



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

BOARD OF TRUSTEES

Agenda

**Meeting No. 16
Regular Board Meeting
Tuesday, June 21, 2022 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. 16

Kreider Hall, San Rafael Building

Pursuant to AB 361 (California Government Code §54953), members of the Board of Trustees of Glendale Community College District, staff, and the public will be able to participate in the regular Board meeting in person or via videoconference. To attend via videoconference, you may use the following link: <https://www.glendale.edu/about-gcc/board-of-trustees/live-meetings>. For those who wish to attend in person, the meeting will be held in the regular board meeting location in Kreider Hall, San Rafael building on the Verdugo campus. In order to protect the health and safety of participants attending in person, individuals must provide proof of vaccination and wear protective masks.

Tuesday, June 21, 2022 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, GCCD Verdugo Campus;
- In the display case on the outside wall of the San Gabriel Building, GCCD Verdugo Campus;
- On the window adjacent to the GCCD Garfield Campus main office entrance on the top floor of the Tropico Building;
- On display at the front door entrance of the GCCD 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.

Individuals who require disability related accommodations or modifications, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, 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

ADDRESSING THE BOARD OF TRUSTEES – The public may address the Board of Trustees on any agenda item in person or via email to comms@glendale.edu sent no later than 4:00 p.m. the day of the meeting. For email communications, please indicate your request to comment on a Board agenda item and identify the specific item. To speak in person a “Request to Speak” card must be submitted at the meeting.

All submissions received are considered a public record under the Public Records Act and subject to public disclosure. Email submissions will be read into the record at the Board meeting and must stay within the five (5) minute time limit and no more than twenty (20) minutes will be allotted for a specific item, except by unanimous consent of the Board. Those speakers attending in person must comply with the time limit guidelines.

ADMINISTRATION OF OATH OF OFFICE – STUDENT TRUSTEE

8

Natalie Dawoodi 2022-2023 Student Trustee

ADMINISTRATION OF OATH OF OFFICE – BOARD OF TRUSTEES

9

Pursuant to California Education Code Section 5326 when a district election is not held as an insufficient number of candidates opposed incumbent candidates, the qualified persons appointed shall be seated at the organizational meeting of the board as if elected at a district election. The Los Angeles County Registrar-Recorder/County Clerk certified appointment in lieu of election due to insufficiency of candidates to Glendale Community College District Board of Trustees members, as follows:

Trustee Area 2	Ann H. Ransford
Trustee Area 3	Dr. Armine Hacopian
Trustee Area 4	Yvette Vartanian Davis

The oath of office will be administered to Ann H. Ransford (Area 2), Dr. Armine Hacopian (Area 3) and Yvette Vartanian Davis (Area 4) who are appointed to the Board of Trustees Glendale Community College District for a four-year term for the areas designated.

REORGANIZATION OF BOARD – NEW BUSINESS REPORT - ACTION

1. Reorganization of the Glendale Community College District Board of Trustees

229

Consistent with Board Policy 2305: Annual Organizational Meeting, the Glendale Community College District Board of Trustees holds its annual organizational meeting in April of odd-numbered years and in even-numbered years at the first meeting following the adoption and certification of the Board of Trustees election results as presented by the Los Angeles County Registrar–Recorder/County Clerk’s Office. The purpose of the annual organizational meeting is to elect a President, Vice President, and Clerk and to conduct any other business as required by law or determined by the Board.

The following are the four recommended actions included in New Business Report No. 1:

- 1.1 The Superintendent/President recommends that the Board of Trustees elect in the following order: President, Vice President, and Clerk.
- 1.2 The Superintendent/President recommends that the Glendale Community College District Board of Trustees designate one of its members as the Board’s representative to elect members to the Los Angeles County Committee on School District Organization.

REORGANIZATION OF BOARD – NEW BUSINESS REPORT – ACTION - continued

- 1.3 The Superintendent/President recommends that the Board of Trustees designate one of its members as the Board's annual representative to the Los Angeles County School Trustees Association for July 1, 2022 - June 30, 2023.
- 1.4 The Superintendent/President recommends that the Board of Trustees adopt the 2022-2023 Glendale Community College District Board of Trustees regular board meetings schedule as presented.

RESOLUTIONS - ACTION

1. Resolution Nos. 27-2021-2022 through 30-2021-2022: Signature Resolutions 10

The Superintendent/President recommends that the Board of Trustees adopt Resolution No. 27-2021-2022 through Resolution No. 30-2021-2022 to carry on the business affairs of the Glendale Community College District from June 22, 2022 to April 18, 2023.
2. Resolution No. 31-2021-2022: Use of Education Protection Account Funding 18

The Superintendent/President recommends that the Board of Trustees approve the attached Resolution No. 31-2021-2022 to expend the estimated \$17,520,408 of Education Protection Account funds resulting from the passage of Proposition 30 to fund instructional salaries.
3. Resolution No. 32-2021-2022: Board of Trustees Absence 22

The Superintendent/President recommends that the Board of Trustees adopt Resolution No. 32-2021-2022 which specifies that trustees be compensated for absence as indicated.

INFORMATIONAL REPORTS - NO ACTION

1. Enrollment Update 24
2. Measure GC Funds Balances and Schedule Update 26
3. Guided Pathways Update 28
4. eSports Presentation 46
Chris Cicuto, Athletics Dean, Freddie Saucedo, Workforce Development Dean, and Armando Sanchez, Senior IT Support Specialist
5. Garfield Noncredit Healthcare Programs 65
Jan Young, Garfield Noncredit Business and Life Skills Division Chair

UNFINISHED BUSINESS REPORTS – SECOND OF TWO READINGS – ACTION

1. Board Policy 7122: Recruitment and Selection (Delete) 78

The Superintendent/President recommends that the Board of Trustees conduct the second of two readings required before board action to approve deletion of Board Policy 7122.

FIRST READING REPORTS – FIRST OF TWO READINGS – NO ACTION

1. District Openers for the 2021-2024 Collective Bargaining Agreement between the District and Glendale College Guild, Local 2276, American Federation of Teachers 80

The Superintendent/President recommends that the Board of Trustees conduct the first of two readings for board action on the proposed continuation of negotiations based on the Tentative Agreement reached on May 19, 2022 regarding openers for the Collective Bargaining Agreement between the District and the Glendale College Guild, Local 2276, American Federation of Teachers.

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 May 17, 2022 86

The Superintendent/President recommends that the Board of Trustees approve the regular Board meeting minutes of May 17, 2022.

2. Warrants - District Funds May 1, 2022 through May 31, 2022 91

The Superintendent/President recommends that the Board of Trustees approve warrants issued during the month of May 2022 totaling \$22,370,251.45.

3. Contract Listing and Purchase Order Listing – May 1, 2022 through May 31, 2022 97

The Superintendent/President recommends that the Board of Trustees approve the contract listing and purchase order listing issued during the month of May 2022 totaling \$88,325,776.08.

4. Budget Revisions and Appropriation Transfers General Fund Unrestricted (01) – May 1, 2022 through May 31, 2022 125

The Superintendent/President recommends that the Board of Trustees approve Appropriation Transfers of \$7,836 in the General Fund Unrestricted (01).

5. Budget Revisions and Appropriation Transfers General Fund Restricted (03) – May 1, 2022 through May 31, 2022 127

The Superintendent/President recommends that the Board of Trustees approve Budget Revisions of \$12,000 in the General Fund Restricted (03).

6. 2022-2023 Retroactive Pay Adjustment 131

The Superintendent/President recommends that the Board of Trustees declare that all unrepresented staff, such as administrators, management, confidential, and unclassified employees' salaries are declared indefinite for the 2022-2023 fiscal year.

7. Authorization to Make Appropriation Transfers 133

The Superintendent/President recommends that the Board of Trustees authorize the County Superintendent of Schools and the District's Controller to make appropriation transfers necessary at the close of the 2021-2022 academic year to cover account overdrafts and permit the payment of District obligations incurred during the school year.

CONSENT CALENDAR – ACTION – continued

8.	Agreements for Business, Payroll and Financial Data Processing Services	135
	The Superintendent/President recommends that the Board of Trustees approve the agreements between the college and the Los Angeles County Office of Education for business, payroll, and financial data processing services for July 1, 2022 through June 30, 2023. The estimated cost is \$38,756.	
9.	Memberships in Associations and Organizations – Fiscal Year 2022-2023	136
	The Superintendent/President recommends that the Board of Trustees approve the list of associations and organizations for membership for the District and its representatives for fiscal year 2022-2023. The cost for fiscal year 2022-2023 is \$170,345.98.	
10.	Five-Year Construction Plan 2024-2028 (First Funding Year 2024-2025)	141
	The Superintendent/President recommends that the Board of Trustees approve the Five-Year Construction Plan 2024-2028 required for submittal to the State Chancellor's Office (First Funding Year 2024-2025).	
11.	Travel Outside of United States – Baja Field Station in Estación del Mar Cortés	209
	The Superintendent/President recommends that the Board of Trustees approve Dr. Javier Gago and Greg Meyer to travel to the Baja Field Station (Estación del Mar Cortés) during the Summer Intersession from July 4, 2022 to August 20, 2022.	
12.	Travel Outside of United States – Nantes and Paris, France	210
	The Superintendent/President recommends that the Board of Trustees approve Flavio Frontini, Darren Leaver, Sarah Mecheneau and Piper Rooney and to travel to Nantes and Paris, France from June 24, 2022 through July 23, 2022.	
13.	Use of Volunteers for the 2022-2023 Fiscal Year	211
	The Superintendent/President recommends that the Board of Trustees approve the use of volunteers for the 2022-2023 fiscal year to assist in the operations of the college.	
14.	Dannis Woliver Kelley (DWK) 2022-2024 Agreement for Professional Services	213
	The Superintendent/President recommends that the Board of Trustees approve the Dannis Woliver Kelley (DWK) 2022-2024 agreement for professional services.	
15.	Approval of Agreement for Auditing Services	214
	The Superintendent/President recommends that the Board of Trustees approve the agreement for auditing services with CWDL.	
16.	Staffing Report No. 12 – Academic, Classified, Administrators, All Other Temporary Employee Actions and Student Employee Reports	215
	The Superintendent/President recommends that the Board of Trustees confirm the following reports:	
	Academic Report Administrators Report Student Employee Report Classified Report All Other Temporary Employee Actions Report	

NEW BUSINESS REPORTS – ACTION

1. Reorganization of Glendale Community College Board of Trustees 229

Action taken at beginning of meeting.
2. Tentative Agreements Between the District and Glendale College Guild Local 2276 (Guild) of the American Federation of Teachers 232

The Superintendent/President recommends that the Board of Trustees approve the tentative agreements between the District and Glendale College Guild Local 2276.
3. Tentative Agreements Between the District and California School Employees Association (CSEA) Glendale College Chapter 76 258

The Superintendent/President recommends that the Board of Trustees approve the tentative agreements between the District and CSEA Glendale College Chapter 76.
4. Recognition of Outgoing Members and Appointment of Members to the Independent Citizens' Bond Oversight Committee 446

The Superintendent/President recommends that the Board of Trustees approve the reappointments of Daniel Kim and Alex Parajon to the Glendale Community College District Independent Citizens' Bond Oversight Committee for terms ending June 30, 2024.

The Superintendent/President recommends that the Board of Trustees approve the appointment of Jim Spencer and Ladonna Romans Larrea to the Glendale Community College District Independent Citizens' Bond Oversight Committee for terms ending June 30, 2024.
5. Change Order No. 004 – Garfield Parking and Landscape Project 449

The Superintendent/President recommends that the Board of Trustees approve Change Order No. 004 for the Garfield Parking and Landscape Project and that the contract price be amended to reflect an increase of \$149,625.75.
6. Adoption of the 2022-2023 Tentative Budget 451

The Superintendent/President recommends that the Board of Trustees adopt the 2022-2023 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 2022-2023 Final Budget will be available for public inspection Monday, August 8, 2022 through Tuesday, August 16, 2022 and a public hearing on the budget will be held at 5:00 p.m., Tuesday, August 16, 2022 with Board action Tuesday, September 13, 2022 on the 2022-2023 Final Budget.

COLLEGE LEADERS REPORTS

452

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 – SUBJECT MATTER JURISDICTION OF BOARD ONLY

ADDRESSING THE BOARD OF TRUSTEES – The public may address the Board of Trustees on items of interest that are within the subject matter jurisdiction of the Board in person or via email to comms@glendale.edu sent no later than 4:00 p.m. the day of the meeting. For email communications, please indicate your request to comment on a Board agenda item and identify the specific item. To speak in person a “Request to Speak” card must be submitted at the meeting.

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ADJOURNMENT

FUTURE DATES

Friday, June 17, 2022 Monday, June 20, 2022	Juneteenth Observed – College Closed Summer Session Begins
Monday, July 4, 2022	Fourth of July – College Closed
Friday, August 26, 2022 Monday, August 29, 2022	Summer Session Concludes Fall Semester Begins
Monday, September 5, 2022 Friday, September 9, 2022	Labor Day - College Closed Faculty Institute Day
Friday, November 11, 2022 Thursday, November 24, 2022, Friday, November 25, 2022 and Saturday, November 26, 2022	Veterans' Day – College Closed Thanksgiving Break – College Closed
Saturday, December 17, 2022 Friday, December 23, 2022 through Monday, January 2, 2023	Fall Semester Concludes Winter Break – College Closed
Monday, January 9, 2023 Monday, January 16, 2023	Winter Intersession Begins Martin Luther King, Jr. Day – College Closed
Thursday, February 16, 2023 Friday, February 17, 2023 Monday, February 20, 2023 Tuesday, February 21, 2023 Friday, March 31, 2023	Winter Intersession Concludes President Lincoln Day – College Closed President Washington Day – College Closed Spring Semester Begins Cesar Chavez Day – College Closed
Monday, April 17, 2023 through - Saturday, April 22, 2023 Monday, April 24, 2023	Spring Break Armenian Genocide Remembrance Day – College Closed
Monday, May 29, 2023	Memorial Day Observed – College Closed
Saturday, June 17, 2023 Saturday, June 17, 2023 Monday, June 19, 2023	Spring Semester Concludes Commencement Juneteenth Observed – College Closed

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

SUBJECT: ADMINISTRATION OF THE OATH OF OFFICE –
STUDENT TRUSTEE

DESCRIPTION OF HISTORY / BACKGROUND

California Government Code Section 1360 requires an elected official to take and subscribe to the oath of office set forth in Section 3 of Article XX of the Constitution of California. The oath must be taken prior to entering upon the duties of the elected official

The administration of the Oath of Office will be conducted for incoming Student Trustee.

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

COMMITTEE HISTORY

College Executive Committee June 14, 2022

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

SUBJECT: ADMINISTRATION OF THE OATH OF OFFICE -
BOARD OF TRUSTEES

DESCRIPTION OF HISTORY / BACKGROUND

California Government Code Section 1360 requires an elected official to take and subscribe to the oath of office set forth in Section 3 of Article XX of the Constitution of California. The oath must be taken prior to entering upon the duties of the elected official

The administration of the Oath of Office will be conducted for incoming Board of Trustees.

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

COMMITTEE HISTORY

College Executive Committee June 14, 2022

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

RESOLUTION NOS. 27-2021-2022 through 30-2021-2022 - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

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

SUBJECT: SIGNATURE RESOLUTIONS

The following are necessary annual authorizations to carry on the business affairs of the Glendale Community College District from June 22, 2022 to April 18, 2023.

Resolution No. 27-2021-2022	Authorizing the Superintendent/President and Secretary to the Board and the Executive Vice President of Administrative to execute documents for said Board.
Resolution No. 28-2021-2022	Authorizing certain administrators to sign warrants.
Resolution No. 29-2021-2022	Authorizing the establishment of a revolving cash fund in the amount of \$25,000 and authorizing the Chief Financial Officer, Controller or District Accountant of said District to make expenditures therefrom.
Resolution No. 30-2021-2022	Authorizing investment of District surplus funds.

RESOLUTION NO. 27-2021-2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE GLENDALE COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY AUTHORIZING THE SUPERINTENDENT/PRESIDENT AND SECRETARY TO THE BOARD AND THE EXECUTIVE VICE PRESIDENT OF ADMINISTRATIVE SERVICES TO EXECUTE DOCUMENTS FOR SAID BOARD.

BE IT RESOLVED by the Board of Trustees of the Glendale Community College District of Los Angeles County that Superintendent/President and Secretary to the Board, be authorized to execute in the name of the Board all contracts, documents, papers, and oaths, including service reports, previously authorized and approved by official Board action during the period of June 22, 2022 to April 18, 2023.

BE IT FURTHER RESOLVED that Anthony Culpepper, Executive Vice President of Administrative Services be authorized to execute in the name of the Board all contracts, documents, papers, and oaths previously authorized by official Board action during the period June 22, 2022 to April 18, 2023.

I HEREBY CERTIFY that the above resolution was approved and adopted by the Board of Trustees of the Glendale Community College District at a regular meeting held on the 21st day of June, 2022.

BOARD OF TRUSTEES
GLENDALE COMMUNITY COLLEGE DISTRICT

Clerk of the Board of Trustees

RESOLUTION NO. 28-2021-2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE GLENDALE
COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY
AUTHORIZING CERTAIN ADMINISTRATORS TO SIGN WARRANTS.

BE IT RESOLVED by the Board of Trustees of the Glendale Community College District of Los Angeles County that the following administrators be authorized to sign warrants for the Glendale Community College District during the period June 22, 2022 to April 18, 2023.

Anthony Culpepper, Executive Vice President, Administrative Services
Amir Nour, Controller
Angineh Baghoomian, District Accountant

BE IT FURTHER RESOLVED that only one signature be required on each warrant.

I HEREBY CERTIFY that the above resolution was approved and adopted by the Board of Trustees of the Glendale Community College District at a regular meeting held on the 21st day of June, 2022.

BOARD OF TRUSTEES
GLENDALE COMMUNITY COLLEGE DISTRICT

Clerk of the Board of Trustees

RESOLUTION NO. 29-2021-2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE GLENDALE COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY AUTHORIZING THE ESTABLISHMENT OF A REVOLVING CASH FUND IN THE AMOUNT OF \$25,000 AND AUTHORIZING THE CHIEF FINANCIAL OFFICER, CONTROLLER OR DISTRICT ACCOUNTANT OF SAID DISTRICT TO MAKE EXPENDITURES THEREFROM.

WHEREAS, Section 85400 of the Education Code of the State of California provides for the establishing of a Revolving Cash Fund by the governing board of any school district for use by the Chief Financial Officer, the Controller or District Accountant of such district; and

WHEREAS, it is necessary that a revolving cash fund be available in order to provide for refunding of unearned income in those cases where tuition payments have been made by non-resident students or applicants who later drop some or all of their courses and in order to correct a salary payment as provided by Education Code Sections 85400 and 88166, and for purchase of services or material; and

WHEREAS, there is a need for cashing bills and government checks tendered by students in payment of tuition and fees; and,

WHEREAS, Anthony Culpepper is the Chief Financial Officer, Amir Nour is the Controller and Angineh Baghoomian is the District Accountant of the Glendale Community College District, and the amount needed for said Revolving Cash Fund is Twenty-Five Thousand Dollars, (\$25,000), which said sum is not more than two percent (2%) of the District's estimated expenditures for the current fiscal year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Glendale Community College District that, in accordance with all provisions of Section 85400 to Section 85405, inclusive, of the Education Code, a Revolving Cash Fund in the sum of Twenty-Five Thousand Dollars (\$25,000) be established for the period April 21, 2021 to June 21, 2022, and that Anthony Culpepper, Amir Nour or Angineh Baghoomian be authorized to disburse funds therefrom for refunds of unearned income, corrections of salary payments, as provided by Education Code Sections 21301 and 13604.1 and for expenditures for services or material;

BE IT FURTHER RESOLVED that up to Five Thousand Dollars (\$5,000) of such Revolving Cash Fund may be utilized in a "change making" function for cashing bills and government checks tendered by students in payment of tuition and fees; and,

Glendale Community College District
Resolution No. 29-2021-2022 (cont'd)

BE IT FURTHER RESOLVED that, if the County Superintendent of Schools approves the establishment of said Revolving Cash Fund, the said Anthony Culpepper, Amir Nour and Angineh Baghoomian shall be bonded by a Public Employees Honesty Blanket Bond indemnifying the District against loss in accordance with Section 85401 of the Education Code.

I HEREBY CERTIFY that the above resolution was approved and adopted by the Board of Trustees of the Glendale Community College District at a regular meeting held on the 21st day of June, 2022.

BOARD OF TRUSTEES
GLENDALE COMMUNITY COLLEGE DISTRICT

Clerk of the Board of Trustees

RESOLUTION NO. 30-2021-2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE GLENDALE
COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY
AUTHORIZING INVESTMENT OF DISTRICT SURPLUS FUNDS.

WHEREAS the Board of Trustees of the Glendale Community College District is authorized to make investments per Education Code Section 84035; and the Treasurer of the County of Los Angeles is authorized to make local agency investments per various Government provisions:

WHEREAS the Board of Trustees desires to revise the investment process in order to improve timeliness and maximize interest earnings:

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees authorizes investments of district funds by the Los Angeles County Treasurer, in the following manner:

1. Anthony Culpepper, Executive Vice President, Administrative Services, and Amir Nour, Controller, are designated as the District representatives authorized to invest funds from any fund or account operated by the District, in accordance with Education Code Section 84035, or Government Code provisions;
2. The Cash Management Office of the Los Angeles County Treasurer is authorized to make the investment of District funds by telephone, electronic, or written authorization of the District representative.
3. Notice of the investment, or liquidation transmitted by the Los Angeles County Treasurer to the Auditor-Controller/Superintendent of Schools shall be sufficient authority for the accounting of the investment, interest earned, and any fund/account transfers.
4. The Los Angeles County Treasurer, upon direction of the County Superintendent of Schools, Division of School Financial Services, is authorized to liquidate any district investment, and deposit such amount within District fund or account from which the investment was made.
5. An original investment may be reinvested under these same terms and conditions.
6. No funds may be invested during a period the Treasurer has made cash loans for temporary borrowing purposes.

Glendale Community College District
Resolution No. 30-2021-2022 (cont'd)

7. The request to invest or liquidate, provided to the Treasurer by the district-authorized representative, shall be considered an order of the Board of Trustees for purposes of County Superintendent of Schools/Auditor-Controller processing requirement; and

BE IT FURTHER RESOLVED, this resolution supersedes and replaces any previous resolution governing school district investments. This resolution shall remain in effect until otherwise revised by the Board of Trustees.

I HEREBY CERTIFY that the above resolution was approved and adopted by the Board of Trustees of the Glendale Community College District at a regular meeting held on the 21st of June, 2022.

BOARD OF TRUSTEES
GLENDALE COMMUNITY COLLEGE DISTRICT

Clerk of the Board of Trustees

**GLENDALE COMMUNITY COLLEGE DISTRICT
CERTIFICATION OF SIGNATURES**

As clerk to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: June 22, 2022 to April 18, 2023 in accordance with governing board approval dated June 21, 2022.

Signature: _____

Clerk of the Board of Trustees

Column 1

Signatures of Members of Board of Trustees:

President of the Board of Trustees

Vice President of the Board of Trustees

Clerk of the Board of Trustees

Member of the Board of Trustees

Member of the Board of Trustees

Column 2

Signatures of Personnel and/or Members of the Board of Trustees authorized to sign Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:

Superintendent/President
and/or Secretary to the Board of Trustees

Anthony Culpepper, Executive Vice President,
Administrative Services

Amir Nour, Controller

Angineh Baghoomian, District Accountant

Number of Signatures Required:

On orders of Payment

 "A" Warrant 1

 "B" Warrant 1

On Notices of Employment 1

On Contracts 1

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

RESOLUTION NO. 31-2021-2022

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper
Executive Vice President, Administrative Services

PREPARED BY: Amir Nour, Controller

SUBJECT: USE OF EDUCATION PROTECTION ACCOUNT FUNDING

DESCRIPTION OF HISTORY / BACKGROUND

Proposition 30, the Schools and Local Safety Protection Act of 2012, passed in November 2012. This proposition temporarily raised the sales tax by .25 percent for four years and raised the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) for seven years to provide continuing funding for local school districts and community colleges. The Education Protection Account (EPA) is created in the General Fund to receive and disburse these temporary tax revenues.

Districts have sole authority to determine how the funds received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its website an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

On the District's P-1 apportionment report, it was estimated that \$17,520,408 of EPA funds will be received. The Act specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs. As a result, the college will be using its EPA funds for instructional salaries.

The EPA funds are not additional revenue to the college. They are simply a different source of funds used to fund community colleges and are treated as an offset to the college's traditional state funding.

By approving this resolution, the college will be complying with the provisions of Proposition 30 which requires the Board of Trustees to make the spending determination of these funds in open session of a public meeting.

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

Estimated \$17,520,408 of revenue.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the attached Resolution No. 31-2021-2022, to expend the estimated \$17,520,408 of Education Protection Account funds resulting from the passage of Proposition 30 to fund instructional salaries.

GLENDAL COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 31-2021-2022

APPROVAL TO USE EDUCATION PROTECTION ACCOUNT FUNDS FOR
INSTRUCTIONAL SALARIES

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) created in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district, and charter school shall annually publish on its website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education

Protection Account and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the Glendale Community College District;

BE IT FURTHER RESOLVED, that in compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Glendale Community College District has determined to spend the monies received from the Education Protection Account will be spent for instructional salaries.

Adopted and signed this 21st day of June 2022.

Member, Board of Trustees

David Viar, Superintendent/President

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

RESOLUTION NO. 32-2021-2022

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

SUBJECT: BOARD OF TRUSTEES ABSENCES

DESCRIPTION OF HISTORY / BACKGROUND

Pursuant to Education Code Section 72024, district policy provides that a member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

\$400.00

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees adopt Resolution No. 32-2021-2022 which specifies that the trustee be compensated for absence as indicated.

GLENDALE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES ABSENCES
RESOLUTION NO. 32-2021-2022

WHEREAS, Education Code §72024 governs payments of compensation to trustees, and

WHEREAS, that section provides that trustees shall be compensated for board meetings not attended when excused for one of the specified reasons by formal resolution of the Board, and

WHEREAS, the Board desires to excuse certain absences: Now, therefore,

BE IT RESOLVED that the trustee listed below shall be compensated for the absence as indicated:

Date	Name	Reason for Absence
May 17, 2022	Desirée Portillo Rabinov	Absence Deemed Acceptable

PASSED AND ADOPTED as Glendale Community College District Resolution No.32-2021-2022 this 21st day of June, 2022 by the following called vote:

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

Member, Board of Trustees

David Viar, Superintendent/President

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

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

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 Chancellor's Office has approved alternative positive attendance methods for classes held through distance education. The table included here shows actual FTES rather than FTES calculated by this method.

ENROLLMENT UPDATE (RESIDENT, FACTORED FTES) – 2021-2022

	2020-2021	2021-2022	Difference	% Change
Summer Credit FTES excluding Positive Attendance	1,330	997	-333	-25.0%
Summer Credit FTES from Positive Attendance	10	8	-2	-20.0%
Summer Noncredit FTES	217	254	+37	+17.1%
Summer Total	1,557	1,259	-298	-19.1%
Fall Credit FTES excluding Positive Attendance	4,514	3,884	-630	-14.0%
Fall Credit FTES from Positive Attendance	5	7	+2	+40.0%
Fall Noncredit FTES	552	674	+122	+22.1%
Fall Total FTES (Projected End of Term)	5,071	4,565	-506	-10.0%
Winter Credit FTES excluding Positive Attendance	817	784	-33	-4.0%
Winter Credit FTES from Positive Attendance	0	7	+7	--
Winter Noncredit FTES	173	266	+93	+53.8%
Winter Total FTES (Projected End of Term)	990	1,050	+60	+6.1%
Spring Credit FTES excluding Positive Attendance (Day 103 of Classes)	4,035	3,351	-684	-17.0%
Spring Credit FTES excluding Positive Attendance (Projected End of Term)	4,855	4,171	-684	-14.1%
Spring Credit FTES from Positive Attendance	26	26	+0	+0.0%
Spring Noncredit FTES	610	610	+0	+0.0%
Spring Total FTES (Projected End of Term)	5,491	4,807	-684	-12.5%
Annual Credit FTES excluding Positive Attendance (Projected End of Year)	11,516	9,836	-1,680	-14.6%
Annual Credit FTES from Positive Attendance (Projected End of Year)	41	48	+7	+17.1%
Annual Noncredit FTES (Projected End of Year)	1,552	1,804	+252	+16.2%
Annual Total FTES (Projected End of Year)	13,109	11,688	-1,421	-10.8%

Note: Gray-shaded cells indicate projections or estimates.

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

INFORMATIONAL REPORT NO. 2

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

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

SUBJECT: MEASURE GC FUNDS BALANCES AND SCHEDULE
UPDATE

Attached is a summary report on Measure GC Funds activity and budget
balances through May 31, 2022.



MEASURE GC FUND SOURCE USAGE

Glendale Community College
1500 N. Verdugo Rd.
Glendale, CA 91208
Run Date: 6/10/22

Identified Projects	A Original Budget (As of June 2020)	B Adjusted Budget (As of June 2022)	(A-B) Original – Adjusted Budget	C Encumbrance	D Spent to Date (Actuals)	Unencumbered Funds (B-C) (Adjusted less Encumbrance)	E Original Project Contingency (As of June 2020)	F Current Project Contingency (As of June 2020)	(E-F) Original – Current Project Contingency Balance	Original Substantial Completion Date	Anticipated or Actual Substantial Completion Date	Status
Admin Window Replacement	\$2,525,000	\$1,960,449	\$564,551	\$1,846,138	\$1,638,382	\$114,311	\$75,000	\$114,311	(\$39,311)	Summer 2020	Summer 2020	Complete
Administration Building for Human Resources	\$820,000	\$846,766	(\$26,766)	\$846,766	\$846,766	\$0	\$45,000	\$0	\$45,000	Winter 2019	Winter 2019	Complete
Central Plant #1 Expansion	\$5,625,000	\$9,860,000	(\$4,235,000)	\$9,855,055	\$1,659,397	\$4,945	\$0	\$0	\$0	Spring 2022	Spring 2023	Construction
Centralized Storage Facility	\$2,000,000	\$2,000,000	\$0	\$178,440	\$59,258	\$1,821,560	\$0	\$0	\$0	Fall 2023	Fall 2023	Design
Classroom Lab Renovation Projects	\$7,000,000	\$5,328,623	\$1,671,377	\$5,328,623	\$5,328,623	\$0	\$402,500	\$0	\$402,500	Winter 2021	Winter 2021	Complete
David Viar Performing and Media Arts Center (IBCC)	\$75,000,000	\$90,600,000	(\$15,600,000)	\$12,133,721	\$6,839,495	\$78,466,279	\$4,352,031	\$500,000	\$3,852,031	Fall 2024	Fall 2024	Design
Fire Academy Project	\$1,100,000	\$815,000	\$285,000	\$815,000	\$815,000	\$0	\$0	\$0	\$0	Winter 2019	Winter 2019	Complete
Garfield Mariposa Renovations	\$4,000,000	\$1,900,000	\$2,100,000	\$1,591,930	\$1,497,177	\$308,070	\$175,750	\$308,071	(\$132,321)	Winter 2021	Winter 2021	Complete
Garfield Property Acquisition & Parking Construction	\$35,000,000	\$36,000,000	(\$1,000,000)	\$36,004,163	\$36,272,065	(\$4,163)	\$304,500	\$541,770	(\$237,270)	Spring 2022	Summer 2022	Construction
Infrastructure	\$6,600,000	\$19,601,415	(\$13,001,415)	\$19,533,839	\$19,265,788	\$67,576	\$199,003	\$0	\$199,003	Winter 2021	Winter 2021	Complete
Kinesiology and Vaquero Athletic Complex (Expansion and Seismic Retrofitting)	\$44,000,000	\$44,000,000	\$0	\$43,946,212	\$35,794,532	\$53,788	\$2,700,000	\$273,536	\$2,426,464	Summer 2022	Summer 2022	Construction
Minor Capital Projects	\$1,000,000	\$1,315,000	(\$315,000)	\$1,089,901	\$406,509	\$225,099	\$0	\$0	\$0	Winter 2021	Winter 2021	Complete
Montrose Campus	\$26,000,000	\$4,575,710	\$21,424,290	\$4,575,710	\$4,575,632	\$0	\$750,000	\$0	\$750,000	Unknown	Unknown	Programming
New Science Building and Ancillary Projects	\$92,900,000	\$108,546,266	(\$15,646,266)	\$103,196,308	\$41,977,683	\$5,349,958	\$6,237,000	\$1,019,353	\$5,217,647	Fall 2023	Fall 2023	Construction
Safety & Security	\$4,135,000	\$780,000	\$3,355,000	\$751,579	\$715,759	\$28,421	\$0	\$0	\$0	Unknown	Unknown	Programming
San Gabriel First Floor-DSPS Office Space	\$1,500,000	\$1,600,000	(\$100,000)	\$1,597,924	\$774,454	\$2,076	\$88,000	\$1,070	\$86,930	Spring 2022	Summer 2022	Construction
San Gabriel Second Floor Renovation for Math Department	\$6,500,000	\$3,800,000	\$2,700,000	\$416,897	\$171,457	\$3,383,103	\$379,500	\$4,627	\$374,873	Winter 2024	Winter 2024	Design
San Rafael Renovations Second Floor	\$3,100,000	\$3,136,000	(\$36,000)	\$3,080,423	\$2,953,529	\$55,577	\$182,000	\$55,577	\$126,423	Summer 2020	Summer 2020	Complete
Sierra Vista Closeout	\$0	\$10,000,000	(\$10,000,000)	\$10,000,000	\$10,000,000	\$0	\$0	\$0	\$0	Winter 2019	Winter 2019	Complete
Technology	\$4,500,000	\$4,820,000	(\$320,000)	\$4,811,999	\$4,811,999	\$8,001	\$0	\$0	\$0	Winter 2021	Winter 2021	Complete
Welding Lab Alteration-Tongva (fka Aviation/Art) Building	\$4,315,000	\$5,124,309	(\$809,309)	\$5,094,694	\$4,971,654	\$29,615	\$225,000	\$33,416	\$191,584	Winter 2021	Winter 2021	Complete
Z-Program Reserve	\$700,857	\$1,506,040	(\$805,183)	\$0	\$0	\$1,506,040	\$700,857	\$883,728	(\$182,872)	ONGOING	ONGOING	In Progress
Totals	\$328,320,857	\$358,115,578	(\$29,794,721)	\$266,695,320	\$181,375,158	\$91,420,257	\$16,816,141	\$3,735,459	\$13,080,681			

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

INFORMATIONAL REPORT NO. 3

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Michael Ritterbrown, Vice President, Instructional Services

SUBJECT: GUIDED PATHWAYS UPDATE

DESCRIPTION OF HISTORY / BACKGROUND

This report is being submitted for informational purposes.



GUIDED PATHWAYS

June 2022



INTRODUCTION TO CAMPUS COMMUNITY

GOALS

- ✓ Introduce Guided Pathways to the Glendale Community College community
- ✓ Build on multiple measures assessment & placement (MMA) 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 MMA 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)



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



IN-DEPTH PLANNING + PILOT IMPLEMENTATION

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)



IN-DEPTH PLANNING + PILOT IMPLEMENTATION

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)



IN-DEPTH PLANNING + PILOT IMPLEMENTATION

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



INITIAL IMPLEMENTATION

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)



INITIAL IMPLEMENTATION

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

(CONTINUED)



INITIAL IMPLEMENTATION

ACTIONS (CONTINUED)

- ✓ Working with division chairs to integrate instructional services into EAB Navigate
- ✓ Guided Pathways Coordinators are working with ASGCC leadership to create the Learning & Professional Pathways College Fair
- ✓ Develop Learning & Professional Pathway icons in collaboration with the Office of Communications
- ✓ Develop comprehensive website and marketing materials for the Learning & Professional Pathways and Program Maps



IMPROVE SCALE 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
- Complete full-featured implementation of EAB Navigate
- Establish Coordination with GCC CARES

ACTIONS

- ✓ Begin scale implementation of meta-majors and default schedules
- ✓ Continue to evaluate and make changes based on previous evaluations
- ✓ 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
- ✓ 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)
- ✓ (2020 - 2021) GCC has partnered with Pacific Oaks College to provide a Guaranteed Pathway for students
- ✓ Met with division chairs to discuss the next phase of EAB Navigate for instruction.
- ✓ Glendale will receive \$164,797 to support the implementation of Guided Pathways in the 2020 - 2021 academic year
- ✓ State leadership for Guided Pathways will now be under the direction of the Foundation for California Community Colleges.
- ✓ Configure new Learning and Professional Pathways (LPPs) and first wave of program maps in Program Mapper
- ✓ Develop and launch Noncredit Guided Placement Survey
- ✓ Advance the implementation of EAB Navigate in key areas: (1) new program maps; (2) appointment center; (3) early alert and coordinated care network tools; (4) course registration through Navigate
- ✓ Welcome new team of GP Student Co-developers



IMPROVE SCALE IMPLEMENTATION

ACTIONS (CONTINUED)

- ✓ Logo



- ✓ The Guided Pathways Coordinators are working with ASGCC leadership to create the Learning & Professional Pathways College Fair. Tentatively scheduled for November
- ✓ The Guided Pathways Counseling Coordinator (Kevin Meza) is now leading the counseling department training meetings
- ✓ Counselors are working on matching Career Theory (Holland Codes) to each Learning & Professional Pathway
- ✓ Learning & Professional Pathways workshops have begun to be offered in collaboration with ASGCC
- ✓ Hosted Information Session at the Garfield Information Day
- ✓ Establishing coordination between Guided Pathways, Student Equity and Achievement, and Title V efforts and projects
- ✓ Mobilizing planning of long-term sustainability of Guided Pathways initiatives
- ✓ Training is underway for appointment scheduling in EAB Navigate.
- ✓ Development of an Early Alert protocol in EAB Navigate has begun.
- Initiating an information campaign to inform faculty and staff regarding the capabilities of EAB Navigate
- ✓ Hosted information session at Garfield Information Day
- ✓ Begin technical planning of the integration of onboarding tools (e.g., CCC Apply, Guided Placement Survey, Navigate, MyPath, etc) into a cohesive system taking into account AB705 requirements and early evaluation findings
- ✓ The Student Services Cabinet held a two-part managers' retreat on January 22 and 29, and hosted the Student Services Convocation on February 5, all focused on the theme "Operationalizing Guided Pathways in Student Services"
- Launch pilot of several Coordinated Care Teams in conjunction with new Early Alert functions in Navigate



IMPROVE SCALE IMPLEMENTATION

ACTIONS (CONTINUED)

- ✓ Submitted Learning & Professional Pathways icons to academic departments and students for feedback
- ✓ Presented proposal to various constituencies and the Academic Senate to amend graduation requirements to include IGETC/CSU Breadth as general education options to promote local associate's degree completion and clarify pathways
- ✓ Complete and submit 2020-21 Scale of Adoption Assessment
- ✓ The Student Services Cabinet held a two-part managers' retreat on January 22 and 29, and hosted the Student Services Convocation on February 5, all focused on the theme "Operationalizing Guided Pathways in Student Services"
- ✓ Michael Ritterbrown appointed as one of two CIO representatives to the Chancellor's Office Guided Pathways Advisory Committee
- ✓ Launch new Guided Pathways Interactive Sessions model for involving the campus in Guided Pathways initiatives
- Integrate Program Mapping into the C&I process when updating or creating programs



IMPROVE SCALE IMPLEMENTATION

GOALS

- Transition campus-wide appointment scheduling to Navigate
- Transition Early Alert procedures and processes to Navigate
- Integrate Academic Planning, scheduling and registration into Navigate
- ✓ Begin technical planning of the integration of onboarding tools (e.g. CCC Apply, Guided Placement Survey, and Navigate) into a cohesive system
- Launch new Guided Pathways interactive sessions model for involving the campus in Guided Pathways initiatives
- ✓ Align HSI grant goals and projects with larger Guided Pathways goals and projects
- Instructional faculty inquiry groups will engage discipline specific high-impact instruction data and practices in the various modalities of instruction.
- Develop Success Teams to support Learning and Professional Pathways
- Ensure a unified and comprehensive college wide vision of Guided Pathways

ACTIONS

- Partner with Keys for Success workshop program to assess its ability to support students with persistence and completion of core classes.
- ✓ Guided Pathways proposal to allow IGETC and CSU breadth requirements to qualify for a degree is now in effect
- Counselors will send guides to students regarding Learning and Professional Pathways (GCC's identifier for metamajors) and how to choose courses within an LPP. Guides will be sent in October
- ✓ All GCC program maps have been completed
- ✓ Coordinators will meet with division chairs to review and approve program maps
- ✓ Publish Program Maps and link to Learning and Professional Pathways webpage
- Update the AB705 compliant placement process to be integrated with CCC. Apply, making the placement process seamless for most students
- ✓ Learning and Professional Pathways workshops have begun to be offered in collaboration with ASGCC

(CONTINUED)



IMPROVE SCALE IMPLEMENTATION

ACTIONS (CONTINUED)

- ✓ Meetings held with HSI grant leaders and Guided Pathways leadership and administrative leadership to discuss collaboration and alignment
- ✓ The College has begun to build Success Teams to support students through their college experience. Success Teams will be comprised of Instructional Faculty, Classified Staff, Counselors, Administrators, and Students. An equity framework will be a major component of the Teams
- Student Success Teams are being created to support students in each Learning & Professional Pathway
- ✓ Having reached the conclusion of a three year term, Guided Pathways Coordinators have completed self-evaluations for their release-time positions. Vice President of Instructional Services and Vice President of Student Services have completed supervisor-employee evaluations. The Guided Pathways Coordinator positions will be opened for applicants
- ✓ Expenditure deadlines for the current Guided Pathways funding have been extended to at least July of 2023
- ✓ An additional Guided Pathways allocation from the state will be distributed in July 2022. The total allocation will be \$50 million. GCC will receive about \$500,000 of this. The allocation will be a one-time distribution with an expenditure deadline of July 2026
- ✓ Statewide priorities for Guided Pathways will include collaboration with other programs including Student Equity and Achievement and the Strong Workforce program.
- ✓ Counselors and instructional faculty leads are being recruited for each Success Team
- A Canvas Shell is being created for each Learning & Professional Pathway
- ✓ Coordinate projects across Student Equity, Office of Hispanic Serving Institutions and Guided Pathways
- ✓ Publish Program Mapper maps for all credit and noncredit degrees and certificates
- ✓ Update and improve LPP website to include links to active Program Maps
- Partner with Student Outreach and Early College Acceptance Program (ECAP) to integrate the use of LPPs and Program Maps into student's onboarding experience
- Partner with Career Education on marketing of Skill Awards and integrating Skill Award milestones into Program Maps for degrees and certificates



SCALE IMPLEMENTATION

GOALS

- ✓ Develop Learning & Professional Pathway icons in collaboration with the Office of Communications
- Develop comprehensive website and marketing materials for the Learning & Professional Pathways and Program Maps
- Institutionalize evaluation and continuous improvement
- Complete Program Maps for all credit and noncredit programs and institute an ongoing review and updating process for continuous mapping

ACTIONS

- ✓ Scale implementation of co-requisite programs in Math and English
- ✓ Reviewed regional Guided Pathways coordinators YouTube site
- Addressing issues related to the integration of EAB Navigate and PeopleSoft
- ✓ Melissa Malandrakis has been selected to serve a second term as the Guided Pathways Classified Coordinator
- ✓ Kevin Meza has been selected to serve a second term as Guided Pathways Counseling Coordinator
- ✓ Tiffany Ingle has been selected to serve as the Interim Guided Pathways Faculty Coordinator. A search to fill the full three year term will be conducted in spring 2022. Our thanks to Tom Voden for his long service in this position
- ✓ The Guided Pathways 2021 Expenditure Report was submitted to the Chancellor's Office
- ✓ Attend the Chancellor's Office Regional Convenings with a team from Guided Pathways and the Office of HSI
- ✓ Host social lunches to encourage conversations across departments and disciplines.
- Create a student voice dashboard
- ✓ Attend the Strengthening Student Success Conference with a team from Guided Pathways, Office of HSI, and Success Team representatives

(CONTINUED)



SCALE IMPLEMENTATION

ACTIONS

- Working with a cross-disciplinary group of faculty to write a Quality Focus Essay focused on Pillars 3 and 4 Regional Convenings with a team from Guided Pathways and the Office of HSI
- Working with individual faculty to increase community and collaboration around equitable teaching practice development at the college through the QFE
- Attended Chancellor's Office Guided Pathways Advisory Committee
- Convening groups of faculty to define the faculty roles needed for success teams
- Gathered student voice data to complete the ISS report for falling below the set standard for retention
- **New:** Tiffany Ingle was selected to serve a full term as the Guided Pathways Faculty Coordinator
- **New:** Update LPP website to include links to active program maps
- **New:** Continue development of Success Teams with the vision of "creating a sense of belonging for students"
- **New:** Continued development of the counselor's role in Success Teams
- **New:** Continued discussions and training of the Guided Pathways approach at Counseling Academic Information Meetings
- **New:** Created Senate approved task force to update Pass/No Pass policy to align with Ed Code

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

INFORMATIONAL REPORT NO. 4

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Chris Cicuto, Athletics Dean, Freddie Saucedo, Workforce Development Dean and Armando Sanchez, Senior IT Support Specialist

SUBJECT: E-SPORTS PRESENTATION

This report is being submitted for informational purposes.



Esports at GCC

Chris Cicuto, Federico Saucedo, Armando Sanchez



Esports: a multiplayer video game played competitively for spectators, typically by professional gamers.

Sports: an activity involving physical exertion and skill in which an individual or team competes against another or others for entertainment.



In 1947 the first-ever video game was created.

1970s: Atari + 1st Esports tournament

1980s: Space Invaders Championship, where more than 10,000 players participated

1990s : THE BIRTH OF ESPORTS

Super Mario Bros, Tetris, Sonic, Virtual Racing
SEGA, NES/SNES...

2000s Tournament Prizes \$1,000,000

2010s: 45 Millions Spectators





1		Miami University	Independent	\$35,937 Tuition	\$24,323 Avg. Cost After Aid	45 Favorites	8 General Rank	1 Grad Rank
2		University of Missouri	NACE	\$28,348 Tuition	\$16,001 Avg. Cost After Aid	39 Favorites	26 General Rank	12 Grad Rank
3		University of Texas at Dallas	NACE	\$38,168 Tuition	\$15,232 Avg. Cost After Aid	61 Favorites	42 General Rank	16 Grad Rank
4		University of Oklahoma	Independent	\$27,144 Tuition	\$21,145 Avg. Cost After Aid	53 Favorites	32 General Rank	13 Grad Rank
5		Florida Southern College	NACE	\$37,640 Tuition	\$25,646 Avg. Cost After Aid	46 Favorites	1 General Rank	29 Grad Rank
6		Saint Francis University	NACE	\$38,170 Tuition	\$28,643 Avg. Cost After Aid	17 Favorites	7 General Rank	8 Grad Rank
7		University of St. Thomas - Texas	Independent	\$31,460 Tuition	\$18,476 Avg. Cost After Aid	14 Favorites	6 General Rank	24 Grad Rank
8		Ohio Northern University	NACE	\$33,440 Tuition	\$24,072 Avg. Cost After Aid	24 Favorites	37 General Rank	5 Grad Rank



Microsoft Bing

best schools for esports

ccicuto@Glen...

5

ALL SCHOOL IMAGES VIDEOS MAPS NEWS SHOPPING MORE

2,540,000,000 Results Any time Results near Palm Desert, California Change

Best schools for esports

Data from lineups.com, lineups.com



University of California, Ir...



Arcadia University



Robert Morris University



Valparaiso University



Ohio State University



Bellevue University



Concordia University

Esports Bachelor's Degree | Study Esports Online

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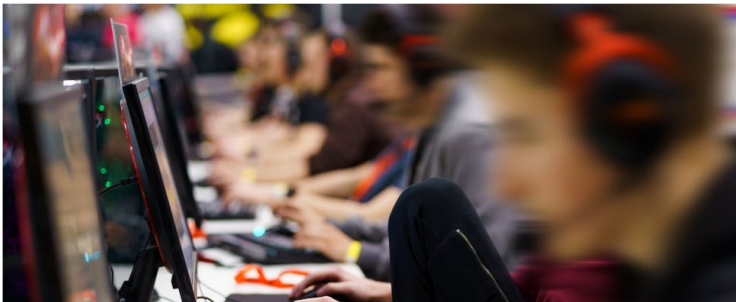
See more



NEA News

Esports See Explosive Growth in U.S. High Schools

Competitive video gaming is happening in high schools across the country, as coaches celebrate the teamwork and critical thinking necessary to win.

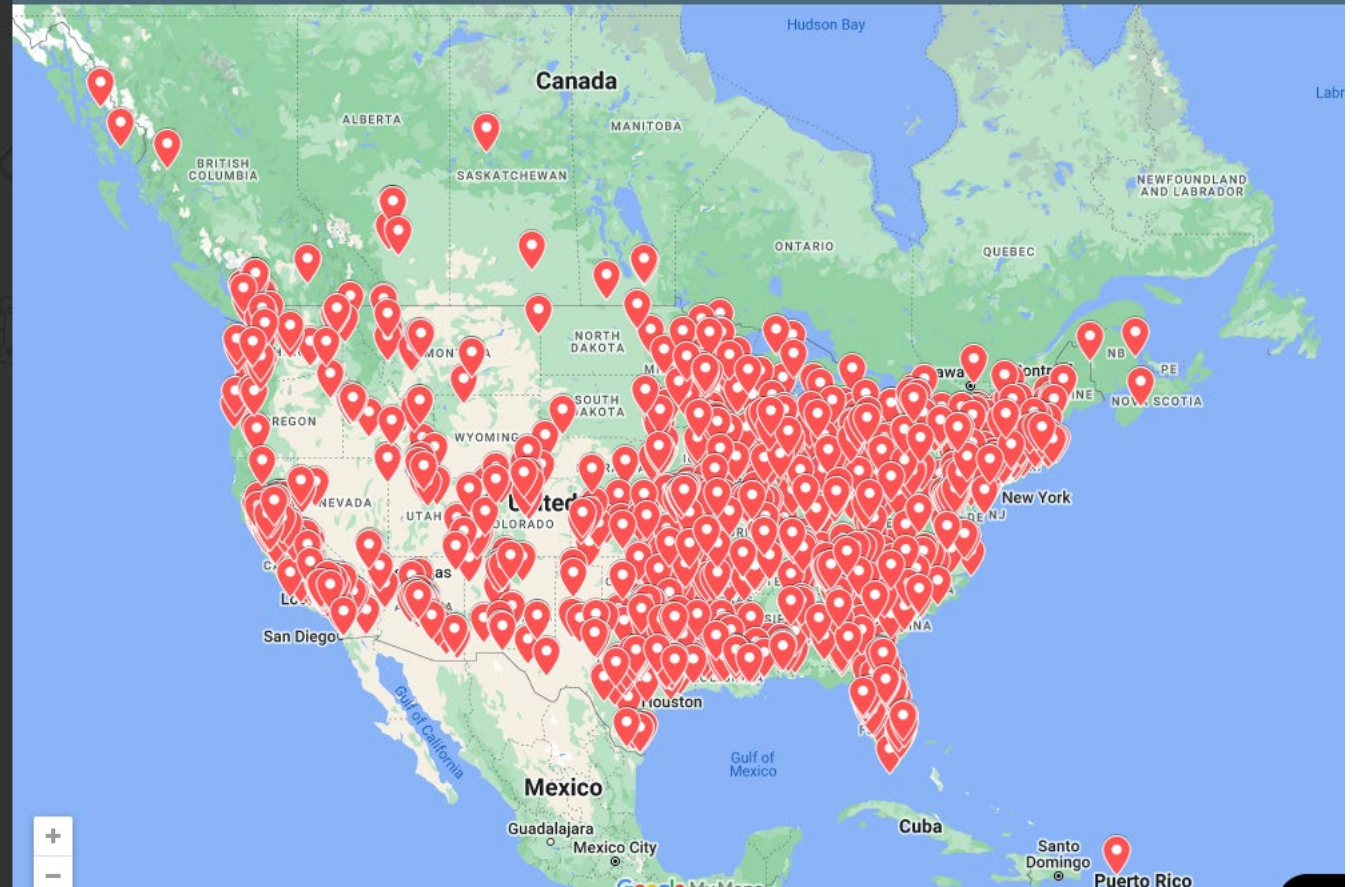


+8,600 High Schools participating
In Esports Programs.

Our Schools

Partnered Schools

This map was made with Google My Maps. Create your own.





Esports Benefits

- Cognitive Skill
- Teamwork
- Social Skills
- Stress Relief
- Strategy
- Biomechanics
- Safety



History of Esports at Glendale Community College

Prior to 2018: ASGCC Clubs, Nintendo Club, League of Legends Club

Spring 2019: Student Club leaders, IT, ASGCC, Instructional , CTE, Sr. Administration

Fall 2019: Competitive League of Legends Team

2020: Pandemic + Remote Environment + Remote Teams + Remote Coaches + CSL

2021-2022: Recruiting, Curriculum, Infrastructure, Student Space



COURSE OUTLINE : ATHPE 180
D Credit – Degree Applicable
COURSE ID
FEBRUARY 2021

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1				operate a key board and/or mouse or game console	Yes
2				access stable internet for practice and tournament play	Yes
3				participate in rigorous physical and mental activity	Yes
4				utilize verbal communication necessary for collegiate competition	Yes
5				demonstrate how to apply workable solutions within a team environment	Yes

EXIT STANDARDS

- develop an appreciation of esports in terms of sportsmanship and fair play, practice ethic, and teamwork
- develop a high skill level in esports
- analyze and understand offensive and defensive strategies as they apply to competitive situations
- recognize the role of nutrition in athletic performance
- apply and break down offensive and defensive schemes
- integrate conditioning and strength training into weekly practices
- demonstrate the ability to work with a team as a unit and develop team concepts
- identify professional roles and opportunities for amateur and professional esports
- identify the role of the California Community College Athletic Association (CCCCAA) and/or NCAA to off-season training and competition
- Evaluate and explain the structural and cultural barriers that limit players of color, females, LGBTQ and disadvantaged in the gaming community.

STUDENT LEARNING OUTCOMES

- implement and apply technical and tactical skills necessary for collegiate competition
- integrate and execute advanced cooperative skills needed to perform at a high level of play
- demonstrate and apply safety rules and procedures to effectively participate in a collegiatesport

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Team Philosophies and Rules - Sportsmanship - Team rules - Individual/team goal setting - NCAA rules and regulations - CCCCAA Decorum Policies	9	0	9

2	Safety for eSports - Posture and injury prevention - Stretching - Hydration/Nutrition - Mental health - Hygiene	9	0	9
3	Fundamental Conditioning Skills for eSports - Agility - Coordination - Muscular strength and range of motion - Muscular and cardiovascular endurance	0	16	16
4	Advanced Fundamental Skills in Esports - Hand-eye coordination - Macro skills - Micro skills - Personal mechanics - Positioning - Focus - Reaction time - Information seeking and processing	0	19	19
5	Advanced Game Strategy - Timing - Map control - Team awareness - Decision making process - Objective control	0	19	19
6	Understanding Team Dynamics - Creating a positive environment - Controlling emotions - Effective communication - Individual roles - Adapting play style	8	0	8
7	Definitions of Diversity, Inclusion, inequality and discrimination in Sports Competition - Gender - Race/ethnicity - Sexuality - Religion	1	0	1
				81

- **¹Middle Skill Occupations:**
- Web Developers & Digital Interface Designers
- Special Effects Artists & Animators



Exhibit 1: Occupational demand in Los Angeles and Orange Counties³

Geography	2019 Jobs	2024 Jobs	2019-2024 Change	2019-2024 % Change	Annual Openings
Los Angeles	14,216	14,535	319	2%	1,282
Orange	3,387	3,479	92	3%	277
Total	17,603	18,014	411	2%	1,558



¹Above Middle Skill Occupations:

- Computer Programmers
- Software Developers & Software Quality Assurance Analysts & Testers



Top Employers in L.A. County 2021 for Video Game Designers & Esports Marketing

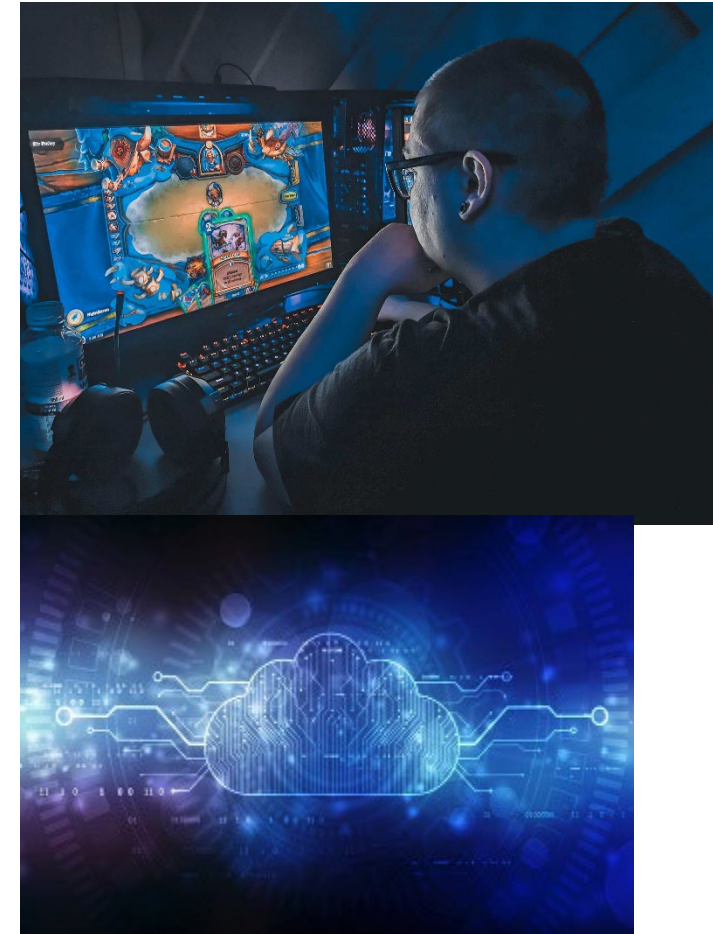
- Blizzard Entertainment
- Sony Electronics Incorporated
- Activision
- Visual Concepts
- Riot Games
- Esports Engine





Exploratory Alignment With Career Education Programs

- Animation (Video Game Design Option)
 - Certificate of Achievement
- Marketing
 - Certificate of Achievement or Degree
- Web Development
 - Certificate of Achievement or Degree
- Cloud Computing
 - Certificate of Achievement
- Computer Programmer
 - Certificate of Achievement
- Computer Science
 - Certificate of Achievement or Degree





- AutoCAD
- Photoshop
- Video Editing
- Virtual Reality
- Processor -Intel® Core™ i7-12700KF Processor (8X 3.60GHz + 4X 2.70GHz /25MB L3 Cache)
- Memory -16 GB [8 GB x2] DDR4-3200 Memory Module
- Video card -NVIDIA GeForce RTX 3080 - 10GB GDDR6X (VR-Ready)
- Storage -1TB Intel 670p Series M.2 PCIe NVMe SSD -- Read: 3500MB/s; Write: 2500MB/s
- Monitor -27" [2560x1440] ASUS TUF Gaming VG27WQ1B Curved Monitor - 165Hz 1ms - Single Monitor

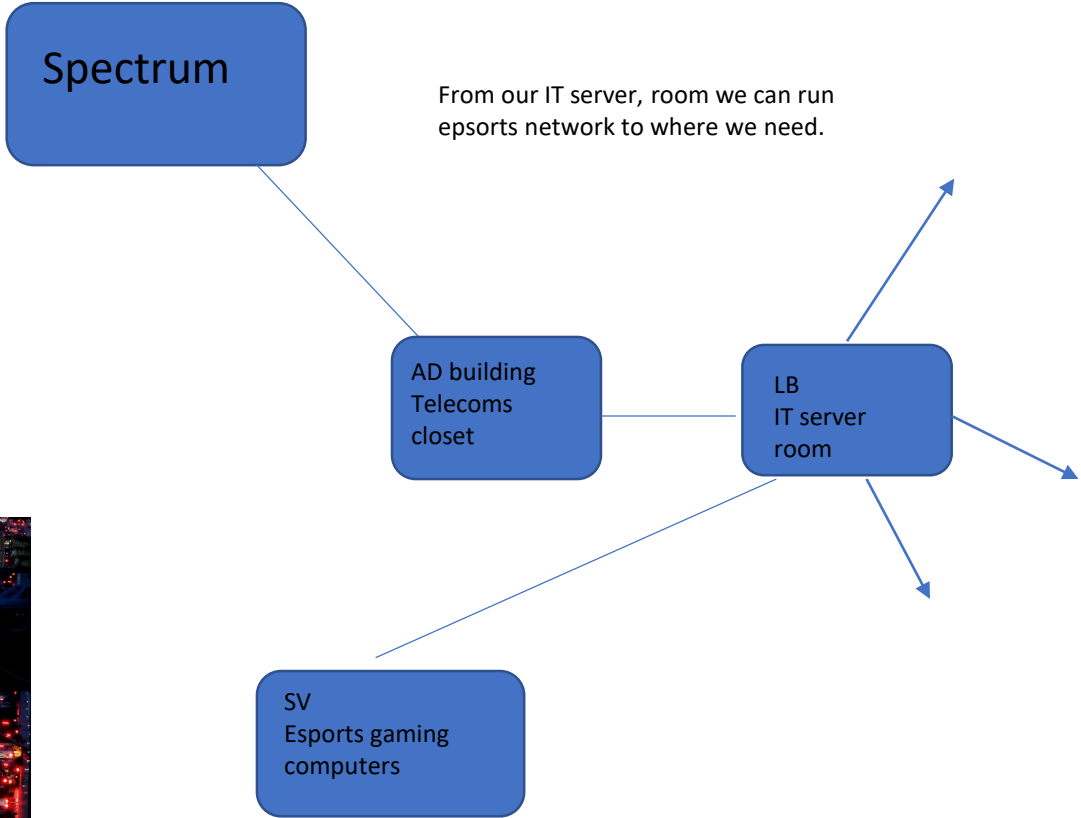




- Practicality like emails, word processing, internet research and more.
- Better brakes and better tires and suspension for control. More powerful cars that can handle extreme conditions efficiently.
- Esports is very competitive and any advantage can mean the difference between winning and losing.
- Student Success

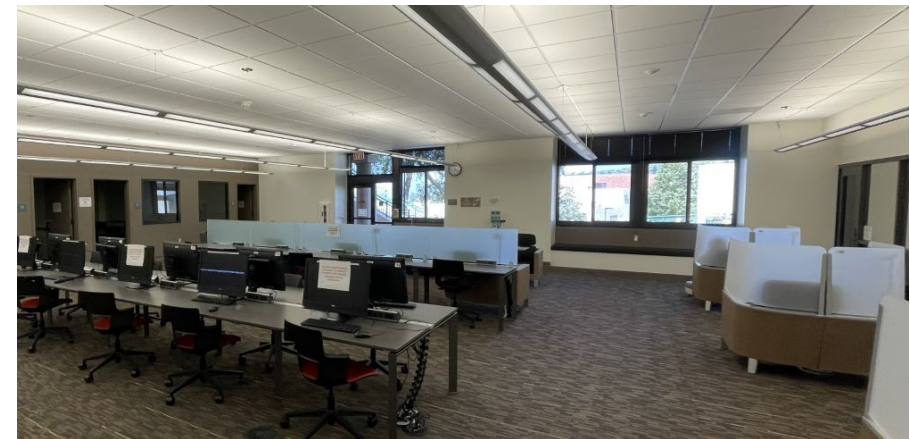


Why is having a dedicated esports network important?





- Technical infrastructure in place.
- Marketing, Promotional, Outreach, Branding
- Fun, exciting and innovative GCC
- Student success





GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

INFORMATIONAL REPORT NO. 5

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Jan Young, Garfield Noncredit Business and Life Skills
Division Chair

SUBJECT: GARFIELD NONCREDIT HEALTHCARE PROGRAMS

This report is being submitted for informational purposes.



Noncredit Healthcare Programs

Expansion of Noncredit Health Programs

- 2018: Identified opportunity to launch noncredit healthcare programs to meet the needs of the local marketplace and to create student pathways for improved occupational gains.
- Leveraged existing Front Office/Administrative Medical Assisting program that GCC has offered for over 20 years.
- Tonight will provide updates on market, curricula, and operations

Opportunities for GCC Noncredit Healthcare

<u>Opportunity</u>	= Size of Market Market Demand of Occupation/Projected Rate of Change Hourly pay rate
<u>Career Pathway</u>	Stackable certificates allow students to “stop out” and earn wages before re-entering job skills training for an advanced job.
<u>Competition</u>	Marketing of Private Colleges, Credit and Noncredit Programs



Growth Opportunities in Healthcare In Los Angeles County

Occupation	Projected Growth by 2028	Estimated Job Openings	Percent Change from from 2018-2028
Personal Care Aide	297,260	94,090	46.3% (highest in county)
Medical Assistant	29,980	5,780	33.9%
Licensed Voc. Nurse (LVN)	21,600	2,640	13.9%
Certified Nursing Asst (CNA)	34,730	4,800	13.8%

Opportunities in the Glendale Area

Home Care Giver Agencies in Glendale

- American Care Home Health Services
- Apex Homecare Services
- Caredwell Home Care
- Home Care Help
- Mae Morgan Home Care
- Pegasus Home Health Care
- Preferred Care at Home
- Tender Loving Care
- Visiting Angels

Hospital Beds Within 10 miles of Glendale

• Adventist Health Glendale	396
• Dignity Health: Glendale Memorial	251
• USC Verdugo Hills	158
• Providence St. Joseph	446
• Huntington Memorial	619
• Cedar Sinai	886
• Children's Hospital	495
• Hollywood Presbyterian	434
• Kaiser Los Angeles	528
• <i>Total</i>	<i>4,213 beds</i>

Current Healthcare Certificates

Administrative Med. Assisting (Front Office) + **Clinical** Med. Assisting (Back Office) = **Medical Asst.**

ESL level 3 students and above. Currently offer ESL support class for Administrative Medical Assistant, but redesigning ESL support courses for healthcare classes. The hourly mean rate in LA County is: \$21.41

Administrative Medical Assistant

- Administrative Medical Assisting
- 21st Century Employment

Medical Assistant

- Administrative Medical Assisting
- Clinical Medical Assisting

Electives:

- Basic Review for Certified Medical Assistant
- Externship
- Pathways to Health Careers

Just Beginning.....

- Heretofore, internships were only offered to credit students. Noncredit students could, at best, be offered an externship. GCC in conjunction with Verdugo Job Center has just started paid externship opportunities to noncredit Medical Assistant graduates.
- First reading of the Title 5 changes regarding Workforce Experience Education have been approved by the Board of Governor's allowing noncredit programs to include internships as part of their certificates. This will help our students transition to the workplace and allow the college to collect apportionment.

NCESL Language Support Certificate

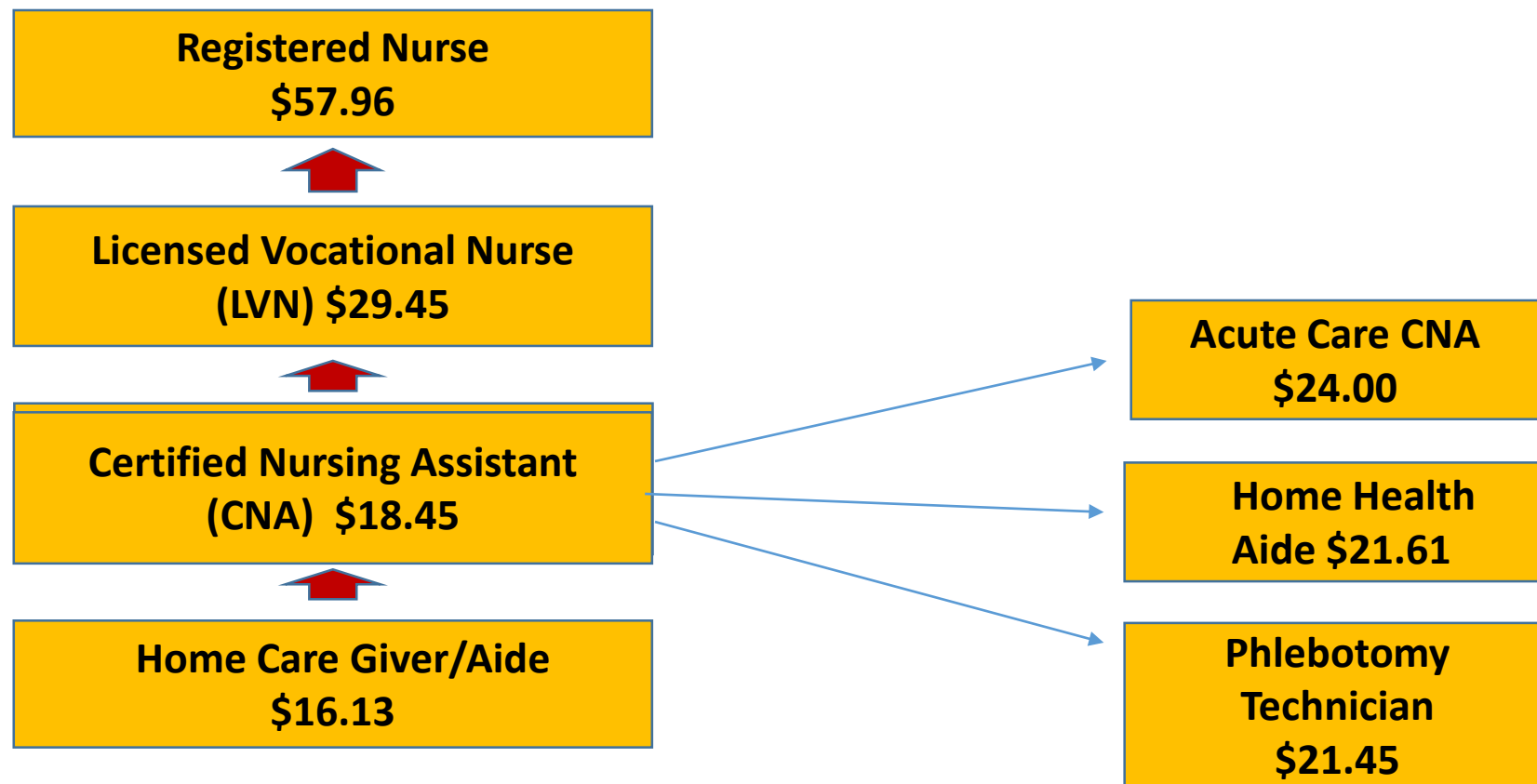
- Currently offer Medical Assistant support class (enrollment % of managed enrolled class) by definition equals lower enrollment. Additionally, students feel overwhelmed taking ESL classes in conjunction with core class.
- NCESL and STV met and decided to offer a NCESL class in Medical Terminology and a NCESL class in Communications in Healthcare (conversational). This will become a certificate program and will broaden the audience.
- Will pilot this summer so that NCESL students can take prior to managed-enrolled Medical Assistant class that begins in fall. Also open to students who have enrolled in open entry/exit Medical Assistant class. Credit students may benefit from this course as well.

Healthcare Certificates (cont)

- **Dental Front Office (revised)**
 - Dental Front Office
 - 21st Century Employment
- **Home Caregiver/Aide (will offer Summer 22 in-person)**
 - Home Caregiver/Aide
 - Pathways to Health Careers
- **Certified Nursing Assistant (not offered yet, approved curriculum)**
 - Certified Nursing Assistant
 - Pathways to Health Careers

Career Pathways in Noncredit Healthcare

Hourly rate = mean wage in LA County



Noncredit Healthcare Operational Timeline

- Winter 2020:** Opened 3 classrooms/lab facility in leased medical building across from Garfield Campus.
- Spring 2020:** Started first clinical class.
- March 2020:** COVID necessitated transition to online courses. Problematic for clinical since 10 hrs required in-person for learning phlebotomy, injections, and wound care. Not identified as a class for essential workers.
- Spring 2021:** Externships established with Verdugo Job Center



Noncredit Healthcare Operational Timeline (cont.)

- Summer 2021:** In-person clinical 10 hours training for 3 cohorts so students could complete Medical Assistant program.
- Summer 2022:** 4 Modular classrooms will be delivered to Garfield.
- Fall 2023:** Full-time tenure-track instructor begins.

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

UNFINISHED BUSINESS REPORT NO. 1 – SECOND OF TWO READINGS – ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

SUBJECT: BOARD OF TRUSTEES - BOARD POLICY 7122:
RECRUITMENT AND SELECTION (DELETE)

DESCRIPTION OF HISTORY / BACKGROUND

Board Policy 7122: Recruitment and Selection is recommended for deletion as indicated by the Community College League of California Policy and Procedure Services.

COMMITTEE HISTORY

College Executive Committee:	April 12, 2022 (First Reading)
College Executive Committee:	May 10, 2022 (Second Reading)
Board of Trustees Meeting:	May 17, 2022 (First Reading)

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees conduct the second of two readings required before board action to approve deletion of Board Policy 7122.

~~Glendale Community College District~~

~~7122~~

~~Board Policy~~

~~RECRUITMENT AND SELECTION~~

~~Only those applicants for positions who show promise of giving superior service will be recommended for employment.~~

~~Any false statement, misrepresentation, or significant omission on the application form submitted by the applicant may be cause for immediate dismissal from the Glendale Community College District.~~

~~Discrimination on the basis of race, color, religious creed, marital status, or national origin is prohibited by law and contrary to the policy of the Glendale Community College District.~~

~~Reference:~~

- ~~• Education Code, Section 87400~~

~~Adopted: 7/10/73 Reviewed: 1/13/17; 8/28/20 Revised: 3/31/83~~

~~Renumbered from Board Policy 4040: 2/2/15~~

Committee History		
Committee	Date	Notes
Admin Affairs	03-08-22	1 st & 2 nd Read
CEC	04-12-22	1 st Read
CEC	5/10/22	2 nd Read

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

FIRST READING REPORT NO. 1 – FIRST READING OF TWO – NO ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Victoria Simmons, Vice President, Human Resources, Chief Negotiator
Caroline DePiro, Guild Chief Negotiator

SUBJECT: DISTRICT OPENERS FOR THE 2021-2024 COLLECTIVE
BARGAINING AGREEMENT BETWEEN THE DISTRICT AND
GLENDALE COLLEGE GUILD, LOCAL 2276, AMERICAN
FEDERATION OF TEACHERS

DESCRIPTION OF HISTORY / BACKGROUND

The following information represents the Guild and District's continuation of negotiations agreement based on the Tentative Agreement reached on May 19, 2022 regarding openers for the Collective Bargaining Agreement between the District and the Glendale College Guild, Local 2276, American Federation of Teachers.

District Articles and/or Issues

1. ARTICLE VI, HOURS – The District has an interest in clarifying the language within the article, ensuring consistent terms are used throughout the agreement, and ensuring the language addresses instructional and non-instructional faculty within the bargaining unit.
2. ARTICLE VII, LEAVES OF ABSENCE - The District has an interest in clarifying various provisions of the article to ensure compliance with federal and state statutes and regulations.
3. ARTICLE IX, EVALUATION PROCEDURES AND RELATED APPENDICES – The District has an interest in clarifying the timelines delineated in the evaluation procedures, clarifying various provisions of article, and ensuring consistent terms are used throughout the agreement.
4. ARTICLE XI – HEALTH AND WELFARE – The District has an interest in exploring entry into benefits joint powers authority or health benefit trust and related benefit plan offerings, clarifying various provisions of article, and ensuring consistent terms are used throughout the agreement.

