0 220500 1315		Per Diem		100	Summer Intersession
Flores, Cynthia	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		Per Diem		100	Summer Intersession
Flynn, Barbara	Parent Ed Division	Parent Education	06/15/20 - 08/08/20	01 0300 0 130501 1315		CIV-16		100	Summer Intersession
Fonua, John	Health and Physical	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		C II-1		100	Summer Intersession
Fonua, John	Health and Physical	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		C II-1		100	Summer Intersession
Foutch, Kristel	Health Sciences Division	Emergency Medical Te	06/15/20 - 07/24/20	01 0100 0 125000 1315		C II-2		100	Summer Intersession
Foyer, Matt	Visual and Performing Arts Division	Theater Arts	06/15/20 - 07/17/20	01 0100 0 100700 1315		C I-6		100	Summer Intersession
Francis, John	Technology and Aviation Division	Welding	06/15/20 - 07/24/20	01 0100 0 095600 1315		C II-6		100	Summer Intersession
Francis, John	Technology and Aviation Division	Welding	06/15/20 - 07/24/20	01 0100 0 095600 1315		C II-6		100	Summer Intersession
Fredrickson, Valerie	Life Skills Non Cr Bus Division	Parent Education	06/15/20 - 08/08/20	01 0300 0 130501 1315		C III-4		100	Summer Intersession
Fremgen, Elizabeth	Adult Ed Business Division	Short Term Vocational	06/15/20 - 08/06/20	01 0300 0 070001 1315		CV-31		100	Summer Intersession

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July 21, 2020

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Academic, Classified, Administrator, All Other and Temporary Employee Actions Reports

7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Frisbee, Robert	Physical Science Division	Chemistry	06/15/20 - 07/24/20	01 0100 0 190500 1315		C IV-6		100	Summer Intersession
Fritz, Kristina	Social Sciences Division	Psychology	06/15/20 - 08/07/20	01 0100 0 200000 1315		C IV-2		100	Summer Intersession
Fuhrmann, John	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Fulton, David	English Division	Composition English	07/20/20 - 08/21/20	01 0100 0 150100 1315		C IV-4		100	Summer Intersession
Gago, Francisco J	Biology Division	Biology	06/15/20 - 07/17/20	01 0100 0 040000 1315		Per Diem		100	Summer Intersession
Gamberg, Julie	English Division	Humanities	06/15/20 - 08/21/20	01 0100 0 150000 1315		Per Diem		100	Summer Intersession
Garabas, Agnes	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 051401 1315		C III-1		100	Summer Intersession
Garagliano, Samantha	Speech Communications	Speech Communicatio	06/15/20 - 08/21/20	01 0100 0 150600 1315		Per Diem		100	Summer Intersession
Garay, Egidio	Social Sciences Division	Political Science	06/15/20 - 08/21/20	01 0100 0 220700 1315		C IV-3		100	Summer Intersession
Garcia, Anjeanette	Social Sciences Division	Psychology	06/15/20 - 08/07/20	01 0100 0 200000 1315		C III-2		100	Summer Intersession
Garcia, Jose	Student Services	Student Development	08/03/20 - 08/07/20	01 0100 0 493000 1315		C IV-1		100	Summer Intersession
Gee, Young B.	Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
Gellert, Robert	Chemistry	Chemistry	06/15/20 - 07/24/20	01 0100 0 190500 1315		Per Diem		100	Summer Intersession
Ghahramanyan, Alla	Mathematics Division	Mathematics	07/20/20 - 08/21/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Ghannoum, Rima	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 050201 1315		C IV-1		100	Summer Intersession
Gilewski, Alexander	Physical Science Division	Chemistry	06/15/20 - 07/17/20	01 0100 0 190500 1315		C IV-3		100	Summer Intersession
Gipp, Ashley	Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0100 0 493000 1315		C III-3		100	Summer Intersession
Gold, Jon Everett	Physical Education	Health	06/15/20 - 08/21/20	01 0100 0 083700 1315		Per Diem		100	Summer Intersession
Gold, Jon Everett	Physical Education	Physical Education	06/15/20 - 07/24/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Golestaneh, Kamran	Physical Science Division	Chemistry	06/15/20 - 07/24/20	01 0100 0 190500 1315		C IV-4		100	Summer Intersession
Gomez, Gabriel	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		Per Diem		100	Summer Intersession
Gomez, Gabriel	English Division	English except Compos	06/15/20 - 07/17/20	01 0100 0 150100 1315		Per Diem		100	Summer Intersession
Gomez, Jose J.	Health and Physical Education Division	Health	07/20/20 - 08/21/20	01 0100 0 083700 1315		C III-6		100	Summer Intersession
Gonzalez, Sara	English Division	Composition English	07/20/20 - 08/21/20	01 0100 0 150100 1315		C III-1		100	Summer Intersession
Grammer, Katherine J	Non-Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Green, Peter	Music	Music	06/15/20 - 07/17/20	01 0100 0 100400 1315		Per Diem		100	Summer Intersession
Groper, Jessica	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		Per Diem		100	Summer Intersession
Gupta, Lina	Philosophy	Philosophy	06/15/20 - 07/17/20	01 0100 0 150900 1315		Per Diem		100	Summer Intersession

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7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Haiduk-Pollack, Cynthia	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 051801 1315		C IV-6		100	Summer Intersession
Haiduk-Pollack, Cynthia	Life Skills Non Cr Bus Division	Short Term Vocational	06/29/20 - 08/06/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Hallak, Nouha	Social Sciences Division	Psychology	06/15/20 - 08/07/20	01 0100 0 200000 1315		C IV-2		100	Summer Intersession
Hambarsumian, Melineh	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-3		100	Summer Intersession
Hamond, Alexandre	Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 051401 1315		C II-4		100	Summer Intersession
Hanifin, Mary	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 050201 1315		C II-6		100	Summer Intersession
Hansen, Kyla	Visual and Performing Arts Division	Art	06/15/20 - 07/17/20	01 0100 0 100200 1315		Per Diem		100	Summer Intersession
Haraldson, Emily	Art	Art History	06/15/20 - 08/21/20	01 0100 0 100200 1315		Per Diem		100	Summer Intersession
Hassakoursian, Yvette	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Henderson, Wayne	Physical Science Division	Geology	06/15/20 - 07/17/20	01 0100 0 191400 1315		C IV-6		100	Summer Intersession
Henderson, Wayne	Physical Science Division	Oceanography	07/20/20 - 08/21/20	01 0100 0 191900 1315		C IV-6		100	Summer Intersession
Henry, Susan	English Division	Humanities	07/20/20 - 08/21/20	01 0100 0 150000 1315		Per Diem		100	Summer Intersession
Hernandez Rios, Maria	Foreign Languages	Foreign Language	06/15/20 - 07/17/20	01 0100 0 110000 1315		Per Diem		100	Summer Intersession
Hernandez, Wesley	Language Arts Division	Speech Communication	06/15/20 - 07/17/20	01 0100 0 150600 1315		C-0		100	Summer Intersession
Herrera, Ramon	Social Sciences Division	Psychology	06/15/20 - 07/17/20	01 0100 0 200000 1315		C IV-4		100	Summer Intersession
Herwerth, Christopher	Technology and Aviation Division	Drafting Engineering	06/15/20 - 07/24/20	01 0100 0 090100 1315		Per Diem		100	Summer Intersession
Hirahara, Sara	Biology Division	Biology	07/13/20 - 08/21/20	01 0100 0 041000 1315		C IV-1		100	Summer Intersession
Hironymous, Patricia	Credit ESL Division	English as a Second Language	06/15/20 - 07/17/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
Holland, Kathleen	Social Sciences Division	Political Science	06/15/20 - 08/07/20	01 0100 0 220700 1315		C III-6		100	Summer Intersession
Holt, Jonathan	Biology Division	Biology	06/15/20 - 07/24/20	01 0100 0 041000 1315		Per Diem		100	Summer Intersession
Hopkins, Leif	Mathematics Division	Mathematics	06/15/20 - 07/24/20	01 0100 0 170000 1315		C III-3		100	Summer Intersession
Hovhannissyan, Aida	Life Skills Non Cr Bus Division	Adult Basic and Secondary	06/15/20 - 08/07/20	01 0300 0 493001 1315		C III-4		100	Summer Intersession
Hovsepian, Melina	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-4		100	Summer Intersession
Huber, Walter R	Real Estate	Real Estate	06/15/20 - 07/17/20	01 0100 0 051100 1315		Per Diem		100	Summer Intersession
Isayan, Sevada	Business Division	Computer Science and	06/15/20 - 08/21/20	01 0100 0 070000 1315		C IV-4		100	Summer Intersession
Jabalameli, Ali	Chemistry	Chemistry	06/15/20 - 07/24/20	01 0100 0 190500 1315		Per Diem		100	Summer Intersession
Jamieson, Corey	Physical Science Division	Chemistry	06/15/20 - 07/17/20	01 0100 0 190500 1315		Per Diem		100	Summer Intersession

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July 21, 2020

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Academic, Classified, Administrator, All Other and Temporary Employee Actions Reports

7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Janvelyan, Marine	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-3		100	Summer Intersession
Jazan, Stacy	Foreign Languages	Foreign Language	06/15/20 - 07/17/20	01 0100 0 110000 1315		Per Diem		100	Summer Intersession
Jilizian, Vigen	Health and Physical Education Division	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		C II-6		100	Summer Intersession
Jilizian, Vigen	Health and Physical Education Division	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		C II-6		100	Summer Intersession
Johnson, Jing	Nursing	Nursing Science	06/15/20 - 07/24/20	01 0100 0 120300 1315		Per Diem		100	Summer Intersession
Johnston, Eric	Anthropology	Anthropology	06/15/20 - 07/17/20	01 0100 0 220200 1315		Per Diem		100	Summer Intersession
Jones, Casey	Language Arts Division	Speech Communication	06/15/20 - 08/21/20	01 0100 0 150600 1315		C IV-2		100	Summer Intersession
Juzwiak, William C.	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		Per Diem		100	Summer Intersession
Juzwiak, William C.	English Division	English except Composition	06/15/20 - 07/17/20	01 0100 0 150100 1315		Per Diem		100	Summer Intersession
Kamei, Richard T	Sociology	Sociology	07/20/20 - 08/21/20	01 0100 0 220800 1315		Per Diem		100	Summer Intersession
Kazanjan, Phillip	Business Division	Business Administration	06/15/20 - 07/17/20	01 0100 0 050100 1315		Per Diem		100	Summer Intersession
Keshishian, Narineh	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-4		100	Summer Intersession
Kesian, Kohar	Nursing	Nursing Science	06/15/20 - 07/24/20	01 0100 0 120300 1315		Per Diem		100	Summer Intersession
Khanbabian, Armineh	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Khodaghlian, Sevana	Physical Science Division	Chemistry	06/15/20 - 07/17/20	01 0100 0 190500 1315		C IV-4		100	Summer Intersession
Kim, Esther	Mathematics Division	Mathematics	07/20/20 - 08/21/20	01 0100 0 170000 1315		C IV-2		100	Summer Intersession
Kim, Julie	Social Sciences Division	History	06/15/20 - 08/07/20	01 0100 0 220500 1315		C IV-4		100	Summer Intersession
Kim, Melinda	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-1		100	Summer Intersession
Kocol, Aleksander	Health and Physical Education Division	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		C IV-6		100	Summer Intersession
Krawczeniuk, Vsevolod	Visual and Performing Arts Division	Theater Arts	06/15/20 - 07/17/20	01 0100 0 100700 1315		C III-4		100	Summer Intersession
Kretzmann, Maria	Biology Division	Biology	07/06/20 - 07/31/20	01 0100 0 040000 1315		Per Diem		100	Summer Intersession
Kronbeck, Elizabeth	Social Sciences Division	History	06/15/20 - 07/17/20	01 0100 0 220500 1315		Per Diem		100	Summer Intersession
Kwa, Rosemary	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		Per Diem		100	Summer Intersession
Kwa, Rosemary	English Division	Humanities	06/15/20 - 08/21/20	01 0100 0 150000 1315		Per Diem		100	Summer Intersession
Kwack, Jessica	Language Arts Division	Speech Communication	06/15/20 - 08/07/20	01 0100 0 150600 1315		C III-2		100	Summer Intersession
Kwack, Jessica	Language Arts Division	Speech Communication	06/15/20 - 07/17/20	01 0100 0 150600 1315		C III-2		100	Summer Intersession
Labadzhyan, Gagik	Physical Science Division	Chemistry	06/15/20 - 07/24/20	01 0100 0 190500 1315		Per Diem		100	Summer Intersession
Labra Bahena, Luis	Mathematics Division	Mathematics	06/15/20 - 08/07/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession

