

# 2017-2018 Program Review Cycle

## Resource Requests for

# Manager/Administrator

Current Code	Descriptive Title of Requested Position	Name of Department This Position Would Be a Part Of	Requester Last Name	Requester First Name
MHAC-01	Program Manager I: Global Trade and Logistics & Entrepreneurship	Entrepreneurship	Zakaria	Marisa
MHAC-02	Director of Athletics (Program Manager III)	Athletics	Schlossman	Paul
MHAC-03	Executive Director of A&R	Admissions and Records	Perez	Ricardo
MHAC-04	Associate Dean, Grants Management and Resource Development	Research, Planning & Grants	Karpp	Ed
MHAC-05	Field Station Manager/Director	Baja California Field Studies Program	Kretzmann	Maria
MHAC-06	Program Manager II	Student Outreach Services	Oukayan	Tzoler
MHAC-07	Program Manager II	Multicultural & Community Engagement Center	Zariani	Hoover
MHAC-08	Payroll Manager	Controller	Nour	Amir

*These are requests that were submitted by December 1, 2017 during the 2017-2018 Program Review cycle for the 2018-2019 budget.*

**Descriptive Title of Requested Position****MHAC-01**

Program Manager I: Global Trade and Logistics &amp; Entrepreneurship

**Name of Department This Position Would Be a Part Of**

Entrepreneurship

**Requester**

Marisa Zakaria marisaz@glendale.edu

**Request Status**

This is a new request.

**What priority does the department assign to this request?**

High Priority

**Full-Time or Part-Time**

full-time

**Type of Request**

new position

**How will this position be funded?**

Other

**Job Duties Description**

Assists with transfer course and curriculum development for the GTL, Entrepreneurship, and International Business courses. Writes new proposals and grants for GTL, Entrepreneurship, and International Business Promotes GTL, Entrepreneurship, and International Business programs. Leads, plans, and coordinates the day-to-day operation of the GTL and Entrepreneur programs. Develops and administers the GTL and Entrepreneur grant budget; responsible for budget allocation, procurements, licenses, contracts, and financial accounting for all local, state, and federal funds as appropriate. Develops and directs pathway programs related to GTL and Entrepreneurship; serves as college's administrative liaison to K-12 and 4 year institutions as it relates to GTL and Entrepreneurship programs and articulation. Maintains and coordinates a calendar of events related to GTL and Entrepreneurship. Plans, organizes, and conducts special events in conjunction with other college and community departments and programs. Serves on campus governance committees and attends instructional and divisional meetings Assists with identifying guest speakers, professional experts, and potential faculty to teach courses in the specified areas. Attends meetings, workshops, conferences, and other activities to ensure currency with consortia issues and statewide initiative efforts. Conducts student and community workshops in GTL, Entrepreneurship, International Business, career readiness, and job/career development. Assists GTL and Entrepreneurship regional consortia and leads all regional initiatives. Serves as co-advisor for the Entrepreneur club. Coordinate speaker series and annual pitch competition at GCC and assist with regional and state pitch competitions. Creates analysis for required grant and campus reports. Performs additional duties as assigned.

**Which Master Planning goals does this request support?**

strengthen economic and workforce development, support instructional programs and student services

**Does this support any Annual Goals?**

increase the number of students transitioning from Noncredit to Credit, the college will work to integrate projects from all available funding sources to design academic programs and support services to provide coherent program pathways that enhance the student experience from recruitment to completion

**Linkage to College Priorities**

This position would support our student run business and help develop curriculum that would enable GCC to have educational opportunities found in few community colleges.

**Supporting Data**

We received grant money to support this position. It will be fully funded by the grant.

**What implications does the addition of this position have on budget, staffing, facilities, and equipment?**

Should be no implications, since it is fully grant funded

**Discuss any benefit your program may have lost from not receiving this position.**

We currently only have 1 full-time faculty teaching full-time and running the Business Administration and Entrepreneur Departments. There are many lost opportunities to run great programs and events on campus. The financial resources are already applied for and obtained, but the personnel resource is not here yet. It is vital to continue our programs and to continue getting better, especially since the 1 full-timer will be out on leave beginning December. We will need this position until the grant runs out in 2019.