Guild Issues and/or Articles

1. ARTICLE VI HOURS, Section 1. Basic Hours – an addition to the contract allowing faculty to participate in campus meetings and obligations remotely
2. ARTICLE VI HOURS Section 4. Teaching Loads – an update to the contract that would allow the teaching load for Parent Ed as well as Film/Media Production to be reviewed and possibly reduced
3. ARTICLE VI HOURS Section 10 – an update to the contract ensuring that faculty have ease of access to information regarding the status of their banked hours as well as faculty unit credits
4. ARTICLE VI HOURS, SECTION 16 G – an update in the contract allowing Contract faculty to teach 100% online so long as their other contractual obligations are being met
5. ARTICLE VI HOURS, SECTION 22 Intellectual Property Rights – an update to the Intellectual Property section of the contract to clarify ownership of faculty creations
6. Article VII: LEAVES OF ABSENCE: Section 1 (Types of Leaves) – an update in the contract ensuring that faculty who are on leave are not charged with finding their own replacement for courses, substitutes, or generalized duties
7. ARTICLE VII LEAVES OF ABSENCE 2 – an update to the contract that clarifies how adjunct office hours are paid when an adjunct faculty member is out sick
8. ARTICLE VIII SALARIES, Section 2. Adjunct Faculty, A-D – a contract clarification regarding adjunct compensation for holidays
9. ARTICLE VIII SALARIES, Section 2. Adjunct Faculty, A-D – an addition the contract that clarifies that a faculty member is not considered to have an expectation of employment until they have been offered an actual contract
10. ARTICLE VIII SALARIES Section 3. Intersession Pay – an update in the contract that ensuring Intersession pay is equal or better to pay for fall and spring for all adjunct faculty
11. ARTICLE VIII: SALARIES: SECTION 10, B (SERVICE ADVANCEMENT) – an addition to the contract ensuring that when a faculty member serves as an administrator, their years of service are credited on the salary schedule when they return to work as a faculty member
12. ARTICLE VIII SALARIES, Section 13 – an addition to the contract that allows for equity between adjunct faculty and adjunct counselors by assigning an additional workday for each adjunct counselor if their hours are cancelled due to a holiday
13. ARTICLE VIII SALARIES, Section 16 – an update in the contract allowing for an adjustment, augmentation, and renaming of the Visual and Performing Arts stipend
14. ARTICLE VIII: SALARIES, SECTION 18: EXTRA ASSIGNMENTS – an addition to the contract that compensates instructors teaching Independent Study courses

15. ARTICLE XI – HEALTH AND WEALFARE BENEFITS, SECTION 1 – an update to the contract to increase the District’s current contribution to retiree healthcare and long-term care allowances until the employee reaches Medicare eligibility age
16. ARTICLE XI HEALTH AND WELFARE BENEFITS, Section 4. Retirement Benefits – an update in the contract that specifies that compensatory hours will be paid out upon resignation, retirement, or death
17. ARTICLE XIII (MISCELLANEOUS PROVISIONS) SECTION 5 (NEW) – an addition to the contract to include subsidized car charging for all faculty who commute using electric or hybrid cars
18. CONTRACT SECTION TBD – an update in the contract to reflect the varied responsibilities of library faculty in fulfilling their roles as Instructional Services faculty
19. The Guild has an interest in achieving pay parity for adjunct faculty, including an improved pay schedule to match the structure of the full-time pay schedule as well as additional compensation for doctoral degrees, professional licensure, and certification.
20. The Guild has an interest in restructuring stipend compensation to reflect current job duties for stipends such as, but not limited to division chairs, department chairs, independent study, nutrition, and team teaching.
21. The Guild has an interest in providing a benefit for full time faculty that would allow permanently disabled faculty to continue to receive medical benefits until Medicare eligibility.

Mutual Openers Issues and/or Articles

1. Article VIII, Salaries and related Appendices
2. Appendix C

FISCAL IMPACT

To be determined.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees conduct the first of two readings for board action on the proposed continuation of negotiations based on the Tentative Agreement reached on May 19, 2022 regarding openers for the Collective Bargaining Agreement between the District and the Glendale College Guild, Local 2276, American Federation of Teachers.

Tentative Agreement
by and between the
Glendale College Guild, Local 2276
and the
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

Continuation of Negotiations

The Guild and District mutually agree to continue to meet and negotiate from July 1, 2022 through June 30, 2023. During this period, the District and Guild agree to meet and negotiate the issues and articles delineated below. The Guild and District shall sunshine the issues and articles delineated below at the June 21, 2022 Board of Trustees meeting.

Mutual District and Guild Issues and/or Articles

- Article VIII, Salaries and related Appendices
- Appendix C

Guild Issues and/or Articles

- ARTICLE VI HOURS, Section 1. Basic Hours – an addition to the contract allowing faculty to participate in campus meetings and obligations remotely
- ARTICLE VI HOURS Section 4. Teaching Loads – an update to the contract that would allow the teaching load for Parent Ed as well as Film/Media Production to be reviewed and possibly reduced
- ARTICLE VI HOURS Section 10 – an update to the contract ensuring that faculty have ease of access to information regarding the status of their banked hours as well as faculty unit credits
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- Article VII: LEAVES OF ABSENCE: Section 1 (Types of Leaves) – an update in the contract ensuring that faculty who are on leave are not charged with finding their own replacement for courses, substitutes, or generalized duties
- ARTICLE VII LEAVES OF ABSENCE 2 – an update to the contract that clarifies how adjunct office hours are paid when an adjunct faculty member is out sick
- ARTICLE VIII SALARIES, Section 2. Adjunct Faculty, A-D – a contract clarification regarding adjunct compensation for holidays

- ARTICLE VIII SALARIES, Section 2. Adjunct Faculty, A-D – an addition to the contract that clarifies that a faculty member is not considered to have an expectation of employment until they have been offered an actual contract
- ARTICLE VIII SALARIES Section 3. Intersession Pay – an update in the contract that ensuring Intersession pay is equal or better to pay for fall and spring for all adjunct faculty
- ARTICLE VIII: SALARIES: SECTION 10, B (SERVICE ADVANCEMENT) – an addition to the contract ensuring that when a faculty member serves as an administrator, their years of service are credited on the salary schedule when they return to work as a faculty member
- ARTICLE VIII SALARIES, Section 13 – an addition to the contract that allows for equity between adjunct faculty and adjunct counselors by assigning an additional workday for each adjunct counselor if their hours are cancelled due to a holiday
- ARTICLE VIII SALARIES, Section 16 – an update in the contract allowing for an adjustment, augmentation, and renaming of the Visual and Performing Arts stipends
- ARTICLE VIII: SALARIES, SECTION 18: EXTRA ASSIGNMENTS – an addition to the contract that compensates instructors teaching Independent Study courses
- ARTICLE XI – HEALTH AND WELFARE BENEFITS, SECTION 1 – an update to the contract to increase the District’s current contribution to retiree healthcare and long-term care allowances until the employee reaches Medicare eligibility age
- ARTICLE XI HEALTH AND WELFARE BENEFITS, Section 4. Retirement Benefits – an update in the contract that specifies that compensatory hours will be paid out upon resignation, retirement, or death
- ARTICLE XIII (MISCELLANEOUS PROVISIONS) SECTION 5 (NEW) – an addition to the contract to include subsidized car charging for all faculty who commute using electric or hybrid cars
- CONTRACT SECTION TBD – an update in the contract to reflect the varied responsibilities of library faculty in fulfilling their roles as Instructional Services faculty
- The Guild has an interest in achieving pay parity for adjunct faculty, including an improved pay schedule to match the structure of the full-time pay schedule as well as additional compensation for doctoral degrees, professional licensure, and certification.
- The Guild has an interest in restructuring stipend compensation to reflect current job duties for stipends such as, but not limited to division chairs, department chairs, independent study, nutrition, and team teaching.
- The Guild has an interest in providing a benefit for full time faculty that would allow permanently disabled faculty to continue to receive medical benefits until Medicare eligibility.

District Articles and/or Issues

- **Article VI, Hours** – The District has an interest in clarifying the language within the article, ensuring consistent terms are used throughout the agreement, and ensuring the

language addresses instructional and non-instructional faculty within the bargaining unit.

- **Article VII, Leaves of Absence** - The District has an interest in clarifying various provisions of the article to ensure compliance with federal and state statutes and regulations.
- **Article IX, Evaluation Procedures and related Appendices** – The District has an interest in clarifying the timelines delineated in the evaluation procedures, clarifying various provisions of article, and ensuring consistent terms are used throughout the agreement.
- **Article XI – Health and Welfare** – The District has an interest in exploring entry into benefits joint powers authority or health benefit trust and related benefit plan offerings, clarifying various provisions of article, and ensuring consistent terms are used throughout the agreement.

DATE: May 19, 2022



Caroline DePiro, Chief Negotiator
Glendale College Guild



Victoria Simmons, Chief Negotiator
Glendale Community College District

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

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

The Superintendent/President recommends that the Board of Trustees approve the Regular Board Meeting minutes of May 17, 2022.

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 President Dr. Hacopian at 5:02 p.m. on Tuesday, May 17, 2022 in Kreider Hall.

Trustees Present:

Dr. Sevan Benlian
 Ms. Yvette V. Davis
 Dr. Armine Hacopian
 Ms. Ann H. Ransford
 Ms. Diana Morales 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. Terry Flexser
 Guild: Ms. Emily Haraldson

Absent:

Ms. Desirée P. Rabinov

A copy 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

Hacopian introduced GCC student and ASGCC Senator of Finance, Mr. Rishi Lakhnori, who was recently awarded the prestigious Jack Kent Cooke Undergraduate Transfer Scholarship. He was selected from 1,200 applicants from 332 community colleges for his academic ability, achievement, financial need, persistence and leadership. Lakhnori is an Applied Mathematics and Computer Science major who has been accepted to attend UCLA, USC, UC Berkley, UC San Diego, UC Irvine, UC Santa Barbara and is waiting to hear from Rice University and Princeton. The Board expressed their appreciation for his exceptional accomplishments, provided a certificate of recognition and wished him much success as he transfers from GCC.

Rishi Lakhnori led the Pledge of Allegiance.

COMMENTS FROM THE AUDIENCE - BOARD AGENDA ITEMS ONLY

No comments presented regarding items on the agenda.

INFORMATIONAL REPORTS - NO ACTION

1. Third Quarter Budget Balances as of March 31, 2022
2. Third Quarter Financial Status Report as of March 31, 2022
3. Glendale College Foundation - Statement of Financial Position, Income Statement and Third Quarter Report of Donations for Period Ending April 30, 2022
4. Enrollment Update
5. Measure GC Funds Balances and Schedule Update
6. Guided Pathways Update

Informational Reports item Nos. 1 to 6 were duly noted.

INFORMATIONAL REPORTS - NO ACTION - continued

7. CalWORKS Parent Program Update

Aarin Edwards, CalWORKS Director and student representatives Marina Abrahamyan, Yelena Margaryan, Siuzanna Shaanian, and Armenuhi Snkhchyan presented highlights from the CalWORKS program. Each student received significant support, motivation and guidance working through the program. The program has grown with success in transfer-prepared students, earned credit degrees, and rising GPA results. Several student presenters were peer mentors and some plan to transfer to further their education.

UNFINISHED BUSINESS REPORTS - ACTION

1. Board Policy 2410: Board Policies and Administrative Regulations (Revision)

It was moved (Ransford) and seconded (Benlian) to approve revised Board Policy 2410.

The motion passed unanimously.

FIRST READING REPORTS – FIRST OF TWO READINGS - ACTION

1. Board Policy 7122: Recruitment and Selection (Delete)

First Reading Report No. 1 was duly noted.

CONSENT CALENDAR – ACTION

1. Approval of Minutes - Regular Board Meeting of April 19, 2022
2. Warrants - District Funds April 1, 2022 through April 30, 2022 totaling \$19,344,668.54
3. Contract Listing and Purchase Order Listing – April 1, 2022 through April 30, 2022 totaling \$24,609,986.79
4. Budget Revisions and Appropriation Transfers General Fund Unrestricted (01) – April 1, 2022 through April 30, 2022 - Appropriation Transfers of \$4,600
5. Budget Revisions and Appropriation Transfers General Fund Restricted (03) – April 1, 2022 through April 30, 2022 - Appropriation Transfers of \$65,943
6. Agreements with Companies to Provide Specialized Support Services for Professional Development Center Programs for Fiscal Year 2022-2023
7. Staffing Report No. 11 – Academic, Classified, Administrators, All Other Temporary Employee Actions and Student Employee Reports

It was moved (Davis) and seconded (Benlian) to approve Consent Calendar item Nos. 1 to 7.

The motion passed unanimously.

NEW BUSINESS REPORTS – ACTION

1. Acceptance of 2020-2021 Annual Audits

It was moved (Davis) and seconded (Ransford) to accept the 2020-2021 annual District and GO Bond audits.

The motion passed unanimously.

NEW BUSINESS REPORTS – ACTION - continued

2. Equal Employment Opportunity (EEO) Fund Multiple Method Allocation Certification Form Fiscal Year 2021-2022

It was moved (Ransford) and seconded (Benlian) to approve the 2021-2022 Certification Form.

The motion passed unanimously.

3. Tenured Faculty

It was moved (Davis) and seconded (Benlian) to approve granting tenure effective Fall 2022 to Jessica Alvarez, Edith Azizian, Abraham Baca, Anahit Boduryan, Alexandra Christy, Mark Dieny, Sona Donayan, Karoline Rostamiani, and Rita Zobayan.

The motion passed unanimously.

4. Student Fee Schedule for 2022-2023 Academic Year – Effective Fall 2022

It was moved (Ransford) and seconded (Benlian) to approve the Student Fee Schedule for the 2022-2023 academic year effective Fall 2022.

The motion passed unanimously.

5. Change Order No. 002 – San Gabriel, Level 1 DSPS Renovations

It was moved (Davis) and seconded (Ransford) to approve Change Order No. 002 for the San Gabriel, Level 1 DSPS Renovations Project and that the contract price be amended to reflect an increase of \$3,937.60.

The motion passed unanimously.

6. Change Order No. 003 – Garfield Parking and Landscape Project

It was moved (Ransford) and seconded (Davis) to approve Change Order No. 003 for the Garfield Parking and Landscape Project and that the contract price be amended to reflect an increase of \$678,161.59.

The motion passed unanimously.

7. Change Order No. 014 – PE Gym Replacement Increment II Project

It was moved (Ransford) and seconded (Davis) to approve Change Order No. 014 for the PE Gym Replacement Increment II. Project and that the contract price be amended to reflect an increase of \$443,043.75.

The motion passed unanimously.

8. Renewal of the License Support Agreements with Oracle for Fiscal Year 2022 – 2023

It was moved (Benlian) and seconded (Davis) to approve renewal of the license support agreements with Oracle for fiscal year 2022-2023.

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.

Hacopian announced and congratulated Dr. Sevan Benlian on receiving a Ph.D. in Urban Planning and Development from USC in May 2022.

BOARD OF TRUSTEES REQUESTS FOR INFORMATION

No requests for information provided.

COMMENTS FROM THE AUDIENCE - SUBJECT MATTER JURISDICTION OF BOARD ONLY

No comments presented.

CLOSED SESSION

Hacopian announced at 6:25 p.m. the Board will go into Closed Session to consider item No. 1 - Conference with Labor Negotiators.

RECONVENE IN PUBLIC SESSION

The Board reconvened to Public Session at 6:57 p.m.

REPORT OF CLOSED SESSION ACTION (IF TAKEN)

No action taken.

ADJOURNMENT

Meeting adjourned at 6:57 p.m.

Board of Trustees President

Board of Trustees Clerk

Board of Trustees Regular Meeting, May 17, 2022
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, June 21, 2022

GLENDALE COMMUNITY COLLEGE DISTRICT
 June 21, 2022
 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
 MAY 01, 2022 THROUGH MAY 31, 2022

It is recommended that "A" form (Payroll Warrants) as shown below totaling:	\$ 7,047,939.50
and "B" form (Other Than Payroll Warrants) NO 43151 through be 50369 approved:	15,322,311.95
	<u>\$ 22,370,251.45</u>

REGISTER NUMBER		WARRANT NUMBER		DESCRIPTION	AMOUNT
C1J	C	7297469 --- 7297535	Certificated	Monthly	\$ 3,901,905.08
		1781641 --- 1782262	Certificated	Monthly	-
C1J	N	7297536 --- 7297540	Classified	Hourly	75,238.25
		1782263 --- 1782294	Classified	Hourly	-
118	N	7297755 --- 7297755	Classified	Monthly	1,591.52
119	C	7297872 --- 7297872	Certificated	Monthly	297.46
122	C	7297905 --- 7297912	Certificated	Monthly	20,769.89
123	C	7300875 --- 7300877	Certificated	Monthly	8,006.01
123	N	7300878 --- 7300879	Classified	Monthly	9,118.11
124	C	7300976 --- 7300977	Certificated	Monthly	7,499.52
126	C	7313397 --- 7313399	Certificated	Monthly	6,834.62
126	N	7313400 --- 7313407	Classified	Monthly	5,763.75
C3J	C	1848842 --- 1848843	Certificated	Hourly	1,110.07
C3J	N	7311140 --- 7311373	Classified	Hourly	215,063.19
		1848844 --- 1848869	Classified	Hourly	-
E4T	N	7302968 --- 7302986	Classified	Monthly	2,156,105.12
		1824465 --- 1824785	Classified	Monthly	-
129	C	7314617 --- 7314617	Certificated	Monthly	203.06
130	C	7315285 --- 7315285	Certificated	Monthly	4,340.19
130	N	7315286 --- 7315290	Classified	Monthly	821.25
131	C	7315529 --- 7315529	Certificated	Monthly	4,260.53
131	N	7315530 --- 7315536	Classified	Monthly	1,331.25
136	C	7316874 --- 7316874	Certificated	Monthly	912.06
136	N	7316875 --- 7316880	Classified	Monthly	2,475.92
140	C	7323128 --- 7323129	Certificated	Monthly	29,152.71
		1870842 --- 1870842	Certificated	Monthly	-
140	N	7323130 --- 7323130	Classified	Monthly	2,376.48
C2K	C	7329299 --- 7329331	Certificated	Hourly	544,592.62
		1901535 --- 1901705	Certificated	Hourly	-
C2K	N	7329332 --- 7329332	Classified	Hourly	48,170.84
		1901706 --- 1901720	Classified	Hourly	-
					<u>\$ 7,047,939.50</u>

Expired warrant(s) to be reissued:

02/06/20	25720213	Ashot Djrbashian	\$ 111.36
07/16/20	25964007	Juanpablo, Olmos	\$ 79.50
05/12/21	26341133	Nora Matevosyan	\$ 719.50
05/12/21	26341681	Ani Osikyan	\$ 719.50
08/02/21	20221989	19SIX ARCHITECTS	\$ 5,962.50
10/06/21	20290536	Mariam Dikran Hagopian	\$ 1,623.00
10/06/21	20291225	Nora Matevosyan	\$ 1,824.00
10/06/21	20291572	Ani Osikyan	\$ 1,424.00
10/06/21	20291724	Christopher Rangel	\$ 812.00
10/06/21	20292248	Valeria Urquiza	\$ 1,630.00
10/21/21	20303651	ADA V ROJAS	\$ 400.00
10/27/21	20311043	Nora Matevosyan	\$ 1,000.00
10/27/21	20311386	Arpine Nikoghosyan	\$ 2,200.50
11/03/21	20320801	Hermine Simonyan	\$ 969.50
11/17/21	20338354	Leslie Espitia	\$ 250.00

Summary of Commercial Warrants

	Amount	Count
GENERAL FUND - UNRESTRICTED	7,607,549.79	205
GENERAL FUND - RESTRICTED	1,261,310.89	229
STUDENT FINANCIAL AID	1,250,676.17	19
SELF INSURANCE	49,620.06	6
PROFESSIONAL DEVELOPMENT CENTER	55,109.96	27
GO BOND SERIES A	4,748,455.38	39
GO BOND SERIES B & C	1,600.00	2
MEASURE GC-GO BOND, SERIES A	8,199.96	3
PAYROLL CLEARING	339,789.74	28

\$15,322,311.95

558

GLENDALE COMMUNITY COLLEGE DISTRICT
Commercial Warrants

Fund: 1 GENERAL FUND - UNRESTRICTED

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
3140	SUPL EMPLOYEE RETIREMENT PLAN	2	18,417.93
3790	RETIREE EMPLOYEE BENEFITS	3	28,048.34
3809	ALTERNATE RETIREMENT PLAN	1	40.74
4300	INSTRUCTIONAL SUPPLIES	2	6,200.00
4500	OTHER SUPPLIES AND MATERIALS	3	245.82
4530	SUPPLIES & MATERIALS-BLDGS	4	2,758.36
4550	SUPPLIES & MATERIALS-EQUIPMENT	3	395.75
4590	OTHER SUPPLIES	37	34,020.18
5110	CONTRACT CONSULTANT	10	4,375.00
5130	CONTRACT DOCTORS & NURSES	1	911.50
5220	TRAVEL	7	6,250.55
5300	MEMBERSHIP AND DUES	3	3,208.01
5510	NATURAL GAS	1	17,479.16
5520	LIGHT AND POWER	3	112,147.78
5521	GLENDALE WATER/SEW/RUBBISH	3	13,933.09
5522	GARFIELD E/W/S/R	1	11,202.21
5540	TELEPHONE	2	10,633.68
5560	TRASH DISPOSAL	1	5,873.58
5615	RENTS & LEASE-PERSONAL PROPERT	1	1,420.00
5650	VENDOR REPAIRS-EQUIPMENT	6	14,552.65
5690	ALL OTHER CONTRACT SERVICES	73	618,944.40
5730	LEGAL SERVICES	3	37,440.75
5825	PRINTING AND ADVERTISING	6	3,267.82
5850	POSTAGE	4	1,664.71
5860	OPER. COST-DIST VEHICLES	1	1,463.14
5885	STUDENT TRANSPORTATION	2	3,186.32
5890	OTHER EXPENSE	7	1,927.00
5892	CREDIT CARD SERVICE CHARGE	1	182.66
6420	NON-INSTRUCTIONAL EQUIPMENT	3	8,854.94
6520	LEASE PURCHASE-PERSONAL PROP.	1	7,473.81
8850	RENTS / LEASES	1	910.00
9522	FOREIGN STUDENT INSURANCE	1	168,973.00
9530	FB-SUBS-H&W	4	782,463.39
9535	FB SUBS-ARP	1	29,427.68
9555	STUDENT REFUNDS	3	5,649,255.84
		205	\$7,607,549.79

GLENDALE COMMUNITY COLLEGE DISTRICT
Commercial Warrants

Fund: 3 GENERAL FUND - RESTRICTED

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
4000	SUPPLIES AND MATERIALS	1	29.20
4300	INSTRUCTIONAL SUPPLIES	55	84,682.84
4400	INSTRUCT. MEDIA SUPPLIES	1	300.61
4550	SUPPLIES & MATERIALS-EQUIPMENT	3	2,229.73
4590	OTHER SUPPLIES	33	117,833.49
4710	FOOD	5	13,671.13
5110	CONTRACT CONSULTANT	21	41,699.90
5220	TRAVEL	11	5,621.97
5610	RENT & LEASES - REAL PROP	2	4,038.56
5615	RENTS & LEASE-PERSONAL PROPERT	1	260.28
5630	VENDOR REPAIRS, BUILDINGS	2	106,637.04
5650	VENDOR REPAIRS-EQUIPMENT	3	2,310.12
5690	ALL OTHER CONTRACT SERVICES	31	319,781.49
5825	PRINTING AND ADVERTISING	6	18,479.05
5860	OPER. COST-DIST VEHICLES	1	12,887.56
5885	STUDENT TRANSPORTATION	3	7,488.30
5890	OTHER EXPENSE	5	5,854.50
6210	BUILDING IMPROVEMENT	1	40,000.00
6230	CONSTRUCTION MANAGEMENT	1	37,900.00
6310	LIBRARY BOOKS	7	45,181.67
6320	SERIALS, CONTINUATION BOOKS	3	3,401.61
6410	INSTRUCTIONAL EQUIPMENT	16	173,273.33
6420	NON-INSTRUCTIONAL EQUIPMENT	8	110,120.08
8871	COMMUNITY SERVICE	5	3,805.50
9530	FB-SUBS-H&W	7	99,755.26
9535	FB SUBS-ARP	1	4,367.42
9552	USE TAX PAYABLE	-4	-299.75
		229	\$1,261,310.89

Fund: 9 STUDENT FINANCIAL AID

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
4590	OTHER SUPPLIES	1	7,171.00
5690	ALL OTHER CONTRACT SERVICES	2	3,600.08
7500	STUDENT FINANCIAL AID	17	1,240,590.81
9552	USE TAX PAYABLE	-1	-685.72
		19	\$1,250,676.17

GLENDALE COMMUNITY COLLEGE DISTRICT
Commercial Warrants

Fund: 18 SELF INSURANCE

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
3409	H & W, TEACHERS	3	47,346.26
3790	RETIREE EMPLOYEE BENEFITS	1	2,154.20
4590	OTHER SUPPLIES	1	29.44
8890	OTHER LOCAL INCOME	1	90.16
		6	\$49,620.06

Fund: 59 PROFESSIONAL DEVELOPMENT CENTER

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
4200	OTHER BOOKS	3	2,316.00
5520	LIGHT AND POWER	1	1,386.77
5560	TRASH DISPOSAL	1	127.21
5590	MISC. HOUSEKEEPING SERVICES	2	990.00
5690	ALL OTHER CONTRACT SERVICES	17	50,223.55
9530	FB-SUBS-H&W	3	66.43
		27	\$55,109.96

Fund: 70 GO BOND SERIES A

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
5690	ALL OTHER CONTRACT SERVICES	10	74,070.88
5890	OTHER EXPENSE	3	4,615.99
6210	BUILDING IMPROVEMENT	4	314,413.03
6215	NEW CONSTRUCTION	1	3,194,578.75
6220	ARCHITECT AND ENGINEERING	6	84,593.88
6230	CONSTRUCTION MANAGEMENT	3	54,172.64
6240	INSPECTION AND TESTING FEES	5	77,085.20
6420	NON-INSTRUCTIONAL EQUIPMENT	7	944,925.01
		39	\$4,748,455.38

Fund: 71 GO BOND SERIES B & C

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
5690	ALL OTHER CONTRACT SERVICES	2	1,600.00
		2	\$1,600.00

GLENDALE COMMUNITY COLLEGE DISTRICT
Commercial Warrants

Fund: 74 MEASURE GC-GO BOND, SERIES A

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
5690	ALL OTHER CONTRACT SERVICES	2	7,479.96
6220	ARCHITECT AND ENGINEERING	1	720.00
		3	\$8,199.96

Fund: 76 PAYROLL CLEARING

OBJECT CODE	OBJECT NAME	NUMBER of ENTRIES	AMOUNT
9502	ALTERNATE RETIREMENT PLAN	1	33,795.10
9517	VOLUNTARY DEDUCTIONS	3	41,880.00
9518	TAX SHELTER ANNUITY	1	106,022.93
9530	FB-SUBS-H&W	6	29,219.07
9550	INTERFUND PAYABLE	2	52,977.50
9576	VOLUNTARY CHARITABLE DEDUCTIONS	2	102.00
9577	VOLUNTARY UNION DEDUCTIONS	11	57,753.39
9579	VOLUNTARY DISABILITY/LIFE INS DED - 12	2	18,039.75
		28	\$339,789.74

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

05/01/22 - 05/31/22

REPORT DATE: 06-JUN-22

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

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

Summary of Contracts

GENERAL FUND - UNRESTRICTED	2,684,080.56	309
GENERAL FUND - RESTRICTED	3,807,078.66	360
STUDENT FINANCIAL AID	42,000.00	3
SELF INSURANCE	1,646.85	14
PROFESSIONAL DEVELOPMENT CENTER	205,018.65	16
GO BOND SERIES A	81,436,244.16	29
MEASURE GC-GO BOND, SERIES A	149,707.20	2

Grand Total:

\$88,325,776.08	733

**GLENDALE COMMUNITY COLLEGE DISTRICT
FINANCE REPORT NO. 3**

Contract Listing & Purchase Order Listing

05/01/22 - 05/31/22

June 6, 2022

Fund: 01 GENERAL FUND - UNRESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
CONTRACT-PERSONAL SERVICE			
86132	JASON BEAUBIEN	Performance GCC pride week May 2 2022	250.00
86135	JACE RUBINO	Performance GCC pride week May 2 2022	250.00
86136	KEVIN WHITMIRE	Performance GCC pride week May 2 2022	250.00
86156	VIOLET JOHAS TEENER	Performance GCC pride week May 2 2022	250.00
CONTRACT-RENT/LEASE			
86285	4WALL ENTERTAINMENT INC	Rental Supplies	1,549.80
86285	4WALL ENTERTAINMENT INC	Adjustment to Sales tax .75%	11.62
86285	4WALL ENTERTAINMENT INC	Sales Tax 9.5%	147.23
86309	DRAMATISTS PLAY SERVICE	Royalty Payments for Production in Fall 2022	1,600.00
86309	DRAMATISTS PLAY SERVICE	Additional Fee for the Royalty Payments for upcoming Fall Production	1,250.00
CONTRACT-SERVICE			
83524	NE SYSTEMS INCORPORATED	Addtl funds per CMadlock	100,000.00
83524	NE SYSTEMS INCORPORATED	Professional Services System Administrator	80,000.00
83835	AXON ENTERPRISES INC	Year 1 Payment out of 3 years Contract Total \$9920.86 for Additional Users Body Cameras Q-332168-44683.651SM-s Payment in 3 years	3,305.64
86260	STUDIO SPECTRUM INC	Board Meeting 4/19/2022 Videotaping and Editing Inv 192109	600.00
86275	SSIA TECHNOLOGIES LLC	Planetarium Preventive Maintenance Agreement one year till 6/11/22	8,830.00
EQUIPMENT-COMPUTER			
86278	DELL MARKETING LP	sales tax	177.37
86278	DELL MARKETING LP	Latitude 5420 laptop	1,759.92
EQUIPMENT-FACILITIES			
83908	FACILISERV INC	VG - Bleacher/Athletic Equipment Safety Inspections and detailed report Per Estimate.	65.00
84866	ARTSONS MANUFACTURING	Sales Tax	22.94
84866	ARTSONS MANUFACTURING	Freight	85.00
84866	ARTSONS MANUFACTURING	Cardboard Bale Wire - Bale Ties Galv., 11 GA. X 14 Feet Quote 203202	223.84
EQUIPMENT-POLICE			
85976	GUN GALLERY	Invoice No 0280 dated 10/11/21	65.00
85976	GUN GALLERY	Invoice No 0281 dated 02/9/22	1,704.46
85976	GUN GALLERY	Invoice No 0282 dated 02/9/22	536.43
85976	GUN GALLERY	Invoice No 0284 dated 4.12.22	801.52
85976	GUN GALLERY	Invoice No 0283 dated 02/9/22	500.00
MAINT AGREEMENT-COPIER			
86224	MRC SMART TECHNOLOGY SOLUTIONS	Math Dept Copier SN AE9559215 Copier Maintenance Contract Renewal Valid 04/04/22-04/23/23	1,167.37

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
MAINT AGREEMENT-COPIER			
86289	MRC SMART TECHNOLOGY SOLUTIONS	Governance Copier Maintenance Agreement Valid 5/8/22-5/7/23	1,388.37
86349	MRC SMART TECHNOLOGY SOLUTIONS	Instructional Services AE9884375 Copier Maintenance Renewal Valid 04/30/22-04/29/23	2,020.83
86378	MRC SMART TECHNOLOGY SOLUTIONS	ITS Copier SN AE9558114 Maintenance Agreement 04/22/22-04/21/23	439.94
86410	MRC SMART TECHNOLOGY SOLUTIONS	Technology Division Copier SN 2XCS13748 Valid 04/24/22-04/23/23	603.64
MEMBERSHIPS-MEMBERSHIPS			
86131	CBIA	CA Background Investigators Assoc Membership Dues 2022 GCCPD	60.00
86280	NASFAA	Membership Dues 22/23 Financial Aid	2,811.00
86290	GLENDALE CHAMBER OF COMMERCE	Membership Dues 22/23 Superintendent President	337.01
OTHER SERVICES-OTHER SERVICE			
83333	A-Z GOLF CART SPECIALISTS INC	Please Add \$20,000.00 dollars to A-Z Golf Cart Specialists, Inc. Blanket P.O. # 83333.	20,000.00
83333	A-Z GOLF CART SPECIALISTS INC	Cart Repairs Per Service Agreement	15,000.00
83333	A-Z GOLF CART SPECIALISTS INC	Please add \$20,000.00 dollars to A-Z Golf Cart Specialists, Inc. Blanket P.O. # 83333.	20,000.00
83476	GRAINGER	Please add \$6,000.00 dollars to Grainger Blanket P.O. # 83476.	6,000.00
83476	GRAINGER	Please add \$5,000.00 dollars to Grainger Blanket P.O. # 83476.	5,000.00
83492	REGENCY LIGHTING	Please add \$30,000.00 dollars to Regency Lighting Blanket P.O. # 83492.	30,000.00
83517	BRITEWORKS INC	Specialized Cleaning Services Fiscal Year 2022	60,000.00
83517	BRITEWORKS INC	Facilities Dept. - Please add \$60,000.00 US Dollars to Briteworks' P.O. # 83517.	60,000.00
83517	BRITEWORKS INC	Please add \$20,000.00 dollars to Brite Works Blanket P.O. # 83517.	20,000.00
83682	H L MOE CO INC	Please add \$10,000.00 dollars to HL Moe Plumbing Blanket P.O. # 83682.	10,000.00
83682	H L MOE CO INC	Please add \$40,000.00 dollars to HL Moe Plumbing Blanket P.O. # 83682.	40,000.00
83682	H L MOE CO INC	Please add funds to 83682	200,000.00
83682	H L MOE CO INC	Work Orders 2021	90,000.00
83692	EWING IRRIGATION PRODUCTS	Please add \$2,000.00 dollars to Ewing Irrigation Products Blanket P.O. # 83692.	2,000.00
83692	EWING IRRIGATION PRODUCTS	Please add \$2,000.00 to Ewing Irrigation Blanket P.O. # 83692.	2,000.00
83695	JOHNSON CONTROLS FIRE PROTECTION LP	Please add \$10,000.00 dollars to Johnson Controls Blanket P.O. # 83695.	10,000.00
83695	JOHNSON CONTROLS FIRE PROTECTION LP	Please add \$20,000.00 dollars to Johnson Controls Blanket P.O. # 83695.	20,000.00
83695	JOHNSON CONTROLS FIRE PROTECTION LP	Please add \$10,000.00 dollars to Johnson Controls Blanket P.O. # 83695	10,000.00
83701	CHEMSEARCHFE	Professional Water Treatment Program \$4,048.33 per Month Fiscal Year 2022	48,580.01
83701	CHEMSEARCHFE	Please add \$12,000.00 dollars to Chemsearch FE Blanket P.O. # 83701.	12,000.00

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OTHER SERVICES-OTHER SERVICE			
83701	CHEMSEARCHFE	Please add \$10,000.00 dollars to	10,000.00
		CHEMSEARCH FE Blanket P.O. # 83701.	
83701	CHEMSEARCHFE	Please add \$10,000.00 dollars to ChemSearch	10,000.00
		FE Blanket P.O. # 83701.	
83755	CALSTRS	CalSTRS Retirement Plan	588.23
83755	CALSTRS	Addtl funds	40.47
83755	CALSTRS	Addtl funds per ANour	171.59
83839	MARK SCHMIDT	Addtl funds per dept 5/19/22	275.00
83839	MARK SCHMIDT	Added funds per dept request 11/29/2021	400.00
83839	MARK SCHMIDT	Piano tuning services FY22	2,600.00
83839	MARK SCHMIDT	Addtl funds per dept request Apr 18 2022	1,935.00
83915	H2O POWER WASH AND STEAM	Campus Wide - pressure wash and steam	3,040.00
		clean misc. areas as advised every Saturday	
		(8 hours) Estimate 3360	
83915	H2O POWER WASH AND STEAM	Please add \$2,000.00 dollars to H2O Power	2,000.00
		Wash & Steam, Inc. P.O. # 83915.	
83965	UNITED RENTALS	Please add \$3,000.00 dollars to United Rentals	3,000.00
		Blanket P.O. # 83965.	
84414	BLUE TRITON BRANDS INC DBA	Increase PO 84414 Water Delivery Service for	50.00
	READY FRESH	Athletics	
84414	BLUE TRITON BRANDS INC DBA	Water Delivery Service for Athletics	100.00
	READY FRESH		
84613	MICHAEL E POWERS & ASSOCIATES	MP 2nd Flr Non-Credit ESL Furniture & Covid	34,979.94
	INC	Barriers	
84803	INVESCO	Addtl funds added per ANour	18,282.93
84803	INVESCO	Addtl funds added per ANour request	42,353.58
84803	INVESCO	Vacation Payoff	29,141.25
85414	HIGHMARK ADMIN. & CONSULTING	Administration Fee for PTO pay off	135.00
85414	HIGHMARK ADMIN. & CONSULTING	Addtl funds per ANour	135.00
85486	BUSINESS CARD	Business card finance Charge 3/4/22	29.00
85486	BUSINESS CARD	Business card finance Charge 04/05/02	15.41
		Susan's Old Card	
85486	BUSINESS CARD	Business card finance Charge 04/05/02	22.91
85486	BUSINESS CARD	Business card Late Fee 1/5/22	79.30
85486	BUSINESS CARD	Business card finance charge Apr-May	187.68
85486	BUSINESS CARD	Business card finance charge	182.80
85486	BUSINESS CARD	Business card Late Fee 12/2/22	49.00
85486	BUSINESS CARD	Business card Late Fee 3/4/22	8.73
85486	BUSINESS CARD	Business card finance charge on 12/3/22	90.26
85486	BUSINESS CARD	Business card Finance Charge 2/4/22	49.25
85834	QUADIENT INC	Hosted Workstation Annual Maintenance and	3,807.87
		WITS Mobile Software Annual Maintenance -	
		Central Receiving	
86080	TWO GUYS FROM ITALY	Supplies for Rising Scholars event Apr 26 2022	108.06
86081	THYE PENG NGO	Tuition reimbursement Spring 2021	300.00
86082	LARA KARTALIAN	Tuition reimbursement Fall 2021	300.00
86086	BAXTER HEALTHCARE CORPORATION	Confirming PO Baxter Invoice 74148822 Dated	40.00
		3/1/22 Agrmt SAL5588 AY 22-23	

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OTHER SERVICES-OTHER SERVICE			
86087	BAXTER HEALTHCARE CORPORATION	Confirming PO Baxter Invoice # 71951935	40.00
86093	HOOVER ZARIANI	Dated 09/01/21 Lease Agrmt SL6202 Reimburse Printing and Food for MCEC Meetings	179.98
86095	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	Law enforcement exam Inv 74777071	911.50
86137	THE HITT COMPANIES INC	Name Plate for New Superintendent President	39.56
86143	ELUMEN INC	Dr Cornner for BOT Meetings SAAS Products Assessment Planning & Curriculum Catalog Annual Renewal May 15 2022- May 14 2023 Inv 946	78,553.00
86144	HANDS ON PAINTING INC	Verdguo Gym entry paint project Quote 1131	4,275.00
86145	EMCOR SERVICES	Chiller Plant-2 Chiller-2 I/O Board Replacement Quote 22-54402	5,496.00
86147	KANOPY LLC	Kanopy Pay per Use program - film database access Inv 9962	5,000.00
86148	GRIND TO A HALT INC	Handrail Minder for flat handrails HFLAT1C - Flat HRM Quote 3424	2,402.55
86158	FACILISERV INC	21-49110 Glendale CC, Main Gym, AE - Service (8) backstops	1,960.00
86158	FACILISERV INC	VG Bldg. - Annual Gym Bleachers Maintenance and Certification 21-49105	2,582.00
86158	FACILISERV INC	Equipment Floor Protection	500.00
86158	FACILISERV INC	+Standard FaciliServ AE Lift Charge	300.00
86161	AMERICAN WATER WORKS	One (1) Honda 13HP air filter	19.00
86161	AMERICAN WATER WORKS	Shop Labor (3) at \$125.00 each = \$375.00. Plus, sales tax \$15.29	390.29
86161	AMERICAN WATER WORKS	One (1) pump oil (1 Qt.) \$ 15.00, One (1) battery \$96.12, and one (1) gal gas\$10.00	121.12
86161	AMERICAN WATER WORKS	Facilities Dept. - pressure washer repair. One (1) fuel joint assembly	15.81
86161	AMERICAN WATER WORKS	Waste fuel fee	5.00
86162	CREATIVE CONCEPTS LANDSCAPE MANAGEMENT INC	Irrigation Repairs Garfield/Tropico Bldg Quote 805	450.00
86168	ALTA LANGUAGE SERVICES INC	Writing and Listening/Speaking Test virtual Inv IS578282	242.00
86196	ATKINSON ANDELSON LOYA RUUD & ROMO	Legal fees Inv 648844	811.25
86196	ATKINSON ANDELSON LOYA RUUD & ROMO	Legal fees Inv 645951	4,212.50
86198	SOUTH COAST AQMD	AQMD Fees July 2021-June 2022 Inv 3986288	143.88
86200	CONVERGEONE INC	Maintenance Managed Services - payment 1 year subscription Inv 3405600	66,431.60
86203	BEST BEST & KRIEGER LLP	Legal services for Facilities Matter 61832.00001 Inv 933581	6,073.00
86205	TWO GUYS FROM ITALY	Supplies for Drop the Mic for Pride event May 6 2022	181.84
86241	UNIQUE UPHOLSTERY INC	Sales Tax	184.50
86241	UNIQUE UPHOLSTERY INC	Upholstery repairs for Electric Carts Quote 000086	1,800.00
86242	EMCOR SERVICES	Chiller Plant-2 Cooling Tower Float Replacement CT-1 Quote 22-49984 Twr-1/Rev-1	4,989.00

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OTHER SERVICES-OTHER SERVICE			
86243	JOHNSON CONTROLS FIRE PROTECTION LP	SR Bldg. Annual Fire Alarm deficiency repairs and retest per inspection SR 51883152 Quote 51833152	743.00
86244	JOHNSON CONTROLS FIRE PROTECTION LP	SN Bldg. Annual Fire Alarm deficiency repairs and retest per inspection SR 51883150 & 51833144 Quote 51833150 51833144	743.00
86245	JOHNSON CONTROLS FIRE PROTECTION LP	Retest: Annual Fire Alarm inspection retest for repaired defects against inspection SR 50816804	743.00
86245	JOHNSON CONTROLS FIRE PROTECTION LP	AU Bldg. Annual Fire Alarm deficiency repairs and retest per inspection SR 50816804	506.10
86249	JOHNSON CONTROLS FIRE PROTECTION LP	Health Science Bldg. - Annual Fire Alarm deficiency repairs and retest per inspection Quote 51755668	73.40
86250	JOBELEPHANT.COM INC	Advertising Instructional Lab Tech Inv 2777746	799.00
86251	JOSE A MERCADE	Services - Baja Field Station 3mos`	9,000.00
86287	JOBELEPHANT.COM INC	Advertising - Dir Business Svs Inv 2805882	200.00
86300	ORACLE AMERICA INC	EBS & PS Software Update License & Support Service Number 2595939	764,698.74
86305	ORACLE AMERICA INC	Oracle PaaS and IaaS Universal Credits B88206 36mos	99,308.00
86308	BUSINESS CARD	State Elevator Conveyance Permit Inv S1872785MR	675.00
86308	BUSINESS CARD	State Elevator Conveyance Permits Inv S1872790MR	675.00
86315	SORA OH	Reimburse Math Classes National Univ	300.00
86317	INFORMATION TECHNOLOGY PARTNERS INC	WEBCMS Annual license support fees Dec 2021-Nov 2022 Inv 2450	6,000.00
86319	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	Catering for English Dept 4/28/22	322.50
86320	TZOLER OUKAYAN	Reimburse Supplies for Classified Employees Appreciation Garfield Campus	24.45
86321	TZOLER OUKAYAN	Reimburse Supplies for Classified Employees Appreciation Garfield Campus	130.06
86322	RELATION INSURANCE SERVICES	International Student Coverage Spring/Summer Policy CC005120 Inv 245060	168,973.00
86325	CENIC	Garfield 1G Connection Service Perdion July-Sept 21 Inv 19139	2,943.39
86327	DWORA FRIED DREILINGER	Collages in a Box Series Inv 06172022	7,717.50
86339	FUTURE GLASS COMPANY	SG Bldg. Entrance Doors glass replacement	2,771.33
86339	FUTURE GLASS COMPANY	Extra lights. Glass and Labor.	923.79
86339	FUTURE GLASS COMPANY	Labor	508.00
86339	FUTURE GLASS COMPANY	Measure and installation. Aluminum sash putty glazed.	1,525.00
86343	LOS ANGELES TIMES	LA Times Subscription Digital	166.12
86345	BUSINESS CARD	Spectrum Services 2 mos ESports	310.42
86346	SPECTRUM BUSINESS	Spectrum Services ESports	500.00
86351	GEVORK DEMIRCHYAN	Tuition Reimbursement	300.00
86352	ORACLE AMERICA INC	Oracle Support WebCenter Imaging May 2022 - May 2023 Per Support Service Number 6315079	21,727.00

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
OTHER SERVICES-OTHER SERVICE			
86357	CORNERSTONE CONSTRUCTION SOLUTIONS INC	Item UMA-250 Inv 102288 - remaining balance for PO 81601	99,700.00
86358	BEST BEST & KRIEGER LLP	Legal services for Business Services and Facilities Matter 61832.00001 Inv 935274	4,051.50
86367	LUX BUS AMERICA CO	Transportation Mens Sports - multiple invoices	34,455.82
86367	LUX BUS AMERICA CO	Transportation Womens Sports - multiple invoices	12,251.85
86371	NATIONAL DEMOGRAPHICS CORPORATION	Consulting Redistricting Basic Project Inv 1685	23,250.00
86372	PAUL SCHLOSSMAN	Reimburse Glass Tops for Office Desks	361.51
86373	PAUL SCHLOSSMAN	Reimburse Supplies for Classified Employees Week	267.43
86375	PAUL SCHLOSSMAN	Reimburse Supplies for Classified Employees Week	52.00
86376	PAUL SCHLOSSMAN	Reimburse Supplies for Classified Employees Week	199.93
86377	TZOLER OUKAYAN	Reimburse Supplies for Classified Employees Week	75.22
86381	DEPARTMENT OF FORESTRY AND	ARTP Reaccreditation Inv 04012022	3,000.00
86399	JOBELEPHANT.COM INC	Advertisement Police Sergeant Inv 2734712	714.00
86401	KROSS CORP	International Student fee - Jaehyeok CHOI Fall 2021 Inv 22022807	750.00
86403	MIRACLE ART SERVICES	Garfield Campus - cut grass, clean all outside area, remove all trash/concrete/wood, and trim five (5) trees	5,500.00
86404	ONTARIO REFRIGERATION	SM Bldg. Cafeteria-Maintenance Agreement Customized Service Program 3/1/2022 - 5/31/2022 Inv GW22482M	754.00
86405	ONTARIO REFRIGERATION	Vehicle charge	75.00
86405	ONTARIO REFRIGERATION	Sales Tax	6.81
86405	ONTARIO REFRIGERATION	Material	15.00
86405	ONTARIO REFRIGERATION	SM Cafeteria 2-Door Commercial Reach-In Refrigerator repairs. Remove and replace failure compressor start component Inv GW22425	51.48
86405	ONTARIO REFRIGERATION	Labor	462.00
86406	JOSE I RODRIGUEZ	Campus Wide - Landscape Maintenance Quote 044	25,200.00
PAPER-COPY			
86112	CONTRACT PAPER GROUP INC	8.5X11 96 Brightness White Paper	9,100.00
86112	CONTRACT PAPER GROUP INC	Sales Tax	932.70
POSTAGE-POSTAGE			
83676	NDS	Addtl funds to PO	12,000.00
83676	NDS	Presort Services	2,500.00
83676	NDS	Presort Services Addtl funds to PO	4,000.00
PRINTING-MISC			
86045	ALCO PRINTING INC	GCC Graduation Reminder Postcards	1,000.00

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PRINTING-MISC			
86045	ALCO PRINTING INC	Increase of Funds	386.82
REPAIRS-BUILDING			
83695	JOHNSON CONTROLS FIRE PROTECTION LP	Service and Repair Fiscal Year 2022	25,000.00
SUPPLIES-INSTRUCTIONAL			
83162	CLARE LITTLE	Studio supplies July 1 2021-Jun 30 2022	100.00
83162	CLARE LITTLE	Increase PO 83162 From Account 01-0100-0-100200-4300 For instructional Supplies	200.00
85932	HOME DEPOT	5 Tier Heavy Duty Industiral Welded Stell garage Storeage Shelving Unit	1,197.00
85932	HOME DEPOT	Sales Tax	130.79
85932	HOME DEPOT	Curb Side delivery	79.00
86188	AMERICAN EXPRESS	Sales Tax	13.26
86188	AMERICAN EXPRESS	Wireless Keyboard and Mouse Combo	129.54
86264	CDW-G	Logitech C270 HDWeb Camera part 960-000694	215.60
86264	CDW-G	Sales Tax	22.10
86281	SUSANA MORAN	Reimburse Voice Amplifier and Microphone Headset for Classroom	51.50
86296	SCANTRON CORPORATION	Sales Tax	15.71
86296	SCANTRON CORPORATION	Item #882-E Answer Sheet 100Q (500/pkg)	84.25
86296	SCANTRON CORPORATION	Item #9702 Item Analysis 50QS (75/pkg)	23.00
86355	DEBORAH DIEHL	Reimbursement for Debra Diehl valid till 6/30/22	120.20
SUPPLIES-LAB			
86230	AMERICAN EXPRESS	Supplies for Computer Labs at Garfield	859.33
SUPPLIES-OFFICE			
83476	GRAINGER	Facilities Blanket Po for Supplies FY 2022 Authorized : Patrick Shahnazarian, Mike Nevieus, Gustavo Rocha,Silvestre Flores1	15,000.00
83492	REGENCY LIGHTING	Facilities Blanket Fiscal Year 2022 Authorized Patrick Shanazarian	15,000.00
83692	EWING IRRIGATION PRODUCTS	Facilities Blanket PO for Supplies Valid 7/1/21-6/30/22 Authorized Users : Patrick Shahnazarian	5,000.00
84193	PRINTEFEX	Addtl funds added to PO	1,000.00
84193	PRINTEFEX	Business Cards	500.00
84968	INSTANT CARD	Police Dept Blanket Po for ID Card Prints Valid till 6/30/22	300.00
84968	INSTANT CARD	Increase of Funds for Additional ID cards	200.00
85237	AXON ENTERPRISES INC	Increase Blanket PO 85237 10000	10,000.00
85237	AXON ENTERPRISES INC	Police Dept blanket po for Merchandize Purchases from Axon	2,000.00
85518	US ARMOR	Blanket PO for Officer Victor Carrasco Uniform Allowance	750.00
85518	US ARMOR	Additonal Funds to Cover the total on Invoice	62.18

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SUPPLIES-OFFICE			
85713	4 ALL PROMOS LLC	Reference Invoice No 1113065 150 of SKU No \$27-PL-0466- Yellow	179.50
85713	4 ALL PROMOS LLC	Shipping	96.87
85713	4 ALL PROMOS LLC	Sales Tax	18.40
85902	OFFICE DEPOT	Pilot G-2 Gel Pens Red- Item# 952761 Dozen1	12.32
85902	OFFICE DEPOT	Sales Tax	12.83
85902	OFFICE DEPOT	Office Depot Pink Highlighters 12 Pack Item #542812	1.54
85902	OFFICE DEPOT	Astrobrights Solar Yellow Paper Ream Item #420935	6.80
85902	OFFICE DEPOT	Purell Hand Wips 270 per Canister Item # 243671	48.76
85902	OFFICE DEPOT	Paper Mate Red 0.7 Felt Pen Item #182733	12.26
85902	OFFICE DEPOT	Nestle 16.9 oz Bottled Water Item #620007	16.50
85902	OFFICE DEPOT	Sharpie Red Fine Point Markers Item # 952761	8.01
85902	OFFICE DEPOT	Sharpie Blue Fine Point Item #451906	8.53
85902	OFFICE DEPOT	Sharpie Black Fine Point Item #203349	7.18
85902	OFFICE DEPOT	Office Depot Yellow Highlighters 12 Pack Item #128844	2.67
85902	OFFICE DEPOT	Pilot G-2 Gel Pens Blue Item #207037	11.09
85902	OFFICE DEPOT	Office Depot Orange Highlighters 12 Pack Item #542929	1.54
85920	ODP BUSINESS SOLUTIONS LLC	Item No 242237 AA Batteries	23.69
85920	ODP BUSINESS SOLUTIONS LLC	Sales Tax	2.42
86027	OFFICE DEPOT	Extra Supplies	73.21
86027	OFFICE DEPOT	Supplies for Purchasing Office	508.24
86047	HONORS GRADUATION LLC	Invoice No 329050 - 2000 Graduation Honor Cords color:gold	4,830.25
86049	AED EVERYWHERE INC	Quote No Q00696 Item M5070A Philips FRX/Onsite Battery	150.00
86049	AED EVERYWHERE INC	Item 989803139261 HeartSmart Smart Pads IIFRX	540.00
86049	AED EVERYWHERE INC	Sales Tax	55.35
86078	OFFICE DEPOT	Sales Tax	6.13
86078	OFFICE DEPOT	Item #336977Post it Notes Super Sticky Notes	17.19
86078	OFFICE DEPOT	Item #5524950 Disinfecting Wipes	24.00
86078	OFFICE DEPOT	Item #8639520 exchanged to 5744916 Calendar	17.99
86091	OFFICE DEPOT	HP87A Toner	380.28
86091	OFFICE DEPOT	Sales Tax	38.78
86100	OFFICE DEPOT	Item 561486 Sugar Box of 200 Packets	14.99
86100	OFFICE DEPOT	Item 761003 Nestle Coffee Mate Liquid Creamer	24.99
86100	OFFICE DEPOT	Sales Tax	5.12
86100	OFFICE DEPOT	Item 765737 Folgers Classic Coffee	10.06
86102	OFFICE DEPOT	Item 213004 heavy Duty Binder	107.52
86102	OFFICE DEPOT	Sales Tax	11.34

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SUPPLIES-OFFICE			
86102	OFFICE DEPOT	Item 369571 Post it Notes Flags	10.20
86110	OFFICE DEPOT	Supplies for Foundation office	98.90
86110	OFFICE DEPOT	Sales Tax	10.10
86138	ALCO PRINTING INC	Invoice No 27968 100 Flyers 8.5"x11 Print on One Side Art History @GCC	66.15
86157	J J KELLER AND ASSOCIATES INC	Labor Law Posters Inv 9106830427	113.93
86157	J J KELLER AND ASSOCIATES INC	Labor Law Poster LLP Fed CA Eng Poster Inv 9106830426	170.90
86164	AMERICAN EXPRESS	Shipping	8.37
86164	AMERICAN EXPRESS	Sales Tax	29.04
86164	AMERICAN EXPRESS	Wireless Headphone discounted	34.97
86164	AMERICAN EXPRESS	Wireless Headphones	239.96
86210	AMERICAN EXPRESS	keyboard and Mouse Combo	34.98
86210	AMERICAN EXPRESS	Sales Tax	3.59
86225	OFFICE DEPOT	Sales Tax	1.05
86225	OFFICE DEPOT	Item No 969712 Office depot Insertable Dividers	10.20
86227	OFFICE DEPOT	Sales Tax	44.85
86227	OFFICE DEPOT	7816909 Brother TN-310 Toner Set Of 4 TN-310 combo	265.42
86227	OFFICE DEPOT	239384 Brother TZe-241 Label Maker Tape 3/4" x 26 3/16' White	14.79
86227	OFFICE DEPOT	973201 Brother TZe-1312-PK Black-On-Clear 0.5" x 26.2' Pack Of 2	13.40
86227	OFFICE DEPOT	142026 Brother P-Touch Label Maker PTD600VP	139.09
86259	4 ALL PROMOS LLC	4- All Promos invoice 1113065	229.50
86278	DELL MARKETING LP	envt feet	4.00
86294	OFFICE DEPOT	Supplies for Accounting /payroll	114.37
86295	OFFICE DEPOT	Item 28819 1" Ring White Binder	54.00
86295	OFFICE DEPOT	Item 844803 Envelopes 10"x 13" Box of 100	16.57
86295	OFFICE DEPOT	Item 750067 Post it Notes Arrow Flags	7.70
86295	OFFICE DEPOT	Sales Tax	8.00
86324	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	Social Sciences Division Retreat - catering	500.00
86350	BOULEVARD SENTINEL	Online skyscraper and banner ads	375.00
86364	ODP BUSINESS SOLUTIONS LLC	Item #584260 1-1/2" x 2" Post-its	8.35
86364	ODP BUSINESS SOLUTIONS LLC	Item #806858 Black Dry-Erase Markers	24.97
86364	ODP BUSINESS SOLUTIONS LLC	Item #479608 Black Pens	15.42
86364	ODP BUSINESS SOLUTIONS LLC	Item #264088 Heavy-Duty Staples	6.80
86364	ODP BUSINESS SOLUTIONS LLC	Item #143291 2pk Printer Cartridges	121.92
86364	ODP BUSINESS SOLUTIONS LLC	Item 458612 2pk Scissors	1.62
86364	ODP BUSINESS SOLUTIONS LLC	Item 458914 24 AA Batteries	17.86
86364	ODP BUSINESS SOLUTIONS LLC	Item #528712 Assorted Colors Dry-Erase Markers	10.23
86364	ODP BUSINESS SOLUTIONS LLC	Item #452913 Scotch Tape	17.59

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Fund: 01

GENERAL FUND - UNRESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
SUPPLIES-OFFICE			
86364	ODP BUSINESS SOLUTIONS LLC	Item #732987 3 x 3 Post-its	20.92
86364	ODP BUSINESS SOLUTIONS LLC	Item #333465 10 Reams of Copy Paper	57.39
86364	ODP BUSINESS SOLUTIONS LLC	Sales Tax	32.34
86364	ODP BUSINESS SOLUTIONS LLC	Item #783492 Red Pens	12.49
86365	ODP BUSINESS SOLUTIONS LLC	Sales Tax	12.29
86365	ODP BUSINESS SOLUTIONS LLC	Item 9997634 Tripp Lite High-speed HDMI Cable	119.90
86366	ODP BUSINESS SOLUTIONS LLC	Sales Tax	8.15
86366	ODP BUSINESS SOLUTIONS LLC	Office Depot File Folders 1/3 Cut Letter Size	79.56
86385	THE HITT COMPANIES INC	Item EP-02012 New Title for Board Member Name Plate for BOT Meetings to read : Dr.Benlian and new Student Trustee Ms. Dawoodi	50.00
86385	THE HITT COMPANIES INC	Shipping	12.00
86385	THE HITT COMPANIES INC	Sales Tax	4.75
86389	AMERICAN EXPRESS	adoptor for Val	46.18
86392	BUSINESS CARD	MyGift Acrylic Stacking Desktop Trays	39.98
86392	BUSINESS CARD	sales tax	9.76
86392	BUSINESS CARD	Scissors Acrylic 7in	12.99
86392	BUSINESS CARD	Acyrlc Sticky note pad holder	10.27
86392	BUSINESS CARD	Exputran Acrylic desk organizer 4pc	22.41
86392	BUSINESS CARD	Paper clips 100pcs	9.58
86400	AMERICAN EXPRESS	Flasks for employees and Cabinet for Facilities	2,171.92
86402	KST DATA INC	sales tax	196.81
86402	KST DATA INC	APC Replacement Battery Cartridge # APCRBC115	2,071.65
SUPPLIES-PRINTING			
86017	BUSINESS CARD	Shipping	82.80
86017	BUSINESS CARD	Pick up Tax	56.50
86017	BUSINESS CARD	www.brodart.com Display Rack	552.00
TRAVEL-CONFERENCE			
86088	SYDNEE RISK	CA Community College Online Teaching Conference Jun 29 to July 1 2022 Long Beach CA	652.30
86089	SAMANTHA GARAGLIANO	CA Community College Online Teaching Conference Jun 29 to July 1 2022 Long Beach CA	924.00
86107	ZIAD SEDKI	Geology Trip to The Ernst Quarries 4/9/22 Sharktooth Hill Bakersfield CA	300.00
86262	YVETTE DAVIS	Community College League of CA Annual Conference April 27 to 30 2022 Laguna CA	1,702.76
86263	ANN RANSFORD	Community College League of CA Annual Conference April 27 to 30 2022 Laguna CA	1,524.28
86265	DR ARMINE HACOPIAN	Community College League of CA Annual Conference April 27 to 30 2022 Laguna CA	1,875.68
86328	FRANCIEN ROHRBACHER	Curriculum Institute July 6 to 9 2022 Virtual	400.00

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Fund: 01 GENERAL FUND - UNRESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT

TRAVEL-CONFERENCE

86329	JULIE GAMBERG	Online Teaching Conference June 29 to July 1 2022 Long Beach CA	321.85
86332	ROSEMARY KWA	Online Teaching Conference June 29 to July 1 2022 Long Beach CA	299.00
86354	NONAH MAFFIT	Reimburse Registration for Senate Curriculum Institute July 6 to 9 2022 Virtual	400.00
86374	RAFAEL CARDONA	Online Teaching Conference June 29 to July 1 2022 Long Beach CA	932.00

\$2,684,080.56

Fund: 03 GENERAL FUND - RESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT

BOOKS-INSTRUCTIONAL

85192	ELSEVIER INC	e- book ISBN 9780323824439 MED TERM SHRT CRS VST EBK 9e Includes 20% Discount Codes to be sent to Margaret Richer	939.50
86253	BUSINESS CARD	pubs.aws.org D1.1.1M:2020 Structural Welding Code Steel - PDF Download	653.00

BOOKS-LIBRARY

85659	GREY HOUSE PUBLISHING	Pick up Tax	74.21
85659	GREY HOUSE PUBLISHING	5 Tittles Attached Quote dated 3 21 22	724.00
86085	MIDWEST LIBRARY SERVICE	Books Midwest Inv 3017	3,000.00
86096	PROQUEST LLC	Ebooks Inv 162681-420	14,000.00
86115	ROWMAN & LITTLEFIELD PUBLISHING GROUP INC	United States Government Manual Inv 11999292	56.61
86117	OXFORD UNIVERSITY PRESS	Various Books for Library Inv 195275881	739.25
86127	INGRAM LIBRARY SERVICES	Ingram Invoice #222425	18,000.00
86149	MIDWEST LIBRARY SERVICE	Books Inv DI3018	12,000.00
86189	AMERICAN EXPRESS	Blanket for Library Purchases Fiscal Year 2022	380.00

CONTRACT-PERSONAL SERVICE

83876	THOUGHTFOCUS INC	SOW extension Apr-Sept 2022	68,000.00
84904	ELISE DULAY	Retention & Support services for onboarding students who stopped-out due to Covid Jan 5 2022-April 30 2022	10,000.00
84905	INESSA HAKOBYAN	Retention & Support services for onboarding students who stopped-out due to Covid Jan 5 2022-April 30 2022	10,000.00
84905	INESSA HAKOBYAN	PSA extended to Jun 30 2022	6,000.00
86139	FULL CAPACITY MARKETING INC	Marketing reaserch project Inv 99818 99817	14,500.00
86194	SHIRAL TORRES	Payment for Classes 22SBU038-2 and 21UBU038-1 Both Rental Property Management Feb and Mar 2022	26.60
86214	MARIA BIORKROOS	Fitness Specialist Program Guest lecturer KIN155 & KIN156 May 17 2022	200.00
86222	MARIELLA ANDRES SANCHEZ	Presenter - GCC Pride Week May 4 2022	1,200.00

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
CONTRACT-PERSONAL SERVICE			
86288	STEPHANIE CHA	Book reading and appearance in LA Writers Reading Series Apr 27 2022	500.00
86301	TIFFANY RIVERA	Music services for Night Market event May 20 2022	450.00
86340	TROY J DAVIS	Guest Speaker Black History Month Apr 26 2022	250.00
CONTRACT-RENT/LEASE			
83950	SEAN KHAN CONSULTING COMPANY INC	Modular Lease - Garfield	265,739.20
CONTRACT-SERVICE			
83624	BLUE ICON ADVISORS LLC	Addtl funds to PO per CTangalakis 3/14/22	31,000.00
83876	THOUGHTFOCUS INC	Professional Services System Administrator	68,000.00
83876	THOUGHTFOCUS INC	Addtl funds per CMadlock	230,000.00
86105	MRC SMART TECHNOLOGY SOLUTIONS	IN2626222 Contract #CNA3299-01 HC copier CU069- Serial No LBT202892	494.85
86105	MRC SMART TECHNOLOGY SOLUTIONS	Sales Tax	50.72
86181	GOOD TIMES TRAVEL	Trip 22STRSOFI SOFI Stadium Tour 4/30/22	3,705.00
86182	DOUGLAS DAY	Community Services Catalog Summer 2022 Inv 1671	1,250.00
86183	NOTARY PUBLIC SEMINARS INC	Class 22SBU052A3/A6/54F Notary Public Class Inv 5881	613.50
86184	NOTARY PUBLIC SEMINARS INC	Class 22SBU054B Notary Public Class 2/1/22 Inv 5835	69.50
86185	CAREER TRAINING SOLUTIONS LLC	Class 22SBU089S2 Pharmacy Tech 4/12/22 Inv 1390	9,995.00
86235	EDUCATION TO GO	Class Education to Go Personal Trainer Certificate Inv 77623874	100.00
86236	NOTARY PUBLIC SEMINARS INC	Class 22SBU051A8 Notary Seminar Inv 5897	69.50
86326	LAQUE'D INC	Class 22SBUMICRO Microblading Course May 2022 Inv 0504	11,194.00
86333	EDUCATION TO GO	Class Digital Court Reporter Jan 3 2022 Inv 77085098	100.00
86408	GOOD TIMES TRAVEL	Community Services Travel 22SACADAMY Inv GCC052122 Academy Museum of Motion Pictures 5/21/22	2,890.00
CONTRACT-SITE LICENSE			
86026	THE MYERS BRIGGS COMPANY	Elevate Site Licence Renewal	195.00
EQUIPMENT-COMPUTER			
86018	CDW-G	Item 10237 LocknCharge Joey 30 Cart	6,653.45
86118	OCEAN INTERFACE CO., INC.	Item MFP M234sdw HP LaserJet Pro MFP M227fdw	309.00
86120	DELL MARKETING LP	OptiPlex 7490 All in one	43,376.17
86318	STUDIO SPECTRUM INC	Sharp 4T-B60CJ1U LCD Monitor	1,282.98
86318	STUDIO SPECTRUM INC	AV Installation	250.00
86342	APPLE INC	Item Z13K iMac 24in with Retina 4.5K display	1,276.00
86344	PROMEVO	Google Chrome Management Console	6,840.00

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
EQUIPMENT-COMPUTER			
86344	PROMEVO	Samsung Chromebook 4 XE310XBA-KC1US	44,100.00
EQUIPMENT-INSTRUCTIONAL			
86103	JEFF JOHNSON	Custom Modification for wiring and Power connections	200.00
86103	JEFF JOHNSON	Sales Tax	379.25
86103	JEFF JOHNSON	Custom Plaque Style 3D Front Logo Includes CNC Cutting Powdercoating and Assembly	1,000.00
86103	JEFF JOHNSON	Fire department Style Podium	2,000.00
86103	JEFF JOHNSON	Custom fabricated steel Drawerwith Lock an Ball Baring Sides includes matching Powdercoating	500.00
86177	WATERS TECHNOLOGIES CORPORATION	Quote No 22941874 176815032 ARC HPLC System 74000827 Maintenance : Empower Personal Basic 2nd Year, 668000249 Lenovo L1700P 17" LCD Business Black , 17600010 FlexChioce Coverage for ARC HPLC System coverage for 24 Months , 750000487 Trainig	99,588.68
MAINT AGREEMENT-COPIER			
86179	MRC SMART TECHNOLOGY SOLUTIONS	Englsih Division Copier Sn 9HB970685 Copier Maintenance Renewal Valid 04/10/22-04/09/23 invoice No IN2626221	557.28
86291	MRC SMART TECHNOLOGY SOLUTIONS	DSPS Copier SN AE957796 Maintenance Agreement Valid 4/14/22-4/13/23	1,207.27
OTHER SERVICES-OTHER SERVICE			
83820	THE NAZERIAN GROUP	Addtl funds to PO HEERF approved	734,116.00
83950	SEAN KHAN CONSULTING COMPANY INC	Garfield Allied Health Modulares ? PO AMENDMENT to 83950 \$10,597.50 (\$1597.50 & \$9000 for delay	10,597.50
83965	UNITED RENTALS	Portable Restrooms Football Field	34,885.00
83965	UNITED RENTALS	Add Funds to 83965	55,000.00
83965	UNITED RENTALS	Please see the email attached.	19,642.19
85775	R DEPENDABLE CONST INC	Addtl funds - Installation of sound absorbing curtains	3,000.00
85775	R DEPENDABLE CONST INC	Sound Absorbing Curtains Quote 38003	17,654.25
86063	NCS PEARSON INC	Online Tutoring Services 12months	4,600.00
86083	JUAN PEREZ	Supplies Athletics Recruitment event	1,650.00
86084	HONORLOCK INC	Auto Proctoring with Pop-in Quote 00002361	19,800.00
86098	JOHN SCHWER	Recruitment video for Athletics Pgm Quote 4.26.2022	14,000.00
86113	ALCO PRINTING INC	Tablecloth for 6 foot table W90"xL132" Printed in Color for the FYE (First Year Experience) Program.	250.00
86113	ALCO PRINTING INC	Sales tax (10.25%)	25.62
86134	PACIFIC DINING - FOOD SERVICE MANAGEMENT	Catering for CalWorks Event 5/6/22	262.99
86141	PARTY CREATIONS	Supplies Kiddle Monster Party - Family Graduation June 10 2022	600.00
86150	JOHNSON CONTROLS FIRE	Install Smoke detectors, strobe lights, and Fire	569,043.23

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OTHER SERVICES-OTHER SERVICE			
	PROTECTION LP	Alarm sensors for the Adm Bldg CPQ-2182905	
86155	JOHNSON CONTROLS FIRE PROTECTION LP	Smoke detector AT 107 A and GCCD PD Project CPQ 187485	13,507.13
86166	HANDS ON PAINTING INC	Painting TR 200 entry and lobby - Quote 1130	5,260.00
86167	JOHNSON CONTROLS FIRE PROTECTION LP	Smoke detector fire alarm AT107 C & GCCD PD Project CPQ-189998	9,584.04
86180	WHY NOT KABOB	MCEC Food for Pride Program event supplies May 2 2022	516.74
86201	ROZIK AVANESIAN	Reimburse Purchase of Microwave	77.04
86206	PIZZA CHI INC DBA ROCKYS GOURMET PIZZA	Supplies for Peer Mentoring event Jun 9 2022	246.61
86212	RASPADO FACTORY	Supplies for Open House Recruitment Event My 14 2022	2,880.94
86213	STUDIO SPECTRUM INC	Professional HD Video Production Package - video and streaming Quote 1891	6,950.00
86218	JUAN PEREZ	Supplies Community Open House May 14 2022	5,400.00
86228	PIZZA CHI INC DBA ROCKYS GOURMET PIZZA	Supplies for Early College Academy May 27 2022	220.60
86229	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	Supplies for Student Open House May 14 2022	161.50
86233	TWO GUYS FROM ITALY	Food for Let's Grow Together Workshop BIEN in STEM Grant 4/29/22	106.27
86234	BUSINESS CARD	Educational Academic Addtl ArcGIS Online Svc Credits Quote Q-470678	100.00
86237	CATHY DURHAM	Reimbursement supplies for Spring 2022 Team Internship culminating and reception event 4/12/22	200.00
86238	CLARK COMPANY	Install LVT floor AD151 Quote 1103	7,929.00
86240	HBEB INC	Adm Bldg Frotange Lawn Area repairs Quote 7202	13,500.00
86246	COMMUNICATION CABLING SOLUTIONS INC	Data Cabling - Garfield Tropical 2nd Flr Lobby Quote 21-014A	2,171.60
86247	WAXIE SANITARY SUPPLY	Item 799425 Individually wrapped black face masks 48 cases	8,295.21
86248	EMCOR SERVICES	Auditorium Pneumatic to Digital Automation System Upgrade Quote TO-22-53375	392,439.00
86252	PARTY PRONTO INC	Rental equipment - Night Market Event May 20 2022 Quote Q19840	508.00
86255	LEMON ZEST CAFE	Invoice No 117 dated 5/12/22 for full Catering for Calworks Graduation Event on 6/10/22	12,855.75
86256	JOVIAL EVENTS AND RENTALS	Pick up and Delivery	40.00
86256	JOVIAL EVENTS AND RENTALS	Inv no 112767-001350 for 6/10/22 Event Backdrop : Congrats Grad, Garlands, PhotoBooth Rental with Prints	2,030.00
86271	ARMENIAN GENERAL BENEVOLENT UNION	AGBU LA Choir Performance Apr 29 2022	1,000.00
86276	JOVIAL EVENTS AND RENTALS	Open House - event rental/supplies May 14 2022 Quote	2,165.00
86292	KEVIN DIMATULAC	Reimburse Water for Night Market Event 5/20/22	166.52
86303	CUSTARD TOWN LLC	Food supplies - Night Market Event May 20 2022	750.00

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OTHER SERVICES-OTHER SERVICE			
86305	ORACLE AMERICA INC	Oracle PaaS and IaaS Universal Credits B88206 36mos	49,654.00
86306	PPL INC	Professional Services - DSPS Program Manager Mar and Apr 2022 Inv 4395	3,524.00
86316	HEALTHY ROSTER INC	Prorated HR Baseline User (Athlete Testing) April-June 2022	2,247.00
86323	CHRISTINA TANGALAKIS	Reimburse Printing of Trifold Brochures Financial Aid	191.60
86334	MTGL	Garfield Pkg and Landscape, Speical Inspections & Materials Testing	55,602.55
86335	VITAL INSPECTION SERVICES INC	PE II - DSA Inspector of Record addtl services extended Aug 31 2022	37,400.00
86336	GAFCON INC	PE INC II Project Management fees - services extended to Aug 31 2022	108,547.00
86337	RMA GROUP, INC	San Gabriel L1 DSPS Lab of Record (LOR) Inspection Fees - extension due to delays	5,588.00
86338	ATLAS TECHNICAL CONSULTANTS LLC	NSB Lab of Record (LOR) Inspection Fees - extension due to delays	399,350.00
86341	ASSOCIATED STUDENTS OF GLENDAL COLLEGE	Food catering for Armenian Genocide Event Apr 29 2022	895.00
86359	KENNETH BATEMAN	Reimburse Supplies for Visiting Accreditation Team Verdugo Fire Academy	148.50
86383	SARAP LLC	Food supplies for Night Market Event May 20 2022 Inv 003	2,000.00
86391	DEPARTMENT OF SOCIAL SERVICES	Community Care License Renewal Facility 198016608 Parent Support Center Garfield	242.00
86393	KEVIN DIMATULAC	Reimburse Food for Guardian Scholars Group Meeting #4 5/26/22	80.94
86397	JULIAN ORTIZ	Food supplies Estudiantes Unidos student project May 24 2022	1,500.00
86398	ASSOCIATED STUDENTS OF GLENDAL COLLEGE	Student Equity Learning Communities year end event Jun 16 2022	647.50
PRINTING-MISC			
83726	EMBROIDME	Style C812 VFA Caps Quote 20970	99.23
83726	EMBROIDME	Increase of Funds	99.22
SOFTWARE-MULTI USER			
86388	ESRI	ARCGis Quote Q-470862 Educational Academic Additional ARCGIS online Service credits (200,000)	200.00
SUPPLIES-INSTRUCTIONAL			
83162	CLARE LITTLE	Addtl Funds per PGreen	78.42
83631	INDUSTRIAL METAL SUPPLY CO	Increase PO for Welding Supplies FY22 Authorized MDieny JFrancis	1,200.00
83631	INDUSTRIAL METAL SUPPLY CO	Welding supplies FY22 Authorized MDieny JFrancis	8,000.00
84931	BSN SPORTS LLC	Exchange on the order	914.48
84931	BSN SPORTS LLC	Freight	395.16
84931	BSN SPORTS LLC	Quote 7812493 Dated 09/08/21 Softball Supplies	16,213.17
84931	BSN SPORTS LLC	Sales tax	1,161.87

