

Glendale Community College District
Board Focus Areas and Outcome Measures for 2016 – 17 Academic Year

Adopted July 19, 2016

End-of-Year Status Report

1. Board members primary attention is on issues related to the four Strategic Goals in the GCCD Educational Master Plan: 1) students awareness, access, persistence and success, 2) economic and workforce development, 3) instructional programs and student services, and 4) fiscal stability, diversification, and enrollment management; and to facilities and institutional operations.

- Provide oversight and support to increase enrollment so as to serve the education and job training needs of the community and assure the fiscal stability of the college
 - ✓ Monthly information reports provided to the Board on enrollment
 - ✓ The college achieved a 10.3% increase in state apportionment FTES enrollment for 2016-17 including 556 FTES from Summer Session 2017 enrollment.
 - ✓ The college's enrollment management efforts resulted in the college returning to its state base funding level, being eligible for its state maximum growth funding of .5%, and no longer using the state's stability funding mechanism.
 - ✓ While the college used 556 FTES Summer Session 2017 enrollment to achieve base funding and .5% state growth funding it has a projected 882 FTES for use in 2017-18 school year calculations for state enrollment appropriations.
 - ✓ To achieve enrollment base funding for 2017-18 and be eligible for .5% growth the college will need to grow approximately 4.2% (633 FTES) from its 14,985 actual 2016-17 level to 15,618 in 2017-18.

- Maintain oversight of the college budget including an expectation of timely informative meetings, the setting of budget benchmarks, and five-year budget projections
 - ✓ Board discussion and public hearing on 2016-17 budget with five year projections (August 16, 2016)
 - ✓ Discussion and adoption 2016-17 (Sep 13, 2016)
 - ✓ Review of financial data comparisons and five year expenditure and revenue trends (January 13, 2017)
 - ✓ Receipt and review of annual fiscal audit (January 13, 2017)
 - ✓ Review and discussion of tentative 2017-18 budget and five-year projections (June 20, 2017)
 - ✓ Five Year construction plan (July 19, 2016)
 - ✓ Measure GC implementation, planning, and management process presented (June 20, 2017)
 - ✓ Three members appointed to Facilities Bond Oversight Committee

- Support GCC efforts to expand the use of open education resources (OER) and to explore establishment of zero-textbook-cost degree programs, and other approaches to the reduction of textbook costs for students
 - ✓ Board presentation made March 21, 2017
 - ✓ Applied for the OpenStax OER Partnership but not selected

- ✓ Preparing the RFA for the Zero Textbook Cost Degree Grant from the Chancellor's Office— Social Sciences has developed a Z-Degree in Childhood Development that will be used in this application. Grant application due September 28th.
 - ✓ Collection of OER materials has been created and made available in the library.
 - ✓ Courses with no cost textbooks are identified in the schedule of classes. A second note indicating low cost text (under \$40) is being worked on.
 - ✓ Faculty Development Office providing further learning opportunities on the use of OER
- Review the GCC vision for online education and consider what appropriate policies and support are necessary to assure its effective use in fulfilling the college mission
 - ✓ Separated the Distance Education Coordinator into two positions in order to focus on two areas: evaluation, growth, and planning of Distance Education and supporting faculty with pedagogical and instructional support in an online environment
 - ✓ New Distance Education Coordinator (50%) selected. The second 30% position is still being written.
 - ✓ Transition to Canvas Learning Management System (LMS) completed. Transition from Turnitin to Vericite also completed
 - ✓ Professional Development workshops on the use of Canvas and Vericite have been offered through the summer
 - ✓ Faculty Development Office providing learning opportunities on best practices in DE
- Devote a portion of each public meeting to at least one of the areas of oversight
 - ✓ Workforce Development Plan
 - ✓ Guided Pathways
 - ✓ Mathematics
 - ✓ Dual enrollment/College and Career Access Pathways agreement
 - ✓ College athletics program
 - ✓ Baja Field Studies Program
 - ✓ Financial Aid
 - ✓ Welcome Center
 - ✓ Multi-cultural and Community Engagement Center
 - ✓ Wellness Program
- Receive and review status reports on achievements of the EMP strategic initiatives and annually receive the Student Success Score Card results and Campus Profile data and identify areas for college attention
 - ✓ Reviewed and approved Institutional Self-Evaluation Report for Accreditation (July 2016)
 - ✓ Discuss development process for 2017 – 2024 Institutional Strategic Plan and identification of board policy parameters (October 2016)
 - ✓ Mission, vision, and values discussion (January 2017)
 - ✓ College Views survey results considered (January 2017)
 - ✓ College Profile Data presented and discussed (January 2017)
 - ✓ Short-term Outcome Measures for student success analyzed (January 2017)
 - ✓ Student Success Score Card results presented and discussed (August 2017)
 - ✓ Approved 29 new courses, 10 new certificates, and 4 new associate degrees

- Monitor progress on achieving diversity among faculty, staff, and students and closing of the student success achievement gaps
- Assess progress on fiscal savings due to energy conservation projects and energy management policies related to older college buildings

2. Board members engage in professional development activities to enhance the performance of their roles and responsibilities

- Attend at least two professional development events directed toward governing board roles
 - ✓ CCCT and League Board meetings (4 meetings attended by 1 trustee)
 - ✓ LACOE/LACSTA (2 meetings attended by 1 trustee)
 - ✓ CCCT Annual Conference (1 trustee attended)
 - ✓ ACCT Annual Leadership Congress (1 trustee attended)
 - ✓ Board of Governors (3 meetings attended by 1 trustee)
 - ✓ League Annual convention (2 trustees attended)
 - ✓ ACCT National Legislative Summit (2 trustees attended)
 - ✓ League Annual Legislative conference (1 trustee attended)
- At least two trustees will participate in the CCLC Excellence in Trusteeship program
 - ✓ One trustee has completed the program
- Report to fellow board members on professional development events attended
 - ✓ Reporting done at regular board meetings
- Participate in two board special meeting retreats held during the year
 - ✓ All members participated in the meetings held December 2016 and August 7, 2017
- Conduct a board self-evaluation and make improvements as necessary
 - ✓ Self-evaluation survey and College Views survey on the board were completed and results discussed (August 7, 2017)

3. Board members are visible in the communities served by GCC helping educate community members on the mission and needs of the college and learning how the college can better meet its mission.