**Student Success**

This will give our students experiential learning opportunities like running a student business and attending campus events that bring students together with community and business.

**Human Resources Data**

We have not hired any classified in Business Administration nor Entrepreneurship.

**Descriptive Title of Requested Position****MHAC-02**

Director of Athletics (Program Manager III)

**Name of Department This Position Would Be a Part Of**

Athletics

**Requester**

Paul Schlossman pschloss@glendale.edu

**Request Status**

This is a repeat request from a previous year.

**Previous Code (or Previous Year Requested)**

2016-2017

**What priority does the department assign to this request?**

Extremely High Priority

**Full-Time or Part-Time**

full-time

**Type of Request**

replacement position

**How will this position be funded?**

01 Unrestricted General Fund

**Job Duties Description**

Administers, plans, and supervises all staff, programs, activities, and events of the intercollegiate athletics program.

**EXAMPLES OF DUTIES:**

1. Plans, directs, supervises and assumes primary responsibility for the safe and efficient conduct of all competitions, events, and activities involving Glendale Community College intercollegiate athletics teams.
2. Develops and administers the District budgets for intercollegiate athletics; approves all expenditures from ASGCC budget accounts and individual team club accounts; monitors all department and team fundraising activities.
3. Conducts program review and completes resource requests for intercollegiate athletics; engages in ongoing program evaluation, assessment, and planning activities.
4. Coordinates the selection process for Athletics Department personnel; supervises and evaluates all coaches and assigned support staff.
5. Provides training and oversight to ensure compliance among Athletics Department personnel and student athletes with all policies, regulations, and procedures for the intercollegiate athletics program as established by the California Community College Athletic Association (CCCAA), Western State Conference (WSC), and Southern California Football Association (SCFA).
6. Serves as the college's representative to the CCCAA, WSC, and SCFA; represents the college on various conference, regional, and statewide athletics associations and committees; serves on college governance committees.
7. Monitors program compliance with Title IX regulations; conducts research and completes state and federal

gender equity in athletics reports as required.

8. Works with the Office of Student Affairs and athletic eligibility specialist to monitor student-athlete academic progress and eligibility for intercollegiate competition.
9. Collaborates with athletics counselors and student services programs to provide academic success and support services for student athletes.
10. Oversees the programs and activities of the Center for Academic Success in Athletics (CASA); participates on the Academic Success and Support Team (ASST).
11. Provides supervision for all home athletic contests; plans and coordinates staffing and game management needs for all home athletic contests; coordinates the planning and logistical arrangements for team travel and competition for away contests.
12. Collaborates with the Glendale College Foundation staff to plan, organize and conduct a variety of special events and fundraising efforts on behalf of the intercollegiate athletics program.
13. Promotes the GCC athletics program throughout the community and area K-12 school districts.

### **Which Master Planning goals does this request support?**

improve student awareness, access, persistence, and success, support instructional programs and student services

### **Does this support any Annual Goals?**

the college will work to integrate projects from all available funding sources to design academic programs and support services to provide coherent program pathways that enhance the student experience from recruitment to completion

### **Linkage to College Priorities**

Under the leadership of the Director of Athletics, the intercollegiate athletics program provides our community of student athletes with opportunities to develop personally, athletically, and academically within a highly managed team sports environment. The Director of Athletics is responsible for providing the management and oversight necessary to keep our head coaches, assistant coaches, counselors, and support staff working toward producing the student success and program outcomes related to student athlete achievement in the following areas specified in the mission statement:

- 1) Basic skills education to achieve basic foundation skills in reading, writing, mathematics, English as a Second Language, and learning and study skills which are necessary for students to succeed in college-level work.
- 2) Lower division post-secondary education to achieve transfer to and success in obtaining a degree at a college or university.
- 3) Career and technical education to achieve employment or enhanced career skills for job advancement.
- 4) General education to achieve knowledge, skills and attitudes for postsecondary education success, personal enrichment, self-development, and a purposeful and meaningful life as a member of a global community.