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SUPPLIES-INSTRUCTIONAL			
85042	ODP BUSINESS SOLUTIONS LLC	Sales Tax	15.82
85180	FHEG STORE 1283	Fall 2021 EW Student Survey incentive gift Cards	5,000.00
85900	SYNCHRONY BANK/AMAZON	Sales Tax	100.05
85905	GLOMED INC	Item MYTN01-11 Myco N95 Medium Box of 50	447.00
85905	GLOMED INC	Price Increase	18.60
85905	GLOMED INC	Pick up Tax 10.25%	93.50
85905	GLOMED INC	Shipping	10.92
85985	ALL ELECTRONICS CORPORATION	Shipping	46.58
85985	ALL ELECTRONICS CORPORATION	Sales Tax	293.69
85985	ALL ELECTRONICS CORPORATION	Job Number 032222 Supplies for Electronic Classes and Labs	2,865.30
85987	THE WEBSTAURANT STORE INC	Sales Tax	79.01
85987	THE WEBSTAURANT STORE INC	Instuctional Supplies for Culinary Arts Classes	778.49
85987	THE WEBSTAURANT STORE INC	Shipping	181.92
86000	ALCO PRINTING INC	Increase per Email request on 5/31/22 by Tzoler	804.83
86000	ALCO PRINTING INC	Increase per Email request on 5/17/22 by Tzoler	397.30
86000	ALCO PRINTING INC	Blanket po for Supplies and Materials for Outrach Services, Welcome Packets for New Students, GCC Open House, Reconnecting Post Cards for Former Students, Senior Night Marketing and Recapturing Covid Student Valid till 6/30/22	10,000.00
86016	MEDLINE INDUSTRIES INC	Establish PO Only Injection Solutions 500mL Bags Case of 24	376.86
86016	MEDLINE INDUSTRIES INC	Establish PO Only Tax	38.62
86019	BUSINESS CARD	Shipping	9.95
86019	BUSINESS CARD	www.savelives.com or commoncents EMS supply Item NALOXONETRAINER Intranasal Naloxone Trainer Kit	107.95
86094	FOLLETT CORPORATION	Sales Tax	4.88
86094	FOLLETT CORPORATION	Red GCC laynards	47.60
86097	OFFICE DEPOT	Item 600007 Water bottles 24 Oz 24 in case	935.20
86097	OFFICE DEPOT	Item 9277986 8 Oz Water bottles 48 in case	1,133.37
86101	UNITED VOLLEYBALL SUPPLY LLC	Shipping - Discount \$60 Applied to Shipping	100.00
86101	UNITED VOLLEYBALL SUPPLY LLC	2"55"-2" Semi- Serious Two Section Aluminium Portable Volleyball Set	1,432.00
86101	UNITED VOLLEYBALL SUPPLY LLC	Sales Tax	153.94
86121	4IMPRINT	Quote 22764953 Order For banner Displays and Throws	2,088.03
86122	4IMPRINT	Quote 22764862 Order For Pentals and Hand Sanitizers	1,164.67
86124	FOLLETT CORPORATION	Caps and Gowns for Student Athletes for Class of 2022	1,150.00
86125	FOLLETT CORPORATION	Sales Tax	266.50
86125	FOLLETT CORPORATION	Tshirts for Students in Summer Bridge Program	2,600.00

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SUPPLIES-INSTRUCTIONAL			
86146	ITHAKA	AAF Artstor US July 2022-June 2023 Inv 1295	1,295.00
86171	HARDY DIAGNOSTICS	C9272 LB Broth Miller HDX Criterion 500 G	383.76
86171	HARDY DIAGNOSTICS	7351B Tryptone Acumedia 500g	63.99
86171	HARDY DIAGNOSTICS	C7341 Yeast Extract HDX Criterion 500 G	89.46
86171	HARDY DIAGNOSTICS	Sales Tax	55.07
86171	HARDY DIAGNOSTICS	Shipping	21.00
86172	VWR INTERNATIONAL	97061-588 Sodium Phosphate Diabasic Anhydrous 500 g	44.60
86172	VWR INTERNATIONAL	Sales Tax	55.97
86172	VWR INTERNATIONAL	97061-600 Kanamycin Sulfate USP Grade 10G	41.10
86172	VWR INTERNATIONAL	8031843446 97064-332 Agar Bacteriological Grade 1 KG	296.81
86172	VWR INTERNATIONAL	97062-122 Buffer Tris-Borate-EDTA UL-PR GRD 4 L	100.94
86172	VWR INTERNATIONAL	BDH9244-500 G BDH Magnesium Chloride ACS 500 G	62.66
86173	FOLLETT CORPORATION	Sales Tax	158.67
86173	FOLLETT CORPORATION	Shipping	252.00
86173	FOLLETT CORPORATION	Learning Communities Caps and Gown - deliver to SR207	1,548.00
86174	EDVOTEK INC	Sales Tax and Shipping	32.89
86174	EDVOTEK INC	Edge Integrated Electrophoresis System with Plug	299.00
86175	CAROLINA BIOLOGICAL SUPPLY CO.	Item 701092 Bar Spinbar 1 1/2 In P/5	45.80
86175	CAROLINA BIOLOGICAL SUPPLY CO.	Sales Tax	17.15
86175	CAROLINA BIOLOGICAL SUPPLY CO.	Shipping	18.95
86175	CAROLINA BIOLOGICAL SUPPLY CO.	Item 701093 Bar Spinbar(R) 2 In Pk/5	63.80
86175	CAROLINA BIOLOGICAL SUPPLY CO.	Quote No 509943SQ Item 701091 Bar Spinbar(R) 1 In PK/5 X 5/16	38.80
86176	CAROLINA BIOLOGICAL SUPPLY CO.	Quote No 509942 SQ Corning Hot Plate/Stirrer	6,736.00
86176	CAROLINA BIOLOGICAL SUPPLY CO.	Sales Tax and Shipping	690.44
86178	SIGMA-ALDRICH INC	Item M6030-1KG M9 Minimal Salts	220.00
86178	SIGMA-ALDRICH INC	Item M2643-500G Magnesium Sulfate	100.00
86178	SIGMA-ALDRICH INC	Item C1016-100G Calcium Chloride Anhydrous	41.80
86178	SIGMA-ALDRICH INC	Item P5655-100G Potassium Phosphate Monobasic	29.60
86178	SIGMA-ALDRICH INC	Item M4124-1KG D-Mannitol	66.20
86178	SIGMA-ALDRICH INC	Sales Tax	72.40
86178	SIGMA-ALDRICH INC	Handling	68.19
86178	SIGMA-ALDRICH INC	Item S5886-500G Sodium Chloride	43.80
86178	SIGMA-ALDRICH INC	Item A9434-500G Ammonium Chloride	68.00
86178	SIGMA-ALDRICH INC	Quote no 22935995 Item no P5655-1KG Potassium Phosphate Monobasic	137.00
86186	AMERICAN EXPRESS	Supplies for Kids Activities Student Affair Event	1,041.35
86186	AMERICAN EXPRESS	Expedited Shipping for 5/10 Event	92.57

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Fund: 03

GENERAL FUND - RESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
SUPPLIES-INSTRUCTIONAL			
86186	AMERICAN EXPRESS	Sales tax	109.63
86187	AMERICAN EXPRESS	Event on 5/24/22 Estuadinales Unidos	241.60
86192	AMERICAN EXPRESS	Presents Ethnix Picnic Supplies	
86192	AMERICAN EXPRESS	QiShare laptop cases black	415.60
86192	AMERICAN EXPRESS	QiShare laptop cases blue	229.90
86192	AMERICAN EXPRESS	QiShare laptop cases gray	415.60
86192	AMERICAN EXPRESS	Sales Tax	108.80
86195	FOLLETT CORPORATION	Caps and Gowns - Tassel Calworks	1,161.00
86195	FOLLETT CORPORATION	Sales tax	139.76
86195	FOLLETT CORPORATION	Shipping for 27 - \$7.5 for each	202.50
86195	FOLLETT CORPORATION	Additional Amount for Extra Caps and Gowns and Tassels if needed including Shipping and Tax	1,241.74
86197	AMERICAN EXPRESS	Supplies for Office and Classrooms	126.18
86197	AMERICAN EXPRESS	Markers on back order from synchrony po 86786 changed to Amex	7.70
86209	AMERICAN EXPRESS	Logitech H390 Wired Headset	1,406.90
86209	AMERICAN EXPRESS	Sales Tax	146.85
86209	AMERICAN EXPRESS	Shipping	24.57
86254	FISHER SCIENTIFIC COMPANY	Item BP229 A Glycerol 1L	170.70
86254	FISHER SCIENTIFIC COMPANY	Item AAB2140814 Tetcycline Hydroclidie 98% 25G	55.50
86254	FISHER SCIENTIFIC COMPANY	Fuel Surcharge	6.95
86254	FISHER SCIENTIFIC COMPANY	Quorte No 2116-0630-12 Item AAJ6514836 Surcose Molecu Biology 500G	39.60
86254	FISHER SCIENTIFIC COMPANY	Estimated Sales Tax	97.78
86254	FISHER SCIENTIFIC COMPANY	Item FERR0492 Topvision Agarose 500 G	550.00
86254	FISHER SCIENTIFIC COMPANY	Shipping	3.18
86254	FISHER SCIENTIFIC COMPANY	Item AAJ6418936 Pot CLride 99 Molecu Bi 500G	131.10
86257	4IMPRINT	Risky Business Sunglasses	868.55
86257	4IMPRINT	Hand Fans	871.86
86257	4IMPRINT	Keep it Cool Wrap	1,700.06
86257	4IMPRINT	Quoto No 22875141- Clear Game Tote	1,928.10
86258	4IMPRINT	Revised Quote No 22897416 Picnic Stadium Blankets with Carrying Strap	4,757.60
86261	BUSINESS CARD	Webstaurantstore.com 9"white plates the backordered item from previous Order for Culiary Arts	86.97
86261	BUSINESS CARD	Shipping Minus 0.83 credit on file	33.39
86261	BUSINESS CARD	Sales Tax	8.91
86267	AMERICAN EXPRESS	Supplies for Learning Communities including Photo Booth for end of the Year Celebration Event date 6/16/22	297.35
86269	AMERICAN EXPRESS	Supplies for SOS Early college Academy ECA 6 Items Dual Enrollment Faculty and Snacks for Students	362.56
86272	PROMO DIRECT	Pick up Tax 10.25%	82.25

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
SUPPLIES-INSTRUCTIONAL			
86272	PROMO DIRECT	Sizes 3 XL	1.00
86272	PROMO DIRECT	Set up Fee	80.00
86272	PROMO DIRECT	Item 32792 Devon&Jones CrownLux	74.88
86272	PROMO DIRECT	Permormance Mens Plaited Polo	
86272	PROMO DIRECT	Sizes 2XL	1.00
86272	PROMO DIRECT	Sales Order No S235991 Item 32793 Devon	727.65
		&Jones Crown Lux Perfoermance ladies	
		Plaited Polo	
86273	CAROLINA BIOLOGICAL SUPPLY CO.	Sales Tax	162.98
86273	CAROLINA BIOLOGICAL SUPPLY CO.	Biolog Quote No 512422 SQ Carolina Bench	1,590.00
		Mixer	
86279	SYNCHRONY BANK/AMAZON	Health Sciences Batteries from Amazon -	178.52
		replaces remainder of closed po# 85423 to	
86284	FOLLETT CORPORATION	Cover Charges on Amazon Statement	6,000.00
		Open House and Senior High Student	
		Giveaways and School Supplies	
86297	AMERICAN EXPRESS	8 Pieces of Tassel With 2022 Year charm,	73.66
		Electric Sharpener and Liquid Laundry	
		Detergent	
86298	AMERICAN EXPRESS	Stainless Steel Utensil for Kids Disposable	256.37
		Plates and Cups for Parent Support Center	
86304	FOLLETT CORPORATION	T-Shirts for Night Market Event for Asian	400.00
		Pacific American Heritage on 5/20/22	
86310	PRINTEFEX	Invoice No 70517 for Posters of Estudiantes	218.30
		Unodos Project 2021 for Ethnix Picnic Event	
86311	LUCIGEN CORPORATION	CA 10.25% Pick up Tax	30.13
86311	LUCIGEN CORPORATION	Shipping	45.00
86311	LUCIGEN CORPORATION	Item EC6P095H TransforMax EC100D pir-116	294.00
		Elctrocompetent E.Coli 10 Rxns	
86384	BUSINESS CARD	Shipping	7.90
86384	BUSINESS CARD	Sales Tax	9.01
86384	BUSINESS CARD	www.precisionroller.com HP Pagewide Pro	87.95
		477dn Advanced Cleaning Kit	
86386	FISHER SCIENTIFIC COMPANY	Fuel Surcharge	9.70
86386	FISHER SCIENTIFIC COMPANY	Item FERK0502 GeneJet PL Minprep 50Prep	182.80
86386	FISHER SCIENTIFIC COMPANY	Item No FERK0721Genejet Genomic Kit	290.20
		50Prep	
86386	FISHER SCIENTIFIC COMPANY	Sales Tax	49.47
86387	AMERICAN EXPRESS	Snacks for Learing Communities Students	336.88
86411	MEDLINE INDUSTRIES INC	Item TNN1480LGY Cabinet Light Gray	3,822.08
86411	MEDLINE INDUSTRIES INC	Shipping Estimate 10%	382.00
86411	MEDLINE INDUSTRIES INC	Tax	391.76
86412	MEDLINE INDUSTRIES INC	Pick up Tax 10.25 %	3.25
86412	MEDLINE INDUSTRIES INC	Remaining Funds from po 85515 that was	388.10
		closed in error	
86412	MEDLINE INDUSTRIES INC	Inv No 2210811335 for Item No RACS122T	31.73
SUPPLIES-LAB			
84154	JOSEPH BEEMAN	Biology Division increase PO 84154 for Joseph	350.00
		Beeman	

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
SUPPLIES-LAB			
84154	JOSEPH BEEMAN	Biology Division Blanket PO for reimbursment valid 7/1/21-6/30/22. Authorized user Joseph Beeman	500.00
84155	JOSEPH BEEMAN	Biology Division Increase PO 84154	200.00
SUPPLIES-MEDICAL			
86079	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	Sales Tax	16.00
86079	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	#1043539 PVP Prep Sol 4oz	29.20
86079	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	#234397 Silvadene 1% 20gm tube	27.78
86079	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	#960300 TrueMetrix Bld Gluc strips 50/box	42.92
86079	MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	#32747 Petroleum Jelly 5gm 144/bx	63.92
86226	VAXSERVE	Item 400-20 Adacel 2 Pk Inv 918273975	451.96
86379	CLIA LABORATORY PROGRAM	CLIA lab User Fees	180.00
SUPPLIES-OFFICE			
84155	JOSEPH BEEMAN	Biology Division Blanket PO for reimbursment valid 7/1/21-6/30/22. Authorized user Joseph Beeman	500.00
84155	JOSEPH BEEMAN	Biology Division Increase PO 84155	601.00
85042	ODP BUSINESS SOLUTIONS LLC	Item 4054114 Retractable Gel Pens	36.58
85042	ODP BUSINESS SOLUTIONS LLC	Item 783602 HP956XL Black Toner	117.78
85658	OFFICE DEPOT	800387 Office Depot Brand Gravity Feed Woodcase Pre-Sharpended Pencils, 2.2 mm, HB Hardness, Yellow, Box Of 144 Pencils	8.75
85658	OFFICE DEPOT	949339 Crayola Anti-Dust Chalk, White, Box Of 12 Sticks	5.20
85658	OFFICE DEPOT	779390 Prang Hygieia Dustless Chalk, Assorted Colors, Box Of 12	7.80
85658	OFFICE DEPOT	825488 Office Depot Brand Wood Pencils, #2 Lead, Medium, Pack of 72	14.39
85658	OFFICE DEPOT	612191 Office Depot Brand Inkjet/Laser Return Address Labels, White, 1/2" x 1 3/4", Pack Of 2,000	9.54
85658	OFFICE DEPOT	Sales tax	9.03
85658	OFFICE DEPOT	7881526 Office Depot Brand 2-Tone File Folders, 1/3 Cut, Letter Size, Assorted Colors, Box Of 100	7.28
85658	OFFICE DEPOT	311784 Brenton Sudio Black Mesh 3- Tier Organizer	21.43
85658	OFFICE DEPOT	884744 Paper Mate Flair Porous-Point Pens, Medium Point, 0.7 mm, Assorted Ink Colors, Pack Of 12 Pens	11.16
85658	OFFICE DEPOT	581985 BIC Wite-Out Correction Tape, Pack Of 4 Correction Tape Dispensers	4.73
85900	SYNCHRONY BANK/AMAZON	Amazon - Balloons For Graduation	19.58
85900	SYNCHRONY BANK/AMAZON	Additional Funds for Price Increases	150.00
85900	SYNCHRONY BANK/AMAZON	Amazon -24 Inch (DIAGONAL) Blue Light	107.20

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
SUPPLIES-OFFICE			
		Screen Protector For Eye Strain,Anti Blue	
85900	SYNCHRONY BANK/AMAZON	Amazon -Kids Graduation Cap	405.86
85900	SYNCHRONY BANK/AMAZON	Amazon -Facial Tissue	49.56
85900	SYNCHRONY BANK/AMAZON	Amazon -rolling Ball Pens, Extra Fine Point (0.5mm) Red,	24.25
85900	SYNCHRONY BANK/AMAZON	Amazon - Seat Cushion	128.89
85900	SYNCHRONY BANK/AMAZON	Amazon - Rolling Ball Red	18.91
85900	SYNCHRONY BANK/AMAZON	Amazon - Laminating Machine	129.95
85900	SYNCHRONY BANK/AMAZON	Amazon - 2022 Graduation Party Decorations	51.96
85900	SYNCHRONY BANK/AMAZON	Amazon - Rolling Ball Pens, Extra Fine Point (0.5mm) Black Ink	11.84
85998	OCEAN INTERFACE CO., INC.	Quote No EO42603 laserJet Pro M203DW	1,463.00
85998	OCEAN INTERFACE CO., INC.	Quote No EO42601 laser Jet Pro M479Fdw	744.00
85998	OCEAN INTERFACE CO., INC.	Quote No EO42602 HPlaser Jet M234SDW Printer	927.00
85998	OCEAN INTERFACE CO., INC.	Sales Tax	321.20
86018	CDW-G	sales tax	681.98
86108	OCEAN INTERFACE CO., INC.	Quote EO50204 Xerox C315 Multifuntion Printer #C315?DNI	689.00
86108	OCEAN INTERFACE CO., INC.	Sales Tax	70.62
86108	OCEAN INTERFACE CO., INC.	Shipping	40.00
86116	OFFICE DEPOT	Supplies for Child Development Office	250.00
86118	OCEAN INTERFACE CO., INC.	sales tax	31.67
86118	OCEAN INTERFACE CO., INC.	freight	15.00
86120	DELL MARKETING LP	envt fee	145.00
86120	DELL MARKETING LP	sales tax	4,379.91
86128	OFFICE DEPOT	516125- Water	944.55
86128	OFFICE DEPOT	620007 - Water	168.00
86170	OFFICE DEPOT	Office Depot Supplies for Open House	1,200.00
86190	AMERICAN EXPRESS	Supplies for Calworks Graduation Event on 6/10/22	4,500.00
86191	AMERICAN EXPRESS	AmazonButtermints Class of 2022-	149.94
86191	AMERICAN EXPRESS	Amazon-Class Of 2022 Graduation Decor for Congrats Cake Toppers/	44.85
86191	AMERICAN EXPRESS	Amazon-Gold 10-12inch 25-30cm Ostrich Feather	26.97
86191	AMERICAN EXPRESS	Kate Aspen 18187GD Metallic Bottle	328.65
86191	AMERICAN EXPRESS	Amazon- Black Ostrich Feathers 10-12inch (25-30cm)	31.98
86191	AMERICAN EXPRESS	Amazon-2022 Graduation Envelope Seals	41.97
86191	AMERICAN EXPRESS	Amazon-14-16inch 35-40cm White Ostrich Feathers	46.80
86191	AMERICAN EXPRESS	Amazon-String Lights,	125.10
86191	AMERICAN EXPRESS	Amazon-Centerpiece Sticks, 2022	29.97
86191	AMERICAN EXPRESS	Amazon-Almonds Candy Bulk	195.86
86191	AMERICAN EXPRESS	Amazon-2022 Graduation Stickers	41.97

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PO #	VENDOR NAME	DESCRIPTION	AMOUNT
SUPPLIES-OFFICE			
86216	PRINTEFEX	Studentsaffairs-Athletics-Table Banner 6"	2,600.00
86216	PRINTEFEX	Sales Tax	533.00
86216	PRINTEFEX	Inv no 70518 Studentsaffairs-Athletics-Table Banner 6"	2,600.00
86221	TATIANA ZARGARIAN	Reimburse Office Supplies	18.70
86266	OFFICE DEPOT	Item 8742665 logitech Wireless Illuminated Keyboard	239.98
86266	OFFICE DEPOT	Item 6684266 Logitech Erfo Wireless Keyboard	103.99
86266	OFFICE DEPOT	Sales Tax	39.58
86266	OFFICE DEPOT	Item 338441 Acme Straight Line Scissor	42.27
86274	AMERICAN EXPRESS	Logitech MK540 Wireless Keyboard Mouse Combo	176.31
86274	AMERICAN EXPRESS	Sales Tax	18.06
86318	STUDIO SPECTRUM INC	Freight	25.00
86318	STUDIO SPECTRUM INC	sales tax	131.51
86342	APPLE INC	sales tax	130.79
86342	APPLE INC	3year apple care	119.00
86342	APPLE INC	Recycle fee	5.00
86344	PROMEVO	sales tax	4,520.25
86363	ODP BUSINESS SOLUTIONS LLC	Item 644757 Avery Printable Tab Inserts	14.95
86363	ODP BUSINESS SOLUTIONS LLC	Item 420994 OD Sticky notes 3x3	14.32
86363	ODP BUSINESS SOLUTIONS LLC	Item 112391 Avery File Folder Labels 5202	12.10
86363	ODP BUSINESS SOLUTIONS LLC	Item 336977 Post-It 3x3	17.19
86363	ODP BUSINESS SOLUTIONS LLC	Item 6844608 OD Wall Calendar	9.79
86363	ODP BUSINESS SOLUTIONS LLC	Item 323093 HP 64XL Black toner	83.02
86363	ODP BUSINESS SOLUTIONS LLC	Sales Tax	17.29
86363	ODP BUSINESS SOLUTIONS LLC	Item 514228 Post-it Pop up 3x3	17.35
86396	PRINTEFEX	Financial Aid Brochures Inv 70519	439.90
TRAVEL-CONFERENCE			
85468	SHELLEY THAI	Reimburse Admission to LAEDC Conference Economic Forecast 2/16/22 Los Angeles	110.00
85468	SHELLEY THAI	Reimburse Additional Cost of Attending the LAEDC Economic Forecast Conference 2/16/22 Los Angeles	78.58
86090	SIMON MIRZAIAN	National Workshop on Data Science Education June 27 to 28 2022 Berkeley CA	2,500.00
86092	MICHELLE RAMIREZ-SAELAK	Nursing Education Inovation Summit Apr 19 to 22 2022 San Diego CA	710.00
86106	EMELYN JUDGE	CA Community College Assoc for Occupational Education Conference April 5 to 8 2022 Sacramento CA	2,232.95
86193	DARREN LEAVER	Reimburse Final Payment for Student Accomodation France 2022 Study Abroad	6,527.45
86199	CHRISTINA TANGALAKIS	Western Assoc of Student Financial Aid Admins Speaker Jun 12 to 16 2022 Univ of Nevada Reno NV	300.00
86202	KAREN TU	Reimburse Registration for Community College	50.00

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Fund: 03 GENERAL FUND - RESTRICTED

PO #	VENDOR NAME	DESCRIPTION	AMOUNT

TRAVEL-CONFERENCE

		League of CA Basic Needs Summit 2/4/22 Zoom	
86219	ERIN CALDERONE	Reimburse Registration for CA Community College Assoc for Occupational Education Conference Apr 6 to 8 2022 Virtual	375.00
86220	SHELBY MCINTYRE	Reimburse Registration for CA Community College Assoc for Occupational Education Conference Apr 6 to 8 2022 Virtual	375.00
86223	KARL WONG	Emergency Medical Services Admins Assoc of CA Conference June 1 & 2 2022 San Diego CA	1,430.00
86293	SIMON MIRZAIAN	Machine Learning Automation Robotics and Space Conference June 21 to 24 2022 Las Vegas NV	2,800.00
86330	SARAH MECHENEAU	Reimburse 16 Tickets to Opera Garnier July 22 2022 France Study Abroad	328.59
86368	EUNICE PATRON	National Assoc of Student Financial Aid Admins Training June 25 to 29 2022 Austin TX	2,414.00
86369	SANDRA DALE	National Assoc of Student Financial Aid Admins Training June 25 to 29 2022 Austin TX	2,415.00
86370	MICHELLE CASAS	National Assoc of Student Financial Aid Admins Training June 25 to 29 2022 Austin TX	2,414.00

\$3,807,078.66

Fund: 09 STUDENT FINANCIAL AID

PO #	VENDOR NAME	DESCRIPTION	AMOUNT

CONTRACT-SERVICE

83624	BLUE ICON ADVISORS LLC	Addtl funds to PO per CTangalakis 12/15/21	20,000.00
83624	BLUE ICON ADVISORS LLC	Addtl funds to PO per CTangalakis	10,000.00
83624	BLUE ICON ADVISORS LLC	Develop Policies and Procedures Manual	12,000.00

\$42,000.00

Fund: 18 SELF INSURANCE

PO #	VENDOR NAME	DESCRIPTION	AMOUNT

OTHER SERVICES-OTHER SERVICE

86307	KEENAN & ASSOCIATES	Workers' Compensation Benefits	90.16

SUPPLIES-OFFICE

86211	OFFICE DEPOT	Item 123073 Softalk shoulder Rest	10.29
86211	OFFICE DEPOT	Item 4057397 Logitech Ergo Mouse	79.99
86211	OFFICE DEPOT	Item 493876 Ergonomic Chair	95.89
86211	OFFICE DEPOT	Sales Tax	24.07
86211	OFFICE DEPOT	Item 113616 3M Adjustable height Monitor Stand	49.38

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Fund: 18

SELF INSURANCE

PO #	VENDOR NAME	DESCRIPTION	AMOUNT

SUPPLIES-OFFICE

86270	BKM OFFICE ENVIRONMENTS INC	Installation	150.00
86270	BKM OFFICE ENVIRONMENTS INC	Item SOL2-DUAL-STD-CCG-S Workrite Sit/Stand	624.31
86270	BKM OFFICE ENVIRONMENTS INC	Freight	47.57
86277	SYNCHRONY BANK/AMAZON	Replacemenet Ergo Headphone for Rubina Babakhanian calworks office	29.44
86286	BKM OFFICE ENVIRONMENTS INC	Installation	215.00
86286	BKM OFFICE ENVIRONMENTS INC	Item 6G500-F2722 Humanscale Keyboard Systemts	182.84
86286	BKM OFFICE ENVIRONMENTS INC	Adaptor Mount Kit	31.24
86286	BKM OFFICE ENVIRONMENTS INC	Freight	16.67

\$1,646.85

Fund: 59

PROFESSIONAL DEVELOPMENT CENTER

PO #	VENDOR NAME	DESCRIPTION	AMOUNT

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Fund: 59 PROFESSIONAL DEVELOPMENT CENTER

PO #	VENDOR NAME	DESCRIPTION	AMOUNT

BOOKS-INSTRUCTIONAL

86099	SDC PUBLICATIONS	ISBN 9781630573867 Beg Guide to Solidworks 2021 Level 1 Inv 109912	386.00
86231	IN-HOUSE SOLUTIONS INC	Mastercam Mill Lathe Training Inv 16142	945.00
86232	IN-HOUSE SOLUTIONS INC	Mastercam Mill Lathe Training Inv 16186	405.00
86313	SDC PUBLICATIONS	Beginners Guide to Solidworks 2021 Inv 109934	107.00

CONTRACT-SERVICE

83506	FRANK J ARANDA	Training Serices for PDC Fiscal Year 2022	75,000.00
83506	FRANK J ARANDA	Increase PO 83506 for Frank Aranda PDC	30,000.00
83507	MARK HULDERMAN	Training Serives for PDC Fiscal Year 2022	15,000.00
83507	MARK HULDERMAN	Increase PO 83507 by 6000	6,000.00
83510	ERNEST GUTIERREZ	Training Services for PDC Fiscal Year 2022	15,000.00
83510	ERNEST GUTIERREZ	Increase PO 83510 by 4000	4,000.00
83881	MH MANAGEMENT GROUP	Training Contract Administration Services for PDC Fiscal Year 2022	42,000.00
83881	MH MANAGEMENT GROUP	Increase PO 83881 MH Management by 10000	10,000.00
86314	LEVON MOVSESYAN	IT Assistance and On site Assistance 36 Hours Inv 3323	3,060.00

OTHER SERVICES-OTHER SERVICE

86057	CITY OF GLENDALE	Special Business Assessment Return PDC 2021	2,280.00
86390	GLENDALE CHAMBER OF COMMERCE	Advertising on the Chamber Backdrop for Professional Development Ctr for One Year	750.00

SUPPLIES-OFFICE

86353	ANI KESHISHIAN	Reimburse Zoom 5/17/22 to 6/16/22 and Mailchimp May to June 2022	85.65

\$205,018.65

Fund: 70 GO BOND SERIES A

PO #	VENDOR NAME	DESCRIPTION	AMOUNT

CONTRACT-CONSTRUCTION

83820	THE NAZERIAN GROUP	PE Gym Replacement Increment II Construction	7,293,020.35

EQUIPMENT-FACILITIES

83394	JOHNSON CONTROLS, INC.	Sales Tax	86,025.69
83394	JOHNSON CONTROLS, INC.	3 CH-1-3 JCI York Magnetic Bearing Centrifugal Chillers	791,500.00
83394	JOHNSON CONTROLS, INC.	Factory Enecon Coating on Condenser Side of all 3 Chillers	47,775.00
85862	HOME DEPOT	Item KC-TB Atlas Key 13in LED Fans - 3ea and sales tax	1,726.52

FURNITURE-FURNITURE

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Fund: 70

GO BOND SERIES A

PO #	VENDOR NAME	DESCRIPTION	AMOUNT
FURNITURE-FURNITURE			
86152	BKM OFFICE ENVIRONMENTS INC	Item 7800041SR Self Edge Conf Room Table and sales tax Quote 41643	323.86
OTHER SERVICES-OTHER SERVICE			
75965	CHAMBERS GROUP	71463 I Chambers Group - Starting biological resources tasks based on CDFW comment letter	4,665.00
83394	JOHNSON CONTROLS, INC.	Central Plant #1 Expansion - JCI York Chiller Coating	52,671.94
83820	THE NAZERIAN GROUP	PE Increment II - TNG CO-011 (BoT) No. 012	2,875,000.00
83820	THE NAZERIAN GROUP	TNG CO-011 Owner, Unforeseen Condition, Scope Change, and Errors & Omissions Approved PCOs CO #11	386,372.85
85001	DPR CONSTRUCTION, A GENERAL PARTNERSHIP	NSB Change Order 001-Pay App 1-11 -	376,274.00
85001	DPR CONSTRUCTION, A GENERAL PARTNERSHIP	Pay App 12-OA #025 - NSB - Please see attached.	469,161.00
85001	DPR CONSTRUCTION, A GENERAL PARTNERSHIP	NSB Project B20003-00 Includes Balance to finish and retainage	68,951,045.52
85001	DPR CONSTRUCTION, A GENERAL PARTNERSHIP	Change Order 003 - Pay App 14. Please see attached.	48,056.00
85943	SYNCHRONY BANK/AMAZON	Sales Tax	15.36
85943	SYNCHRONY BANK/AMAZON	Supplies for NSB topping out ceremony - Amazon order, please see attached	125.97
85943	SYNCHRONY BANK/AMAZON	Expedited Shipping Charges	23.85
86109	VILLAGE FRENCH BAKERY INC	Full Sheet Cake with NSB picture for NSB Topping Out Ceremony	270.00
86151	ASSOCIATED STUDENTS OF GLENDALE COLLEGE	Food from GCC Culinary Arts Department for NSB Topping Out ceremony Apr 27 2022	1,421.50
86153	WAXIE SANITARY SUPPLY	Restroom Fixtures - PE Student Locker Room Quote QZORF-00	1,886.77
86154	ARC	CP1 Expansion Set documents Quote 4614231	191.33
86204	PATRICK SHAHNAZARIAN	Reimburse Supplies for NSB Topping Ceremony	182.53
86207	SILVA SORKAZIAN	Reimburse Flowers for NSB Topping Ceremony	222.98
86208	SILVA SORKAZIAN	Reimburse Vases for NSB Topping Out Ceremony	41.62
86239	SIGN 21	NSB Digital Print Banner Quote 22-050902	200.00
86282	SPECTRUM BUSINESS	CIVIC AUD Swing Space - Spectrum Monthly Charges - 24 months	3,435.79
86283	BUSINESS CARD	Civic Auditorium Acct 8245 10 033 2862982 Payment	308.21
86407	HMC ARCHITECTS	New Science Building and Camino Real Renovation HMC 5031003-100 Addtl Service Request #24	44,140.00
SUPPLIES-OFFICE			
85862	HOME DEPOT	Sales Tax	160.52

\$81,436,244.16

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Fund: 74 MEASURE GC-GO BOND, SERIES A

PO #		VENDOR NAME	DESCRIPTION	AMOUNT
CONTRACT-SERVICE				
75965		CHAMBERS GROUP	Master Plan Update Environmental Consulting	145,042.20
OTHER SERVICES-OTHER SERVICE				
75965		CHAMBERS GROUP	POA change order 8/25/2020	4,665.00
				\$149,707.20

GLENDAL COMMUNITY COLLEGE DISTRICT

CONSENT CALENDAR NO. 4
BUDGET REVISIONS AND APPROPRIATION TRANSFERS REPORT NO.1

June 21, 2022

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: BUDGET REVISIONS AND APPROPRIATION TRANSFERS
GENERAL FUND UNRESTRICTED (01)
MAY 01, 2022 THROUGH MAY 31, 2022

It is recommended that the Board of Trustees approve the following Budget Revisions and Appropriation Transfers, under the provisions of Education Code Section 85200 through 85202.

<u>EXPENDITURE CHANGES</u>		<u>Approved Budget</u>	<u>Budget Revisions</u>	<u>Appropriation Transfers</u>	<u>Revised Budget</u>
1000	Certificated Salaries	\$ 41,398,650	\$ -	\$ -	\$ 41,398,650
2000	Classified Salaries	22,172,252	-	-	22,172,252
3000	Employee Benefits	28,072,873	-	-	28,072,873
4000	Books/Supplies	590,476	-	7,836	598,312
5000	Contract Services	9,936,212	-	(5,755)	9,930,457
6000	Capital Outlay	139,494	-	(2,081)	137,413
7000	Other Outgo	1,592,645	-	-	1,592,645
7900	Reserve for Contingencies	15,085,913	-	-	15,085,913
Total		\$ 118,988,515	\$ -	\$ -	\$ 118,988,515

Note: See attached for significant transfers.

Significant Transfers:

	<u>Amount</u>	<u>To</u>	<u>From</u>
1.	<u>\$ 5,336</u>	4590 - Other Supplies	
	\$ 1,586		5220 - Travel
	1,669		5825 - Printing and Advertising
	2,081		6420 Non-Instructional Equipment
	<u>\$ 5,336</u>		

To provide funds for Supplies for Learning Center.

2.	<u>\$ 3,000</u>	5690 - All Other Contract Services	5110 - Contract Consultant

To provide funds for Contract Services for Fire Academy.

GLENDAL COMMUNITY COLLEGE DISTRICT

CONSENT CALENDAR NO. 5

BUDGET REVISIONS AND APPROPRIATION TRANSFERS REPORT NO. 2

June 21, 2022

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: BUDGET REVISIONS AND APPROPRIATION TRANSFERS
GENERAL FUND RESTRICTED (03)
MAY 01, 2022 THROUGH MAY 31, 2022

It is recommended that the Board of Trustees approve the following Budget Revisions and Appropriation Transfers, under the provisions of Education Code Section 85200 through 85202.

<u>EXPENDITURE CHANGES</u>		Approved Budget	Budget Revisions	Appropriation Transfers	Revised Budget
1000	Certificated Salaries	\$ 7,340,910	\$ -	\$ (27,754)	\$ 7,313,156
2000	Classified Salaries	7,673,603	-	10,285	7,683,888
3000	Employee Benefits	5,812,637	-	(2,243)	5,810,394
4000	Books/Supplies	1,794,142	12,000	(7,671)	1,798,471
5000	Contract Services	3,192,417	-	37,546	3,229,963
6000	Capital Outlay	2,698,373	-	(10,163)	2,688,210
7000	Other Outgo	33,039,567	-	-	33,039,567
7900	Reserve for Contingencies	8,056,809	-	-	8,056,809
Total		\$ 69,608,458	\$ 12,000	\$ -	\$ 69,620,458

NEW INCOME

8882	Foundation Contributions	\$ 12,000

Note: See attached for significant transfers.

Significant Transfers:

	<u>Amount</u>	<u>To</u>	<u>From</u>
1.	\$ 4,370	1460 - Other, Non-Instructional, Hourly	
	331	2110 - Non-Instructional Salary, Clerical	
	6,954	2350 - Non-Instructional Class. Overtime	
	<u>\$ 11,655</u>		1295 - Release Time
To provide funds for Non-Instructional Hourly, Clerical salaries and Overtime for Biology.			
2.	\$ 4,500	6420 - Non-Instructional Equipment	
	\$ 3,200		4300 - Instructional Supplies
	1,300		4590 - Other Supplies
	<u>\$ 4,500</u>		
To provide funds for Non-Instructional Equipment for Child Development Center.			
3.	\$ 4,000	5650 - Vendor Repairs-Equipment	
	3,000		4590 - Other Supplies
	1,000		5890 - Other Expense
	<u>\$ 4,000</u>		
To provide funds for Equipment Repairs for Child Development Center.			
4.	\$ 72,558	5690 - All Other Contract Services	
	\$ 22,558		5825 - Printing and Advertising
	50,000		5885 - Student Transportation
	<u>\$ 72,558</u>		
To provide funds for Contract Services for Interdisciplinary Studies.			
5.	\$ 7,684	5690 - All Other Contract Services	5825 - Printing and Advertising
To provide funds for Contract Services for Interdisciplinary Studies.			
6.	\$ 57,228	5690 - All Other Contract Services	
	\$ 4,000		1450 - Counselors, Hourly
	9,591		1460 - Other, Non-Instructional, Hourly
	1,780		3000 - Employee Benefits
	41,857		5825 - Printing and Advertising
	<u>\$ 57,228</u>		
To provide funds for Contract Services for Interdisciplinary Studies.			
7.	\$ 4,560	6410 - Equipment	
	\$ 60		1460 - Other, Non-Instructional, Hourly
	3,000		2360 - Non-Cert., Student Assistant
	1,500		5885 - Student Transportation
	<u>\$ 4,560</u>		
To provide funds for Equipment Repairs for VTEA.			

GLENDALE COMMUNITY COLLEGE DISTRICT
 BUDGET REVISIONS AND APPROPRIATION TRANSFERS REPORT NO. 2
 June 21, 2022
 Page 3

Significant Transfers:

	<u>Amount</u>	<u>To</u>	<u>From</u>
8.	\$ 77,800	5890 - Other Expense	
	\$ 37,000		5690 - All Other Contract Services
	40,800		5221 - Training
	<u>\$ 77,800</u>		

To provide funds for Mental Health Support.

9.	\$ 2,000	2360 - Non-Cert., Student Assistant	
	1,421	5220 - Travel	
	914	6410 - Instructional Equipment	
	<u>\$ 4,335</u>		1460 - Other, Non-Instructional, Hourly

To provide funds for Non-Certificated Student Assistant, Travel and Instructional Equipment for Engineering.

10.	\$ 4,000	2360 - Non-Cert., Student Assistant	
	3,000	5220 - Travel	
	<u>\$ 7,000</u>		
	\$ 5,000		1460 - Other, Non-Instructional, Hourly
	1,480		3000 - Employee Benefits
	500		4300 - Instructional Supplies
	20		4590 - Other Supplies
	<u>\$ 7,000</u>		

To provide funds for Non-Certificated Student Assistant, Travel and Instructional Equipment for Welding.

11.	\$ 1,250	4300 - Instructional Supplies	
	5,000	5220 - Travel	
	<u>\$ 6,250</u>		

To provide funds for Instructional Supplies and Travel for VTEA.

12.	\$ 1,195	1460 - Other, Non-Instructional, Hourly	
	686	3000 - Employee Benefits	
	1,500	5220 - Travel	
	<u>\$ 3,381</u>		

To provide funds for Non-Instructional Hourly, Employee Benefits and Travel for Electronic Technology.

13.	\$ 9,753	6410 - Instructional Equipment	5690 - All Other Contract Services

To provide funds for Instructional Equipment for Art.

New Income:

	<u>Amount</u>	<u>To</u>	<u>From</u>
1.	<u>\$ 12,000</u>	4590 - Other Supplies	

To establish budget for Foundation Contributions for Veterans Resource Center.

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 6

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper
Executive Vice President, Administrative Services

PREPARED BY: Amir Nour, Controller

SUBJECT: 2022-23 RETROACTIVE PAY ADJUSTMENT

DESCRIPTION OF HISTORY / BACKGROUND

California Constitution, Article II, Section 10 prohibits officers or employees from receiving additional compensation for services already rendered. Retroactive pay adjustments have generally been allowed within the Constitution if salaries were legally "indefinite."

Salaries for bargaining unit-represented employees automatically become indefinite upon expiration of a collective bargaining agreement or expiration of the salary/compensation provisions of the agreement.

For unrepresented employees, the Board of Trustees must declare salaries "indefinite" for 2022-23 if the college intends to permit retroactivity for any period of time during the year.

This action is taken to avoid any problems concerning retroactive salary adjustments for unrepresented staff, such as administrators, management, confidential and unclassified employees for the 2022-23 fiscal year.

COMMITTEE HISTORY

College Executive Committee

June 14, 2022

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees declare that all unrepresented staff, such as administrators, management, confidential, and unclassified employees' salaries are declared indefinite for the 2022-23 fiscal year.

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 7

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper
Executive Vice President, Administrative Services

PREPARED BY: Amir Nour, Controller

SUBJECT: AUTHORIZATION TO MAKE APPROPRIATION TRANSFERS

DESCRIPTION OF HISTORY / BACKGROUND

At the close of any academic year a school district may, with the approval of the governing board, identify and request the County Superintendent of Schools to make appropriation transfers to cover budget overdrafts as necessary to permit the payment of obligations of the district incurred during that academic year.

This report of recommendation will authorize the County Superintendent of Schools to make transfers for overdrafts and will expedite our payments so that the County will not have to notify us and request approval for appropriation transfers for each overdraft.

The County will provide copies of all appropriation transfers made pursuant to this authorization.

COMMITTEE HISTORY

College Executive Committee

June 14, 2022

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees of the Glendale Community College District authorize the County Superintendent of Schools and the District's Controller to make appropriation transfers necessary at the close of the 2021-22 academic year to cover account overdrafts and permit the payment of District obligations incurred during the academic year.

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 8

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

REVIEWED BY: Anthony Culpepper
Executive Vice President, Administrative Services

PREPARED BY: Amir Nour, Controller

SUBJECT: AGREEMENTS FOR BUSINESS, PAYROLL AND FINANCIAL
DATA PROCESSING SERVICES

DESCRIPTION OF HISTORY / BACKGROUND

The Los Angeles County Office of Education provides an online budgeting, accounting, and payroll system that the college uses for its accounting/payroll records and for warrant processing. Cost of the agreement is based on full-time equivalent students (FTES).

COMMITTEE HISTORY

Not applicable

FISCAL IMPACT

Estimated cost is \$38,756

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees of the Glendale Community College District approve the agreements between the college and the Los Angeles County Office of Education for business, payroll, and financial data processing services for July 1, 2022 through June 30, 2023.

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 9

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

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

PREPARED BY: Rocío Maldonado, Manager, Purchasing

SUBJECT: MEMBERSHIP IN ASSOCIATIONS AND ORGANIZATIONS
FISCAL YEAR 2022 - 2023

DESCRIPTION OF HISTORY/BACKGROUND

The college maintains memberships in city, state and national associations and organizations that are beneficial to both the college and to our students. At the end of each fiscal year, membership forms are sent college wide asking for cost updates and justification as to why their respective department needs the membership. This list is then updated and maintained in Business Services.

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

The cost for FY 2022 - 2023 is \$177,620.98

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the attached list of associations and organizations for membership for the District and its representatives for fiscal year 2022 - 2023.

ORGANIZATION	AMOUNT	DEPARTMENT
Academic Senate for California Community Colleges	\$5,423	Academic Senate
American Accounting Association (AAA)	\$205	Administrative Services
Institute of Management Accountants	\$260	Administrative Services
California Assoc. of Comm. College Registrars and Admiss. Officers (CACCRAO)	\$200	Admission & Records
Organization of Biological Field Stations (OBFS)	\$150	Baja Field Station
National Association of Educational Buyers	\$595	Business Services
National Association of Educational Procurement (NAEP)	\$890	Business Services
Californians for Quality Early Learning (CQEL)	\$215	Child Development Center
California Community Colleges Early Childhood Educators (CCCECE OR TRICEC)	\$100	Child Development Center
(The) Child Care Information Exchange	\$47	Child Development Center
National Association for the Education of Young Children (NAEYC)	\$150	Child Development Center
National Coalition for Campus Childrens Centers (NCCCC)	\$150	Child Development Center
California Background Investigators Association	\$60	College Police
California College and University Police Chiefs Assoc (CCUPCA)	\$100	College Police
International Association of Campus Law Enforcement Admin's (IACLEA)	\$350	College Police
Community College & Public Relations Organization (CCPRO)	\$200	Communications & Community Relations
California Travel Industry (CALTIA)	\$100	Culinary Arts
Community College Facility Coalition (CCFC)	\$1,213	Facilities
California Student Financial Aid Association (CASFAA)	\$300	Financial Aid
National Association of Student Employment (NASEA)	\$125	Financial Aid
National Association of Student Financial Aid Administrators (NASFAA)	\$2,843	Financial Aid
The College Board	\$2,000	Financial Aid
Association of Community & Continuing Education (ACCE)	\$450	Garfield

California Child Development Administrators Association (CCDAA)	\$250	Garfield (Parent Support Center)
Health Services Association of CA Community Colleges (HSACCC)	\$150	Health Center
American Journal of Nursing (AJN)	\$797	Health Sciences
California Association of Alcohol & Drug Education (CAADE)	\$300	Health Sciences
California Org. of Associate Degree Nursing Program Directors (COADN)	\$100	Health Sciences
Organization for Associate Degree Nursing (OADN)	\$575	Health Sciences
National League of Nursing (NLN)	\$1,484	Health Sciences
Association of California Community College Administrators (ACCCA)	\$0	Human Resources
Association of Chief Human Resources Officers/Affirmative Action Officers (ACHRO/EEO)	\$350	Human Resources
Southern 30 (Formerly known as Equal Employee Diversity and Equity Consortium EEDEC)	\$300	Human Resources
California Community Colleges Chief Instructional Officers (CCCCIO)	\$300	Instructional Office
Institute of International Education (IIE)	\$375	International Students
National Association of International Educators (NAFSA)	\$2,045	International Students
Chief Information Systems Officers Association (CISOA)	\$100	Information Technology Services
EDUCAUSE	\$3,710	Information Technology Services
Higher Education User Group (HEUG)	\$2,000	Information Technology Services
Oracle Applications Users Group (OAUG)	\$840	Information Technology Services
California Community College Physical Education, Kinesiology and Dance (CCCPEKD)	\$250	Kinesiology
Alpha Mu Gamma - National Collegiate Foreign Language Honor Society	\$0	Language Arts
American Forensics Association	\$75	Language Arts
Journalism Assoc of Comm Colleges (JACC)	\$500	Language Arts
American Library Association (ALA)	\$1,425	Library
Association of College and Research Libraries (ACRL)	\$125	Library
CA Community Colleges Distance Education Coordinators Organization (CCCDECO)	\$100	Library

Community College Consortium for Open Educational Resources (CCCOER)	\$525	Library
Council of Chief Librarians of the California Community Colleges	\$150	Library
Online Learning Consortium (OLC)	\$1,530	Library
Crescenta Valley Chamber of Commerce	\$125	Professional Development Center
Glendale Chamber of Commerce	\$180.00	Professional Development Center
Montrose Verdugo City Chamber of Commerce	\$290	Professional Development Center
Research and Planning Group for the CA Community Colleges (The RP Group)	\$510	Research & Planning
Honors Transfer Council of California (HTCC)	\$90	Scholars
National Social Science Association-(NSSA)	\$80	Social Science
CA Community College Council for Staff and Organizational Devel. (4C/SD)	\$125	Staff Development
California Community College Athletic Assn. (CCCCAA)/Commiss. on Athletics (COA)	\$11,075	Student Affairs
National Alliance of Two Year College Athletic Administrators (NATYCAA)	\$40	Student Affairs
National Behavioral Intervention Team Association (NaBITA)	\$639	Student Affairs
Southern California Football Association (SCFA)	\$2,200	Student Affairs
The Democracy Commitment	\$1,000	Student Affairs
Western State Conference (WSC)	\$4,160	Student Affairs
Association of California Community College Administrators (ACCCA)	\$0	Student Outreach Services
Association of Title IX Administrators (ATIXA)	\$1,795	Student Services
Chief Student Services Officers Association (CSSO)	\$300	Student Services
Southern California Intersegmental Articulation Council (SCIAC)	\$100	Student Services
California Colleges for International Education (CCIE)	\$450	Study Abroad
American Association of Community Colleges (AACC)	\$17,197	Superintendent/President
Accrediting Commission for Community & Junior Colleges	\$30,105	Superintendent/President
Armenian American Chamber of Commerce	\$100	Superintendent/President
Association of Community College Trustees (ACCT)	\$7,668	Superintendent/President

Burbank Chamber of Commerce	\$226	Superintendent/President
Community College League of California (CCLC) - District Services, Policies and Procedures	\$2,000	Superintendent/President
Community College League of California (CCLC) - Organization Membership	\$26,104	Superintendent/President
Crescenta Valley Chamber of Commerce	\$115	Superintendent/President
Glendale Chamber of Commerce	\$362.00	Superintendent/President
Glendale Latino Association	\$250	Superintendent/President
Los Angeles County School Trustees Association (LACSTA)	\$100	Superintendent/President
San Gabriel/Foothill Assn. of Community Colleges (SanFACC)	\$500	Superintendent/President
Southern California Community College Districts Consortium (SCCCD)	\$3,250	Superintendent/President
Student Centered Funding Formula Coalition (SCFF)	\$7,275	Superintendent/President
American Welding Society	\$445	Technology & Aviation
Society of Manufacturing Engineers (SME)	\$750	Technology & Aviation
Western Association for College Admission Counseling (WACAC)	\$45	Transfer Center
Broadcast Educators Association (BEA)	\$140	Visual and Performing Arts
American Association of University Women (AAUW)	\$175	Workforce
California Fire Technology Directors Association	\$25	Workforce
California Internship & Work Exper. Assn. (CIWEA)	\$255	Workforce
Los Angeles County Economic Development Corporation (LAEDC)	\$2,500	Workforce
National Alliance for Partnerships in Equity (NAPE)	\$100	Workforce
National Association for Community College Entrepreneurship (NACCE)	\$900	Workforce
National Council for Workforce Education (NCWE)	\$150	Workforce
San Gabriel Valley Economic Partnership	\$2,625	Workforce
Valley Economic Alliance (Formerly the Economic Alliance of the San Fernando Valley)	\$5,000	Workforce
Valley Industry and Commerce Association (VICA)	\$1,760	Workforce

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 10

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Anthony Culpepper
Executive Vice President, Administrative Services

SUBJECT: FIVE-YEAR CONSTRUCTION PLAN 2024-2028
(FIRST FUNDING YEAR 2024-2025)

DESCRIPTION OF HISTORY / BACKGROUND

Each year community college districts are required to submit to the Chancellor's Office a five year construction plan which outlines the District's plan for capital projects and funding. This report is updated each year.

The 67-page Five Year Construction Plan (2024 – 2028) presented for approval may be accessed through the GCC District website under the Board of Trustees 2021-2022 meeting agenda webpage, Tuesday, June 21, 2022 - Supporting Documents or through this provided link [5-Year Construction Plan](#).

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

None at this time.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the Five-Year Construction Plan 2024-2028 required for submittal to the State Chancellor's Office (First Funding Year 2024-2025).

Glendale Community College District

2024-2028 Five Year Construction Plan (2024-2025 First Funding Year)

August 1, 2022

Facilities Planning and Consulting Services, Inc.
Exeter, California

FY2024 - FY2028 FIVE YEAR CAPITAL OUTLAY PLAN
(FY2024 - 2025) FIRST YEAR FUNDING

Glendale Community College District

Prepared in reference to the Community College Construction Act of 1980
and
approved on behalf of the local governing board for submission to
the office of the Chancellor, California Community Colleges

Signed _____
David Viar
(Chief Executive Officer or their designee)
Title _____ Superintendent/President
Date _____ 05/31/2022
Contact _____ Anthony Culpepper
Telephone _____ 818-551-5222

Date Received at Chancellor's Office:

Chancellor's Office Reviewed by:

Notice of Approval

FUSION**Inventory of Land****Planning****Glendale Community College District (730)**

List the address and acreage of every land unit owned by the district (Education Code 81821 ((b)3)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year.

Address	Acres
Citibank Building	0.41909999
2350 Honolulu Ave. Montrose, CA 91020	
Garfield Campus	1.4
1122 E. Garfield Avenue Glendale, CA, 91205	
Professional Development Center (PDC)	0.79339999
2340 Honolulu Ave. Montrose, CA 91020	
Verdugo Campus	59
1500 N. Verdugo Road Glendale, CA 91208-2894	
Total Acreage:	61.61

Legislative Districts

Campus	Assembly	Senate	House
Glendale College	43	25	28
Garfield Campus	43	25	28

FUSION

Instructional Delivery Load

Planning

Glendale Community College District (730)

Address

Adventist Health Glendale

1509 Wilson Terrace
Glendale, CA 91206

Barlow Respiratory Hospital

2000 Stadium Way
Los Angeles, CA 90026

Children's Hospital Los Angeles

4650 Sunset Boulevard
Los Angeles, CA 90027

Clark Magnet High School

4747 New York Avenue
La Crescenta, CA 91214

Garfield Campus

1122 E. Garfield Avenue
Glendale, CA, 91205

Glendale High School

1440 East Broadway
Glendale, CA 91205

Glendale Memorial Hospital

1420 South Central Ave
Glendale, CA 91206

Glendale Sports Complex

2200 Fern Lane
Glendale, CA 91208

Huntington Memorial Hospital

100 West California Ave
Pasadena, CA 91109

John Muir Elementary School

912 S. Chevy Chase Dr.
Glendale, CA 91205

Kaiser Permanente Los Angeles Medical Center

4867 Sunset Boulevard
Los Angeles, CA 90027

Kaiser Permanente Panorama City

13652 Cantara Street
Panorama City, CA 91402

LA County-USC Medical Center

1200 North State Street
Los Angeles, CA 90033

Leisure Glen Post-Acute Hospital

330 Mission Road
Glendale, CA 91205

Mission Community Hospital

14850 Roscoe Blvd.
Panorama City, CA 91402

Oakmont Country Club

3100 Country Club Dr.
Glendale, CA 91208

Providence St. Joseph's Medical Center

501 South Buena Vista St
Burbank, CA 91505

Rose Bowl Aquatics Center

360 North Arroyo Blvd.
Pasadena, CA 91103

Stengel Ballfield

1601 Cañada Blvd.
Glendale, CA 91208

USC-Keck Medical Center

1500 San Pablo Street
Los Angeles, CA 90033

USC-Verdugo Hills Hospital

1812 Verdugo Boulevard
Glendale, CA 91208

Verdugo Campus

1500 N. Verdugo Road
Glendale, CA 91208-2894

Whiteman Airport, Pacoima

12653 Osborne Street
Pacoima, CA 91331

FUSION**District Projects Priority Order (2022-2028)**

Planning

Glendale Community College District (730)

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
1 1937 Physical Education Building Replacement									
Glendale College									
Occupancy: 2021-22	STATE:	\$0							
Net ASF: 10,961	DISTRICT:	\$40,500,000							
5 New Science Building									
Glendale College									
Occupancy: 2023-24	STATE:	\$0							
Net ASF: 36,211	DISTRICT:	\$104,000,000							
6 Central Plant 1 Expansion									
Glendale College									
Occupancy: 2021-22	STATE:	\$0							
Net ASF: 0	DISTRICT:	\$5,625,000							
7 Storage Building									
Glendale College									
				Phases C,E					
Occupancy: 2023-24	STATE:	\$0	\$0						
Net ASF: 8,150	DISTRICT:	\$2,000,000	\$1,833,864						
8 Remodel San Gabriel Bldg, Secondary Effects									
Glendale College									
					Phases C,E				
Occupancy: 2024-25	STATE:	\$0			\$0				
Net ASF: 0	DISTRICT:	\$6,499,999			\$6,142,946				
9 Instructional Building and Conference Center									
Glendale College									
			Phases C	Phases E					
Occupancy: 2024-25	STATE:	\$0	\$0	\$0					
Net ASF: 35,867	DISTRICT:	\$86,000,000	\$79,905,876	\$1,084,696					
10 Laboratory/College Services Building									
Glendale College									
Occupancy: 2017-18	STATE:	\$40,250,000							
Net ASF: 0	DISTRICT:	\$7,344,452							
GRAND TOTALS			2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
	STATE:	\$40,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	DISTRICT:	\$251,969,451	\$81,739,740	\$1,084,696	\$6,142,946	\$0	\$0	\$0	\$0

FUSION**District Capacity/Load Ratios**

Planning

Glendale Community College District (730)**District Lecture Capacity/Load Ratio**

No. Project		Lect ASF	WSCH	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
5 New Science Building		2,883	5,040	2023-24	166,577						
Glendale College					119%						
8 Remodel San Gabriel Bldg, Secondary Effects		2,076	3,629	2024-25		170,206					
Glendale College						121%					
9 Instructional Building and Conference Center		8,000	13,986	2024-25		184,192					
Glendale College						131%					
Lecture Summary / Totals					2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Lecture ASF		Actual*/Projected WSCH			139,546	140,564	141,595	142,628	143,673	144,400	145,127
94,082		Cumulative Capacity			161,537	166,577	184,192	184,192	184,192	184,192	184,192
		Capacity/Load Ratio			116%	119%	130%	129%	128%	128%	127%

FUSION**District Capacity/Load Ratios**

Planning

Glendale Community College District (730)**District Lab Capacity/Load Ratio**

No.	Project	Lab ASF	WSCH	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
5	New Science Building										
		26,379	10,935	2023-24	61,975						
	Glendale College				183%						
8	Remodel San Gabriel Bldg, Secondary Effects										
		-104	39	2024-25		62,014					
	Glendale College					182%					
9	Instructional Building and Conference Center										
		7,706	2,998	2024-25		65,012					
	Glendale College					190%					
Lab Summary / Totals					2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Lab ASF	Actual*/Projected WSCH			33,904	34,152	34,402	34,653	34,908	35,084	35,261
	125,911	Cumulative Capacity			51,040	61,975	65,012	65,012	65,012	65,012	65,012
		Capacity/Load Ratio			151%	181%	189%	188%	186%	185%	184%

FUSION**District Capacity/Load Ratios**

Planning

Glendale Community College District (730)**District Office Capacity/Load Ratio**

No.	Project	Off ASF	FTE	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
1	1937 Physical Education Building Replacement	-384	-2	2021-22							
	Glendale College										
5	New Science Building	2,122	12	2023-24	567						
	Glendale College				115%						
8	Remodel San Gabriel Bldg, Secondary Effects	104	1	2024-25		568					
	Glendale College					113%					
9	Instructional Building and Conference Center	1,402	8	2024-25		576					
	Glendale College					115%					
Office Summary / Totals					2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Office ASF	Actual*/Projected FTE			493	502	509	517	523	528	533
	98,425	Cumulative Capacity			555	567	576	576	576	576	576
		Capacity/Load Ratio			113%	113%	113%	111%	110%	109%	108%

FUSION**District Capacity/Load Ratios**

Planning

Glendale Community College District (730)**District Library Capacity/Load Ratio**

No. Project		Lib ASF	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
5 New Science Building		-72	2023-24	50,545						
Glendale College				108%						
8 Remodel San Gabriel Bldg, Secondary Effects		-2,076	2024-25		48,469					
Glendale College					103%					
9 Instructional Building and Conference Center		2,500	2024-25		50,969					
Glendale College					109%					
Library Summary / Totals				2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Library ASF	Actual*/Projected ASF			46,679	46,849	47,020	47,193	47,366	47,541	47,716
50,617	Cumulative Capacity			50,617	50,545	50,969	50,969	50,969	50,969	50,969
	Capacity/Load Ratio			108%	108%	108%	108%	108%	107%	107%

FUSION**District Capacity/Load Ratios**

Planning

Glendale Community College District (730)**District AV/TV Capacity/Load Ratio**

No. Project		AV/TV ASF Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
5 New Science Building									
	-15	2023-24	4,806						
Glendale College			29%						
9 Instructional Building and Conference Center									
	1,000	2024-25		5,806					
Glendale College				35%					
AV/TV Summary / Totals			2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
AV/TV ASF	Actual*/Projected ASF		16,617	16,631	16,646	16,661	16,676	16,691	16,706
4,821	Cumulative Capacity		4,821	4,806	5,806	5,806	5,806	5,806	5,806
	Capacity/Load Ratio		29%	29%	35%	35%	35%	35%	35%

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**District Load Distribution**

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory
Actual							
2021	420	179,835	56,872	122,963	515	94,196	28,251
2022	483	181,159	6,703	174,456	2,267	138,532	33,658
Projected							
2023	493	182,486	6,752	175,734	2,283	139,546	33,904
2024	502	183,817	6,801	177,016	2,300	140,564	34,152
2025	509	185,165	6,851	178,314	2,317	141,595	34,402
2026	517	186,516	6,901	179,615	2,334	142,628	34,653
2027	523	187,884	6,951	180,933	2,351	143,673	34,908
2028	528	188,834	6,987	181,847	2,363	144,400	35,084

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Instructional Load by Campus**

WSCH Distributed to Campuses or Other Locations

	Actual			Projected						
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Garfield Campus	-	-	23,972	25,362	25,548	25,734	25,923	26,112	26,304	26,437
Glendale College	-	-	155,863	155,797	156,938	158,083	159,242	160,404	161,580	162,397
Total	-	-	179,835	181,159	182,486	183,817	185,165	186,516	187,884	188,834

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Total District Library Load**

	Total Day-Graded	Number of Campuses	Initial ASF (3,795/Camp p)	First 3,000 Day Graded (3.83/DG)	Between 3k - 9k (3.39/DG)	Above 9,000 (2.94/DG)	Total ASF
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(d+e+f+g)
Projected							
2022	11,412	2	7,590	11,490	20,340	7,091	46,511
2023	11,469	2	7,590	11,490	20,340	7,259	46,679
2024	11,527	2	7,590	11,490	20,340	7,429	46,849
2025	11,585	2	7,590	11,490	20,340	7,600	47,020
2026	11,644	2	7,590	11,490	20,340	7,773	47,193
2027	11,703	2	7,590	11,490	20,340	7,947	47,367
2028	11,762	2	7,590	11,490	20,340	8,120	47,540

FUSION**Load Distribution & Staff Forecast**

Planning

Library Load by Campus or Location

	Projected						
	2022	2023	2024	2025	2026	2027	2028
Garfield Campus							
	6,512	6,535	6,559	6,583	6,607	6,631	6,656
	14%	14%	14%	14%	14%	14%	14%
Glendale College							
	39,999	40,144	40,290	40,437	40,586	40,736	40,884
	86%	86%	86%	86%	86%	86%	86%
Total	46,511	46,679	46,849	47,020	47,193	47,367	47,540

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Total District AV, Radio, TV Load**

	Total Day-Graded	Number of Campuses	Initial ASF (3,500/Camp p)	First 3,000 Day Graded (1.50/DG)	Between 3k - 9k (0.75/DG)	Above 9,000 (0.25/DG)	Total ASF
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(d+e+f+g)
Projected							
2022	11,412	2	7,000	4,500	4,500	603	16,603
2023	11,469	2	7,000	4,500	4,500	617	16,617
2024	11,527	2	7,000	4,500	4,500	632	16,632
2025	11,585	2	7,000	4,500	4,500	646	16,646
2026	11,644	2	7,000	4,500	4,500	661	16,661
2027	11,703	2	7,000	4,500	4,500	676	16,676
2028	11,762	2	7,000	4,500	4,500	691	16,691

FUSION**Load Distribution & Staff Forecast**

Planning

AV, Radio, TV Load by Campus or Location

	Projected						
	2022	2023	2024	2025	2026	2027	2028
Garfield Campus							
	2,324	2,326	2,328	2,330	2,333	2,335	2,337
	14%	14%	14%	14%	14%	14%	14%
Glendale College							
	14,279	14,291	14,304	14,316	14,328	14,341	14,354
	86%	86%	86%	86%	86%	86%	86%
Total	16,603	16,617	16,632	16,646	16,661	16,676	16,691

BUILDINGS

● TG	TONGVA BLDG.
● AD	JOHN A. DAVITT ADMINISTRATION BLDG.
● AS	ARROYO SECO BLDG.
● AT	ADVANCED TECHNOLOGY CENTER
● AU	AUDITORIUM BLDG.
● BK	BOOKSTORE
● CDC	CHILD DEVELOPMENT CENTER
● CR	CAMINO REAL BLDG.
● CS	CIMMARUSTI SCIENCE CENTER
● G	ART GALLERY
● HS	BHUPESH PARIKH HEALTH SCIENCES & TECHNOLOGY BLDG.
● LB	LIBRARY BLDG.
● LS	LIFE SKILLS BLDG.
● M&O	MAINTENANCE & OPERATIONS
● NSB	NEW SCIENCE BLDG. CONSTRUCTION
● SA	SANTA ANITA BLDG.
● SB	SANTA BARBARA BLDG.
● SC	J.W. SMITH STUDENT CENTER
● SF	SAN FERNANDO COMPLEX
● SG	SAN GABRIEL BLDG.
● SM	SIERRA MADRE BLDG.
● SN	SIERRA NEVADA GYM
● SR	SAN RAFAEL BLDG.
● SV	SIERRA VISTA BLDG.
● VG	VERDUGO GYM
● TG	TONGVA BLDG.
● TG-A	TONGVA BLDG. ANNEX
● VG	VERDUGO GYM

PARKING

PARKING STRUCTURE	
LOT A	Student Permit/Staff Permit (LOT C)
LOT B	Staff Permit
LOT D	Student Permit
LOT E	Staff Permit
LOT F	Disabled Drop-off/Pickup & Metered Guest Parking
LOT G	Staff Permit
LOT H	Staff/Disabled Student Permit
LOT I	Staff Permit
CIRCLE DRIVE	Staff Permit
LOT 30	Metered Lot/Student & Daily Permit
CIVIC AUDITORIUM PARKING STRUCTURE AND LOT 31	Semester Permits Only
LOTS 32, 33 & 34	Metered Lots/Student Permit

SERVICE

● Academic Counseling	SV, Third Floor
● Admissions & Records	SV, Third Floor
● ASGCC Business Office	SC, First Floor
● Assessment Center	SV, Third Floor
● Baja Field Studies Program	SR, First Floor
● Bookstore	SC, First Floor
● Box Office	AU 106-A
● CalWORKs Parents Program	SR, Second Floor
● Career Center	SV, Third Floor
● Center For Students With Disabilities	SG, First Floor
● EOPS	SV, Third Floor
● ESL Lab	SV, Second Floor
● Fees, Tuition & Refunds	SV, Third Floor
● Financial Aid	SV, Third Floor
● Food Services	
● Cafeteria	SM, First & Second Floors
● Coffee Stand	SV, First Floor
● Coffee Stand	SR Plaza
● Coffee Stand	SG Plaza
● Health Center	SR, First Floor
● Instructional Services	AD 145
● International Student Services	SV, Third Floor
● Kreider Hall	SR 138
● Learning Center	AD 232
● Learning Commons	SV, First Floor
● Lost & Found	SM 153
● Multicultural & Community Engagement Center	SM 267
● Outreach	SM 266
● Planetarium	CS, Second Floor
● Police Department	SM 153
● Scholarship Office	SC, Second Floor
● Student Affairs	SC, Second Floor
● Study Abroad	AD 145
● Job Placement Center	SV, Third Floor
● Transfer Center	SV, Third Floor
● Veterans Office	TG-A
● The Welcome Center	SM 266

BUILDING

SV, Third Floor
SV, Third Floor
SC, First Floor
SV, Third Floor
SR, First Floor
SC, First Floor
AU 106-A
SR, Second Floor
SV, Third Floor
SG, First Floor
SV, Third Floor
SV, Second Floor
SV, Third Floor
SV, Third Floor
SM, First & Second Floors
SV, First Floor
SR Plaza
SG Plaza
SR, First Floor
AD 145
SV, Third Floor
SR 138
AD 232
SV, First Floor
SM 153
SM 267
SM 266
CS, Second Floor
SM 153
SC, Second Floor
SC, Second Floor
AD 145
SV, Third Floor
SV, Third Floor
TG-A
SM 266



Certification of Inventory for Fiscal Year: 2021 - 2022

Campus Name: **Glendale College**
Certified ASF: **458,441**
Certified OGSF: **999,241**

District Approval



Authorized Signature

12/13/21

Date

Dr. Anthony Culpepper

Printed Name

State Approval



Authorized Signature

1/26/22

Date

Included:

(2) Signed Copies of Report 17 Certification Sheet if the submission was not certified and submitted electronically by the CBO.

FUSION**Campus Capacity/Load Ratios**

Planning

Glendale Community College District (730)**Glendale College (731)****Campus Lecture Capacity/Load Ratio**

No. Project										
	Lect ASF	WSCH	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
5 New Science Building										
	2,883	5,040	2023-24	138,050						
Glendale College				118%						
8 Remodel San Gabriel Bldg, Secondary Effects										
	2,076	3,629	2024-25		141,679					
Glendale College					120%					
9 Instructional Building and Conference Center										
	8,000	13,986	2024-25		155,665					
Glendale College					132%					
Lecture Summary / Totals				2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Lecture ASF	Actual*/Projected WSCH			117,217	118,072	118,938	119,806	120,684	121,294	121,905
76,082	Cumulative Capacity			133,010	138,050	155,665	155,665	155,665	155,665	155,665
	Capacity/Load Ratio			113%	117%	131%	130%	129%	128%	128%

FUSION**Campus Capacity/Load Ratios**

Planning

Glendale Community College District (730)**Glendale College (731)****Campus Lab Capacity/Load Ratio**

No. Project										
	Lab ASF	WSCH	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
5 New Science Building										
	26,379	10,935	2023-24	57,916						
Glendale College				177%						
8 Remodel San Gabriel Bldg, Secondary Effects										
	-104	39	2024-25		57,955					
Glendale College					176%					
9 Instructional Building and Conference Center										
	7,706	2,998	2024-25		60,953					
Glendale College					185%					
Lab Summary / Totals				2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Lab ASF	Actual*/Projected WSCH			32,729	32,968	33,210	33,452	33,698	33,868	34,039
119,248	Cumulative Capacity			46,981	57,916	60,953	60,953	60,953	60,953	60,953
	Capacity/Load Ratio			144%	176%	184%	182%	181%	180%	179%

FUSION**Campus Capacity/Load Ratios**

Planning

Glendale Community College District (730)**Glendale College (731)****Campus Office Capacity/Load Ratio**

No. Project	Off ASF	FTE	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
1 1937 Physical Education Building Replacement										
	-384	-2	2021-22							
Glendale College										
5 New Science Building										
	2,122	12	2023-24	527						
Glendale College				127%						
8 Remodel San Gabriel Bldg, Secondary Effects										
	104	1	2024-25		528					
Glendale College				125%						
9 Instructional Building and Conference Center										
	1,402	8	2024-25		536					
Glendale College				127%						
Office Summary / Totals				2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Office ASF	Actual*/Projected FTE			414	421	426	432	437	441	445
90,409	Cumulative Capacity			515	527	536	536	536	536	536
	Capacity/Load Ratio			124%	125%	126%	124%	123%	122%	120%

FUSION**Campus Capacity/Load Ratios**

Planning

Glendale Community College District (730)**Glendale College (731)****Campus Library Capacity/Load Ratio**

No. Project		Lib ASF	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
5 New Science Building										
		-72	2023-24	49,232						
Glendale College				123%						
8 Remodel San Gabriel Bldg, Secondary Effects										
		-2,076	2024-25		47,156					
Glendale College					117%					
9 Instructional Building and Conference Center										
		2,500	2024-25		49,656					
Glendale College					123%					
Library Summary / Totals				2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Library ASF	Actual*/Projected ASF			40,144	40,290	40,437	40,586	40,735	40,885	41,036
49,304	Cumulative Capacity			49,304	49,232	49,656	49,656	49,656	49,656	49,656
	Capacity/Load Ratio			123%	122%	123%	122%	122%	121%	121%

FUSION**Campus Capacity/Load Ratios**

Planning

Glendale Community College District (730)**Glendale College (731)****Campus AV/TV Capacity/Load Ratio**

No. Project		AV/TV ASF	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
5 New Science Building										
		-15	2023-24	4,181						
Glendale College				29%						
9 Instructional Building and Conference Center										
		1,000	2024-25		5,181					
Glendale College					36%					
AV/TV Summary / Totals				2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
AV/TV ASF	Actual*/Projected ASF			14,291	14,303	14,316	14,328	14,341	14,354	14,367
4,196	Cumulative Capacity			4,196	4,181	5,181	5,181	5,181	5,181	5,181
	Capacity/Load Ratio			29%	29%	36%	36%	36%	36%	36%

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Glendale College (731)****Campus Load Distribution**

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory
Actual							
2021	363	155,863	56,843	99,020	515	71,977	26,527
2022	406	155,797	4,674	151,123	2,267	116,365	32,491
Projected							
2023	414	156,938	4,708	152,230	2,283	117,217	32,729
2024	421	158,083	4,742	153,341	2,300	118,072	32,968
2025	426	159,242	4,777	154,465	2,317	118,938	33,210
2026	432	160,404	4,812	155,592	2,334	119,806	33,452
2027	437	161,580	4,847	156,733	2,351	120,684	33,698
2028	441	162,397	4,872	157,525	2,363	121,294	33,868

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Glendale College (731)****FTE Instruction Staff Worksheet - Fall 2022**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	351	0	351
Counselor	37	0	37
Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.			
Department Administrator	18	0	18
Librarian	5	5	0
Include certificated director of audio/visual, et. al.			
Institutional Administrator	3	3	0
Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.			
Projected 2022 Totals	414	8	406

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Glendale College (731)****FTE Instruction Staff Worksheet - Fall 2023**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	358.6	0	358.6
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	37	0	37
Department Administrator	18	0	18
Librarian Include certificated director of audio/visual, et. al.	5	5	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	3	3	0
Projected 2023 Totals	421.6	8	413.6

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Glendale College (731)****FTE Instruction Staff Worksheet - Fall 2024**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	365.7	0	365.7
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	37	0	37
Department Administrator	18	0	18
Librarian Include certificated director of audio/visual, et. al.	5	5	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	3	3	0
Projected 2024 Totals	428.7	8	420.7

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Glendale College (731)****FTE Instruction Staff Worksheet - Fall 2025**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	371.1	0	371.1
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	37	0	37
Department Administrator	18	0	18
Librarian Include certificated director of audio/visual, et. al.	5	5	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	3	3	0
Projected 2025 Totals	434.1	8	426.1

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Glendale College (731)****FTE Instruction Staff Worksheet - Fall 2026**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	376.5	0	376.5
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	37	0	37
Department Administrator	18	0	18
Librarian Include certificated director of audio/visual, et. al.	5	5	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	3	3	0
Projected 2026 Totals	439.5	8	431.5

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Glendale College (731)****FTE Instruction Staff Worksheet - Fall 2027**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	382.1	0	382.1
Counselor	37	0	37
Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.			
Department Administrator	18	0	18
Librarian	5	5	0
Include certificated director of audio/visual, et. al.			
Institutional Administrator	3	3	0
Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.			
Projected 2027 Totals	445.1	8	437.1

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Glendale College (731)****FTE Instruction Staff Worksheet - Fall 2028**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	386	0	386
Counselor	37	0	37
Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.			
Department Administrator	18	0	18
Librarian	5	5	0
Include certificated director of audio/visual, et. al.			
Institutional Administrator	3	3	0
Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.			
Projected 2028 Totals	449	8	441

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time expressed as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Cumulative Sum of Existing & Proposed Space (2023-2029)**

Planning

Glendale Community College District (730)**Glendale College (731)**

Priority & Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530-535 (f)	P.E. 520-525 (g)	Assembly 610 & 615 (h)	Inactive 050-070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	76,082	119,248	90,409	49,304	4,196	13,887	17,878	27,995	77,259	476,258
5	2023	New Science Building								
		2,883	26,379	2,122	-72	-15	0	0	4,914	36,211
		78,965	145,627	92,531	49,232	4,181	13,887	17,878	27,995	512,469
7	2023	Storage Building								
		0	0	0	0	0	0	0	8,150	8,150
		78,965	145,627	92,531	49,232	4,181	13,887	17,878	27,995	520,619
8	2024	Remodel San Gabriel Bldg, Secondary Effects								
		2,076	-104	104	-2,076	0	0	0	0	0
		81,041	145,523	92,635	47,156	4,181	13,887	17,878	27,995	520,619
9	2024	Instructional Building and Conference Center								
		8,000	7,706	1,402	2,500	1,000	9,950	2,500	0	35,867
		89,041	153,229	94,037	49,656	5,181	23,837	20,378	27,995	556,486
Total Existing and Proposed Space										
		89,041	153,229	94,037	49,656	5,181	23,837	20,378	27,995	556,486

FUSION**Capacity of Net Existing On-Campus ASF**

Planning

Glendale Community College District (730)**Glendale College (731)****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Classroom Space	76,082	57.2	133,010

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH
0200 - Architecture and Related Technologies	1,998	257.0	777
0401 - Biology, General	7,097	235.0	3,020
0402 - Botany, General	1,319	235.0	561
0410 - Anatomy and Physiology	899	235.0	383
0514 - Office Technology/Office Computer Applications	1,723	128.0	1,346
0602 - Journalism	2,050	214.0	958
0604 - Radio and Television	1,590	214.0	743
0701 - Information Technology, General	4,108	171.0	2,402
0801 - Education, General (Pre-Professional)(Transfer)	1,428	321.0	445
0901 - Engineering, General (requires Calculus)(Transfer)	1,161	321.0	362
0934 - Electronics and Electric Technology	2,078	321.0	647
0950 - Aeronautical and Aviation Technology	9,771	749.0	1,305
0953 - Drafting Technology	888	321.0	277
0956 - Manufacturing and Industrial Technology	13,598	385.0	3,532
1002 - Art (Painting, Drawing and Sculpture)	5,374	257.0	2,091
1004 - Music	8,600	257.0	3,346
1007 - Dramatic Arts	1,076	257.0	419
1011 - Photography	4,009	257.0	1,560
1030 - Graphic Arts and Design	7,847	257.0	3,053
1230 - Nursing	2,552	214.0	1,193
1250 - Emergency Medical Services	1,208	214.0	564
1305 - Child Development/Early Care and Education	517	257.0	201
1500 - Humanities (Letters)	180	150.0	120
1501 - English	1,677	150.0	1,118
1506 - Speech Communication	2,065	150.0	1,377
1507 - Creative Writing	1,746	150.0	1,164
1700 - Mathematics	865	150.0	577
1900 - Physical Sciences	865	257.0	337
1902 - Physics, General	3,149	257.0	1,225
1905 - Chemistry, General	10,080	257.0	3,922
1914 - Geology	2,920	257.0	1,136
1919 - Oceanography	693	257.0	270
2202 - Anthropology	2,541	150.0	1,694
2206 - Geography	846	150.0	564
3000 - Commercial Services	1,506	214.0	704
4900 - Interdisciplinary Studies	9,224	257.0	3,589
Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Lab Space	119,248	253.8	46,981

Office & Office Service Areas (Room Use Code 300s)

Summary	Total Net ASF	ASF per FTE	Total Capacity FTE
Office Space	90,409	175.0	517

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)****District Priority & Project: 1 1937 Physical Education Building Replacement**

Project Type: Reconstruction, New

Total Estimated Cost: \$40,500,000

Anticipated Source(s) of Funds: Non-State

Type of Construction:

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2017	2017	2019	2020	2021-22
Estimated Cost	\$0	\$1,472,721	\$1,219,001	\$37,526,489	\$281,789	

Explain why this project is needed:

This project replaces the 1937 wing of the college Verdugo Gymnasium building. The rest of the building built in 1955 and partially remodelled in 2003 will remain. The 1937 wing houses the mens shower-locker facility, weight training facility, and faculty offices on the second floor. This portion has purposely been left untouched over the years in order to maintain its `grandfathered` status. Yet a seismic study commissioned by the district in 1992 identified serious deficiencies because of its 2,000# concrete (current code requires 3,000#) and inadequate placement of steel with too low tensile strength. The report suggested that to bring the building up to code will require thickening all the walls and roof structure and likely widening the footings. The cost of this and other code upgrades will likely exceed the value of the building. Initiating the need for the remodel is the gender-specific nature of the facilities ill-suited for coed uses of the gym, the fitness/wellness center, training facilities, and the like. Women must travel to the old women's PE building to gain access to showers and lockers, and even a rest room. The building also contains serious barriers to the disabled, including the lack of an elevator from the lower shower-locker floor to the main gymnasium. Mandated by Title IX, there is a clear need to make the Verdugo Gym accessible to both genders and to the disabled. This requires that it either be substantially reconstructed or replaced.

