

GLENDALE COMMUNITY COLLEGE DISTRICT
1500 North Verdugo Road
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SPECIAL BOARD OF TRUSTEES MEETING NO. 13

The special board meeting of the Glendale Community College District Board of Trustees was called to order by Ms. Portillo Rabinov at 9:00 a.m. on Friday, January 26, 2024 at the GCC Professional Development Center, Room 200.

Trustees Present:

Yvette Vartanian Davis
Desirée Portillo Rabinov
Ann H. Ransford
Elin Gharibian, ST

Administrators Present:

Dr. Ryan Cornner
Dr. Brittany Grice
Amir Nour
Dr. Michael Ritterbrown
Drew Sugars

Guest Presenters:

PPL, Inc. Consultants
Dr. Bob Miller
Deborah La Teer
Jessie Wang
Vantage Technology Consulting Group
Dr. Michael Berman

Remote Attendance:

Dr. Armine Hacopian

Absent:

Dr. Sevan Benlian

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Vice President, Desirée Portillo Rabinov.

COMMENTS FROM THE AUDIENCE – BOARD AGENDA ITEMS ONLY

No comments presented.

RESOLUTIONS - ACTION

- 3.1 Resolution No. 23-2023-2024 – Board Member Virtual Participation Pursuant to AB2449; Remote Teleconference Attendance for “Just Cause” with a Qualifying “Emergency Circumstance”

It was moved (Ransford) and seconded (Gharibian) to approve Resolution No. 23-2023-2024.

The motion passed unanimously.

MANAGEMENT UPDATES

- 4.1 Superintendent/President Introduction

Highlights:

- Completed contract negotiations with both bargaining groups
- Completed accreditation visit
- Completed budget development with required reserves
- Increased enrollment in fall in both credit and noncredit
- Completed evaluations of IT and Finance

Upcoming Priorities:

- Second year and expansion of Promise Plus
- Revised staffing plan based on retirements
 - Fill critical positions (VPAS, VPSS, AVPIT)
 - Diversify management, faculty and staff hiring reflective of our student community

- Continued increases in enrollment
 - Enhance efforts for student belonging
- Implement improvement plans for finance and IT
- Continue fiscal improvements inclusive of new budget constraints
- Complete Measure GC Closeout, develop new Facilities Plan, assess future Bond
- Complete renovation of Camino Real
 - VR and Student Inclusion Center

4.2 Student Services Update

Schlossman discussed highlights on reconnecting, reengaging, reimagining, and renewing opportunities for students. Focus remains in Student Outreach Services (SOS), Financial Aid outreach and the Vaquero Success Center (VSC) to continue providing students with expected services both in-person and remote as needed. All Student Services programs are working to reengage students through in-person and remote services, 5 days per week. The Promise Plus+ program has enhanced the new student experience and offers many opportunities and showing success for the 2023-2024 academic year. Student Services is continuing to provide students with a strong commitment to their needs.

4.3 Human Resources Update

Grice shared improvements and successes in Human Resources to include automation and self-service, employee professional learning and engagement and infusing DEIA principles and best practices into personnel processes, procedures and structures. Additionally, continued work in building capacity for more efficient and effective handling of employee relations matters across campus, addressing ongoing impact of the pandemic and COVID-19 and strengthening on-campus presence and engagement. Also, staffing planning in anticipation of SRP impact and revised enrollment and educational services goals, embedding DEIA into policy and procedure, including Title 5 regulatory implementation and bargaining in a challenging fiscal climate; including concluding classification and compensation studies.

4.4 Instruction Update

Ritterbrown provided an overview on enrollment, Instructional Services reorganization, reduction to instructional hours, new programs and aligned projects.

