Glendale Community College District
Board Focus Areas and Outcome Measures for 2017 – 18 Academic Year
Adopted August 15, 2017

End-of-Year Status Report
July 13, 2018

1. **Board members primary attention is on policies to assure the academic quality, integrity and effectiveness of the student learning programs and services and the financial stability of the college and to 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

- 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 2017-18 budget with five year projections (August 14, 2017)
    - ✓ Discussion and adoption of 2017-18 budget (Sep 12, 2017)
    - ✓ Review of financial data comparisons and five year expenditure and revenue trends (January 20, 2018)
    - ✓ Receipt and review of annual fiscal audit which included no negative findings (January 16, 2018)
    - ✓ Review and discussion of tentative 2018-19 budget (June 19, 2018)
    - ✓ Paid off $2.3 million of certificates of participation with Measure GC funds saving $285,000 annually from general expenditures
    - ✓ Facilities Master Plan updated (September 12, 2017)
    - ✓ Board review and action on Garfield Campus property acquisition for surface parking, College Police facility renovation, purchase of Citibank Building in Montrose to expand credit and noncredit offerings in northern Glendale, new Athletics Facility, renovations and improvements for Library and Sierra Nevada, completion of Sierra Vista, and MOU with City for joint-use fire training facility
    - ✓ Six new members appointed and four reappointed to Facilities Bond Oversight Committee which held four meetings

- 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
    - ✓ A new DE Coordinator was appointed this year and she has reviewed, updated, and clarified the qualifications for teaching an online course. These have been approved through governance and the Academic Senate.
    - ✓ A reliable and accurate list of approved instructors in DE has been created and provided to Division Chairs.

- ✓ The college adopted the @one training for DE instructors and invested in offering its own course with a GCC instructor to provide training free of charge to any faculty member interested. Faculty will also receive salary unit credit for completing the course.
- ✓ The college has been accepted to participate in the statewide OEI (Online Education Initiative) and is currently preparing for this new endeavor.
- ✓ The college has adopted a portion of the OEI Course rubric to ensure that its online courses are rigorous and accessible.
- ✓ The college is exploring the use of Ally by Blackboard, for use in Canvas to greatly increase the accessibility of materials in online courses.
- ✓ The number of faculty qualified to teach online has greatly increased and we have seen strong interest and growth in students taking online courses, particularly in English and Speech.
- ✓ The Committee on Distance Education has reworked and updated the Mission Statement and Vision for Distance Education and is currently completing the DE Component Plan for the 2018-2025 Institutional Master Plan

- Receive status reports and provide leadership support on GCC efforts to implement the Guided Pathways model
  - ✓ Monthly reports on the status of implementation received starting in September 2017

- 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
  - ✓ The college received a grant to complete a ZTC Degree (Zero Textbook Cost) in Childhood Development.
  - ✓ The bookstore manager is working with the Library and publishers to offer more OER materials on campus.
  - ✓ Workshops have been provided to faculty on the use of OER, informing them what they are and how they can be used.
  - ✓ The Library has acquired a collection of the OpenStax, OER textbooks for faculty to examine when considering their use.
  - ✓ The Faculty Innovation Center has an OER workroom with scanner and computer for faculty use.

- Devote a portion of each public meeting to at least one of the areas of oversight
  - ✓ Student Equity Program and Progress Closing the Achievement Gaps
  - ✓ Mathematics Division Efforts to Improve Success Rates
  - ✓ Addressing Safety and Security at GCC Locations
  - ✓ The Hiring Process at GCC
  - ✓ Student Engagement and Active Learning Approaches at GCC
  - ✓ GCC Nursing Program and Factors for its Success as a Gold Star Program
  - ✓ Enrollment Management Procedures and Initiatives Underway at GCC
  - ✓ The Work of the Professional Development Center and Delivery of Training for Incumbent Workers
  - ✓ Preliminary Planning for a New Science Facility
  - ✓ Plans for the Verdugo Gym Expansion