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **1 1937 Physical Education Building Replacement****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	1,120	0	0	25,312	26,432
Project Secondary	0	0	-1,504	0	0	-13,967	-15,471
Project Net ASF	0	0	-384	0	0	11,345	10,961

Project Net Capacity**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-384	175.0	-2.19

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **5 New Science Building**

Project Type: New

Total Estimated Cost: \$104,000,000

Anticipated Source(s) of Funds: Non-State

Type of Construction:

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2019	2019	2020	2021	2023-24
Estimated Cost	\$0	\$5,000,000	\$6,000,000	\$81,000,000	\$12,000,000	

Explain why this project is needed:

This project will construct a new Science building per the master plan. The project will be approximately 58,500 assignable square feet and approximately 90,000, gross square feet. It will construct 8 chemistry labs and 12 biology labs in addition to support and Office space. Once construction is complete, the AS and SB buildings will be demolished.

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **5 New Science Building****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	6,500	43,000	3,000	0	0	6,000	58,500
Project Secondary	-3,617	-16,621	-878	-72	-15	-1,086	-22,289
Project Net ASF	2,883	26,379	2,122	-72	-15	4,914	36,211

Project Net Capacity**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	2,883	57.2	5,040

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	26,379	10,935

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	2,122	175.0	12.13

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **6 Central Plant 1 Expansion**

Project Type: Infrastructure

Total Estimated Cost: \$5,625,000

Anticipated Source(s) of Funds: Non-State

Type of Construction:

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2019	2019	2020	0	2021-22
Estimated Cost	\$0	\$250,000	\$375,000	\$5,000,000	\$0	

Explain why this project is needed:

This project will expand the Central Plant at the Glendale College campus.

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **6 Central Plant 1 Expansion****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	0	0
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **7 Storage Building**

Project Type: New, Infrastructure

Total Estimated Cost: \$2,000,000

Anticipated Source(s) of Funds: Non-State

Type of Construction:

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2021	2021	2022	2022	2023-24
Estimated Cost	\$0	\$81,467	\$84,669	\$1,771,272	\$62,592	

Explain why this project is needed:

This project will construct an 8,150 asf centralized district storage facility.

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **7 Storage Building****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	8,150	8,150
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	8,150	8,150

Project Net Capacity**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **8 Remodel San Gabriel Bldg, Secondary Effects**

Project Type: Reconstruction

Total Estimated Cost: \$6,500,000

Anticipated Source(s) of Funds: Non-State

Type of Construction:

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2019	2020	2024	2024	2024-25
Estimated Cost	\$0	\$159,619	\$197,434	\$6,019,205	\$123,741	

Explain why this project is needed:

This project is a Secondary Effects project to remodel the San Gabriel Building resulting from moving the computer labs to the Laboratory/College Services Building.

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **8 Remodel San Gabriel Bldg, Secondary Effects****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	2,076	997	202	0	0	0	3,275
Project Secondary	0	-1,101	-98	-2,076	0	0	-3,275
Project Net ASF	2,076	-104	104	-2,076	0	0	0

Project Net Capacity**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	2,076	57.2	3,629

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	-104	39

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	104	175.0	0.59

FUSION

Project Intent & Scope

Planning

Glendale Community College District (730)

Glendale College (731)

District Priority & Project: 9 Instructional Building and Conference Center

Project Type: New
Total Estimated Cost: \$86,000,000
Anticipated Source(s) of Funds: Non-State
Type of Construction:
Seismic Retrofit:
If Existing - Age:
If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2020	2021	2022	2023	2024-25
Estimated Cost	\$0	\$2,108,909	\$2,900,519	\$79,905,876	\$1,084,696	

Explain why this project is needed:

This project will construct a modern Dance, Music and Instruction building on the Glendale campus. Per the master plan guidelines, this facility will be 35,867 asf.

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **9 Instructional Building and Conference Center****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	8,000	7,706	1,402	2,500	1,000	15,259	35,867
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	8,000	7,706	1,402	2,500	1,000	15,259	35,867

Project Net Capacity**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	8,000	57.2	13,986

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	7,706	2,998

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	1,402	175.0	8.01

FUSION**Project Intent & Scope****Planning****Glendale Community College District (730)****Glendale College (731)**District Priority & Project: **10 Laboratory/College Services Building**

Project Type: New

Total Estimated Cost: \$47,594,452

Anticipated Source(s) of Funds: State and Non-State

Type of Construction:

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	2007	2007	2012	2012	2017-18
Estimated Cost	\$0	\$1,851,000	\$2,528,000	\$40,421,000	\$2,794,452	

Explain why this project is needed:

This project will construct 56,102 ASF of new space to house multiple instructional disciplines in a computer lab-type setting. Provided is space for 18 instructional labs and two large open labs. In addition is space for college services including Admissions, Assessment, Center for Students with Disabilities, EOP&S, Financial Aid, Retention, Student Affairs-Outreach, Counseling, and Career/Transfer/Placement/International Students. Necessary support facilities will also be accommodated including staff offices, faculty offices, work rooms, meeting rooms, and computer prep. rooms. Existing computer instructional disciplines are presently far short of demand and housed in various older buildings and temps that are ill-suited for this purpose. College services are presently scattered throughout campus in temps and permanent buildings, resulting in staff inefficiencies and student inconvenience. 22,527 ASF of temps will be removed from the campus and 15,057 ASF of vacated permanent space will be remodeled to new uses. The project seeks to efficiently unify into one five story building multiple disciplines that share similar requirements for technology and support. It also unifies the College Services operation that has far outgrown its existing facilities. The building occupies the sole remaining site for a major new building on this compact hillside campus. It is sited next to a parking structure currently in planning and will accommodate an important `intake` function for the college. Total Lab WSCH is 17,304. Net Lab WSCH gain is 16,485.

FUSION**Project Intent & Scope**

Planning

Glendale Community College District (730)**Glendale College (731)**District Priority & Project: **10 Laboratory/College Services Building****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	0	0
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

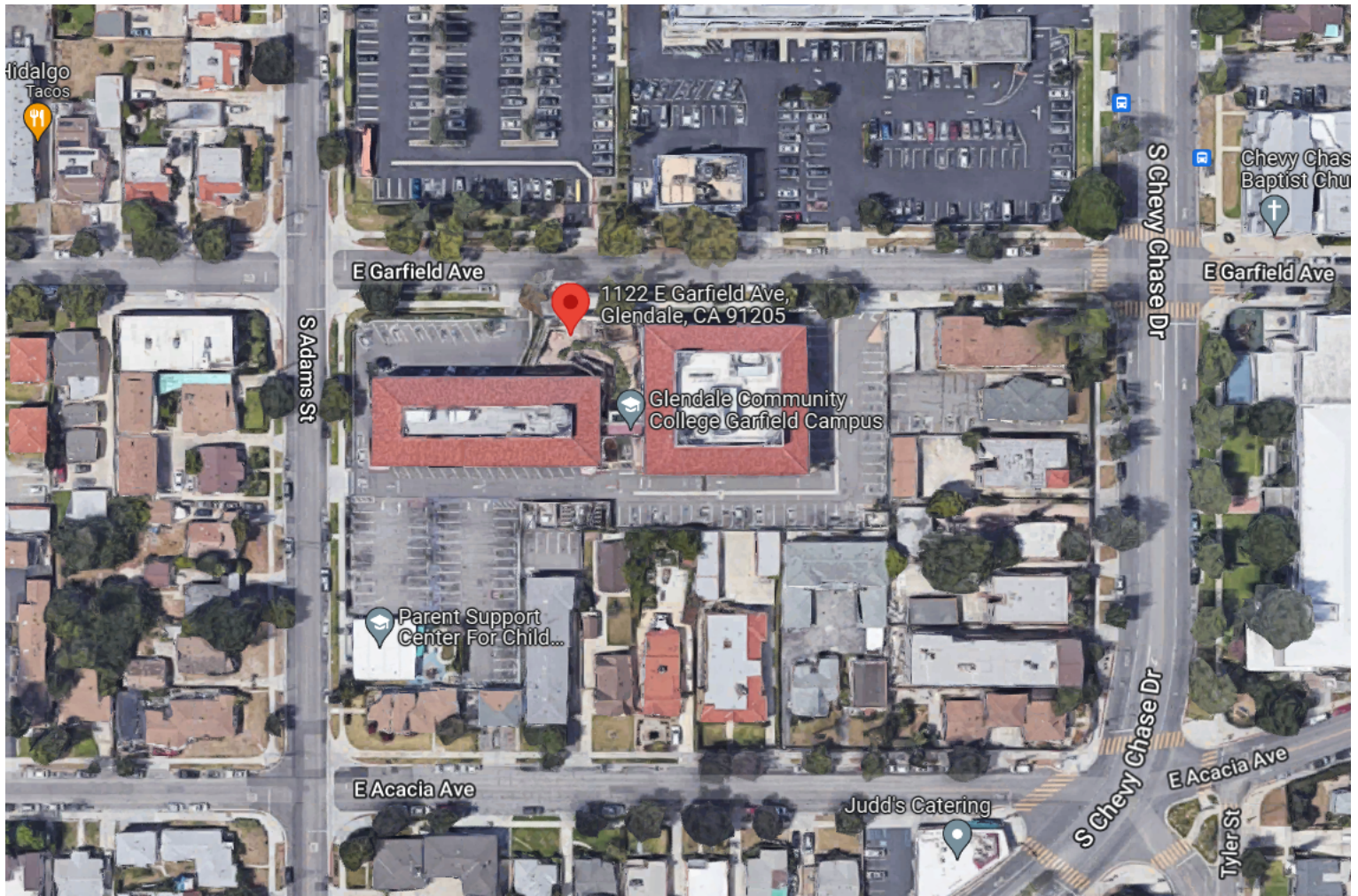
Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00



Certification of Inventory for Fiscal Year: 2021 - 2022

Campus Name: **Garfield Campus**
 Certified ASF: **43,733**
 Certified OGSF: **69,311**

District Approval



 Authorized Signature

 12/14/21
 Date

Dr. Anthony Culpepper

 Printed Name

State Approval

 Authorized Signature

 Date

Included:

(2) Signed Copies of Report 17 Certification Sheet if the submission was not certified and submitted electronically by the CBO.

FUSION**Campus Capacity/Load Ratios**

Planning

Glendale Community College District (730)**Garfield Campus (732)****Campus Lecture Capacity/Load Ratio**

No. Project		Lect ASF	WSCH	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Lecture Summary / Totals					2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Lecture ASF	Actual*/Projected WSCH			22,329	22,492	22,657	22,822	22,989	23,106	23,222
	18,000	Cumulative Capacity			28,526	28,526	28,526	28,526	28,526	28,526	28,526
		Capacity/Load Ratio			128%	127%	126%	125%	124%	123%	123%

FUSION**Campus Capacity/Load Ratios**

Planning

Glendale Community College District (730)**Garfield Campus (732)****Campus Lab Capacity/Load Ratio**

No. Project		Lab ASF	WSCH	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Lab Summary / Totals					2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Lab ASF	Actual*/Projected WSCH			1,175	1,184	1,192	1,201	1,210	1,216	1,222
	6,663	Cumulative Capacity			4,059	4,059	4,059	4,059	4,059	4,059	4,059
		Capacity/Load Ratio			345%	343%	341%	338%	335%	334%	332%

FUSION**Campus Capacity/Load Ratios**

Planning

Glendale Community College District (730)**Garfield Campus (732)****Campus Office Capacity/Load Ratio**

No. Project		Off ASF	FTE	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Office Summary / Totals					2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Office ASF	Actual*/Projected FTE				79	81	83	85	86	87	88
8,016	Cumulative Capacity				40	40	40	40	40	40	40
	Capacity/Load Ratio				51%	49%	48%	47%	47%	46%	45%

FUSION**Campus Capacity/Load Ratios**

Planning

Glendale Community College District (730)**Garfield Campus (732)****Campus Library Capacity/Load Ratio**

No.	Project	Lib ASF	Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30

Library Summary / Totals			2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Library ASF	Actual*/Projected ASF		6,535	6,559	6,583	6,607	6,631	6,656	6,680
1,313	Cumulative Capacity		1,313	1,313	1,313	1,313	1,313	1,313	1,313
	Capacity/Load Ratio		20%	20%	20%	20%	20%	20%	20%

FUSION**Campus Capacity/Load Ratios**

Planning

Glendale Community College District (730)**Garfield Campus (732)****Campus AV/TV Capacity/Load Ratio**

No. Project		AV/TV ASF Occupancy	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
AV/TV Summary / Totals			2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
AV/TV ASF	Actual*/Projected ASF		2,326	2,328	2,330	2,333	2,335	2,337	2,339
625	Cumulative Capacity		625	625	625	625	625	625	625
	Capacity/Load Ratio		27%	27%	27%	27%	27%	27%	27%

FUSION**Load Distribution & Staff Forecast**

Planning

Glendale Community College District (730)**Garfield Campus (732)****Campus Load Distribution**

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory
Actual							
2021	57	23,972	29	23,943	0	22,219	1,724
2022	77	25,362	2,029	23,333	0	22,167	1,167
Projected							
2023	79	25,548	2,044	23,504	0	22,329	1,175
2024	81	25,734	2,059	23,675	0	22,492	1,184
2025	83	25,923	2,074	23,849	0	22,657	1,192
2026	85	26,112	2,089	24,023	0	22,822	1,201
2027	86	26,304	2,104	24,200	0	22,989	1,210
2028	87	26,437	2,115	24,322	0	23,106	1,216

FUSION**Load Distribution & Staff Forecast**

Planning

**Glendale Community College District (730)
Garfield Campus (732)****FTE Instruction Staff Worksheet - Fall 2022**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	72	0	72
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	2	0	2
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2022 Totals	79	2	77

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

**Glendale Community College District (730)
Garfield Campus (732)****FTE Instruction Staff Worksheet - Fall 2023**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	74	0	74
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	2	0	2
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2023 Totals	81	2	79

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time expressed as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

**Glendale Community College District (730)
Garfield Campus (732)****FTE Instruction Staff Worksheet - Fall 2024**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	76	0	76
Counselor	3	0	3
Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.			
Department Administrator	2	0	2
Librarian	1	1	0
Include certificated director of audio/visual, et. al.			
Institutional Administrator	1	1	0
Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.			
Projected 2024 Totals	83	2	81

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

**Glendale Community College District (730)
Garfield Campus (732)****FTE Instruction Staff Worksheet - Fall 2025**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	78	0	78
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	2	0	2
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2025 Totals	85	2	83

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

**Glendale Community College District (730)
Garfield Campus (732)****FTE Instruction Staff Worksheet - Fall 2026**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	80	0	80
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	2	0	2
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2026 Totals	87	2	85

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

**Glendale Community College District (730)
Garfield Campus (732)****FTE Instruction Staff Worksheet - Fall 2027**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	81	0	81
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	2	0	2
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2027 Totals	88	2	86

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Load Distribution & Staff Forecast**

Planning

**Glendale Community College District (730)
Garfield Campus (732)****FTE Instruction Staff Worksheet - Fall 2028**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	82	0	82
Counselor Include certified special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	3	0	3
Department Administrator	2	0	2
Librarian Include certificated director of audio/visual, et. al.	1	1	0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	1	1	0
Projected 2028 Totals	89	2	87

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.

Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

FUSION**Cumulative Sum of Existing & Proposed Space (2023-2029)**

Planning

Glendale Community College District (730)**Garfield Campus (732)**

Priority & Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530-535 (f)	P.E. 520-525 (g)	Assembly 610 & 615 (h)	Inactive 050-070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	18,000	6,663	8,016	1,313	625	0	0	0	9,416	44,033

Total Existing and Proposed Space

18,000	6,663	8,016	1,313	625	0	0	0	9,416	44,033

FUSION**Capacity of Net Existing On-Campus ASF**

Planning

Glendale Community College District (730)**Garfield Campus (732)****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Classroom Space	18,000	63.1	28,526

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH
0501 - Business and Commerce, General	3,740	128.0	2,922
4900 - Interdisciplinary Studies	2,276	257.0	886
4931 - Vocational ESL	647	257.0	252
Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Lab Space	6,663	164.1	4,059

Office & Office Service Areas (Room Use Code 300s)

Summary	Total Net ASF	ASF per FTE	Total Capacity FTE
Office Space	8,016	200.0	40

FUSION**Project Intent & Scope**

Planning

**Glendale Community College District (730)
Garfield Campus (732)**District Priority & Project: **0 THIS CAMPUS HAS NO PROJECTS**

Project Type:

Total Estimated Cost: \$0

Anticipated Source(s) of Funds:

Type of Construction:

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment	Occupancy
Year	0	0	0	0	0	
Estimated Cost	\$0	\$0	\$0	\$0	\$0	

Explain why this project is needed:

FUSION**Project Intent & Scope**

Planning

**Glendale Community College District (730)
Garfield Campus (732)**District Priority & Project: **0 THIS CAMPUS HAS NO PROJECTS****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210-255	Office 300s	Library 400s	AV/TV 530-535	All Other	Total ASF
Project Primary	0	0	0	0	0	0	0
Project Secondary	0	0	0	0	0	0	0
Project Net ASF	0	0	0	0	0	0	0

Project Net Capacity**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0	0.0	0

Laboratories & Laboratory Service Area (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-						

Summary	Net ASF	Capacity WSCH
Lab Space	0	0

Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0	0.0	0.00

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 11

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Rocío Maldonado, Manager, Purchasing

SUBJECT: APPROVAL OF TRAVEL OUTSIDE OF THE UNITED STATES
– BAJA FIELD STATION

DESCRIPTION OF HISTORY / BACKGROUND

As per Board Policy 7400: *Travel*, all travel outside the United States must be approved in advance by the Board of Trustees.

The Glendale Community College District employees listed below are scheduled to travel to the Baja Field Station (Estación del Mar Cortés) during the Summer Intersession from July 4, 2022 to August 20, 2022. The State Department has issued a travel warning for American citizens to exercise increased caution in the Baja and Baja California Sur region. The Centers for Disease Control (CDC) have counselled that travelers to the aforementioned region be up to date with their COVID-19 vaccinations.

Dr. Javier Gago will teach Biology 125 and 126
Mr. Greg Meyer will teach Biology 131

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

There is no travel cost to the District.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve Dr. Javier Gago and Mr. Greg Meyer to travel to the Baja Field Station (Estación del Mar Cortés) during the Summer Intersession from July 4, 2022 to August 20, 2022.

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 12

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Rocio Maldonado, Manager, Purchasing

SUBJECT: APPROVAL OF TRAVEL OUTSIDE OF THE UNITED STATES – NANTES AND PARIS, FRANCE

DESCRIPTION OF HISTORY / BACKGROUND

As per Board Policy 7400: *Travel*, all travel outside the United States must be approved in advance by the Board of Trustees.

The Glendale Community College District employees listed below are scheduled to travel to Nantes and Paris, France with the Study Abroad Program during the Summer Intersession from June 24, 2022 through July 23, 2022. The State Department has asked that travelers exercise increased caution when visiting France. The Centers for Disease Control (CDC) have counselled that travelers to France be up to date with their COVID-19 vaccinations.

Mr. Flavio Frontini will be the Co-Director
Mr. Darren Leaver will be the Director
Ms. Sarah Mecheneau will teach French 48 – French Field Studies
Ms. Piper Rooney will teach Humanities 117

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

There is no travel cost to the District.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve Flavio Frontini, Darren Leaver, Sarah Mecheneau and Piper Rooney and to travel to Nantes and Paris, France from June 24, 2022 through July 23, 2022.

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 13

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

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

PREPARED BY: Rocío Maldonado, Manager, Purchasing

SUBJECT: USE OF VOLUNTEERS FOR 2022-2023 FISCAL YEAR

DESCRIPTION OF HISTORY/BACKGROUND

Historically, volunteers' services have been utilized to assist in the operations of the college. Volunteers, must be 16 years of age or older, may not use any District facilities, equipment or material except under the direct supervision of a District employee, and may not obligate or expend any public money. In addition, prior to authorizing any volunteer, the tasks, hours, and length of time must be established. In adherence to all bargaining agreements, tasks may not include anything that may be construed as classified work nor instructional and non-instructional faculty activities. A volunteer agreement must be fully executed and all provisions complied with, including background checks and other screening as required for all volunteers. For liability and workers compensation purposes, at the start of a new fiscal year, the Board of Trustees must annually authorize the use of volunteers in the areas listed:

1. Classrooms, offices, laboratories, the Library and Learning Centers, and any area where instruction and learning take place
2. Glendale College Foundation activities
3. Athletics and intramural activities
4. Associated Student activities and clubs
5. Booster organizations, such as the Patrons Club and Alumni Association associated with college activities
6. Health Center

A current list of all volunteers and the executed volunteer agreements must be maintained by the areas in which they volunteer, with a copy of the listing filed in the Business Services Office.

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

No cost to District.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the use of volunteers for the 2022-2023 fiscal year to assist in the operations of the college.

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 14

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

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

SUBJECT: DANNIS WOLIVER KELLEY (DWK) 2022-2024 AGREEMENT
FOR PROFESSIONAL SERVICES

DESCRIPTION OF HISTORY / BACKGROUND

Dannis Woliver Keeley (DWK) is a law firm with expertise in construction matters and the firm previously provided services for the District. The firm will provide special representation with respect to construction matters. The Agreement is on file in Purchasing or viewed through this link [Professional Services Attorney DWK](#).

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

NA

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the Dannis Woliver Kelley (DWK) 2022-2024 agreement for professional services.

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 15

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

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

PREPARED BY: Rocío A. Maldonado, Purchasing Manager

SUBJECT: APPROVAL OF AGREEMENT FOR AUDITING SERVICES

DESCRIPTION OF HISTORY/BACKGROUND

The college solicited proposals for auditing services and received a response from CWDL. The firm provides auditing services for several other districts and therefore has experience with auditing community colleges. The term of the contract will be for three years and the fees include services for the Glendale College Foundation. The contract may be viewed through this link [Auditing Services CWDL](#).

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

Fee shall not exceed \$87,500 for the fiscal year ending June 30, 2022. This includes the District and Bond fee of \$82,000 and an optional fee for the Glendale College Foundation of \$7,500. Additional option years for the District and Bond can be exercised at the discretion of the District for amounts not to exceed \$86,000 for the period ending 6/30/2023, \$90,000 for the period ending 6/30/2024, and \$95,000 for the period ending 6/30/2025.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the agreement for auditing services with CWDL.

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

CONSENT CALENDAR NO. 16

STAFFING REPORT NO. 12

TO: BOARD OF TRUSTEES

SUBMITTED: David Viar, Superintendent/President

REVIEWED BY: Val Dantzler, Human Resources Manager

PREPARED BY: Frinna De La Cruz, Administrative Assistant IV-Confidential

SUBJECT: ACADEMIC, CLASSIFIED, ADMINISTRATORS, ALL
OTHER TEMPORARY EMPLOYEE ACTIONS, AND
STUDENT EMPLOYEE REPORTS

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

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

Academic Report
Classified Report
Administrators Report
All Other Temporary Employee Actions Report
Student Employee Report

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
BOARD OF TRUSTEES									
Davis, Ms. Yvette V	Board of Trustees	Member, Board of Trustees	06/21/22 - 06/16/26	01 1000 0 661000 2380		\$400.00/mo		100	Appointed in Lieu of Election
Hacopian, Ms. Armine	Board of Trustees	Member, Board of Trustees	06/21/22 - 06/16/26	01 1000 0 661000 2380		\$400.00/mo		100	Appointed in Lieu of Election
Ransford, Ms. Ann H	Board of Trustees	Member, Board of Trustees	06/21/22 - 06/16/26	01 1000 0 661000 2380		\$400.00/mo		100	Appointed in Lieu of Election
Dawoodi, Natalie	Board of Trustees	Student Trustee, Board of Trustees	06/21/22 - 06/20/23	01 1000 0 661000 2380		\$150.00/mo		100	ASGCC Election
ACADEMIC									
New Hire									
Ramirez, Rogelio	DSPS	High Tech Specialist	08/29/22 -	03 2200 0 642000 1110	35 hrs/wk	AC II-4	1	100	New Hire
Separation of Employment: Retirements/Resignations									
Butterworth, Patricia R	Biology Division	Biology Adjunct	06/15/22 -			\$0		100	Resignation
Olgin, Mr. Kirk	Noncredit ESL Division	Non-Credit ESL Adjunct	06/10/22 -			\$0		100	Retirement
Tyni, Mr. Todd	Kinesiology Division	Health - Physical Education Adjunct	06/17/22 -			\$0		0	Retirement
Young, Ms. Jan P.	Life Skills - Noncredit Business Division	Devel Skill Lab Instructor	06/30/22 -			\$0		100	Retirement
All Other Academic Actions									
Allen, Mr. Kenneth Robert	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C IV-2		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Azizian, Mrs. Ophelia	Physical Science Division	Physical Science Adjunct	10/15/19 - 03/01/20	03 5900 0 191100 1395	NTE 20 hours	C III-4		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Bagan, Mr. Anthony	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C II-6		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Baker, Mr. Shane Albert	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C I-2		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Bateman, Mr. Kenneth L.	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C II-6		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Cates, Mr. Patrick H	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C III-4		100	Adjunct Assignment - Hourly Rate (Appendix B1)
De La Rosa, April E	Health Sciences Division	Health Sciences Adjunct	10/11/21 - 12/03/21	01 0100 0 120300 1310	16 hrs/wk	C II-1		100	Adjunct Assignment - Hourly Rate (Appendix B1)

01 = Day
02 = Evening
03 = Non-Credit

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Deason, Mr. Thomas	Technology and Aviation Division	Aviation Adjunct	06/20/22 - 08/26/22	01 0100 0 095000 1315	16 hrs/wk	C IV-4		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Delgado, Mr. Carlos Daniel	Technology and Aviation Division	Fire Academy Adjunct	01/10/22 - 02/17/22	01 0100 0 213500 1316		C II-2		100	Adjunct Assignment - Hourly Rate (Appendix B1)
DiGiovanna, Mr. Sam R	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C II-6		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Foster, Edward	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C IV-1		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Haddad, Mr. Salim	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C I-1		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Hallock, Mr. Matthew P.	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C IV-4		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Haney, Mr. David George (Dave Haney)	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C IV-4		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Harper, Mr. Randall N. (Randy Harper)	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C IV-1		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Jackson, Mr. Chris Lee	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C IV-1		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Lima, Mr. Nicholas A.	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C III-4		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Mata, Raul	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C II-1		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Miller, Mr. James	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C II-6		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Olsen, Miss Nicole Lauren	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C II-1		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Peltier, Mr. Craig	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C II-4		100	Adjunct Assignment - Hourly Rate (Appendix B1)

01 = Day

02 = Evening

03 = Non-Credit

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Sepulveda Jr., Mr. Robert D	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C I-4		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Shvetsov, Mr. Vitaly S.	Technology and Aviation Division	Aviation Adjunct	06/20/22 - 08/26/22	01 0100 0 095000 1315	16 hrs/wk	C IV-1		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Stevenson, Mr. Tenoa L. II	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C II-1		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Suen, Mr. Chen J.	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C IV-1		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Wan, Mr. Christopher	Technology and Aviation Division	Fire Academy Adjunct	06/20/22 - 08/26/22	01 0100 0 213500 1315		C III-2		100	Adjunct Assignment - Hourly Rate (Appendix B1)
Mitchell-Marell, Ms. Gabrielle	English Division	English Adjunct			4 hours total	C III-4		100	Correction to the Board: 3/15/2022 - Hours
Rowe, Mrs. Kathleen Martin Anne	English Division	English Adjunct			6 hours total	\$0		100	Correction to the Board: 3/15/2022 - Hours
Lampano, Cheryl M	Health Sciences Division	Health Sciences Adjunct	04/01/22 -			\$0		100	Correction to the Board: 4/19/22; Start Date
Ulrey, Ms. Geraldine J. (Geri Ulrey)	Visual and Performing Arts Division	Media Arts Instructor	02/17/20 - 06/11/20	01 0100 0 499900 1395	as needed	\$200.00		0	Correction to the Board: July 20, 2021: Stipend
Canela, Ms. Marisela	Workforce Development	Adjunct Counselor	06/21/22 - 08/26/22	03 1152 2 499900 1455	NTE 23 hrs/wk	C IV-4		100	Intercession - Adjunct Counselor
Cruz Jimenez, Ms. Gabriela	Workforce Development	Adjunct Counselor	06/21/22 - 08/26/22	03 1152 2 499900 1455	NTE 35 hrs/wk	C IV-1		100	Intercession - Adjunct Counselor
Del Real, Mr. Antonio	Workforce Development	Adjunct Counselor	06/21/22 - 08/26/22	03 1150 0 630001 1455	NTE 35 hrs/wk	C IV-4		100	Intercession - Adjunct Counselor
Dulay, Ms. Breanna	Workforce Development	Adjunct Counselor	06/21/22 - 08/26/22	03 1152 2 499900 1455	NTE 35 hrs/wk	C IV-4		100	Intercession - Adjunct Counselor
Jerome, Ms. Gayane	CalWORKs	Adjunct Counselor	06/20/22 - 08/26/22	01 1000 0 630000 1455		C IV-2		20	Intercession - Adjunct Counselor
Jerome, Ms. Gayane	CalWORKs	Adjunct Counselor	06/20/22 - 08/26/22	03 4820 2 601001 1455		C IV-2		80	Intercession - Adjunct Counselor
McIntyre, Ms. Shelby	Workforce Development	Adjunct Counselor	06/21/22 - 08/26/22	03 1150 0 630001 1455	NTE 35 hrs/wk	C IV-1		100	Intercession - Adjunct Counselor
Pedraza, Mr. Isaac Abel	Workforce Development	Adjunct Counselor	06/21/22 - 08/26/22	03 1150 0 499900 1455	NTE 35 hrs/wk	C IV-2		100	Intercession - Adjunct Counselor

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Vazquez-Gonzalez, Ms. Cynthia Irene	Office of VP Instructional Services	Adjunct Counselor	06/20/22 - 08/26/22	03 3773 0 630002 1455	NTE 189 hrs	C IV-2		100	Intercession - Adjunct Counselor
Cason, Ms. Meghan Gaynor	Library and Learning Resources	Librarian Adjunct	06/20/22 - 08/26/22	01 1000 0 612000 1435		C IV-4		100	Intercession - Adjunct Librarian
Cribbs, Ms. Margaret	Library and Learning Resources	Librarian Adjunct	06/20/22 - 08/26/22	01 1000 0 612000 1435		C III-6		100	Intercession - Adjunct Librarian
Picerno, Mia M	Library and Learning Resources	Librarian Adjunct	06/20/22 - 08/26/22	01 1000 0 612000 1435		C III-2		100	Intercession - Adjunct Librarian
Romero, Alberto C	Library and Learning Resources	Librarian Adjunct	06/20/22 - 08/26/22	01 1000 0 612000 1435		C IV-2		100	Intercession - Adjunct Librarian
Sheldon, Ms. Christina	Library and Learning Resources	Librarian Adjunct	06/20/22 - 08/26/22	01 1000 0 612000 1435		C IV-4		100	Intercession - Adjunct Librarian
Sherman, Mr. James	Library and Learning Resources	Librarian Adjunct	06/20/22 - 08/26/22	01 1000 0 612000 1435		C IV-6		100	Intercession - Adjunct Librarian
Sullivan, Ms. Patricia	Library and Learning Resources	Librarian Adjunct	06/20/22 - 08/26/22	01 1000 0 612000 1435		C IV-6		100	Intercession - Adjunct Librarian
Zollman, Ms. Andrea S	Library and Learning Resources	Librarian Adjunct	06/20/22 - 08/26/22	01 1000 0 612000 1435		C III-4		100	Intercession - Adjunct Librarian
Alvarez, Ms. Jessica	EOPS	EOPS Counselor	07/25/22 - 08/26/22	03 1500 0 643000 1455	NTE 147 hrs	per diem		100	Intercession - FT Counselor 21 Day/147 Hour Block
Ataian, Ms. Shakeh	EOPS	EOPS Counselor	07/25/22 - 08/26/22	03 1500 0 643000 1455	NTE 147 hrs	per diem		100	Intercession - FT Counselor 21 Day/147 Hour Block
Aghekian, Ms. Rosette M.	EOPS	EOPS Counselor	06/20/22 - 07/22/22	03 1500 0 643000 1455	NTE 132 hrs	C II-6		100	Intercession - FT Counselor Overload
Boduryan, Mrs. Anahit	EOPS	EOPS Counselor	06/20/22 - 07/22/22	03 1500 0 643000 1455	NTE 132 hrs	C IV-4		100	Intercession - FT Counselor Overload
Carrillo, Ms. Diana	DSPS	Counselor	06/16/22 - 08/26/22	03 2200 0 642000 1455	NTE 147 hrs	C III-2		100	Intercession - FT Counselor Overload
Castel De Oro, Mr. James	EOPS	EOPS Counselor	06/20/22 - 07/22/22	03 1500 0 643000 1455	NTE 132 hrs	C IV-6		100	Intercession - FT Counselor Overload
Najera, Mrs. Mirna	CalWORKs	Counselor	06/27/22 - 07/31/22	03 4820 2 601001 1455		C III-6		100	Intercession - FT Counselor Overload
Ziegler, Ms. Tracey Brooke	DSPS	Counselor	06/16/22 - 08/26/22	03 2200 0 642000 1455	NTE 147 hrs	C IV-6		100	Intercession - FT Counselor Overload
Zobayan, Ms. Rita	DSPS	Counselor	06/16/22 - 08/26/22	03 2200 0 642000 1455		C IV-3		100	Intercession - FT Counselor Overload
Aronoff, Ms. Shelley	Library and Learning Resources	Librarian	07/01/22 - 08/26/22	01 1000 0 612000 1235	NTE 112hrs	Per Diem		100	Intercession - FT Librarian
Chin, Ms. Susie C.	Library and Learning Resources	Librarian	07/01/22 - 08/26/22	01 1000 0 612000 1235	NTE 120hrs	Per Diem		100	Intercession - FT Librarian

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Conner-Gaten, Aisha L	Library and Learning Resources	Librarian	06/20/22 - 06/30/22	01 1000 0 612000 1235	NTE 40hrs	Per Diem		100	Intercession - FT Librarian
Conner-Gaten, Aisha L	Library and Learning Resources	Librarian	07/01/22 - 08/26/22	01 1000 0 612000 1235	NTE 100 hrs	Per Diem		100	Intercession - FT Librarian
Cooling, Ms. Rebecca Susan	Library and Learning Resources	Librarian	07/01/22 - 08/26/22	01 1000 0 612000 1235	NTE 90hrs	Per Diem		100	Intercession - FT Librarian
Hallam, Caroline L	Library and Learning Resources	Librarian	06/20/22 - 06/30/22	01 1000 0 612000 1235	NTE 20hrs	Per Diem		100	Intercession - FT Librarian
Hallam, Caroline L	Library and Learning Resources	Librarian	07/01/22 - 08/26/22	01 1000 0 612000 1235	NTE 80hrs	Per Diem		100	Intercession - FT Librarian
Lerner, Ms. Adina	Library and Learning Resources	Librarian	06/20/22 - 06/30/22	01 1000 0 612000 1235	NTE 39hrs	Per Diem		100	Intercession - FT Librarian
Lerner, Ms. Adina	Library and Learning Resources	Librarian	07/01/22 - 08/26/22	01 1000 0 612000 1235	NTE 78hrs	Per Diem		100	Intercession - FT Librarian
Aghegian, Ms. Rosette M.	EOPS	EOPS Counselor	06/20/22 - 07/22/22	01 1500 0 643000 1355	15	C II-6		100	Intercession - Instructional Hourly Rate
Boduryan, Mrs. Anahit	EOPS	EOPS Counselor	06/20/22 - 07/22/22	01 1500 0 643000 1355	15	C IV-4		100	Intercession - Instructional Hourly Rate
Castel De Oro, Mr. James	EOPS	EOPS Counselor	06/20/22 - 07/22/22	01 1500 0 643000 1355	15	C IV-6		100	Intercession - Instructional Hourly Rate
Midell, Mr. David A	DSPS	Adjunct High Tech Specialist Instructor	06/16/22 - 08/26/22	03 2200 0 642000 1315	NTE 80 hrs	C IV-4		100	Intercession - Instructional Hourly Rate
Rodriguez, Miss Kelli A.	Health Sciences Division	Health Sciences Adjunct	06/20/22 - 08/12/22	03 3920 0 120300 1315	12 hrs/wk	\$0		100	Intercession - Instructional Hourly Rate
Sanoff, Ms. Randy H.	Health Sciences Division	Health Sciences Adjunct	06/20/22 - 07/29/22	03 3920 0 120300 1315	96 hours	\$0		100	Intercession - Instructional Hourly Rate
Ames, Travis James	Economics	Economics Instructor	08/29/22 - 06/17/23			\$0		0	Leave - Unpaid Home Responsibility (Guild)
Antanesian, Arsineh	Health Sciences Division	Health Sciences Adjunct	05/01/22 - 06/15/22	03 3920 0 120300 1460	NTE 12 hours	\$0		100	Non-Instructional Assignment
Borey, Mr. Christopher W.	Workforce Development	Art Adjunct	06/22/22 - 08/26/22	03 1100 0 060411 1460	15 hrs	C III-2		100	Non-Instructional Assignment
Canela, Ms. Marisela	Workforce Development	Adjunct Counselor	06/21/22 - 08/26/22	03 1152 2 499900 1455	NTE 12 hrs/wk	C III-4		100	Non-Instructional Assignment
Davis, Mr. Michael Grant	Mathematics Division	Mathematics Instructor	06/20/22 - 08/26/22	03 3773 0 630002 1465	NTE 100 hrs	C III-4		100	Non-Instructional Assignment

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Diehl, Ms. Deborah Lynn	Workforce Development	Media Arts Instructor	06/22/22 - 08/26/22	03 1100 0 060411 1460	30 hrs	C III-4		100	Non-Instructional Assignment
Diehl, Ms. Deborah Lynn	Workforce Development	Media Arts Instructor	06/22/22 - 08/26/22	03 1100 0 060411 1460	30 hrs	C III-4		100	Non-Instructional Assignment
Feldman, Mr. Andrew	Technology and Aviation Division	Culinary Arts Instructor	08/20/21 - 02/11/22	01 0100 0 300200 1460	10 hrs	C III-4		100	Non-Instructional Assignment
Kelly, Miss Brigid A.	Workforce Development	Art Adjunct	06/22/22 - 08/26/22	03 1100 0 060411 1460	15 hrs	C III-1		100	Non-Instructional Assignment
Manooki, Ms. Nareh	Office of VP Instructional Services	Engineering Adjunct	07/18/22 - 08/26/22	03 3780 0 630002 1465	NTE 18 hrs/wk	C III-2		100	Non-Instructional Assignment
Marshall, Mr. Jason A	Office of VP Instructional Services	Physics Instructor	04/29/22 -	03 3780 0 630002 1460	NTE 3 hrs	C III-4		100	Non-Instructional Assignment
Meza, Dr. Kevin	Career Services	Counselor	06/20/22 - 08/26/22	03 0800 0 499900 1460	NTE 30 hrs	C III-4		100	Non-Instructional Assignment
Mirzayan, Mr. Simon	Business Division	Comp and Info Sci Instructor	07/01/22 - 08/26/22	03 1151 2 070200 1460	90	\$0		100	Non-Instructional Assignment
Mirzayan, Mr. Simon	Business Division	Comp and Info Sci Instructor	06/16/22 - 06/30/22	03 1151 2 070200 1460	80	\$0		100	Non-Instructional Assignment
Mirzayan, Mr. Simon	Business Division	Comp and Info Sci Instructor	08/29/22 - 09/30/22	03 1151 2 070200 1460	90	\$0		100	Non-Instructional Assignment
Perez, Mr. Moises	Workforce Development	Art Adjunct	06/22/22 - 08/26/22	03 1100 0 060411 1460	15 hrs	C III-2		100	Non-Instructional Assignment
Saelak, Mrs. Michelle Ann	Health Sciences Division	Nursing Instructor	05/01/22 - 06/15/22	03 3920 0 120300 1460	NTE 12 hours	C III-4		100	Non-Instructional
Steiner, Miss Carley	Visual and Performing Arts Division	Media Arts Adjunct	09/01/21 - 12/15/21	03 1100 0 060411 1460	NTE 24 hrs	C III-4		100	Non-Instructional
Steiner, Miss Carley	Visual and Performing Arts Division	Media Arts Adjunct	09/01/21 - 12/15/21	03 1100 0 060411 1460	NTE 25 hrs	C III-4		100	Non-Instructional Assignment
Torres, Mr. Raul A	Health Sciences Division	Health Sciences Adjunct	05/01/22 - 06/15/22	03 3920 0 120300 1460	NTE 8 hours	C II-2		100	Non-Instructional Assignment
Ulrey, Ms. Geraldine J. (Geri Ulrey)	Workforce Development	Media Arts Instructor	06/22/22 - 08/26/22	03 1100 0 060411 1460	30 hrs	C III-4		100	Non-Instructional Assignment
Ulrey, Ms. Geraldine J. (Geri Ulrey)	Workforce Development	Media Arts Instructor	06/22/22 - 08/26/22	03 1100 0 060411 1460	30 hrs	C III-4		100	Non-Instructional Assignment
Wong, Mr. Karl	Health Sciences Division	Health Sciences Adjunct	01/10/22 - 02/17/22	03 1100 0 125011 1466	NTE 16 hrs	C II-2		100	Non-Instructional Assignment
De La Rosa, April E	Health Sciences Division	Health Sciences Adjunct	10/11/21 - 12/03/21	01 0100 0 120300 1311	4.44 hrs/wk	C II-1		100	Office Hours - Not Instructor of Record
Hassani Golyakh, Dr. Maryam	DSPS	Learning Disability Specialist	06/16/22 - 08/26/22	03 2200 0 642000 1315	NTE 80 hrs	C IV-1		100	Overload Assignment - FT Faculty
Matsumoto, Ms. Laura	DSPS	High Tech Specialist Instructor	06/16/22 - 08/26/22	03 2200 0 642000 1315	NTE 80 hrs	C IV-6		100	Overload Assignment - FT Faculty
Oppenberg, Mrs. Ellen	DSPS	Learning Disability Specialist	06/16/22 - 08/26/22	03 2200 0 642000 1315	-	C IV-6		100	Overload Assignment - FT Faculty

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Ridgway, Mrs. Rachel	Physical Science Division	Earth Sciences Instructor	08/31/20 - 12/16/20	01 0100 0 675100 1310	NTE 6hrs	CIV-4		100	Overload Assignment - FT Faculty
Ridgway, Mrs. Rachel	Student Services	Earth Sciences Instructor	08/31/20 - 12/16/20	03 0610 1 632100 1310	NTE 45 hrs	C IV-4		100	Overload Assignment - FT Faculty
Czech, Dr. Maria A	Life Skills - Noncredit Business Division	Noncredit Student Success Ctr Instructor	07/01/22 - 06/30/27	01 0300 0 490001 1110		\$0	0.7	100	Release Time Division Chair - Election
Sarkisian, Mr. Ara	Office of Instructional Services	Tech & Aviation Adjunct	05/16/22 - 06/15/22	01 1000 0 601000 1395		\$1,495.00		100	Stipend - Ancillary Activities
Phillips, Ms. Claire	English Division	English Adjunct	02/21/22 - 06/15/22	03 5900 0 150100 1395		\$600.00		100	Stipend - Ancillary Activities Los Angeles Writers Reading Series - Spring 2022
Baca, Mr. Abraham E.	Health Sciences Division	EMT Instructor	08/30/21 - 12/15/21	01 0100 0 499900 1395		\$647.00		100	Stipend - In Lieu of Release Time
Dube, Ms. Sangita	English Division	English Adjunct	02/22/22 - 06/15/22	01 1000 0 603000 1395	12 hrs/week	\$25,367		100	Stipend Academic Senate DEI Coordinator
Rohrbacher, Ms. Francien	Office of VP Admin Services	English Instructor	06/20/22 - 08/26/22	01 0100 0 499900 1395	NTE 75 Hours	\$4,954.50 (66.06 x 75)		100	Stipend Curriculum Coordinator - Summer 2022
Evans, Ms. Alexandra	Office of VP Instructional Services	Adjunct Counselor	06/20/22 - 08/26/22	01 0100 0 499900 1395		\$1,900.80		100	Stipend DEI Advisor to C&I
Rooney, Ms. Marian Amanda C	Library and Learning Resources	English Instructor	06/20/22 - 08/26/22	01 0100 0 675100 1395		\$2,642.40		100	Stipend Distance Education Coordinator
Garagliano, Samantha N	Library and Learning Resources	Speech Instructor	06/20/22 - 08/26/22	01 0100 0 675100 1395		\$2,534.40		100	Stipend Distance Education Faculty Development Coordinator/ GADER
Biancheri, Mrs. Mary Jane	Social Sciences Division	Child Development Instructor	09/01/22 - 12/17/22	03 1300 0 663200 1395		\$1,258.20		100	Stipend Facilitating Equity 101 online professional development (Fall)
Biancheri, Mrs. Mary Jane	Social Sciences Division	Child Development Instructor	06/22/22 - 08/31/22	03 1300 0 663200 1395		\$1,258.20		100	Stipend Facilitating Equity 101 online professional development (Summer)
Haiduk-Pollack, Dr. Cynthia	Office of VP Instructional Services	Life Skills Noncredit Business Adjunct	02/22/22 - 06/15/22	01 0100 0 499900 1395		\$1,519.38		100	Stipend Faculty Diversity Internship Program

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Bagan, Mr. Anthony	Technology and Aviation Division	Fire Academy Adjunct	07/01/22 - 12/31/22	01 0100 0 213500 1395		\$3,823.40/mo		100	Stipend Fire Academy Co Director
DiGiovanna, Mr. Sam R	Technology and Aviation Division	Fire Academy Adjunct	07/01/22 - 12/31/22	01 0100 0 213500 1395		\$3,823.40/mo		100	Stipend Fire Academy Co Director
Dickes, Mr. Roger	Office of Instructional Services	Animation Instructor	02/22/22 - 06/15/22	03 1151 0 100200 1395	as needed	\$2,480.00		100	Stipend GCC Representative on SWP Faculty Innovation HUB Project
Dickes, Mr. Roger	Office of Instructional Services	Animation Instructor	06/20/22 - 08/26/22	03 1151 0 100200 1395	as needed	\$1,860.00		100	Stipend GCC Representative on SWP Faculty Innovation HUB Project
Azizian, Ms. Edith	Student Services	Counselor	06/20/22 - 08/26/22	03 0800 0 499900 1395		\$1,495.00		100	Stipend Guided Pathways Project
Banaag, Mr. Paolo	Student Services	Counselor	06/20/22 - 08/26/22	03 0800 0 499900 1395		\$1,495.00		100	Stipend Guided Pathways Project
Garcia, Dulce	Student Services	Adjunct Counselor	06/20/22 - 08/26/22	03 0800 0 499900 1395		\$1,495.00		100	Stipend Guided Pathways Project
Garibyan, Ms. Nare K.	Student Services	Counselor	06/20/22 - 08/26/22	03 0800 0 499900 1395		\$1,495.00		100	Stipend Guided Pathways Project
McIntyre, Ms. Shelby	Student Services	Adjunct Counselor	06/20/22 - 08/26/22	03 0800 0 499900 1395		\$1,495.00		100	Stipend Guided Pathways Project
Mercer, Ms. Molly	Career Services	Counselor	06/20/22 - 08/26/22	03 0800 0 499900 1395		\$1,495.00		100	Stipend Guided Pathways Project
Tufenkjian, Ms. Tanya	Student Services	Adjunct Counselor	06/20/22 - 08/26/22	03 0800 0 499900 1395		\$1,495.00		100	Stipend Guided Pathways Project
Shahoian, Mr. Shant R	Library and Learning Resources	English Instructor	06/20/22 - 08/26/22	01 1000 0 611000 1395		\$5,000.00		100	Stipend Learning Center Workshop Coordination
Dionisio, Dr. Daphne	Office of VP Instructional Services	Program Manager	07/01/22 - 09/30/22	03 1300 0 663200 1395	NTE 210 Hours	\$15,615.60		100	Stipend Planning, Consultation, Logistics, Technology Configuration, Implementation of Grant Activities
Daniels, Krystina R	Health Sciences Division	Health Sciences Adjunct	04/01/22 - 06/15/22	01 0100 0 120300 1320		\$0		100	Substitute - Absence Replacement
Hill, Taylor R	Health Sciences Division	Health Sciences Adjunct	04/01/22 - 06/15/22	01 0100 0 120300 1320		\$0		100	Substitute - Absence Replacement
Nguyen, Beverly A	Health Sciences Division	Health Sciences Adjunct	10/28/21 - 12/03/21	01 0100 0 120300 1320		C IV-1		100	Substitute - Absence Replacement

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Terry, Mrs. Andrea	Health Sciences Division	Health Sciences Adjunct	11/22/21 - 12/03/21	01 0100 0 120300 1320	NTE 24 hrs	C III-3		100	Substitute - Absence Replacement
Alvarez, Ms. Jessica	Student Services	EOPS Counselor	08/29/22 -			\$0		0	Tenure Approved
Azizian, Ms. Edith	Student Services	Workforce Development Counselor	08/29/22 -			\$0		0	Tenure Approved
Baca, Mr. Abraham E.	Health Sciences Division	EMT Instructor	08/29/22 -			\$0		100	Tenure Approved
Boduryan, Mrs. Anahit	Student Services	EOPS Counselor	08/29/22 -			\$0		0	Tenure Approved
Christy, Mrs. Alexandra	Noncredit ESL Division	Noncredit ESL Instructor	08/29/22 -			\$0		0	Tenure Approved
Dieny, Mr. Mark	Technology and Aviation Division	Welding Instructor	08/29/22 -			\$0		0	Tenure Approved
Donayan, Ms. Sona S.	Technology and Aviation Division	Nutrition Instructor	08/29/22 -			\$0		0	Tenure Approved
Rostamiani, Dr. Karoline	Biology Division	Microbiology Instructor	08/29/22 -			\$0		0	Tenure Approved
Zobayan, Ms. Rita	Student Services	DSPS Counselor	08/29/22 -			\$0		0	Tenure Approved
CREDIT (as received from IT and Instructional Services)									
Burrell, Angela	Language Arts Division	Language Arts Adjunct	02/22/2022 - 06/07/2022	01 0100 0 090100 1310	3.00	C III-1			Adjunct Assignment - Full Semester
Burrell, Angela	Language Arts Division	Language Arts Adjunct	02/22/2022 - 06/07/2022	01 0100 0 090100 1311	1.00	C III-1			Adjunct Assignment - Office Hours
Dickinson, Lynn	Language Arts Division	Language Arts Adjunct	02/22/2022 - 06/07/2022	01 0100 0 090100 1310	12.00	C IV-4			Adjunct Assignment - Full Semester
Dickinson, Lynn	Language Arts Division	Language Arts Adjunct	02/22/2022 - 06/07/2022	01 0100 0 090100 1311	4.00	C IV-4			Adjunct Assignment - Office Hours
Newberry, Vincent	Mathematics Division	Math Adjunct	02/23/2022 - 04/13/2022	01 0100 0 170000 1310	6.00	C IV-1			Adjunct Assignment - Short Session
Newberry, Vincent	Mathematics Division	Math Adjunct	02/23/2022 - 04/13/2022	01 0100 0 170000 1311	2.00	C IV-1			Adjunct Assignment - Office Hours
Prindle, Mark	Social Sciences Division	Social Science Adjunct	04/25/2022 - 06/15/2022	01 0100 0 220600 1310	5.00	C III-4			Adjunct Assignment - Short Session
Prindle, Mark	Social Sciences Division	Social Science Adjunct	04/25/2022 - 06/15/2022	01 0100 0 220600 1311	1.67	C III-4			Adjunct Assignment - Office Hours
Stathis, Peter A	Mathematics Division	Math Adjunct	04/25/2022 - 06/15/2022	01 0100 0 170000 1310	2.00	C IV-6			Adjunct Assignment - Short Session
Stathis, Peter A	Mathematics Division	Math Adjunct	04/25/2022 - 06/15/2022	01 0100 0 170000 1311	0.67	C IV-6			Adjunct Assignment - Office Hours
Trejo, Adrian	Language Arts Division	Language Arts Adjunct	04/25/2022 - 06/15/2022	01 0100 0 150600 1310	3.00	C IV-4			Adjunct Assignment - Short Session
Trejo, Adrian	Language Arts Division	Language Arts Adjunct	04/25/2022 - 06/15/2022	01 0100 0 150600 1311	1.00	C IV-4			Adjunct Assignment - Office Hours

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
CLASSIFIED									
Separation of Employment: Retirements/Resignations									
Ajzac, Ms. Ileana	Athletics	Athletic Equipment Attendant	05/18/22 -			\$0		0	Resignation
New Hire									
Artuni, Marineh	Student Affairs	Administrative Assistant I	06/06/22 -	01 1000 0 696500 2110	40 hrs/wk	R 24-3	1	100	New Hire
Doyle, Michael	Visual and Performing Arts Division	Instructional Lab Technician	06/01/22 -	01 0100 0 100200 2210	40 hrs/wk	R 28-3	1	100	New Hire
Kim, James J	DSPS	Instructional Aide	05/23/22 -	03 2200 0 642000 2210	19 hrs/wk	R 12-1	0.47	100	New Hire
Mnasaghanian, Ani	Student Affairs	Student Services Assistant II	06/01/22 -	03 0610 0 632100 2110	40 hrs/wk	23-3	1	100	New Hire
All Other Classified Actions									
Baza, Mr. Paul M.	Business Services	Mail Services Worker	05/11/22 - 05/18/22	01 1000 0 677200 2120	24 Hours	Established Rate of Pay		100	Additional Assignment - Less than 20 Days
Franz, Mr. Christopher J	Library and Learning Resources	Faculty Development Assistant	05/01/22 - 06/30/22	01 1000 0 675100 2110	NTE 60hrs	\$0		100	Additional Assignment - Less than 20 Days
Serot, Mr. Michael A.	CalWORKs	Student Services Assistant	07/01/21 - 06/30/22	03 4820 2 647001 2110		\$0		100	Change of Account
Babakhanians, Ms. Roubina	CalWORKs	Student Services Assistant	07/01/21 - 06/30/22	03 4820 1 647001 2110		\$0		80.579	Change of Account Percentages
Babakhanians, Ms. Roubina	CalWORKs	Student Services Assistant	07/01/21 - 06/30/22	03 4920 2 700001 2110		\$0		19.421	Change of Account Percentages
Casas, Michelle	Student Financial Aid	Financial Aid Advisor		03 1910 0 646000 2110		\$0		100	Correction to the Board: April 19, 2022. Account number.
Eisaghalian, Ms. Agnes	Admissions and Records	Administrative Assistant III	05/26/22 - 05/26/24	01 1000 0 675000 2110		\$0	0.2	100	Release Time Classified Development Coordinator
Sallberg, Jacques	Student Affairs	Assist Coach- T/F	06/07/22 - 06/30/22	01 1000 0 696100 2390		\$2,000		100	Stipend - Assistant Coach
Briones, Mrs. Jennifer	Human Resources	Human Resources Generalist	03/01/22 -	01 1000 0 673200 2110		\$175.00/mo		100	Stipend - Classified Professional Growth

Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
ADMINISTRATOR									
Grice, Brittany	Human Resources	Vice President Human Resources	07/25/22 -06/30/25	01 1000 0 673100 2125	40 hrs/wk	M-51-6 + Dr. Stipend		100	Administrative Contract New
Brooks, Ms. Lisa H	College Foundation	Executive Director of College Foundation	07/01/22 - 06/30/24			M 46-8 +\$120 mileage/month		0	Administrative Contract Renewal
Durham, Dr. Cathy C.	Title V	Program Manager III, Title V Coordinator	07/01/22 - 06/30/24			M 41-10 + DR Stipend		0	Administrative Contract Renewal
Hanson, Dr. Eric J.	Library and Learning Resources	Dean, Library and Learning Support Services	07/01/22 - 06/30/24			M 46-7 + DR Stipend		0	Administrative Contract Renewal
Jose-Eguaras, Mrs. Agnes	Office of Instructional Services	Dean, Instructional Services	07/01/22 - 06/30/24			M 46-7		0	Administrative Contract Renewal
Judge, Mrs. Emelyn	Health Sciences Division	Associate Dean, Health Science	07/01/22 - 06/30/24			M 42-11		0	Administrative Contract Renewal
Karpp, Dr. Edward	Research, Planning, and Grants	Dean, Research, Planning and Grants	07/01/22 - 06/30/24			M 46-11 + DR Stipend		0	Administrative Contract Renewal
Madlock, Mr. Calvin B	Information and Technology Services	Chief Information Systems Officer	07/01/22 - 06/30/24			M 47-6		0	Administrative Contract Renewal
Manukyan, Mr. Andranik (Andre)	Student Affairs	Interim-Manager, Student Basic Needs Services	07/01/22 - 06/30/23			M 36-1		0	Administrative Contract Extension
Nelson, Mr. David J.	International Student Services	Program Manager I, International Student Services	07/01/22 - 06/30/24			M 36-10		0	Administrative Contract Renewal
Oukayan, Dr. Tzoler	Student Affairs	Dean, Student Affairs	07/01/22 - 06/30/24			M 46-3 + longevity +DR Stipend		0	Administrative Contract Renewal
Vasquez, Vladimir A	Information and Technology Services	Director of Enterprise Application Systems	07/01/22 - 06/30/24			M 40-6		0	Administrative Contract Renewal
Yamanishi, Dr. Drew R	Student Services	Dean, Student Services	07/01/22 - 06/30/24			M 46-6 + DR Stipend		0	Administrative Contract Renewal
Ramirez, Dr. Alfred	Continuing and Community Ed Center	Administrative Dean, Continuing and Community Ed	07/01/19 -	01 0300 0 601001 1210		\$0		100	Change of Account
Culpepper, Anthony	Administrative Service	Executive Vice President Administrative Services	06/30/22					100	Resignation

01 = Day

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
ALL OTHER TEMPORARY EMPLOYEE ACTIONS									
Professional Experts									
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	06/20/22 - 06/30/22	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	06/20/22 - 06/30/22	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	06/20/22 - 06/30/22	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Cappiello, Anthony	Athletics	Assistant Coach - Baseball	02/22/22 - 05/31/22	01 1000 0 696000 2390		\$8,000.00		100	Professional Expert
Chidester, Michael	Technology and Aviation Division	Fire Academy	06/20/22 - 06/30/22	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Dalir, Erina	Office of VP Instructional Services	Stage Manager	05/16/22 - 06/30/22	01 1000 0 100800 2380		\$27.22/hr		33	Professional Expert
Dalir, Erina	Office of VP Instructional Services	Stage Manager	05/16/22 - 06/30/22	03 1000 0 100800 2380		\$27.22/hr		34	Professional Expert
Dalir, Erina	Office of VP Instructional Services	Stage Manager	05/16/22 - 06/30/22	01 0100 0 100600 2380	NTE 90 days/fisc yr, as needed	\$27.22/hr		33	Professional Expert
Garcia, Dominic	Technology and Aviation Division	Fire Academy	06/20/22 - 06/30/22	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	06/20/22 - 06/30/22	01 0100 0 213500 2410	NTE 90 days/fisc yr, as needed	\$44.75/hr		100	Professional Expert
Minors Crockwell, Jarrett	Athletics	Assistant Coach - Football	04/18/22 - 05/31/22	01 1000 0 696000 2390		\$2,000.00		100	Professional Expert
Sullivan, Mr. Benjamin C.	Technology and Aviation Division	Fire Academy	06/20/22 - 06/30/22	01 0100 0 213500 2410	NTE 90 days/fisc yr	\$44.75/hr		100	Professional Expert
Walker, Austyn	Athletics	Assistant Coach - Football	04/19/22 - 05/31/22	01 1000 0 696000 2390		\$4,000.00		100	Professional Expert
Zakarian, Mr. Ara	Technology and Aviation Division	Fire Academy	06/20/22 - 06/30/22	01 0100 0 213500 2410	NTE 90 days/fisc yr	\$44.75/hr		100	Professional Expert
Conrad, Mr. Neil A	Technology and Aviation Division	Fire Academy	06/20/22 - 06/30/22	01 0100 0 213500 2410	\$44.75 / hr	\$0		100	Professional Expert
Temporary Assignment Employees									
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.									
Movsesyan, Ms. Ilona	Career Services	Student Services Assistant II	07/01/22 - 08/15/22	01 1000 0 630000 2380	NTE 20 hrs/wk	\$23.14/hr		100	Substitute - Absence Replacement

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Full Name	Location	Position	Dates	Acct #	Hours	Rate	FTE	Acct %	Board Action
Movsesyan, Ms. Ilona	Career Services	Student Services Assistant II	06/15/22 - 06/30/22	01 1000 0 630000 2380	NTE 20 hrs/wk	\$23.14/hr		100	Substitute - Absence Replacement
No, Sung Lim (Hannah No)	Child Development Center	Master Early Childhood Educator	05/23/22 - 06/30/22	03 8400 0 130502 2410	NTE 40 hrs/wk, as needed	CH 26-1		100	Substitute - Absence Replacement
Tang, Linh U	College Foundation	Accounting Technician	07/12/22 - 09/12/22	01 1000 0 663500 2380	NTE 60 days	\$28.20/hr		100	Substitute - Absence Replacement
Zarate, Gerardo	Student Affairs	Student Services Assistant II	05/16/22 - 06/30/22	01 1000 0 696500 2380	NTE 800 hrs, 175 days	\$23.14/hr		100	Substitute - Absence Replacement
Zargaryan, Ms. Lili	Career Services	Student Services Assistant I	07/01/22 - 08/15/22	01 1000 0 630000 2380	NTE 15hrs/wk	\$19.96/hr		100	Substitute - Absence Replacement
Zargaryan, Ms. Lili	Career Services	Student Services Assistant I	06/15/22 - 06/30/22	01 1000 0 630000 2380	NTE 15hrs/wk	\$19.96/hr		100	Substitute - Absence Replacement
CADETS									
Avila, Michael	College Police	Police Senior Cadet	07/01/22 - 09/30/22	01 1000 0 677000 2380	NTE 900 hrs/yr	\$15.00/hr		100	Police Cadet
Estrada, Kimberly	College Police	Police Senior Cadet	07/01/22 - 09/30/22	01 1000 0 677000 2380	NTE 900 hrs/yr	\$15.00/hr		100	Police Cadet
Huerta, Mr. Jaime Jr.	College Police	Police Cadet Senior Corporal	07/01/22 - 09/30/22	01 1000 0 677000 2380	NTE 900 hrs/yr	\$18.00/hr		100	Police Cadet
Medina, Ms. Emely Ruby	College Police	Police Cadet Corporal	07/01/22 - 09/30/22	01 1000 0 677000 2380	NTE 900 hrs/yr	\$16.00/hr.		100	Police Cadet
Nelson, Mr. Maximus R	College Police	Police Cadet Senior Corporal	07/01/22 - 09/30/22	01 1000 0 677000 2380	NTE 900 hrs/yr	\$18.00/hr		100	Police Cadet
Torosyan, Ms. Ailita	College Police	Police Cadet Corporal	07/01/22 - 09/30/22	01 1000 0 677000 2380	NTE 900 hrs/yr	\$16.00/hr.		100	Police Cadet
Tweedy, Mr. Daniel	College Police	Police Cadet Senior Corporal	07/01/22 - 09/30/22	01 1000 0 677000 2380	NTE 900 hrs/yr	\$18.00/hr		100	Police Cadet
Student Employee									
Allahyarian, Aditia		STU. ASSIST. I	05/01/2022 - 06/30/2022	09 2304 1 700002 2360		\$15.00			
Balasanian, Jasmin		STU. ASSIST. I	05/01/2022 - 06/30/2022	09 2304 1 700002 2360		\$15.00			
Boyadjian, Haroutiun		STU. ASSIST. I	05/01/2022 - 06/30/2022	09 2304 1 700002 2360		\$15.00			
Bucher, Joshua		STU. ASSIST. I	05/01/2022 - 06/30/2022	01 1800 0 611000 2360		\$15.00			
Bucher, Joshua		STU. ASSIST. I	05/01/2022 - 06/30/2022	03 1800 0 611000 2360		\$15.00			
Center, Chase		STU. ASSIST. I	05/01/2022 - 06/30/2022	01 1000 0 696000 2360		\$15.00			
Guyumdzhyan, Margaret		STU. ASSIST. I	05/01/2022 - 06/30/2022	01 0100 0 040000 2360		\$15.00			
Hayakawa, Rino		STU. ASSIST. I	05/01/2022 - 06/30/2022	03 0610 2 601003 2360		\$15.00			
Kumamoto, Miyu		STU. ASSIST. I	05/01/2022 - 06/30/2022	01 1000 0 630300 2360		\$15.00			
Moran, Kaith Ashley		STU. ASSIST. I	05/01/2022 - 06/30/2022	01 1000 0 630300 2360		\$15.00			
Proiette, Isabella		STU. ASSIST. I	05/01/2022 - 06/30/2022	03 1800 0 130500 2360		\$15.00			
Proiette, Isabella		STU. ASSIST. I	05/01/2022 - 06/30/2022	01 1800 0 130500 2360		\$15.00			
Tarud Santos, Juan		STU. ASSIST. I	05/01/2022 - 06/30/2022	03 2200 0 642000 2360		\$15.00			
Tchapanian, Celine		STU. ASSIST. I	05/01/2022 - 06/30/2022	03 0610 2 601003 2360		\$15.00			

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GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

NEW BUSINESS REPORT NO. 1 - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: David Viar, Superintendent/President

SUBJECT: REORGANIZATION OF THE GLENDALE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

DESCRIPTION OF HISTORY/BACKGROUND

Consistent with Board Policy 2305: *Annual Organizational Meeting*, the annual organizational meeting of the Glendale Community College District Board of Trustees will be held in April of odd-numbered years and in even-numbered years at the first meeting following the adoption and certification of the Board of Trustees election results as presented by the Los Angeles County Registrar – Recorder/County Clerk’s Office. The purpose of the annual organizational meeting is to elect a President, Vice President, and Clerk and to conduct any other business as required by law or determined by the Board.

- 1.1 Election of Officers
- 1.2 Designation of Representative to elect members to the Los Angeles County Committee on School District Organization
- 1.3 Designation of Board Representative to the Los Angeles County School Trustees Association - July 1, 2022 through June 30, 2023
- 1.4 Schedule of Glendale Community College District Board of Trustees Regular and Special Board Meetings - July 1, 2022 through June 30, 2023

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

None

ACTION 1.1 - Election of Officers pursuant to Board Policy 2305, the Board of Trustees is to elect a President, Vice President, and Clerk.

RECOMMENDATION ON ACTION 1.1

The Superintendent/President recommends that the Board of Trustees elect in the following order: President, Vice President, and Clerk.

ACTION 1.2 - Designation of Representative to elect members to the Los Angeles County Committee on School District Organization

Pursuant to Education Code 35023/72403, the Los Angeles County Committee on School District Organization requests that the GCCD Board of Trustees elect one of its members to act as the voting representative to elect members to the Los Angeles County Committee on School District Organization in October/ November 2022.

Presently, Sevan Benlian holds this position.

RECOMMENDATION ON ACTION 1.2

The Superintendent/President recommends that the Glendale Community College District Board of Trustees designate one of its members as the Board's representative to elect members to the Los Angeles County Committee on School District Organization.

ACTION 1.3 - Designation of Board Representative to the Los Angeles County School Trustees Association (LACSTA)

The LACSTA representative is a separate position from that of the voting delegate designated by the Board for the annual Los Angeles County Committee on School District Organization election (see Action 1.2). On occasion, the Glendale Community College District Board of Trustees has named the same person to handle both responsibilities.

LACSTA is a resource organization offering support and leadership to the county's school board members. Approximately 90% of the 93 school and community college districts in Los Angeles County, as well as the County Board of Education, are members of LACSTA. Under the auspices of the Los Angeles County Office of Education, LACSTA provides school board members with training, information and networking opportunities. LACSTA also cooperates with the California School Board Association and other organizations for the betterment of education.

Each year, the president of the Los Angeles County School Trustees Association requests that each local Board designate one of its members as its representative to LACSTA. The role of the representative is to vote on all Association matters and to communicate between the Executive Board, the Association, and the local Board. The general membership association meetings are held 2-3 times a year.

Presently, Desirée Portillo Rabinov holds this position. Ms. Portillo Rabinov holds the position of GCC's representative to LACSTA.

RECOMMENDATION ON ACTION 1.3

The Superintendent/President recommends that the Board of Trustees designate one of its members as the Board's annual representative to the Los Angeles County School Trustees Association for July 1, 2022 - June 30, 2023.

ACTION 1.4

The following is the 2022-2023 proposed schedule of Glendale Community College District Board of Trustees regular and special board meetings. The meetings will be held on the third Tuesday of the month (except in September) and will convene at 5:00 p.m.

Tuesday, July 19, 2022

Friday, July 29, 2022

Special Meeting – Summer Board Retreat

Tuesday, August 16, 2022

Public Hearing on Final Budget

Tuesday, September 13, 2022

Adoption of Budget (Adopt on or before September 15)

Tuesday, October 18, 2022

Tuesday, November 15, 2022

Tuesday, December 20, 2022

Tuesday, January 17, 2023

Friday, January 27, 2023

Special Meeting – Winter Board Retreat

Tuesday, February 21, 2023

Tuesday, March 21, 2023

Tuesday, April 18, 2023

Tuesday, May 16, 2023

Tuesday, June 20, 2023

RECOMMENDATION ON ACTION 1.4

The Superintendent/President recommends that the Board of Trustees adopt the 2022-2023 schedule of Glendale Community College District Board of Trustees regular and special board meetings as presented.

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

NEW BUSINESS REPORT NO. 2 - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Victoria Simmons, Vice President, Human Resources

SUBJECT: TENTATIVE AGREEMENTS BETWEEN THE DISTRICT AND
THE GLENDALE COLLEGE GUILD, LOCAL 2276, AMERICAN
FEDERATION OF TEACHERS

DESCRIPTION OF HISTORY/BACKGROUND

The District and the Glendale College Guild, Local 2276, American Federation of Teachers reached tentative agreement on the following items:

1. Article VIII, Salaries, Sections 9 and 10 – Class Placement
2. Article XII Faculty Service Area
3. Article XIII Miscellaneous
4. Article XV Agreement, Duration, and Negotiations
5. Initial Salary Placement form (delete)
6. Appendix C2 Fulltime Counselor Work Year (new)
7. Continuation of Negotiations; articles and issues noted in the attached Tentative Agreement

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the tentative agreements between the District and Glendale College Guild, Local 2276, American Federation of Teachers.

Tentative Agreement
by and between the
Glendale College Guild, Local 2276
and the
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

Article VIII, Salaries

Section 9, Initial Placement on Salary Schedule

D. **Initial Salary Schedule Class** Placement ~~Schedule~~ for **Fulltime Contract** Faculty

1. **Definitions:**

- a. **Professional experience:** must be directly related to the fulltime faculty member's teaching assignment.
- b. **Semester units:** semester units shall be used as the standard. One quarter unit is equal to two-thirds (2/3) of a semester unit for determining placement. All units and degrees for initial placement or advancement on the salary schedule must be from an accredited institution of higher education.
- c. **Professional license:** typically granted by a government agency, which allows an individual to perform certain government regulated tasks or occupations. A professional license may be obtained by meeting certain requirements, usually by completing a course of education and/or assessments. After obtaining a professional license, there may be ongoing requirements to maintain the currency of the professional license.
- d. **Certifications:** indicate mastery of or competency in specific knowledge, skills or processes that can be measured against a set of accepted standards. These are not certificates from an educational institution or completion of a series of courses, but are instead typically awarded through assessment and validation of skills in cooperation with a business, trade association, or other industry group. After attaining a certification, individuals often must meet ongoing requirements to maintain the currency of the certification.