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7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Laguna, Steve	Social Sciences Division	Political Science	07/20/20 - 08/21/20	01 0100 0 220700 1315		C III-6		100	Summer Intersession
LaManna, Armina	Visual and Performing Arts Division	Theater Arts	06/15/20 - 08/07/20	01 0100 0 100700 1315		C IV-1		100	Summer Intersession
Lara, Luis	Language Arts Division	Foreign Language	06/15/20 - 07/17/20	01 0100 0 110000 1315		C III-1		100	Summer Intersession
Leaver, Darren	Geography	Geography	07/20/20 - 08/21/20	01 0100 0 220600 1315		Per Diem		100	Summer Intersession
Lee, Dinah	Non-Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-1		100	Summer Intersession
Lee, Joo	Mathematics Division	Mathematics	07/20/20 - 08/21/20	01 0100 0 170000 1315		C IV-6		100	Summer Intersession
Lee, Kahung	Biology Division	Biology	06/15/20 - 07/24/20	01 0100 0 041000 1315		C IV-1		100	Summer Intersession
Lelikyan, Armenui	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 120401 1315		C IV-4		100	Summer Intersession
Levatter, Ted	Language Arts Division	Speech Communicatio	07/20/20 - 08/21/20	01 0100 0 150600 1315		C IV-6		100	Summer Intersession
Lopez, Eduardo	Physical Education	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Lopez, Eduardo	Physical Education	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Love, Jacob	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		C III-4		100	Summer Intersession
Luna, Craig	Business Division	Real Estate	06/15/20 - 07/17/20	01 0100 0 051100 1315		C III-6		100	Summer Intersession
Lyles, Vlasta	Biology Division	Biology	07/20/20 - 08/21/20	01 0100 0 041000 1315		Per Diem		100	Summer Intersession
Lynch, John	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-3		100	Summer Intersession
MacBean, Arianne	Visual and Performing Arts Division	Dance	06/15/20 - 08/07/20	01 0100 0 083400 1315		C IV-1		100	Summer Intersession
Mack, Kevin	History	History	06/15/20 - 07/17/20	01 0100 0 220500 1315		Per Diem		100	Summer Intersession
Macki, Mona	Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0100 0 493000 1315		C IV-1		100	Summer Intersession
Makaryan, Mariya	Mathematics Division	Mathematics	06/15/20 - 08/07/20	01 0100 0 170000 1315		C III-2		100	Summer Intersession
Makhmuryan, Anahit	Non-Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-6		100	Summer Intersession
Manooki, Nareh	Technology and Aviation Division	Drafting Engineering	06/15/20 - 07/24/20	01 0100 0 090100 1315		C IV-1		100	Summer Intersession
Manukyan, Lianna	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C III-6		100	Summer Intersession
Margaryan, Araik Eric	Accounting	Accounting	06/15/20 - 07/24/20	01 0100 0 050200 1315		Per Diem		100	Summer Intersession
Margaryan, Asmik	Non-Credit ESL Division	English as a Second Lar	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-3		100	Summer Intersession
Marshall, Jason	Physics	Astronomy	06/15/20 - 07/24/20	01 0100 0 191100 1315		Per Diem		100	Summer Intersession
Marshall, Jason	Physics	Physics	06/15/20 - 07/24/20	01 0100 0 190200 1315		Per Diem		100	Summer Intersession
Martin, David D	Architecture	Architecture	06/15/20 - 07/17/20	01 0100 0 020100 1315		Per Diem		100	Summer Intersession
Martin, David D	Architecture	Engineering Support	06/15/20 - 07/17/20	01 0100 0 095300 1315		Per Diem		100	Summer Intersession
Martinez, Alice	Life Skills Non Cr Bus Division	Adult Basic and Second	06/15/20 - 08/07/20	01 0300 0 493001 1315		C III-4		100	Summer Intersession
Matsumoto, Laura	DSPS	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Matsumoto, Laura	DSPS	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession

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7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Mayer, Paul Stuart	ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		CV-28		100	Summer Intersession
McBride, Lizanne	Social Sciences Division	Political Science	06/15/20 - 07/17/20	01 0100 0 220700 1315		C III-2		100	Summer Intersession
McDonald, Brian	Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
McGrath, Kimzey	Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0100 0 493000 1315		C IV-2		100	Summer Intersession
Mecheneau, Sarah	Foreign Languages	Foreign Language	06/15/20 - 08/21/20	01 0100 0 110000 1315		Per Diem		100	Summer Intersession
Melikian, Ara	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		C IV-6		100	Summer Intersession
Mena, Jorge	Physical Education	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Mena, Jorge	Physical Education	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Mendoza, Crystal	Social Sciences Division	Psychology	06/15/20 - 08/07/20	01 0100 0 200000 1315		C III-1		100	Summer Intersession
Mikaelian, Arevik	Language Arts Division	Foreign Language	06/15/20 - 07/17/20	01 0100 0 110000 1315		Per Diem		100	Summer Intersession
Minero, Silvina	Social Sciences Division	Psychology	06/15/20 - 08/07/20	01 0100 0 200000 1315		C IV-1		100	Summer Intersession
Miranda, David	Technology and Aviation Division	Administration of Justice	06/15/20 - 07/17/20	01 0100 0 210500 1315		C IV-2		100	Summer Intersession
Mirzayan, Simon	Computer Science - Information Systems	Computer Science and Information Systems	06/15/20 - 08/21/20	01 0100 0 070000 1315		Per Diem		100	Summer Intersession
Mitchell-Marell, Gabrielle	English Division	Composition English	07/20/20 - 08/21/20	01 0100 0 150100 1315		C III-6		100	Summer Intersession
Moore, Jiwon C.	Social Sciences Division	Sociology	06/15/20 - 07/17/20	01 0100 0 220800 1315		Per Diem		100	Summer Intersession
Morris, Sanja	Social Sciences Division	Philosophy	06/15/20 - 08/07/20	01 0100 0 150900 1315		C III-6		100	Summer Intersession
Mosleh, Maya	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-2		100	Summer Intersession
Mott, Robert Walter	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-6		100	Summer Intersession
Movsesyan, Ashot	Business Division	Computer Science and Information Systems	06/15/20 - 07/17/20	01 0100 0 070000 1315		C II-6		100	Summer Intersession
Mulski-Willoughby, Claire	Biology Division	Biology	06/15/20 - 07/17/20	01 0100 0 040000 1315		C III-6		100	Summer Intersession
Mumba, Alicia	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-1		100	Summer Intersession
Munsey, Jeremiah	Visual and Performing Arts Division	Theater Arts	07/20/20 - 08/21/20	01 0100 0 100700 1315		C IV-4		100	Summer Intersession
Mykhaylov, Vadym	Health Sciences Division	Nursing Science	06/15/20 - 08/21/20	01 0100 0 120300 1315		Per Diem		100	Summer Intersession
Nalbandyan, Zorayr	Mathematics Division	Mathematics	07/20/20 - 08/21/20	01 0100 0 170000 1315		C III-6		100	Summer Intersession
Navarro, Sandra Kay	Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
Nazaryan, Arevhat	Language Arts Division	Foreign Language	07/20/20 - 08/21/20	01 0100 0 110000 1315		C III-6		100	Summer Intersession
Nesheiwat, Abraham	Language Arts Division	Speech Communication	07/20/20 - 08/21/20	01 0100 0 150600 1315		C III-1		100	Summer Intersession
Neufeld, Richard	Mathematics Division	Mathematics	06/15/20 - 07/24/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Newberry, Lawrence	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Newton, Gregory Paul	Visual and Performing Arts Division	Music	07/20/20 - 08/21/20	01 0100 0 100400 1315		C IV-6		100	Summer Intersession
Ng, Carolyn	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-3		100	Summer Intersession
Nicassio, Nicholas	Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0100 0 493000 1315		C III-3		100	Summer Intersession
Nour, Amir	Business Division	Accounting	06/15/20 - 07/24/20	01 0100 0 050200 1315		C III-6		100	Summer Intersession
Oganesyan, Asmik	Chemistry	Chemistry	06/15/20 - 07/24/20	01 0100 0 190500 1315		Per Diem		100	Summer Intersession
Oliver, Amy	Photography	Photography	06/15/20 - 07/24/20	01 0100 0 101100 1315		Per Diem		100	Summer Intersession
Oliver, Christopher	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-1		100	Summer Intersession
Onyekwe, Rose	Nursing	Nursing Science	06/15/20 - 07/24/20	01 0100 0 120300 1315		Per Diem		100	Summer Intersession
Osherow, Anthony	Health and Physical Education Division	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		C II-1		100	Summer Intersession
Osherow, Anthony	Health and Physical Education Division	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		C II-1		100	Summer Intersession
Owens, Deborah	Child Development	Child Development	06/15/20 - 07/17/20	01 0100 0 130500 1315		Per Diem		100	Summer Intersession
Palermo, Suzanne	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Panec, Caryn	Life Skills Non Cr Bus Division	Adult Basic and Second Step	06/15/20 - 08/07/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Panec, Caryn	Life Skills Non Cr Bus Division	Parent Education	06/15/20 - 08/08/20	01 0300 0 130501 1315		C IV-6		100	Summer Intersession
Panganiban, Janette Leigh	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 051401 1315		C II-6		100	Summer Intersession
Panganiban, Janette Leigh	Life Skills Non Cr Bus Division	Short Term Vocational	06/16/20 - 08/07/20	01 0300 0 070001 1315		C II-6		100	Summer Intersession
Paransky, Vladimir	Computer Science - Information Systems	Computer Science and Information Systems	06/15/20 - 07/17/20	01 0100 0 070000 1315		Per Diem		100	Summer Intersession
Park, Sung	Social Sciences Division	Economics	06/15/20 - 08/07/20	01 0100 0 220400 1315		C III-2		100	Summer Intersession
Parypinski, Joanna	English Division	English except Composition	06/15/20 - 07/17/20	01 0100 0 150100 1315		Per Diem		100	Summer Intersession
Pascual, Emmanuel	Business Division	Accounting	06/15/20 - 07/17/20	01 0100 0 050200 1315		C III-6		100	Summer Intersession
Pawlikowski, Iwona	Visual and Performing Arts Division	Art History	06/15/20 - 07/17/20	01 0100 0 100200 1315		C III-4		100	Summer Intersession
Pawlikowski, Iwona	Visual and Performing Arts Division	Art History	06/15/20 - 08/07/20	01 0100 0 100200 1315		C III-4		100	Summer Intersession
Paxton, Carol	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Payan, Rose-Marie	Social Sciences Division	Economics	06/15/20 - 07/17/20	01 0100 0 220400 1315		C IV-6		100	Summer Intersession