- Receive and review status reports on achievements of the EMP strategic initiatives
  - ✓ Discussed and approved 2017 – 2024 Institutional Strategic Plan (August 7, 2017, March 20, 2018, April 17, 2018 and May 15, 2018))
  - ✓ Mission, vision, and values discussion and action (October 17, 2017)
  - ✓ College Views survey results considered (August 7, 2017)
  - ✓ Discussed Integrated Basic Skills, Student Equity, and Student Success Plan (October 2017, November 2017, January 16, 2018)
  - ✓ Approved 34 new courses and 10 new certificates; 133 revised courses; six new associate degree, six new certificate, and four new skill award programs; and nine revised degree and two certificate programs.

- Monitor progress on achieving diversity among faculty, classified staff, managers, administrators, and students and closing of the student success achievement gaps

- Annually receive the Student Success Score Card results and Campus Profile data and identify areas for college attention
  - ✓ College Profile Data presented and discussed (August 7, 2017)
  - ✓ Short-term Outcome Measures for student success analyzed (August 7, 2017)
  - ✓ Student Success Score Card results presented and discussed (January 20, 2018)
  - ✓ Areas identified for attention included: textbook costs, community services, lack of basic skills improvements in the math area, limited progress closing the equity achievement gaps, potential for the "greening" of the rooftops of the Verdugo Campus buildings, continuing efforts to improve safety and security

- 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**

- Develop and participate in trustee professional development related to the needs of the Board in leading GCC and to be offered at the college
  - ✓ Ethics Training provided all board members (August 7, 2017)

- Attend at least two professional development events directed toward governing board roles
  - ✓ CCCT and League Board meetings (1 trustee attended 4 meetings)
  - ✓ LACOE/LACSTA (2 trustees attended 2 meetings)
  - ✓ CCCT Annual Conference (1 trustee attended)
  - ✓ ACCT Annual Leadership Congress (2 trustee attended)
  - ✓ Board of Governors (1 trustee attended 2 meetings)
  - ✓ League Annual convention (2 trustees attended)
  - ✓ ACCT National Legislative Summit (2 trustees attended)
  - ✓ League Annual Legislative conference (2 trustee attended)
  - ✓ FCMAT Board meetings (1 trustee attended 2 meetings)

- At least two trustees will participate in the CCLC Excellence in Trusteeship program
  - ✓ One trustee has completed the program and a second one is working on 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 January 20, 2018 and August 2, 2018

- 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 2, 2018)

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.**

- 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
  - ✓ New Faculty Reception (3)
  - ✓ Faculty Institute Day Luncheon (1)
  - ✓ Classified Institute Day (1)
  - ✓ Uniquely Abled Academy Graduation (2)
  - ✓ Academic Senate Holiday Event (1)
  - ✓ Classified Holiday Party (1)
  - ✓ Classified Barbeque (3)
  - ✓ MLK Jr. Interfaith Breakfast (1)
  - ✓ Retirement and service recognition Luncheon (4)
  - ✓ Honors and scholarships Awards Banquet (5)
  - ✓ Nurses Pinning Ceremony (2)
  - ✓ Commencement Ceremonies (5)
  - ✓ Verdugo Fire Academy Graduation (1)
  - ✓ GCC Armenian Cultural Day (1)
  - ✓ GCC Career Fair Day at Garfield (1)
  - ✓ GCC football games (1)
  - ✓ GCC Honors Banquet (3)
  - ✓ 90th Anniversary Celebration Gala (3)
  - ✓ 90th Anniversary Campus-wide Celebration (3)
  - ✓ Red Mountain Art Commission Reception (1)
  - ✓ Sierra Vista Dedication and Opening (4)
  - ✓ ASGCC Welcome Fair (1)
  - ✓ Garfield Campus Information Tour (1)