2. **Class Placement**

Initial salary schedule class placement for fulltime faculty shall be based upon the criteria:

~~1. Class I—Bachelor's Degree OR a Community College Instructor's credential (partial fulfillment) OR equivalent in a vocational/occupational subject area OR a professional license/credential in the subject area.~~

- a. ~~Class II—Bachelor's Degree plus forty two (42) Carnegie units; OR Master's; OR Community College Instructor's credential (fully satisfied) OR equivalent in a vocational/occupational subject area; OR a professional license/credential in the subject area and 2 years or more of work experience in the subject area.~~

1) Academic

- **Master's degree, or**
- **Bachelor's plus 42 semester units, or**
- **California Community College Teaching Credential**

2) Vocational/Occupational

- **A professional license or certification in the subject area and two years or more of work experience in the subject area.**
- **Equivalency in a vocational/occupational subject area granted by the Academic Senate**

- b. ~~Class III - Bachelor's Degree plus fifty six (56) Carnegie units and Master's; OR Community College Instructor's credential (fully satisfied) in a vocational/occupational subject area, plus 60 Carnegie units (lower division, upper division, or both), eight (8) Carnegie units of which may be approved work experience in the subject area; OR Community College Instructor's credential (fully satisfied) in a vocational/occupational subject area plus Associate Degree; OR a professional license/credential in the subject area plus 60 Carnegie units (lower division, upper division, or both), eight (8) Carnegie units of which may be approved work experience in the subject area; OR a professional license/credential in the subject area plus Associate Degree.~~

1) Academic

- **56 semester units beyond a Bachelor's, including a master's degree,**

Examples:

- ***If a faculty member has a Master's comprised of 45 units, 11 additional units would be required for a faculty member to advance to Class III***
- ***If a faculty member has a Master's comprised of 30 units, 26 additional units would be required for a faculty member to advance to Class III***

2) Vocational/Occupational

- **Professional license, or certification in the subject area plus Associates degree.**
- **Professional license, or certification in the subject area**
 - **plus 60 semester units (lower division, upper division, or both),**
 - **8 semester units of which may be approved work experience in the subject area indicated on**

transcripts. *Examples: internships, clinicals, military training, apprenticeship programs, fieldwork, etc.*

- California Community College Teaching Credential in a vocational /occupational subject area plus Associates degree,
- California Community College Teaching Credential in a vocational/occupational subject area:
 - plus 60 semester units (lower division, upper division, or both),
 - 8 semester units of which may be approved work experience in the subject area indicated on transcripts. *Examples: internships, clinicals, military training, apprenticeship programs, fieldwork, etc.*

- c. Class IV --~~Bachelor's Degree plus seventy (70) Carnegie units and Master's; OR Community College Instructor's credential (fully satisfied) in a vocational/occupational subject area plus Bachelor's Degree, plus twenty-eight (28) Carnegie units of either upper division or graduate work; OR a professional license/credential in the subject area AND a Bachelor's Degree, plus twenty-eight (28) Carnegie units of either upper division or graduate work.~~

1) Academic

- 70 semester units beyond a Bachelor's, including a Master's degree,
Examples
 - *If a faculty member has a Master's comprised of 45 units, 25 additional units would be required for a faculty member to advance to Class IV*
 - *If a faculty member has a Master's comprised of 30 units, 40 additional units would be required for a faculty member to advance to Class IV*

2) Vocational/Occupational

- A Professional license or certification in the subject area
 - plus a Bachelor's degree
 - plus 28 semester units of either upper division or graduate work
- California Community College Teaching Credential in a vocational/occupational subject matter
 - plus a Bachelor's degree
 - plus 28 semester units of either upper division or graduate work

- d. Class V --~~Bachelor's Degree plus eighty-four (84) Carnegie units and Master's OR Earned Doctorate; OR Community College Instructor's credential (fully satisfied), in a vocational/occupation subject area, AND a Bachelor's Degree plus fifty-six (56) Carnegie units including the Master's Degree AND four (4) years of verified work experience in subject area; OR a professional license/credential in the subject area AND a Bachelor's~~

Degree plus fifty-six (56) Carnegie units including the Master's Degree AND four (4) years of verified work experience in subject area.

1) Academic

- Doctorate,
- 84 semester units beyond a Bachelor's, including a Master's degree,
 - *Examples*
 - If a faculty member has a Master's comprised of 45 units, 39 additional units would be required for a faculty member to advance to Class V
 - If a faculty member has a Master's comprised of 30 units, 54 additional units would be required for a faculty member to advance to Class V

2) Vocational/Occupational

- A Professional license or certification in the subject area
 - plus a Bachelor's Degree
 - plus 56 semester units beyond a Bachelor's, including a Master's degree
 - plus 4 years work experience in the subject area.
- California Community College Teaching Credential in a vocational/occupational subject matter
 - plus a Bachelor's degree
 - plus 56 semester units beyond a Bachelor's, including a Master's degree
 - plus four years of work experience in the subject area.

Section 10. Advancement on the Salary Schedule

C. **Salary Schedule** Class Advancement for ~~Contract Employees~~ **Fulltime Faculty**

See definitions contained in Section 9, D.1.

Advancement into the following classes on the salary schedule class advancement for fulltime faculty shall be based upon the criteria:

1. Class II – Bachelor's Degree plus forty-two (42) Carnegie units; OR Master's; OR Community College Instructor's credential (fully satisfied) in a vocational/occupational subject area OR a professional license/credential in the subject area plus 2 years work experience in the subject area.

a. Academic

- Master's degree, or
- Bachelor's plus 42 semester units, or

- California Community College Teaching Credential
- b. Vocational/Occupational
 - A professional license or certification in the subject area and two years or more of work experience in the subject area.
 - Equivalency in a vocational/occupational subject area granted by the Academic Senate

2. Class III –Bachelor's Degree plus fifty-six (56) Carnegie units and Master's; OR Community College Instructor's credential (fully satisfied) in a vocational/occupational subject area, plus sixty (60) Carnegie units (lower division, upper division, or both), eight (8) Carnegie units of which may be approved work experience in the subject area; OR Community College Instructor's credential (fully satisfied) in a vocational/occupational subject area plus Associate Degree; OR a professional license/credential plus sixty (60) Carnegie units (lower division, upper division, or both), eight (8) Carnegie units of which may be approved work experience in the subject area; OR a professional license/credential in the subject area plus Associate Degree.

a. Academic

- 56 semester units beyond a Bachelor's, including a master's degree,
Examples:
 - If a faculty member has a Master's comprised of 45 units, 11 additional units would be required for a faculty member to advance to Class III
 - If a faculty member has a Master's comprised of 30 units, 26 additional units would be required for a faculty member to advance to Class III

b. Vocational/Occupational

- Professional license, or certification in the subject area plus Associates degree.
- Professional license, or certification in the subject area
 - plus 60 semester units (lower division, upper division, or both),
 - 8 semester units of which may be approved work experience in the subject area indicated on transcripts. *Examples: internships, clinicals, military training, apprenticeship programs, fieldwork, etc.*
- California Community College Teaching Credential in a vocational /occupational subject area plus Associates degree,
- California Community College Teaching Credential in a vocational/occupational subject area:
 - plus 60 semester units (lower division, upper division, or both),

- 8 semester units of which may be approved work experience in the subject area indicated on transcripts. *Examples: internships, clinicals, military training, apprenticeship programs, fieldwork, etc.*

3. Class IV—Bachelor's Degree plus seventy (70) Carnegie units and Master's; OR Community College Instructor's credential (fully satisfied), OR professional license/credential in the subject area, OR equivalent in a vocational/occupational subject area plus Bachelor's Degree, plus twenty eight (28) Carnegie units of either upper division OR graduate work, twelve (12) Carnegie units of which may be approved work experience in the subject area after completion of the Bachelor's Degree and after employment in the District.

a. Academic

- 70 semester units beyond a Bachelor's, including a Master's degree,
Examples

- i. *If a faculty member has a Master's comprised of 45 units, 25 additional units would be required for a faculty member to advance to Class IV*
- ii. *If a faculty member has a Master's comprised of 30 units, 40 additional units would be required for a faculty member to advance to Class IV*

b. Vocational/Occupational

- A Professional license or certification in the subject area
 - i. plus a Bachelor's degree
 - ii. plus 28 semester units of either upper division or graduate work
- California Community College Teaching Credential in a vocational/occupational subject matter
 - iii. plus a Bachelor's degree
 - iv. plus 28 semester units of either upper division or graduate work

4. Class V - Bachelor's Degree plus eighty four (84) Carnegie units and Master's OR Earned Doctorate; OR Community College Instructor's credential (fully satisfied) OR professional license/credential in the subject area, OR equivalent in a vocational/occupation subject area, Bachelor's Degree plus fifty-six (56) Carnegie units including the Master's Degree and four (4) years of verified work experience in subject area, twelve (12) of the Carnegie units may be approved work experience after employment in the District, OR a Community College Instructor's Credential (fully satisfied), OR professional license/credential in the subject area, OR equivalent in a vocational/occupational subject area, AND Bachelor's Degree plus seventy (70) Carnegie units including the Master's Degree and two (2) to four (4) years of verified work experience in subject area.

a. Academic

- Doctorate,
- 84 semester units beyond a Bachelor's, including a Master's degree

i. Examples

- If a faculty member has a Master's comprised of 45 units, 39 additional units would be required for a faculty member to advance to Class V
- If a faculty member has a Master's comprised of 30 units, 54 additional units would be required for a faculty member to advance to Class V

b. Vocational/Occupational

a. Professional license or certification in the subject area

- plus a Bachelor's Degree
- plus 56 semester units beyond a Bachelor's, including a Master's degree
- plus 4 years work experience in the subject area.

b. California Community College Teaching Credential in a vocational/occupational subject matter

- plus a Bachelor's degree
- plus 56 semester units beyond a Bachelor's, including a Master's degree
- plus four years of work experience in the subject area.

DATE: May 19, 2022



Caroline DePiro, Chief Negotiator

Glendale College Guild



Victoria Simmons, Chief Negotiator

Glendale Community College District

Tentative Agreement
by and between the
Glendale College Guild, Local 2276
and the
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

ARTICLE XII

FACULTY SERVICE AREAS

Section 1. ~~Minimum Qualifications as~~ Faculty Service Areas (FSAs)

~~For purposes of Education Code Sections 87743, 87743.1, 87743.2, 87743.3, 87743.4, 87743.5, 87744, and 87745 the list of "Faculty Service Areas" (FSA) in the Glendale Community College District shall be the same list as the Disciplines List of Minimum Qualifications as defined by the Board of Governors in compliance with Education Code Section 87356, 87357, 87358, and 87359. A faculty member shall be considered "qualified and competent" in an FSA if the faculty member satisfies any one of the following:~~

A For purposes of Education Code Sections 87743, 87743.1, 87743.2, 87743.3, 87743.4, 87743.5, 87744, and 87745, the list of FSAs for the District shall be the same as the Minimum Qualifications for Faculty and Administrators in California Community Colleges most recently adopted by the Board of Governors and the GCCD Minimum Qualifications Lists for credit and non-credit disciplines. (Education Code §§87356, 87357, 87358, and 87359).

A faculty member shall be considered "qualified and competent" in an FSA if the faculty member satisfies any one of the following:

1. Possesses the minimum qualifications or equivalency for hire for the discipline of the FSA as defined on in the Minimum Qualifications for Faculty and Administrators in California Community Colleges or the GCC Minimum Qualifications List for credit and non-credit disciplines ~~GCC Disciplines List;~~ or
2. ~~Grandparented by any~~ Possesses a Lifetime California Community College Teaching Credential for the discipline of the FSA.

Section 2. ~~Faculty Service Areas~~ Application for Additional FSA

- A. Newly Hired Faculty
~~Within sixty (60) days of hire, the District shall provide each new contract and adjunct faculty employee a list of those Faculty Service Areas in which he/she is placed as determined by the employee's records on file and the minimum qualifications listed in~~

the GCC Disciplines List. Newly hired faculty shall be assigned an FSA upon hire. Newly hired faculty employees will shall be notified at the time of hire that they may request additional FSAs.

A. Existing Faculty

Whenever a contract or adjunct faculty employee—through additional education, training, or experience—believes they have come to possess the minimum qualifications in a new discipline, the faculty will submit verification of minimum qualifications to Human Resources. If Human Resources cannot verify that the employee possesses minimum qualifications, then the materials will be forwarded to the Senate Equivalency Committee for evaluation.

A faculty member may apply for recognition of an additional FSA by filing an FSA Application form with the Office of Human Resources no later than February 15 for recognition of the FSA in the following academic year. (Education Code §87743.3). The faculty member shall be responsible for providing the District with all records necessary to substantiate the FSA Application.

1. Upon review of the FSA Application, if the Office of Human Resources cannot verify that the faculty member possesses the minimum qualifications for the additional FSA, then the materials shall be forwarded to the Senate Equivalency Committee for review pursuant to [Administrative Regulation 7131](#).

- B. After completing review of the FSA Application, the Office of Human Resources shall provide the faculty member with written confirmation of the award or denial of the additional FSA.

Section 3. ~~Petitioning a Faculty Service Area for an Equivalency~~ Appeal of the Office of Human Resources' Denial of an FSA Application

Upon receiving the Office of Human Resources denial of an FSA, the faculty member may appeal the decision within five working days by completing an FSA Application and seek an equivalency pursuant to process delineated in [Administrative Regulation 7131](#). ~~When a request for an additional FSA is not granted, the contract or adjunct faculty may appeal the decision by completing the FSA petition form with all documentation necessary to substantiate the claim of qualification and competence and submit to the Office of Human Resources. The information will be forwarded to the Senate Equivalency Committee as specified in Administrative Regulation 7131, Equivalence to Minimum Qualifications (See Article IVB and Section III). The Senate Equivalency Committee shall make its decision regarding the denial of the FSA Application and return an sign the Equivalency Worksheet. The completed application together with the worksheet shall be returned to the Office of Human Resources. Should an~~ equivalency be awarded by the Senate Equivalency Committee, the faculty member shall receive written confirmation of the additional FSA award of an equivalency from the Office of Human Resources.

Section 4. Appeal ~~Process~~ of the Senate Equivalency Committee's Denial of FSA

A faculty member may appeal a Senate Equivalency Committee FSA equivalency decision; However, before the appeal is filed, the guidelines in Administrative Regulation 7131, Equivalency to Minimum Qualifications that explain the difference between an appeal and a re-application should be read carefully. If the applicant decides to appeal the decision, he/she must inform the Office of Human Resources, which will follow the appeal guidelines in Section V of Administrative Regulation 7131, Equivalency to Minimum Qualifications. ~~See~~ [Administrative Regulation 7131, Section V](#)).

Section ~~5~~. Limitations of FSAs for Adjunct Faculty

Although the same FSA process applies to both contract and adjunct faculty, the granting of an FSA does not convey any "bumping" rights to adjunct faculty. Rehire rights are defined in Article VI, Section 21 of this bargaining unit contract and shall not apply to assignments where the adjunct faculty member has not been regularly scheduled over the previous two semesters or in a discipline where the faculty member has not been evaluated.

~~Section 5. Appeal~~ (moved to new Section 4)-

~~Process However, before the appeal is filed, the guidelines in Administrative Regulation 7131, Equivalency to Minimum Qualifications that explain the difference between an appeal and a re-application should be read carefully. If the applicant decides to appeal the decision, he/she must inform the Office of Human Resources, which will follow the appeal guidelines in Section V of Administrative Regulation 7131, Equivalency to Minimum Qualifications. See Administrative Regulation 7131, Section V.~~

Section 6. Notification by District

The District shall send a notification to all faculty about the additional FSA process by the third Monday of the Fall semester. All additional FSA applications shall be due no later than February 15th (Education Code [§87743.3](#)). ~~September 15th for Fall and by March 1st for Spring each academic year.~~

DATE: April 7, 2022



Caroline DePiro, Chief Negotiator
Glendale College Guild



Victoria Simmons, Chief Negotiator
Glendale Community College District

Tentative Agreement
by and between the
Glendale College Guild, Local 2276
and the
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

ARTICLE XIII

MISCELLANEOUS PROVISIONS

~~Section 1. Miscellaneous Deductions~~

~~The District shall, upon receipt of an employee's individually signed authorization card provided by the District, deduct from such employee's earnings, the amount specified by the employee for the following: Credit Union, United Way/Glendale AID, tax-sheltered Annuities, U.S. Savings Bonds and Glendale College Foundation.~~

Section 12. Notices

All notices and communications required by this Agreement shall be in writing and shall be deemed given if: delivered personally, or mailed by certified mail return receipt requested, or emailed to the parties at the following addresses, or at such other address for a party as shall be specified by notice given pursuant hereto:-

To the Guild:

Glendale College Guild - AFT
1500 North Verdugo Road
Glendale, California 91208
Glendale email address of Guild President

To the District:

Superintendent/President
Vice President/Human Resources
Glendale Community College
1500 North Verdugo Road
Glendale, California 91208
Glendale email address of Superintendent/President and Vice
President/Human Resources

~~Section 3. Upgrading District Adjunct Candidates~~ Adjunct Interviews for Full-time Faculty Vacancies

- A. A minimum of three (3) adjunct candidates who meet the qualifications for the position shall be advanced to the oral initial interviews. Seniority in the District may be a factor in determining the adjunct candidates selected under this provision.
- B. Additional consideration shall be given to an adjunct candidate who is a person with disabilities, provided the person meets the qualifications for the opening and there is under representation of that group in the discipline being hired.
- C. In evaluating candidates for recommendation to the Superintendent/ President, the hiring committee shall consider, among many other factors, individuals meeting the conditions of A and B above.

Section 24. Conference and Travel

The District shall provide \$200 per fulltime equivalent faculty (FTEF) for conference attendance and travel. These funds shall be appropriated to all divisions on the basis of a calculated FTEF based on all fulltime and adjunct faculty within a division as determined by the current fall FTEF total. It is the intent of the Guild that these funds shall be made available to both fulltime and adjunct faculty.

Section 35. ~~Campus Safety/~~ Use of Digital Locks

- A. The Glendale Community College District's Police Department shall will be in charge of the responsible for the digital lock infrastructure and related data storage. of all locks within the Glendale Community College District.
- B. Any a Access to digital lock data (digital electronic and printed) made by and stored on the lock system can shall only be restricted to the accessed by the Glendale Community College District's Police Department, Superintendent/President or designee, and/or the District's legal counsel for the sole purpose of investigating alleged criminal activity.
- C. The digital lock data associated with bargaining unit members recording the coming and going of faculty members shall not be used to document or evaluate faculty performance. Digital lock data may only be used to investigate alleged criminal activity.

Section 46. Use of Cameras on District Properties on Campus

Camera Inventory: The District shall will provide a list of all cameras and their locations on District properties. An updated list will be provided to the Guild by the first work day in September 1st of each year for review.

- A. The Glendale Community College's District's Police Department will shall be responsible for in charge of the camera infrastructure and related video recording data storage. of the video recording system within the Glendale Community College District.
- B. The Access to camera video recordings (digital and printed) shall be restricted to made by and stored on the system may only be accessed by the Glendale Community College the

District's Police Department, Superintendent/President or designee, and/or the District's legal counsel for the sole purpose of investigating alleged criminal activity.

C. The camera video recordings associated with bargaining unit members recording of faculty members shall not be used to discipline or evaluate any faculty, except in cases of alleged criminal activity.

All District properties shall will display sufficient signage throughout indicating that cameras are recording.

DATE: April 7, 2022



Caroline DePiro, Chief Negotiator
Glendale College Guild



Victoria Simmons, Chief Negotiator
Glendale Community College District

Tentative Agreement
by and between the
Glendale College Guild, Local 2276
and the
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

ARTICLE XV: Agreement, Duration, and Negotiations

Section 1 Agreement

- A. The Articles and appendices contained herein constitute a bilateral and binding collective bargaining agreement (Agreement) by and between the Glendale Community College Guild, Local 2276 of the American Federation of Teachers (Guild) and the Glendale Community College District (District).
- B. This Agreement is entered into pursuant to Government Code Sections 3540-3549.3.

Section 2 Duration

- A. This Agreement shall become effective upon ratification by the Guild and adoption by the Glendale Community College District Board of Trustees.
- B. Subject to Section 3, Negotiations, the duration of this Agreement shall be for three years from July 1, 2021 through June 30, 2024.

Section 3 Negotiations

- A. Prior to commencing negotiations, and in accordance with Government Code Section 3547, initial proposals for matters within the scope of representation shall be made public at a Board of Trustees meeting. The sharing of initial proposals of both the Guild and District shall be referred to as 'sunshining' within this Agreement.
- B. By mutual agreement between the Guild and the District, provisions of this Agreement may be reopened at any time subject to sunshining requirements contained in Section A.
- C. Reopener negotiations
 - 1. Yearly mutual reopeners
 - a. Article VIII, Salaries, and related appendices and Appendix C, Work Year shall be reopened each year of this Agreement.
 - 2. The Guild and the District may each reopen up to four items each year of the Agreement.
 - 3. Reopeners shall be sunshined at the February Board of Trustees meeting and negotiations may commence after the March Board of Trustees meeting.
- D. Successor Negotiations

1. Successor negotiations shall be sunshined at the February Board of Trustees meeting and negotiations may commence after the March Board of Trustees meeting.
2. If the parties have not reached an agreement on or before the Agreement expiration date, all provisions of the Agreement shall remain in effect.

~~STATEMENT OF AGREEMENT~~

~~THIS AGREEMENT is made and entered into this 19th day of January 2021, by and between the GLENDALE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District," Glendale College Guild—Local 2276 of the AMERICAN FEDERATION OF TEACHERS, hereinafter referred to as the "Guild," and constitutes the sole agreement between the parties. The term "District" as used throughout this Agreement is intended to include the governing board and the Superintendent/President and other management personnel, unless otherwise indicated by the context in which used.~~

~~ARTICLE XV DURATION, TERMINATION AND NEGOTIATIONS~~

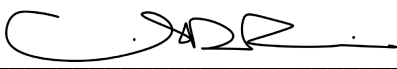
Section 1. Duration

~~This Agreement shall become effective on or after July 1, 2018 once it is ratified by the Glendale College Guild, and adopted by the Board of Trustees of the Glendale Community College District, and shall remain in full force and effect until June 30, 2021. On the day after the March 2021 board meeting, the negotiations for a successor Agreement may commence.~~

Section 2. Limited Reopeners

~~Negotiations of the agreement may be reopened at any time, by mutual agreement of the Guild and the District on the subject(s) to be negotiated. Negotiations shall be reopened on the day after the March, 2019 and March, 2020 board meeting. Salaries and stipends shall be considered a mutual reopener in each of these years. In addition, both the Guild and the District may bring up to four (4) new items to the negotiations table of their own choosing on each of those dates. Reopeners shall not affect the validity or duration of this Agreement.~~

DATE: May 19, 2022



Caroline DePiro, Chief Negotiator
Glendale College Guild



Victoria Simmons, Chief Negotiator
Glendale Community College District

Tentative Agreement
by and between the
Glendale College Guild, Local 2276
and the
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

**GLENDAL COMMUNITY COLLEGE
INITIAL SALARY PLACEMENT**

Instructor Name _____ Date _____

Division _____

EDUCATION

Column Placement

Units beyond
Bachelor Degree

Degrees

Credentials

Equivalent

-	-	-	-	-
CLASS	CLASS II	CLASS III	CLASS IV	CLASS V
Bach.	Bach. +	Masters +	Masters +	Masters +
-	42 Units	56 Units	70 Units	84 Units
-	—or	beyond	beyond	beyond the
-	Masters	the Bach	the Bach	Bach—or
		-	-	Doctorate
VOCATIONAL		AA + 60	BA + 28	BA + 56
		units	units	units
-	-	-	-	-

Units Subtotal for education _____ *(Please check the appropriate column)*

EXPERIENCE

Step Placement

Years of Full-time Equivalent

Teaching Experience _____ years

—Military Experience———year

——Subtotal for experience———years

Placement based on Education and Experience ———Years/Step
Up to a maximum of Step 8

Human Resources Department———Employee

~~SALARY PLACEMENT REGULATIONS~~

~~A. On the effective date of the schedule, all instructors shall be placed on the salary schedule according to their previous experience in the Glendale Community College District. Placement and step progression on this Salary Schedule shall be based exclusively on experience as an academic employee in the District. For purpose of all adjunct faculty salary step increases, adjunct faculty members may earn up to 3 semesters credit per year on the salary schedule in Fall, Spring, Winter and Summer. Step 2 becomes effective the fifth semester of service at the College. Step 3 becomes effective the ninth semester at the College. Step 4 becomes effective the thirteenth semester of service at the college. Step 6 (beginning 2005-2006) becomes effective the twenty-first semester at the College. Such service need not be consecutive.~~

~~For the purpose of Appendix B semester credit will be given for courses that are six weeks or more. Semester credit will also be given for a course that is less than six weeks but equals 16 hours or more of teaching.~~

~~B. To qualify for Class II, the instructor must have earned a Bachelor's Degree or have had at least six (6) years of verified occupational experience in the field in which he/she is instructing.~~

~~C. To qualify for Class III, the instructor must have earned a Master's Degree or an equivalent or higher degree, or have earned a Bachelor's Degree and have had at least nine years of verified occupational experience in the field in which she/he is instructing.~~

~~D. To qualify for Class IV, the adjunct instructor must have earned a Master's Degree plus 14 additional Carnegie units or have earned a Bachelor's Degree and have had at least twelve years of verified occupational experience in the field in which instruction is given.~~

~~E. Sick leave for adjunct faculty who have exceeded their accumulated sick days shall be handled by a per diem (Daily Rate Calculation) in the same manner as currently used for full-time faculty.~~

~~F. Advancement on this salary schedule shall be in accordance with Article VIII Salaries-Section 11 - Advancement on the Salary Schedule.~~

DATE: April 14, 2022



Caroline DePiro, Chief Negotiator
Glendale College Guild



Victoria Simmons, Chief Negotiator
Glendale Community College District

Tentative Agreement
by and between the
Glendale College Guild, Local 2276
and the
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

APPENDIX C

...

COUNSELOR WORK YEAR 190 DAYS SCHEDULING

APPENDIX C2

Section 1. WORK YEAR – FULL-TIME COUNSELORS

2022—2023

MONTH	DAYS	Scheduled	*May be scheduled for 7 additional days in the months indicated below to reach the mandatory 190 days
August	8/15/2022 thru 8/26/2022 8/29/2022 thru 8/31/2022	3 days	up to 7 days
September	9/1/2022 thru 9/30/2022 Non-working day: 9/5	21 days	
October	10/1/2022 thru 10/31/2022	21 days	
November	11/1/2022 thru 11/30/2022 Non-working days: 11/11 and 11/24 thru 11/26	19 days	
December	12/1/2022 thru 12/16/2022 Non-working days: 12/19 thru 12/31	12 days	requires mutual agreement between the manager and counselor to work up to 4 days
January	1/9/2023 thru 1/31/2023 1/3/2023 thru 1/6/2023 Non-working days: 1/1, 1/2, 1/16	16 days	requires mutual agreement between the manager and counselor to work up to 4 days
February	2/1/2023 thru 2/28/2023 Non-working days: 2/17, 2/20	18 days	
March	3/1/2023 thru 3/31/2023 Non-working day: 3/31 Cesar Chavez Day (Paid Holiday)	23 days	
April	4/1/2023 thru 4/30/2023 Non-working days: 4/17 thru 4/23, 4/24, Armenian Genocide Remembrance Day (Paid Holiday)	15 days	requires mutual agreement between the manager and counselor to work up to 5 days
May	5/1/2023 thru 5/31/2023 Non-working day: 5/29	22 days	

June	6/1/2023 thru 6/16/2023 Commencement 6/17/2023 7pm 6/19/2023 thru 6/30/2023	12 days 1 day	up to 7 days

~~TOTAL 183 days + 7 days = 190 days* (see below for specifics)~~

TOTAL 181 days + 2 days (commencement and institute day) + 7 additional days* = 190 days or 1330 hours (see below for specifics)

The September 9, 2022 Institute Day is a mandatory flex activity on campus for counselors.

Full-time counselor paid holidays include: Cesar Chavez Day (7 hours) and Armenian Genocide Remembrance Day April 24, 2023 (7 hours).

If any of the provisions of Appendix C2, Section 1 conflict with Appendix C2, Sections 2-6 or Article VI, Section 20, Appendix C2, Section 1 shall be controlling for the 2022-2023 academic year.

Section 4.2. Coincide with Instructional Calendar

One hundred seventy-seven (177) days of the one hundred ninety 190 days of the counselor's contract days shall coincide with the instructional teaching, flex and winter intersession days.

Section 2.3. Remaining 13 Days

Of the Thirteen (13) remaining contract work days (91 hours), eleven (11) days shall be worked either immediately after the close of the spring semester or immediately before the beginning of the fall semester. In the event that there are days requiring counselor coverage in January before the start of the winter intersession, those days may be used as part of the remaining 13 days.

Section 3.4. Additional 21- Day Summer Block

Counselors are not limited to 147 hours of summer work.

Contract counselors opting to work an additional block of twenty-one (21) days (or 147 hours) shall work these twenty-one (21) additional days beyond the one hundred ninety

(190) days currently worked for a total of two-hundred eleven (211) days. These days shall be worked in either the month of July or the month of August.

Counselors not choosing to work an additional twenty-one (21) day block shall have the right of first refusal for any hourly assignments offered within said counselor's unit.

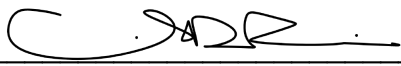
Section 4 5. Staffing Levels

Coverage shall be as close as possible to 50%, given the number of counselors in each organizational unit, for the time blocks listed in Sections 1 and 2 above. Counselors opting to work an additional block of twenty-one (21) days (or 147 hours) in either July or August shall work their additional 13 days in June. These counselors shall be scheduled first which may result in 190 day counselors being required to work their thirteen (13) additional days immediately before the beginning of the fall semester. Counselors shall be guaranteed four consecutive non-paid weeks off during the months of July or August. Counselors electing to take these four consecutive weeks off during the winter intersession may do so, but no counselor shall be compelled to do so.

Section 5 6. Determining Priority for Scheduling

By April 15 the schedule for the upcoming summer shall be finalized. Blocks shall be scheduled in accordance with each organizational unit's internal scheduling priority system. The Division Chair of Student Services shall resolve any conflict

DATE: May 19, 2022



Caroline DePiro, Chief Negotiator

Glendale College Guild



Victoria Simmons, Chief Negotiator

Glendale Community College District

Tentative Agreement
by and between the
Glendale College Guild, Local 2276
and the
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

Continuation of Negotiations

The Guild and District mutually agree to continue to meet and negotiate from July 1, 2022 through June 30, 2023. During this period, the District and Guild agree to meet and negotiate the issues and articles delineated below. The Guild and District shall sunshine the issues and articles delineated below at the June 21, 2022 Board of Trustees meeting.

Mutual District and Guild Issues and/or Articles

- Article VIII, Salaries and related Appendices
- Appendix C

Guild Issues and/or Articles

- ARTICLE VI HOURS, Section 1. Basic Hours – an addition to the contract allowing faculty to participate in campus meetings and obligations remotely
- ARTICLE VI HOURS Section 4. Teaching Loads – an update to the contract that would allow the teaching load for Parent Ed as well as Film/Media Production to be reviewed and possibly reduced
- ARTICLE VI HOURS Section 10 – an update to the contract ensuring that faculty have ease of access to information regarding the status of their banked hours as well as faculty unit credits
- ARTICLE VI HOURS, SECTION 16 G – an update in the contract allowing Contract faculty to teach 100% online so long as their other contractual obligations are being met
- ARTICLE VI HOURS, SECTION 22 Intellectual Property Rights – an update to the Intellectual Property section of the contract to clarify ownership of faculty creations
- Article VII: LEAVES OF ABSENCE: Section 1 (Types of Leaves) – an update in the contract ensuring that faculty who are on leave are not charged with finding their own replacement for courses, substitutes, or generalized duties
- ARTICLE VII LEAVES OF ABSENCE 2 – an update to the contract that clarifies how adjunct office hours are paid when an adjunct faculty member is out sick
- ARTICLE VIII SALARIES, Section 2. Adjunct Faculty, A-D – a contract clarification regarding adjunct compensation for holidays

- ARTICLE VIII SALARIES, Section 2. Adjunct Faculty, A-D – an addition to the contract that clarifies that a faculty member is not considered to have an expectation of employment until they have been offered an actual contract
- ARTICLE VIII SALARIES Section 3. Intersession Pay – an update in the contract that ensuring Intersession pay is equal or better to pay for fall and spring for all adjunct faculty
- ARTICLE VIII: SALARIES: SECTION 10, B (SERVICE ADVANCEMENT) – an addition to the contract ensuring that when a faculty member serves as an administrator, their years of service are credited on the salary schedule when they return to work as a faculty member
- ARTICLE VIII SALARIES, Section 13 – an addition to the contract that allows for equity between adjunct faculty and adjunct counselors by assigning an additional workday for each adjunct counselor if their hours are cancelled due to a holiday
- ARTICLE VIII SALARIES, Section 16 – an update in the contract allowing for an adjustment, augmentation, and renaming of the Visual and Performing Arts stipends
- ARTICLE VIII: SALARIES, SECTION 18: EXTRA ASSIGNMENTS – an addition to the contract that compensates instructors teaching Independent Study courses
- ARTICLE XI – HEALTH AND WELFARE BENEFITS, SECTION 1 – an update to the contract to increase the District's current contribution to retiree healthcare and long-term care allowances until the employee reaches Medicare eligibility age
- ARTICLE XI HEALTH AND WELFARE BENEFITS, Section 4. Retirement Benefits – an update in the contract that specifies that compensatory hours will be paid out upon resignation, retirement, or death
- ARTICLE XIII (MISCELLANEOUS PROVISIONS) SECTION 5 (NEW) – an addition to the contract to include subsidized car charging for all faculty who commute using electric or hybrid cars
- CONTRACT SECTION TBD – an update in the contract to reflect the varied responsibilities of library faculty in fulfilling their roles as Instructional Services faculty
- The Guild has an interest in achieving pay parity for adjunct faculty, including an improved pay schedule to match the structure of the full-time pay schedule as well as additional compensation for doctoral degrees, professional licensure, and certification.
- The Guild has an interest in restructuring stipend compensation to reflect current job duties for stipends such as, but not limited to division chairs, department chairs, independent study, nutrition, and team teaching.
- The Guild has an interest in providing a benefit for full time faculty that would allow permanently disabled faculty to continue to receive medical benefits until Medicare eligibility.

District Articles and/or Issues

- **Article VI, Hours** – The District has an interest in clarifying the language within the article, ensuring consistent terms are used throughout the agreement, and ensuring the

language addresses instructional and non-instructional faculty within the bargaining unit.

- **Article VII, Leaves of Absence** - The District has an interest in clarifying various provisions of the article to ensure compliance with federal and state statutes and regulations.
- **Article IX, Evaluation Procedures and related Appendices** – The District has an interest in clarifying the timelines delineated in the evaluation procedures, clarifying various provisions of article, and ensuring consistent terms are used throughout the agreement.
- **Article XI – Health and Welfare** – The District has an interest in exploring entry into benefits joint powers authority or health benefit trust and related benefit plan offerings, clarifying various provisions of article, and ensuring consistent terms are used throughout the agreement.

DATE: May 19, 2022



Caroline DePiro, Chief Negotiator
Glendale College Guild



Victoria Simmons, Chief Negotiator
Glendale Community College District

GLENDAL COMMUNITY COLLEGE DISTRICT

June 21, 2022

NEW BUSINESS REPORT NO. 3 - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Victoria Simmons, Vice President, Human Resources

SUBJECT: TENTATIVE AGREEMENTS BETWEEN THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS GLENDAL COMMUNITY COLLEGE CHAPTER #76

DESCRIPTION OF HISTORY/BACKGROUND

The District and the California School Employees Association and Its Glendale Community College Chapter #76 (CSEA) reached tentative agreement on the following items:

1. Article I Agreement
2. Article II Recognition
3. Article III Retained Rights
4. Article IV Organizational Rights
5. Article V Organizational Security
6. Article VI Grievance Procedures
7. Article VII Hours of Assignment
8. Article VIII Wages
9. Article IX Health and Welfare Benefits
10. Article X Leaves of Absence
11. Article XI Holidays
12. Article XII Vacations
13. Article XIV Probationary Period
14. Article XVI Police Officers
15. Article XVII Performance Evaluations
16. Article XVIII Disciplinary Procedures
17. Article XIX Layoff Procedures
18. Articles XX Transfer Procedures
19. Article XXI Professional Growth
20. Article XXII Contracting Out
21. Article XXIII Safety Conditions
22. Article XXIV Retirement

23. Article XXV Concerted Activities
24. Article XXVI Duration
25. Appendix B1 Classified Employee Salary Schedule
26. Appendix B2 Professional Growth Stipend Schedule
27. Appendix C Classifications and Salary Ranges
28. Appendix D1 Classified Work Calendar
29. Appendix E1 Performance Evaluation
30. Appendix H Flex Work
31. Appendix J Compensatory Time Off form
32. Appendix N1 Tuition Reimbursement form (new)

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

None

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the tentative agreements between the District and California School Employees Association and Its Glendale Community College Chapter #76.

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

Appendix "C"
CLASSIFIED CLASSIFICATIONS AND SALARY RANGES

Bargaining Unit Classification: one or more classifications in the bargaining unit that have the same designated title and minimum qualifications, and share a common salary range.

Classification Series: a group of hierarchical classifications which are closely related and in which the higher classifications within the series require the skills, knowledge and abilities necessary to perform any of the duties of any lower classification within the series.

Classification Family: classifications, and classification series, which are related to one another by the nature of the general duties performed, and which require somewhat similar knowledge, skills and abilities.

Classifications and Salary Ranges: The Classified classifications (job titles) and salary ranges are listed below.

The District shall have the right to create new positions as needed.

ADMINISTRATIVE SERVICES CLASSIFICATION FAMILY	
<u>Accounting Classification Series</u>	Range
Accounting Clerk	22
Senior Accounting Clerk	27
Student Fees Assistant Technician	27
Accounting Technician	31
Employee Benefits Technician	31
Payroll Technician	31
Student Employment Services Technician	31
Student Fees Technician	31
Grants Accounting Specialist	33
Accountant Foundation	36
Assistant District Accountant	40
Foundation Accountant & Business Operation Specialist	42
<u>Administrative Services Classification Series</u>	
Office Assistant I	14
College Information Operator	16
<u>Administrative Services Classification Series (continued)</u>	Range
Instructional Services Specialist	31
Instructional Support Specialist	31
<u>Marketing Classification Series</u>	
Graphic Designer	32
Public Information Coordinator	36
Sports Information and Development Coordinator	36
Computer Graphics Analyst	40
Web Coordinator	40
<u>Business Services Classification Series</u>	
Business Services Technician	31
Senior Business Services Technician	35
<u>Mail Services Classification Series</u>	
Mail Services Worker	15

Office Assistant II	17
Office Assistant III	20
Faculty Development Assistant	23
Administrative Assistant I	24
Administrative Assistant II	27
Administrative Assistant III	31
Governance Office Coordinator	31

Senior Mail Services Worker	22
<u>Document Services Classification Series</u>	
Senior Document Services Assistant	24
Lead Reprographics Technician	27
<u>Human Resources Classification Series</u>	
Human Resources Assistant	23
Human Resources Generalist	31
Senior Human Resources Generalist	36

ATHLETICS CLASSIFICATION FAMILY

<u>Athletic Equipment Classification Series</u>	
Athletic Equipment Attendant	18

<u>Athletic Trainer Classification Series</u>	
Assistant Athletic Trainer	21
Fitness Center Technician	28
Athletic Trainer	35

CAMPUS SECURITY CLASSIFICATION FAMILY

<u>Campus Police Classification Series</u>	
Police Communication & Record Specialist	26
Police Officer Trainee	29

<u>Campus Police Classification Series (continued)</u>	
Police Officer	37
Police Corporal	42

COMPUTER CLASSIFICATION FAMILY

<u>Computer Labs Classification Series</u>	
Assistant Computer Lab Technician	24
Computer Lab Technician	30
Senior Computer Lab Technician	36
Engineering Lab Specialist	40

<u>Information Technology Support Classification Series</u>	
IT Support Specialist	36
Senior IT Support Specialist	40

<u>Computing Classification Series</u>	
Computer Graphics Analyst	40
Web Coordinator	40
Network Administrator	44
Database Administrator	48
Computer System Administrator	48

<u>Instructional Computer Labs Classification Series</u>	
Assistant Instructional Computer Lab Technician	23
Instructional Computer Lab Technician	28
Senior Instructional Computer Lab Technician	33

<u>Programming Classification Series</u>	
Programmer/Analyst	44
Programmer/Analyst II	46

<u>Custodial Classification Series</u>	
Custodian	16
Senior Custodian	20
Utility Worker	22
Head Custodian	24
Lead Utility Worker	28
Senior Head Custodian	29
<u>Gardening Classification Series</u>	

<u>Facilities Maintenance Classification Series</u>	
Skilled Crafts Maintenance Worker I	29
HVAC Technician	34
Electrician	34
Plumber	34
Lock Smith	34
Skilled Crafts Maintenance Worker II	34
<u>Receiving Classification Series</u>	

Gardener	18	Warehouse Worker	22
Head Gardener	24	Lead Warehouse Worker	29

FOOD SERVICES FAMILY			
<u>Food Services Series</u>	Range		
Cook	40		
Lead Food Services Worker	45		

INSTRUCTIONAL ASSISTANCE CLASSIFICATION FAMILY			
<u>Child Development Classification Series</u>	Range	<u>Instructional Technology Support Classification Series</u>	Range
Child Dev. Center Front Desk Assistant	12	Assistant Instructional Technology Support Specialist	23
Early Childhood Educator	17	Instructional Technology Support Specialist	38
Master Early Childhood Educator	26		
<u>Instructional Assistant Classification Series</u>		<u>Library Classification Series</u>	
Instructional Aid	12	Library and Learning Support Assistant	17
DSPS Student Assistant	17	Library Technician I	23
Assistant Instructional Lab Technician	23	Library Technician II	25
Assistant Science Lab Technician	23	Library Computer Systems Coordinator	40
Emergency Medical Lab Technician	25		
Ceramic/Art Lab Technician	28	<u>Performing Arts Classification Series</u>	
Instructional Lab Technician	28	Performing Arts Assistant Technician	22
Nursing Resources Lab Assistant	28	Performing Arts Technician	30
Photography/Art Lab Technician	28		
Science Lab Tech	28		
Senior Instructional Lab Technician	33		
Computer Administrator Planetarium Tech Specialist	44		

DATA OPERATIONS CLASSIFICATION SERIES	
<u>Data Operations Specialist</u>	Range 35

STUDENT SUPPORT CLASSIFICATION FAMILY

Research Classification Series

Planning and Research Analyst	38

<u>Admission & Records Classification Series</u>	Range	<u>Student Services Classification Series</u>	Range
Enrollment Services Assistant	18	Student Services Assistant I	17
Enrollment Services Technician	23	Student Assessment Assistant	20
~~Enrollment Services Shift Lead~~	~~27~~	Student Services Assistant II	23
Enrollment Service Support Technician	31	Student Assessment Technician	26
Veterans Center Coordinator	31		

Senior Enrollment Services Specialist	36
Senior Enrollment Services Support Technician	36
<u>Financial Aid Classification Series</u>	
Financial Aid Data Assistant	21
Financial Aid Assistant Technician	23
Financial Aid Audit Technician	30
Financial Aid Technician	31
Senior Financial Aid Technician	36
<u>Operations Analyst Classification Series</u>	
Operations Analyst	40
<u>Interpreter Classification Series</u>	
Lead Interpreter/Coordinator	36

Student Services Technician	31
Senior Student Services Technician	35
Student Services Program Coordinator	36
Senior Coordinator International Student Program	38
Senior Coordinator Student Services Program	38
<u>Assistive Technology Support Services Classification Series</u>	
Alternate Media Service Provider	38
<u>Student Support Clerk Classification Series</u>	
Health Clerk	10
Health Clerk II	17
Program Assistant	17
Nursing Program Specialist	28
Program Specialist	28
<u>Nursing Classification Series</u>	
Nurse Associate	37

Tentatively agreed on: June 1, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator



06/01/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

APPENDIX "D1"
2022-2023 CLASSIFIED EMPLOYEES WORK CALENDAR

MONTH	HOLIDAY	College Closed	DAYS IN PAID SERVICE
JULY	07/04/22		20
AUGUST			23
SEPTEMBER	09/05/22		21
OCTOBER			21
NOVEMBER	11/11/22 11/24/22 11/25/22	11/26/22*	19
DECEMBER	12/23/22 12/27/22 12/28/22 12/29/22 12/30/22 12/31/22		16
JANUARY	01/02/23 01/16/23		20
FEBRUARY	02/17/23 02/20/23		18
MARCH	03/31/23		22
APRIL	04/24/23		19
MAY	05/29/23		22
JUNE	06/19/23		21
TOTAL DAYS IN PAID SERVICE =			242

9 MONTH EMPLOYEES work from 07/01/22 - 06/30/23

- Vacation days shall be used for Spring break (4/17/23 — 4/22/23) and December non-work days.
- 9 month employees take the equivalent of three months (consecutive weeks) off between the months of June and August.

10 MONTH EMPLOYEES work from 07/01/22 - 06/30/23

- Vacation days shall be used for Spring break (4/17/23 — 4/22/23)
- 10 month employees take the equivalent of two months (consecutive weeks) off between the months of June and August.

11 MONTH EMPLOYEES work from 07/01/22 - 06/30/23

- 11 month employees take the equivalent of one month (consecutive weeks) off between the months of June and August.

12 MONTH EMPLOYEES work from 07/01/22 - 06/30/23

* Employees scheduled to work on a Saturday, when a College is closed, shall revert to Monday-Friday work schedule the week prior or after the College closure. The rescheduled work hours should be within 15 days with mutual agreement between the employee and supervisor.

Note: Employees and supervisors can use the flex language of Article VII, Section 3(B) to provide for using in-lieu days for employees not directly attached to the Academic Calendar requirements.

Tentatively agreed on: May 25, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova
Saodat Aziskhanova, Chief Negotiator

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

 06/01/22
Angelica Reyes,
CSEA Labor Relations Representative

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE IX - HEALTH AND WELFARE BENEFITS

SECTION 1. Eligibility for Full-Time Bargaining Unit Employees - The District ~~shall will~~ provide a health and welfare program for each regular full-time ~~school-year~~ bargaining unit employee, as provided herein. The District ~~will~~ shall consider a bargaining unit employee working thirty (30) hours or more a week as a full-time bargaining unit employee for the purposes of this Article. The District ~~shall will~~ continue to pay the entire premium for eligible bargaining unit employees. Bargaining unit ~~E~~employees hired on the first (1st) working day of the month, regardless of their assignment, shall have all benefits and entitlements effective on the first (1st) day of the calendar month in which they were hired. Bargaining unit ~~E~~employees hired between the second (2nd) working day of the month and the last working day of the month, regardless of their assignment, shall have all benefits and entitlements effective on the first (1st) day of the calendar month following the month in which they were hired.

A. One (1) of three (3) health plans for bargaining unit employees and dependents, and domestic partners selected from:

1. Blue Shield Medical Program (PPO) Policy #961767 to include domestic partner coverage, (\$20 office visit co-pay, \$10 generic/\$15 brand/\$30 non-formulary prescription co-pay) and a premium retro plan. The Blue Shield PPO deductible s \$500 for an individual and \$1,000 for two party or family plan. The policy with its provisions shall be attached as part of the master Agreement. (Domestic Partner Coverage)
2. Blue Shield HMO Policy #H51353 to include domestic partner coverage, (\$10 office visit co-pay, \$10 generic/\$20 brand prescription co-pay), and a premium retro plan. The policy with its provisions shall be attached as part of the master Agreement. (Domestic Partner Coverage)
3. Kaiser Permanente Medical Plan - Group No. 2838-00 (\$10 office visit, \$10 generic/\$20 brand prescription co-pay.) The policy with its provisions shall be attached as part of the master Agreement. (Domestic Partner Coverage)

B. One (1) of two (2) health plans for employees, their dependents, and domestic partners hired after June 30, 1995 who are hired to work in the Food Services Department or the Child Development Center.

~~1. Blue Shield HMO Policy #H51353 to include domestic partner coverage, (\$10 office visit co-pay, \$10 generic/\$20 brand prescription co-pay), and a premium retro plan. The policy with its provisions shall be attached as part of the master Agreement. (Domestic Partner Coverage)~~

~~2. Kaiser Permanente Medical Plan - Group No. 2838-00 (\$10 office visit, \$10 generic/\$20 brand co-pay prescription.) The policy with its provisions shall be attached as part of the master Agreement. (Domestic Partner Coverage)~~

~~3. Employees who become employees in the Food Services Department or the Child Development Center by reason of transfer, demotion, promotion, or reassignment are exempted from Article IX Section 1, A.~~

C. A dental plan for the bargaining unit employee, spouse and dependents to be provided by the Delta Dental Service comparable to Plan #6527-0004. Annual dental coverage shall be one thousand two hundred dollars (\$1200) per person for a Premier Plan. Annual dental coverage shall be one thousand four hundred (\$1400) per person if the dentist is within the Delta Dental PPO Network.

D. A vision plan for the bargaining unit employee and spouse or one (1) eligible dependent to be provided by Vision Service Plan comparable to Plan #903276.

A spouse or one (1) eligible dependent may be covered. Any change of a covered spouse or dependent must occur during open enrollment and must remain in effect for two (2) years.

E. A fifty thousand dollars (\$50,000) level term group life insurance policy with AD & D, for the employee only, **subject to ADEA.**

F. An Employee Assistance Program

The District shall provide access to each permanent bargaining unit employee and their dependents to an Employee Assistance Program (EAP). This program shall be voluntary and completely confidential. No information regarding actions with bargaining unit

employees may be reported back to the District other than statistical data.

- G. A Health Benefits Committee with CSEA representation **shall will** review and recommend wellness activities. Recommendations shall be made annually to provide for wellness activities for all **bargaining unit** employees.

SECTION 2. Eligibility for Part-Time Bargaining Unit Employees - The District **shall will** provide a health and welfare program for each regular ~~school year~~ **bargaining unit** employee working part-time at least twenty (20) but less than thirty (30) hours per week, as provided herein. The District **shall will** continue to pay the entire premium for eligible **bargaining unit** employees. **Bargaining unit** ~~E~~employees hired on the first (1st) working day of the month, regardless of their assignment, shall have all benefits and entitlements effective on the first (1st) day of the calendar month in which they were hired. **Bargaining unit** ~~E~~employees hired between the second (2nd) working day of the month and the last working day of the month, regardless of their assignment, shall have all benefits and entitlements effective on the first (1st) day of the calendar month following the month in which they were hired.

- A. ~~One (1) of two (2) health plans for bargaining unit employees hired after June 30, 1995, who are hired to work in the Food Services Department or the Child Development Center.~~

~~1. Blue Shield HMO Policy #H51353 (\$10 office visit co-pay, \$10 generic/\$20 brand prescription co-pay), and a premium retro plan.~~

~~2. Kaiser Permanente Medical Plan - Group No. 2838-00 (\$10 office visit, \$10 generic/\$20 brand prescription co-pay.)~~

~~3. Employees who become employees in the Food Services Department or the Child Development Center by reason of transfer, demotion, promotion, or reassignment are exempted from Article IX, Section 2, A.~~

- A. ~~B.~~ A group health insurance for the **bargaining unit** employee only, to be selected from the plans specified in Section 1, B above.

- ~~B.C.~~ A dental plan for the **bargaining unit** employee only, to be provided by the Delta Dental Service comparable to Plan #6527-0004. Annual dental coverage shall be one thousand two hundred

dollars (\$1200) per person for a Premier Plan. Annual dental coverage shall be one thousand four hundred (\$1400) per person if the dentist is within the Delta dental PPO Network.

C.D. A vision plan for the bargaining unit employee to be provided by Vision Service Plan comparable to Plan #903276.

D.E. A fifty thousand dollars (\$50,000) level term group life insurance policy with AD & D, for employee only.

E.F. Bargaining unit employees covered under the Blue Shield HMO medical program will receive paid prescription coverage (\$10, \$20 co-pay) for employees.

F.G. An Employee Assistance Program

The District shall provide access to each permanent bargaining unit employee and their dependents to an Employee Assistance Program (EAP). This program shall be voluntary and completely confidential. No information regarding actions with bargaining unit employees may be reported back to the District other than statistical data.

G.H. A Health Benefits Committee with CSEA representation will review and recommend wellness activities. Recommendations shall be made annually to provide for wellness activities for all bargaining unit employees.

SECTION 3. Vision Benefits Contingency - Both parties agree that in the event a different bargaining unit is granted additional vision benefits, **CSEA bargaining unit employees** ~~this bargaining unit~~ shall receive the same benefit for the duration of the contract.

SECTION 4. Health Coverage for Domestic Partners - The District **shall will** provide health plan coverage for domestic partners of employees who work at least .75 FTE ~~full-time equivalent~~ under the Blue Shield of California coverage under the following conditions:

A. All Blue Shield health plans participating in the District's health benefit's program will provide coverage for domestic partners and agree to the same definition of a domestic partner.

B. To qualify as a "domestic partner" the following conditions must exist:

1. Each of the domestic partners is eighteen (18) years of age or older.

2. The domestic partners share a close personal relationship and are responsible for each other's common welfare.
 3. The domestic partners are each other's sole domestic partner.
 4. The domestic partners are not married to anyone nor have had another domestic partner within the prior six (6) months.
 5. The domestic partners are not related by blood closer than would bar marriage in the State of California.
 6. The domestic partners share the same regular and permanent residence, with the current intent to continue doing so indefinitely.
 7. The Domestic partners are jointly financially responsible for "basic living expenses," defined as the cost of basic food, shelter, and any other expenses of a domestic partner which the partner qualified because of the domestic partnership. (Note: Domestic partners need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the cost.)
 8. Both domestic partners were mentally competent to consent to the contract when their domestic partnership began.
- C. The District agrees to pay the same toward the cost of coverage for an bargaining unit employee with an enrolled domestic partner (or domestic partners with children) as it pays toward the cost of coverage for an bargaining unit employee with a spouse (or spouses with children.)
- D. The District agrees to offer COBRA to domestic partners and to domestic partners with children as it does for other employee dependents.
- E. Domestic partners may only be enrolled when initially eligible or at the annual open enrollment period. If a domestic partner relationship is terminated while under this coverage the bargaining unit employee must wait for one (1) year before another domestic partner can be covered under the District plan.
- F. An bargaining unit employee desiring to enroll a domestic partner in the District Health plan **shall will** complete a District form prepared for this purpose. The domestic partners by signing this agreement

shall will accept the conditions that are set forth. (see Appendix "A1")

- G. The **bargaining unit** employee member of the domestic partner relationship agrees to provide written notice to the Employee Benefits **Technician Assistant** in payroll if there is any change of circumstances in the relationship within thirty (30) days of the change by filing a Statement of Termination of Domestic Partnership in writing.
- H. All Kaiser health plans participating in the District's health benefit's program **shall will** provide coverage for domestic partners and agree to the same definition of a domestic partner. The Kaiser form **shall will** be used for this benefit and is attached to the Agreement as Appendix "A2".

SECTION 5. **Cash-in-lieu of Medical Benefits**

All eligible **bargaining unit** employees should have health coverage in either a District plan or a plan provided through a spouse or domestic partner who does not work for ~~Glendale Community College the~~ District. An **bargaining unit** employee who is eligible for a District-paid health plan and is covered by another health plan through a spouse or domestic partner may voluntarily opt out of the District plan.

The **bargaining unit** employee **shall will** be paid the amount listed in the chart below for each month ~~they he/she are is~~ eligible for a District-paid health plan but is not covered.

Number of employees ~~s~~ opting out	Monthly incentive amount
8 or fewer	\$250
9 to 11	\$400
12 to 14	\$500
15 or more	\$550

To participate in this option, the **bargaining unit** employee ~~must~~ **shall** show proof of coverage from the other health plan and the stipends **shall will** be effective on the first working day of the subsequent month. If an **bargaining unit** employee receiving this stipend loses

health coverage through ~~his/her~~ their spouse or domestic partner, ~~they~~ ~~he/she~~ **shall will** be required to be re-enrolled in one of the ~~ed~~District's plans on the first working day of the subsequent month of the loss of coverage and stipends **shall will** end the month of termination of the other plan. To be re-enrolled on a District plan, the bargaining unit employee **must-shall** show proof of termination from the other health coverage within 30 days of termination.

The bargaining unit employee shall receive the money in a stipend check in July for the period of January through June of that year and in January of the following year for the period of July through December of prior year.

The stated monthly stipend amounts are for full time bargaining unit employees. Stipend amounts for permanent part time bargaining unit employees **shall will** be prorated according to their FTE.

Tentatively agreed on: May 23, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

Angelica Reyes

06/01/22

Angelica Reyes,

CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE XIX - LAYOFF PROCEDURES

SECTION 1. Definitions

- A. "Layoff" is ~~defined as~~ an involuntary separation from District ~~service employment~~ due to ~~cause and based on lack of work reduction in service~~ or lack of funds. A layoff also includes any reduction in hours ~~of the assignment of employment or assignment to a classification or grade~~ lower than that in which the bargaining unit employee has permanence and therefore alters the terms of employment.
(Education Code [§88017](#))
- B. "Seniority" is ~~defined as~~ length of service based on date of hire in a regular bargaining unit classification position. Overtime work shall not be included in computing seniority credit. If two (2) or more bargaining unit employees have equal seniority as defined by hire date, the bargaining unit employee with the most hours in a paid status shall be considered most senior. If a tie still exists, seniority shall be determined by lot.
- C. "Displacement Rights" (also referred to as "Bumping") ~~are is defined as~~ the right of ~~an~~ bargaining unit employee, who is laid off with the most seniority, to displace ~~an another bargaining unit~~ employee with lesser seniority in a class bargaining unit classification in order to restore the same or similar level of salary and health benefits prior to the layoff.
- D. "Bargaining Unit Employee" is ~~defined as a classified bargaining unit employee who employed in a bargaining unit classification~~ and has either probationary or permanent status.
- E. "Job-Bargaining Unit Classification" is ~~defined as~~ one or more ~~positions~~ classifications in the ~~classified service~~ bargaining unit that have the same designated title and minimum qualifications, and share a common salary range.
- F. "Job-Classification Series" is ~~defined as~~ a group of hierarchical ~~job~~ classifications which are closely related and in which the higher classifications within the series require the skills, knowledge and abilities

necessary to perform any of the duties of any lower classification within the series. Job-Classification Series are ~~delineated those set forth~~ in Appendix "C".

- G. "Job-Classification Family" ~~is defined as job are~~ classifications, and ~~job classification~~ series, which are related to one another by the nature of the general duties performed, and which require somewhat similar knowledge, skills and abilities. Job-Classification Families are those set forth in Appendix "C".
- H. "Qualified" shall mean the bargaining unit employee who meets the minimum qualifications as determined by the ~~job~~ classification description.
- I. "FTE" is ~~defined as the~~ Full Time Equivalent and refers to the percentage of a full time, forty (40) hour per week assignment. ~~In a~~ Additionally, FTE affects the level of health benefits for which the bargaining unit employee qualifies. (see Article IX, section 1 & 2) A 1.00 FTE is an ~~an~~ bargaining unit employee whose regular assignment is the equivalent of forty (40) hours per week. A .50 FTE is an bargaining unit employee whose regular assignment is the equivalent of twenty (20) hours per week. An bargaining unit employee's FTE shall not increase from their FTE prior to layoff in the course of the displacement rights bumping process.
- J. "Months" are ~~defined as~~ the number of calendar months the bargaining unit employee has been assigned. ~~An~~ bargaining unit employee may have a 9, 10, 11, or 12 month assignment at any FTE.

SECTION 2.

Notice of Layoff - In the event of a reduction in force in any classification ~~hereunder~~, layoffs shall will be in reverse order of seniority with the least senior bargaining unit employee in the job classification that is being eliminated being laid off first.

Bargaining unit ~~Employees~~ subject to a layoff shall be given written notice of the layoff ~~no later than March 15th. not less than sixty (60) calendar days prior to the effective date of the layoff, which will~~ The written notice of layoff shall include items required in Education Code §88017, their displacement rights (if any), and re-employment rights, and the seniority list. The District ~~shall will~~ provide email the CSEA President the Association with copies of the written notice of layoff ~~notices~~ and the seniority list at the time the bargaining unit employee is notified.

Bargaining unit ~~Employees~~ with displacement rights (if any), ~~shall~~ **will** have at least seven (7) days, from the date of notification, to notify ~~the Office of~~ Human Resources, in writing, of their intention to exercise displacement rights.

When bargaining unit positions must be eliminated as a result of the expiration of a specially funded program, the bargaining unit employees to be laid off shall be given written notice of layoff not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights. (Education Code §88017(k)).

~~When as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any special funded program is other than June 30, the notice shall be given no less than 60 days prior to the effective date of their layoff.~~

SECTION 3.

Displacement Rights (also referred to as 'Bumping') - In order to provide the highest level of protection to bargaining unit employees with the greatest seniority length of service with the District, the procedure below ~~shall~~ **will** take into account the ~~bumping displacement rights of the bargaining unit~~ employee's FTE in this process.

The District ~~shall~~ **will** offer an bargaining unit employee with displacement rights a position with the most similar level of salary, hours, and health benefits to what ~~he or she they~~ earned prior to being displaced into another position based on the displacement rights outlined below in A through M. Therefore, the District ~~shall~~ **will** offer such an bargaining unit employee an FTE classification position, if one exists, which maintains their current level of salary and health benefits, even if this means not initially displacing the least senior employee.

An bargaining unit employee who has received a written notice of layoff may exercise ~~his/her bumping their displacement~~ rights as outlined below. An bargaining unit employee who has received a written notice of layoff has the right not to participate in the displacement rights bumping process and may instead accept the layoff.

A. An bargaining unit employee shall displace the bargaining unit employee

with the least seniority within their ~~job~~ classification with the same FTE prior to layoff:

- B. If there is no less senior bargaining unit employee to displace within their ~~job~~ classification with the same FTE, an bargaining unit employee shall displace the bargaining unit employee with the least seniority at a lateral salary range within their job classification series with the same FTE prior to layoff;
- C. If there is no less senior bargaining unit employee to displace at a lateral salary range within their job classification series with the same FTE and the bargaining unit employee is qualified, an bargaining unit employee shall displace the bargaining unit employee with the least seniority at a lateral salary range within their ~~job classification~~ family with the same FTE prior to layoff. ~~The Office of~~ Human Resources shall will verify the employee's current qualifications;
- D. If there is no less senior bargaining unit employee to displace at a lateral salary range within their job classification family with the same FTE, an bargaining unit employee shall displace the bargaining unit employee with the least seniority within their ~~job~~-classification with the highest FTE which maintains their level of health benefits prior to layoff;
- E. If there is no less senior bargaining unit employee to displace within their job classification series with an FTE that maintains their level of health benefits prior to layoff, an bargaining unit employee shall displace the bargaining unit employee with the least seniority at a lateral salary range within their job classification series with the highest FTE that maintains their level of health benefits prior to layoff;
- F. If there is no less senior bargaining unit employee to displace within their job classification series at a lateral salary range with a FTE that maintains their level of health benefits prior to layoff and the bargaining unit employee is qualified, an bargaining unit employee shall displace the bargaining unit employee with the least seniority at a lateral salary range within their job classification family with the highest FTE that maintains their level of health benefits prior to layoff. ~~The Office of~~ Human Resources shall will verify the employee's qualifications;
- G. If there is no less senior bargaining unit employee to displace within their job classification family at a lateral salary range with an FTE that maintains their level of health benefits prior to layoff and the bargaining unit employee is qualified, an bargaining unit employee shall displace the bargaining unit employee with the least seniority at a lower salary range

(nearest to their salary range prior to layoff) within the job classification family with a FTE that maintains their level of health benefits prior to layoff. ~~The Office of~~ Human Resources shall will verify the bargaining unit employee's qualifications;

- H. If there is no less senior bargaining unit employee to displace within their job classification family at a lower salary range with an FTE that maintains the bargaining unit employee's level of health benefits prior to layoff, ~~an bargaining unit~~ employee shall displace the least senior bargaining unit employee within their job-classification at the closest FTE prior to layoff (which may result in a reduction of health benefits);
- I. If there is no less senior bargaining unit employee to displace within the job classification with a lower FTE and the bargaining unit employee is qualified, ~~an bargaining unit~~ employee shall displace the least senior bargaining unit employee at a lower salary range (nearest to their salary range prior to layoff) within their job classification family at the closest FTE prior to layoff (which may result in a reduction of health benefits.)
~~The Office of~~ Human Resources shall will verify the bargaining unit employee's qualifications;
- J. If there is no less senior bargaining unit employee to displace within the bargaining unit employee's current job classification family and the bargaining unit employee has previously passed probation and still meets the current qualifications in a job-classification within a different job classification family with a salary range which is lateral or lower than the bargaining unit employee's salary range prior to layoff, ~~an bargaining unit~~ employee shall displace the least senior bargaining unit employee in the previously held job classification with the same FTE prior to layoff;
- K. If there is no less senior bargaining unit employee to displace within the bargaining unit employee's previous job classification with the same FTE, the bargaining unit employee shall displace the least senior bargaining unit employee within the previous job classification with the highest FTE which maintains their level of health benefits prior to layoff;
- L. If there is no less senior bargaining unit employee to displace within the bargaining unit employee's previous job-classification with an FTE that maintains their level of health benefits prior to layoff, the bargaining unit employee shall displace the least senior bargaining unit employee within the previous job-classification at the closest FTE prior to layoff (which may result in a reduction of health benefits.)
- M. The displacement process continues until all displacement rights have

been exhausted.

A bargaining unit employee member displaced by the ~~operation of this~~ layoff procedure shall have the same layoff and displacement rights as though ~~he/she they were was~~ being laid off.

If a vacant position exists in a classification into which an bargaining unit employee is exercising displacement rights bumping, the bargaining unit employee shall move into the vacant position.

~~Employees displaced by the operation of this layoff procedure may be required to serve a new probationary period.~~

SECTION 4. Reemployment Rights – Bargaining unit ~~Employees~~ who have been laid off shall be placed on a reemployment list for thirty-nine (39) calendar months.

- A. Bargaining unit** ~~Employees~~, who, ~~through operations of this Article~~ receive fewer hours or are assigned to a lower classification, shall be placed on the reemployment list for an additional twenty-four (24) months for a total of sixty-three (63) months.
- B. Bargaining unit** ~~Employees~~ who take voluntary demotions or voluntary reductions in their FTE assigned time in lieu of layoff shall be, at the option of the bargaining unit employee, returned to a position in their former classification or to a classification and FTE that reflects their assignment prior to a voluntary reduction in FTE ~~positions with increased assigned time without limitation of time, but if there is a valid reemployment list, The bargaining unit employee they shall be ranked on that reemployment~~ list in accordance with their proper seniority and FTE.
- C.** Offers of reemployment shall be delivered by certified mail to the last known address on record with ~~as recorded in the Office of~~ Human Resources and shall be in the reverse order of the layoff as vacancies occur in the job classification families for which the laid off bargaining unit employee is qualified. When more than one bargaining unit employee was laid off on the same date, reemployment shall be based on seniority.
- D. ~~Individuals~~ Former bargaining unit employees** on a reemployment list shall have up to ten (10) working days from the postmarked date of notice to accept or decline, in writing, the position being offered. ~~An individuals~~ former bargaining unit employee who has declined two (2) offers of reemployment relinquishes all reemployment rights. Failure to reply, in writing, to the notice within ten (10) working days shall ~~will~~ be considered

a refusal and shall cause the ~~individual's former~~ **bargaining unit employee** name to be permanently removed from the re-employment list.
Individuals

Former bargaining unit employees on the reemployment list are responsible for notifying ~~the Office of~~ Human Resources of a change in mailing address and/or phone number.

- E.** If an ~~individual~~ **bargaining unit employee** on the reemployment list accepts the position being offered, the ~~individual bargaining unit employee~~ shall have up to ten (10) working days from the postmarked date of the notice to report for work. If the ~~individual bargaining unit employee~~ fails to return to work on the specified return date, all the reemployment rights ~~shall be~~ **are** relinquished.

- ~~**F.** Individuals, who are reemployed by the operation of this reemployment procedure, into a new classification, shall be required to serve a new probationary period. If an individual is reemployed in a new classification and fails to complete the probationary period in the new classification, he/she shall be returned to the reemployment list for the remainder of the 39 month period.~~

F. An ~~bargaining unit~~ employee who elects **layoff separation** in lieu of displacement or who voluntarily accepts reassignment to a vacant position, for which the **bargaining unit** employee is qualified, in another classification without exercising displacement rights shall maintain ~~his/her~~ **their** reemployment rights under this Article.

- G.** ~~Individuals~~ **Bargaining unit employees** on the reemployment list are eligible to apply for ~~vacancies~~ **job openings** within the District.

SECTION 5.

Salary Placement - An ~~bargaining unit~~ employee accepting a position in a lower classification or ~~a reduction in their FTE reduced hours~~ or work year in lieu of layoff, shall maintain same level of health and welfare benefits for a period of one (1) calendar year from the effective date of the layoff and be placed on a step in the salary range of the lower classification which is nearest to ~~their current range and step, but not higher than the annual salary he/she would have earned in the former classification.~~

- A.** ~~In any case, the~~ **lower classification** salary shall not exceed the maximum step of the ~~current~~ classification **range**.
- B.** The **bargaining unit** employee ~~will~~ **shall** retain ~~his/her~~ **their one year interval cycle anniversary date** for subsequent salary advancement. (See Article VIII, Wages, Section 3, B.)

- C. Salary increments based upon longevity shall continue to be paid in the ~~new~~ lower classification.

SECTION 6.

Assignment to a Vacant Position - ~~An~~ bargaining unit employee who ~~is qualified~~ meets the minimum qualifications may be assigned by the District to a vacant position in a similar or lower classification. The following conditions shall ~~prevail~~ be required:

- A. The District shall determine when a vacancy exists in a similar or lower classification ~~which positions are vacant~~.
- B. The District shall determine if the bargaining unit employee ~~is qualified~~ meets the minimum qualifications for the vacant position.
- C. ~~An~~ bargaining unit employee assigned to a vacant position shall have the same rights as an employee exercising ~~his/her~~ their displacement rights.

SECTION 7.

Reduction in ~~Hours or Months~~ FTE and Work Year

If there is a reduction in ~~hours or months, in~~ the work year ~~or FTE~~, bargaining unit employees shall in order of seniority, be entitled to the maximum number of ~~FTE hours or months~~ in available positions in ~~his/her~~ their current classification.

The District shall ~~notify email the CSEA President the Association in writing~~ of any impending reduction in ~~FTE hours~~ or work year at least 60 days prior to Board of Trustees consideration of the proposed action. To the extent required by law the District shall negotiate the decision to reduce ~~FTE hours and/or months~~ in the work year of bargaining unit ~~employees members~~ and the effects of such reductions.

SECTION 8.

~~Effects Negotiations Notification of Impending Layoff~~ - ~~The District shall notify the Association in writing of any impending layoff or any reduction of hours/months at least 60 days prior to the Board of Trustees consideration of the proposed action.~~ The District and CSEA shall meet to negotiate the effects of the layoff.

SECTION 9.

Seniority List - The District shall maintain an updated seniority list indicating the bargaining unit employees' current classification and ~~will~~ shall provide the seniority list to ~~CSEA the Association and employees subject to layoff~~ not less than (60) sixty calendar days prior to the effective date of the layoff.

~~An~~ bargaining unit employee may dispute ~~his/her~~ their seniority date by submitting an email request, ~~in writing, to the Office of~~ Human Resources to

have their seniority date reviewed. Human Resources ~~will~~ shall send an email response to the bargaining unit employee and the CSEA President ~~respond to the request, in writing, and send copies to the Employee and the Association~~ within 30 days of the bargaining unit employee's email request.

If an error has been made, the seniority list ~~will~~ shall be corrected and sent to CSEA ~~the employee and the Association~~.

Tentatively agreed on: May 11, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

A

06/01/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

ARTICLE XVIII - DISCIPLINARY PROCEDURES

SECTION 1. Disciplinary Action

A. Permanent Bargaining Unit Employees

1. Cause and Progressive Discipline

- a. Discipline shall only be imposed on permanent bargaining unit employees for cause.
- b. The District primarily relies on progressive disciplinary action, which provides a bargaining unit employee with an opportunity to correct deficiencies in either conduct or performance. When the bargaining unit employee fails to self-correct deficiencies, the discipline regarding misconduct or unsatisfactory performance may become more progressively severe.
 - 1) Exception to progressive discipline: when the incident giving rise to discipline is significant in nature, the resulting disciplinary action may warrant non-progressive discipline and may include a higher level of discipline such as suspension or termination.
- c. Progressive disciplinary action may include:
 - verbal warning,
 - written warning,
 - written reprimand,
 - suspension,
 - involuntary demotion,
 - termination

~~A. Discipline is defined as action by the District against an employee for an infraction of District policies, rules, or regulations. Such action includes, but is not limited to:~~

- ~~1. Suspension without pay;~~
- ~~2. Demotion to a lower class in which qualified;~~

3. Dismissal

~~B. Prior to disciplinary action against a Bargaining Unit Member, the District may give verbal warnings, written warnings, written reprimand in personnel file, and/or a plan for improvement in a performance evaluation, as outlined in Article XVII; Section 5.~~

B. Probationary Bargaining Unit Employees

A ~~new~~ probationary bargaining unit employee may be ~~dismissed~~ released from probation at any time prior to the expiration of the probationary period and shall not be entitled to a hearing ~~for causes outlined delineated~~ in Section 7. C. 3 of this Article.

C. Disciplinary Action Causes and Time Limits

Disciplinary action shall not be initiated against a permanent bargaining employee for any cause prior to the bargaining unit member becoming permanent or based on information that is more than two years old, unless the cause was concealed or not disclosed by the bargaining unit employee when it could be reasonably assumed that the bargaining unit employee should have disclosed the facts to the District. (Education Code §88013)

D. Personnel Files and Disciplinary Action

Disciplinary actions, including written reprimands, suspensions, involuntary demotions, or terminations, which may be deemed as derogatory information, shall not be placed in the bargaining unit employee's personnel file until the bargaining unit employee is given written notice and an opportunity to comment on the information. The bargaining unit employee shall have the right to enter, and have attached to the noted disciplinary action, their own comments. (Education Code §87031)

Section 2. Right of Representation (Weingarten Rights)

A bargaining unit employee has the right to CSEA representation in discipline matters. The bargaining unit employee has the right to seek a postponement of a meeting that could lead to discipline and request CSEA representation. If CSEA representation is requested, the meeting shall be rescheduled within five (5) days to allow for CSEA representation.

Section 3. Paid Administrative Leave

A. Paid administrative leave shall not be considered disciplinary action.

B. A bargaining unit employee may be placed on paid administrative leave pending an investigation outcome, as determined necessary by the Vice President, Human Resources.

C. Emergency Situations: If a bargaining unit employee's continued presence constitutes a danger or jeopardizes the welfare of the bargaining unit employee, other staff and/or students or threatens to disrupt the District operations, the Vice President, Human Resources may immediately place the bargaining unit employee on paid administrative leave.

SECTION 4. 2. Imposing Disciplinary Personnel Action - The Superintendent/President or ~~his/her~~ their designee may impose ~~personnel~~ disciplinary action against ~~a~~ bargaining unit employee.

SECTION 5. 3. Cause for Disciplinary Action - Causes for disciplinary action against a ~~permanent bargaining unit~~ employee include, but are not limited to the following:

- A. Fraud in securing or maintaining employment.
- B. Neglect of duty (i.e. failure to perform regularly assigned tasks and failure to follow approved safety precautions.)
- C. Insubordination (i.e. refusal to perform an assigned task which is legal or does not constitute a safety or health hazard to the employee.)
- D. Dishonesty (i.e. fraud, theft, and falsifying record or reports.)
- E. Use or possession of intoxicants or illegal drugs while on duty; or off-duty use which impedes performance.
- F. Absence without an approved leave.
- G. Misuse of District property (i.e. abusive operation of equipment, deliberate destruction or damage, unauthorized use, and removal of approved safety devices on equipment.)
- H. Violation of any of the prohibitions set forth in the Education Code or the California Administrative Code, Title 5, and any violation of the policies or regulations of the District or provisions of the Collective Bargaining Agreement in effect.
- I. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section.

- J. Misuse of leaves (i.e. excessive or patterned absenteeism or tardiness.)
- K. Sexual harassment, abuse, and/or bullying of students or employees.

L. Job Abandonment (See Article X, Section 14)

M. Failure to maintain licenses or certificates required for the classification

SECTION 64. ~~Procedures for Disciplinary Action and Right to Appeal~~ A. — Supervisory Meeting

Nothing shall preclude the supervisor from having informal conversations with the bargaining unit employee to address conduct and performance concerns prior to initiating progressive disciplinary process.