### **SPECIAL CRITERIA. Check any that apply:**

Health & Safety, Legal Mandate (e.g. state or federal law)

### **Supporting Data**

#### **STUDENT ATHLETE ACADEMIC PERFORMANCE**

1) Units Attempted/Completed (Mean) Athletes vs. Non Athletes Fall 2015-Spring 2016:

Student Athletes Units Attempted = 13.75

Student Athletes Units Completed = 10.98

Non Student Athletes Units Attempted = 8.55  
 Non Student Athletes Units Completed = 6.53

## 2) Grade Point Average (Mean) Athletes vs. Non Athletes

Fall 2016 -- Spring 2017:

Student Athletes Cumulative GPA (Full Time) = 2.76  
 Non Student Athletes Cumulative GPA(Full & Part Time) = 2.59  
 Non Student Athletes Cumulative GPA (Full Time) = 2.96

Fall 2015 -- Spring 2016:

Student Athletes Cumulative GPA = 2.75  
 Non Student Athletes Cumulative GPA = 2.53

## STUDENT ATHLETE COURSE RETENTION RATES

### 1) Fall 2015

Student Athletes Course Retention Rate = 95.9%  
 Non Student Athletes Course Retention Rate = 85.2%

### 2) Spring 2016

GCC Student Athletes Course Retention Rate = 86.2%  
 GCC Non Student Athletes Course Retention Rate = 86.7%

## STUDENT ATHLETE FALL TO SPRING PERSISTENCE RATE

### 1) Fall 2015 to Spring 2016

GCC Student Athletes Persistence Rate = 84.4%  
 GCC Non Student Athletes Persistence Rate = 68.5%

## STUDENT ATHLETE ACADEMIC ELIGIBILITY FOR CCCAA COMPETITION:

### 1) 2016-2017 Academic Year

330 of 347 (95%) student athletes maintained all CCCAA academic eligibility requirements for intercollegiate competition.

**\*\*NOTE:** 2016-2017 student athlete academic performance data not yet available for all of the categories above.

If this request is related to compliance with a collective bargaining agreement, explain.

Yes. In 2016-2017 the District and the Guild negotiated improvements to the assignment and compensation for the Director of Athletics. Background research of other Western State Conference (WSC) athletics programs revealed that the directors of athletics at all other member institutions were either full-time administrator/management positions, or full-time faculty typically with 100% non teaching assignments dedicated to athletics. In contrast, GCC only provided the equivalent of 20% release time for the faculty Director of Athletics assignment to administer the second largest intercollegiate athletics program in the WSC. The collective bargaining process resulted in an agreement to remove the Director of Athletics from the Guild contract in order to allow the District to convert the assignment to a full-time academic

management/administrator position and conduct the hiring process during the 2016-2017 academic year.

**Describe any industry-specific standards that directly relate to this request.**

All other members of the California Community College Athletic Association (CCCAA) have directors of athletics leading their intercollegiate athletics programs. In addition to their on-campus program management responsibilities, directors of athletics are expected to represent their institutions at the statewide level through the CCCAA, management council, and athletic directors association; and on the regional level to their respective conferences which in GCC's case include the Western State Conference (WSC) and the Southern California Football Association (SCFA).

**What implications does the addition of this position have on budget, staffing, facilities, and equipment?**

This position will require a full-time administrative salary at the Program Manager III level plus benefits. This cost will be partially offset by the funds that were previously spent on the faculty stipend (approximately \$17,000/year).