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Peprah, Ebenezer	Social Sciences Division	Geography	06/15/20 - 07/17/20	01 0100 0 220600 1315		C III-4		100	Summer Intersession
Perera, Sonali	CABOT	Health Information Tech	07/20/20 - 08/21/20	01 0100 0 122300 1315		Per Diem		100	Summer Intersession
Perera, Sonali	CABOT	Medical Office Adminis	06/15/20 - 08/21/20	01 0100 0 051400 1315		Per Diem		100	Summer Intersession
Perez, Araseli	Division	Parent Education	06/15/20 - 08/08/20	01 0300 0 130501 1315		C III-1		100	Summer Intersession
Perner, Kimberli	Life Skills Non Cr Bus Division	Adult Basic and Second	06/15/20 - 08/07/20	01 0300 0 493001 1315		C IV-4		100	Summer Intersession
Peterson, Maite	History	History	06/15/20 - 08/07/20	01 0100 0 220500 1315		Per Diem		100	Summer Intersession
Petrosians, Sevana	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		C IV-2		100	Summer Intersession
Phillips, Claire	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C III-6		100	Summer Intersession
Pico, Marissa	Social Sciences Division	Economics	06/15/20 - 07/17/20	01 0100 0 220400 1315		C III-4		100	Summer Intersession
Pineda, Cathlene	Visual and Performing Arts Division	Music	07/20/20 - 08/21/20	01 0100 0 100400 1315		C IV-3		100	Summer Intersession
Plascencia, Sergio	Health and Physical Education Division	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		C II-2		100	Summer Intersession
Plourde, Jason	Health and Physical Education Division	Health	06/15/20 - 07/17/20	01 0100 0 083700 1315		C III-6		100	Summer Intersession
Plourde, Jason	Health and Physical Education Division	Health	06/15/20 - 08/07/20	01 0100 0 083700 1315		C III-6		100	Summer Intersession
Pogosyan, Andranik	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		C IV-6		100	Summer Intersession
Pomeroy, Lynn Marie	Mathematics Division	Mathematics	07/20/20 - 08/21/20	01 0100 0 170000 1315		C IV-6		100	Summer Intersession
Poyner, James	Language Arts Division	Speech Communicatio	06/15/20 - 08/21/20	01 0100 0 150600 1315		C III-6		100	Summer Intersession
Prindle, Mark	Social Sciences Division	Geography	07/20/20 - 08/21/20	01 0100 0 220600 1315		C III-3		100	Summer Intersession
Quintanilla, Johanna	Student Services	Student Development	08/03/20 - 08/21/20	01 0100 0 493000 1315		C IV-3		100	Summer Intersession
Rafii, Rokhsareh	EOPS	Student Development	06/15/20 - 07/17/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
Raimondo, Krista	Noncredit ESL/Outreach Reten Division	English as a Second La	06/15/20 - 07/24/20	01 0300 0 493001 1315		CIII-4		100	Summer Intersession
Rathor, Sherilyn	Business Division	Real Estate	06/15/20 - 07/17/20	01 0100 0 051100 1315		C-0		100	Summer Intersession
Ravva, Amarnath	English Division	Humanities	07/20/20 - 08/21/20	01 0100 0 150000 1315		C IV-6		100	Summer Intersession
Reslan, Randa	Physical Science Division	Chemistry	06/15/20 - 07/24/20	01 0100 0 190500 1315		C IV-3		100	Summer Intersession
Ridgway, Rachel	Physical Science Division	Oceanography	07/20/20 - 08/21/20	01 0100 0 191900 1315		Per Diem		100	Summer Intersession
Riedel, Isabela	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-4		100	Summer Intersession
Rippel, Katherine	Social Sciences Division	Anthropology	06/15/20 - 08/07/20	01 0100 0 220200 1315		C III-2		100	Summer Intersession

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July 21, 2020

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Academic, Classified, Administrator, All Other and Temporary Employee Actions Reports

7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Rippel, Katherine	Social Sciences Division	Social Science	06/15/20 - 08/07/20	01 0100 0 220300 1315		C III-2		100	Summer Intersession
Rish, Meredith	Life Skills Non Cr Bus Division	Lifelong Learning	06/24/20 - 08/05/20	01 0300 0 150101 1315		C III-6		100	Summer Intersession
Roberts, Dorothy "Dio"	Life Skills Non Cr Bus Division	Lifelong Learning	06/16/20 - 08/04/20	01 0300 0 220801 1315		C III-6		100	Summer Intersession
Robins, Rebecca	Accounting	Accounting	06/15/20 - 07/17/20	01 0100 0 050200 1315		Per Diem		100	Summer Intersession
Robles, Victor	Dance	Dance	06/15/20 - 07/17/20	01 0100 0 083400 1315		Per Diem		100	Summer Intersession
Rockwell, Cassie	Business Division	Business Administration	07/20/20 - 08/21/20	01 0100 0 050100 1315		C IV-4		100	Summer Intersession
Rome, John A	Physical Education	Physical Education	06/15/20 - 07/24/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Rome, Lauren	Language Arts Division	Speech Communication	06/15/20 - 07/17/20	01 0100 0 150600 1315		C III-2		100	Summer Intersession
Rooney, Marian Amanda C	English Division	Composition English	07/20/20 - 08/21/20	01 0100 0 150100 1315		Per Diem		100	Summer Intersession
Rostamiani, Karoline	Biology Division	Biology	06/15/20 - 08/07/20	01 0100 0 041000 1315		Per Diem		100	Summer Intersession
Roybal, Orlando	Student Services	Student Development	07/06/20 - 07/10/20	01 0100 0 493000 1315		C IV-2		100	Summer Intersession
Russell, Christy	English Division	Composition English	07/20/20 - 08/21/20	01 0100 0 150100 1315		C IV-4		100	Summer Intersession
Ryan, Susan	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Sadeghilar, Sara	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-2		100	Summer Intersession
Saelak, Michelle Ann	Nursing	Nursing Science	06/29/20 - 07/31/20	01 0100 0 120300 1315		Per Diem		100	Summer Intersession
Sahakyan, Nick	Language Arts Division	Foreign Language	06/15/20 - 07/17/20	01 0100 0 110000 1315		Per Diem		100	Summer Intersession
Salazar Jr., Benjamin	Alcohol-Drug Studies	Alcohol Drug Abuse	06/15/20 - 07/24/20	01 0100 0 210200 1315		Per Diem		100	Summer Intersession
Saldana, Mirtha	Language Arts Division	Foreign Language	06/15/20 - 07/17/20	01 0100 0 110000 1315		C III-6		100	Summer Intersession
Sanchez, Jamie	Student Services	Student Development	06/22/20 - 07/24/20	01 0100 0 493000 1315		C IV-3		100	Summer Intersession
Sandoval, Ricardo	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-2		100	Summer Intersession
Sargsyan, Arusyak	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-6		100	Summer Intersession
Sato, Naomi	Non Credit Vocational ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		CII- 7		100	Summer Intersession
Schilf, Michael	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-6		100	Summer Intersession
Schumacher, Alexa	Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0100 0 493000 1315		Per Diem		100	Summer Intersession
Seaborne, Robert	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-2		100	Summer Intersession
Sedki, Ziad	Physical Science Division	Geology	06/15/20 - 07/17/20	01 0100 0 191400 1315		C III-4		100	Summer Intersession
Sedki, Ziad	Physical Science Division	Oceanography	06/15/20 - 07/17/20	01 0100 0 191900 1315		C III-4		100	Summer Intersession

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Semerdzhyan, Susanna	ESL Non-Credit/Techno Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		CII- 4		100	Summer Intersession
Shade, Stephen	English Division	Composition English	07/20/20 - 08/21/20	01 0100 0 150100 1315		C IV-6		100	Summer Intersession
Shahnazarian, Patrick	Technology and Aviation Division	Electronics and Computer Science	06/15/20 - 07/17/20	01 0100 0 092500 1315		C III-6		100	Summer Intersession
Shahoian, Shant	English Division	Humanities	07/20/20 - 08/21/20	01 0100 0 150000 1315		Per Diem		100	Summer Intersession
Shamhart, William M.	Mathematics Division	Mathematics	06/15/20 - 07/17/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Shamieh, Rosemary	Office Skills Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 051401 1315		CV-21		100	Summer Intersession
Sheffey Stinson, Sandi	Business Administration	Computer Applications	06/15/20 - 07/17/20	01 0100 0 051400 1315		Per Diem		100	Summer Intersession
Sherman, Paul	Music	Music	06/15/20 - 07/17/20	01 0100 0 100400 1315		Per Diem		100	Summer Intersession
Shroyer, Kristina	Computer Science - Information Systems	Computer Science and Information Systems	06/15/20 - 08/21/20	01 0100 0 070000 1315		Per Diem		100	Summer Intersession
Siegrist, Esthela	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-6		100	Summer Intersession
Sierra, Mayra	Mathematics Division	Mathematics	06/15/20 - 07/24/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Simpson, Kathryn	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-3		100	Summer Intersession
Simpson, Steve	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/06/20	01 0300 0 070001 1315		C II-6		100	Summer Intersession
Skriabin, George	Social Sciences Division	History	06/15/20 - 08/07/20	01 0100 0 220500 1315		C IV-1		100	Summer Intersession
Smith, Francis Nicholas	Speech Communications	Speech Communication	06/15/20 - 08/21/20	01 0100 0 150600 1315		Per Diem		100	Summer Intersession
Smith, Jeffrey	Speech Communications	Speech Communication	06/15/20 - 07/17/20	01 0100 0 150600 1315		Per Diem		100	Summer Intersession
Somo, Sandy	Sociology	Sociology	06/15/20 - 08/07/20	01 0100 0 220800 1315		Per Diem		100	Summer Intersession
Sparfeld, Tobin	Music	Music	06/15/20 - 07/17/20	01 0100 0 100400 1315		Per Diem		100	Summer Intersession
Steiner, Carley	Visual and Performing Arts Division	Media Arts	06/15/20 - 07/17/20	01 0100 0 100200 1315		C IV-4		100	Summer Intersession
Stephens, Amy	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-4		100	Summer Intersession
Sternau, Patricia Jean	Life Skills Non Cr Bus Division	Parent Education	06/15/20 - 08/08/20	01 0300 0 130501 1315		C II-6		100	Summer Intersession
Sternau, Patricia Jean	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 051401 1315		C II-6		100	Summer Intersession
Stockly, Jane	Life Skills Non Cr Bus Division	Parent Education	06/15/20 - 08/08/20	01 0300 0 130501 1315		C III-6		100	Summer Intersession
Stolz, Philipp	Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0100 0 493000 1315		C IV-4		100	Summer Intersession