~~The management level supervisor of the employee shall meet with the employee before forwarding a written charge of disciplinary action. The employee shall be informed of his/her right to representation before the meeting. This meeting shall provide:~~

- ~~1. Evidence of the charges leading to the disciplinary action.~~
- ~~2. Review of previous efforts to resolve the problem leading to the disciplinary action.~~
- ~~3. A recommendation of the disciplinary action to be taken as noted in Section 1A.~~
- ~~4. Every attempt shall be made to resolve the problem at this meeting. Should resolution not be possible the request for disciplinary action will be forwarded to the Office of Human Resources along with the supporting information to initiate the action.~~

Section 7 Progressive Discipline and Progress Discipline Procedures

A. Section 1, A., 1., b., 1), Exception to Progressive Discipline, shall supersede the progressive disciplinary action and procedures noted below.

B. Verbal Warning, Written Warning, Written Reprimand and Procedures

1. Verbal Warning

- a) Requires an informal meeting with bargaining unit employee and supervisor to discuss performance/conduct concerns and identify the appropriate actions for improvement. The supervisor shall email a memorandum that clearly states the cause(s) for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, and future conduct or performance expectations with timelines for improvement. Training, where appropriate, shall be provided.

2. Written Warning

- a) A memorandum shall be emailed to the bargaining unit employee that clearly identifies the cause(s) for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, and future conduct or performance expectations with timelines for improvement. Training, where appropriate, shall be provided.

3. Written Reprimand

- a) A written reprimand shall include the cause(s) for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, the previous disciplinary memoranda issued to the bargaining unit employee and future conduct or performance expectations with timelines for improvement. The written reprimand shall be reviewed with the bargaining unit employee in a meeting and emailed to the bargaining unit employee and CSEA President or designee. The written reprimand shall be placed in the bargaining unit employee's personnel file in accordance with Section 1. D.

4. Procedures for Verbal Warning, Written Warning and Written Reprimand

- a) A supervisor shall not verbally warn, issue a written warning or written reprimand to a bargaining unit employee until they have contacted Human Resources to discuss the potential cause(s) for discipline.
- b) The verbal warning or written warning memorandum is a form of communication between the supervisor and the bargaining unit employee. The memorandum shall not be placed in the bargaining unit employee's personnel file, unless included in subsequent disciplinary actions.
- c) A written reprimand shall be placed into the bargaining unit employee's personnel file in accordance with Section 1., D.

C. Suspension, Involuntary Demotion, Termination, and Procedures

When suspending, involuntarily demoting or terminating a classified employee, the District shall follow the pre-disciplinary procedures contained in this Article.

1. Suspension

- a) A bargaining unit employee may be suspended without pay for a specified period of time. Upon return from a suspension, the bargaining unit employee shall meet with their supervisor.

2.. Involuntary Demotion

- a) An involuntary demotion includes demoting a bargaining unit employee to a lower classification and pay range. The supervisor shall meet with the bargaining unit employee and review the job duties associated with the new classification.

3. Termination

- a) Termination is the involuntary release of a bargaining unit employee from District employment.

4. Procedures for Suspension, Involuntary Demotion, and Termination

- a) A supervisor shall not suspend, involuntarily demote, or terminate a bargaining unit employee until they have contacted Human Resources to discuss the potential cause(s) for discipline.
- b) The supervisor shall provide their bargaining unit employee with a written notice of intent of disciplinary action (suspension, involuntary demotion, or termination). The supervisor's notice of intent disciplinary action shall contain the following:
 - The disciplinary action intended (suspension, involuntary demotion, or termination);
 - The specific causes upon which the disciplinary action is based (See Section 5);
 - A factual summary of the grounds upon which the causes are based;
 - A copy of all written materials, reports, or documents upon which the discipline is based;

- Suspension or involuntary demotion recommendation notices shall contain directives for improvement, specific timelines for improvement, and outline the consequences of failure to improve;
 - Skelly conference information accordance with Section 7.C.d.
 - Demand for Hearing form contained in Appendix L
- c) The supervisor's notice of intent of disciplinary action shall be emailed to the bargaining unit employee's District email address and mailed to the bargaining unit employee's address on file with Human Resources. Notice of intent of disciplinary action shall be mailed in the United States Postal Service mail, return receipt requested. The notice of intent of disciplinary action shall also be emailed to the CSEA President or designee.
- d) Skelly Conference
- 1) A supervisor's notice of intent of disciplinary action that includes a greater than five (5) day suspension, involuntary demotion, or a termination shall include a Skelly conference due process right. The Skelly conference shall provide the bargaining unit employee with a with an opportunity to present information relevant to the cause(s) set forth in their supervisor's recommendation notice. The supervisor's recommendation notice shall contain the Skelly Officer's name and the date and time of the Skelly conference.
 - 2) The bargaining unit employee may bring a CSEA representative or a legal representative to the Skelly conference.
 - 3) Skelly Officer Responsibilities

After the Skelly conference, the Skelly Officer may affirm the recommended disciplinary action or recommend modification to the recommended disciplinary action. The Skelly Officer shall email a written statement to the bargaining unit employee and the CSEA president and CSEA representative attending the Skelly conference detailing their Skelly decision, including affirmation of the recommended disciplinary action or recommended modifications to the disciplinary action, as appropriate.
 - 4) Failure to appear at or obtain a postponement of a Skelly conference shall be deemed the bargaining unit employee's waiver of a Skelly conference.

- 5) While a suspension of five (5) days or less does not require the District to offer a *Skelly* conference, the supervisor shall nonetheless meet with the bargaining unit employee and CSEA to explain the reason for the suspension.

~~B. Skelly Hearing~~

~~A Skelly Hearing is due process which allows an employee to respond to charges preceding any disciplinary actions brought by the District.~~

- ~~1. Initiation and Notification of Charges The Office of Human Resources may initiate discipline by filing a Recommendation for Personnel Action as defined in Board Policy 7365 with the Board of Trustees against a permanent classified employee.~~
- ~~2. A copy of the Recommendation for Personnel Action shall be served to the employee either in person or by registered/certified mail, return receipt requested, at the employee's last known address. A copy of the Recommendation for Personnel Action shall be submitted to the Association.~~
- ~~3. The Recommendation for Personnel Action shall include the following:~~
 - ~~a. A statement of the personnel action being recommended (e.g., suspension with/without pay, demotion, or dismissal).~~
 - ~~b. A statement of the cause phrased in ordinary and concise language and not in the language of the District's rule, regulation, or statute.~~
 - ~~c. A statement of the specific acts or omissions on which the causes are based.~~
 - ~~d. A statement of the employee's right to appeal and the manner and time his/her appeal must be filed.~~
 - ~~e. Notice of the date, time, and place of the "Skelly Hearing" to provide the employee an opportunity to present information relative to the charges to be considered by the Board of Trustees.~~
- ~~1. The employee is entitled to be accompanied by a representative of his/her choice.~~

- ~~2. Failure to appear at the scheduled "Skelly Hearing," or to obtain a postponement, shall be deemed to be a waiver of the employee's right to appeal the proposed disciplinary action.~~
- ~~3. On completion of the "Skelly Hearing," a decision will be forwarded to the Board of Trustees, to the appellant, and to the Association recommending the action resulting from the hearing. If the recommendation sustains the disciplinary action the Recommendation for Personnel Action shall be placed on the next Board of Trustees agenda.~~

e) Final Notice of Disciplinary Action

1. The Superintendent/President or their designee shall issue a final notice of disciplinary action. The final notice of disciplinary action shall include the following:
 - a) The disciplinary action taken (suspension, involuntary demotion, or termination);
 - b) The effective date of the disciplinary action taken;
 - c) The specific causes upon which the disciplinary action is based (See Section 5);
 - d) A factual summary of the grounds upon which the causes are based;
 - e) A copy of all written materials, reports, or documents upon which the discipline is based;
 - f) A copy of all written materials, reports, or documents upon which the discipline is based;
 - g) Suspension or involuntary demotion recommendation notices shall contain directives for improvement, specific timelines for improvement, and outline the consequences of failure to improve;
 - h) Demand for Hearing form contained in Appendix L
 - i) Notice of the employee's right to respond to the charges either orally or in writing, subject to Section 7.C. 4. d) below
2. The final notice of disciplinary action shall be emailed to the bargaining unit employee's District email address and mailed to the bargaining unit employee's address on file with the Human Resources. Recommendation notices shall be mailed in the

United States Postal Service mail, return receipt requested. The final notice of disciplinary action shall also be emailed to the CSEA President or designee.

C. Appeal and Demand for Hearing

1. A bargaining unit employee shall have five (5) days from the date of email issuance of the final notice of disciplinary action to file a demand for hearing with the Vice President, Human Resources. The Demand for Hearing form or written request for a hearing may be emailed or filed with the Vice President, Human Resources during the department's regular work days and hours of operation.

a) If a bargaining unit employee does not file a Demand for Hearing or written request for a hearing within five days from the date of email issuance of the final notice of disciplinary, the bargaining unit employee shall have waived their right to appeal the disciplinary action. The Board of Trustees (BOT) shall move to consider the recommended disciplinary action, and if found appropriate, order immediate implementation of the recommended disciplinary action.

~~C. Appeal to the Board of Trustees~~

~~Before any disciplinary action, as outlined in Sections 1A, the employee shall have the right to appeal the proposed discipline. This does not preclude action being taken by the District as mandated by State or Federal laws.~~

~~1. Upon receipt of the Recommendation for Personnel Action from the "Skelly Hearing," the appellant has five (5) working days to file a "Demand for Hearing Form," (see Appendix "L") a copy of which shall be included in the recommendations provided the employee from the "Skelly Hearing." Receipt by the employee shall have been accomplished by deposit of the Recommendation for Personnel Action in the U.S. Mail (registered/certified return requested), to the employees last known mailing address.~~

~~2. Any other written document signed by the employee and appropriately filed within the five (5) working days shall constitute a sufficient notice of appeal.~~

~~3. A notice of appeal is filed by delivering the notice of appeal to the Office of Human Resources during normal work hours. The appeal may be mailed to the Office of Human Resources but must be~~

~~received or postmarked within five (5) working days from receipt of the Recommendation for Personnel Action.~~

~~4. If the employee does not file a "Demand for Hearing" or a notice of appeal within the time specified, the employee shall have waived the right to appeal. The Board of Trustees may move to consider the Recommendation for Personnel Action, and if found appropriate, order immediate implementation of the action.~~

2. Disciplinary Action Hearing

a) The BOT shall determine whether the hearing shall be conducted before the BOT or before a hearing officer. If the BOT elects to utilize a hearing officer, within thirty (30) days from receipt of the bargaining unit employee's demand for hearing or written request for hearing, the District and CSEA shall seek a list of 5 arbitrators provided by PERB State Mediation and Conciliation Services for consideration to serve as a hearing officer. CSEA and the District shall strike through the list of arbitrators and select one arbitrator to serve as the hearing officer. The hearing dates shall be calendared by mutual agreement between District and CSEA and the bargaining unit employee shall be given written notice of the hearing date(s).

b) The following provisions shall apply to the conduct of the hearing:

- The bargaining unit employee shall attend the hearing,
- The bargaining unit employee may be represented by CSEA or legal representative of their choice at the hearing,
- The District shall have the burden of proof by preponderance of the evidence,
- Testimony shall be provided under oath,
- District employees shall be compelled to attend when requested as witnesses by either the bargaining unit employee, their representative, or the District,
- Each party may examine and cross examine witnesses,
- Documents or other evidence may be presented at the hearing,
- The hearing may be recorded by audio recording. Either party may request a court reporter to transcribe the hearing. The party requesting the court report share pay the fees associated with this request. If both parties request a court reporter, the parties shall evenly divide the cost of a court reporter.

c) If a hearing officer is appointed by the BOT, a non-binding advisory opinion or recommendation shall be presented by the hearing officer in writing to the BOT no later than fifteen (15) days after the hearing is completed unless otherwise agreed to by CSEA and the District.

- d) After receiving the hearing officer's non-binding advisory opinion or recommendation, the BOT shall affirm, reverse or modify the final disciplinary action imposed by the Superintendent/President. The decision of the BOT shall be final and conclusive on all parties, and not subject to the Article VI, Grievance Procedures. Unless the BOT's decision provides otherwise, its decision regarding the final disciplinary action shall be effective immediately. Notice of the BOT's decision regarding the final disciplinary action shall be mailed to the bargaining unit employee's address on file with Human Resources in the United States Postal Service mail, return receipt requested. The BOT's decision regarding the final disciplinary action shall also be emailed to the CSEA President or designee.
- f) When the BOT issues its decision regarding the final disciplinary action, the decision and related final disciplinary action documentation shall be placed in the bargaining unit employee's personnel file.

SECTION 5. ——— Appeal Hearing

~~A.~~ The Appeal Hearing will be conducted in the following manner:

- ~~1.~~ Representatives of the employee and the Board of Trustees shall select an arbitrator as the hearing officer. The District and CSEA shall each obtain/maintain a list of five arbitrator(s) from the American Arbitration Association or the California Mediation and Conciliation Board. Selection shall be made by mutual agreement or by alternately striking one name from the list until only one name remains. The arbitrator shall be considered the designee of the Board of Trustees to conduct the hearing and report findings, conclusions, and recommendations to the Board of Trustees.
- ~~2.~~ The District and the employee shall each have their right to compel attendance of any other employees of the District to testify, to cross examine all witnesses, to present such exhibits and/or other evidence as may be ruled relevant to the case. Technical rules of evidence shall not apply.
- ~~3.~~ The employee shall have a right to appear in person on his/her own behalf with designees or representation provided by CSEA as the exclusive representative as he/she requests to represent his/her defense. An employee may provide outside counsel by signing a waiver of representation form provided by CSEA. The District may also have counsel.

~~B.~~ Counsel/representatives for the respective parties shall exchange

~~witness lists at least five (5) working days prior to the hearing.~~

- ~~C. The hearing shall be held at the earliest convenient date, considering the established schedule of the arbitrator and the availability of counsel and witnesses. The parties shall be notified of the date, time and place of the hearing.~~
- ~~D. In arriving at a decision or proposed decision, the arbitrator may consider the records of any prior personnel action proceeding against the employee in which another personnel action was sustained and any records contained in the employee's personnel files within the last two (2) years, if the records were introduced into evidence at the hearing.~~
- ~~E. The recommendation of the arbitrator shall be submitted to the Board of Trustees and shall be in writing, summarizing the facts, setting forth findings and making a recommended decision. A copy shall be served by registered/certified regular U.S. Mail upon the appellant and appellant's representative/counsel.~~
- ~~F. The proposed decision of the arbitrator shall be considered by the Board of Trustees, which shall thereafter render a final decision on the matter. The Board of Trustees may accept or reject the decision. However, if the decision of the Board of Trustees is different from that of the arbitrator, the decision will not be based on any facts other than those presented to the arbitrator. A statement of the Board of Trustees reasons for rendering a different decision will be included in the final decision. A copy of the decision shall be delivered to the employee and his/her designated representative personally or by registered mail, postage prepaid, and delivered to the employee's last known address. The decision of the Board of Trustees shall be final.~~

~~SECTION 6. Employment Status Pending Appeal or Waiver~~

- ~~A. Any employee, against whom a Recommendation for Personnel Action has been issued, may continue performing the duties of the position pending his/her appeal or waiver.~~
- ~~B. In cases where the Superintendent/President has determined that an employee should be dismissed and that continuation of active duty after a Recommendation for Personnel Action has been issued could result in a potential risk of harm to students, employees, or District property while the proceedings are pending, he/she may order the employee immediately suspended from active duty with/without pay as defined in Education Code section §88123.~~

~~C. The suspension order shall be in writing and include a statement of the reasons why suspension is necessary. Any suspension order shall be served on the employee and the Association either personally or by registered/certified mail, return receipt requested to the employee's last known address, immediately after issuance.~~

~~SECTION 7. — Suspension Limits — Any suspensions as a disciplinary action invoked under these rules against any employee for reasonable cause shall not exceed thirty (30) calendar days in any one (1) incident nor accumulate more than ninety (90) calendar days in any twelve (12) month period. This section does not preclude suspension as defined in Education Code section §88123.~~

~~SECTION 8. — Amended/Supplemental Charges~~

~~A. At any time before an employee's appeal is submitted to the Board of Trustees, or a designee for decision, the Superintendent/President may, with the consent of the Board of Trustees or a designee, serve on the employee and the Association and file with the Board of Trustees an amended or supplemental Recommendation for Personnel Action.~~

~~B. If the amended or supplemental recommendation presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare his/her defense.~~

~~C. Limitations — No disciplinary action shall be taken for any cause that arose before the employee's becoming permanent, nor for any cause that arose more than two (2) years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could reasonably be assumed that the employee should have disclosed the facts to the District. Disciplinary action taken shall be commensurate with the offense.~~

Tentatively agreed on: May 31, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova
Saodat Aziskhanova, Chief Negotiator

 6/01/22
Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

ARTICLE XXIV – RETIREMENT

SECTION 1. Early Retirement Health Benefits - The District ~~shall will~~ pay up to a maximum of ten thousand two hundred dollars (\$10,200) per fiscal year for the medical, dental and vision insurance of the retiring bargaining unit employee and their his/her spouse, domestic partner, or eligible dependent, providing the following conditions are met:

- A. The bargaining unit employee ~~shall must~~ have been employed as a bargaining unit regular employee for nine (9) or more years of consecutive service in the District immediately prior to retirement.
- B. The bargaining unit employee ~~shall must~~ have been eligible to participate in and covered under one (1) of the District sponsored medical, dental or vision insurance plans in effect force immediately prior to retirement.
- C. To be eligible for this early retirement benefits under provisions of this Section, the bargaining unit employee must retire at or after age fifty-five (55) but before age sixty-five (65).
- D. Bargaining unit ~~E~~employees who elect coverage under provisions of this Section shall notify the District Administrative Services Accounting Office at the time of retirement and annually thereafter.

1. In accordance with Article IX , Health and Welfare Benefits,
~~T~~the District ~~shall will~~ pay the premium ~~for to~~ the medical, dental, and vision insurance plans company with which the bargaining unit employee was covered at the time of retirement. Such payment shall begin for the retiring employee beginning at the time of retirement ~~or at the beginning of the following year of coverage, whichever is applicable~~. The District ~~shall will~~ cease payment of medical insurance premium when the bargaining unit employee reaches the age of sixty-five (65).

2. The retired bargaining unit employee may also elect to pay the premium for their his/her dependent(s), starting at age fifty-five

(55) until the age of sixty-five (65). Payments must be made directly to the District **Administrative Services Accounting Office**.

3. The initial payment **for dependent(s) coverage** shall be received on or before September 1 of each year and continued on a regular monthly basis for a total of ten (10) payments, with the additional payments to be received on or before the first (1st) day of the months of October through June of each year. Failure to make payments may result in the cancellation of retiree benefits.

4. For **bargaining unit** employees retiring between the age of fifty-five (55) and sixty (60), one (1) additional year of premiums for medical, dental and vision insurance coverage, as outlined in this section, **shall will** be paid by the District.

5. The **additional** years of **medical, dental and vision insurance** coverage are illustrated in the chart below:

Retirement Age	Maximum age of Coverage	Years of Coverage
55	70	15
56	69	13
57	68	11
58	67	9
59	66	7
60	65	5
61	65	4
62	65	3
63	65	2
64	65	1
65	65	0

SECTION 2. Cash in lieu of Early Retirement Benefits

A. A **retirede bargaining unit employee** who has elected medical, dental and vision plans **external to District administered plans provided by another agency** and **chooses elects** not to participate **early retirement benefits delineated in Section 1 in the Districts paid program**, may choose one of the following:

1. A payment toward the premiums of the CALPERS Long Term Care Program for the retired **bargaining unit** employee and **his/her their** eligible spouse. In the event the premiums for

the CALPERS program exceed \$10,200, the bargaining unit employee must provide the District with a check for the difference prior to the annual premiums.

2. A payment equal to fifty percent (50%) of the value of the existing medical, dental and vision allowance. The payment shall be two installments occurring in January and July. Each installment shall be for the previous six month period. The option is only valid if the retiree opts out of all three plans (medical, dental, vision).
- B. A retired bargaining unit employee who chooses the cash in lieu benefit shall complete and sign the "Opt-out District Health Plan Agreement" at least 45 days before the benefit is to begin. Retiree participation always begins on the first day of the month and ends on the last day of the month of either the retiree's death or sixty-fifth birthday.
- C. In the event a retiree loses medical, dental and vision benefits from the other agency, ~~he/she~~ they may re-enroll in the District's plan if proof of termination is provided to the District within 30 days of loss of coverage from the other plan. The effective date of the re-enrollment shall ~~will~~ be on the first day of the following month. If receipt of notification is provided after the 30 day period, the retiree must wait until the next open enrollment period for coverage in the District's plan.

SECTION 3. District Obligation Under this Article - The District's obligations under this Article shall be ~~are~~ limited to payment of the premiums or sums indicated ~~above~~. All terms and conditions of the various programs available pursuant to this Article ~~are to~~ shall be determined by the medical, dental, and vision insurance carriers' ~~respective~~ plans, and are to be resolved between the insurance plans carrier and the retired bargaining unit employee member. All disputes with respect to the insurance plan carriers' administration of such programs ~~are~~ shall not ~~be~~ the responsibility of the District, and ~~are~~ shall not subject to the grievance and arbitration procedures of Article VI, Grievance Procedures of this Agreement.

SECTION 4. Supplemental Medical Coverage - The District shall contribute two hundred dollars (\$200) a month toward supplemental medical coverage for a retired bargaining unit employees who ~~has~~ have worked for the District nine (9) or more consecutive years. This payment shall be made in a lump sum at the beginning of ~~the~~ each fiscal year for a ten (10) year period. This provision is not retroactive.

SECTION 5. ~~The District shall inform all Cal-PERS retirees, prior to re-employment that they need to contact Cal-PERS to ensure that their re-employment by the District does not negatively impact their retirement.~~

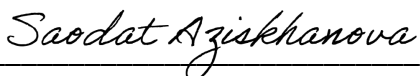
SECTION 6. **Other Retirement Benefits**

Bargaining unit Employees retiring shall be eligible for the following:

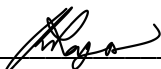
- A. Lifetime use of GCC email account
- B. Card for free admission to all GCC student performances and athletic events
- C. Lifetime GCC Library card
- D. Lifetime use of the Fitness Center during operational hours
- E. Lifetime exemption from all **college District** authorized, permissive student fees, ~~health fee~~, and student ID fee
- F. Parking permit

Tentatively agreed on: May 11, 2022

FOR THE ASSOCIATION

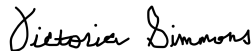


Saodat Aziskhanova, Chief Negotiator



Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT



Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District
October 27, 2021**

ARTICLE I - AGREEMENT

SECTION 1. Term of the Agreement

~~THIS AGREEMENT~~ This Collective Bargaining Agreement
("Agreement") is made and entered into for the period of July
1, 2021 through June 30, 2024 ~~on (insert date) this 21st day of~~
~~May 2021 by and~~ between the Glendale Community College
District ("District") ~~GLENDAL COMMUNITY COLLEGE~~
~~DISTRICT, hereinafter designated as the "District"~~ and the
California School Employees Associations, and Its Glendale
Community College Chapter #76 ("CSEA") ~~CALIFORNIA~~
~~SCHOOL EMPLOYEES ASSOCIATION and its GLENDALE~~
~~COMMUNITY COLLEGE CHAPTER #76, hereinafter~~
~~designated as the "Association,"~~ and constitutes the entire
sole Agreement between the parties.

SECTION 2.4. Purpose of Agreement

The purpose of this Agreement is to promote ~~the improvement of~~
~~personnel management~~ and enhance positive employer-
employee relations, provide an equitable and ~~peaceful~~ clear
procedure for the resolution of differences, and establish wages,
hours of employment, and other terms and conditions of employment
as defined in ~~Chapter 10.7, Government Code~~ Section § 3543.2 of
~~Division 4 of Title 1 of the Government Code of the State of~~
California.

SECTION 3.2. Savings Clause ~~Force and Effect~~

A. Should If any provision part of this Agreement ~~or any provisions~~
~~herein contained be is~~ rendered ~~or declared~~ invalid ~~by reason of~~
~~any~~ existing or subsequently enacted legislation, such provisions
shall be deemed invalid.

B. If any provision of this Agreement is declared invalid or by a
court or administrative agency ~~decree of any court of~~
~~competent jurisdiction, such invalidation of such part or portion~~

~~of this Agreement shall not invalidate~~ the remaining ~~portions hereof. Remaining parts or~~ provisions shall remain in full force and effect.

C. In the event of such invalidation, at the request of either party, the parties agree to meet and negotiate within thirty (30) days following the final effective date of the invalidation to attempt to arrive at a mutually satisfactory resolution of the matter.

SECTION 4 3. Definitions

A. Day(s): ~~unless otherwise specifically stated herein,~~ shall mean a scheduled day of work, unless otherwise specifically stated herein.

B. Spouse: ~~The use of the word "spouse" as used throughout this contract shall be construed to include~~ a civil contract between a bargaining unit member and another person or a registered domestic partner of the bargaining unit member ~~the employee, unless, otherwise specifically stated.~~

C. Anniversary Date Permanent Status: ~~Anniversary Date is the date a bargaining unit member becomes~~ a permanent classified employee. ~~In the event of a reorganization and/or reclassification, there is no change from the original Anniversary Date. In the event of a promotion, the bargaining unit member shall receive a new Anniversary Date upon becoming permanent.~~

~~D. Grievance: See Article VI. Section 1.~~

EC. Hire Date: ~~First day of employment as The date a bargaining unit member first served as~~ a classified employee of the District College.

FD. PERB: ~~is the~~ Public Employment Relations Board.

GE. Meet and Negotiate Confer: Make a reasonable and good faith effort to reach a resolution of the issue(s) before District action is taken through timely sharing of appropriate information, explanation of rationale for proposed action, and identification of points of conflict.

SECTION 5 4. Zipper Clause Understanding and Agreements

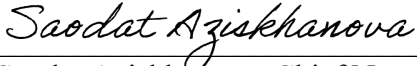
A. The parties ~~hereto~~ acknowledge that during the course of negotiations, which resulted in this Agreement, each had the

unlimited right and opportunity to make demands and proposals with respect to any subject or matter deemed within the scope of not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties ~~after the exercise of that right and opportunity~~ are set forth in this Agreement.

B. Therefore, the ~~For the duration of this Agreement, the~~ District and **CSEA the Association**, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge ~~or contemplation~~ of either or both of the parties at the time they negotiated ~~or signed~~ this Agreement.

Tentatively agreed on: October 27, 2021

FOR THE ASSOCIATION


Saodat Aziskhanova, Chief Negotiator

FOR THE DISTRICT


Victoria Simmons, VP, HR, Chief Negotiator


11/15/21
Angelica Reyes,
CSEA Labor Relations Representative

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District
October 27, 2021**

ARTICLE II – RECOGNITION

SECTION 1. Exclusive Representation - The District ~~hereby~~ recognizes **CSEA** ~~the Association~~ as the exclusive representative of ~~the~~ classified employees including specified herein:

INCLUDED: All positions which belong to ~~the~~ classified service as defined in ~~California~~ Education Code ~~sections §§88001 through § -~~ 88005 and **88013**, and listed in Appendix “C” of this Agreement.

EXCLUDED: ~~Administration, management, confidential, substitute, and short-term employees.~~

SECTION 2. Permanent New Classified Positions - All newly created classified ~~permanent~~ positions ~~except those specified in Section 1~~ shall be assigned to the bargaining unit.

~~A. Permanent employees are employees who have completed the initial probationary period, and includes all the incidents of such classification.~~

~~B. Regular employees refer to classified employees who have probationary or permanent status.~~

SECTION 3. Employees Positions Excluded from Classified Service

A. Confidential Employees - Confidential employees are defined by Government Code section § 3540.1 (c). ~~No new New~~ confidential positions shall not ~~will be~~ approved by the District without prior consultation with the representatives of CSEA.

B. Substitute Employees - ~~Substitute A~~ **Temporary** employees ~~are employed may be hired~~ to replace a classified employees who is ~~are~~ temporarily absent from duty or to fill a vacant classified position(s) while the District is engaged in a hiring process procedure to hire permanent employees to fill the such vacancy t position.

~~1. Any substitute employee shall become permanent after one hundred ninety-five (195) working days, including holidays, sick leave, vacation, and other leaves of absences irrespective of number of hours worked per day. Substitute employees may not exceed 900 hours per fiscal year.~~

2. If the District elects to hire use a substitute employee in a vacant position:

a. The District shall be engaged in a hiring process to filling that the classified position(s) on a permanent basis.

b. Substitute employees shall not work more than sixty (60) calendar days in a vacant position. Authorization to exceed (60) calendar days shall be discussed with the CSEA on a case-by-case basis.

C. Short Term Employees – ~~A short-term employee is any person who is employed individual hired~~ to perform a service for the District upon the completion of which the service required or similar services will not be extended or needed on a continuing basis and shall not exceed 195 working days including holidays, sick leave, vacation, and other leaves of absences irrespective of number of hours worked per day. ~~Short-term employees may not exceed nine hundred (900) hours in a fiscal year.~~

D. Any substitute or short term employee shall become a permanent classified employee after working one hundred ninety-five (195) working days in a fiscal year, including holidays, sick leave, vacation, and other leaves of absences irrespective of number of hours worked per day. Substitute or short term employees may not exceed 900 hours per fiscal year.

SECTION 4 5. Professional Expert – A professional expert is used for the temporary employment of a person in conjunction with a specific, limited term project requiring professional knowledge, skill, or technical expertise.

The District agrees that it will not employ a professional expert to perform work that has been customarily and routinely performed by classified employees in the bargaining unit.

~~CSEA will be provided details of the specific project, an estimate of length of assignment and individual qualifications of the proposed expert in their specific field, at least five (5) working days prior to presentation and approval, by the Professional~~

expert appointments shall be delineated in the Board of Trustees' regular monthly agenda.

Additions to the Professional Expert salary schedule shall be reviewed with CSEA prior to a new Professional Expert title being added to the salary schedule.

SECTION 4 5. Communications - All notices and communications required by this Agreement shall be in writing and shall be deemed ~~given if~~ **if done so in person, personally, transmitted by email,** or mailed by certified mail, return receipt requested, to the parties at the following addresses: ~~; or at such other address for a party as shall be specified by notice given pursuant hereto:~~

~~CSEA To the Association:~~

California School Employee's Association
Glendale Community College Chapter #76
1500 North Verdugo Road
Glendale, CA 91208

~~To the District:~~

Superintendent/President & Vice President, Human Resources
Glendale Community College District
1500 North Verdugo Road
Glendale, CA 91208

~~**SECTION 5. Professional Expert** — A professional expert is used for the temporary employment of a person in conjunction with a specific, limited term project requiring professional knowledge, skill, or technical expertise.~~

~~The District agrees that it will not employ a professional expert to perform work that has been customarily and routinely performed by employees in the bargaining unit.~~

~~CSEA will be provided details of the specific project, an estimate of length of assignment and individual qualifications of the proposed expert in their specific field, at least five (5) working days prior to presentation and approval by the Board of Trustees.~~

Tentatively agreed on: October 27, 2021

FOR THE ASSOCIATION

Saodat Aziskhanova
Saodat Aziskhanova, Chief Negotiator

 11/15/21
Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

ARTICLE III - RETAINED RIGHTS

SECTION 1. District Rights - CSEA and the District ~~It is agreed~~ that all matters not ~~deemed mentioned as~~ within the scope of representation negotiations in delineated in Government Code Section § 3543.2 of the Government Code of the State of California, ~~or not~~ limited by the provisions of ~~other Articles of this the~~ Agreement, ~~or not~~ limited by statutory rights of bargaining unit members, **are shall be** reserved to the District. ~~Such r~~Reserved rights include, but are not limited to, the exclusive right to:

- ~~D~~determine the management organization and operational structure of the District;
- determine the financial structure of the District and all budgetary matters, including but not limited to all sources and amounts of financial support and income, and all budgetary allocations, reserves and expenditures;
- determine the number, type and location of all District-owned or controlled properties, grounds, facilities, and other improvements, including the acquisition, disposal and utilization of the same and the work, service and activity functions assigned to each of such properties;
- determine the kinds, levels and standards of any services to be provided ~~to for~~ the public or to be provided to employees in support of services to the public, and the methods and means of providing such services;
- determine the subcontracting of services and functions, except where such subcontracting conflicts with Article XXII, Contracting Out; would result in reduction in the number of employees subject to this Agreement;
- determine the educational policies, regulations, objectives, goals, programs, support services, curriculum, course content, textbooks, equipment and supplies, and all rules, policies, regulations, and practices regarding such matters;
- ~~hire select,~~ classify, direct, utilize, promote, demote, discipline, layoff, medically separate or terminate **and retire any bargaining unit member; personnel of the District;**
- assign bargaining unit members or other employees to any location, and also to any facilities, classrooms, activities, academic subject matters, and departments **and grade levels;**

- determine staffing patterns, including but not limited to the determination of whether, when and where there is a **vacant position job opening**;
- determine the job classifications and the content and qualifications thereof;
- determine the duties and standards of performance for all employees; determine the times and hours of operation of District facilities, functions and activities;
- determine safety and security rules and measures for all **employees personnel** and students of the District;
- and determine the rules, regulations, policies, and practices for all employees, students and the public.

It is understood that the right to "determine" ~~as used herein~~ includes the right to establish, modify, and discontinue, in whole or in part, temporarily or permanently, any of the above matters.

SECTION 2. Limitations - The ~~above-mentioned rights of the~~ District **rights** are listed by way of example rather than limitation, and the provisions of ~~this the~~ Agreement constitute the only contractual limitations upon the District's rights. The exercise of any right reserved to the District ~~herein~~ in a particular manner or the non-exercise of any such right shall not be deemed a waiver of the District's right or preclude the District from exercising the right in a different manner.

SECTION 3. Association Rights – **By delineating District rights in this Article, CSEA and the District agree that it is** not the intention of the parties ~~in setting forth the above-mentioned rights of the District~~ to detract or diminish in any way the rights of **CSEA the Association** or **bargaining** unit members as set forth elsewhere in ~~this the~~ Agreement, **or in applicable laws or regulations Statutes or Constitutions**; however, ~~CSEA's the Association's~~ statutory right to negotiate during the term of ~~this the~~ Agreement shall be as **delineated indicated** in ~~this the~~ Agreement. If there is a direct conflict between the rights set forth in this Article and the provisions of another Article of ~~this the~~ Agreement, the language of the latter shall prevail.

SECTION 4. Dispute Regarding Rights - Any dispute arising out of or in any way connected with either the existence of or the exercise of any of the rights of the District **contained in this Article set forth herein above**, or any other rights of the District not limited by other provisions of ~~this the~~ Agreement, **is shall** not **be** subject to the grievance and arbitration provisions ~~of as set forth in~~ Article VI, unless the grievance in question **contains is** an allegation that the District has violated a

provision of some other Article of this Agreement, **which whereby the referenced** Article is **itself** subject to arbitration.

Tentatively agreed on: November 10, 2021

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

AR

12/08/21

Angelica Reyes,
CSEA Labor Relations Representative

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE IV - ORGANIZATIONAL RIGHTS

- SECTION 1. Right to Visit Facilities** - The designated Labor Relations Representative and the Chapter President shall have the right to visit the facilities of the District where bargaining unit employees are assigned in connection with the administration of this Agreement. The ~~Association~~ Labor Relations ~~r~~Representative must secure permission from the site administrator or ~~his/her designated representative~~ their designee to visit bargaining unit employees in the facility, provided such visits do not interfere with the orderly business of the District. ~~, and are made before or after the employee's normal working hours, and during scheduled breaks and lunch period.~~
- SECTION 2. Communication with Bargaining Unit Employees** - ~~The Association~~ CSEA may use the District mail service and designated bulletin boards for the purpose of communicating with bargaining unit employees. Designated representatives may deposit materials in bargaining unit members' mailboxes. All such communications shall bear the date of distribution and the name of a responsible officer of ~~the Association~~ CSEA, ~~with a copy provided the site administrator and a copy forwarded to the Office of the Superintendent/President at the time of posting or distribution.~~ All bargaining unit employees ~~members~~ shall have access to a District ~~n individual~~ e-mail account.
- SECTION 3. Conducting Meetings** - Upon prior approval of the designated site administrator, ~~The Association~~ CSEA shall have the right to utilize individual site facilities for conducting ~~the conduct of~~ meetings with bargaining unit members ~~employees~~ of that specific facility. Requests to utilize District facilities for conducting ~~the conduct of~~ meetings with District bargaining unit members ~~employees~~ from more than one (1) location shall be approved subject to prior requests for the utilization of such facilities by groups entitled to their use. Such meetings shall in no way conflict with the work of District bargaining unit members ~~employees~~ nor with ~~school~~ District programs or activities.
- SECTION 4. List of Bargaining Unit Members** - ~~The District shall provide The Association~~ CSEA with a list of bargaining unit members ~~employees~~, their date of hire with the District, classification and primary job site within thirty (30) days following the signing of this Agreement and each November 1 thereafter.

SECTION 45. Board of Trustees (BOT) Agendas - The District shall make available to the ~~Association~~ **Chapter** President, by providing a hyperlink to the BOT website ~~District mail~~, a digital copy of the ~~BOT Board of Trustees~~ Agenda and such detailed supporting materials as are available on the day prior to regularly scheduled ~~BOT Board of Trustees~~ meetings, unless unforeseen circumstances occur.

SECTION 56. Released Time for Association CSEA Business

- A. The District ~~will~~ shall allow release time with pay for attendance at the CSEA Annual Conference on the basis of two (2) delegates for the first one hundred fifty (150) members and one (1) additional delegate for each additional one hundred (100) members or fraction thereof within Glendale Community College District, Chapter 76.
- B. Members designated by ~~the Association~~ CSEA to attend ~~said~~ CSEA Annual Conference shall, not less than thirty (30) days prior to date of Conference, submit their names to the District. The District ~~will~~ shall, in turn, not later than fifteen (15) days after receipt of ~~said the~~ request, approve the names that have been submitted, ~~or notify the Association to select an alternate, such alternate's name to be submitted to the District no later than five (5) days prior to the Annual Conference.~~
- C. Officers of CSEA Glendale Community College District Chapter 76, Site Representatives and Job Stewards shall have release time available for the performance of their duties. Sixty-six (66) hours (1.65 FTE) per week shall be available for use for release time for union activities. The Chapter President and Chief Negotiator may have up to 20 hours each of the 66 hours of release time per week to conduct CSEA business with the remaining hours distributed as needed. Such release time shall be documented by the individual using the time and certified by the Chapter President ~~of CSEA Chapter 76~~ as authorized. The time will be reviewed each year by the District Administration and CSEA to evaluate if more or less time needs to be allocated in the following year (subject to negotiations). Such time shall not be required for actual negotiations ~~(cost of such time can be reimbursed by the State of California)~~ or for any time used as an appointed member of any ~~College District G~~ governance ~~G~~ committee which is official College District business.
- D. The District may provide a substitute employee for the Chapter President and/or Chief Negotiator with mutual agreement between CSEA and the Superintendent/President. ~~Each substitute~~

~~employee may work up to 900 hours or 195 days per fiscal year, whichever comes first.~~

- E. CSEA shall have release time equivalent to 500 employee hours per year, for the purpose of attending ~~the a~~ monthly CSEA meeting. CSEA will provide a monthly report to the ~~Associate Vice President,~~ ~~of~~ Human Resources listing the bargaining unit members ~~employees~~ attending the monthly meeting and the remaining number of employee hours that may be used for attendance at the monthly meeting for that year. Attendance at the monthly CSEA meetings will not serve in lieu of the bargaining unit member's ~~employees~~ lunch period up to the 500 hour annual limit.
- F. Serving on ~~shared~~ governance committees, subcommittees, task forces, ad-hoc committees, or attendance at classified professional development meetings referenced in Section 123 will not serve in lieu of the bargaining unit member's ~~employees~~ lunch period.

SECTION 67. Right to Information - The designated Labor Relations Representative and the Chapter President shall have the following rights in addition to the rights specifically provided in any other portion of this Agreement:

- A. To review an bargaining unit employee's personnel file when accompanied by the bargaining unit employee or on presentation of a written authorization signed by the bargaining unit employee.
- B. To receive two (2) digital copies of the ~~Preliminary~~ Tentative and ~~Adopted~~ Final Budgets of the District as soon as available.
- C. To request and receive a seniority list of all employees in the Bargaining Unit at least twice a year.
- D. A hyperlink to a digital copy of a Mmonthly list of student workers employed by the college District contained in the monthly BOT agenda. ~~The list shall contain the following information:~~
 - 1. ~~Names of student workers;~~
 - 2. ~~Number of total student worker hours worked per month per Division;~~
 - 3. ~~Division assigned as follows:~~
 - a. ~~Superintendent / President~~
 - b. ~~Student Services~~
 - c. ~~Administrative Services~~

~~E. Monthly list of hourly workers employed by the college who are non-represented classified employees. This list shall include the following information:~~

- ~~1. Name of hourly employee;~~
- ~~2. Number of hours worked per month;~~
- ~~3. Office(s) assigned for hours worked;~~
- ~~4. Number of cumulative hours worked in the current fiscal year.~~

~~F. Annual written report of the name and title of each bargaining unit member's immediate supervisor as well as the appropriate organizational line of authority from that immediate supervisor to the College President. Report shall be provided to the Association by September 30 of each year. Any changes in immediate supervisors shall be reported to the Association no more than 15 calendar days after such a change occurs.~~

~~G. The District and the Association CSEA agree that the informational lists defined in 7.D, and 7.E, and 7.F above are exempt from the grievance procedure.~~

SECTION 78. Work Site Representative - The District agrees to recognize a Work Site Representative designated by ~~the Association CSEA~~ at each work site. **Such Work site** representatives shall be chosen from among the regular bargaining unit members employees at such work site.

~~**A.** the Association CSEA shall notify the Vice President, Human Resources District in writing of the name of each Wwork Ssite Rrepresentative within fifteen (15) days after the effective date of this Agreement. If a change is made in the designee, the District shall be advised in writing, within five (5) days, of such change.~~

AB. The Work Site Representative may consult with bargaining unit members employees in their respective work site on matters concerning this Agreement, provided such consultation does not interfere with the orderly business of the Work Site, and is held before or after the bargaining unit members' employees normal working hours, and during scheduled breaks and lunch period.

SECTION 89. Consultation Procedures Governance Participation - The following procedures ~~will~~ shall be apply to bargaining unit members' ~~followed in the governance participation Consultation Process with CSEA:~~

- A. **Governance** Committees: CSEA shall have the right to appoint ~~an~~ ~~employee~~ **bargaining unit members** ~~employees~~ to serve as a CSEA representative on all **College District Governance** ~~C~~committees. ~~When a second classified representative is to be appointed to governance structure committees, such appointment will be made by CSEA after consultation with the Superintendent/President and his representatives.~~
- B. **Budget Development: Attendance by CSEA representative(s)** ~~shall be permitted when department heads, deans, division chairs or others with budget responsibility make their initial budget presentation to the Superintendent/President, when budget review hearings are conducted by the Superintendent/President and at comparable presentations or hearings. The foregoing notwithstanding, meetings between the Executive Vice President, Administrative Services, and the Superintendent/President are excluded, as are administrative retreats and Superintendent/President's Cabinet meetings.~~
- C. **Administrative Consultation:** ~~In any situation where there is a proposed Board policy change which has not been the subject of prior consultation with CSEA, or which has not been the subject of consideration by one of the committees which has a CSEA appointed member, CSEA shall have the right, upon request, to meet and consult with the District Administration prior to final adoption. At least two (2) weeks shall be allowed for such consultation, except in emergency situations. It is understood that appearance of such matter on a Board of Trustees BOT Agenda shall constitute notice to CSEA.~~
- D. **District material, which is relevant to negotiations, including financial information from the Chancellor's Office, or any other relevant material shall be provided to the chief negotiator** ~~CSEA representative who is chairman of the negotiating team.~~

SECTION 10. Representation at Board of Trustees BOT Meetings - CSEA shall have the right to appear and make a presentation at **Board of Trustees BOT** meetings under the "Special Presentations" **BOT** agenda item, provided that notice of such intention is given to the District early enough to appear on the **printed digital** agenda. In addition, the CSEA shall be entitled to representation at all regular **Board of Trustees BOT** meetings and a representative shall be seated at the resource table.

SECTION 11. ~~Shared Governance Participation and Collective Bargaining~~ - CSEA's participation in governance committees established pursuant to [Title 5, §53204](#) ~~AB1725 (shared governance)~~ shall not be construed as a waiver of CSEA's collective bargaining rights when agenda items relate to issues within the scope of bargaining ~~as determined by Section (See Government Code §3543.2 (a)), of the Government Code of the State of California.~~

SECTION 12. ~~Right to Withdraw~~ - Every employee in the bargaining unit, who is a member, shall have the right to withdraw their membership and become a service fee payer within a window period of thirty (30) days prior to the expiration of this Agreement, by the process of sending a letter to the Office of Human Resources stating their objection to further supporting CSEA. It shall be the sole obligation of the employee to comply with this section without either the District or CSEA encouraging or discouraging such action.

SECTION 123. Classified Staff Meetings - The District ~~shall would~~ serve as primary host for two (2) classified staff meetings per semester. Both parties ~~will shall~~ agree to the date, time, and agenda for these staff meetings. The content of the classified staff meetings may include ~~professional development~~, updates and information from administration, faculty, and staff on current District college news relevant to classified staff.

The District ~~will shall~~ allow as many bargaining unit employees to attend the meeting as possible while maintaining district services.

SECTION 134. Committees Appointments – Upon appointment to a committee of classified employees, the CSEA Executive Board ~~will shall~~ inform the bargaining unit member's employee's supervisor of their participation on committees. For the purposes of this section, "committee" includes, but is not limited to, governance committees, subcommittees, task forces, and ad-hoc committees.

When the operational needs of a department are impacted because of the number of committees an bargaining unit member employee's is serving on, the ~~manager~~ area administrator shall will attempt to resolve the issue with the bargaining unit member employee. If the issue is not resolved, the District and CSEA ~~will shall~~ meet to seek resolution.

SECTION 145. New Employee Orientation – Pursuant to Government Code §§3555-3559 and 6254.3, the following provisions shall apply to newly hired employee(s) orientations. The passage of Assembly Bill 119 has added sections 3555-3559 to the Government Code and amends the Public Records Act at Government Code Section

~~6254.3, creating new legal requirements around notice of new hires, exclusive representative access to orientation sessions, and provision of contact information for new and current employees.~~

A. “Newly hired employee” ~~or “new hire”~~ means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. The right to access new employee orientation is limited to bargaining unit employees represented by ~~the Association~~ **CSEA**.

B. The District shall provide CSEA with **newly hired employee** contact information ~~on the new hires~~. The information ~~will~~ **shall** be provided to CSEA ~~electronically~~ via **email electronic mail** on the last-working day of the month in which they were hired. ~~Theis~~ **newly hired employee** contact information shall include the following items, with each field in its own column:

- a. First Name;
- b. Middle initial;
- c. Last name;
- d. Suffix (e.g. Jr., III)
- e. Job Title;
- f. Department;
- g. Primary worksite name;
- h. Work telephone number;
- i. Work Extension;
- j. Home Street address, incl. apartment #, (when available)
- k. City
- l. State
- m. ZIP Code (5 or 9 digits)
- n. Home telephone number (10 digits); (when available)
- o. Personal cellular telephone number (10 digits); (when available)
- p. Personal email address of the employee; (when available)
- q. Last four numbers of the social security number;

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District. In the event no one is hired in any particular month, the District shall ~~provide information via the district maintained shared drive electronic mail to email~~ CSEA ~~confirming they it~~ did not hire any new employees that month.

C. Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members' names and contact information on the last working day of January, May, and September. The information will be provided to CSEA via electronic mail. This contact information shall also include the following information, with each field listed in its own column:

- a. First Name;
- b. Middle initial;
- c. Last name;
- d. Suffix (e.g. Jr., III)
- e. Job Title;
- f. Department;
- g. Primary worksite name;
- h. Work telephone number;
- i. Work Extension;
- j. Home Street address , incl. apartment #, (when available)
- k. City
- l. State
- m. ZIP Code (5 or 9 digits)
- n. Home telephone number (10 digits); (when available)
- o. Personal cellular telephone number (10 digits); (when available)
- p. Personal email address of the employee; (when available)
- q. Last four numbers of the social security number;

D. "New employee orientation" means the onboarding process of a newly hired ~~public~~ employee, whether in person, online, or through other means or mediums, in which newly hired employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters. This shall include one-on-one meetings with human resources representatives or any group orientations initiated by the District.

E. The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of ~~an~~ new employee orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.

- a. CSEA shall have up to one (1) hour of paid release time for each of the two (2) CSEA representatives, including the Chapter President or designee, to conduct an orientation session. This release time ~~will~~ shall not count towards the release time that is allotted in the ~~collective bargaining a~~Agreement. The ~~CSEA~~ Labor Relations Representative may also attend the orientation session.

- F. District property ~~will~~ shall be made available for the CSEA orientation session, during the workday of the employee(s), who shall be on paid time.

- G. Savings Clause: The savings clause shall be subject to ~~the force and effect~~ provisions of Article I, Section ~~3 2 in- of~~ the **Collective Bargaining** Agreement.

- H. Any alleged violation, misinterpretation, or misapplication of the terms of this section shall be subject to the grievance provisions of Article ~~VI 6 in the Collective Bargaining of the~~ the Agreement, except as follows:
 - a. "Grievant" shall only include CSEA and its Glendale Community College Chapter 76.
 - b. "Grievance" shall include violations of this section, but no other issues outside this section or the **Collective Bargaining** Agreement.
 - c. The Grievance shall precede directly to the Superintendent/President for a response. Step ~~2 3~~ for a resolution.

Tentatively agreed on: January 19, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova
Saodat Aziskhanova, Chief Negotiator

Angelica Reyes 01/26/22
Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

ARTICLE V - ORGANIZATIONAL SECURITY

SECTION 1. ~~Mutual Intention~~ — It is the mutual intention of the parties that the provisions of this Article protect the rights of individual employees without restricting CSEA's right to require that every bargaining unit employee pay membership dues.

SECTION 1 2. Right to Membership Dues/Service Fees – For the duration of the Agreement, the District CSEA shall have the sole and exclusive right to have membership dues deducted for membership dues from bargaining unit members' wages based on CSEA's membership lists and written direction. employees in the bargaining unit by the District. CSEA shall provide the District with a membership list of current, schedule of its authorized dues deductions. The District shall, upon appropriate written authorization from any employee, deduct and make appropriate remittance for insurance premiums, credit union payments, savings bonds, charitable donations, or other plans or programs jointly approved by CSEA and the District.

~~A. In accordance with the CSEA dues schedule, the District shall deduct dues from the wages of all employees who are members of CSEA on the date of the execution of this Agreement.~~

A. The District shall not interfere with the terms of any agreement between CSEA and the District's employee with regard to that employee's membership in CSEA, including but not limited to automatic annual renewal unless the employee drops out during a specified window period tracked by CSEA.

B. Any bargaining unit member requesting revocation of their membership dues deduction shall notify CSEA. CSEA shall immediately notify the District if any ~~member of the~~ bargaining unit member revokes a dues deduction authorization.

~~C. Employees being reinstated from a layoff or exercising re-employment rights will be considered a current employee, if they had been laid off prior to the effective date of this Agreement.~~

SECTION 3. ~~Transmittal of Membership Dues~~ Dues Deduction- The District shall deduct, in accordance with the CSEA dues schedule, dues from the wages of all CSEA bargaining unit members. ~~without charge, pay to transmit the sum of membership dues deductions to~~ CSEA within 15 days ~~the sum of deductions.~~

A. Along with each monthly membership dues transmittal payment to CSEA, the District shall, without charge, furnish CSEA with an alphabetical listing of all employees in the bargaining unit, identifying them by name, the last four digits of their social security number, months per year in paid status, annual salary, and amount deducted, if any.

SECTION 4. Hold Harmless Provision - The District shall not be liable to CSEA by reason of the requirements of this Article for the remittance or payment of any sum other than that constituting actual membership dues deductions made from the wages earned by the bargaining unit member employee. ~~CSEA agrees that it shall pay reasonable attorney fees, indemnify and hold harmless the District, its officers, employees, and agents against any and all claims, demands, actions, or proceedings for any liability arising from compliance with this Article, or, in reliance on any list, notice, certification, or authorization furnished under this Article. CSEA, in addition, agrees it shall refund to the District any sums paid to it in error.~~

~~CSEA shall indemnify and hold the District harmless from any and all costs, attorneys fees, claims, demands, and suits or other actions arising from the compliance with this article. The District shall be required to promptly notify CSEA of any claims made by employees relating to dues authorization. Prior to responding to any claim, the District shall negotiate with CSEA concerning the appropriate response.~~

Tentatively agreed on: November 10, 2021

FOR THE ASSOCIATION

Saodat Aziskhanova
Saodat Aziskhanova, Chief Negotiator

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

 12/08/21

Angelica Reyes,
CSEA Labor Relations Representative

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

ARTICLE VI - GRIEVANCE PROCEDURE

SECTION 1. Definitions

- A. A "grievance" is defined as an an written allegation by an grievant employee covered hereby that the District has violated a specific provision(s) of this Agreement and that by reason of such the alleged violation, the grievant(s) their his/her rights have been adversely affected. A grievance shall contain:
- Agreement provision(s) alleged to have been violated,
 - Facts related to alleged Agreement violation(s),
 - Date(s) of the alleged Agreement violation(s), and
 - Specific remedy sought
- B. A "grievant" may be an bargaining unit employee or group of bargaining unit employees making a claim that their rights have been violated. Nothing shall preclude CSEA Chapter 76 from filing a grievance on behalf of any individual bargaining unit employee or group of bargaining unit employees.
- ~~C. A "complaint" is defined as an allegation by an employee against a supervisor or coworker not in direct violation of this Agreement.~~
- ~~C. The "immediate supervisor" is the management designee that supervises the grievant(s). having immediate jurisdiction over the grievant, who has been designated by the District to process grievances in Step 1.~~
- ~~D. The "next higher level supervisor" is the management designee who has been designated by the District to process grievances in Step 2.~~

SECTION 2. Informal Resolution

- A. The best resolution of a grievance is at the lowest possible level. Before filing a formal written grievance, a CSEA Representative shall attempt to resolve the alleged violation problem by means of an informal meeting with the immediate supervisor and Human Resources.
- B. CSEA shall request the informal meeting within ten (10) days of the occurrence of the alleged violation giving rise to the grievance, or within ten (10) days of when CSEA could reasonably have known of the alleged violation.

SECTION 3. Processing a Formal Resolution Grievance – Should an informal resolution be unsuccessful, a A-grievance shall be processed in the following manner:

Step 1: The best resolution of a grievance is at the lowest possible level. Therefore, not No later than twenty (20) thirty (30) days following the alleged violation(s), incident which prompted the grievance grievance allegation, the grievant shall first discuss their his/her issues-alleged violation(s)-complaint with the Chapter Grievance Officer who will determine if this is a grievance blence issue or complaint. his/her immediate supervisor in an effort to resolve the problem through discussions and informal means. The immediate supervisor will give their his/her oral answer to the employee not later than ten (10) days after the discussion and the giving of such answer will terminate Step 1.

A. If Grievance Officer and/or CSEA Representative deems that the issue is a complaint, a meeting shall be called as needed between District Representative, immediate supervisor, CSEA Representative, and employee.

A. If Grievance Officer and/or CSEA Representative deems that the issue(s) satisfies the definition of is a grievance, a formal grievance shall must be filed with the District/VP Vice President of Human Resources within thirty (30) days of the alleged Agreement violation.

a. A formal grievance, a written statement by the grievant, fully stating the facts of the grievance and the specific provisions in this Agreement that have been violated, shall be filed with the District/VP of Human Resources within ten (10) days from the determination that a formal grievance is warranted.

a.b. (moved from c to b) A meeting shall be convened within Within fifteen (15) days of the District/ Vice President of Human Resources receipt of receiving the grievance, a Step 1 meeting shall be convened.

b.e. (moved from b to c) Within ten (10) days of the Step 1 meeting, the The District/Vice President of Human Resources shall provide a written Step 1 decision respond within ten (10) days.

- i. If the alleged violation issue was is resolved at Step 1, then the grievance it will shall conclude at Step 1 of the Grievance Process.

~~c.d.~~ If a grievance is not resolved settled in at Step 1, the CSEA Representative, may filed a and the grievant decides to pursue the matter further, the grievance shall proceed to Step 2 appeal.

Step 2: If the grievance is not settled in Step 1 and the grievant decides to pursue the matter further, Upon concluding the allegation is a grievance, the grievance the grievant shall be reduced to writing by the employee, fully stating the facts of the grievance in writing and detailing the specific provisions of this Agreement alleged to have been violated, remedy sought, signed and dated by the employee and presented to the next higher level supervisor within ten (10) days after termination of Step 1. A meeting between the employee and the next higher level supervisor will occur within ten (10) days to review and discuss the grievance. Both parties may have one (1) additional representative present. The decision by the next higher level supervisor shall be rendered in writing, not later than ten (10) days after the meeting, and the rendering of such decision will terminate Step 2.

Step 2 3: Within ten (10) days of receipt of the Step 1 decision, the CSEA Representative, If a grievance is not settled in Step 1, and the grievant decides to pursue the matter further, grievance shall file a Step 2 appeal shall be submitted to with the Superintendent/President or their his/her designee. within ten (10) days from the receipt of the District's answer in Step 1.

a. Within fifteen (15) days of receipt of the Step 2 appeal, a Step 2 A meeting between the grievant, their his/her the CSEA rRepresentative, and the Superintendent/President and/or their his/her designee shall will occur within fifteen (15) days to review and discuss the grievance.

b. Within ten (10) days of the Step 2 meeting, theThe decision by the Superintendent/President or their his/her designee shall provide a written Step 2 decision. be rendered in writing to the grievant and the CSEA Chapter Association President, no later than ten (10) days after meeting.

i. If the alleged violation is resolved at Step 2, then the grievance shall conclude at Step 2 of the Grievance Process, and if the rendering of such the decision is satisfactory Step 2 shall conclude the grievance process. will terminate Step 3.

c. If the grievance is not resolved at Step 2, the CSEA Representative may file a Step 3 appeal to arbitration.

If the grievance is not settled in Step 2 and the grievant decides to pursue the matter further, the grievance shall proceed to Step 3.

Step 3 4: Appeal to Arbitration

a. Only a CSEA Representative If a grievance is not settled in Step 2 3, and the grievant decides to pursue the matter further, the grievance shall be submitted to arbitration, but only if the Association representative gives may appeal a Step 2 decision to arbitration.

b. Within ten (10) days after receipt of the District's Step 2 decision, the CSEA Representative shall provide written notice to the District/Vice President of Human Resources of the decision to its appeal to arbitration e the grievance within ten (10) days after receipt of the decision of the District in Step 2 3 of the grievance procedure.

i. The provisions of Article II -Recognition, the Retained Rights set forth in Article III and hereby incorporated by reference herein; and the provisions of Article XXV - Concerted Activities, are specifically excluded from arbitration under the provisions of this Article.

c.b. As soon as possible and in any event nNot later than ten (10) days after the District receives written notice from the CSEA Representative of its Step 3 appeal to arbitration the decision to arbitrate, the Grievance Officer and/or CSEA Representative Association representative shall request the California Mediation and Conciliation Service to submit a panel of five (5) local arbitrators. The District and the grievant and/or their his/her representative CSEA Representative shall in turn strike a name from the list until only one (1) remains. The remaining name shall be accepted by both parties as the impartial arbitrator. The privilege of

striking the first name shall be decided by lot.

~~d.e.~~ The impartial arbitrator shall, **as soon as possible thereafter,** hear ~~said the Step 3 appeal to arbitration~~ within a reasonable time not to exceed **ninety (90) ~~sixty (60)~~ days** ~~and render their his/her decision in writing.~~ The arbitrator shall submit ~~their his/her~~ decision in writing within thirty (30) calendar days after ~~they he/she have~~ **has** heard the **Step 3 appeal to arbitration case**. The decision of the arbitrator ~~shall will~~ be final and binding upon the parties of this Agreement.

SECTION 4.3. Effects of Arbitration on Agreement - This Agreement constitutes a contract between the parties, which shall be interpreted and applied by the parties and by the arbitrator in the same manner as any other contract under the laws of the State of California. The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of this Agreement **based upon in the respect alleged in** the grievance. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to ~~them him or her~~ by the respective parties in the presence of each other.

SECTION 5.4. Number of Arbitrations - The arbitrator may hear and determine only one (1) grievance at a time unless the parties mutually agree otherwise.

SECTION 6.5. Timeline for Grievances - If a grievance is not processed by the grievant in accordance with the time limits set forth in this Article, it shall be considered null and void. Time limits for appeal provided in each Step shall begin the day following the day that the decision is rendered by the District. A decision rendered at any Step in the Grievance Procedure becomes final unless appealed within the time limits specified in the Agreement. Any extension of time requested by the District or ~~CSEA the Association will~~ **shall** be by mutual **written** agreement. In the event that the District fails to act within the time limits allowed for responses and/or meetings, the ~~G~~**grievance** **shall** ~~will~~ automatically proceed to the next step.

SECTION 7.6. Costs of Arbitration - All costs for the services of the arbitrator, including but not limited to, per diem expenses, ~~their his/her~~ travel and subsistence expense, cost of any hearing room, court reporting and transcripts will be borne equally by the District and the Association.

SECTION 8.7. Miscellaneous

- ~~A. If a grievance arises from action or inaction on the part of a member of the administration at a level above that designated in Step 1 2 of this procedure, as determined by the Superintendent/President or their his/her designee, the grievant shall submit such grievance in writing to the Superintendent/President or their his/her designee and the Association directly and the processing of such grievance will commence at Step 2 3.~~
- ~~A. B.~~ Forms for filing grievances ~~will~~ be prepared and distributed by the ~~Association~~. Grievance forms are contained in Appendix P.
- ~~B. C.~~ The "District Designees to Process Grievances" shall be VP of Human Resources the immediate supervisor for Step 1; the next higher level supervisor for Step 2; and the Superintendent/President or their his/her designee for Step 2 3. Such designees may be changed at the sole discretion of the District upon written notification to ~~the CSEA Association~~.
- ~~C. D.~~ The designated representative shall inform their his/her immediate supervisor twenty-four (24) hours prior to their his/her requested release from duties for grievance processing, in order that an adequate substitute may be obtained, if such is necessary. Release time shall be limited solely to representing a grievant in a conference with management representatives, in Step 1 2 and Step 2 3 of the Grievance Procedure, and in no way shall this limitation include use of such time for matters such as gathering information, interviewing witnesses, or preparing a presentation.

The parties expressly agree that there shall be no disciplinary and/or retaliatory measures taken against any individual or group of individuals who have in good faith filed a grievance under the terms of this Article.

SECTION 9.8. ~~Maintaining Records of Grievances Documents - The above-~~
~~described~~ **G**Grievance documents shall be maintained in a grievance
file separate from the personnel files of the **grievants participants**.
Personnel files shall not refer to grievance documents except as
necessary to implement an action resulting from the grievance
procedure.

Tentatively agreed on:

FOR THE ASSOCIATION

Saodat Aziskhanova
Saodat Aziskhanova, Chief Negotiator

 01/26/22
Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

ARTICLE VII - HOURS OF ASSIGNMENT ~~OF EMPLOYMENT~~

SECTION 1. Workweek Definition - ~~The use of the word "day(s)," unless otherwise specifically stated herein, shall mean a scheduled day of work.~~

A. Traditional Workweek Schedule – ~~Traditional workweek schedule~~ shall be defined as a regular work schedule of five (5) consecutive days of eight (8) hours per day and forty (40) hours per week. This schedule may shall be pro-rated for permanent part-time employees.

B. Non-Traditional Workweek Schedule – ~~A Non-Traditional workweek schedule~~ shall be defined as any workweek that is not five (5) consecutive days of eight (8) hours per day ~~for full time employees.~~ A non-traditional workweek schedule may include 4/10 and 9/80 schedules. A 4/~~10~~ **40** workweek is four days of ten (10) hours per day in one week. A 9/80 schedule is eighty (80) worked over nine (9) days in a consecutive two week ~~consecutive week~~ period. The District may schedule employees to work hours greater than or less than eight (8) hours in one day not to exceed a total of forty (40) hours in any one (1) week with prior mutual agreement between the supervisor and employee.

SECTION 2. Length of Workday - ~~The length of the workday~~ shall be designated by the District for each classified assignment in accordance with the provisions set forth in this Agreement. Each classified bargaining unit employee shall be assigned a fixed, regular, and ascertainable number of hours in a workday.

SECTION 3. Length of Workweek - This Article shall not restrict the extension of the traditional workday or workweek when such is necessary to carry on the business of the District, except as provided for in this Agreement.

A. In the event the District desires to establish four (4) day, forty (40) hour workweek during the Winter or Summer intersessions ~~short sessions~~, it is agreed such a workweek may be implemented at the discretion of the District. The workday for affected ~~classified bargaining unit~~ employees ~~will~~ shall consist of a ten (10) hour day with two (2) twenty (20) minute breaks and a

one-half (1/2) hour paid lunch period. This may be done provided the establishment of such workweek has the concurrence of the membership of CSEA Chapter 76. ~~It is understood that this provision has been agreed to in accordance with provisions of the California Education Code regarding a four consecutive-day workweek.~~

B. Nothing shall preclude the establishment of a non-traditional workweek with prior agreement and mutual consent of the manager and the individual **bargaining unit** employee(s), provided that:

1. Any such deviation from the traditional **workweek schedule** ~~five (5) day, forty (40) hour work week~~ is by advance mutual consent of the **bargaining unit** employee and management, by written agreement no less than five (5) working days prior to the start date of the ~~altered~~ **non-traditional workweek** ~~scheduled~~. (see Appendix "H")
2. Adoption of a non-traditional ~~work day or~~ workweek ~~does shall~~ not increase the workweek average beyond **eighty hours in a two week period forty (40) hours** or create a split shift. **However, bargaining unit employees may be assigned overtime pursuant to Section 7 of this Article.**
3. Adoption of a non-traditional ~~workday or~~ workweek ~~does shall~~ not create an overtime situation until the set hours of the non-traditional schedule are exceeded.
4. Adopted agreements for non-traditional workweeks shall terminate at the end of the Fall and Spring semesters.
5. When a manager believes that circumstances exist which requires a reversal to ~~the original a traditional workweek~~ schedule, they shall notify the **bargaining unit** employee within ten (10) working days. If the **bargaining unit** employee and manager cannot agree to the reversal, CSEA and the District shall make a reasonable effort to resolve the issue within ten (10) days.
6. If the District makes a District-wide determination that a non-traditional ~~work~~**week** schedule is not desirable during the Fall and Spring semesters, it shall first meet and negotiate any such determination with CSEA.

C. **Bargaining unit** ~~be~~ employees who work a non-traditional workweek ~~schedule~~ shall revert to a traditional **40 hour**-workweek **schedule**

on during weeks which contain dDistrict approved holidays (defined in Article XI) or when the bargaining unit employee is on jury duty.

~~SECTION 4. Exceeding Prescribed Limits – The District may employ persons for lesser periods of time, and may schedule employees to work in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) week with prior mutual agreement between the supervisor and employee.~~

SECTION 45. Lunch Period

- A. Unpaid Lunch Period - Bargaining unit ~~E~~employees working five (5) or more consecutive hours per day shall receive an unpaid lunch period of not less than one-half ($\frac{1}{2}$) hour. The lunch period may be waived by mutual written agreement or employees who work six or less hours in a day.
- B. Paid Lunch Period - Employees working a nine-eighty (9/80) or four-ten forty (4/~~10~~**40**) flex schedule shall receive a paid lunch period of not less than one-half ($\frac{1}{2}$) hour. These are the only employees who will receive a paid lunch period.

SECTION 5 6. Rest Periods – Rest periods are normally scheduled midway in each work~~day~~ period or by mutual agreement of the immediate supervisor and bargaining unit employee.

- A. Bargaining unit ~~E~~employees shall receive one (1) paid fifteen (15) minute rest period for each four (4) consecutive hour period worked, at a time approved by their ir immediate supervisor.
- B. Employees working a 4/~~40~~**10** workweek shall receive one (1) paid twenty (20) minute rest period for each five (5) consecutive hour period worked at a time approved by their ir intermediate immediate supervisor.

SECTION 6 7. Flex Day Nine (9) and Ten (10) Month Assignments - Nine (9) month and ten (10) month employees shall not normally be scheduled to work during the ~~w~~Winter, and Summer Intersession(s) or Spring Break ~~spring student recess periods~~. Nine (9) month and ten (10) month employees involved in instructional assignments shall work on assigned "Flex Days." (as defined per the academic calendar).

SECTION 7 8. Payment of Overtime and Compensatory Time Off

- A. **Payment of Overtime** –

1. Traditional Workweek Schedule: Any **bargaining unit** employee on a traditional workweek **schedule** ~~who worksovertime~~ shall be paid for all hours worked in excess of eight (8) hours in anyone (1) day or forty (40) hours in any one (1) week at a rate of one and one- half (1½) times **their** ~~his/her~~ basic hourly rate of pay.

2. Non-Traditional Workweek Schedule: Any **bargaining unit employee on a non-traditional workweek schedule** shall be paid for all hours worked in excess of their non-traditional schedule at a rate of one and one- half (1½) times their ~~his/her~~ basic hourly rate of pay.

a. The allowance of an overtime premium on any hour excludes that hour from consideration for overtime payment on any other basis, thus eliminating any double overtime payments.

b. All overtime work must have prior approval of the immediate supervisor before the work may commence.

c. If it is determined by the District that overtime is necessary, it is understood and agreed that bargaining unit employees shall work overtime as required. Such overtime shall be distributed and rotated on a seniority basis as equally as is practicable among the bargaining unit employees in the affected classification, within each department, at each work site.

B. Compensatory Time Off - At the sole discretion of the District, or a bargaining unit employee may receive compensatory time off at a rate equal to one and one-half (1½) times the actual time worked in excess of their traditional or non-tradition workweek schedule. at the sole discretion of the District. Forty hour per week employees working a non-traditional workweek will receive overtime for hours worked in excess of the non-traditional schedule.

A.1. Approved compensatory time ~~must~~ **shall** be taken within ninety (90) days from the time the work was performed, or, if not taken during this time, the **bargaining unit** employee **shall will** receive **monetary overtime compensation as delineated in Section 8. A. reimbursement at the overtime rate.** (see Appendix "J")

B. The allowance of an overtime premium on any hour excludes that hour from consideration for overtime payment on any other basis, thus eliminating any double overtime payments.

~~C. All overtime work must have prior approval of the immediate supervisor. (see Appendix "J")~~

~~D. If it is determined by the District that overtime is necessary, it is understood and agreed that employees shall work overtime as required. Such overtime shall be distributed and rotated on a seniority basis as equally as is practicable among the employees in the affected classification, within each department, at each work site.~~

SECTION 8 9. Assignments in Addition to Regular Workweek Schedule - Any bargaining unit employee assigned to work on a day when they employee is are not normally scheduled to work, or any bargaining unit employee called back to work after completing on of their his/her workday or workweek regular assignment, but not consecutive with such assignment, shall be compensated for a minimum of three (3) hours of work at the bargaining unit employee's applicable rate of pay.

Bargaining unit ~~E~~employees who are called to work during non-scheduled work hours shall will be compensated for a minimum of one (1) hour if that work can be completed remotely.

SECTION 9 10. Part-time Employees: Increased to Work Hours Days

1. Any part-time bargaining unit employee who works a minimum of thirty (30) minutes per day in excess of their his/her basic regular part-time assignment, as directed by the ~~immediate~~ supervisor, for a period of ~~forty-five (45)~~ nonconsecutive working days in a three (3) month period, shall have their his/her basic regular part-time assignment changed to reflect the longer additional hours in order to acquire fringe benefits on a properly prorated basis.

2. A part-time bargaining unit employee who works a minimum of 30 minutes per day in excess of their regular part-time assignment, as directed by the supervisor, for a period of 20 consecutive working days or more shall have their regular part-time assignment changed to reflect the additional hours in order to acquire fringe benefits on a prorated basis.

SECTION 10 4. Restroom/Lunch Facilities - The District shall make available in each work location restroom and lavatory lunch facilities for the bargaining unit employees' use, and where feasible within the existing building structure, an employee rest area shall be provided for use during lunch period and breaks and shall be of sufficient size to accommodate

the classified staff.

SECTION 11 2. Additional Work Assignments – Any permanent employee who is regularly assigned to a unit and who is also assigned similar level on an hourly basis during days in unpaid service, shall be compensated at his/her current rate of pay, and shall accrue benefits, including holiday pay, vacation, and sick leave. This section shall also apply for work performed on all non-calendar workdays scheduled in the employee's regular assignment.

This assignment is not intended to increase the number of months of the employee's assignment.

SECTION 11 2 3. District Authorized Professional Development Activities
Conference Attendance - An bargaining unit employee's may be absent to attend due to a District authorized professional development activity related to their assigned duties. proposed attendance at a District authorized conference or seminar, and estimated expenses for attendance thereof on a District form, shall require prior approval by the Board of Trustees to attend such conference which is directly related to their his/her assigned duties. In the event such conference is approved, the actual reasonable expenses of the employee only, not to exceed the approved initial estimated expenses, shall be reimbursed by the District. A bargaining unit employee shall complete all necessary District forms to attend the District authorized professional development activity. The District shall pay for or reimburse the expenses related to the bargaining unit employee attending the District authorized professional development activity.

SECTION 12 3 4. Changes in of Work Schedule – Any changes to the work schedule for bargaining unit employees members shall be mutually agreed to within (10) working days prior to implementation. If the bargaining unit employee and manager cannot agree to the change in work schedule, CSEA and the District shall make a reasonable effort to resolve the issue within ten (10) days.

Tentatively agreed on: March 2, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator


Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

ARTICLE VIII - WAGES

SECTION 1. Basic Rate of Pay - The basic rate of pay for each classification position in the bargaining unit shall be in accordance with the rates ~~established delineated~~ in Appendix "B1" Classified Employees Monthly Salary Schedule (hereinafter 'salary schedule'), ~~which is attached hereto and incorporated by reference as a part of this Agreement.~~ The basic regular rate of pay shall include any ~~shift~~ differential required to be paid in accordance with Sections 7 and 8. under this Agreement. The salary schedule shall be effective July 1, of each year, regardless of the effective date of the Agreement Contract.

In the event that any other bargaining unit of the District receive a salary increase and/or other compensation (i.e. on- or off- schedule improvement, improved health and welfare, retirement incentive, bonus, etc.), ~~the Association CSEA~~ and the District will meet and negotiate in good faith to provide parity.

SECTION 2. Salary Range Step Placement

- A. Initial ~~S~~salary range step Pplacement: New bargaining unit employees may be initially placed beyond Step 1 ~~the first step~~, to a maximum of Step 3, of the salary range schedule. Step pPplacement at Step 2 shall be is based on at least three (3) years of related education and/or paid work experience in addition to that needed to meet the minimum requirements for the classification position. The equivalent of twenty-four (24) semester units of related course work shall will equal one (1) year of work experience. (Transcripts must be submitted.) Related work experience shall will be counted on a year-for-year full-time equivalent basis. Step pPplacement at Step 3 shall will be based on an additional two (2) years of related education and/or paid work experience above the experience required for Step 2 placement.
- B. The new bargaining unit employee shall request their initial salary range step placement be reviewed by submitting a written "Classified Initial Salary Placement Request" (Appendix M) to the Vice President, ~~of~~ Human Resources or designee within thirty (30) days of their start date. This form shall also be provided to all new bargaining unit employees at the time of hire. The request shall

state the reasons that the **new bargaining unit employee candidate** believes ~~they he/she~~ should be placed above Step 1 ~~of~~ **on** the salary range; specifically, outlining the training and/or experience beyond the minimum requirements for the **classification position**. Evidence of such advanced placement and the justification in each instance shall be made available to CSEA upon request from the CSEA Chapter President or designee.

- C. Promotional Salary **Range Step** Placement: A regular **bargaining unit** employee who receives a promotion to a higher classification shall be placed on the step of the **promotional** salary range that is 5% or more above the **bargaining unit** employee's current **salary** range and step, including the Professional Growth stipend (as applicable). Longevity pay ~~shall is not be~~ included in **the calculation of the promotional salary range step placement this step**. Once ~~theis~~ promotional **salary range** step placement is determined, all longevity pay ~~shall will~~ then be applied to calculate the **bargaining unit** employee's monthly compensation.