- Attend at least six community events and speak to at least two groups
    - ✓ Clark Magnet High School Graduation (1)
    - ✓ Crescenta Valley High School Graduation (1)
    - ✓ Daily High School Graduation (1)
    - ✓ Hoover High School Graduation (1)
    - ✓ Glendale High School Graduation (1)
    - ✓ GUSD State of the Schools Breakfast (2)
    - ✓ State of the City Chamber of Commerce Luncheon (1)
    - ✓ Glendale City Memorial Day Event (1)
    - ✓ Glendale City Tufenkian Art Gallery Opening (1)
    - ✓ Glendale City Council Forum (1)
    - ✓ Glendale City Community Prayer Breakfast (3)
    - ✓ Glendale Adventist Hospital and Guild events (1)
    - ✓ Glendale Education Foundation events (1)
    - ✓ Glendale Fire Department Awards Luncheon (1)
    - ✓ Glendale Latino Association Awards Luncheon (2)
    - ✓ Glendale Police Officers Association Luncheon (2)
    - ✓ Glendale Rotary (1)
    - ✓ Glendale Youth Alliance Luncheon (2)
    - ✓ Armenian Cultural Foundation Gala (2)
    - ✓ Armenian Genocide Commemorative event (2)
    - ✓ Armenian Education Foundation event (2)
    - ✓ Armenian National Committee (Glendale) Dinner (3)
    - ✓ Armenian National Committee of America – Architects of Denial , Educational Awards luncheon (2)
    - ✓ Armenian Consulate and Armenian International Women's Association – Wounded Hero event, luncheon (2)
    - ✓ Business Life - Women Achievers Awards Luncheon (3)
    - ✓ Liberty Bell Award Dinner (1)
    - ✓ Montrose Parade (1)
    - ✓ Oakmont League fundraiser (1)
    - ✓ Quarterback Club Luncheon (1)
    - ✓ RCPOA Board meetings and events (1)
    - ✓ Silver Lake Chamber event (1)
    - ✓ Soroptimists International of Glendale – Human Trafficking information event (2)
    - ✓ YMCA Excellence Awards Gala Dinner (1)
    - ✓ Champions for Higher Education reception - Campaign for College Opportunity (2)

4. **Board members are knowledgeable about state and federal legislation affecting Glendale Community College and involved in influencing outcomes favorable to the college and the students it serves.**

- Meet with GCC's state senator and state assembly member and Congressman during the year
    - ✓ Congressman Schiff meeting in conjunction with ACCT Legislative Conference
    - ✓ Senator Portantino meetings at his Sacramento and Glendale office and Professional Development Center visit

- ✓ Assembly member Friedman hosted an information event on driving safety at GCC Verdugo campus - "It Can Wait" campaign
- ✓ League Legislative Conference – meetings with Senator Portantino and Assembly member Friedman
- ✓ Legislators Lobby Day in Sacramento

- As necessary, take positions on legislation and communicate those positions to appropriate state and federal officials
  - ✓ Adopted resolution urging Congress to codify protections contained within the Deferred Action for Childhood Arrivals Program (DACA)
  - ✓ Worked with Senator Portantino regarding community college holiday for April 24 Armenian Genocide Remebrance Day.

5. **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, 90th Anniversary Gala, Golf Tournament, and various scholarships (5)

- Introduce the Superintendent/President and/or foundation leaders to potential significant donors to the college

- Maintain awareness of the work of the Foundation and its support of the mission of the college and its priorities
  - ✓ Status report on the work of the Foundation presented
  - ✓ Financial audit and quarterly financial statements of the Foundation presented
  - ✓ Recognition of Dave Greenbaum, Foundation board member, as CCLC Distinguished Alumni Award Winner

6. **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 2018 Special Board Meeting

7. **Other Accomplishments**
   - ✓ Adopted new, amended, or deleted 18 Board Policies following college governance discussion and board review
   - ✓ Reviewed Chapters 1 – 4 of Board Policies (August 7, 2017 and January 20, 2018)
   - ✓ Discussed and approved change of Board election date to the Statewide General Primary date under provisions of the California Voters Participation Rights Act (December 19, 2017)