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Stonis, Michelle	History	History	06/15/20 - 08/07/20	01 0100 0 220500 1315		Per Diem		100	Summer Intersession
Strong, Franklina	Division	Adult Basic and Second	06/15/20 - 08/07/20	01 0300 0 493001 1315		C III-1		100	Summer Intersession
Swan, Tracey	Visual and Performing Arts Division	Dance	07/20/20 - 08/21/20	01 0100 0 083400 1315		C III-6		100	Summer Intersession
Sweeney, Alessandrina	Language Arts Division	Speech Communicatio	07/20/20 - 08/21/20	01 0100 0 150600 1315		C III-4		100	Summer Intersession
Swett, Karen	Speech Communications	Speech Communicatio	07/20/20 - 08/21/20	01 0100 0 150600 1315		Per Diem		100	Summer Intersession
Sy, Deomarlee	Health and Physical Education Division	Health	07/20/20 - 08/21/20	01 0100 0 083700 1315		C III-4		100	Summer Intersession
Sze, Yui	Health Sciences Division	Nursing Science	06/15/20 - 07/24/20	01 0100 0 120300 1315		C IV-1		100	Summer Intersession
Szilagyi, Kristin	Life Skills Non Cr Bus Division	Adult Basic and Second	06/15/20 - 08/07/20	01 0300 0 493001 1315		C III-4		100	Summer Intersession
Taira, Kenneth	Business Division	Computer Science and	07/20/20 - 08/21/20	01 0100 0 070000 1315		C III-6		100	Summer Intersession
Talaoc, Jeremy Jason	Mathematics Division	Mathematics	06/15/20 - 07/24/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Taylor, Robert Stephen	English Division	Humanities	06/15/20 - 07/17/20	01 0100 0 150000 1315		Per Diem		100	Summer Intersession
Ter-Kazaryan, Marine	Visual and Performing Arts Division	Music	06/15/20 - 07/17/20	01 0100 0 100400 1315		C III-6		100	Summer Intersession
Torres, Fabiola	Social Sciences Division	Social Science	06/15/20 - 08/07/20	01 0100 0 220300 1315		Per Diem		100	Summer Intersession
Torres, Javiera	Non-Credit ESL Division	English as a Second La	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-1		100	Summer Intersession
Towns, Lester	Health and Physical Education Division	Health	06/15/20 - 07/17/20	01 0100 0 083700 1315		C III-3		100	Summer Intersession
Trejo, Adrian	Language Arts Division	Speech Communicatio	06/15/20 - 07/17/20	01 0100 0 150600 1315		C IV-4		100	Summer Intersession
Trejo, Adrian	Language Arts Division	Speech Communicatio	06/15/20 - 08/07/20	01 0100 0 150600 1315		C IV-4		100	Summer Intersession
Tropf, Ralph	English Division	Humanities	06/15/20 - 07/17/20	01 0100 0 150000 1315		C IV-3		100	Summer Intersession
Tubbs, Robyn	Non-Credit ESL Division	English as a Second La	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-2		100	Summer Intersession
Ulrey, Geraldine	Visual and Performing Arts Division	Media Arts	06/15/20 - 07/17/20	01 0100 0 060400 1315		Per Diem		100	Summer Intersession
Uzunyan, Alvard	Language Arts Division	Foreign Language	06/15/20 - 08/07/20	01 0100 0 110000 1315		C IV-6		100	Summer Intersession
Vale, Timothy	Nursing	Nursing Science	06/15/20 - 08/21/20	01 0100 0 120300 1315		Per Diem		100	Summer Intersession
Van Horne, Vincent	Health and Physical Education Division	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		C IV-1		100	Summer Intersession
Van Horne, Vincent	Health and Physical Education Division	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		C IV-1		100	Summer Intersession
Van Norman, Sarah	Non-Credit ESL Division	English as a Second La	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-2		100	Summer Intersession

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Vickers, Brian	Life Skills Non Cr Bus Division	Short Term Vocational	06/20/20 - 08/08/20	01 0300 0 070001 1315		C IV-6		100	Summer Intersession
Villarreal, Jennifer	Student Services	Student Development	07/06/20 - 08/21/20	01 0100 0 493000 1315		C IV-1		100	Summer Intersession
Voden, Thomas	Mathematics Division	Mathematics	07/20/20 - 08/21/20	01 0100 0 170000 1315		Per Diem		100	Summer Intersession
Vu, Luan	Physical Science Division	Chemistry	06/15/20 - 07/24/20	01 0100 0 190500 1315		C IV-2		100	Summer Intersession
Wachs, Michael	Visual and Performing Arts Division	Music	07/20/20 - 08/21/20	01 0100 0 100400 1315		C IV-4		100	Summer Intersession
Walker, Nancy	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C IV-6		100	Summer Intersession
Wallace, Gerald	Technology and Aviation Division	Fire Technology	06/15/20 - 07/24/20	01 0100 0 213300 1315		C II-6		100	Summer Intersession
Watkins, John	Physical Science Division	Physics	06/15/20 - 07/24/20	01 0100 0 190200 1315		C IV-2		100	Summer Intersession
Watkins, Vita	English Division	Composition English	06/15/20 - 07/17/20	01 0100 0 150100 1315		C III-6		100	Summer Intersession
Watts, Larry G.	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-6		100	Summer Intersession
Weiss, Joel	Physical Education	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Weiss, Joel	Physical Education	Athletics	06/15/20 - 07/17/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Williams, John	English Division	Composition English	07/20/20 - 08/21/20	01 0100 0 150100 1315		C III-6		100	Summer Intersession
Wilson, Christopher	Life Skills Non Cr Bus Division	Short Term Vocational	06/15/20 - 08/06/20	01 0300 0 070001 1315		C II-6		100	Summer Intersession
Wong, Karl	Health Sciences Division	Emergency Medical Technician	06/15/20 - 07/24/20	01 0100 0 125000 1315		C II-1		100	Summer Intersession
Woo, Misik	Mathematics Division	Mathematics	06/15/20 - 08/07/20	01 0100 0 170000 1315		C IV-6		100	Summer Intersession
Ybarra, Yvette	Physical Education	Athletics	06/15/20 - 08/21/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Ybarra, Yvette	Physical Education	Kinesiology	06/15/20 - 07/17/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Ybarra, Yvette	Physical Education	Athletics	07/20/20 - 08/21/20	01 0100 0 083500 1315		Per Diem		100	Summer Intersession
Yefremian, Andre	Social Sciences Division	Anthropology	06/15/20 - 07/17/20	01 0100 0 220200 1315		C IV-6		100	Summer Intersession
Yeganyan, Nune G	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 49300 1315		C IV-6		100	Summer Intersession
Young, Jan P.	Dev Skills Lab Division	Short Term Vocational	06/15/20 - 08/08/20	01 0300 0 170001 1315		CV-17		100	Summer Intersession
Young, Linda	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C III-6		100	Summer Intersession
Zadoorian, Loosineh	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-2		100	Summer Intersession
Zakaria, Marisa	Business Division	Business Administration	06/15/20 - 07/17/20	01 0100 0 050600 1315		Per Diem		100	Summer Intersession
Zamora, Monica	Non-Credit ESL Division	English as a Second Language	06/15/20 - 07/24/20	01 0300 0 493001 1315		C IV-4		100	Summer Intersession

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Zeynalyan, Odett	Technology and Aviation Division	Drafting Engineering	07/20/20 - 08/21/20	01 0100 0 095300 1315		C II-6		100	Summer Intersession
Zozula, Walt	Business Division	Real Estate	06/15/20 - 07/17/20	01 0100 0 051100 1315		C I-6		100	Summer Intersession

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<b>CLASSIFIED</b>									
<b>New Hires</b>									
Khatcherian, Ms. Lianna	Controller	Payroll Technician	07/27/20 -	01 1000 0 672000 2110	40 hrs/wk	R 31-1	1	100	New Hire
<b>Separation of Employment: Retirements/ Resignations</b>									
Sanchez, Jorge	Office of VP Admin	Lead Reprographic	12/31/20-						Retirement 33 years, 8 months of service
<b>All Other Classified Actions</b>									
Tejada, Yvette	Continuing and	Enrollment Services	03/30/20 -			R 31-3		100	Change Initial Salary
Hueter-Willoughby, Ms. Emily	Campus Police	Police Communications and Records Specialist	07/01/20 -	01 1000 0 677000 2110	40 hrs/wk	R 26-3	1	100	Correction to the Board: 3/17/2020, Start date
Gilewski, Mr. Alexander Michael	Physical Science Division	Senior Instructional Lab Tech							Correction to the Board: 5/19/2020- Board Action (Promotion)
Hairapetian, Ms. Rubina	Facilities	Administrative Assistant III	06/22/20 -	01 1000 0 655000 2110	40 hrs/wk	Est rate of pay	1	100	New Assignment Transfer
Employee ID 10613	Facilities	Custodian	06/19/20 -						Release from probation
Card, Ms. P. Catherine	Visual and Performing Arts Division	Sr. Instructional Computer Lab Tech	01/01/20 -	01 0100 0 100400 2210				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Grigoryan, Ms. Zaruhi	Visual and Performing Arts Division	Administrative Assistant I	01/01/20 -	01 1000 0 100000 2110				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Hirschhorn, Miss Ilana Maria	Visual and Performing Arts Division	Office Assistant III	01/01/20 -	01 0100 0 100700 2210				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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Paczynski, Ms. Patricia Frances	Visual and Performing Arts Division	Instructional Aide	01/01/20 -	01 0100 0 083400 2210				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Reeser, Mrs. Paola Prato	Visual and Performing Arts Division	Sr. Instructional Lab Tech	01/01/20 -	01 0100 0 101100 2210				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Rollins, Mr. Michael Donald	Visual and Performing Arts Division	Instructional Lab Tech	01/01/20 -	01 0100 0 100200 2210				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Salinas-Betancourt, Mr. Jose Guadalupe	Visual and Performing Arts Division	Sr. Instructional Lab Tech	01/01/20 -	01 0100 0 100300 2210				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Tedrow, Mrs. Lois Jean	Visual and Performing Arts Division	Instructional Aide	01/01/20 -	01 0100 0 100700 2210				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)
Tronnes, Mr. Robert Huston (Huston Tronnes)	Media Arts	Instructional Computer Lab Tech	01/01/20 -	01 0100 0 100200 2210				100	Reorganization VPA from Instructional Services (Swinton) to Library and Learning Support Services (Hanson)

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Porter, Mr. Roger Hons Jr.	Visual and Performing Arts Division	Ceramics Art Lab Tech	01/01/20 -	01 0100 0 100200 2210				100	Reorganization VPA from Instructional Serviceces (Swinton) to Library and Learning Support Services (Hanson)
Simon, Ms. Ann M.	Workforce Development	Graphic Designer	05/21/20 - 05/21/20	01 1000 0 601500 1395		\$200.00		100	Stipend CE Virtual Presenter
Namagardi, Patrik G	Continuing and Community Ed Center	Student Services Technician	07/01/20 -						Stipend Discontinue CPGU due to promotion
Babakhanians, Ms. Roubina	Student Services	Student Services Assistant I	06/01/20 - 06/30/20	03 4820 8 647001 2495		\$229.02/mo		100	Stipend Out-of-Class Stipend
Babakhanians, Ms. Roubina	Student Services	Student Services Assistant I	07/01/20 - 11/16/20	03 4820 8 647001 2495		\$229.02/mo		100	Stipend Out-of-Class Stipend
Villa, Mrs. Marilu	Student Services	Student Services Assistant I	06/01/20 - 06/30/20	03 4820 7 647001 2495		\$252.49/mo		100	Stipend Out-of-Class Stipend
Villa, Mrs. Marilu	Student Services	Student Services Assistant I	07/01/20 - 11/16/20	03 4820 7 647001 2495		\$252.49/mo		100	Stipend Out-of-Class Stipend

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<b>ADMINISTRATOR</b>									
Dionisio, Dr. Daphne	Research, Planning, and Grants	Program Manager I	07/01/20 - 06/30/22	01 1000 6 601100 1215	-	M36-8	1	100	Administrative Contract New Hire
Manukyan, Mr. Andranik (Andre)	Student Affairs	Interim Program Manager I - Student Basic Needs	07/01/20 - 06/30/21	03 0610 1 632100 2125	40 hrs/wk	M 36-1	1	100	Administrative Contract, Interim