~~An bargaining unit employee who believes that they he/she should be placed above Step 1 shall request a review of the promotional salary range step placement by submitting the "Classified Initial Salary Placement Request" Form (Appendix M) to the Vice President of Human Resources or designee within thirty (30) days of the start date in the promotional classification.~~

Step placement shall be based on the following:

1. ~~Step p~~Placement at Step 2 ~~shall be is~~ based on at least three (3) years of related education and/or paid work experience in addition to that needed to meet the minimum requirements for the **classification position**. The equivalent of twenty-four (24) semester units of related course work **shall will** equal one (1) year of work experience. (Transcripts must be submitted.) Related work experience **shall will** be counted on a year-for-year, full-time equivalent basis.
2. Step placement at Step 3 **shall will** be based on an additional two (2) years of related education and/or paid work experience above the experience required for Step 2 placement.
3. ~~An bargaining unit~~ employee who believes that ~~they he/she~~ should be placed above Step 1 shall request a review of the promotional salary **range step** placement by submitting the "Classified Initial Salary Placement Request" Form (Appendix

M) to the Vice President of Human Resources or designee within thirty (30) days of the start date **in the promotional classification**.

SECTION 3. Salary Advancement - Bargaining unit Employees shall be advanced by step on the ~~S~~salary ~~S~~schedule in accordance with the following provisions:

- A. ~~Bargaining unit~~ Employees placed on Step 1 ~~of a range shall will~~ advance to Step 2 on the first (1st) of the month following completion of the probationary period.
- B. Advancement beyond Step 2 ~~of a range shall will~~ be at one (1) year intervals.
- C. An ~~bargaining unit~~ employee who is hired ~~at a rate~~ above Step 1 ~~the first step shall will~~ receive ~~their his/her~~ first step increment advancement after one (1) year of service.
- D. Advancement in steps ~~in a salary range~~ shall be based upon the ~~bargaining unit~~ employee receiving a rating level of performance above "unsatisfactory" on ~~their his/her~~ last performance evaluation.
- E. An ~~bargaining unit~~ employee returning from a leave of absence on unpaid status ~~shall will~~ resume ~~their his/her~~ step placement ~~and advancement on the range~~ as if the leave had not been taken, but such leave time ~~shall will~~ not be counted for step advancement purposes.

SECTION 4. Salary Reallocation

- A. Reallocation is the movement of a single incumbent classification position or an entire classification from one salary range schedule or hourly rate to another salary range schedule or hourly rate on the basis of either internal or external alignment. A salary reallocation ~~shall will~~ not be based on additional duties or responsibilities.
- B. The District and **CSEA Association** agree to the following dollar amounts to be spent in each fiscal year for salary reallocation:

For each year of this Agreement the amount for salary reallocation shall be equal to \$50,000.

If the amount noted above is not fully encumbered in any given year, the excess amount ~~shall will~~ be rolled over to the next year.

The District agrees to provide ~~the CSEA Association~~ with an annual accounting of the Reallocation Fund no later than September 1 of each year for the previous fiscal year. In the event that the Reallocation Fund balance is more than \$150,000 at the end of the fiscal year, the allocation for the upcoming year shall be reduced so as to not exceed a cap of \$150,000 per fiscal year.

- C. ~~Bargaining unit~~ Employees shall request salary reallocation by submitting the request to the CSEA Chapter President between January 1, and April 15 of each year. By submitting a salary reallocation request, the ~~bargaining unit~~ employee is certifying that the current job description is accurate.

Classifications shall be limited to salary reallocation review once every three (3) years from the date of original request.

CSEA shall select a maximum of five (5) classifications for reallocation and shall forward the list to ~~the Office of~~ Human Resources by June 15. The District may select one (1) ~~additional~~ classification for reallocation by June 15. Upon receipt of the list of requests for reallocation, ~~the Office of Human~~ Resources shall submit a tentative schedule for completion.

- D. ~~The Office of~~ Human Resources shall conduct a salary survey of the agreed upon classifications. The list of districts schools to be surveyed shall will be used for the duration of the Agreement contract, (see Appendix G).

1. The salary survey shall will compare classification position with like duties and responsibilities. In order to be considered as a valid survey, there must be at least three (3) districts with comparable classification position. In the event there are less than three (3) districts with comparable classification position, the District and CSEA shall discuss a broader list.
2. All salaries of comparable classifications positions from the agreed upon districts shall be used for comparison. The first step of the salary range shall will be compared to the median salary, at first step, of comparable classifications positions in the alignment process.
3. By March 15th, ~~the Office of~~ Human Resources shall present the findings of the survey to the CSEA Chapter President for final negotiations to commence within thirty (30) days.

4. If the results of the salary survey indicate a lower salary range, the bargaining unit employee shall be Y-rated. (Y-rating means that the incumbent's salary shall be frozen until the current salary matches the new salary range.) Y-rating **shall will** only be implemented when the District's salary range is more than fifteen percent (15%) higher than the salary resulting from the external salary survey.
5. If the results of the salary survey indicate a higher salary range, bargaining unit employees affected by the salary reallocation shall move to the same step of the recommended salary range.

In the event a salary recommendation of a classification is ten percent (10%) or more than the District's current salary range, the salary increase shall be realized in the next two (2) years, for not less than fifty percent (50%) of the increase per year.

6. If the results of the salary survey indicate a lower or higher salary range, all applicable vacant positions within the classification(s) **shall will** be adjusted to the new salary.

SECTION 5. Working Out of Classification - A permanent employee who is assigned to temporarily perform higher level duties outside of **their his or her** classification for any period of time which exceeds five (5) **working** days within a fifteen (15) calendar day period, shall be properly compensated according to the following:

~~A.~~ A permanent employee who is assigned to perform a majority of the duties of a higher classification and those duties make up at least fifty percent (50%) of **their his/her** time shall be compensated at the first step of the salary range for the higher classification that is at least a 5% salary increase inclusive of longevity increments.

~~B. If assigned duties make up less than fifty percent (50%) of the duties of a higher classification, the District shall pay the employee equal to a 2.5% salary increase inclusive of the longevity increments.~~

B. A permanent employee who is assigned to perform a majority of the duties of a higher classification and those duties make up less than fifty percent (50%) of their his/her time shall be compensated at the first step of the salary range for the higher classification that is at least a 2.5% salary increase

inclusive of longevity increments.

C. An employee shall be compensated **at** the higher rate of pay retroactive to the first (1) day of **the assigned temporary out of classification** duties ~~being assigned for temporary out of classification~~ subject to applicable federal and state laws.

D. The **out of classification pay stipend amount** shall not be more than what the employee would receive if ~~they he/she~~ were promoted/reclassified to the higher classification.

C. E. All requests for working out of classification shall be completed and submitted to Human Resources using the "Request for Out of Classification Compensation" form (~~attached as~~ Appendix F ~~of this Agreement~~). The request **form should shall** be submitted to Human Resources within ninety **(90)** days of the out of ~~work~~ classification work being assigned to the **bargaining unit** employee. Human Resources **shall will investigate review the out of classification request** and determine proper compensation for working out of classification ~~based upon this Section~~. **Human Resources shall provide a written response to the out of classification request to the bargaining unit employee and CSEA.** ~~Decisions regarding the out of classification request shall will be communicated to CSEA the Association within five (5) days of the decision being made.~~ **CSEA The Association** has the right to **appeal challenge** the **out of classification** decision with the Vice President, Human Resources and then the Superintendent/President if it **believes feels** the duties being performed are not within the existing classification. The decision of the Superintendent/President **shall be is** final.

SECTION 6. Non-promotional Salary Changes

In the event an ~~an~~ bargaining unit employee is appointed to a **classification** with a salary range equal to or below ~~their his/her~~ current range as a result of a voluntary or involuntary **lateral transfer lateral change of class**, voluntary or involuntary demotion, disciplinary action or layoff, such appointment shall not be considered a promotion and shall not warrant a salary increase. In such cases, placement **shall will** be at the same rate formerly earned by the bargaining unit employee, not to exceed the maximum of the range of the **classification** to which ~~they he/she~~ ~~are is~~ appointed.

SECTION 7. Night Differential - Bargaining unit E Employees shall be entitled to night differential pay, a salary allowance in addition to the basic rate

~~or schedule~~ based upon hours of employment, in accordance with the following provisions:

A. All bargaining unit employees whose assigned work schedule ~~time~~ requires them to work one half (½) of their shift between the hours of 5:00 p.m. and midnight shall be paid a night differential pay of five percent (5%) of their ~~base~~ basic rate of pay salary.

B. All bargaining unit employees whose assigned work schedule ~~time~~ requires them to work one half (½) of their shift between the hours of midnight and 7:00 a.m. shall be paid a night differential pay of nine percent (9%) of their ~~base~~ basic rate of pay salary.

C. Night differential pay shall be paid effective the first day that an bargaining unit employee is assigned to work at least one-half (½) of ~~their his/her~~ shift between the hours of 5:00 p.m. to 7 a.m.

Night differential pay shall terminate effective the first day that an bargaining unit employee is assigned to the day shift, except that an bargaining unit employee temporarily (20 working days or less) assigned to the day shift shall not lose the night differential pay ~~differential~~.

D. If an bargaining unit employee is assigned to work on a shift that would qualify for night differential pay less frequently than five (5) days a week, night differential pay shall be paid only for those days on which such work is done.

~~E. Part time food service employees shall be paid seventy cents (\$.70) per hour above their regular hourly rate for call back time worked after 5:00 p.m. They shall be paid not less than one and one half (1½) times their regular pay on the sixth (6th) and seventh (7th) days and, at all times on holidays they shall be paid at a rate of two and one half (2½) times their regular rate of pay.~~

SECTION 8. **Weekend Differential**

All bargaining unit employees required to work weekends ~~shall~~ will receive a weekend day differential of seven percent (7%) for the weekend hours worked.

SECTION 9. **Pay Warrants**

All end-of-month regular pay warrants of bargaining unit employees ~~in the bargaining unit~~ (pay warrants payable on or before the tenth (10th) of the following month) shall be itemized to include all deductions, overtime and additional wage benefits.

If all necessary processing ~~of forms are paperwork is~~ complete for a new bargaining unit employee by the fifteenth (15th) of the month, the bargaining unit employee shall receive an earned salary advance on the twenty-fifth (25th) of that month. Bargaining unit ~~E~~employees who complete processing of forms after the fifteenth (15th) shall receive their first paycheck on the tenth (10th) of the following month.

SECTION 10. Pay Days - All bargaining unit employees ~~in the bargaining unit~~ with regularly scheduled hours shall be paid twice per month, payable on or before the tenth (10th) and on or before the twenty-fifth (25th) day of the month. If ~~the normal regular~~ pay date falls on a Saturday, Sunday or holiday, the pay warrant shall be issued on the preceding workday.

SECTION 11. Errors in Pay - Any action or inaction resulting in insufficient payment for an bargaining unit employee ~~in the bargaining unit~~ shall be corrected, and a pay warrant to correct such error shall be issued within five (5) days after verification by the District.

A. Whenever it is determined that an error has been made in the calculation or reporting in any ~~classified bargaining unit~~ employee's ~~payroll or compensation salary~~, the District appointing authority shall, within five (5) working days following such determination, provide the bargaining unit employee with a statement of the correction and a supplemental paycheck.

B. Any ~~payroll or other compensation salary~~ errors shall be claimed retroactively by bargaining unit employees up to a maximum permitted by law.

In the case where an bargaining unit employee is incorrectly overpaid, the bargaining unit employee shall be notified by the District when the overpayment occurred, and provided with a proposed repayment plan. The bargaining unit employee shall have the opportunity to work out an alternative payment plan with the Controller or ~~their his/her~~ designee within fifteen (15) days of notification, or within fifteen (15) days of notification by the bargaining unit employee to the District. The alternative repayment plan must be reasonable. As an example of a possible repayment plan, the repayment period for an bargaining unit employee shall not be longer than the period in which overpayment occurred, provided the amount of the monthly repayment does not exceed 10% of the full-time employee's monthly gross salary income. If the amount of repayment exceeds 10% of the full-time employee's monthly gross salary income, the Controller shall extend the repayment schedule by the time necessary to reduce the payment

to the 10% threshold. An example of a possible reasonable repayment plan for a part-time employee is one that shall not be longer than three months in a six-month period of overpayment and six months for a twelve month period of overpayment.

SECTION 12. Mileage Reimbursement - Bargaining unit Employees whose regular daily assignment requires traveling on District business, by use of personal vehicle, shall be reimbursed at the current IRS per mile rate. Such reimbursement shall be adjusted during the term of the Agreement to conform to changes in the IRS rate. Such bargaining unit employees shall also be reimbursed for actual parking charges.

SECTION 13. Longevity Increments
All bargaining unit employees, regardless of their time in any one classification, shall advance the following increments from their current base schedule salary step. Longevity **increments are based is determined** on the bargaining unit employee's original **permanent position** date of hire **in a bargaining unit classification**, adjusted for any unpaid periods of time:

After the completion of 9 years of service – 5% increment
After the completion of 14 years of service – 5% increment
After the completion of 19 years of service – 5% increment
After the completion of 24 years of service – 7% increment
*Effective July 1, 2015

SECTION 14. Bilingual Differential - If an bargaining unit employee is in a position where bilingual knowledge and skills are regularly required as determined by the District, the **bargaining unit employee person** in that position shall receive **a** bilingual **differential compensation**. The **bilingual differential compensation** shall consist of fifty dollars (\$50) per month if written and oral communication skills are required and twenty-five dollars (\$25) per month if only oral communication skills are required. **Compensation Bilingual** skills **shall be are** based on competency as demonstrated by an examination to be given within thirty (30) days of the requirement.

SECTION 15. Payroll Deductions - The District shall, upon receipt of an bargaining unit employee's individually signed **authorization form/s card** authorized ~~provided~~ by the District, deduct from such bargaining unit employee's earnings the amount specified by the bargaining unit employee, for the following: Credit Union, United Way/AID, Tax Sheltered Annuities, U.S. Savings Bonds, CSEA Group Life Insurance and a CSEA Group Income Protection, or CSEA membership dues or service fees.

Tentatively agreed on: April 13, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator



04/20/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE IX - HEALTH AND WELFARE BENEFITS

SECTION 1. Eligibility for Full-Time Bargaining Unit Employees - The District ~~shall will~~ provide a health and welfare program for each regular full-time ~~school-year~~ bargaining unit employee, as provided herein. The District ~~will~~ shall consider a bargaining unit employee working thirty (30) hours or more a week as a full-time bargaining unit employee for the purposes of this Article. The District ~~shall will~~ continue to pay the entire premium for eligible bargaining unit employees. Bargaining unit ~~E~~employees hired on the first (1st) working day of the month, regardless of their assignment, shall have all benefits and entitlements effective on the first (1st) day of the calendar month in which they were hired. Bargaining unit ~~E~~employees hired between the second (2nd) working day of the month and the last working day of the month, regardless of their assignment, shall have all benefits and entitlements effective on the first (1st) day of the calendar month following the month in which they were hired.

A. One (1) of three (3) health plans for bargaining unit employees and dependents, and domestic partners selected from:

1. Blue Shield Medical Program (PPO) Policy #961767 to include domestic partner coverage, (\$20 office visit co-pay, \$10 generic/\$15 brand/\$30 non-formulary prescription co-pay) and a premium retro plan. The Blue Shield PPO deductible s \$500 for an individual and \$1,000 for two party or family plan. The policy with its provisions shall be attached as part of the master Agreement. (Domestic Partner Coverage)
2. Blue Shield HMO Policy #H51353 to include domestic partner coverage, (\$10 office visit co-pay, \$10 generic/\$20 brand prescription co-pay), and a premium retro plan. The policy with its provisions shall be attached as part of the master Agreement. (Domestic Partner Coverage)
3. Kaiser Permanente Medical Plan - Group No. 2838-00 (\$10 office visit, \$10 generic/\$20 brand prescription co-pay.) The policy with its provisions shall be attached as part of the master Agreement. (Domestic Partner Coverage)

B. One (1) of two (2) health plans for employees, their dependents, and domestic partners hired after June 30, 1995 who are hired to work in the Food Services Department or the Child Development Center.

~~1. Blue Shield HMO Policy #H51353 to include domestic partner coverage, (\$10 office visit co-pay, \$10 generic/\$20 brand prescription co-pay), and a premium retro plan. The policy with its provisions shall be attached as part of the master Agreement. (Domestic Partner Coverage)~~

~~2. Kaiser Permanente Medical Plan - Group No. 2838-00 (\$10 office visit, \$10 generic/\$20 brand co-pay prescription.) The policy with its provisions shall be attached as part of the master Agreement. (Domestic Partner Coverage)~~

~~3. Employees who become employees in the Food Services Department or the Child Development Center by reason of transfer, demotion, promotion, or reassignment are exempted from Article IX Section 1, A.~~

C. A dental plan for the bargaining unit employee, spouse and dependents to be provided by the Delta Dental Service comparable to Plan #6527-0004. Annual dental coverage shall be one thousand two hundred dollars (\$1200) per person for a Premier Plan. Annual dental coverage shall be one thousand four hundred (\$1400) per person if the dentist is within the Delta Dental PPO Network.

D. A vision plan for the bargaining unit employee and spouse or one (1) eligible dependent to be provided by Vision Service Plan comparable to Plan #903276.

A spouse or one (1) eligible dependent may be covered. Any change of a covered spouse or dependent must occur during open enrollment and must remain in effect for two (2) years.

E. A fifty thousand dollars (\$50,000) level term group life insurance policy with AD & D, for the employee only, **subject to ADEA.**

F. An Employee Assistance Program

The District shall provide access to each permanent bargaining unit employee and their dependents to an Employee Assistance Program (EAP). This program shall be voluntary and completely confidential. No information regarding actions with bargaining unit

employees may be reported back to the District other than statistical data.

- G. A Health Benefits Committee with CSEA representation **shall will** review and recommend wellness activities. Recommendations shall be made annually to provide for wellness activities for all **bargaining unit** employees.

SECTION 2. Eligibility for Part-Time Bargaining Unit Employees - The District **shall will** provide a health and welfare program for each regular **school year bargaining unit** employee working part-time at least twenty (20) but less than thirty (30) hours per week, as provided herein. The District **shall will** continue to pay the entire premium for eligible **bargaining unit** employees. **Bargaining unit** Employees hired on the first (1st) working day of the month, regardless of their assignment, shall have all benefits and entitlements effective on the first (1st) day of the calendar month in which they were hired. **Bargaining unit** Employees hired between the second (2nd) working day of the month and the last working day of the month, regardless of their assignment, shall have all benefits and entitlements effective on the first (1st) day of the calendar month following the month in which they were hired.

- A. ~~One (1) of two (2) health plans for bargaining unit employees hired after June 30, 1995, who are hired to work in the Food Services Department or the Child Development Center.~~

~~1. Blue Shield HMO Policy #H51353 (\$10 office visit co-pay, \$10 generic/\$20 brand prescription co-pay), and a premium retro plan.~~

~~2. Kaiser Permanente Medical Plan - Group No. 2838-00 (\$10 office visit, \$10 generic/\$20 brand prescription co-pay.)~~

~~3. Employees who become employees in the Food Services Department or the Child Development Center by reason of transfer, demotion, promotion, or reassignment are exempted from Article IX, Section 2, A.~~

- A. ~~B.~~ A group health insurance for the **bargaining unit** employee only, to be selected from the plans specified in Section 1, B above.

- ~~B.C.~~ A dental plan for the **bargaining unit** employee only, to be provided by the Delta Dental Service comparable to Plan #6527-0004. Annual dental coverage shall be one thousand two hundred

dollars (\$1200) per person for a Premier Plan. Annual dental coverage shall be one thousand four hundred (\$1400) per person if the dentist is within the Delta dental PPO Network.

C.D. A vision plan for the bargaining unit employee to be provided by Vision Service Plan comparable to Plan #903276.

D.E. A fifty thousand dollars (\$50,000) level term group life insurance policy with AD & D, for employee only.

E.F. Bargaining unit employees covered under the Blue Shield HMO medical program will receive paid prescription coverage (\$10, \$20 co-pay) for employees.

F.G. An Employee Assistance Program

The District shall provide access to each permanent bargaining unit employee and their dependents to an Employee Assistance Program (EAP). This program shall be voluntary and completely confidential. No information regarding actions with bargaining unit employees may be reported back to the District other than statistical data.

G.H. A Health Benefits Committee with CSEA representation will review and recommend wellness activities. Recommendations shall be made annually to provide for wellness activities for all bargaining unit employees.

SECTION 3. Vision Benefits Contingency - Both parties agree that in the event a different bargaining unit is granted additional vision benefits, **CSEA bargaining unit employees** ~~this bargaining unit~~ shall receive the same benefit for the duration of the contract.

SECTION 4. Health Coverage for Domestic Partners - The District ~~shall~~ **will** provide health plan coverage for domestic partners of employees who work at least .75 FTE ~~full-time equivalent~~ under the Blue Shield of California coverage under the following conditions:

A. All Blue Shield health plans participating in the District's health benefit's program will provide coverage for domestic partners and agree to the same definition of a domestic partner.

B. To qualify as a "domestic partner" the following conditions must exist:

1. Each of the domestic partners is eighteen (18) years of age or older.

2. The domestic partners share a close personal relationship and are responsible for each other's common welfare.
 3. The domestic partners are each other's sole domestic partner.
 4. The domestic partners are not married to anyone nor have had another domestic partner within the prior six (6) months.
 5. The domestic partners are not related by blood closer than would bar marriage in the State of California.
 6. The domestic partners share the same regular and permanent residence, with the current intent to continue doing so indefinitely.
 7. The Domestic partners are jointly financially responsible for "basic living expenses," defined as the cost of basic food, shelter, and any other expenses of a domestic partner which the partner qualified because of the domestic partnership. (Note: Domestic partners need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the cost.)
 8. Both domestic partners were mentally competent to consent to the contract when their domestic partnership began.
- C. The District agrees to pay the same toward the cost of coverage for an bargaining unit employee with an enrolled domestic partner (or domestic partners with children) as it pays toward the cost of coverage for an bargaining unit employee with a spouse (or spouses with children.)
- D. The District agrees to offer COBRA to domestic partners and to domestic partners with children as it does for other employee dependents.
- E. Domestic partners may only be enrolled when initially eligible or at the annual open enrollment period. If a domestic partner relationship is terminated while under this coverage the bargaining unit employee must wait for one (1) year before another domestic partner can be covered under the District plan.
- F. An bargaining unit employee desiring to enroll a domestic partner in the District Health plan **shall will** complete a District form prepared for this purpose. The domestic partners by signing this agreement

shall will accept the conditions that are set forth. (see Appendix "A1")

- G. The **bargaining unit** employee member of the domestic partner relationship agrees to provide written notice to the Employee Benefits **Technician Assistant** in payroll if there is any change of circumstances in the relationship within thirty (30) days of the change by filing a Statement of Termination of Domestic Partnership in writing.
- H. All Kaiser health plans participating in the District's health benefit's program **shall will** provide coverage for domestic partners and agree to the same definition of a domestic partner. The Kaiser form **shall will** be used for this benefit and is attached to the Agreement as Appendix "A2".

SECTION 5. **Cash-in-lieu of Medical Benefits**

All eligible **bargaining unit** employees should have health coverage in either a District plan or a plan provided through a spouse or domestic partner who does not work for ~~Glendale Community College the~~ District. An **bargaining unit** employee who is eligible for a District-paid health plan and is covered by another health plan through a spouse or domestic partner may voluntarily opt out of the District plan.

The **bargaining unit** employee **shall will** be paid the amount listed in the chart below for each month ~~they he/she are is~~ eligible for a District-paid health plan but is not covered.

Number of employees ~~s~~ opting out	Monthly incentive amount
8 or fewer	\$250
9 to 11	\$400
12 to 14	\$500
15 or more	\$550

To participate in this option, the **bargaining unit** employee ~~must~~ **shall** show proof of coverage from the other health plan and the stipends **shall will** be effective on the first working day of the subsequent month. If an **bargaining unit** employee receiving this stipend loses

health coverage through ~~his/her~~ their spouse or domestic partner, ~~they~~ ~~he/she~~ **shall will** be required to be re-enrolled in one of the ~~ed~~District's plans on the first working day of the subsequent month of the loss of coverage and stipends **shall will** end the month of termination of the other plan. To be re-enrolled on a District plan, the bargaining unit employee **must shall** show proof of termination from the other health coverage within 30 days of termination.

The bargaining unit employee shall receive the money in a stipend check in July for the period of January through June of that year and in January of the following year for the period of July through December of prior year.

The stated monthly stipend amounts are for full time bargaining unit employees. Stipend amounts for permanent part time bargaining unit employees **shall will** be prorated according to their FTE.

Tentatively agreed on: May 23, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

Angelica Reyes

06/01/22

Angelica Reyes,

CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE X - LEAVES OF ABSENCE

SECTION 1. Sick Leave

A. Accruals:

1. Full-time bargaining unit members shall accrue one sick leave day per month worked.
 - i. 12-month bargaining unit members shall accrue 12 days of sick leave each fiscal year.
 - ii. 11-month bargaining unit members shall accrue 11 days of sick leave each fiscal year.
 - iii. 10-month bargaining unit members shall accrue 10 days of sick leave each fiscal year.
 - iv. 9-month bargaining unit members shall accrue 9 days of sick leave each fiscal year.
2. Part-time bargaining unit members shall accrue a prorated number of sick leave days to the full-time accrual based on the percentage of the fiscal year assignment.
3. Bargaining unit member may accumulate unused sick leave without limit.
4. At the beginning of each fiscal year, the bargaining unit member's sick leave accruals shall be increased by the number of sick leave days, which they would normally earn in the ensuing fiscal year.
 - a. A bargaining unit member who is on an authorized leave of absence, with sufficient accruals to remain in paid status for the duration of the leave, shall receive their fiscal year sick leave accruals as delineated in Section 1, A. 1. above.

5. No cash payment shall be allowed for unused accumulated sick leave.
6. Employees who fail to return to work following illness or injury shall refund to the District all amounts paid for unearned sick leave.

B. Use of Sick Leave: Unless otherwise noted in this Article, sick leave is the absence of an employee because of mental or physical illness, or injury, or to obtain medical diagnosis, treatment, or preventive care.

1. A newly hired bargaining unit member may use maximum of 48 hours of sick leave during the first six months of employment.

C. 100 Days of Sick Leave at 50% Pay: Bargaining unit members who have completed their initial probationary period shall be entitled to a maximum of 100 days of sick leave at 50% pay per fiscal year. The 100 days of sick leave at 50% pay shall not be accumulated year to year. A permanent bargaining unit member shall be eligible to use 100 days of sick leave at 50% pay when sick leave accruals referenced in Section 1.A. have been exhausted. However, a bargaining unit member may, with prior approval of their supervisor, use earned vacation prior to using 100 days of sick leave at 50% pay.

1. Bargaining unit members are not eligible for State Disability pay.

D. California Family Sick Leave: A bargaining unit member may use up to one-half of their annual allotment of sick leave to attend to the illness of a child, parent, spouse, or registered domestic partner. For purposes of Family Sick Leave, “parent” and “child” include biological, foster, adopted, step or legal guardian relationships. A “child” also includes a child of a registered domestic partner.

SECTION 2. Personal Necessity

A maximum of seven (7) full days of the bargaining unit member’s sick leave accruals may be used each fiscal year for reasons of Personal Necessity. Personal Necessity shall not be accumulated from year to year. A bargaining unit member using Personal Necessity under this Section shall notify their immediate supervisor as early as possible, indicating which of the circumstances listed below necessitates a Personal Necessity. Before or after return from Personal Necessity Leave, the bargaining unit member shall

complete and submit the “Report and Request for Leave of Absence Form”, Appendix K to their immediate supervisor indicating Personal Necessity. Personal Necessity Leave shall be granted for the following purposes:

- A.** Death of a member of immediate family member. Also see Section 8, C.

Accident involving bargaining unit member’s person or property, or the person or property of a member of their immediate family.

Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction. The bargaining unit member must return to work in cases where it is not necessary for them to be absent the entire day.

- B.** To bond with a child. Leave must be taken within one year of the child’s birth, adoption or foster care placement. (Also see FMLA/CFRA)

- C.** To care for a family member with a serious health condition. (Also see FMLA/CFRA)

- D.** Imminent danger to the home of bargaining unit member, occasioned by a factor such as flood or fire, serious in nature, which under the circumstances the bargaining unit member cannot reasonably be expected to disregard, and which requires the attention of the bargaining_unit member during their assigned hours of service.

- E.** Religious holidays which occur on regular school days that are not Board-declared holidays.

- F.** Any other personal necessity not identified above provided it meets all four (4) of the following conditions:

1. Be serious in nature; and
2. Be of such nature that it cannot reasonably be handled outside of work hours; and
3. Involve circumstances which the bargaining unit member cannot reasonably be expected to disregard; and
4. Require the attention of the bargaining unit member during their assigned hours of service.

The provisions of this subsection shall not be applicable in the event of any concerted activity due to a labor dispute, or in the event such absence disrupts the normal operation of the bargaining unit member's work site.

SECTION 3. Notification of Sick or Personal Necessity Leave - The bargaining unit member shall notify their supervisor of their absence within the first (1st) working hour of the first (1st) day absent, unless extenuating circumstances make notification impossible. The bargaining unit member shall provide an expected return to work date. When required by the District, the proof of impossible conditions shall be borne by the bargaining unit member.

SECTION 4. Termination and 39 Month Re-Employment List – If a bargaining unit member has exhausted all approved paid and unpaid leaves of absence and is still unable to assume the essential job functions of their position after an interactive process under the Americans with Disabilities Act has concluded, they shall be dismissed and placed on a re-employment list for thirty-nine (39) months.

SECTION 5. Industrial Accident or Illness Leave and Designation of Personal Physician - Bargaining unit members shall be eligible for Industrial Accident or Illness Leave within the following provisions.

- A.** Bargaining unit member who has filed a Workers' Compensation claim and has been placed off work by a treating health care provider due to the industrial accident or illness, shall be eligible for up to 60 work days of paid Industrial Accident or Illness Leave per fiscal year for the same accident. Allowable leave under this section shall not be accumulative from year-to-year
- B.** Personal Physician – If a bargaining unit member wishes to be treated by a personal physician(s) or medical facility within a reasonable geographic area selected pursuant to Labor Code Section 4600, they shall notify the District in writing (see Appendix "I"), of the name and address of such personal physician(s) or medical facility.

SECTION 6. Pregnancy Disability Leave (PDL) and Education Code Section 88193

- A. Eligibility:** Female bargaining unit members are eligible for PDL upon employment.
- B. Leave Entitlement:** Up to four months of unpaid, job-protected PDL based on normal working days of assignment and as determined by a health care provider's leave certification.

- C. Reasons for Leave:** PDL may be taken for the following health care provider determined reasons:
1. Disability due to pregnancy or childbirth, or
 2. Pregnancy-related medical condition
- D. Types of PDL:** when medically necessary and as indicated on a health care provider's leave certification, PDL may be taken in the following manner:
1. Blocks of time
 2. Reduced schedule
 3. Intermittently
- E. Additional Considerations:** When recommended by a health care provider or needed by the bargaining unit member, PDL may also include:
1. A reasonable accommodation of medical needs related to pregnancy, childbirth, or pregnancy-related conditions; or
 2. Transfer to a less strenuous or hazardous position or duties if medically needed because of pregnancy; or
 3. Providing a reasonable amount of break time and use of a room or other location in close proximity to the bargaining unit member's work area to express breast milk in private.
- F. Use of Accrued Leave:** While PDL is unpaid leave, to remain in paid status, a bargaining unit member may elect to use accrued sick leave, compensatory time off, or vacation. If a bargaining unit member's accrued sick leave has been exhausted, she may elect to use up to 100 days of sick leave at fifty (50%) percent pay pursuant to Education Code Section 88196.
- G. Required Documentation:** 30 days prior to seeking PDL, a bargaining unit member must provide the Office of Human Resources with either:
1. The Department of Fair Employment and Housing form entitled: [Certification of Health Care Provider for Pregnancy Disability Leave, Transfer, and/or Reasonable Accommodation](#) (PDL), or
 2. Documentation from a health care provider that contains the same information in the Department of Fair Employment and Housing Certification of Health Care Provider for Pregnancy Disability Leave, Transfer, and/or Reasonable Accommodation form.
- H. Health Benefits:** The District shall continue to provide health benefit coverage as though the bargaining unit member was in paid status, in accordance with Article IX, while the bargaining unit member is on PDL.
- I. Concurrent Leave:** PDL runs concurrently with FMLA.

- J. Return to Work:** a bargaining unit member shall have return to work rights to the same or comparable classification.

SECTION 7. Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA)

- A. Eligibility:** Bargaining unit members must have worked for the District for one year and must work 1250 hours in the year preceding the leave need in order to qualify for FMLA/CFRA.

1. While not eligible for FMLA/CFRA, part time bargaining unit members who have worked at least one (1) year and have worked 708 hours in the year preceding the leave need, may take up to 12 workweeks of leave per fiscal year, under Section 7 based on the criteria listed B

- B. Leave Entitlement:** Except as otherwise noted in Section 7, bargaining unit members may take up to 12 work weeks of unpaid, job-protected FMLA/CFRA each fiscal year.

- C. Reasons for Leave:** FMLA/CFRA may be taken for the following reasons:

1. The bargaining unit member's own qualifying serious health condition that makes the bargaining unit member unable to perform their job;
2. To care for the bargaining unit member's spouse, child, parent, or parent-in-law who has a qualifying serious health condition (FMLA);
3. To care for the bargaining unit member's grandparent, grandchild, sibling, or domestic partner who has a qualifying serious health condition (CFRA);
4. To bond with a child. Leave must be taken within one year of the child's birth, adoption or foster care placement;
5. Up to 26 weeks of FMLA leave in a single 12-month period to care for a servicemember with a serious injury or illness; or
6. Qualifying exigency arising out of spouse, son, daughter or parent of the bargaining unit member who is on active duty or has been notified of an impending call to active duty

- D. Types of FMLA/CFRA:** when medically necessary as indicated on a health care provider's leave certification, FMLA/CFRA may be taken in the following manner:

1. Blocks of time
2. Reduced schedule
3. Intermittently

- E. Use of Accrued or Available Leave:**

1. **Bargaining Unit Member's Own Serious Health Condition:** While FMLA/CFRA is unpaid leave, to remain in paid status, a bargaining unit member may elect to use accrued sick leave, compensatory time off, or vacation. If a bargaining unit member's accrued sick leave has been exhausted, they may elect to use up to 100 days of sick leave at fifty (50%) percent pay pursuant to Education Code Section 88196.
2. **Family Member's Serious Health Condition:** While FMLA/CFRA is unpaid leave, to remain in paid status, a bargaining unit member may elect to use up to seven (7) days of Personal Necessity, vacation, or compensatory time off.
3. **FMLA/CFRA Birth, Foster Care, or Adoption Bonding Time:** While FMLA/CFRA is unpaid leave, to remain in paid status, a bargaining unit member may elect to use up to seven (7) days of Personal Necessity, vacation, or compensatory time off. Upon exhaustion of sick leave accruals in Section 1, A, Bargaining unit members may also use 100 days of sick leave at 50% pay for up to 12 work weeks in accordance with Section 1, F and Education Code 88196.1.

F. Required Documentation: When the need for FMLA/CFRA leave is foreseeable, the bargaining unit member shall provide 30 days notice of need for leave. The bargaining unit member must provide the Office of Human Resources with the following:

1. For serious health conditions of the bargaining unit member or eligible family members, the Department of Fair Employment and Housing form entitled: [Certification of Health Care Provider](#) (FMLA/CFRA) or
2. Documentation from a health care provider that contains the same information in the Department of Fair Employment and Housing Certification of Health Care Provider
3. Bonding Leave: dates of bonding leave. Bonding leave must be taken in two week increments and on two separate occasions, the bargaining unit member may take bonding leave in less than two-week increments

G. Health Benefits: The District shall continue to provide health benefit coverage as though the bargaining unit member was in paid status, in accordance with Article IX, while the bargaining unit member is on FMLA/CFRA.

H. Concurrent Leave: FMLA/CFRA typically run concurrently. However, when CFRA is taken for care of a grandparent, sibling or domestic partner with qualifying a serious health condition, FMLA and CFRA do not run concurrently.

- I. **Return to Work:** a bargaining unit member shall have return to work rights to the same or comparable classification.

SECTION 8. Bereavement Leave

- A. Bargaining unit members shall be granted up to three days paid bereavement leave, or five days paid bereavement leave if out-of-state travel or one-way travel greater than 500 miles is required, on account of the death of any member of their immediate family.
- B. Immediate Family includes: Father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, grandchild of the bargaining unit member or of the spouse of the bargaining unit member, spouse or domestic partner, son, daughter, son-in-law, daughter-in-law, or any relative or any significant person living in the immediate household of the bargaining unit member.
- C. The District reserves the right to request validation of the death of the family member.

SECTION 9. Jury Duty, Witness and Litigant Leave

- A. **Jury Duty Leave:** A paid leave of absence for jury duty shall be granted to a bargaining unit member who receives a jury summons for potential jury service in a local or federal court. Jury duty leave shall be granted for the period of jury service. Request for jury duty leave shall be made by presenting the jury duty summons to the bargaining unit member's immediate supervisor at least one week prior to the jury duty date. If a bargaining unit member receives a jury duty fee for jury duty service, they shall return the jury duty fee compensation to the Payroll Office. If the bargaining unit member is not required to attend jury duty, they shall be required to report to work.
- B. **Witness Leave:** A paid leave of absence to serve as a witness in a court case shall be granted to bargaining unit member when they have been served a subpoena to appear as a witness, not as the litigant, in a court case. The length of the witness leave granted shall be for the number of days in attendance in court as certified by the clerk or other authorized officer of the court. If a bargaining unit member receives a witness fee, they shall return the witness fee to the Payroll Office. A request for witness leave shall be made by presenting the witness subpoena to their immediate supervisor. If the bargaining unit member is not required to attend court as a witness, they shall be required to report to work.

- C. **Litigant Leave:** A bargaining unit shall be granted a paid litigant leave of absence when litigation involves an action arising out of employment with District. The length of the litigant leave granted shall be for the number of days in attendance in court. If a bargaining unit member receives a litigant leave witness fee, they shall return the fee to the Payroll Office. A request for litigant leave shall be made by presenting the subpoena to their immediate supervisor. If the bargaining unit member is not required to attend court as a litigant/witness, they shall ~~will~~ be required to report to work.
- D. The jury duty and witness fees remitted to the Payroll Office in (A), (B), and (C) shall exclude transportation expenses.
- E. A bargaining unit member shall not be required to make themselves available during his/her normal scheduled hours of work on a day when serving on jury duty or appearing as a witness.

SECTION 10. Temporary Military Leave of Absence

- A. An employee shall be granted leave of absence for active duty in military service as provided in federal and state laws.
- B. A bargaining unit member who is granted temporary military leave of absence for active military duty, including scheduled reserve drill periods, shall be entitled to receive their salary or compensation for the first 30 calendar days of active duty served during the absence.

SECTION 11. Catastrophic Illness/Injury Leave - In accordance with the provisions Education Code Section 87045, Catastrophic Illness/Injury leave shall be available to all eligible employees. The purpose of this leave is to permit bargaining unit members with a catastrophic illness or injury to have sick leave donated to them by fellow employees.

- A. A catastrophic illness or injury is one that is expected to incapacitate a bargaining unit member for an extended period of time and the bargaining unit member has exhausted all of their paid leave accruals.
- B. A catastrophic illness/injury request shall be approved by the Catastrophic Illness/Injury Committee (CII) consisting of one (1)

member assigned by the District, one (1) member assigned by the Guild, and one (1) member assigned by CSEA. The committee members shall elect its Chair.

1. A health care provider certification of the need for leave shall be provided to the CII Committee.
2. The bargaining unit member shall be incapacitated and absent for an extended period of time no fewer than thirty (30) consecutive calendar days.
3. A written request for catastrophic leave shall be submitted to the CII Committee by the bargaining unit member or their representative.
4. The bargaining unit member may use donated leave as half or whole days and can use the leave retroactively.
 - a. Four (4) hours of either vacation or sick leave (See Section 1. A) and four (4) hours of donated leave or eight (8) hours of donated leave equals eight (8) hours pay and full health and welfare benefits.
 - b. Four (4) hours of donated leave equals four (4) hours pay and, for this purpose, full health and welfare benefits.
5. Approved leave must be used within a twelve (12) month period after approval.
 - a. Approved leave shall be placed in a special donated leave account for each approved bargaining unit member.
 - b. Each approved bargaining unit member may draw upon their account for the twelve-month period only for the approved or related catastrophic illness/injury.
 - c. Any unused leave shall revert to the Catastrophic Leave Bank for use by other bargaining unit members who have been approved for a catastrophic illness/injury leave.
 - d. In unusual circumstances, the CII Committee may consider a request to extend the period for up to one (1) additional year. To qualify for leave donation under this section, the bargaining unit member must be on an authorized leave of absence.

C. Any bargaining unit member may donate accrued sick leave, but must maintain seventy percent (70%) sick leave accrual balance. A bargaining unit member who is retiring or terminating employment may donate leave without limitations.

1. Donated leave is irrevocable.
2. Bargaining unit member may donate leave only to a Catastrophic Leave Bank for use by any approved applicant.
3. Donated leave shall be charged on the basis of hour-for-hour regardless of the classification family and/or salary schedule of the bargaining unit member donating leave and employees receiving leave.

D. The District annually, or as requested by the CII Committee, shall promote a "call for sick leave donations" for the Catastrophic Leave Bank. The District shall give bargaining unit members who terminate employment, resign, or retire, an opportunity to donate unused sick and/or vacation leave to the Catastrophic Leave Bank.

1. Requests for Catastrophic Illness/Injury Leave are subject to availability. The CII Committee shall not be responsible for approving requests when there is no leave in the Catastrophic Leave Bank.

SECTION 12. Fitness for Duty Exams – In accordance with applicable state and federal laws and regulations, District initiated fitness for duty exams shall be performed by a District designated physician.

SECTION 13. Health Care Provider Return to Work Certification- Written approval from the employee's health care provider is required prior to their return to work after an absence of greater than five (5) consecutive days due to illness or injury. The cost of a health care provider return to work certification shall be borne by the bargaining unit member.

SECTION 14. Job Abandonment - Failure to report for duty or call to report an absence for three (3) consecutive days, except in extenuating circumstances, shall be considered job abandonment and the bargaining unit member shall be subject to dismissal. The District shall consider any extenuating circumstances presented by the bargaining unit member.

SECTION 15. Unpaid Leaves in Accordance with Education Code Section 88198– If a bargaining unit member has an unpaid leave that is greater than 30 days, the Payroll/Benefits Department shall notify the

bargaining unit member of their right to continue their current health insurance at the bargaining unit member's expense during the period of unpaid leave. The bargaining unit member shall be allowed to purchase their current insurance plan(s) at the District's premium rates.

A. Personal Leave – Upon written request of the bargaining unit member and approval of the Board of Trustees, a bargaining unit member may be granted an unpaid personal not to exceed one (1) year.

1. The bargaining unit member must state the reason for the leave and indicate from/to dates of the leave. A five (5) year requirement must be met between any two (2) personal leave requests.

2. Prior to the bargaining unit member's expected return to work from a personal leave, the bargaining unit member shall notify their supervisor and the Office of Human Resources of the date that they will resume their full assignment.

B. Study Leave – Upon written request of the bargaining unit member and approval of the Board of Trustees, an unpaid study leave may be granted for study purposes following (5) five years of full-time permanent service and provided the operational needs of the department are met. An unpaid study leave shall be pro-rated for part-time bargaining unit members. A (5) five year requirement must be met between any two (2) Study Leave requests. A Study Leave may be for up to a one-year duration and the bargaining unit member shall provide proof to the Office of Human Resources that they shall be studying with an accredited institution of higher education. Grades must be submitted to the Office of Human Resources at the end of the Study Leave.

C. Child Care Leave – Upon written request of the bargaining unit member and approval of the Board of Trustees, an unpaid Child Care leave of absence may be granted up to a maximum of two (2) years.

SECTION 16. Miscellaneous

A. A permanent bargaining unit member who accepts an assignment within the District outside the bargaining unit shall, during such assignment, be considered for status purposes as serving in their regular position and such an assignment shall not be considered separation from service.

- B.** No absence under any paid leave provision of this Article shall be considered a break in service for any bargaining unit member who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such paid absence. An unpaid Personal, Study, or Child Care Leave is not considered a break in service but will impact the employee's retirement and benefits.
- C.** Bargaining unit members shall receive their usual compensation which shall not be deducted from accumulated sick leave, for the following:
- 1.** When under quarantine by order of the health office of the City or County for such period of quarantine provided such period of absence is not over two (2) weeks. No more than two (2) separate periods of quarantine shall be paid for in any one (1) fiscal year to any employee.
 - 2.** When the District is closed on account of epidemic, fire, flood, or earthquake, provided that the District has made an effort to notify bargaining unit members of such a closure prior to their arrival on campus, and that it has made a reasonable attempt to notify the news media of the emergency closing.
- D.** Leaves may impact retirement service credit and benefits. It is the bargaining unit member's responsibility to check the impact the leave shall have on their retirement service credit and benefits.

Tentatively agreed on: April 13, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator



04/20/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE XI – HOLIDAYS

SECTION 1. Official District Holidays - The following District holidays shall be observed and paid for at a bargaining unit ~~employee's member's~~ basic hourly rate of pay for hours the bargaining unit ~~employee member's~~ would have normally been scheduled, except as provided for in this Article. **(See Education Code §79020).**

- New Year's Day (January 1)
- Martin Luther King Jr. Day **(third Monday in January)**
- Lincoln Day
- Washington Day
- Cesar Chavez Day (March 31)
- Armenian Genocide Remembrance Day (April 24)
- Memorial Day **(last Monday in May)**
- **Juneteenth**
- Independence Day (July 4)
- Labor Day **(first Monday in September)**
- Admissions Day (September 9)*
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- ~~Day before Christmas Day (December 24)~~
- ~~Christmas Day (December 25)~~
- ~~Days between Christmas and New Year's Day~~ **Winter break** (December 26-December 31)

Holidays shall be observed based on the academic calendar.

If December 24 falls on a Sunday, it shall be observed on the Friday before.

If December 25 falls on a Saturday, it shall be observed on the Thursday before. If December 25 falls on a Sunday, it shall be observed on the Thursday before.

If January 1 falls on a Saturday, it shall be observed on the Monday after.

If Armenian Genocide Remembrance Day falls on a Saturday or Sunday in any given year, the District shall only observe the holiday closure on April 24.

The Juneteenth holiday shall align with federal government holiday designation each year.

Other than specifically stated above, in cases where one of the recognized holidays falls on Sunday, the holiday shall normally be observed on Monday, immediately following; likewise, should any of the regular holidays fall on Saturday, the holiday shall normally be observed on the Friday immediately preceding.

*The Admissions Day holiday shall be observed during the days **during the Winter Break between Christmas and New Year's Day.**

SECTION 2. Eligibility for Holiday Pay - To be eligible for holiday pay, a bargaining unit **employee member** must have been in a paid status during any portion of the day immediately preceding or **following succeeding** the holiday. ~~This provision applies to bargaining unit employees members whose work week would be affected by a "Flex Days Calendar."~~

Bargaining unit ~~employees members~~ who are not normally assigned **scheduled hours of work to duty** during the ~~school District Winter Break~~ holidays ~~of Christmas Day and New Year's Day~~ shall be paid for ~~those~~ two (2) ~~holidays~~ **(December 25 and January 1)** provided they were in a paid status during any portion of the working day of their normal assignment immediately preceding or ~~succeeding following~~ the **Winter Break holiday** period.

SECTION 3. Work Performed on a Holiday - When a bargaining unit **employee member** is required to work on any holiday specified in this Article, they shall be paid for the holiday at their basic hourly rate of pay plus one and one-half (1½) times their basic hourly rate of pay or be given compensatory time off at a rate equal to one and one-half (1½) times the actual hours worked on the holiday. The method of payment/compensation shall be determined by mutual agreement between the bargaining unit **employee member** and supervisor.

SECTION 4. Holiday Falls on Non-Workday - If a holiday falls on a non-work day and, as a consequence a bargaining unit **employee member** loses a holiday to which they would otherwise be entitled, they shall be provided with a substitute holiday based on the prorated FTE of the assignment, except Armenian Genocide Remembrance Day. The substitute holiday time off shall be by mutual agreement of the bargaining unit **employee member** and supervisor, and shall be taken within 10 working days of the holiday. ~~If the requested time off exceeds the prorated FTE of assignment, the bargaining unit employee member shall make up the additional hours with vacation, compensatory time, or work within 10 days and with mutual agreement of the bargaining unit employee member and supervisor.~~ In the event that the substitute holiday cannot be taken within 10 days of the holiday, the bargaining unit **employee member** shall be compensated for the lost holiday prorated based on the FTE of the assignment. If the **bargaining unit** employee is participating in ~~the a~~ non-traditional workweek **schedule**, their work schedule shall convert to the standard forty (40) hour week on weeks which contain a District Holiday.

If the prorated holiday hours exceed the number of hours the bargaining unit ~~employee member~~ is scheduled to work, the District is required to give the additional time off within 10 days of the holiday by mutual agreement of the bargaining unit member and the supervisor.

If the prorated holiday hours are less than the number of hours the bargaining unit member is scheduled to work, the bargaining unit member is required to make up the additional hours within 10 days of the holiday by mutual agreement of the employee and the supervisor.

Tentatively agreed on: March 2, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator



Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

ARTICLE XII - VACATIONS

- DEFINITIONS:**
- A. “Earned vVacation accruals”** is ~~paid vacation time received~~ are based on calendar months worked subject to the maximum allowable vacation accrual earning provisions in Section ~~9 10~~ 44.
- B. “Vested vacation”** is earned vacation time that cannot be taken away from the unit member as delineated in Section 11 12.
- C. “Unearned vacation”** is vacation time which the bargaining unit employee has not yet accrued earned but which is available for ~~the employee to~~ use, subject to the provisions in Sections ~~9 10~~ 44 and ~~10 11 12.~~
- D. “Calendar Month Worked”** — ~~A is a~~ calendar month worked for the purpose of ~~earning vacation~~ accruals and is a month is one in which the bargaining unit employee has been fully compensated for fifty percent (50%) or more of ~~their his/her~~ working days in the month.

SECTION 1. Earned-Vacation Accruals Days – ~~An~~ bargaining unit employee shall earn accrue vacation for each calendar month worked in accordance with the following provisions:

- ~~A. Starting with the first (1st) year of service, up to but less than five (5) years of service, a rate of 1.25 days per month shall be earned;~~
- ~~B. Upon attainment of five (5) years of service but less than ten (10) years of service, a rate of 1.667 days per month shall be earned;~~
- ~~C. Upon attainment of ten (10) years of service and thereafter, a rate of 1.833 days per month shall be earned.~~

Years of Service	Vacation Accruals Per Month of Work
Zero to less than five (5) years of service	1.25 vacation days per month of work

Attainment of five (5) years of service but less than ten (10) years of service	1.667 vacation days per month of work
Attainment of ten (10) years of service or more	1.833 vacation days per month of work

SECTION 2. ~~Calendar Month Worked - A calendar month worked for the purpose of earning vacation is one in which the bargaining unit employee has been fully compensated for fifty percent (50%) or more of their his/her working days in the month.~~

SECTION 2 3. ~~Calculating Annual Vacation Accruals - A year's Annual vacation accruals shall be computed by multiplying the rate factors indicated in Section 1 of this Article by the number of calendar months of service as defined in Section 2.~~

SECTION 3 4. ~~Rate of Pay for Vacations - The rate at which vacation is paid shall be the bargaining unit employee's current regular monthly rate of pay at the time vacation is taken.~~

SECTION 5. ~~When Earned Vacation is Vested - An bargaining unit employee is encouraged to take their his/her earned vacation each year. Subject to limits in Section 11, earned vacation is vested for all permanent employees.~~

SECTION 4 56. ~~Newly Hired Bargaining Unit Employee and Use of Vacation Accruals Eligibility - A new bargaining unit employee is eligible to earn vacation on their first day of employment. A new bargaining unit employee is shall be eligible to take vacation after six (6) months of paid service. No payment for vacation shall be made to an bargaining unit employee who does not complete the first six (6) months of paid service.~~

SECTION 5 67. ~~Arranging for Vacations – When possible, vacation time off requests will be granted at times most desired by bargaining unit employees. In certain areas, in order for bargaining unit employees to schedule vacation time, the supervisor shall will circulate a vacation calendar. The vacation calendar is to be completed by May 31 for the next fiscal year. A bargaining unit employee shall submit a A copy of the Report and Request for Leave of Absence form to their supervisor noting the requested dates/times of the vacation request appears in (See Appendix “K”). Bargaining unit Employees must request vacation time in writing at least one (1) week in advance~~

of use except in the case of emergencies. Vacation requests **shall** ~~should~~ be approved or ~~denied~~ by the supervisor within three (3) days of the request submission. ~~Denials of vacation shall be provided in writing to the employee within three (3) days of the request submission.~~ If there is any conflict between bargaining unit employees who are in the same work unit as to when vacations shall be taken, the bargaining unit employee with the **greatest seniority longest length of service** in the District shall be given ~~their~~ **his/her** preference, **on a rotating basis**. However, the final right to allotment of vacation periods is exclusively reserved to the District, in order to ensure the orderly operation of the District.

A. Paid vacation time may be granted even though not **accrued earned** at the time the vacation is taken.

~~B. Unearned vacation that has been granted shall be deducted from an bargaining unit employee's final salary warrant if their his/her employment is terminated with the District prior to earning such vacation.~~

~~B. C.~~ Nine (9) and ten (10) month bargaining unit employees shall ~~take earned use~~ vacation **accruals** during December and January non-workdays and Spring Break.

SECTION 6 ~~7~~8. Separation of Employment from Service

A. Upon separation ~~of employment from service~~, an bargaining unit employee shall be paid ~~for their his/her~~ **earned existing** vacation **accruals and vested vacation, if applicable**, balance at the rate of pay applicable to ~~their his/her~~ last regular assignment.

B. Unearned vacation **accruals** that ~~has have~~ been **used granted** shall be deducted from an bargaining unit employee's final **pay salary** warrant if ~~they their~~ **his/her** **separate** from employment ~~is terminated~~ with the District prior to **earning accruing** such vacation.

C. In the event the bargaining unit employee separates from terminates employment before June 30th, the bargaining unit employee's vacation accrual will be pro-rated based on actual calendar months of service worked.

D. No payment for earned vacation **accruals** shall be made to an bargaining unit employee who does not complete the first six (6) months of paid service.

SECTION 7 ~~8~~9. Illness or Bereavement Converting Vacation Days - A permanent

bargaining unit employee who commences ~~their~~ ~~his/her~~ **prescribed** vacation **period** and subsequently becomes ill or bereaved before ~~their~~ ~~his/her~~ vacation period has been completed may request that ~~their~~ ~~his/her~~ vacation be terminated and that ~~they~~ ~~he/she~~ be placed on sick leave or bereavement leave, provided the bargaining unit employee would have been on vacation, within the following provisions:

~~A. The illness or bereavement is such that had the bargaining unit employee been working, they he/she would have been absent on sick or bereavement leave.~~

A. The illness or bereavement falls within the work year of the bargaining unit employee.

B. The illness or bereavement is substantiated by the bargaining unit employee, who **shall** ~~will~~ provide relevant supporting documentation.

~~C. If the request is made verbally, it must be made to the bargaining unit employee's supervisor prior to the end of the working day which constitutes the last day of vacation for the employee.~~

~~C. If the request is made in written form, it must carry a postmark dated on or before midnight of the working day which constitutes the last day of vacation for the employee.~~

A bargaining unit employee request for use of illness or bereavement leave must be made by either email or verbally to their supervisor during the approved vacation period.

SECTION 8 ~~9~~10. Holidays During Vacation Days - When a holiday, as provided in Article XI -Holidays, ~~of this Agreement~~, falls during the scheduled vacation of any bargaining unit employee, the holiday **shall** ~~will~~ not count as a vacation day and **shall** ~~will~~ be paid as a holiday provided the bargaining unit employee is in a paid status for any portion of the day immediately preceding or succeeding the holiday.

SECTION 9 ~~10~~1. Maximum Allowable Vacation Accruals Earning – Earned Vacation **accruals are** is subject to the following limits. An bargaining unit employee with less than five (5) years of service may have a maximum **annual vacation accrual of earning** of two hundred and forty (240) total hours ~~of vacation leave~~. An bargaining unit employee who has **attained** five (5) years of service but less than ten (10) years of service may have a maximum **annual vacation accrual of earning** of three hundred and twenty (320) total hours of vacation leave.

Bargaining unit Employees who have attained ~~completed~~ ten (10) years of service or more may have a maximum earning of three hundred and fifty-two (352) total hours of vacation leave. Maximum earning rates shall be set on a pro-rata basis for bargaining unit employees who work less than forty (40) hours per week.

SECTION 10 ~~12~~ 22. Accrual of Use of Vacation Accruals Days - All bargaining unit employees are encouraged to use their earned vacation accruals ~~days~~ each year. The full fiscal year allotment of vacation accruals ~~days~~ will shall be posted on July 1 of each year. ~~In the event the bargaining unit employee terminates employment before June 30th, the bargaining unit employee's vacation accrual will be pro-rated based on actual calendar months of service worked.~~

A. An bargaining unit employee who has reached the maximum vacation accruals earning as established in ~~s~~Section ~~9 10 11~~ will shall be eligible to earn additional vacation accruals once their ~~his/her~~ vacation accruals balance drops below the delineated limit. An bargaining unit employee who brings their vacation accruals balance below the limit before June 30th will shall be credited with the equivalent hours from ~~their his/her~~ unearned vacation accruals balance, subject to the provisions of ~~s~~Section ~~9 10 14~~. An bargaining unit employee who has reached the maximum vacation accruals earning under Section 9 10 and does not bring their vacation accruals balance below the maximum by June 30th will shall not earn additional vacation time in that fiscal year.

B. An bargaining unit employee who has unearned vacation accruals as a result of being above the maximum allowable vacation accruals under Section 9 10 limit and has written documentation from the District that they were denied vacation because of the District's workload or any other mitigating circumstances that would prevent the bargaining unit employee from taking vacation; that vacation time, at the option of the bargaining unit employee shall be carried over to the next fiscal year (to be taken within the first (6) months of the following fiscal year), or be paid out., ~~or an equivalent monetary amount be deposited into a tax sheltered annuity plan designated by the bargaining unit employee.~~

C. Bargaining unit Employees may access their vacation accruals balance at any time using the online employee service system.

SECTION 11 ~~23~~ 23. Vested, Banked Vacation Hours - Any vacation hours accrued earned by bargaining unit employees prior to July 1, 1996 as well as

16 hours in 2003 and 21 hours in 2012 per agreements between the Association and the District ~~will~~ **shall** remain vested to the bargaining unit employee and banked unless used by the bargaining unit employee and are exempt from the provisions in Sections 9 ~~10~~ **11** and 10 ~~11~~ **12**. The amounts in the 2003 and 2012 agreements will be pro-rated for bargaining unit employees ~~unit members~~ who work less than 40 hours per week.

Tentatively agreed on: March 16, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator



03/23/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
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ARTICLE XIV - PROBATIONARY PERIOD

SECTION 1. Probationary Period

A. New Hire or Promotional Assignment Probationary Period: A newly hired or promoted bargaining unit employee shall serve a probationary period of A probationary period is the first one hundred and thirty (130) days of paid service in a bargaining unit classification. (Education Code §88013)

B. Police Peace Officers: Police Peace Officer classifications shall serve a one (1) year probationary period of paid service.

C. Extension of Probationary Period - In special circumstances, when it is deemed that additional observation is necessary to ascertain an bargaining unit employee's performance, the probationary period may be extended for up to an additional forty-four (44) days at twenty-two (22) day increments, for a maximum probationary period of one hundred and seventy-four (174) days. An extension **of the probationary period shall** ~~can~~ only be approved if the bargaining unit employee has been rated ~~needs improvement or unsatisfactory below~~ meets or exceeds standards in a previous probationary period evaluation or based on a District approved leave of absence.

~~Peace Officer classifications will serve a one (1) year probationary period.~~

SECTION 2. Permanent Employee – Upon successful completion of the probationary period, a bargaining unit employee shall be designated as a permanent employee. A permanent employee is one who has completed his/her initial probationary period in the classified service.

SECTION 3. Objective of the Probationary Period - The probationary period ~~shall be regarded as an integral part of the examination process and~~ shall be utilized for closely observing the bargaining unit employee's work performance, for assessing the bargaining unit employee's ability to perform the position duties for securing the most effective adjustment of a new employee to his/her position, and for rejecting any bargaining unit employee whose performance is not satisfactory.

SECTION 4. Promotional Appointment and Failure to Successfully Complete the Probationary Period - ~~The probationary period shall be used in connection with promotional appointments in the same manner as it is used for original entrance appointments. If a person is removed during his/her probationary period following a promotion,~~

~~he/she shall be entitled to reemployment rights in his/her former class.~~ A permanent bargaining unit employee who accepts a promotional assignment and fails to complete the probationary period for that promotional classification, shall be re-employed in the position from which the employee was promoted.

SECTION 5. Salary Advancement - Bargaining unit ~~E~~employees hired on Step 1 shall ~~will~~ advance to the next step on the first of the month following ~~after~~ one hundred and thirty (130) days of paid service. **Bargaining unit** ~~E~~employees hired above Step 1 shall ~~will~~ advance to the next step on the first of the month following one (1) year of paid service.

Tentatively agreed on: March 2, 2022

FOR THE ASSOCIATION

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Saodat Aziskhanova, Chief Negotiator



3/16/22

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CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

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Tentative Agreement
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Glendale Community College District

ARTICLE XVI – POLICE OFFICERS

SECTION 1. District Provided Equipment - The District ~~shall will~~ provide each newly hired police officer ~~hired~~ with an appropriate firearms a hand gun, a Sam Brown belt and all required public safety equipment. ~~An appropriate firearm-hand-gun will~~ shall not be purchased for any part-time police officer who is employed elsewhere as a law enforcement officer. Emergency tactical equipment shall be provided to all police officers by the District, and remain District property.

SECTION 2. District Provided Uniforms – The District ~~shall will~~ provide each newly hired police officer and Police Communications and Record Specialist ~~hired~~ with two (2) complete sets of winter and summer uniforms.

Ongoing Uniform Costs - Each full-time police officer is eligible for a maximum of one thousand five hundred dollars (\$1,500) each fiscal year to cover cleaning, replacement and additional uniforms, including shoes and boots. Police Communications and Records Specialists and part time police officers are eligible for up to seven hundred fifty dollars (\$750) each year. The police officer may purchase these items and services using a ~~D~~istrict purchase order through approved ~~D~~istrict vendors or may purchase these items on their own and submit receipts for reimbursement.

SECTION 3. Police Officers Bill of Rights - A copy of the “Public Safety Officers Procedural Bill of Rights” ~~“Police Officers Bill of Rights”~~ shall be given to each officer, and every new officer upon employment. (See [Government Code §§3300-3313](#)).

SECTION 4. Safety Equipment - Safety equipment shall be replaced at the end of the equipment’s life expectancy.

SECTION 5. Retirement for Police Officers ~~- All sworn police personnel hired shall be enrolled into the CALPERS Local Safety, three percent (3%) at fifty (50) category at the time of hire.~~

A. All ~~sworn~~ **Classic Ppolice officers** ~~personnel~~ hired before January 1, 2013 ~~this agreement shall be enrolled in the Classic CALPERS plan, Local Safety three percent (3%) at age~~ **shall be enrolled in the Classic CALPERS plan, Local Safety three percent (3%) at age** fifty (50) ~~category~~

~~plan. effective with this agreement.~~

B. All **PEPRA police officers** hired after January 1, 2013 shall be enrolled in the **PEPRA the CALPERS**, Public Employees' Pension Reform Act **plan**, 2.7% at **age** fifty-seven a(57) plan.

C.B. ~~The three percent (3%) at fifty (50) category shall include the following benefits:~~

- ~~1. Sick Leave Credit~~
- ~~2. Post Retirement Survivor Allowance~~
- ~~3. 1959 Survivor Benefit Level 4~~

SECTION 6. Service Commitment – ~~An bargaining unit~~ employee that is hired into the classification of Police Trainee or Police Officer after January 1, 2005 must sign a letter of commitment indicating that ~~they he or she~~ **will shall** work for the District no less than five (5) years.

A. ~~An bargaining unit~~ employee that chooses not to fulfill the five (5) year service commitment shall be required to pay for the costs incurred by the District to provide their training and equipment during the police academy and while in the police department's Field Training Program.

1. The cost of the police academy training shall be determined by the billing statement issued from the approved academy.
2. The cost of the Field Training Program shall be determined by calculating the training officers' hourly pay rate at Step 1 on the Classified Salary Schedule for a period not to exceed twelve (12) weeks and shall only reflect actual hours of training.
3. The cost of equipment shall be determined by the invoices for all equipment, books and training materials provided by the District to the **bargaining unit** employee while in the police academy. This shall exclude costs of all weapons, body armor and equipment or supplies that may not be legally possessed by civilians.
4. Upon full payment for all training and equipment expenses, the **bargaining unit** employee shall receive all equipment or material for which they have paid and a letter releasing ~~them him or her~~ of any commitment.

Tentatively agreed on: May 4, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

AR

05/11/22

Angelica Reyes,
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Tentative Agreement
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ARTICLE XVII – PERFORMANCE EVALUATION PROCEDURES

- SECTION 1. Job Performance Evaluations Appraisal - ~~Job Appraisal is~~ Performance evaluations shall be based on established standards and ~~is are~~ intended to be a tool to ~~evoke~~ assess and validate job-related performance; ~~it~~ Performance evaluations may at times be necessary to use for disciplinary purposes. The ~~Job P~~performance ~~Appraisal~~ evaluation process is accomplished through:**
- A. Reviewing ~~with the employee~~ the job-related duties ~~of the job,~~ and the expected job standards ~~and the method used to measure performance with the bargaining unit employee.~~ Regular and continuous feedback shall be provided to the bargaining unit employee concerning both the strong and the weak points, if any, of ~~his/her~~ their performance. ~~Completion of the formal appraisal instrument shall be shared with the employee at least every other year thereafter.~~**
 - B. Determining conditions which limit or restrict the achievement of the desired level of performance.**
 - C. ~~Discovering~~ Identifying areas which can be improved by specific types of ~~A~~assistance.**
 - D. Supervisor observation and knowledge of bargaining unit employee's work performance ~~and~~**
 - E. Taking the necessary corrective action steps when ~~evaluator~~ supervisor's assistance fails to bring ~~about~~ a satisfactory level of performance.**
- SECTION 2. Performance Evaluation Frequency Schedule - ~~Job performance of Bargaining unit~~ employees shall be evaluated ~~in accordance with the following schedule based on the following frequency:~~**
- A. Probationary employees shall be evaluated at the end of the second (2nd) and fifth (5th) months of paid service. (see Appendix E)**

1. Police Officers shall be evaluated at the end of the second (2nd) month, fifth (5th) month and first year in paid service. Police officers shall then be evaluated every other year thereafter.

B. Permanent employees shall be evaluated at the end of the first year of paid service and every other year thereafter ~~on or before the anniversary month.~~ (see Appendix E)

~~C. Evaluations shall be considered confidential and be based upon documentation to support deteriorating work performance.~~

SECTION 3. Review of Performance Evaluation Report - The ~~immediate~~ supervisor shall present the electronic performance evaluation ~~report~~ to the bargaining unit employee and shall meet to discuss it with the employee. ~~Evaluations shall be based on observation and knowledge. No evaluations shall be based upon derogatory materials in the employee's personnel file unless the employee has previously been given sufficient prior notice of same, an opportunity to review and comment upon it, and had such comments attached to the materials.~~ **P** Electronic performance evaluations shall be prepared ~~with the assistance of by the supervisor and will be reviewed~~ and signed by the management hierarchy persons who are responsible for the bargaining unit employee's work performance. The electronic performance evaluation shall be signed by the employee to indicate receipt and the employee shall be ~~given~~ provided with a signed copy.

Evaluations shall be considered confidential and be based upon documentation to support work performance.

SECTION 4. Unscheduled Performance Evaluations - An unscheduled performance evaluation for a permanent employee may be submitted at any time during the year upon evidence of outstanding work, ~~changed work habits,~~ or unsatisfactory performance ~~on the part of an bargaining unit~~ employee.

SECTION 5. Unsatisfactory Performance Evaluation - A permanent bargaining unit employee who receives an overall performance evaluation rating of "unsatisfactory", ~~will~~ shall be expected to improve ~~his/her~~ their performance to such an extent that a re-evaluation will reflect an overall rating of ~~"meets standards" or above~~ unsatisfactory. **A** bargaining unit Employees ~~will~~ shall be given a written Plan for Improvement by their ~~immediate~~ supervisor listing the areas requiring improvement to achieve satisfactory performance by the time of re-

evaluation. The Plan for Improvement ~~will~~ shall be presented to the bargaining unit employee no later than five (5) ~~working~~ days after the unsatisfactory performance evaluation is completed. Re-evaluation shall occur no sooner than sixty (60) days from the date of the unsatisfactory electronic performance evaluation. Failure to improve ~~make such an improvement in~~ performance may subject the bargaining unit employee to the provisions of Article XVIII - Disciplinary ~~p~~Procedures.

SECTION 6. Written Response to the Performance Evaluation – ~~Within thirty (30) days of receiving a performance evaluation.~~ A a permanent bargaining unit employee shall have the right to submit a written response to ~~a written~~ to the performance evaluation. The bargaining unit employee's written response shall be attached to the electronic performance evaluation and it shall be placed and also placed in the personnel file.

SECTION 7. ~~Conditions for Grieving the~~ Performance Evaluation - A permanent bargaining unit employee may, upon receipt of ~~his/her~~ their electronic performance evaluation, file ~~an appeal through the established grievance procedures only~~ solely on the grounds that the performance evaluation procedures specified in this Article have not been followed ~~in the preparation of his/her evaluation.~~

Section 8 Derogatory Materials in the Personnel File- No Performance evaluations shall not be based upon derogatory materials in the bargaining unit employee's personnel file unless the bargaining unit employee has previously been given sufficient prior notice of derogatory materials placement in the personnel file same, an opportunity to review and provide written comment upon it about the derogatory materials, and had such the written comments attached to the derogatory materials.

SECTION 98. Performance Evaluation Forms – Performance Evaluations
forms shall be reviewed by CSEA to ensure uniformity and
fairness to all classified bargaining unit employees. Changes in
the **electronic performance** evaluation **form** shall be agreed to by
both **CSEA and the District** **parties to this Agreement.** (see
Appendix E).

Tentatively agreed on: March 2, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator



Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

ARTICLE XVIII - DISCIPLINARY PROCEDURES

SECTION 1. Disciplinary Action

A. Permanent Bargaining Unit Employees

1. Cause and Progressive Discipline

- a. Discipline shall only be imposed on permanent bargaining unit employees for cause.
- b. The District primarily relies on progressive disciplinary action, which provides a bargaining unit employee with an opportunity to correct deficiencies in either conduct or performance. When the bargaining unit employee fails to self-correct deficiencies, the discipline regarding misconduct or unsatisfactory performance may become more progressively severe.
 - 1) Exception to progressive discipline: when the incident giving rise to discipline is significant in nature, the resulting disciplinary action may warrant non-progressive discipline and may include a higher level of discipline such as suspension or termination.
- c. Progressive disciplinary action may include:
 - verbal warning,
 - written warning,
 - written reprimand,
 - suspension,
 - involuntary demotion,
 - termination

~~A. Discipline is defined as action by the District against an employee for an infraction of District policies, rules, or regulations. Such action includes, but is not limited to:~~

- ~~1. Suspension without pay;~~
- ~~2. Demotion to a lower class in which qualified;~~

3. Dismissal

~~B. Prior to disciplinary action against a Bargaining Unit Member, the District may give verbal warnings, written warnings, written reprimand in personnel file, and/or a plan for improvement in a performance evaluation, as outlined in Article XVII; Section 5.~~

B. Probationary Bargaining Unit Employees

A ~~new~~ probationary bargaining unit employee may be ~~dismissed~~ released from probation at any time prior to the expiration of the probationary period and shall not be entitled to a hearing ~~for causes outlined delineated~~ in Section 7. C. 3 of this Article.

C. Disciplinary Action Causes and Time Limits

Disciplinary action shall not be initiated against a permanent bargaining employee for any cause prior to the bargaining unit member becoming permanent or based on information that is more than two years old, unless the cause was concealed or not disclosed by the bargaining unit employee when it could be reasonably assumed that the bargaining unit employee should have disclosed the facts to the District. (Education Code §88013)

D. Personnel Files and Disciplinary Action

Disciplinary actions, including written reprimands, suspensions, involuntary demotions, or terminations, which may be deemed as derogatory information, shall not be placed in the bargaining unit employee's personnel file until the bargaining unit employee is given written notice and an opportunity to comment on the information. The bargaining unit employee shall have the right to enter, and have attached to the noted disciplinary action, their own comments. (Education Code §87031)

Section 2. Right of Representation (Weingarten Rights)

A bargaining unit employee has the right to CSEA representation in discipline matters. The bargaining unit employee has the right to seek a postponement of a meeting that could lead to discipline and request CSEA representation. If CSEA representation is requested, the meeting shall be rescheduled within five (5) days to allow for CSEA representation.

Section 3. Paid Administrative Leave

A. Paid administrative leave shall not be considered disciplinary action.

B. A bargaining unit employee may be placed on paid administrative leave pending an investigation outcome, as determined necessary by the Vice President, Human Resources.

C. Emergency Situations: If a bargaining unit employee's continued presence constitutes a danger or jeopardizes the welfare of the bargaining unit employee, other staff and/or students or threatens to disrupt the District operations, the Vice President, Human Resources may immediately place the bargaining unit employee on paid administrative leave.

SECTION 4. ~~2.~~ Imposing Disciplinary Personnel Action - The Superintendent/President or ~~his/her~~ their designee may impose ~~personnel~~ disciplinary action against ~~a~~ bargaining unit employee.

SECTION 5. ~~3.~~ Cause for Disciplinary Action - Causes for disciplinary action against a ~~permanent bargaining unit~~ employee include, but are not limited to the following:

- A.** Fraud in securing or maintaining employment.
- B.** Neglect of duty (i.e. failure to perform regularly assigned tasks and failure to follow approved safety precautions.)
- C.** Insubordination (i.e. refusal to perform an assigned task which is legal or does not constitute a safety or health hazard to the employee.)
- D.** Dishonesty (i.e. fraud, theft, and falsifying record or reports.)
- E.** Use or possession of intoxicants or illegal drugs while on duty; or off-duty use which impedes performance.
- F.** Absence without an approved leave.
- G.** Misuse of District property (i.e. abusive operation of equipment, deliberate destruction or damage, unauthorized use, and removal of approved safety devices on equipment.)
- H.** Violation of any of the prohibitions set forth in the Education Code or the California Administrative Code, Title 5, and any violation of the policies or regulations of the District or provisions of the Collective Bargaining Agreement in effect.
- I.** Conviction of a felony or conviction of a misdemeanor involving moral turpitude. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section.

- J. Misuse of leaves (i.e. excessive or patterned absenteeism or tardiness.)
- K. Sexual harassment, abuse, and/or bullying of students or employees.

L. Job Abandonment (See Article X, Section 14)

M. Failure to maintain licenses or certificates required for the classification

SECTION 64. ~~Procedures for Disciplinary Action and Right to Appeal~~ A. — Supervisory Meeting

Nothing shall preclude the supervisor from having informal conversations with the bargaining unit employee to address conduct and performance concerns prior to initiating progressive disciplinary process.

~~The management level supervisor of the employee shall meet with the employee before forwarding a written charge of disciplinary action. The employee shall be informed of his/her right to representation before the meeting. This meeting shall provide:~~

- ~~1. Evidence of the charges leading to the disciplinary action.~~
- ~~2. Review of previous efforts to resolve the problem leading to the disciplinary action.~~
- ~~3. A recommendation of the disciplinary action to be taken as noted in Section 1A.~~
- ~~4. Every attempt shall be made to resolve the problem at this meeting. Should resolution not be possible the request for disciplinary action will be forwarded to the Office of Human Resources along with the supporting information to initiate the action.~~

Section 7 Progressive Discipline and Progress Discipline Procedures

A. Section 1, A., 1., b., 1), Exception to Progressive Discipline, shall supersede the progressive disciplinary action and procedures noted below.

B. Verbal Warning, Written Warning, Written Reprimand and Procedures

1. Verbal Warning

- a) Requires an informal meeting with bargaining unit employee and supervisor to discuss performance/conduct concerns and identify the appropriate actions for improvement. The supervisor shall email a memorandum that clearly states the cause(s) for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, and future conduct or performance expectations with timelines for improvement. Training, where appropriate, shall be provided.