**Discuss any benefit your program may have lost from not receiving this position.**

It is imperative for the intercollegiate athletics program to secure the funding to initiate the search and hiring process for the Director of Athletics during the 2017-2018 academic year. We are currently operating the program with a part-time athletic director under a temporary contract which is not sustainable given the ongoing supervisory needs for a large program that includes 16 head coaches, 40 assistant coaches, and 350 student athletes; the safety concerns related to intercollegiate athletics practices and competitions for 16 teams; and the compliance demands associated with federal and state regulations for student athlete academic eligibility and achievement, athletic competition and safety, and gender equity in athletics.

**Other Concerns**

The intercollegiate athletics program must comply with federal Title IX gender equity in athletics policies and regulations. The Director of Athletics is the administrator responsible for ensuring the college's compliance with Title IX, promoting gender equity in the college's intercollegiate athletics offerings, and conducting all research and reporting as mandated by the Equity in Athletics Disclosure Act (EADA).

Additionally, the intercollegiate athletics program must comply with all statewide policies and regulations established by the California Community College Athletic Association (CCCAA). Operating under the authority of the California legislature and Education Code, the CCCAA administers and enforces its rules for athletic competition and student athlete academic eligibility through its Constitution and By-Laws. As a CCCAA member institution, GCC must comply with the CCCAA Constitution and By-Laws as well as those of our parent athletic conferences, the Western State Conference (WSC) and the Southern California Football Association (SCFA), in order to offer intercollegiate athletics and officially compete within the state.

**Student Success**

The Director of Athletics is responsible for leading 16 head coaches, 40 assistant coaches, and 16 intercollegiate athletics teams that provide more than 350 student athletes with the following support services and learning/engagement opportunities:

- 1) Academic counseling and support services to ensure student athlete compliance and mandated progress toward National Collegiate Athletic Association (NCAA) and National Association of Intercollegiate Athletics (NAIA) transfer eligibility requirements as well as standard transfer agreements with four-year transfer institutions.
- 2) Athletic eligibility support services to ensure student athlete compliance with California Community College

Athletic Association (CCCAA) eligibility requirements and progress toward degree, certificate, and basic skills completion goals as outlined in student educational plans.

3) Opportunities for personal and physical development, committing to and learning within a diverse team environment, personal responsibility and self-discipline, representing the college in the community, academic development, and leadership training through high-level intercollegiate sports competition.

### **Human Resources Data**

The intercollegiate athletics program has not hired any new or replacement classified staff during the past five years. The program's only staffing improvement involved the increase in assignment for the assistant athletic trainer from 10 months to 12 months beginning in fiscal year 2017-2018.

**Descriptive Title of Requested Position****MHAC-03**

Executive Director of A&amp;R

**Name of Department This Position Would Be a Part Of**

Admissions and Records

**Requester**

Ricardo Perez          rperez@glendale.edu

**Request Status**

This is a new request.

**What priority does the department assign to this request?**

Extremely High Priority

**Full-Time or Part-Time**

full-time

**Type of Request**

new position

**How will this position be funded?**

01 Unrestricted General Fund

**Job Duties Description**

Historically, there were two managers in A&R: the dean; and, director. With the budget cut backs of 2009/10, I did not fill the position of the Dean of A&R after her retirement, and instead paid a small stipend for the current director to take over those duties. With the establishment of the Veterans Resource Center, and the move of A&R to the Sierra Vista building, this is the perfect opportunity to centralize the functions of the Tuition Office/Bursar's support staff, Switchboard operators, and noncredit admissions processes and functions under Admissions and Records.

**Which Master Planning goals does this request support?**

improve student awareness, access, persistence, and success, support instructional programs and student services, fiscal stability and diversification (enrollment management)

**Does this support any Annual Goals?**

increase the number of students transitioning from Noncredit to Credit, develop clear strategies regarding the use of marketing and communication to increase enrollment and retention

**Linkage to College Priorities**

Centralization of key services ensures that students identify their educational goals and needs and successfully accomplish their general education and noncredit student learning .