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<b>ALL OTHER TEMPORARY EMPLOYEE ACTIONS</b>									
<b>Professional Experts</b>									
Pursuant to Education Code Section 88003, Section (a), the District may employ a professional expert to perform various project work.									
Avakian, Mr. Arno	Technology and Aviation Division	Fire Academy Lab Tech	07/01/20 - 06/30/21	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Babayan, Mr. Narek	Technology and Aviation Division	Fire Academy Lab Tech	07/01/20 - 06/30/21	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Becke, Mr. Byron I	Technology and Aviation Division	Fire Academy Lab Tech	07/01/20 - 06/30/21	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Burroughs, Mr. Ricky D.	Technology and Aviation Division	Fire Academy Lab Tech	07/01/20 - 06/30/21	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Conrad, Mr. Neil A	Technology and Aviation Division	Fire Academy Lab Tech	07/01/20 - 06/30/21	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Hoonanian, Mr. Ararat (Ara Hoonanian)	Technology and Aviation Division	Fire Academy Lab Tech	07/01/20 - 06/30/21	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Meza, Mr. Marcus M.	Technology and Aviation Division	Fire Academy Lab Tech	07/01/20 - 06/30/21	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Miranda, Ms. Virginia M	DSPS	Sign Language Interpreter	06/15/20 - 08/21/20	01 2200 0 642000 2380	As needed	\$39.41/hr		100	Professional Expert
Miranda, Ms. Virginia M	DSPS	Sign Language Interpreter	06/15/20 - 08/21/20	03 2200 0 642000 2380	As needed	\$39.41/hr		100	Professional Expert
Oliveros, Mr. John L.	Technology and Aviation Division	Fire Academy Lab Tech	07/01/20 - 06/30/21	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Payne, Mr. Jonathan E.	Technology and Aviation Division	Fire Academy Lab Tech	07/01/20 - 06/30/21	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Prince, Ms. Jo Beth	DSPS	Sign Language Interpreter	06/15/20 - 08/21/20	01 2200 0 642000 2380	As needed	\$39.41/hr		100	Professional Expert
Prince, Ms. Jo Beth	DSPS	Sign Language Interpreter	06/15/20 - 08/21/20	03 2200 0 642000 2380	As needed	\$39.41/hr		100	Professional Expert
Rivera, Patricia Elizabeth	DSPS	Sign Language Interpreter	06/15/20 - 08/21/20	01 2200 0 642000 2380	As needed	\$34.05/hr		100	Professional Expert

01 = Day  
 02 = Evening  
 03 = Non-Credit

Rate Legend  
 C = Class in Salary Schedule  
 Example: C 1 - 1 = Class 1, Step 1



Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Rivera, Patricia Elizabeth	DSPS	Sign Language Interpreter	06/15/20 - 08/21/20	03 2200 0 642000 2380	As needed	\$34.05/hr		100	Professional Expert
Samson, Mr. Daniel	Student Affairs	Assistant Coach - Men's Golf	06/12/20 - 08/30/20	01 1000 0 696000 2390	-	\$2,000.00		100	Professional Expert
Wanha, Ms. Jamie	DSPS	Sign Language Interpreter	06/15/20 - 08/21/20	01 2200 0 642000 2380	As needed	\$31.78/hr		100	Professional Expert
Wanha, Ms. Jamie	DSPS	Sign Language Interpreter	06/15/20 - 08/21/20	03 2200 0 642000 2380	As needed	\$31.78/hr		100	Professional Expert
Zakarian, Mr. Ara	Technology and Aviation Division	Fire Academy Lab Tech	07/01/20 - 06/30/21	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
<b>Temporary Assignment Employees</b>									
Pursuant to Education Code Section 88003, Section (b) and (c) the District may employ either substitute or short-term employees. A substitute employee may be hired to either: 1) replace a classified employee who is temporarily absent from duty, or 2) employed for up to 60 calendar days when the District is filling a vacancy in a classified position. A short-term employee may be hired perform a service for District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. All temporary employees in this section may be assigned up to 800 hours or 170 days per fiscal year.									
Salinas, Ruben	Facilities	Custodian	07/01/20 - 09/01/20	01 1000 0 652000 2380	NTE 60 days	\$18.54 / hr.		100	Substitute
Saucedo, Mr. Jaime O	Facilities	Custodian	07/01/20 - 09/01/20	01 1000 0 652000 2380	NTE 60 days	\$18.54 / hr.		100	Substitute
Aparicio, Felipa	Facilities	Custodian	07/01/20 - 09/01/20	01 1000 0 652000 2380	NTE 60 days	\$18.54 / hr.		100	Substitute Vacancy Replacement
Martinez Mateo, Ana	Facilities	Custodian	07/01/20 - 09/01/20	01 1000 0 652000 2380	NTE 60 days	\$18.54 / hr.		100	Substitute Vacancy Replacement
Martinez, Salvador	Facilities	Warehouse Worker	07/01/20 - 09/01/20	01 1000 0 652000 2380	NTE 60 days	21.50 / hr.		100	Substitute Vacancy Replacement
Santana, Mr. Antonio	Facilities	Groundskeeper	07/22/20 - 09/22/20	01 1000 0 652000 2380	NTE 20hrs/wk	\$19.48/hr		100	Substitute Vacancy Replacement

July 21, 2020

Staffing Report No. 1

Academic, Classified, Administrator, All Other and Temporary Employee Actions Reports

7/15/2020

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
<b>Student Employee</b>									
Harijanto, Brigitte		STU. ASSIST. II	06/01/20-06/30/20	01 1000 0 630300 2360		\$13.00		100	
Samuel, D'Neiah		STU. ASSIST. I	06/01/20-06/30/20	03 2200 0 642000 2360		\$13.00		100	
Smolens, Kaitlyn		STU. ASSIST. I	06/01/20-06/30/20	03 2200 0 642000 2360		\$13.00		100	

01 = Day  
 02 = Evening  
 03 = Non-Credit

Rate Legend  
 C = Class in Salary Schedule  
 Example: C 1 - 1 = Class 1, Step 1

# GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

## NEW BUSINESS REPORT NO. 1 - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Anthony Culpepper, Executive Vice President  
Administrative Services

SUBJECT: ADOPTION OF 2020-2021 TENTATIVE BUDGET

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### DESCRIPTION OF HISTORY / BACKGROUND

A 2020-2021 budget must be approved by the Board of Trustees before any funds can be expended in the new year. Although the Tentative Budget reflects only preliminary projections for both revenue and expenditures its adoption is necessary to provide authority and general guidance to begin expending funds in the new fiscal year. This Tentative Budget will continue to be discussed and updated within the GCC governance processes as new information is available. Board discussion will occur at its meetings on August 18, 2020 and September 15, 2020, prior to Final Budget action on October 20, 2020.

The District's proposed 2020-2021 Final Budget will be available for public inspection during business hours on September 8, 2020 through September 14, 2020, in the Superintendents/ President's Office, 1500 North Verdugo Road, Room AD 106, Glendale, California and at **(link to be added later)** . A public hearing on the budget will be held at 5:00 p.m., Tuesday, September 15, 2020 with Board action October 20, 2020 on the 2020-2021 Final Budget.

### OVERVIEW OF 2020-21 BUDGET

#### **Fiscal Year 2019-20**

General Revenue Apportionment and Cash Flow: The California fiscal crisis began in 2019-20 and will continue to affect Glendale Community College (GCC) well into the 2021-20 academic year. Due to a projected decline in 2019-20 state general fund revenue and the Education Protection Account (EPA), GCC is projected to receive \$7.6 million less revenue than included in the 2019-20 budget. This reduction in apportionment will decrease the end-of-year cash balance available for operational use during the 2020-21 academic year.

GCC's Total Computational Revenue (TCR) for 2019-20 was budgeted based on a hold harmless revenue projection of approximately \$93.5M. However, due to an 8.16% deficit in the state revenue projections included in the 2019-20 State budget, the Chancellor's Office elected to allocate the deficit among all Districts, excluding the community supported districts (basic aid). The largest portion, approximately 88%, of the revenue deficit was caused by a delay in the Education Protection Account Funding (EPA) being collected. The Chancellor's office has indicated that these monies will be apportioned in September/October of 2020.

Compliance Ratio: During the COVID-19 crisis, the State budget allows for the pandemic related expenditures incurred by the District to be excluded from the 50% law calculations. The 50% Law requires that at least 50% of the District's budget is used for in-class instructional costs. By excluding the COVID-19 unanticipated expenditures, GCC is able to meet the compliance ratio more easily. GCC's ratio is currently 50.02%.

### **Fiscal Year 2020-21**

Hold Harmless Provision: The 2020-21 State budget extends the general hold harmless provision for community colleges for an additional two years until the end of fiscal year 2023-24. The hold harmless provision was instituted when the new Student Centered Funding Formula for community colleges was enacted. However, as noted in 2019-20, the hold harmless does not prevent GCC from being affected by a revenue deficit that the state may incur. The additional two-year period allows more time for the District to focus on making changes in its operation and access and service to students to receive as much state funding under the new formula as possible and to reduce costs as necessary.

Emergency One-Time Funding: The Governor has allocated COVID-19 support funding totaling \$120M to the community colleges. This is a block grant of one-time monies to be distributed to the Districts based on Full Time Equivalent Students (FTES). GCC's portion of this block grant will be approximately \$1.5M.

Deferred Revenue and Cash Flow: The State budget affects the timing of apportionment in the 2021-22 fiscal year. The State budget defers \$330 million in payments due the community colleges for the 2020-21 fiscal year in May and June 2021 to payment in July 2021 in the 2021-22 fiscal year. The GCC portion of this deferred amount is approximately \$7M - \$8.2M. This deferred amount will reduce the cash available for the operation of District in 2020-21. Moreover, historically, the State has acted to delay deferred apportionment payments for longer periods of time. So, although there appears to be the intent to fund the apportionment due in fiscal year 2021-22 at the start of the next fiscal year, 2022-23, it is by no means a guarantee that they will.

Cost of Living Adjustment (COLA): The State budget includes no COLA for 2020-21. Therefore, the hold harmless amount of approximately \$93.5M of apportionment could potentially be the baseline budgeted amount for GCC. No new revenues are anticipated at this time. In addition, if the state revenue deficit persists, the adjusted baseline could be as low as \$85.9M = (\$93.5M - \$7.6M). There has been discussion that an early Second Principal 2019-20 (P2) revision may restore a portion of the \$7.6M revenue deficit when EPA funding is collected.

Pension Costs: The Governor has earmarked \$2.3B to reduce the contribution levels to CalPERS and CalSTRS required employer rates. This action reduces CalPERS estimated employer contributions from 22.67% to 20.7% in 2020-21 and from 24.6% to 22.84% in 2021-22. Similarly, this action reduces CalSTRS estimated employer contributions from 18.41% to 16.15% in 2020-21 and from 17.9% to 16.02% in 2021-22. This would result in an approximate reduction in expenditures by GCC of \$500,000.

COVID-19 Liability Implications: The California Assembly put forward AB1759 to “exempt institutions of higher education, and their officers, employees, and governing bodies, from monetary liability and damages for injury relating to COVID-19 infection, any condition in existence because of the COVID-19 pandemic, or any act or omission by those institutions, their officers, their employees, or their governing bodies in response to the COVID-19 pandemic”. This bill is currently in the Senate. It will be deliberated sometime after July 13, 2020.

## **FEDERAL INITIATIVES**

### **Fiscal Year 2019-20**

CARES Act: The District has received approximately \$10.6M from the CARES Act grant. The grant required that 50% (\$5M) be used solely for student aid. The remaining \$5M can be used more broadly in mitigating costs incurred due to adjusting to the new online/remote learning environment.

### **Fiscal Year 2020-21**

Federal Stimulus Implications: The State budget compromise between the Legislature and the Governor includes the conditional restoration of deferred apportionment (\$7M - \$8.2M) if the Congress approves by October 15, 2020 another stimulus package of federal relief funds that includes support earmarked for the California Community Colleges.

International Students Tuition: The Department of Home Land Security has announced plans to promulgate a rule that requires F-1 Visa international students to enroll in colleges that are not operating solely online. Since GCC will not be offering classes on campus approximately 450 international students at GCC would need to drop out of the international program. This would result in a reduction of GCC’s overall revenue projection by \$3.4M.