There had been generally positive trends in enrollment:

- Fall 2023: + 4.8% Credit +53% Noncredit
- Winter 2024: - 7.5%
- Spring 2024: +10.8% Credit

Enrollment By Mode

- In-Person: +38% - 2052
- Online/Remote: -18% - 4345
- In-Person and Online: +24% - 4766

Plans for reorganization included re-envisioning Instructional Services, focusing on a Guided Pathways approach and greater definition and focus. Regarding instructional hours he noted increased efficiency without a loss of service and to base hours on optimal section calculations. Some new programs initiated were the following:

Live Production Fall 2024	Emergency Medical Service Fall 2024	Film: Production Jobs Spring 2025
<ul style="list-style-type: none">• Theater• Concerts• Amusement Parks• Events	<ul style="list-style-type: none">• Paramedics• EMT	<ul style="list-style-type: none">• Camera• Lighting• Sound• Editing

4.5 Administrative Services Update

Nour shared Fiscal Services accomplishments to include development of the Tentative and Final Budget, finalizing the District and GO Bond audit with an Unmodified - No Recommendation status, and reaffirmed Accreditation for seven years (Standard III-D. Financial Resources). Also, implementation of the Supplementary Retirement Plan (SRP), completing fiscal review through PPL and FCMAT, recognizing salary savings thru vacant positions, hiring an Interim Payroll Supervisor, implementation of BankMobile for Financial Aid Disbursement and reducing account receivables.

Efforts will continue in the development of the 2024-25 Tentative Budget based on the Governor's budget outlook and to finalize HEERF Audit with the Department of Education. Also, maintaining compliance with 50% law and partnering with CSEA and the Guild to determine ways to further support employees through negotiations. Fiscal priorities to increase enrollment and SCFF metrics to move out of Hold Harmless, identify and build into the five-year projections planned costs savings and identify ways to create additional stabilization reserves in the event of the fiscal slope or cliff.

Nour further discussed accomplishments and plans for Information Technology, Business Services, and Facilities and Construction.

FISCAL SYSTEMS REVIEW

5.1 PPL, Inc., Consultants – Fiscal and Administrative Systems Review

Dr. Bob Miller, Deborah La Teer and Jessie Wang provided a report detailing revenue and expenditure budgeting including observations and recommendations.

5.2 Glendale Planned Response

The PPL, Inc. consultants further shared recommendations related to the following:

- Finance & Fiscal Unit Organizational Structure
- Fiscal & Administrative Systems Review
 - Budget Development Process
 - 5-Year Projection
 - Restricted General Fund "03"
 - Interfacing Oracle Finance & PeopleSoft
 - 50% Law Compliance & Reporting
 - HRS to HCM Conversion

MARKETING PLAN

6.1 Marketing Plan and Update

Sugars presented focus on communication, colleagues and collaborations, owned and earned media, current campaigns, and tagline presentation and consideration. Specifically, the department is building a support system across the college and moving forward with branding and using the logo properly.

Happy to report that some free media was gained through the Metro GoPass filming, Lottery campaign filming on the Verdugo campus (and students), and KCAL night filming of the campus during a news broadcast (thanks to Barbara Falkowski), which are a tremendous savings and benefit in promoting GCC.

A tagline presentation was provided for Board consideration.

INFORMATION TECHNOLOGY REVIEW

7.1 Vantage System and Security Review

Dr. Michael Berman provided a summary on services Vantage provided to GCC. Campus-wide focus groups were conducted to understand campus needs and expectations. They identified IT-related staff and contractor roles and evaluated how they use their time (FTE Analysis) and developed a set of recommendations and a roadmap for implementation based on what was observed.

Vantage provided team organization recommendations for Enterprise Applications, Network Systems & Security Operations and Support Services.

BOARD BUDGET PRIORITIES

8.1 Board Budget Priorities

Cornner and the Board reviewed the budget priorities, the Governor's budget and the 2023-2024 Board Focus Areas. The Governor's budget was carefully considered in relation to GCC's budget and Board focus areas.

FUTURE PRESENTATIONS

9.1 Planned Board Presentations

February

- Supplemental Retirement Incentive Program presentation and approval

March

- Facilities planning and review of current and future bond projects.
- Pulitzer Student Presentation

April

- Swearing in of Trustees
- Promise Plus presentation

May

- SCFF Projections and enrollment plans

June

- Tentative Budget Presentation and approval

August

- Preliminary Final budget presentation

September

- Final Budget Approval

COMMENTS FROM THE AUDIENCE ON ANY SUBJECT

No comments presented.

ADJOURNMENT

Portillo Rabinov adjourned the meeting at 4:30 p.m.

Board of Trustees President

Board of Trustees Clerk

Board of Trustees Special Meeting, January 26, 2024
Minutes recorded by Debra Kallas, Executive Assistant to the Superintendent/President and the Board of Trustees.
Minutes approved at the Regular Board of Trustees Meeting, March 19, 2024.