**Supporting Data**

Since this request is to centralize key services under Admissions and Records, I am reporting A&R data for 2016-17: Admissions Applications = 50,234; Graduation Petitions = 1,743; Transcripts = 43,332; Veterans = 199; Petition to Waive College Requirements/Loss of Priority Registration and BOG = 1,568; External

Transcript Evaluation Credit = 7,214; Pass/No Pass Petitions = 912; and Enrollment Verifications = 3,456. These indicators show increases compared to previous academic years above for Admissions Applications and Veterans served. GCC's declining enrollment, due to a better economy, resulted in the decrease of Admissions Application compared to the previous academic year (2015-16) by 1,319 applications, and the decrease in student-veterans may be attributed to the success of the Veterans Resource Center in having students earned their degrees and/or transfer to four-year colleges and universities at a higher rate.

**If this request is related to compliance with a collective bargaining agreement, explain.**

YES, because direct supervision will be provided to the Tuition/Bursar Office staff on the third floor of the Sierra Vista Building.

**Describe any industry-specific standards that directly relate to this request.**

None

**What implications does the addition of this position have on budget, staffing, facilities, and equipment?**

Improve communication between A&R, Switchboard, Tuition Office staff, and noncredit services, and better serve GCC students.

**Discuss any benefit your program may have lost from not receiving this position.**

Misinformation to the public and prospective students, and thus hurt enrollment.

**Other Concerns**

It is time to centralize key support services under one manager.

**Student Success**

Improve enrollment and persistence rates.

**Human Resources Data**

A&R recently received approval to replace two Classified position due to the death of two staff members. Over the last few years, in collaboration with CSEA, A&R transferred funds from the hourly account to the Classified account to support five permanent part-time positions. Under the A&R's program review, an account of all A&R hires are listed. The Director of A&R plans to transfer more funds to hire additional permanent part-time staff.

**Descriptive Title of Requested Position****MHAC-04**

Associate Dean, Grants Management and Resource Development

**Name of Department This Position Would Be a Part Of**

Research, Planning &amp; Grants

**Requester**

Ed Karpp      ekarpp@glendale.edu

**Request Status**

This is a repeat request from a previous year.

**Previous Code (or Previous Year Requested)**

MHAC-01

**What priority does the department assign to this request?**

Medium Priority

**Full-Time or Part-Time**

full-time

**Type of Request**

new position

**How will this position be funded?**

01 Unrestricted General Fund

**Which Master Planning goals does this request support?**

strengthen economic and workforce development, support instructional programs and student services, fiscal stability and diversification (enrollment management)

**Does this support any Annual Goals?**

the college will work to integrate projects from all available funding sources to design academic programs and support services to provide coherent program pathways that enhance the student experience from recruitment to completion

**Linkage to College Priorities**

The position would improve the college's ability to receive external funding, which would allow the college to serve a larger population of students with more programs and services. More external funding would also allow the college to provide more activities and resources to sustain the cultural, intellectual, and economic vitality of the community. More external resources could also help meet the vision statement by improving instruction and student services and potentially providing more educational opportunities found in few community colleges.

**Supporting Data**

The college has inadequate staffing to support grant applications, which is related to the research office PLO question about adequate staffing.

**What implications does the addition of this position have on budget, staffing, facilities, and equipment?**

The position would require budgeting and would increase staffing. Office space and computer access would also be required.

**Discuss any benefit your program may have lost from not receiving this position.**

By not applying for more external funding, the college is not obtaining potential resources that it could use to improve instructional and student services programs.

**Other Concerns**

A grants position is supported by Educational Master Plan goals 4.4 (establish a centralized, GCCD-wide grant-writing function) and 4.3 (diversify revenue sources).

**Student Success**

Indirectly, the position would bring in more external funding, which would improve instructional and student services programs and enhance student success.

**Human Resources Data**

Research, Planning, and Grants has not received any new hires in the past five years.

**Descriptive Title of Requested Position****MHAC-05**

Field Station Manager/Director

**Name of Department This Position Would Be a Part Of**

Baja California Field Studies Program

**Requester**

Maria Kretzmann      mkretzma@glendale.edu

**Request Status**

This is a new request.