## **SUMMARY OF BUDGET IMPLICATIONS**

In the midst of uncertainty, GCC is best served by considering several scenarios as analysis and discussions occur leading to presentation of the 2020-21 Final Budget to be adopted in October.

The following are budget assumptions used in development of budget options:

- 1) **General Revenues:** 2020-21 general revenues are composed of base apportionment ~ \$93.5M and COLA 0% ~ the Cost of Living Adjustment.
- 2) **Non-Resident Tuition:** International Student Tuition revenue is reduced to zero. This adjustment removes approximately \$3.7M from the revenue budget. This action is necessary in order to reflect the potential effect of the Department of Homeland Securities rule preventing International Students from engaging an educational program that is 100% online.
- 3) **Enrollment:** GCC enrollment is trending down between 2.5% and 3% the last few years. If this trend continues, it will significantly affect the end of the hold harmless 2023-24 general apportionment revenues. More recent data indicates a positive uptick in FTES in for Summer and Fall 2020.
- 4) **Lottery Revenue:** Adjusted to reflect the Chancellor's budget projection
- 5) **Parking Revenue:** Adjusted to reflect the trending decline in permit purchases due to remote learning and limited number of individuals coming to campus.
- 6) **Salary and Step and Column:**
  - i) **Step and Column Increases (approx. \$750,000):** Step and column increases are the annual pay increases for all employees as they move to a higher step or range on the salary schedule. For the 2020-21 fiscal year, approximately 44.6% of faculty, 32.7% of classified staff, and 22.7% of administrative staff are schedule to receive an increase in compensation prior to any possible adjustment in the salary schedule as a result of collective bargaining.
  - ii) **Salary Schedule:** The tentative budget scenarios do not include increases in the salary schedule. Changes in the salary schedule are subject to collective bargaining.
  - iii) **Supplemental Retirement Plan:** Salary expenditure projections have been adjusted to reflect the effect of a Supplemental Retirement Plan
- 7) **Benefits and Workers Compensation:** \$1.62 per \$100 of payroll. This rate has been presumed for each subsequent year.

- 8) **Health and Wellness Benefits:** The Health and Wellness committee in collaboration with Administration approved Blue Shields' offer to freeze its rates for 2020-21. Beginning in 2021-22 a cost decrease of \$1.5M is estimated to account for a new JPA agreement being negotiated with the employee unions.
- 9) **CalPERS and CalSTRS:** The State budget paid down some of the employer liability allowing for an estimated decrease in costs of approximately \$500,000.

The following two tables illustrate a fiscal analysis of projected revenues and expenses for the Unrestricted General Fund based on the list of assumptions noted above:

**Scenario I – State Budget with no Federal Stimulus money**

**These assumptions and calculations are estimations and are subject to change by year end.**

2020-21 Budget Development 07/08/2020 Scenario I	ALL BASIC STATE REVENUES ARE LIMITED TO HOLD HARMLESS CALCULATIONS		PENDING AUGUST BUDGET REVISION: EXTENDED HOLD HARMLESS	
	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection
Revenue Projection				
Basic State Revenue Funds	\$92,944,422	\$92,944,422	\$92,944,422	\$92,944,422
Restricted General Funds	\$4,760,170	\$4,300,170	\$4,300,170	\$4,300,170
Unrestricted General Funds	\$1,968,953	\$1,968,953	\$1,968,953	\$1,968,953
Total Revenue Projection	99,674,545	99,214,545	99,214,545	99,214,545
Expenditure Projection				
Labor Expenditures	\$98,613,684	\$97,452,050	\$99,644,613	\$101,847,848
Other Operational Expenditures	\$9,522,781	\$9,522,781	\$9,522,781	\$9,522,781
Total Expenditure Projection	\$108,136,465	\$106,974,831	\$109,167,394	\$111,370,629
Surplus/(Deficit)	(\$8,461,920)	(\$7,760,286)	(\$9,952,849)	(\$12,156,084)
<b>Statement of Cash Reserves</b>				
Beginning GF Cash Reserves/Balance ****	\$3,893,487	(\$2,555,543)	\$3,171,281	(\$6,981,568)
Surplus/(Deficit)	(\$8,461,920)	(\$7,760,286)	(\$9,952,849)	(\$12,156,084)
Cares Act Funds 2019-20	\$3,400,000			
Estimated Tax Revenue Anticipation Note (TRAN)	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Payment of Tax Revenue Anticipation Note (TRAN)		(\$10,200,000)	(\$10,200,000)	(\$10,200,000)
COVID-19 State Relief Allocation	\$1,500,000			
Supplemental Retirement Plan	\$800,000			
Deferred Apportionment 2020-21 (May-June)	(\$13,687,110)	\$13,687,110		
Uncollected Enrollment Fees (Receivables) Suspended	\$0	\$0	\$0	\$0
Ending GF Cash Reserves/Balance	(\$2,555,543)	\$3,171,281	(\$6,981,568)	(\$19,337,652)
5% Compliance	\$5,406,823	\$5,348,742	\$5,458,370	\$5,568,531
Compliance Cash Surplus/(Deficit)	(\$7,962,367)	(\$2,177,461)	(\$12,439,938)	(\$24,906,184)
****Year End Closing In Progress; Dollar Amount Will Change				
Legend:				
(1) 8% reduction in base as noted in Chancellor's Apportionment Budget				
(2) 100% of International student revenue decrease				

## **Scenario II - State Budget with Federal Stimulus Package**

The State budget includes language that indicates the reductions and deferrals in the 2020-21 State budget may be reduced and/or removed if the Congress issues a stimulus package by October 15, 2020 that earmarks additional supplemental resources for the California Community Colleges. Scenario II illustrates the removal of the deferred apportionment. All other assumptions remain the same as illustrated in Scenario I.

**These assumptions and calculations are estimations and are subject to change by year end.**

<b>2020-21 Budget Development 07/08/2020 Scenario II</b>	<b>ALL BASIC STATE REVENUES ARE LIMITED TO HOLD HARMLESS CALCULATIONS</b>		<b>PENDING AUGUST BUDGET REVISION: EXTENDED HOLD HARMLESS</b>	
	2020-21 Projection	2021-22 Projection	2022-23 Projection	2023-24 Projection
Revenue Projection				
Basic State Revenue Funds	\$92,944,422	\$92,944,422	\$92,944,422	\$92,944,422
Restricted General Funds	\$4,760,170	\$4,300,170	\$4,300,170	\$4,300,170
Unrestricted General Funds	\$1,968,953	\$1,968,953	\$1,968,953	\$1,968,953
Total Revenue Projection	99,674,545	99,214,545	99,214,545	99,214,545
Expenditure Projection				
Labor Expenditures	\$98,613,684	\$97,452,050	\$99,644,613	\$101,847,848
Other Operational Expenditures	\$9,522,781	\$9,522,781	\$9,522,781	\$9,522,781
Total Expenditure Projection	\$108,136,465	\$106,974,831	\$109,167,394	\$111,370,629
Surplus/(Deficit)	(\$8,461,920)	(\$7,760,286)	(\$9,952,849)	(\$12,156,084)
<b>Statement of Cash Reserves</b>				
Beginning GF Cash Reserves/Balance ****	\$3,893,487	\$11,131,567	\$3,171,281	(\$6,981,568)
Surplus/(Deficit)	(\$8,461,920)	(\$7,760,286)	(\$9,952,849)	(\$12,156,084)
Cares Act Funds 2019-20	\$3,400,000			
Estimated Tax Revenue Anticipation Note (TRAN)	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Payment of Tax Revenue Anticipation Note (TRAN)		(\$10,200,000)	(\$10,200,000)	(\$10,200,000)
COVID-19 State Relief Allocation	\$1,500,000			
Supplemental Retirement Plan	\$800,000			
Deferred Apportionment 2020-21 (May-June)	\$0	\$0		
Uncollected Enrollment Fees (Receivables) Suspended	\$0	\$0	\$0	\$0
Ending GF Cash Reserves/Balance	\$11,131,567	\$3,171,281	(\$6,981,568)	(\$19,337,652)
5% Compliance	\$5,406,823	\$5,348,742	\$5,458,370	\$5,568,531
Compliance Cash Surplus/(Deficit)	\$5,724,743	(\$2,177,461)	(\$12,439,938)	(\$24,906,184)
****Year End Closing In Progress; Dollar Amount Will Change				



## **Tentative Budget – Actions to Reduce Costs and Improve Revenue**

Over the past several years the District has engaged in actions to reduce operational costs and increase revenue. Through collaborative efforts with our collective bargaining colleagues, the District was able to reduce the food services losses by approximately \$250,000 per year and the potential for increased revenue was gained by bringing Starbucks to the Verdugo Campus. In preparation for the 2020-21 fiscal year, all areas of the college operation were directed to reduce operational costs by a minimum of 7.5% (\$1.2m) and only essential hiring was advanced to replace employees who left the college and limited new positions authorized. Efforts are underway to join a JPA for health care plans rather than be on our own. And the District has begun to formalize a Supplemental Retirement Plan that could reduce employee wage and benefits costs by \$1.5M – 2.5M annually.

The District's cash flow is critical during these lean times. During this fiscal year, a comprehensive effort was undertaken to track the cash flow needs of the District and to incorporate into the budget development process a more thorough analysis of cash flow. This analysis led to the conclusion that there would be a need for the District to develop and implement plans to issue Tax Revenue Anticipation Notes (TRAN) over the next several years. The amount of the TRAN is based on a formula that includes daily/monthly cash deficits and a percentage of the total operational costs for the fiscal year. The preliminary calculations indicate the District may need to issue TRANs between \$10M - \$15M.

All other 2020-21 budget requests are in-process for consideration of funding. While the Restricted General Fund and other Funds (e.g. Categorical, Self-Insurance Fund, GO Bond 74, Professional Development Center, Cafeteria, Capital Projects, Student Financial Aid) will eventually be contained in the Final Budget so that authority may be given to begin expending funds, these budgets are still in development and, therefore, are not discussed at this time.

## **Tentative Budget – Reserves**

The 2020-21 Budget is being developed to ensure a cash reserve balance that adheres to all compliance requirements. These cash reserves must consist of the following: 5% General Reserve (these monies are mandated by Board Policy as a compliance item for accreditation and best practice indicator for FCMAT); 1% Contingency Reserve (these monies are Board directed reserves for unforeseen operational needs); Reallocation Reserve (\$150K) and a Salary Stabilization Reserve (\$30K) (these monies are set aside to fulfill provisions of the CSEA collective bargaining agreement)

Reserve Fund Balance is not the same as Cash in Bank. Reserve Fund balance is the difference between fund assets and fund liabilities of governmental and similar trust funds. The difference between each governmental fund's assets and liabilities – the fund equity - is referred to as the "reserve fund balance."

Cash balances in bank accounts indicates the amount of revenues received from various sources (i.e. State Appropriations, Student Enrollment Fees, and County Tax Collector). Cash balance does not reflect the uncollectible student enrollment fees and tuition payments that remain in accounts receivable. GCC has redesigned its admission and tuition payment process. The new design provides guidance for students to access all options that are available to them to pay their fees. The GCC budget presented now shows the Cash Balance rather than the Reserve Fund Balance to more clearly show money available to cover expenses.

### **Continuing Budget Actions**

The following are unresolved issues that will affect the District's Final Budget:

- 1) **Finalization of the Student Centered Funding Formula (SCFF):** The Chancellor's Office is still working toward structuring the 2020-21 advanced apportionment based on the SCFF. What is finally adopted may require additional adjustments to the college's budget.
- 2) **Funding of 2020-21 Budget Requests:** Other than the approval of full-time faculty to meet the full-time faculty obligation and the funding of "Exempt Cost" line items, the GCC Budget Committee has not completed its prioritization and decisions on recommended funding of the budget requests included in the program areas' Program Reviews.
- 3) **Negotiation with Employee Groups:** The College has not begun negotiating salary and benefits with the Guild and CSEA for the 2020-21 fiscal year. No estimated amount has been placed in the budget to account for negotiation discussions.