- Inform and engage the Glendale community about the facilities and infrastructure financing needs of the college
 - ✓ Oversaw and participated in effort that resulted in 72% voter approval for Measure GC authorizing sale of \$325 million facilities bonds
- Attend at least six community events and speak to at least two groups
 - Glendale City Memorial Day Event (1)
 - ✓ Clark Magnet High School Graduation (1)
 - ✓ Daily High School Graduation (1)
 - ✓ Verdugo Academy Graduation (1)
 - ✓ Hoover High School Graduation (1)

- ✓ Glendale High School Graduation (1)
 - ✓ Crescenta Valley High School Graduation (1)
 - ✓ Boys Scouts fundraiser (1)
 - ✓ Glendale Library Ribbon Cutting Ceremony (3)
 - ✓ Glendale Public Library Re-Opening Gala (1)
 - ✓ Armenian Genocide Commemorative event (1)
 - ✓ Glendale Police Academy Luncheon (1)
 - ✓ RCPOA Board meeting (3)
 - ✓ State of the City Glendale Chamber of Commerce Luncheon (3)
 - ✓ Armenian Cultural Foundation Gala (2)
 - ✓ YWCA Legacy Luncheon (1)
 - ✓ Congressman Adam Schiff event (4)
 - ✓ Armenian National Committee of America (1)
 - ✓ Glendale Votes Meet and Greet (1)
 - ✓ GUSD, City Council, GCC meeting (1)
 - ✓ Verdugo Park Renovation presentation by Glendale City Council (1)
 - ✓ Glendale City Council Forum (1)
 - ✓ Glendale Latino Association Awards Luncheon (1)
 - ✓ Armenian Relief Society (ARS) Gala (1)
 - ✓ Montrose Parade (1)
 - ✓ Armenian National Committee (Glendale) Dinner (2)
 - ✓ Glendale Adventist Guild's Appreciation Dinner (1)
 - ✓ Armenian American Museum Unveiling (1)
 - ✓ Glendale Adventist Guild's New Officers' Installation Luncheon (1)
 - ✓ Glendale Youth Alliance Luncheon (3)
 - ✓ Glendale Humane Society Fundraiser (1)
 - ✓ Armenian Cultural Day (1)
 - ✓ Glendale Character and Ethics Event at GUSD (1)
 - ✓ YMCA Gala Dinner (1)
 - ✓ Community Foundation of Verdugo Dinner (1)
 - ✓ Glendale Memorial Hospital – Dignity Health Anniversary Celebration (1)
 - ✓ Glendale Fire Department Awards Luncheon (1)
 - ✓ Armenian National Committee of America – Glendale Reception (1)
 - ✓ Armenian National Committee of America – Western Region Annual Gala Banquet (1)
 - ✓ Glendale Homeowners Coordinating Council (1)
 - ✓ Women Achievers Awards Luncheon (3)
 - ✓ GUSD State of the Schools Breakfast (2)
 - ✓ Glendale Youth Alliance Awards Luncheon (3)
- Meet with GCC's state senator and state assembly member and Congressman during the year
 - ✓ Congressman Schiff visit in DC by two trustees and he held town hall meeting at GCC
 - ✓ Senator Portantino held his local swearing in ceremony at GCC, two meetings at his Sacramento and Glendale office, and visited the Professional Development Center
 - ✓ Assembly member Friedman town hall meeting hosted by GCC, one meeting at her Sacramento office
 - Meet with local elected officials from the city, county, and school district during the year

- ✓ Civic Leaders Roundtable bi-monthly meetings
- Show interest in the life of the college by attendance at student, faculty, and staff activities at the college
 - ✓ Emergency Preparedness Training (5)
 - ✓ New Faculty Reception (5)
 - ✓ Faculty Institute Day Luncheon (4)
 - ✓ Accreditation Team visit (3)
 - ✓ Food Pantry Dedication (3)
 - ✓ Patrons Club fundraising Luncheon (4)
 - ✓ Learning Center Open House (3)
 - ✓ Uniquely Abled Academy Graduation (2)
 - ✓ Academic Senate Holiday Event (2)
 - ✓ CSEA Holiday Party (2)
 - ✓ MLK Jr. Interfaith Breakfast (4)
 - ✓ Counselors Day (1)
 - ✓ Retirement and service recognition Luncheon (3)
 - ✓ Honors and scholarships Awards Banquet (5)
 - ✓ Nurses Pinning Ceremony (1)
 - ✓ Commencement Ceremonies (5)

4. Board members support actively the fundraising efforts of the college through its foundation.

- Contribute to at least one of the college's fundraising events and activities
 - ✓ Trustees contributed during the year to the President's Circle, Athletic Hall of Fame, Golf Tournament, and various scholarships (5)
- Introduce the Superintendent/President and/or foundation leaders to potential significant donors to the college

5. Board members communicate directly with the Superintendent/President in addressing issues of college policy and operation and direct community members and college constituency concerns to his office for resolution.

- Meet individually with the Superintendent/President at least once/month
 - ✓ All trustees participated in the monthly meetings in person or by telephone
- Work with the Superintendent/President in the establishment of his annual focus areas
 - ✓ August 2017 Special Board Meeting