**What priority does the department assign to this request?**

Extremely High Priority

**Full-Time or Part-Time**

part-time

**Type of Request**

new position

**How will this position be funded?**

01 Unrestricted General Fund

**Job Duties Description**

Supervise physical plant employees, manage minor renovations and maintenance of the field station, assist GCC faculty and outside users with equipment and educational needs, communicate with Program academic directors, oversee and manage field station records, budget, contracts and grants, identify possible funding sources, conduct official business with Mexican authorities, and the staff of the Mexican non-profit corporation, maintain good relations with the local community. We estimate that this position would be a 9-10 month equivalency.

**Which Master Planning goals does this request support?**

improve student awareness, access, persistence, and success, support instructional programs and student services

**Linkage to College Priorities**

The Baja California Field Studies Program is one of the unique ways that Glendale College fosters global awareness and personal responsibility by introducing students to a different culture and a demanding field environment. We are the only California Community College with our own field station in Mexico, that offers the opportunity for hands-on learning in diverse subject areas.

**SPECIAL CRITERIA. Check any that apply:**

Health &amp; Safety

**Supporting Data**

Our student evaluations of the Program are excellent, but the areas for improvement most often noted are the need for continued and improved facility maintenance at the field station. Our students spend 10-15 days at

the field station in a fairly isolated environment, so proper maintenance of facilities and equipment is essential to ensure student safety, and maximize learning opportunities.

**What implications does the addition of this position have on budget, staffing, facilities, and equipment?**

Our current Station director/manager (Jose Mercade) has been performing these essential duties for the last several years without compensation. This is unsustainable, and it is of vital importance that a new candidate is found soon, to be trained by the outgoing director to manage the intricacies of field station maintenance as well as necessary interactions with federal and local Mexican authorities.

**Discuss any benefit your program may have lost from not receiving this position.**

Outside users (non-GCC faculty and students) of the field station should be easier to recruit with a permanent station director in place.

**Student Success**

For more than 40 years, we have been offering students this unparalleled academic experience with a proven record of increased student success, compared to the same courses on campus. Our program learning outcomes are focussed on student academic success and satisfaction with the overall program experience. The field station director/manager is responsible for ensuring the smooth functioning of program logistics, which underlies the successful academic experience.

**Human Resources Data**

We have had no hires in the last 5 years.

**Descriptive Title of Requested Position****MHAC-06**

Program Manager II

**Name of Department This Position Would Be a Part Of**

Student Outreach Services

**Requester**

Tzoler Oukayan      toukayan@glendale.edu

**Request Status**

This is a new request.

**What priority does the department assign to this request?**

Extremely High Priority

**Full-Time or Part-Time**

full-time

**Type of Request**

replacement position

**How will this position be funded?**

01 Unrestricted General Fund

**Job Duties Description**

The volume of supervision and program development for Student Outreach Services has increased significantly. The new position will be able to further develop the program and staff for the Welcome Center and Dual Enrollment programs.

**Which Master Planning goals does this request support?**

improve student awareness, access, persistence, and success, strengthen economic and workforce development, support instructional programs and student services, fiscal stability and diversification (enrollment management)

**Does this support any Annual Goals?**

increase the number of students transitioning from Noncredit to Credit, develop clear strategies regarding the use of marketing and communication to increase enrollment and retention, the college will work to integrate projects from all available funding sources to design academic programs and support services to provide coherent program pathways that enhance the student experience from recruitment to completion

**Linkage to College Priorities**

PM2 position directly support the college's mission and vision. Through program development and growth, the PM2 will lead the college's outreach efforts for both credit and noncredit programs, provide access, knowledge and skills for post-secondary education success, ensure development of effective partnerships with local high school districts, and develop effective retention plans.

**Supporting Data**

The significant increase in amount of supervision and program development required for Student Outreach

Services requires a higher level program manger. Please see program review.