### **GCC Budget Cautions**

College apportionment is no longer being allocated solely on a base of FTES enrollment. Therefore, the College will need to restructure its growth projections to include all three new SCFF funding formula metrics to maintain and increase its base funding level. If it does not, the college's apportionment funding will be reduced. And because the College has seen a decline in enrollment it must continue to address increasing access to students through such programs as dual enrollment, Guided Pathways, distance education offerings, outreach, and marketing.

In preparing the development of the 2020-21 budget, the College anticipates continual modifications to the new formula by the California Community Colleges Chancellor's Office. The fiscal planning process continues to focus on long-term sustainability using a five-year projection model as the college must restructure its apportionment projections to include enrollment, student poverty, and student success metrics over the next three years to assure a stable fiscal position.

## **Conclusion**

- The college will be faced with additional inflationary costs from salary increases automatically provided due to step and column and retirement costs each year for the next five years.
- With no COLA and no growth funds, traditionally the only new unrestricted ongoing revenue for the college, it is critical that the college increase its annual Full Time Equivalent Student (FTES) count, the student supplemental and success components.
- The District is optimistic about its future. It continues to develop Guided Pathway plans to support the retention and success of its students and continues its outreach to expand the number of students served by GCC. The remote/online learning modality has been effective in supporting our student population. The District uses the Measure GC Bond to enhance the learning environments. It continues to celebrate its faculty, staff, and administration as it focuses on commitment to long-term sustainable success.

## **RECOMMENDATION**

The Superintendent/President recommends that the Board of Trustees adopt the 2020-2021 Tentative Budget, as presented, for the General Fund-Unrestricted, General Fund-Restricted, Student Financial Aid Fund, Capital Projects Fund, Self-Insurance Fund, Cafeteria Fund, Professional Development Fund and GO Bond Fund.

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

NEW BUSINESS REPORT NO. 2 - ACTION

TO: Board of Trustees  
SUBMITTED BY: David Viar, Superintendent/President  
REVIEWED BY: Michael Ritterbrown, Vice President, Instructional Services  
SUBJECT: ACADEMIC CALENDARS FOR 2020-2021 (AMENDED)  
AND 2021-2022

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DESCRIPTION OF HISTORY / BACKGROUND

In accordance with Board Policy 4010, *Academic Calendar*, the Superintendent/President shall, in consultation with the appropriate groups, submit an academic calendar to the Board of Trustees for approval.

COMMITTEE HISTORY

Academic Affairs Committee	April 29, 2020 (approved)
College Executive Committee	July 14, 2020

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the Academic Calendars for 2020-2021 (amended) and 2021-2022 as ratified by the Guild membership.

## ACADEMIC CALENDAR FOR 2020-2021

### Summer 2020

June 15	(M)	First day of summer session with flexible schedules
July 3	(F)	Independence Day--Campus closed
August 21	(F)	Last day of summer session (Final Examinations)

### Fall 2020

Aug. 24-28	(M-F)	Flex Days
Aug. 31	(M)	Instruction begins for the fall semester
Sept. 7	(M)	Labor Day--Campus closed
Sept. 11	(F)	Institute Day
Nov. 9	(M)	Veterans' Day--Campus closed
Nov. 26 - 28	(Th, F, Sat)	Thanksgiving Vacation
Dec. 9-16	(W - W)	Final Examinations
Dec. 16	(W)	Last day of the fall semester
Dec. 23 - Jan. 1	(W - F)	Campus closed

### Winter 2021

Jan. 4	(M)	Instruction begins for the winter intersession
Jan. 18	(M)	Martin Luther King, Jr. Day--Campus closed
Feb. 11	(Th)	Last day of winter intersession (Final Examinations)
Feb. 12	(F)	Lincoln Day--Campus Closed
Feb. 15	(M)	Washington Day--Campus closed

### Spring 2021 (Amended)

Feb. 16	(T)	Instruction begins for the spring semester
March 31	(W)	Cesar Chavez Day--Campus closed
April 12-17	(M - Sat)	Spring Break
April 24	(Sat)	Armenian Genocide Remembrance Day--Campus closed
May 31	(M)	Memorial Day--Campus closed
June 2 - 9	(W - W)	Final Examinations
June 9	(W)	End of the spring semester
June 9	(W)	Commencement

**Saturday Classes**— During the Fall 2020 semester, there will be no Saturday classes on November 28. During the Spring 2021 semester, there will be no Saturday classes on April 17.

## ACADEMIC CALENDAR FOR 2021-2022

### Summer 2021

June 14	(M)	First day of summer session with flexible schedules
July 5	(M)	Independence Day--Campus closed
Aug 20	(F)	Last day of summer session (Final Examinations)
Aug 11 - 27	(M - F)	Flex Days

### Fall 2021

Aug 30	(M)	Instruction begins for the fall semester
Sept 6	(M)	Labor Day--Campus closed
Sept 10	(F)	Institute Day
Nov 12	(F)	Veterans' Day--Campus closed
Nov 25 - 27	(Th, F, Sat)	Thanksgiving Vacation
Dec 8 - 15	(W - W)	Final Examinations
Dec 15	(W)	End of the fall semester
Dec 23 - Jan 3	(Th - M)	Campus closed

### Winter 2022

Jan 10	(M)	Instruction begins for the winter intersession
Jan 17	(M)	Martin Luther King, Jr. Day--Campus closed
Feb 17	(Th)	Last day of winter intersession (Final Examinations)
Feb 18	(F)	Lincoln Day--Campus Closed

### Spring 2022

Feb 21	(M)	Washington Day--Campus closed
Feb 22	(T)	Instruction begins for the spring semester
March 31	(Th)	Cesar Chavez Day--Campus closed
April 18 - 23	(M - Sat)	Spring Break
April 24	(Sun)	Armenian Genocide Remembrance Day--Campus closed
May 30	(M)	Memorial Day--Campus closed
June 8 - 15	(W - W)	Final Examinations
June 15	(W)	End of the spring semester
June 15	(W)	Commencement

**Saturday Classes**— During the fall 2021 semester, there will be no Saturday classes on November 27. During the spring 2022 semester, there will be no Saturday classes on April 23.

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

NEW BUSINESS REPORT NO. 3 - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper, Executive Vice President,  
Administrative Services

PREPARED BY: Susan Courtney, Director, Business Services

SUBJECT: CHANGE ORDER NO. 003 – ADMINISTRATION  
BUILDING WINDOW REPLACEMENT PROJECT

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DESCRIPTION OF HISTORY/BACKGROUND

The Administration Building Window Replacement Project replaces all of the exterior windows in the Administration Building, removing the existing original single pane windows with energy efficient multi-pane windows. This project is one of many projects designated as an Energy Conservation Project and will lead to reduced cooling demand from the building. On November 25, 2019 bids were received for the Administration Building Window Replacement project. The Bid Proposal from Green Contractor Studio, Inc. was accepted on December 17, 2019. This change order adds as set forth below.

COMMITTEE HISTORY

College Executive Committee July 14, 2020

FISCAL IMPACT

The cost for Change Order No. 003 is \$61,379. Funds in excess of the contingency are available in Measure GC allocated for the Camino Real Window Replacement Project in the amount of \$885,000.

CHANGE IN PROJECT SCHEDULE

Change Order No. 001 included a 30-day extension of the Contract Time. The Contract Completion Date has been changed from June 9, 2020 to July 10, 2020 and Change Order No. 002 added a 30-day extension to August 9, 2020. Change Order No. 003 has no time extensions and the Contract Completion Date remains August 9, 2020.

## CHANGE IN PROJECT SCOPE

For the expenses exceeding the statutory amount, approving Change Orders in lieu of procuring through the competitive process will serve the best interest of the district.

## RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve Change Order No. 003 for the Administration Building Window Replacement Project and that the contract price be amended to reflect an increase of \$61,379.

### CHANGE ORDER NO. 003 SUMMARY

- |   |          |
|---|----------|
| 1. Item No. 01 – Per COR 010. Specified hardware changed to meet existing condition. Unforeseen field conditions. | \$21,678 |
| 2. Item No. 02 – Per COR 011. Added baker rods and sealants. Required by existing conditions.                     | \$36,619 |
| 3. Item No. 03 – Per COR 012. Install steel mullions at type H windows. Required by DSA Inspector.                | \$3,082  |

**TOTAL FOR CHANGE ORDER NO. 003** **\$61,379**

Original contract price	\$1,250,000
Change by previous change orders	\$ 224,070
Contract price prior to this change order	\$1,474,070
Amount contract price increased by this C/O	\$ 61,379
New contract price	\$1,535,449
Original Contingency	\$ 75,000
Balance Remaining in Contingency Reserves	\$ (210,449)
Funds available in CR Window Replacement Project	\$ 855,000*
Balance	\$ 644,551

\*The project originally included replacement of the windows in the Camino Real building but the scope was deleted before bidding. The funds remain available for reallocation. Some of these funds will also be used for replacement of mini blinds and painting of the Administration Building.



GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

NEW BUSINESS REPORT NO. 4 - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper, Executive Vice President,  
Administrative Services

PREPARED BY: Susan Courtney, Director, Business Services

SUBJECT: CHANGE ORDER NO. 003 – SAN RAFAEL  
SECOND FLOOR RENOVATION PROJECT

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DESCRIPTION OF HISTORY/BACKGROUND

The project will renovate the second floor of San Rafael Building to house the Departments of: Title V, Baja, Governance, CalWORKs, and adjunct offices. The project includes coordination/tie-in of Mechanical, Electrical, and Plumbing (MEP) and new Furniture, Fixtures, and Equipment (FF&E). On December 4, 2019, bids were received for the San Rafael Second Floor Renovation project. The Bid Proposal from Menemsha Development Group was accepted on December 17, 2019. This change order adds as set forth below.

COMMITTEE HISTORY

College Executive Committee July 14, 2020

FISCAL IMPACT

The cost for Change Order No. 003 is \$11,113. Funds are available in Measure GC allocated for this project.

CHANGE IN PROJECT SCHEDULE

Change Order No. 002 included three days extension of the Contract Time. The Contract Completion Date extended the Contract Time from June 25, 2020 to June 28, 2020. Change Order No. 003 does not include any time extensions and the completion remains June 28, 2020.

## CHANGE IN PROJECT SCOPE

For the expenses exceeding the statutory amount, approving Change Orders in lieu of procuring through the competitive process will serve the best interest of the district.

## RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve Change Order No. 003 for the San Rafael Second Floor Renovation Project and that the contract price be amended to reflect an increase of \$11,113.

### CHANGE ORDER NO. 003 SUMMARY

1. Item No. 1 – Deduct for glass at door 224A.	(\$ 659)
2. Item No. 2 – Signage Changes per District request.	\$1,552
3. Item No. 3 – Add assisted listening devices and accessories.	\$1,891
4. Item No. 4 – Add caulking seal at all penetrations.	\$5,968
5. Item No. 5 – Add power outlet at IDF room.	\$ 547
6. Item No. 6 – Furniture install assistance.	\$1,254
7. Item No. 7 – Provide and install two new evacuation signs.	\$ 560
<b>TOTAL FOR CHANGE ORDER NO. 003</b>	<b>\$11,113</b>
Original contract price	\$2,170,353
Change by previous change orders	\$ 153,819
Contract price prior to this change order	\$2,234,172
Amount contract price increased by this C/O	\$ 11,113
New contract price	\$2,335,285
Original Contingency Reserve	\$ 182,000
Balance Remaining in Contingency Reserve	\$ 17,068

GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

NEW BUSINESS REPORT NO. 5 - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper, Executive Vice President,  
Administrative Services

PREPARED BY: Susan Courtney, Director, Business Services

SUBJECT: ACCEPTANCE OF BID – MARIPOSA RENOVATION  
PROJECT

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DESCRIPTION OF HISTORY/BACKGROUND

On July 6, 2020 bids were received for the Mariposa Renovation project. This project will renovate classrooms and offices as well as make the changes necessary for food service inside the building. The bids came in as listed below.