**What implications does the addition of this position have on budget, staffing, facilities, and equipment?**

It will change the current Program Manager I to a Program Manager II position.

**Discuss any benefit your program may have lost from not receiving this position.**

It has been challenging to keep up with the quantity and quality of the Student Outreach Services programs with the addition of the Welcome Center and development of Dual Enrollment. The role of the manager should be reclassified to appropriately represent the areas of responsibility.

**Other Concerns**

The role of Student Outreach Services Program Manager I was designed for supervising outreach and recruitment. With the development of the college's Dual Enrollment program and the opening of the Welcome Center, the area of responsibility for this position has grown significantly. The manager role in Student Outreach Services is currently overseeing two coordinators, two technicians, a part-time hourly counselor, two contractors through Title V, and over 20 Student Ambassadors. The level of responsibility and supervision has increased significantly and the role needs to be reclassified.

**Student Success**

The role of PM1 in Student Outreach Services has changed dramatically in the last two years. SOS is no longer solely outreach in the community. With the programs growth, it has developed into a department that serves prospective and new students, as well as currently enrolled students. The department has also expanded to areas of retention and dual enrollment.

**Human Resources Data**

Student Services Coordinator for Dual Enrollment (new position) - 100%

Hired two Student Services Technicians (replacements) - 100%

**Descriptive Title of Requested Position****MHAC-07**

Program Manager II

**Name of Department This Position Would Be a Part Of**

Multicultural &amp; Community Engagement Center

**Requester**

Hoover Zariani          hzariani@glendale.edu

**Request Status**

This is a new request.

**What priority does the department assign to this request?**

Extremely High Priority

**Full-Time or Part-Time**

full-time

**Type of Request**

new position

**How will this position be funded?**

01 Unrestricted General Fund

**Job Duties Description**

This position involves creation, implementation, and coordination of a number of projects and programs. The volume of work and level of responsibility has increased over the last year since the program has moved to its new physical space. In total, the MCEC oversees approximately 10 different programs covering the topics of diversity, leadership, and equity. This position is full-time in the Student Affairs area.

**Which Master Planning goals does this request support?**

improve student awareness, access, persistence, and success, support instructional programs and student services

**Does this support any Annual Goals?**

the college will work to integrate projects from all available funding sources to design academic programs and support services to provide coherent program pathways that enhance the student experience from recruitment to completion

**Linkage to College Priorities**

The connection to GCC's Mission Statement is clear. The MCEC programs provide unique opportunities for students to "achieve personal enrichment, self-development, and a purposeful and meaningful life as a member of a global community." Every program at the Center has this goal in mind. Additionally, the program is one of the few full-fledged programs at a community college in the Los Angeles and neighboring communities.

**Supporting Data**

In addition to the "official" projects and programs, this position has been increasingly working with faculty on

campuswide initiatives such as the Faculty Development theme of Civic Engagement for the current year, the Safe Zone/LGBTQ student resource development, and a Formerly Incarcerated student program with counselors and faculty. This type of work and collaboration is only going to increase as campuswide initiatives of inclusion are going to increase in the future. Program review has our data for increased student participation.

**If this request is related to compliance with a collective bargaining agreement, explain.**

NA

**Describe any industry-specific standards that directly relate to this request.**

NA

**What implications does the addition of this position have on budget, staffing, facilities, and equipment?**

This is not an entirely new position request. There was no way to request an upgrade to an existing management position so please consider this a request to move from the current Program Manager I to Program Manager II. The impact to the budget would only be the cost of the upgrade from Level I to Level II.

**Discuss any benefit your program may have lost from not receiving this position.**

The current level Program Manager (I) will not be able to supervise any counselor/faculty positions that may be either created or renewed. For example, in the past, we have had a Faculty Release Time position (the request is pending in the current resource requests for program review). Eventually, a Program Manager III level would be better able to work with (possibly supervise) faculty who will be working with/in this program. In the meantime, a request for Program Manager II is being submitted by this request to reflect the additional duties and responsibilities of the program. In addition, equity programs and Guided Pathways have already impacted our services as we have been pivoting to meet the goals of equity through our programs and working to implement the program in the pathways that will be developed. Neither of these were included in this position 2 years ago.

**Other Concerns**

With the addition of the DREAM Resource Center which is housed in our Center, the responsibility of programming and daily supervision and management of the Center has become the responsibility of the Program Manager. This takes quite a bit of time and responsibility as most other DREAM Resource Centers are supervised by higher level managers or counselors/faculty. Those centers also have dedicated staff which we do not. We are limited because we have only students who work in that office and they are regularly supervised on a daily basis. The Program Manager is also involved, on an on-going basis, with the MLK Interfaith Breakfast program and the Formerly Incarcerated student program/services which was initiated in early 2016 and is currently in the process of being fully developed.

**Student Success**

All of our programs are geared to provide students with skills that are transferable and help them in their future educational and vocation goal. Students report on surveys that they gain work and life skills such self management, goal setting, problem solving, decision making, public speaking, taking personal responsibility, and much much more. Survey data on student learning and engagement is available upon request.

**Human Resources Data**

No new hires of any kind have taken place in the history of the program. In fact, we lost a classified position in 2003 and the faculty coordinator release time and the counselor release time in 2004. All those duties have

also fallen on the Program Manager as we attempt to keep up service quality and quantity.

**Descriptive Title of Requested Position****MHAC-08**

Payroll Manager

**Name of Department This Position Would Be a Part Of**

Controller

**Requester**

Amir Nour                      amir@glendale.edu

**Request Status**

This is a repeat request from a previous year.

**What priority does the department assign to this request?**

Extremely High Priority

**Full-Time or Part-Time**

full-time

**Type of Request**

replacement position

**How will this position be funded?**

01 Unrestricted General Fund

**Job Duties Description**

Creates and maintains salary schedule, stipend, benefit, work calendar, job classification and work location tables in the HRS system.

Determines the appropriate payroll schedule to be used when paying district employees within payroll cycles set by the County.

Administer unemployment insurance claims, garnishments, salary reduction agreements, hold harmless agreements and subpoenas.

Processes service credit and buy back requests for PERS and STRS.

Verifies and documents employee eligibility for state disability benefits.

Administers the tax sheltered annuity plan and CalPERS deferred compensation plan ensuring compliance with IRS code governing deferred compensation plans.

Determines eligibility of employees to participate in TSA and deferred compensation programs. Calculates and ensures that salary reduction contributions do not exceed allowable limits.

Participates in the compiling and recording of payroll data, and the issuing of related financial statements.

Directly supervises the preparation of all payrolls.

Audits budgetary classifications of expenditure documents and supervises the audit of claims.

Prepares complex payroll summary reports requiring examination of supporting documents for accuracy and completeness, and related regular and special financial and statistical reports.

Supervises the pre-audit of payments of public funds and warrant preparation.

Audits and distributes receipts and revenues to proper accounts, makes journal entries and balances funds.

Coordinates the work of the section with data processing in developing procedures and in establishing controls.

Establishes and maintains section files and records.

**Which Master Planning goals does this request support?**

support instructional programs and student services

**Linkage to College Priorities**

It will facilitate payroll processes and ultimately overall operation of the District.

**Supporting Data**

The goal is to: Fill the position of Payroll Manager which has been vacant since June 2003. To improve services within the office. To release Controller from backfilling this vacant position since June 2003.

**If this request is related to compliance with a collective bargaining agreement, explain.**

N/A

**Describe any industry-specific standards that directly relate to this request.**

The District has over 2,000 employees. It is crucial to have a payroll manager to keep the payroll office current with all the rules and regulations. Los Angeles County Office of Education Payroll System is going thru major modifications. The presence of a payroll manager during this phase is very important for current and future of this office.

**What implications does the addition of this position have on budget, staffing, facilities, and equipment?**

Cost to the Fund 01 is estimated at \$73,500 plus the benefits.