Summary of Bids

Bidders	Bid Amount
1. Legion Contractors Inc.	\$ 972,000
2. PCN3 Inc.	\$1,339,000
3. Monet Construction Inc.	\$1,360,000
4. JR Universal Construction Inc	\$1,549,353
5. Menemsha Development Group Inc	\$1,599,000
6. The Nazerian Group	\$1,644,123
7. Harik Construction Inc	\$1,697,000
8. Saifco Construction Company	\$1,740,000
9. RT Contractor Corp	\$1,830,000
10. Loengreen Inc	\$1,855,000
11. SBS Corporation	\$1,830,339
12. AID Builders Inc	\$2,686,950

COMMITTEE HISTORY

College Executive Committee July 14, 2020

## FISCAL IMPACT

\$972,000. This project is being funded by Measure GC.

## RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees accept the bid for the Mariposa Renovation project to the lowest responsive, responsible bidder, Legion Contractors Inc in the amount not to exceed \$972,000.

## GLENDALE COMMUNITY COLLEGE DISTRICT

July 21, 2020

### COLLEGE LEADERS REPORTS

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Office of the Superintendent/President

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### ACADEMIC SENATE REPRESENTATIVE TO THE BOARD

Roger Dickes, Academic Senate President

- Academic Senate Exec is meeting monthly
- The below issues are in process:
  - numerous appointments to governance positions where vacancies have arisen
  - discussion around pandemic-adapted evaluations for fall, especially for tenure-track instructors
- First Annual Virtual Institute Day is in early design phase but taking shape
- Senate and Guild have jointly discussed potentially doing away with "issues" and "personal" email list-serves, with regard to concern for creating safe-spaces for GCC employees of color.

### GUILD REPRESENTATIVE TO THE BOARD

Emily Haraldson, Guild President

- The Guild is continuing its negotiations with the District in the face of the COVID-19 pandemic. We are working in a unified and collaborative fashion that is keeping the safety and health of our students, faculty, and staff first and foremost in our minds.
- Despite the challenges, members of Guild leadership are also looking forward to working with other campus stakeholders in crafting re-opening strategies that can be employed when it is safe enough to do so. My hope is that this document can be used in the event of future pandemics or other emergency situations, and will demonstrate that Glendale Community College is an educational leader in responding to crisis situations effectively and appropriately.

### CSEA REPRESENTATIVE TO THE BOARD

Narbeh Nazari, CSEA President

- CSEA Chapter 76 is donating \$1,000 to the Dorothy Bjork Assistance Fund. This fund provides cash assistance to members experiencing financial emergencies due to circumstances beyond their control.

## CSEA REPRESENTATIVE TO THE BOARD - continued

- CSEA's 94th Annual Conference will be held on July 20 – July 21, 2020, and it will be hosted online, making it easier than ever to access the organization's most important event. Currently there are 6 resolutions submitted in 3 categories that are; resolutions with direct fiscal impact, general policies and legislative change proposals.
- Congratulations to newly hired Classified employee in Payroll, Ms. Lianna Khatcherian
- Congratulations to Jorge Sanchez on his retirement after 33 years, 8 months of service and thank you for your service to the college.

## VICE PRESIDENTS

Anthony Culpepper, Executive Vice President, Administrative Services

- No written report provided.

Paul Schlossman, Vice President, Student Services

- The Health Center has been providing vital mental health services for students throughout the summer session including ongoing virtual counseling appointments and the “Let’s Chat” student support program.
- Starting in fall 2020, the Health Center will be partnering with Stanford University therapists to provide virtual mental health resources and support.
- The CalWORKS Parents Program held a remote celebration for students who earned degrees and certificates, and those who are transferring. More than 90 students participated in the event with speakers including Dr. Viar, staff, and students.
- Aarin Edwards began her term as president of the California Community College CalWORKS Association on July 1. As president her plans include leading the association towards equity in participation hours for single parents, greater activism against racism, and strengthening committees through wider student and professional participation.
- Governor Newsom signed AB-79 which will raise eligibility time limits for CalWORKS students to five years and allow them more time to graduate and transfer.
- As part of their commitment to promote anti-racism, the CalWORKS team worked together to write a statement in support of Black Lives Matter that was sent to CalWORKS students and the college community, and has met five times during the past month to discuss readings and videos that address anti-racism.
- Thanks to the efforts of the SOS/Dual Enrollment program, 1,254 high school students have submitted dual enrollment applications for Summer/Fall 2020 to date. A total of 413 high school students are enrolled in Summer 2020 classes.
- The Financial Aid Office has implemented the Campus Logic software platform that allows students to send their financial aid verification documents via their mobile phone or computer. After receiving email notifications and messages through MyGCC, more than 900 students have successfully submitted their documents through Campus Logic to date. Thanks in part to the new streamlined process, the Financial Aid Office has already identified and awarded 2,792 Pell Grants to students for the 2020-2021 academic year.

## VICE PRESIDENTS – continued

### Michael Ritterbrown, Vice President, Instructional Services

- All classes continue to operate in a remote environment, and a majority of students continue to indicate that classes are serving their educational needs.
- Enrollment for summer classes showed an unprecedented increase over previous years. Current data shows an increase of 38%.
- Distance Education Coordinators and Faculty Development continue to offer workshops to give faculty access to best practices for student success in a remote environment.
- Social Science faculty conducted a week-long series of workshops aimed at deconstructing racism. The workshops were well attended by faculty, staff, and administrators.
- I met with the Black Students Union to better understand their concerns with regard to systemic racism.
- Nareh Manooki, adjunct engineering instructor, has continued to fabricate personal protective equipment for both the college and the community.
- Working with the City of Glendale's Business Recovery Task Force, the PDC is assisting Glendale employers learn about and apply for the Small Business Recovery Grant and the Low-Income Small Business Grant. The city has committed \$2M to fund both grants. The PDC is working with the City of Glendale to open the PDC parking lot for Montrose shoppers and dining patrons in the nearby parklets for the next few months. In addition, the PDC is also helping the city to house and distribute PPE for the Montrose Shopping Park Association businesses.
- In collaboration with the Verdugo Workforce Development Board, PDC is working on a federal grant application - Women in Apprenticeship and Nontraditional Occupations (WANTO). The plan is to train women in CNC Machining and Quality Inspection and place them in high paying jobs with local manufacturers.
- Partnering with the Glendale Youth Alliance, the first cohort of STEPS (Summer Training and Employment Program) students began in July with a virtual field trip to GCC scheduled for early next month. Working with the Student Services department and GCC counselors, 80 high school students will learn about GCC program offerings and numerous services available through DSPS.

### Victoria Simmons, Vice President, Human Resources

- COVID-19 - Related Matters:
  - o Multi-Stakeholder Reopening Strategies Convening
    - Collaborated with leadership of the ASGCC, Guild, CSEA, Senate, Management and Confidential (MaC) group, Safety Committee, Facilities, Campus Police and Health Center to establish a multi-stakeholder group to begin examining reopening strategies with the paramount focus of student and employee safety. Initial meeting scheduled for July 27, 2020.
- Developed COVID-19 Triage Protocol infographic to guide employees and managers on how and where to report potential/positive COVID 19-related results.

## VICE PRESIDENTS - continued

Victoria Simmons, Vice President, Human Resources

- Negotiations Update
  - o CSEA
    - District completed draft contract revisions incorporating Tentative Agreements (TA) changes.
  - o Guild
    - Tentative Agreements incorporated into contract and mutually agreed upon with Guild. Revised contract sent to all faculty and posted on the Office of Human Resources website.
    - Memorandums of Understanding (MOUs):
- Addressing COVID-19 Fall MOU: currently meeting with the Guild to revise MOU for Fall terms and conditions of employment
- COVID-19 Special Evaluation Tool MOU: currently meeting with the Guild and Academic Senate to create special evaluation tool during the Fall and possibly Spring
  - o Guild/District Spring 2020 Ancillary Duties Task Force
    - Task Force completed recommendations and suggestions for contract revisions. Items will be referred to negotiations table.
- CPSHR Classification Study: Phase III employee interviews with CPSHR underway. Review of Phase II, Group 3 reports and recommendations with CSEA completed and Phase II report finalized.
- Workers' Compensation: to continue effectively managing workers' compensation matters, convened quarterly claims review meeting with Keenan and Associates to review status of open claims and related actions.
- Professional Development Training:
  - o Facilitated MaC group discussion regarding how to address systemic racism.
- Convened:
  - o Office of Human Resource/Payroll (Controller) meeting to discuss functional responsibilities for each area.
- Attended:
  - o Overview of Planning to Reopen (Consultant presentation)
  - o CCCCO Emergency Planning COVID-19 Weekly Webinar (2)
  - o SLIM JPA meeting (workers' compensation JPA)
- Talent Acquisition (Recruitment) Updates:
  - o Ongoing Recruitments:
    - Faculty: 4
    - Classified: 4
    - Administrators and Confidentials: 3
  - o Successfully Completed Recruitments (8/2019 through present):
    - Faculty: 7
    - Classified: 41
    - Administrators and Confidentials: 9
    - Adjuncts: 10 (as of May 2020)
    - Temporary Employees: 2 (as of May 2020)
    - Total positions filled to date: 62 (8/2019 through present)



## VICE PRESIDENTS – continued

Victoria Simmons, Vice President, Human Resources

- NeoGov (Current cloud-based software vendor used for applicant tracking system, Insight)
  - o Subscription initiated for cloud-based solutions for onboarding (Onboard), performance management (Perform), and electronic personnel files (E-Forms). Project plan under development for a staggered implementation plan.
- Human Resources Information Systems (HRIS) and Cloud-Based Software Solutions
  - o Oracle efforts to validate and scrub:
    - Employee contact information
    - Supervisor/employee reporting structure
    - Bi-lingual stipend eligibility
  - o In conjunction with Information Technology Services, began exploration of cloud-based software solutions:
    - PeopleSoft demonstration request – for migration of HRIS module from Oracle to PeopleSoft

## ASSOCIATED STUDENTS OF GLENDALE COMMUNITY COLLEGE

Vanessa Angeles, Student Trustee

- The ASGCC is conducting our first of two weeks of Senator interviews. We are interviewing for 20 Senator and one Vice President position; the Relations Committee produced a recruitment video that has been shared with instructors to share in their classrooms this summer.
- The Executive Committee drafted a message of support for our fellow International Vaqueros, showing our solidarity in lieu of the recent decision of Trump's administration in response to their immigration status. This message will be posted on ASGCC's social media platforms. It will also be sent directly to all International Students' email. We are committed to ensuring we do our part to advocate at the local, state and federal as needed.

## BOARD OF TRUSTEES

Ann Ransford, Clerk

- Fiscal Crisis and Management Assistance Team (FCMAT) meeting 6/14
- California Community College Trustees (CCCT) Trustee Weekly Webinar Series 6/18
- California Community College Trustees (CCCT) Meeting 6/19
- Organizational Meeting of Women's CCC Caucus 7/8
- California Community College Trustees (CCCT) Trustee Weekly Webinar Series 7/9
- Glendale Latino Association Scholarship Event 7/9
- League Student Centered Funding Formula (SCFF) Taskforce Meeting 7/10