2. Written Warning

- a) A memorandum shall be emailed to the bargaining unit employee that clearly identifies the cause(s) for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, and future conduct or performance expectations with timelines for improvement. Training, where appropriate, shall be provided.

3. Written Reprimand

- a) A written reprimand shall include the cause(s) for discipline, the specific acts of inadequate performance/misconduct giving rise to the discipline, the previous disciplinary memoranda issued to the bargaining unit employee and future conduct or performance expectations with timelines for improvement. The written reprimand shall be reviewed with the bargaining unit employee in a meeting and emailed to the bargaining unit employee and CSEA President or designee. The written reprimand shall be placed in the bargaining unit employee's personnel file in accordance with Section 1. D.

4. Procedures for Verbal Warning, Written Warning and Written Reprimand

- a) A supervisor shall not verbally warn, issue a written warning or written reprimand to a bargaining unit employee until they have contacted Human Resources to discuss the potential cause(s) for discipline.
- b) The verbal warning or written warning memorandum is a form of communication between the supervisor and the bargaining unit employee. The memorandum shall not be placed in the bargaining unit employee's personnel file, unless included in subsequent disciplinary actions.
- c) A written reprimand shall be placed into the bargaining unit employee's personnel file in accordance with Section 1., D.

C. Suspension, Involuntary Demotion, Termination, and Procedures

When suspending, involuntarily demoting or terminating a classified employee, the District shall follow the pre-disciplinary procedures contained in this Article.

1. Suspension

- a) A bargaining unit employee may be suspended without pay for a specified period of time. Upon return from a suspension, the bargaining unit employee shall meet with their supervisor.

2.. Involuntary Demotion

- a) An involuntary demotion includes demoting a bargaining unit employee to a lower classification and pay range. The supervisor shall meet with the bargaining unit employee and review the job duties associated with the new classification.

3. Termination

- a) Termination is the involuntary release of a bargaining unit employee from District employment.

4. Procedures for Suspension, Involuntary Demotion, and Termination

- a) A supervisor shall not suspend, involuntarily demote, or terminate a bargaining unit employee until they have contacted Human Resources to discuss the potential cause(s) for discipline.
- b) The supervisor shall provide their bargaining unit employee with a written notice of intent of disciplinary action (suspension, involuntary demotion, or termination). The supervisor's notice of intent disciplinary action shall contain the following:
 - The disciplinary action intended (suspension, involuntary demotion, or termination);
 - The specific causes upon which the disciplinary action is based (See Section 5);
 - A factual summary of the grounds upon which the causes are based;
 - A copy of all written materials, reports, or documents upon which the discipline is based;

- Suspension or involuntary demotion recommendation notices shall contain directives for improvement, specific timelines for improvement, and outline the consequences of failure to improve;
 - Skelly conference information accordance with Section 7.C.d.
 - Demand for Hearing form contained in Appendix L
- c) The supervisor's notice of intent of disciplinary action shall be emailed to the bargaining unit employee's District email address and mailed to the bargaining unit employee's address on file with Human Resources. Notice of intent of disciplinary action shall be mailed in the United States Postal Service mail, return receipt requested. The notice of intent of disciplinary action shall also be emailed to the CSEA President or designee.
- d) Skelly Conference
- 1) A supervisor's notice of intent of disciplinary action that includes a greater than five (5) day suspension, involuntary demotion, or a termination shall include a Skelly conference due process right. The Skelly conference shall provide the bargaining unit employee with a with an opportunity to present information relevant to the cause(s) set forth in their supervisor's recommendation notice. The supervisor's recommendation notice shall contain the Skelly Officer's name and the date and time of the Skelly conference.
 - 2) The bargaining unit employee may bring a CSEA representative or a legal representative to the Skelly conference.
 - 3) Skelly Officer Responsibilities

After the Skelly conference, the Skelly Officer may affirm the recommended disciplinary action or recommend modification to the recommended disciplinary action. The Skelly Officer shall email a written statement to the bargaining unit employee and the CSEA president and CSEA representative attending the Skelly conference detailing their Skelly decision, including affirmation of the recommended disciplinary action or recommended modifications to the disciplinary action, as appropriate.
 - 4) Failure to appear at or obtain a postponement of a Skelly conference shall be deemed the bargaining unit employee's waiver of a Skelly conference.

- 5) While a suspension of five (5) days or less does not require the District to offer a *Skelly* conference, the supervisor shall nonetheless meet with the bargaining unit employee and CSEA to explain the reason for the suspension.

~~B. Skelly Hearing~~

~~A Skelly Hearing is due process which allows an employee to respond to charges preceding any disciplinary actions brought by the District.~~

- ~~1. Initiation and Notification of Charges—The Office of Human Resources may initiate discipline by filing a Recommendation for Personnel Action as defined in Board Policy 7365 with the Board of Trustees against a permanent classified employee.~~
- ~~2. A copy of the Recommendation for Personnel Action shall be served to the employee either in person or by registered/certified mail, return receipt requested, at the employee's last known address. A copy of the Recommendation for Personnel Action shall be submitted to the Association.~~
- ~~3. The Recommendation for Personnel Action shall include the following:~~
 - ~~a. A statement of the personnel action being recommended (e.g., suspension with/without pay, demotion, or dismissal).~~
 - ~~b. A statement of the cause phrased in ordinary and concise language and not in the language of the District's rule, regulation, or statute.~~
 - ~~c. A statement of the specific acts or omissions on which the causes are based.~~
 - ~~d. A statement of the employee's right to appeal and the manner and time his/her appeal must be filed.~~
 - ~~e. Notice of the date, time, and place of the "Skelly Hearing" to provide the employee an opportunity to present information relative to the charges to be considered by the Board of Trustees.~~
- ~~1. The employee is entitled to be accompanied by a representative of his/her choice.~~

- ~~2. Failure to appear at the scheduled "Skelly Hearing," or to obtain a postponement, shall be deemed to be a waiver of the employee's right to appeal the proposed disciplinary action.~~
- ~~3. On completion of the "Skelly Hearing," a decision will be forwarded to the Board of Trustees, to the appellant, and to the Association recommending the action resulting from the hearing. If the recommendation sustains the disciplinary action the Recommendation for Personnel Action shall be placed on the next Board of Trustees agenda.~~

e) Final Notice of Disciplinary Action

1. The Superintendent/President or their designee shall issue a final notice of disciplinary action. The final notice of disciplinary action shall include the following:
 - a) The disciplinary action taken (suspension, involuntary demotion, or termination);
 - b) The effective date of the disciplinary action taken;
 - c) The specific causes upon which the disciplinary action is based (See Section 5);
 - d) A factual summary of the grounds upon which the causes are based;
 - e) A copy of all written materials, reports, or documents upon which the discipline is based;
 - f) A copy of all written materials, reports, or documents upon which the discipline is based;
 - g) Suspension or involuntary demotion recommendation notices shall contain directives for improvement, specific timelines for improvement, and outline the consequences of failure to improve;
 - h) Demand for Hearing form contained in Appendix L
 - i) Notice of the employee's right to respond to the charges either orally or in writing, subject to Section 7.C. 4. d) below
2. The final notice of disciplinary action shall be emailed to the bargaining unit employee's District email address and mailed to the bargaining unit employee's address on file with the Human Resources. Recommendation notices shall be mailed in the

United States Postal Service mail, return receipt requested. The final notice of disciplinary action shall also be emailed to the CSEA President or designee.

C. Appeal and Demand for Hearing

1. A bargaining unit employee shall have five (5) days from the date of email issuance of the final notice of disciplinary action to file a demand for hearing with the Vice President, Human Resources. The Demand for Hearing form or written request for a hearing may be emailed or filed with the Vice President, Human Resources during the department's regular work days and hours of operation.

a) If a bargaining unit employee does not file a Demand for Hearing or written request for a hearing within five days from the date of email issuance of the final notice of disciplinary, the bargaining unit employee shall have waived their right to appeal the disciplinary action. The Board of Trustees (BOT) shall move to consider the recommended disciplinary action, and if found appropriate, order immediate implementation of the recommended disciplinary action.

~~C. Appeal to the Board of Trustees~~

~~Before any disciplinary action, as outlined in Sections 1A, the employee shall have the right to appeal the proposed discipline. This does not preclude action being taken by the District as mandated by State or Federal laws.~~

~~1. Upon receipt of the Recommendation for Personnel Action from the "Skelly Hearing," the appellant has five (5) working days to file a "Demand for Hearing Form," (see Appendix "L") a copy of which shall be included in the recommendations provided the employee from the "Skelly Hearing." Receipt by the employee shall have been accomplished by deposit of the Recommendation for Personnel Action in the U.S. Mail (registered/certified return requested), to the employees last known mailing address.~~

~~2. Any other written document signed by the employee and appropriately filed within the five (5) working days shall constitute a sufficient notice of appeal.~~

~~3. A notice of appeal is filed by delivering the notice of appeal to the Office of Human Resources during normal work hours. The appeal may be mailed to the Office of Human Resources but must be~~

~~received or postmarked within five (5) working days from receipt of the Recommendation for Personnel Action.~~

~~4. If the employee does not file a "Demand for Hearing" or a notice of appeal within the time specified, the employee shall have waived the right to appeal. The Board of Trustees may move to consider the Recommendation for Personnel Action, and if found appropriate, order immediate implementation of the action.~~

2. Disciplinary Action Hearing

a) The BOT shall determine whether the hearing shall be conducted before the BOT or before a hearing officer. If the BOT elects to utilize a hearing officer, within thirty (30) days from receipt of the bargaining unit employee's demand for hearing or written request for hearing, the District and CSEA shall seek a list of 5 arbitrators provided by PERB State Mediation and Conciliation Services for consideration to serve as a hearing officer. CSEA and the District shall strike through the list of arbitrators and select one arbitrator to serve as the hearing officer. The hearing dates shall be calendared by mutual agreement between District and CSEA and the bargaining unit employee shall be given written notice of the hearing date(s).

b) The following provisions shall apply to the conduct of the hearing:

- The bargaining unit employee shall attend the hearing,
- The bargaining unit employee may be represented by CSEA or legal representative of their choice at the hearing,
- The District shall have the burden of proof by preponderance of the evidence,
- Testimony shall be provided under oath,
- District employees shall be compelled to attend when requested as witnesses by either the bargaining unit employee, their representative, or the District,
- Each party may examine and cross examine witnesses,
- Documents or other evidence may be presented at the hearing,
- The hearing may be recorded by audio recording. Either party may request a court reporter to transcribe the hearing. The party requesting the court report share pay the fees associated with this request. If both parties request a court reporter, the parties shall evenly divide the cost of a court reporter.

c) If a hearing officer is appointed by the BOT, a non-binding advisory opinion or recommendation shall be presented by the hearing officer in writing to the BOT no later than fifteen (15) days after the hearing is completed unless otherwise agreed to by CSEA and the District.

- d) After receiving the hearing officer's non-binding advisory opinion or recommendation, the BOT shall affirm, reverse or modify the final disciplinary action imposed by the Superintendent/President. The decision of the BOT shall be final and conclusive on all parties, and not subject to the Article VI, Grievance Procedures. Unless the BOT's decision provides otherwise, its decision regarding the final disciplinary action shall be effective immediately. Notice of the BOT's decision regarding the final disciplinary action shall be mailed to the bargaining unit employee's address on file with Human Resources in the United States Postal Service mail, return receipt requested. The BOT's decision regarding the final disciplinary action shall also be emailed to the CSEA President or designee.
- f) When the BOT issues its decision regarding the final disciplinary action, the decision and related final disciplinary action documentation shall be placed in the bargaining unit employee's personnel file.

SECTION 5. ——— Appeal Hearing

~~A.~~ The Appeal Hearing will be conducted in the following manner:

- ~~1.~~ Representatives of the employee and the Board of Trustees shall select an arbitrator as the hearing officer. The District and CSEA shall each obtain/maintain a list of five arbitrator(s) from the American Arbitration Association or the California Mediation and Conciliation Board. Selection shall be made by mutual agreement or by alternately striking one name from the list until only one name remains. The arbitrator shall be considered the designee of the Board of Trustees to conduct the hearing and report findings, conclusions, and recommendations to the Board of Trustees.
- ~~2.~~ The District and the employee shall each have their right to compel attendance of any other employees of the District to testify, to cross examine all witnesses, to present such exhibits and/or other evidence as may be ruled relevant to the case. Technical rules of evidence shall not apply.
- ~~3.~~ The employee shall have a right to appear in person on his/her own behalf with designees or representation provided by CSEA as the exclusive representative as he/she requests to represent his/her defense. An employee may provide outside counsel by signing a waiver of representation form provided by CSEA. The District may also have counsel.

~~B.~~ Counsel/representatives for the respective parties shall exchange

~~witness lists at least five (5) working days prior to the hearing.~~

- ~~C. The hearing shall be held at the earliest convenient date, considering the established schedule of the arbitrator and the availability of counsel and witnesses. The parties shall be notified of the date, time and place of the hearing.~~
- ~~D. In arriving at a decision or proposed decision, the arbitrator may consider the records of any prior personnel action proceeding against the employee in which another personnel action was sustained and any records contained in the employee's personnel files within the last two (2) years, if the records were introduced into evidence at the hearing.~~
- ~~E. The recommendation of the arbitrator shall be submitted to the Board of Trustees and shall be in writing, summarizing the facts, setting forth findings and making a recommended decision. A copy shall be served by registered/certified regular U.S. Mail upon the appellant and appellant's representative/counsel.~~
- ~~F. The proposed decision of the arbitrator shall be considered by the Board of Trustees, which shall thereafter render a final decision on the matter. The Board of Trustees may accept or reject the decision. However, if the decision of the Board of Trustees is different from that of the arbitrator, the decision will not be based on any facts other than those presented to the arbitrator. A statement of the Board of Trustees reasons for rendering a different decision will be included in the final decision. A copy of the decision shall be delivered to the employee and his/her designated representative personally or by registered mail, postage prepaid, and delivered to the employee's last known address. The decision of the Board of Trustees shall be final.~~

~~SECTION 6. Employment Status Pending Appeal or Waiver~~

- ~~A. Any employee, against whom a Recommendation for Personnel Action has been issued, may continue performing the duties of the position pending his/her appeal or waiver.~~
- ~~B. In cases where the Superintendent/President has determined that an employee should be dismissed and that continuation of active duty after a Recommendation for Personnel Action has been issued could result in a potential risk of harm to students, employees, or District property while the proceedings are pending, he/she may order the employee immediately suspended from active duty with/without pay as defined in Education Code section §88123.~~

~~C. The suspension order shall be in writing and include a statement of the reasons why suspension is necessary. Any suspension order shall be served on the employee and the Association either personally or by registered/certified mail, return receipt requested to the employee's last known address, immediately after issuance.~~

~~SECTION 7. — Suspension Limits — Any suspensions as a disciplinary action invoked under these rules against any employee for reasonable cause shall not exceed thirty (30) calendar days in any one (1) incident nor accumulate more than ninety (90) calendar days in any twelve (12) month period. This section does not preclude suspension as defined in Education Code section §88123.~~

~~SECTION 8. — Amended/Supplemental Charges~~

~~A. At any time before an employee's appeal is submitted to the Board of Trustees, or a designee for decision, the Superintendent/President may, with the consent of the Board of Trustees or a designee, serve on the employee and the Association and file with the Board of Trustees an amended or supplemental Recommendation for Personnel Action.~~

~~B. If the amended or supplemental recommendation presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare his/her defense.~~

~~C. Limitations — No disciplinary action shall be taken for any cause that arose before the employee's becoming permanent, nor for any cause that arose more than two (2) years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could reasonably be assumed that the employee should have disclosed the facts to the District. Disciplinary action taken shall be commensurate with the offense.~~

Tentatively agreed on: May 31, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova
Saodat Aziskhanova, Chief Negotiator

 6/01/22
Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE XIX - LAYOFF PROCEDURES

SECTION 1. Definitions

- A. "Layoff" is ~~defined as~~ an involuntary separation from District ~~service employment~~ due to ~~cause and based on lack of work reduction in service~~ or lack of funds. A layoff also includes any reduction in hours ~~of the assignment of employment or assignment to a classification or grade~~ lower than that in which the bargaining unit employee has permanence and therefore alters the terms of employment.
(Education Code [§88017](#))
- B. "Seniority" is ~~defined as~~ length of service based on date of hire in a regular bargaining unit classification position. Overtime work shall not be included in computing seniority credit. If two (2) or more bargaining unit employees have equal seniority as defined by hire date, the bargaining unit employee with the most hours in a paid status shall be considered most senior. If a tie still exists, seniority shall be determined by lot.
- C. "Displacement Rights" (also referred to as "Bumping") ~~are is defined as~~ the right of ~~an~~ bargaining unit employee, who is laid off with the most seniority, to displace ~~an another bargaining unit~~ employee with lesser seniority in a class bargaining unit classification in order to restore the same or similar level of salary and health benefits prior to the layoff.
- D. "Bargaining Unit Employee" is ~~defined as a classified bargaining unit employee who employed in a bargaining unit classification~~ and has either probationary or permanent status.
- E. "~~Job Bargaining Unit~~ Classification" is ~~defined as~~ one or more ~~positions~~ classifications in the ~~classified service~~ bargaining unit that have the same designated title and minimum qualifications, and share a common salary range.
- F. "Job Classification Series" is ~~defined as~~ a group of hierarchical ~~job~~ classifications which are closely related and in which the higher classifications within the series require the skills, knowledge and abilities

necessary to perform any of the duties of any lower classification within the series. Job-Classification Series are ~~delineated those set forth~~ in Appendix "C".

- G. "Job-Classification Family" ~~is defined as job are~~ classifications, and ~~job classification~~ series, which are related to one another by the nature of the general duties performed, and which require somewhat similar knowledge, skills and abilities. Job-Classification Families are those set forth in Appendix "C".
- H. "Qualified" shall mean the bargaining unit employee who meets the minimum qualifications as determined by the ~~job~~ classification description.
- I. "FTE" is ~~defined as the~~ Full Time Equivalent and refers to the percentage of a full time, forty (40) hour per week assignment. ~~In a~~ Additionally, FTE affects the level of health benefits for which the bargaining unit employee qualifies. (see Article IX, section 1 & 2) A 1.00 FTE is an ~~an~~ bargaining unit employee whose regular assignment is the equivalent of forty (40) hours per week. A .50 FTE is an bargaining unit employee whose regular assignment is the equivalent of twenty (20) hours per week. An bargaining unit employee's FTE shall not increase from their FTE prior to layoff in the course of the displacement rights bumping process.
- J. "Months" are ~~defined as~~ the number of calendar months the bargaining unit employee has been assigned. ~~An bargaining unit~~ employee may have a 9, 10, 11, or 12 month assignment at any FTE.

SECTION 2.

Notice of Layoff - In the event of a reduction in force in any classification ~~hereunder~~, layoffs shall will be in reverse order of seniority with the least senior bargaining unit employee in the job classification that is being eliminated being laid off first.

Bargaining unit ~~Employees~~ subject to a layoff shall be given written notice of the layoff ~~no later than March 15th. not less than sixty (60) calendar days prior to the effective date of the layoff, which will~~ The written notice of layoff shall include items required in Education Code §88017, their displacement rights (if any), and re-employment rights, and the seniority list. The District ~~shall will~~ provide email the CSEA President the Association with copies of the written notice of layoff ~~notices~~ and the seniority list at the time the bargaining unit employee is notified.

Bargaining unit ~~Employees~~ with displacement rights (if any), ~~shall~~ **will** have at least seven (7) days, from the date of notification, to notify ~~the Office of~~ Human Resources, in writing, of their intention to exercise displacement rights.

When bargaining unit positions must be eliminated as a result of the expiration of a specially funded program, the bargaining unit employees to be laid off shall be given written notice of layoff not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights. (Education Code §88017(k)).

~~When as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any special funded program is other than June 30, the notice shall be given no less than 60 days prior to the effective date of their layoff.~~

SECTION 3.

Displacement Rights (also referred to as 'Bumping') - In order to provide the highest level of protection to bargaining unit employees with the greatest seniority length of service with the District, the procedure below ~~shall~~ **will** take into account the ~~bumping displacement rights of the bargaining unit~~ employee's FTE in this process.

The District ~~shall~~ **will** offer an bargaining unit employee with displacement rights a position with the most similar level of salary, hours, and health benefits to what ~~he or she they~~ earned prior to being displaced into another position based on the displacement rights outlined below in A through M. Therefore, the District ~~shall~~ **will** offer such an bargaining unit employee an FTE classification position, if one exists, which maintains their current level of salary and health benefits, even if this means not initially displacing the least senior employee.

~~An bargaining unit~~ employee who has received a written notice of layoff may exercise ~~his/her bumping their displacement~~ rights as outlined below. ~~An bargaining unit~~ employee who has received a written notice of layoff has the right not to participate in the displacement rights bumping process and may instead accept the layoff.

A. ~~An bargaining unit~~ employee shall displace the bargaining unit employee

with the least seniority within their ~~job~~ classification with the same FTE prior to layoff:

- B. If there is no less senior bargaining unit employee to displace within their ~~job~~ classification with the same FTE, an bargaining unit employee shall displace the bargaining unit employee with the least seniority at a lateral salary range within their job classification series with the same FTE prior to layoff;
- C. If there is no less senior bargaining unit employee to displace at a lateral salary range within their job classification series with the same FTE and the bargaining unit employee is qualified, an bargaining unit employee shall displace the bargaining unit employee with the least seniority at a lateral salary range within their ~~job classification~~ family with the same FTE prior to layoff. ~~The Office of~~ Human Resources shall will verify the employee's current qualifications;
- D. If there is no less senior bargaining unit employee to displace at a lateral salary range within their job classification family with the same FTE, an bargaining unit employee shall displace the bargaining unit employee with the least seniority within their ~~job~~-classification with the highest FTE which maintains their level of health benefits prior to layoff;
- E. If there is no less senior bargaining unit employee to displace within their job classification series with an FTE that maintains their level of health benefits prior to layoff, an bargaining unit employee shall displace the bargaining unit employee with the least seniority at a lateral salary range within their job classification series with the highest FTE that maintains their level of health benefits prior to layoff;
- F. If there is no less senior bargaining unit employee to displace within their job classification series at a lateral salary range with a FTE that maintains their level of health benefits prior to layoff and the bargaining unit employee is qualified, an bargaining unit employee shall displace the bargaining unit employee with the least seniority at a lateral salary range within their job classification family with the highest FTE that maintains their level of health benefits prior to layoff. ~~The Office of~~ Human Resources shall will verify the employee's qualifications;
- G. If there is no less senior bargaining unit employee to displace within their job classification family at a lateral salary range with an FTE that maintains their level of health benefits prior to layoff and the bargaining unit employee is qualified, an bargaining unit employee shall displace the bargaining unit employee with the least seniority at a lower salary range

(nearest to their salary range prior to layoff) within the job classification family with a FTE that maintains their level of health benefits prior to layoff. ~~The Office of~~ Human Resources shall will verify the bargaining unit employee's qualifications;

- H. If there is no less senior bargaining unit employee to displace within their job classification family at a lower salary range with an FTE that maintains the bargaining unit employee's level of health benefits prior to layoff, ~~an~~ bargaining unit employee shall displace the least senior bargaining unit employee within their job classification at the closest FTE prior to layoff (which may result in a reduction of health benefits);
- I. If there is no less senior bargaining unit employee to displace within the job classification with a lower FTE and the bargaining unit employee is qualified, ~~an~~ bargaining unit employee shall displace the least senior bargaining unit employee at a lower salary range (nearest to their salary range prior to layoff) within their job classification family at the closest FTE prior to layoff (which may result in a reduction of health benefits.) ~~The Office of~~ Human Resources shall will verify the bargaining unit employee's qualifications;
- J. If there is no less senior bargaining unit employee to displace within the bargaining unit employee's current job classification family and the bargaining unit employee has previously passed probation and still meets the current qualifications in a job classification within a different job classification family with a salary range which is lateral or lower than the bargaining unit employee's salary range prior to layoff, ~~an~~ bargaining unit employee shall displace the least senior bargaining unit employee in the previously held job classification with the same FTE prior to layoff;
- K. If there is no less senior bargaining unit employee to displace within the bargaining unit employee's previous job classification with the same FTE, the bargaining unit employee shall displace the least senior bargaining unit employee within the previous job classification with the highest FTE which maintains their level of health benefits prior to layoff;
- L. If there is no less senior bargaining unit employee to displace within the bargaining unit employee's previous job classification with an FTE that maintains their level of health benefits prior to layoff, the bargaining unit employee shall displace the least senior bargaining unit employee within the previous job classification at the closest FTE prior to layoff (which may result in a reduction of health benefits.)
- M. The displacement process continues until all displacement rights have

been exhausted.

A bargaining unit employee member displaced by the ~~operation of this~~ layoff procedure shall have the same layoff and displacement rights as though ~~he/she they were was~~ being laid off.

If a vacant position exists in a classification into which an bargaining unit employee is exercising displacement rights bumping, the bargaining unit employee shall move into the vacant position.

~~Employees displaced by the operation of this layoff procedure may be required to serve a new probationary period.~~

SECTION 4. Reemployment Rights – Bargaining unit ~~Employees~~ who have been laid off shall be placed on a reemployment list for thirty-nine (39) calendar months.

- A. Bargaining unit** ~~Employees~~, who, ~~through operations of this Article~~ receive fewer hours or are assigned to a lower classification, shall be placed on the reemployment list for an additional twenty-four (24) months for a total of sixty-three (63) months.
- B. Bargaining unit** ~~Employees~~ who take voluntary demotions or voluntary reductions in their FTE assigned time in lieu of layoff shall be, at the option of the bargaining unit employee, returned to a position in their former classification or to a classification and FTE that reflects their assignment prior to a voluntary reduction in FTE ~~positions with increased assigned time without limitation of time, but if there is a valid reemployment list, The bargaining unit employee they shall be ranked on that reemployment~~ list in accordance with their proper seniority and FTE.
- C.** Offers of reemployment shall be delivered by certified mail to the last known address on record with ~~as recorded in the Office of~~ Human Resources and shall be in the reverse order of the layoff as vacancies occur in the job classification families for which the laid off bargaining unit employee is qualified. When more than one bargaining unit employee was laid off on the same date, reemployment shall be based on seniority.
- D. ~~Individuals~~ Former bargaining unit employees** on a reemployment list shall have up to ten (10) working days from the postmarked date of notice to accept or decline, in writing, the position being offered. ~~An individuals~~ former bargaining unit employee who has declined two (2) offers of reemployment relinquishes all reemployment rights. Failure to reply, in writing, to the notice within ten (10) working days shall ~~will~~ be considered

a refusal and shall cause the ~~individual's former~~ **bargaining unit employee** name to be permanently removed from the re-employment list.
Individuals

Former bargaining unit employees on the reemployment list are responsible for notifying ~~the Office of~~ Human Resources of a change in mailing address and/or phone number.

- E.** If an ~~individual~~ **bargaining unit employee** on the reemployment list accepts the position being offered, the ~~individual bargaining unit employee~~ shall have up to ten (10) working days from the postmarked date of the notice to report for work. If the ~~individual bargaining unit employee~~ fails to return to work on the specified return date, all the reemployment rights ~~shall be~~ **are** relinquished.

- ~~**F.** Individuals, who are reemployed by the operation of this reemployment procedure, into a new classification, shall be required to serve a new probationary period. If an individual is reemployed in a new classification and fails to complete the probationary period in the new classification, he/she shall be returned to the reemployment list for the remainder of the 39 month period.~~

F. An ~~bargaining unit~~ employee who elects **layoff separation** in lieu of displacement or who voluntarily accepts reassignment to a vacant position, for which the **bargaining unit** employee is qualified, in another classification without exercising displacement rights shall maintain ~~his/her~~ **their** reemployment rights under this Article.

- G.** ~~Individuals~~ **Bargaining unit employees** on the reemployment list are eligible to apply for ~~vacancies~~ **job openings** within the District.

SECTION 5.

Salary Placement - An ~~bargaining unit~~ employee accepting a position in a lower classification or ~~a reduction in their FTE reduced hours~~ or work year in lieu of layoff, shall maintain same level of health and welfare benefits for a period of one (1) calendar year from the effective date of the layoff and be placed on a step in the salary range of the lower classification which is nearest to ~~their current range and step, but not higher than the annual salary he/she would have earned in the former classification.~~

- A.** ~~In any case, the~~ **lower classification** salary shall not exceed the maximum step of the ~~current~~ classification **range**.
- B.** The **bargaining unit** employee ~~will~~ **shall** retain ~~his/her~~ **their one year interval cycle anniversary date** for subsequent salary advancement. (See Article VIII, Wages, Section 3, B.)

- C. Salary increments based upon longevity shall continue to be paid in the ~~new~~ lower classification.

SECTION 6.

Assignment to a Vacant Position - ~~An~~ bargaining unit employee who ~~is qualified~~ meets the minimum qualifications may be assigned by the District to a vacant position in a similar or lower classification. The following conditions shall ~~prevail~~ be required:

- A. The District shall determine when a vacancy exists in a similar or lower classification ~~which positions are vacant~~.
- B. The District shall determine if the bargaining unit employee ~~is qualified~~ meets the minimum qualifications for the vacant position.
- C. ~~An~~ bargaining unit employee assigned to a vacant position shall have the same rights as an employee exercising ~~his/her~~ their displacement rights.

SECTION 7.

Reduction in ~~Hours or Months~~ FTE and Work Year

If there is a reduction in ~~hours or months, in~~ the work year ~~or FTE~~, bargaining unit employees shall in order of seniority, be entitled to the maximum number of ~~FTE hours or months~~ in available positions in ~~his/her~~ their current classification.

The District shall ~~notify email the CSEA President the Association in writing~~ of any impending reduction in ~~FTE hours~~ or work year at least 60 days prior to Board of Trustees consideration of the proposed action. To the extent required by law the District shall negotiate the decision to reduce ~~FTE hours and/or months~~ in the work year of bargaining unit ~~employees members~~ and the effects of such reductions.

SECTION 8.

~~**Effects Negotiations Notification of Impending Layoff** - The District shall notify the Association in writing of any impending layoff or any reduction of hours/months at least 60 days prior to the Board of Trustees consideration of the proposed action.~~ The District and CSEA shall meet to negotiate the effects of the layoff.

SECTION 9.

Seniority List - The District shall maintain an updated seniority list indicating the bargaining unit employees' current classification and ~~will~~ shall provide the seniority list to ~~CSEA the Association and employees subject to layoff~~ not less than (60) sixty calendar days prior to the effective date of the layoff.

~~An~~ bargaining unit employee may dispute ~~his/her~~ their seniority date by submitting an email request, ~~in writing, to the Office of~~ Human Resources to

have their seniority date reviewed. Human Resources ~~will~~ shall send an email response to the bargaining unit employee and the CSEA President ~~respond to the request, in writing, and send copies to the Employee and the Association~~ within 30 days of the bargaining unit employee's email request.

If an error has been made, the seniority list ~~will~~ shall be corrected and sent to CSEA ~~the employee and the Association~~.

Tentatively agreed on: May 11, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

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06/01/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

ARTICLE XX - TRANSFER PROCEDURES

- SECTION 1. Voluntary Transfer** - A voluntary transfer is the reassignment of a qualified bargaining unit employee, ~~without examination~~, from one position to another position in the same classification, ~~or to a position in a similar or related class with the same salary range.~~
- SECTION 2. Internal Lateral Transfer Opportunity** - When a new position is created or an existing position becomes vacant, a lateral transfer announcement ~~will~~ shall be posted, internally, for a minimum of five ~~working~~ days. Permanent classified bargaining unit employees, in the same classification as a vacant position who are interested in transferring ~~to another department~~, need to apply for a transfer by completing an online internal transfer application. An bargaining unit employee must have satisfactorily completed a probation period to apply. Eligible bargaining unit employees that apply for a lateral transfer ~~will~~ shall be given first opportunity to interview for the position.
- SECTION 3. Voluntary Demotion** - A permanent bargaining unit employee may request voluntary demotion to a related class with a lower maximum salary rate by filing a written notice with the Office of Human Resources.
- SECTION 4. Involuntary Transfers**
- A. In cases of involuntary transfers to a vacant position, the least senior bargaining unit employee who possesses the minimum necessary qualifications to perform the duties of the classification assignment as determined by ~~management will~~ the Office of Human Resources shall be transferred.
- B. Any bargaining unit employee, who possesses the minimum necessary qualifications to perform the duties of the classification assignment, may be subject to an involuntary transfer when it is mutually agreed upon by CSEA and the District that a transfer is in the best interest of the work environment.

Tentatively agreed on: March 16, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

AR

03/23/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE XXI - PROFESSIONAL GROWTH

SECTION 1. Professional Growth – Professional growth is the ongoing process of improving knowledge, skills, and awareness through a variety of learning opportunities, such as college degrees, coursework, conferences, workshops and training sessions.

A. I. Purpose - The purpose of professional growth for classified bargaining unit employees is to:

- a. ~~A.~~ Encourage bargaining unit employees to complete college/university, community college, adult school, and/or various other educational programs.
- b. ~~B.~~ Encourage bargaining unit employees to update skills and/or knowledge relating to current classification positions.
- c. ~~C.~~ Encourage bargaining unit employees to upgrade skills and/or knowledge for future career enhancements.
- d. ~~D.~~ Encourage bargaining unit employees awareness and wellness.

B. II Types of Professional Growth Objectives

- a. ~~A.~~ Completion of a Degree from an accredited college or university (Associate's, Bachelor's, Master's or Doctorate AA/AS, BA/BS, MA/MS, Ph.D, Ed.D, etc.)
- b. ~~B.~~ Job and/or career related Certificate (Educational or Industry Standard)
- c. ~~C.~~ Job and/or career related Professional Growth Enhancement courses or seminars
- d. ~~D.~~ Job and/or career related Continuing or Aadult Education courses
- e. ~~E.~~ Campus District or employee awareness and wellness activities.

SECTION 2. Attendance at Professional Growth Activities - In order to meet the operational needs of the department, attendance at all professional growth activities, during work hours, requires approval from the ~~department manager~~/supervisor.

SECTION 3. Classified Professional Growth Units (CPGU) – Classified
~~P~~professional growth units are approved hours for related activities converted into units that are used to calculate the professional growth stipend.

A. I. Professional Growth Unit Requirements – To receive credit for professional growth units an ~~a~~ bargaining unit employee **shall be is** required to:

a. ~~A.~~ Successfully complete their probationary period.

b. ~~B.~~ Provide proof of attendance at professional growth activities. Barging unit ~~E~~employees must sign the proof of attendance form, as applicable, when attending—~~campus~~ **District** professional growth activities.

c. ~~G.~~ Complete the CPUGU Verification form (**Appendix O**) for approved professional growth activities, including individual courses, and **email submit to the office of the form to** Human Resources. ~~The form is available on the Classified Staff Development website and in the Collective Bargaining Agreement (Appendix O).~~ Individual courses require transcripts or certificates showing a passing grade of C or better or credit, as applicable.

i. ~~All requests for CPGUs need to~~ **shall** be submitted within three years of the professional growth activity.

d. ~~D.~~ Complete and submit the Employee Education Plan (EEP) (**Appendix N**) for approval prior to taking courses. Upon completion of a course(s), the bargaining unit employee shall **email submit** transcripts to ~~the Office of~~ Human Resources showing a passing grade of C or better or credit.

e. ~~E.~~ ~~All requests for CPGUs need to be submitted within three years of the professional growth activity.~~

B. II. Professional Growth Unit Calculations – Professional growth units ~~are~~ **shall be calculated tabulated** and approved by ~~the Office of~~ Human Resources and credited as follows:

- a. ~~A.~~ Approved college courses completed with a passing grade of C or better or credit shall will receive four (4) professional growth units for each one (1) semester units or equivalent quarter units of class attendance.
- b. ~~B.~~ Approved ~~campus~~ District-sponsored ~~S~~staff ~~D~~development professional growth activities shall will receive one (1) professional growth unit for each three (3) hours of professional growth activities.
- c. ~~C.~~ Approved ~~E~~external and/or ~~O~~ffsite seminars, training sessions, conferences, workshops and other training opportunities: shall will receive one (1) professional growth unit for each three (3) hours of seminars, workshops, conferences, etc. up to a maximum of 8 hours per day.
- d. ~~D.~~ Classified Bargaining unit employees approved to conduct presentations and workshops shall receive two (2) hours for each one (1) hour of presentation.

SECTION 4. Professional Growth Stipend - ~~Bargaining unit~~ ~~E~~employees shall will receive a stipend as follows:

A. ~~Bargaining unit~~ ~~E~~employees shall will receive a stipend for every twenty (20) professional growth units increments up to a maximum of two hundred and forty (240) professional growth ~~credit~~-units increments. Professional growth stipends shall be paid in accordance with Appendix B2 Professional Growth ~~s~~Stipend ~~s~~Schedule. in Appendix B3).

B. Stipends shall end when an ~~an~~ bargaining unit employee is reclassified or promoted to a job which salary exceeds the value of the previous base salary plus stipend by at least five percent (5%). When determining step placement, the bargaining unit employee shall be placed on a step not less than the value of five percent (5%) greater than the previous base salary plus stipend.

SECTION 5. Employee Education Plan (EEP) - An EEP is a plan that states clear educational goals, objectives, and a list of courses to achieve the stated goals and/or objectives and the timeline to complete the plan.

An EEP is only required when an ~~an~~ bargaining unit employee is requesting District tuition reimbursement and/or CPGU credit for degree-related courses.

EEP Approval Process

- A. ~~Bargaining unit~~ Employees requesting tuition reimbursement and/or CPGU credit shall prepare an EEP and email a completed EEP (Appendix N) to, ~~available online on the Classified Staff Development website and in the Collective Bargaining Agreement (Appendix N).~~ ~~Bargaining unit~~ ~~Employees shall submit the “Employee Education Plan” to the Office of Human Resources for approval.~~
- B. ~~The Office of~~ Human Resources shall will review and notify the ~~bargaining unit~~ employee, in writing, of the approval or denial of the EEP decision, in writing, within fifteen (15) days and retain keep the original plan on file.
- C. The Classified Development Coordinator shall notify the Staff Development Governance Committee at its next scheduled meeting of all plans approved since its last meeting so that the approval can be reflected in the minutes.

SECTION 6. ~~Appeal Process for Denial of an EEP~~ ~~Employee Education Plan~~– An ~~bargaining unit~~ employee may appeal a denial of an EEP ~~Employee Education Plan that was denied~~ to the Professional Growth Committee (see Section 11). The procedure for the appeal is as follows:

- A. Within ten (10) ~~working~~ days, an ~~bargaining unit~~ employee shall submit a memo to ~~the Office of~~ Human Resources requesting an appeal of the denial of the EEP. ~~District’s recommendation, if denied. The Office of~~ Human Resources shall immediately notify the Chair of the Professional Growth Committee (PGC).
- B. The Professional Growth Committee (PGC) shall will review the appeal and ~~render issue~~ a written decision to the bargaining unit employee within ten (10) days.
- C. ~~A written explanation of the decision shall be forwarded to the bargaining unit employee within ten (10) days.~~
- D. If the appeal is ~~not denied~~ granted, the ~~bargaining unit~~ employee may forward ~~it~~ a second appeal to the Superintendent/President for a final decision.
- E. The Superintendent/President shall provide the bargaining unit employee, the PGC, and Human Resources with a written decision regarding the second appeal ~~communicate the decision, in writing to the bargaining unit employee, the Office of Human Resources, and the PGC~~ within twenty (20) days.

SECTION 7. Tuition Reimbursement Eligibility - Only completed college courses ~~shall~~ **will** be considered for tuition reimbursement.

- A. ~~Bargaining unit~~ Employees taking approved classes on District time or on the ~~bargaining unit~~ employee's own time (Personal Necessity Time, Vacation Time, Personal Time Without Pay, and Non-~~duty~~ **work hours** Time) are eligible to receive tuition reimbursement subject to budget limitations.
- B. An ~~bargaining unit~~ employee ~~shall~~ **cannot** receive staff development funds ~~under this Article~~ for tuition reimbursement if the ~~bargaining unit~~ employee is receiving reimbursement from any other source for the same activity.

SECTION 8. Tuition Reimbursement Procedures

- A. Upon completion of approved courses, classes, seminars, or job-related training, it is the responsibility of the ~~bargaining unit~~ employee to provide verification of completion with a transcript or acceptable certificate of completion and the Tuition Reimbursement Form (**Appendix N1**) to the Classified Development Coordinator. Within ten (10) days, ~~the Office of~~ Human Resources and the Classified Development Coordinator shall verify the documentation, approve reimbursements within established budgetary guidelines, and send verification of earned CPGUs to the ~~bargaining unit~~ employee. The ~~bargaining unit~~ employee shall receive a reimbursement check within fifteen (15) days from Accounts Payable upon receiving the expenditure approval. Tuition is reimbursed up to \$300 per ~~bargaining unit~~ employee, per academic year.

SECTION 9. Approved Course Sites - Approved course work may be taken at:

- A. Any accredited college/university
- B. Any accredited community college
- C. Any state approved private industry school
- D. Any approved seminar site or school

SECTION 10. Courses Allowed – Any number of courses may be taken during an ~~bargaining unit~~ employee's non-~~duty~~ **work** time. A permanent ~~bargaining unit~~ employee may take up to two (2) courses per semester, during their ~~scheduled~~ **working** hours, providing the following conditions are met:

- A. Operational needs of the ~~bargaining unit~~ employee's department are

met.

- B. The courses are taken according to the provisions set forth ~~by the PGC~~ in this article.
- C. An ~~bargaining unit~~ employee may be excused from scheduled work hours duty to take one (1) approved course or class a semester on ~~D~~istrict time.
- D. An ~~bargaining unit~~ employee may also take a second course or class using one (1) or a combination of the following time plans:
 - 1. Personal Necessity Leave
 - 2. Vacation Time
 - 3. Personal Time Without Pay

Request for time-off for any Professional Growth Development Courses must be approved by the ~~Ss~~upervisor. If a time schedule cannot be agreed upon, CSEA and the District shall meet to discuss a resolution.

SECTION 11. Professional Growth Committee - The Professional Growth Committee convenes as needed to ensure that the greater majority of all problems and unaddressed contingencies are dealt with by a knowledgeable group during the program's operation. The Professional Growth Committee shall be composed of five (5) people. All appointments shall will be for a two (2) year term.

- A. CSEA shall will appoint two (2) classified employees.
- B. The Superintendent/President shall will appoint two (2) managers: one (1) classified and one (1) educational certificated.
- C. The appointed members shall will mutually select one (1) confidential employee.
- D. The Vice President of Human Resources or designee and Classified Development Coordinator shall will serve as non-voting resource members.

Tentatively agreed on: March 30, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova
Saodat Aziskhanova, Chief Negotiator

AR
Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE XXII – CONTRACTING OUT

SECTION 1. Restriction on Contracting Out - During the duration ~~life~~ of this Agreement, the District ~~shall agree that it will~~ not contract out work which has been customarily and routinely performed by ~~classified bargaining unit~~ employees ~~in the bargaining unit~~ unless permanent bargaining unit employees ~~personnel~~ are not available to meet emergencies ~~or normal and recurring employment needs of the District. The District shall comply with the -and all other-~~ provisions set forth in Education Code §88003.1. The District shall notify the CSEA Chapter President, or designee, in writing of the District's intention to contract out.

SECTION 2. Bargaining Unit Work - No supervisory or management employee may perform any work within the job description of a bargaining unit employee which will result in the displacement, reduction of hours, transfer or reassignment of any bargaining unit employee. When contractors are utilized, duties that are assigned to a current bargaining unit classified employee shall not be assigned to the contractors, unless the District and CSEA meet and negotiate confer.

Contractors ~~shall will~~ have a defined Scope of Work for each job assigned. Contractors shall not be hired to address ongoing workload increase for any bargaining unit classified employee.

SECTION 3. Emergencies – The District may contract out work without prior notification due to emergency conditions that may prevent the stoppage of public business which may include but is not limited to:

~~A. Sudden and unexpected turn of events calling for immediate action such as fire, flood, impassable roads, an epidemic, an earthquake resulting in damage, and the imminence of a major safety hazard.~~ "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the community college district. The frequency of appointment, length of employment, and the circumstances

appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process. (See 88003.1, (b)(5)).

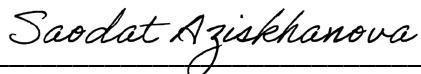
B. The need to make immediate repairs because of the unexpected breakage or malfunction of essential equipment when the repairs cannot be made by bargaining unit employee unit members on either a regular, overtime basis, or callback basis.

SECTION 4. Terms of Contract Service – If the term of the contract service exceeds 60 working days, the staffing needs of the department must be reassessed for additional permanent staffing.

SECTION 5. ~~Community Service Workers~~ ~~The District agrees to refrain from the utilization of Community Service Workers referred by the Courts or any other program for any purpose which would displace permanent classified employees. Such workers shall be closely supervised to maintain the safety of District employees and security of District property.~~

Tentatively agreed on: March 16, 2022

FOR THE ASSOCIATION



Saodat Aziskhanova, Chief Negotiator



03/23/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT



Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE XXIII – SAFETY CONDITIONS

SECTION 1. Performing Work – Bargaining unit ~~E~~employees shall not be required to work under unsafe conditions or to perform tasks that are unsafe. The District shall make every reasonable effort to provide employment and working conditions which are as safe and healthy as the nature of the employment and assigned duties permit. Bargaining unit ~~employees members~~ shall make every reasonable effort to perform work safely.

SECTION 2. Reporting Unsafe Conditions - Any bargaining unit ~~employee member~~ who observes a working condition that is unsafe and/or that may endanger their health or the health of others shall report the condition to their immediate supervisor, orally or in writing, including the grounds for believing the condition is unsafe. A bargaining unit ~~employee member~~ shall not be discriminated against for reporting an unsafe condition in accordance with Section 1.

SECTION 3. Policies and Regulations - The District shall maintain Board Policies and Administrative Regulations that define and commit to providing a safe, nondiscriminatory, sexual harassment-free, and violence-free work environment. The adopted Board Policies and Administrative Regulations may be accessed at ~~Glendale.edu~~ www.glendale.edu

SECTION 4. Required Equipment and Sanitation Supplies

- A. Required Equipment: The District shall provide and maintain all required safety equipment and materials, including any safety attire that the District may require of certain departments, to meet regulatory safety standards necessary for bargaining unit ~~employees members~~ to complete their assigned duties in a safe and healthy manner.
- B. Sanitation Supplies: The District shall also ensure that its facilities have the necessary sanitation supplies such as soap and water, disposable towels or tissues, hand sanitizer, appropriate face coverings, and other sanitation supplies deemed necessary by the District for bargaining unit ~~employees members~~ to complete their assigned duties in a safe and healthy manner.

SECTION 5. Safety Training and Release Time

- A. Safety Training: The District shall provide bargaining unit employees members with mandatory job-related safety training (i.e. tools and equipment, occupational hazards, emergency response, first aid, handling of toxic materials, asbestos abatement, clean-up of bodily fluids) to safely and effectively perform their assigned duties. The District shall also train bargaining unit employees members, working onsite, in public health measures, hygiene, and sanitation to help prevent the spread of pandemic illness flus.
- B. Release Time: Bargaining unit employees members shall be released to attend these trainings mentioned above (Section 5.A.) which shall be provided during their normal working hours. Bargaining unit employees members who work evening or night shifts, shall receive appropriate compensation for receiving this training if they are required to attend a training that is not during their normal working hours.

SECTION 6. Security/Disaster/Evacuation Plans - The District shall make available to all bargaining unit employees members current plans and procedures regarding campus security, evacuation procedures/routes, disasters, etc. to ensure that all bargaining unit employees members are fully informed and have the expectation for a safe working environment.

SECTION 7. Campus Evacuation - If an evacuation of District property is ordered, bargaining unit employees members shall not suffer a loss of pay during the period of such evacuation.

SECTION 8. Safety and Supervision –The District shall strive to provide proper on-campus supervision and campus police protection when bargaining unit employees members are on duty.

A. Cameras

By the first working day in September 1st of each year, the District shall provide CSEA with a list of all cameras and their locations on District properties

1. Camera recordings (digital and printed) may only be accessed by the Glendale Community College District's Police Department, the Superintendent/President or designee, and/or the Districts' legal counsel for the sole purpose of investigating alleged criminal activity.

2. Camera recordings of bargaining unit ~~employees~~ ~~members~~ shall only be used in cases of alleged criminal activity, and not for evaluations or disciplinary actions.
3. All District properties shall display sufficient signage throughout indicating that security cameras are recording.

B. Digital Locks

1. Digital lock data may only be accessed by the Glendale Community College District's Police Department, the Superintendent/President or designee, and/or the Districts' legal counsel for the sole purpose of investigating alleged criminal activity.
2. Digital lock data recording the coming and going of bargaining unit ~~employees~~ ~~members~~ shall only be used in cases of alleged criminal activity, and not for evaluations or disciplinary actions.

Tentatively agreed on: April 13, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator



04/20/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE XXIV – RETIREMENT

SECTION 1. Early Retirement Health Benefits - The District ~~shall will~~ pay up to a maximum of ten thousand two hundred dollars (\$10,200) per fiscal year for the medical, dental and vision insurance of the retiring bargaining unit employee and ~~their his/her~~ spouse, domestic partner, or eligible dependent, providing the following conditions are met:

- A. The bargaining unit employee ~~shall must~~ have been employed as a bargaining unit regular employee for nine (9) or more years of consecutive service in the District immediately prior to retirement.
- B. The bargaining unit employee ~~shall must~~ have been eligible to participate in and covered under one (1) of the District sponsored medical, dental or vision insurance plans in effect ~~force~~ immediately prior to retirement.
- C. To be eligible for ~~this early retirement~~ benefits under provisions of this Section, the bargaining unit employee must retire at or after age fifty-five (55) but before age sixty-five (65).
- D. Bargaining unit ~~Ee~~ employees who elect coverage under provisions of this Section shall notify the District Administrative Services Accounting Office at the time of retirement and annually thereafter.

1. In accordance with Article IX , Health and Welfare Benefits,
~~T~~the District ~~shall will~~ pay the premium ~~for to~~ the medical, dental, and vision insurance plans company with which the bargaining unit employee was covered at the time of retirement. Such payment shall begin for the retiring employee beginning at the time of retirement ~~or at the beginning of the following year of coverage, whichever is applicable~~. The District ~~shall will~~ cease payment of medical insurance premium when the bargaining unit employee reaches the age of sixty-five (65).

2. The retired bargaining unit employee may also elect to pay the premium for ~~their his/her~~ dependent(s), starting at age fifty-five

(55) until the age of sixty-five (65). Payments must be made directly to the District **Administrative Services Accounting Office**.

3. The initial payment **for dependent(s) coverage** shall be received on or before September 1 of each year and continued on a regular monthly basis for a total of ten (10) payments, with the additional payments to be received on or before the first (1st) day of the months of October through June of each year. Failure to make payments may result in the cancellation of retiree benefits.

4. For **bargaining unit** employees retiring between the age of fifty-five (55) and sixty (60), one (1) additional year of premiums for medical, dental and vision insurance coverage, as outlined in this section, **shall will** be paid by the District.

5. The **additional** years of **medical, dental and vision insurance** coverage are illustrated in the chart below:

Retirement Age	Maximum age of Coverage	Years of Coverage
55	70	15
56	69	13
57	68	11
58	67	9
59	66	7
60	65	5
61	65	4
62	65	3
63	65	2
64	65	1
65	65	0

SECTION 2. Cash in lieu of Early Retirement Benefits

A. A **retirede bargaining unit employee** who has elected medical, dental and vision plans **external to District administered plans provided by another agency** and **chooses elects** not to participate **early retirement benefits delineated in Section 1 in the Districts paid program**, may choose one of the following:

1. A payment toward the premiums of the CALPERS Long Term Care Program for the retired **bargaining unit** employee and **his/her their** eligible spouse. In the event the premiums for

the CALPERS program exceed \$10,200, the bargaining unit employee must provide the District with a check for the difference prior to the annual premiums.

2. A payment equal to fifty percent (50%) of the value of the existing medical, dental and vision allowance. The payment shall be two installments occurring in January and July. Each installment shall be for the previous six month period. The option is only valid if the retiree opts out of all three plans (medical, dental, vision).
- B. A retired bargaining unit employee who chooses the cash in lieu benefit shall complete and sign the "Opt-out District Health Plan Agreement" at least 45 days before the benefit is to begin. Retiree participation always begins on the first day of the month and ends on the last day of the month of either the retiree's death or sixty-fifth birthday.
- C. In the event a retiree loses medical, dental and vision benefits from the other agency, ~~he/she~~ they may re-enroll in the District's plan if proof of termination is provided to the District within 30 days of loss of coverage from the other plan. The effective date of the re-enrollment shall ~~will~~ be on the first day of the following month. If receipt of notification is provided after the 30 day period, the retiree must wait until the next open enrollment period for coverage in the District's plan.

SECTION 3. District Obligation Under this Article - The District's obligations under this Article shall be ~~are~~ limited to payment of the premiums or sums indicated ~~above~~. All terms and conditions of the various programs available pursuant to this Article ~~are to~~ shall be determined by the medical, dental, and vision insurance carriers' ~~respective~~ plans, and are to be resolved between the insurance plans carrier and the retired bargaining unit employee member. All disputes with respect to the insurance plan carriers' administration of such programs ~~are~~ shall not ~~be~~ the responsibility of the District, and ~~are~~ shall not subject to the grievance and arbitration procedures of Article VI, Grievance Procedures of this Agreement.

SECTION 4. Supplemental Medical Coverage - The District shall contribute two hundred dollars (\$200) a month toward supplemental medical coverage for a retired bargaining unit employees who ~~has~~ have worked for the District nine (9) or more consecutive years. This payment shall be made in a lump sum at the beginning of ~~the~~ each fiscal year for a ten (10) year period. This provision is not retroactive.

SECTION 5. ~~The District shall inform all Cal-PERS retirees, prior to re-employment that they need to contact Cal-PERS to ensure that their re-employment by the District does not negatively impact their retirement.~~

SECTION 6. **Other Retirement Benefits**

Bargaining unit Employees retiring shall be eligible for the following:

- A. Lifetime use of GCC email account
- B. Card for free admission to all GCC student performances and athletic events
- C. Lifetime GCC Library card
- D. Lifetime use of the Fitness Center during operational hours
- E. Lifetime exemption from all **college District** authorized, permissive student fees, ~~health fee~~, and student ID fee
- F. Parking permit

Tentatively agreed on: May 11, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

Angela Reyes

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE XXV – CONCERTED ACTIVITIES

- SECTION 1. Work Stoppage** - Apart from and in addition to existing legal restrictions upon work stoppages, ~~CSEA the Association hereby~~ agrees that neither it nor its officers, agents, or representatives, or persons acting in concert with any of them, shall incite, encourage, participate in or condone any strike, sickout, walkout, slowdown, or other work stoppage of any nature ~~whatsoever~~ during the duration life of this Agreement for any cause or dispute ~~whatsoever~~, without regard to whether their underlying dispute is subject to the grievance provisions of Article VI or ~~to a~~ PERB proceedings, ~~or to the other proceedings~~. In the event of any such work stoppage or threat of a work stoppage thereof, ~~CSEA the Association~~ and its officers, agents and representatives shall take all reasonable steps within their control to end it or discourage it.
- SECTION 2. Encouraging or Participating in Work Stoppage** - Any bargaining unit employee who incites, encourages or participates in any such work stoppage (See Section 1) shall be subject to discipline, ~~to and~~ including termination.
- SECTION 3. Lockout** - The District shall not engage in any lockout of bargaining unit employees during the life of this Agreement. A lockout is a refusal to permit employees to perform previously assigned work in an effort to force bargaining concessions from ~~CSEA the Association~~; it does not include matters such as layoffs, program curtailments, or emergency shutdowns.

Tentatively agreed on: April 13, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator



04/20/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

ARTICLE XXVI – DURATION AND TERMINATION

SECTION 1. Effective Date - This Agreement shall be for a three-year duration becoming effective as of July 1, ~~2018~~ ~~2022~~ 2021, and continuing through June 30, ~~2021~~ ~~2025~~ 2024.

SECTION 2. Limited Re-openers - No later than August 15 ~~in~~ of each year of this Agreement, ~~either CSEA and the District party~~ may submit initial proposals to re-open two (2) ~~Articles~~ in addition to Article VIII-Wages, Article IX-Health and Welfare Benefits and Article XVIII-Disciplinary Procedures. Additional re-openers may be considered if mutually agreed to by ~~both parties~~ CSEA and the District. Initial proposals must be sunshined at the next available Board of Trustees ~~meeting~~ in order to commence negotiations no later than October 1 of each year.

During the duration of this Agreement ~~both parties~~ CSEA and the District agree in principle to review the ~~contract Agreement~~ layout and to consolidate sections ~~or unnecessary sections~~ without changing the content of the Agreement.

Such limited re-openers shall not affect the validity or duration of this Agreement. Such limited re-opener negotiations shall be subject to the negotiations obligations of the E.E.R.A. Education Employment Relations Act (Government Code §§ 3540-3549.3) and are not subject to the Grievance Procedures (Article VI).

SECTION 3. Agreement Remains in Status Quo During Negotiations Remains in Effect - If the parties have not reached an agreement on or before the Agreement expiration anniversary date, ~~or the re-opener date~~, all provisions of ~~theis~~ Agreement shall remain in effect., ~~unless the Agreement is specifically terminated in accordance with the provisions listed below in.~~

SECTION 4. Intent to Terminate - At any time after the anniversary date, if no agreement has been reached, either party may give written notice to the other of intent to terminate the Agreement in not less than ten (10) days. All provisions of the Agreement shall remain in full force and effect until the specified time has elapsed. During this period, attempts to reach an agreement shall be continued.

SECTION 5. Termination of Agreement— If the parties have failed to resolve their differences when the specified time, provided in Section 4 above, has elapsed, all obligations under this Agreement are automatically canceled.

Tentatively agreed on: May 4, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

AR

05/11/22

Angelica Reyes,

CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

CLASSIFIED EMPLOYEES SALARY SCHEDULE
Effective July 1, 2021

Row							LONGEVITY*			
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
1	2330.23	2446.68	2569.06	2697.47	2832.34	2973.95	3122.65	3278.78	3442.72	3683.72
2	2388.49	2507.91	2633.30	2764.94	2903.17	3048.34	3200.75	3360.79	3528.82	3775.84
3	2448.15	2570.56	2699.11	2834.07	2975.78	3127.07	3283.41	3447.59	3619.99	3873.39
4	2509.40	2634.89	2766.61	2904.97	3050.21	3202.75	3362.88	3531.05	3707.56	3967.10
5	2572.16	2700.79	2835.76	2977.62	3126.47	3282.78	3446.91	3619.28	3800.22	4066.23
6	2636.45	2768.21	2906.66	3052.06	3204.60	3364.87	3533.10	3709.76	3895.26	4167.93
7	2702.36	2837.45	2979.38	3128.29	3284.72	3448.96	3621.41	3802.48	3992.59	4272.08
8	2769.88	2908.37	3053.83	3206.54	3366.86	3535.17	3711.91	3897.50	4092.40	4378.87
9	2839.14	2981.08	3130.17	3286.67	3450.99	3623.60	3804.75	3995.00	4194.76	4488.39
10	2910.09	3055.63	3208.40	3368.81	3537.26	3714.11	3899.86	4094.83	4299.55	4600.52
11	2982.85	3131.98	3288.64	3453.03	3625.70	3806.99	3997.30	4197.19	4407.04	4715.53
12	3057.45	3210.28	3379.90	3539.34	3716.30	3902.10	4097.21	4302.07	4517.17	4833.37
13	3133.87	3290.61	3455.11	3627.90	3809.26	3999.78	4199.77	4409.74	4630.22	4954.34
14	3212.22	3372.87	3541.49	3718.60	3904.52	4099.76	4304.74	4519.97	4745.97	5078.19
15	3292.53	3457.17	3629.99	3811.49	4002.05	4202.18	4412.27	4632.88	4864.53	5205.06
16	3374.88	3543.59	3720.80	3906.82	4102.18	4307.28	4522.64	4748.80	4986.22	5335.26
17	3459.23	3632.20	3813.80	4004.45	4204.67	4414.89	4635.62	4867.41	5110.79	5468.54
18	3545.71	3723.02	3909.14	4104.62	4309.86	4525.35	4751.62	4989.18	5238.67	5605.36
19	3634.34	3816.05	4006.88	4207.22	4417.58	4638.43	4870.36	5113.88	5369.60	5745.46
20	3725.19	3911.52	4107.09	4312.38	4528.00	4754.41	4992.14	5241.74	5503.83	5889.10
21	3818.34	4009.26	4209.71	4420.22	4641.23	4873.30	5116.95	5372.82	5641.45	6036.37
22	3913.76	4109.47	4314.96	4530.70	4757.20	4995.12	5244.89	5507.11	5782.48	6187.26
23	4011.64	4212.20	4422.80	4643.93	4876.10	5119.93	5375.91	5644.70	5926.96	6341.82
24	4111.88	4317.51	4533.35	4760.08	4998.03	5247.95	5510.38	5785.89	6075.18	6500.45
25	4214.72	4425.48	4646.71	4879.08	5123.08	5379.17	5648.13	5930.52	6227.07	6662.94
26	4320.08	4536.13	4762.92	5001.08	5251.12	5513.70	5789.37	6078.85	6382.78	6829.58
27	4428.10	4649.54	4881.98	5126.10	5382.39	5651.54	5934.10	6230.82	6542.34	7000.31
28	4538.81	4765.69	5004.00	5254.20	5516.88	5792.78	6082.40	6386.53	6705.87	7175.28
29	4652.31	4884.88	5129.15	5385.57	5654.89	5937.61	6234.49	6546.23	6873.53	7354.69
30	4768.56	5006.99	5257.35	5520.20	5796.21	6086.06	6390.36	6709.90	7045.41	7538.57
31	4887.81	5132.23	5388.83	5658.28	5941.15	6238.22	6550.14	6877.66	7221.52	7727.03
32	5009.97	5260.47	5523.51	5799.69	6089.65	6394.16	6713.84	7049.53	7402.01	7920.16
33	5135.25	5391.97	5661.62	5944.65	6241.90	6553.98	6881.68	7225.80	7587.08	8118.17
34	5263.62	5526.78	5803.17	6093.34	6398.02	6717.91	7053.80	7406.49	7776.81	8321.19
35	5395.20	5664.97	5948.20	6245.62	6557.89	6885.76	7230.05	7591.55	7971.12	8529.10
36	5530.07	5806.57	6096.88	6401.79	6721.89	7057.97	7410.86	7781.39	8170.46	8742.39
37	5668.35	5951.77	6249.37	6561.83	6889.96	7234.44	7596.18	7975.97	8374.78	8961.02
38	5810.14	6100.56	6405.56	6725.87	7062.12	7415.23	7786.00	8175.28	8584.08	9184.96
39	5955.35	6253.09	6565.69	6894.03	7238.77	7600.72	7980.75	8379.78	8798.76	9414.67
40	6104.18	6411.23	6729.86	7066.33	7419.70	7790.65	8180.18	8589.19	9018.65	9649.96
41	6256.83	6569.63	6898.09	7243.02	7605.18	7985.43	8384.71	8803.92	9244.14	9891.22
42	6413.17	6733.86	7070.53	7424.04	7795.19	8185.04	8594.30	9024.00	9475.22	10138.47
43	6573.50	6902.20	7247.30	7609.63	7990.15	8389.65	8809.13	9249.60	9712.07	10391.91
44	6737.84	7074.75	7428.50	7799.85	8189.91	8599.37	9029.35	9480.80	9954.85	10651.69
45	6906.28	7251.63	7614.19	7994.85	8394.67	8814.37	9255.07	9717.82	10203.73	10917.99

46	7077.21	7432.91	7804.52	8194.73	8604.49	9034.74	9486.46	9960.78	10458.82	11190.93
47	7255.94	7618.71	7999.64	8399.61	8819.60	9260.59	9723.63	10209.81	10720.30	11470.73
48	7437.30	7809.14	8199.64	8609.59	9040.08	9492.09	9966.68	10465.02	10988.26	11757.44

*Longevity based on years of service with the District - Advancement after the completion of the listed years: 5% (Step 7)= 9 yrs, 5% (Step 8)=14 yrs, 5% (Step 9)=19 yrs, 7% (Step 10)=24 yrs

Continuing Professional Growth Stipends ~~\$ 25~~ Per 20 CPGU, Maximum \$300

Tentatively agreed on: April 13, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

 4/20/22

Angelica Reyes,

CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

**Appendix B2
Professional Growth Stipend Schedule**

Professional Growth Unit Increments	Professional Growth Stipend Amount Per Unit Increment(s) Earned	Professional Growth Unit Increment(s) Multiplied By Professional Growth Stipend; Total Professional Growth Monthly Stipend
20 units = 1 Increment	\$25.00	# of increments x Professional Growth Stipend Amount = Total Professional Growth Monthly Stipend Example: 7 increments (140 CPGUs) x \$25.00 = \$175.00 Professional Growth Monthly Stipend
40 units = 2 Increments		
60 units = 3 Increments		
80 units = 4 Increments		
100 units = 5 Increments		
120 units = 6 Increments		
140 units = 7 Increments		
160 units = 8 Increments		
180 units = 9 Increments		
200 units = 10 Increments		
220 units = 11 Increments		
240 units = 12 Increments		

Upon bargaining unit ratification and Board of Trustee adoption, Appendix B2 shall be updated based on negotiated increases to stipend amounts.

Tentatively agreed on: March 30, 2022

FOR THE ASSOCIATION

Saadat Aziskhanova
Saodat Aziskhanova, Chief Negotiator


Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

Appendix "C"
CLASSIFIED CLASSIFICATIONS AND SALARY RANGES

Bargaining Unit Classification: one or more classifications in the bargaining unit that have the same designated title and minimum qualifications, and share a common salary range.

Classification Series: a group of hierarchical classifications which are closely related and in which the higher classifications within the series require the skills, knowledge and abilities necessary to perform any of the duties of any lower classification within the series.

Classification Family: classifications, and classification series, which are related to one another by the nature of the general duties performed, and which require somewhat similar knowledge, skills and abilities.

Classifications and Salary Ranges: The Classified classifications (job titles) and salary ranges are listed below.

The District shall have the right to create new positions as needed.

ADMINISTRATIVE SERVICES CLASSIFICATION FAMILY	
<u>Accounting Classification Series</u>	Range
Accounting Clerk	22
Senior Accounting Clerk	27
Student Fees Assistant Technician	27
Accounting Technician	31
Employee Benefits Technician	31
Payroll Technician	31
Student Employment Services Technician	31
Student Fees Technician	31
Grants Accounting Specialist	33
Accountant Foundation	36
Assistant District Accountant	40
Foundation Accountant & Business Operation Specialist	42
<u>Administrative Services Classification Series</u>	
Office Assistant I	14
College Information Operator	16
<u>Administrative Services Classification Series (continued)</u>	Range
Instructional Services Specialist	31
Instructional Support Specialist	31
<u>Marketing Classification Series</u>	
Graphic Designer	32
Public Information Coordinator	36
Sports Information and Development Coordinator	36
Computer Graphics Analyst	40
Web Coordinator	40
<u>Business Services Classification Series</u>	
Business Services Technician	31
Senior Business Services Technician	35
<u>Mail Services Classification Series</u>	
Mail Services Worker	15

Office Assistant II	17
Office Assistant III	20
Faculty Development Assistant	23
Administrative Assistant I	24
Administrative Assistant II	27
Administrative Assistant III	31
Governance Office Coordinator	31

Senior Mail Services Worker	22
<u>Document Services Classification Series</u>	
Senior Document Services Assistant	24
Lead Reprographics Technician	27
<u>Human Resources Classification Series</u>	
Human Resources Assistant	23
Human Resources Generalist	31
Senior Human Resources Generalist	36

ATHLETICS CLASSIFICATION FAMILY

<u>Athletic Equipment Classification Series</u>	
Athletic Equipment Attendant	18

<u>Athletic Trainer Classification Series</u>	
Assistant Athletic Trainer	21
Fitness Center Technician	28
Athletic Trainer	35

CAMPUS SECURITY CLASSIFICATION FAMILY

<u>Campus Police Classification Series</u>	
Police Communication & Record Specialist	26
Police Officer Trainee	29

<u>Campus Police Classification Series (continued)</u>	
Police Officer	37
Police Corporal	42

COMPUTER CLASSIFICATION FAMILY

<u>Computer Labs Classification Series</u>	
Assistant Computer Lab Technician	24
Computer Lab Technician	30
Senior Computer Lab Technician	36
Engineering Lab Specialist	40

<u>Information Technology Support Classification Series</u>	
IT Support Specialist	36
Senior IT Support Specialist	40

<u>Computing Classification Series</u>	
Computer Graphics Analyst	40
Web Coordinator	40
Network Administrator	44
Database Administrator	48
Computer System Administrator	48

<u>Instructional Computer Labs Classification Series</u>	
Assistant Instructional Computer Lab Technician	23
Instructional Computer Lab Technician	28
Senior Instructional Computer Lab Technician	33

<u>Programming Classification Series</u>	
Programmer/Analyst	44
Programmer/Analyst II	46

<u>Custodial Classification Series</u>	
Custodian	16
Senior Custodian	20
Utility Worker	22
Head Custodian	24
Lead Utility Worker	28
Senior Head Custodian	29
<u>Gardening Classification Series</u>	
<u>Facilities Maintenance Classification Series</u>	
Skilled Crafts Maintenance Worker I	29
HVAC Technician	34
Electrician	34
Plumber	34
Lock Smith	34
Skilled Crafts Maintenance Worker II	34
<u>Receiving Classification Series</u>	

Gardener	18	Warehouse Worker	22
Head Gardener	24	Lead Warehouse Worker	29

FOOD SERVICES FAMILY			
<u>Food Services Series</u>	Range		
Cook	40		
Lead Food Services Worker	45		

INSTRUCTIONAL ASSISTANCE CLASSIFICATION FAMILY			
<u>Child Development Classification Series</u>	Range	<u>Instructional Technology Support Classification Series</u>	Range
Child Dev. Center Front Desk Assistant	12	Assistant Instructional Technology Support Specialist	23
Early Childhood Educator	17	Instructional Technology Support Specialist	38
Master Early Childhood Educator	26		
<u>Instructional Assistant Classification Series</u>		<u>Library Classification Series</u>	
Instructional Aid	12	Library and Learning Support Assistant	17
DSPS Student Assistant	17	Library Technician I	23
Assistant Instructional Lab Technician	23	Library Technician II	25
Assistant Science Lab Technician	23	Library Computer Systems Coordinator	40
Emergency Medical Lab Technician	25		
Ceramic/Art Lab Technician	28	<u>Performing Arts Classification Series</u>	
Instructional Lab Technician	28	Performing Arts Assistant Technician	22
Nursing Resources Lab Assistant	28	Performing Arts Technician	30
Photography/Art Lab Technician	28		
Science Lab Tech	28		
Senior Instructional Lab Technician	33		
Computer Administrator Planetarium Tech Specialist	44		

DATA OPERATIONS CLASSIFICATION SERIES	
<u>Data Operations Specialist</u>	<u>Range</u> <u>35</u>

STUDENT SUPPORT CLASSIFICATION FAMILY

Research Classification Series

Planning and Research Analyst	38

<u>Admission & Records Classification Series</u>	Range	<u>Student Services Classification Series</u>	Range
Enrollment Services Assistant	18	Student Services Assistant I	17
Enrollment Services Technician	23	Student Assessment Assistant	20
~~Enrollment Services Shift Lead~~	~~27~~	Student Services Assistant II	23
Enrollment Service Support Technician	31	Student Assessment Technician	26
Veterans Center Coordinator	31		

Senior Enrollment Services Specialist	36
Senior Enrollment Services Support Technician	36
<u>Financial Aid Classification Series</u>	
Financial Aid Data Assistant	21
Financial Aid Assistant Technician	23
Financial Aid Audit Technician	30
Financial Aid Technician	31
Senior Financial Aid Technician	36
<u>Operations Analyst Classification Series</u>	
Operations Analyst	40
<u>Interpreter Classification Series</u>	
Lead Interpreter/Coordinator	36

Student Services Technician	31
Senior Student Services Technician	35
Student Services Program Coordinator	36
Senior Coordinator International Student Program	38
Senior Coordinator Student Services Program	38
<u>Assistive Technology Support Services Classification Series</u>	
Alternate Media Service Provider	38
<u>Student Support Clerk Classification Series</u>	
Health Clerk	10
Health Clerk II	17
Program Assistant	17
Nursing Program Specialist	28
Program Specialist	28
<u>Nursing Classification Series</u>	
Nurse Associate	37

Tentatively agreed on: June 1, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator



06/01/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

APPENDIX "D1"
2022-2023 CLASSIFIED EMPLOYEES WORK CALENDAR

MONTH	HOLIDAY	College Closed	DAYS IN PAID SERVICE
JULY	07/04/22		20
AUGUST			23
SEPTEMBER	09/05/22		21
OCTOBER			21
NOVEMBER	11/11/22 11/24/22 11/25/22	11/26/22*	19
DECEMBER	12/23/22 12/27/22 12/28/22 12/29/22 12/30/22 12/31/22		16
JANUARY	01/02/23 01/16/23		20
FEBRUARY	02/17/23 02/20/23		18
MARCH	03/31/23		22
APRIL	04/24/23		19
MAY	05/29/23		22
JUNE	06/19/23		21
TOTAL DAYS IN PAID SERVICE =			242

9 MONTH EMPLOYEES work from 07/01/22 - 06/30/23

- Vacation days shall be used for Spring break (4/17/23 — 4/22/23) and December non-work days.
- 9 month employees take the equivalent of three months (consecutive weeks) off between the months of June and August.

10 MONTH EMPLOYEES work from 07/01/22 - 06/30/23

- Vacation days shall be used for Spring break (4/17/23 — 4/22/23)
- 10 month employees take the equivalent of two months (consecutive weeks) off between the months of June and August.

11 MONTH EMPLOYEES work from 07/01/22 - 06/30/23

- 11 month employees take the equivalent of one month (consecutive weeks) off between the months of June and August.

12 MONTH EMPLOYEES work from 07/01/22 - 06/30/23

* Employees scheduled to work on a Saturday, when a College is closed, shall revert to Monday-Friday work schedule the week prior or after the College closure. The rescheduled work hours should be within 15 days with mutual agreement between the employee and supervisor.

Note: Employees and supervisors can use the flex language of Article VII, Section 3(B) to provide for using in-lieu days for employees not directly attached to the Academic Calendar requirements.

Tentatively agreed on: May 25, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova
Saodat Aziskhanova, Chief Negotiator

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

 06/01/22
Angelica Reyes,
CSEA Labor Relations Representative

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

Appendix E1

[NeoGov Perform Software Link](#)

**GLENDALE COMMUNITY COLLEGE CLASSIFIED EMPLOYEE PERFORMANCE
EVALUATION**

Name: _____		Job Title: _____	
Dept: _____		Evaluation Period: _____	
		Next Evaluation Period: _____	

Employee Status:	Type of Evaluation:
☐ Permanent	☐ Regular ☐ Unscheduled
☐ Probation	☐ 2 month ☐ 5 month (Final)
	☐ Extension Date extended until: _____
	☐ Did not pass probation

Factor:	Performance Rating	
Indicate the performance rating by selecting the appropriate box for each factor.	Exceeds	Use comments to describe employee's strengths and weaknesses. A rating of "Unsatisfactory" requires a "Plan for Improvement" (see page 2). Additional comments may be attached on a separate sheet of paper.
	Meets	
	Needs Improvement	
	Unsatisfactory	
	Not applicable	

Overall Performance Rating: ☐ ☐ ☐ ☐ ☐ ☐	
1 QUALITY OF WORK Accurate, neat, thorough Complies with applicable procedures	Comments:
2 QUANTITY OF WORK Completes work as scheduled Handles a variety of tasks/projects	Comments:
3 WORK HABITS Attendance, observes work hours Observes safety rules & regulations Complies with work instructions Applies knowledge of applicable policies and procedures Organizes and completes work within established deadlines	Comments:
4 PERSONAL RELATIONS Interacts professionally and effectively with others	Comments:

Professional Presentation							
Manages difficult situations/people							
5 INITIATIVE							Comments:
Adapts to new situations or new work methods	☐	☐	☐	☐	☐	☐	
Performs duties with minimal instruction							
Performs duties with minimal supervision							
Informs supervisor of work status							
6 KNOWLEDGE							Comments:
Knowledge of job related laws, policies, procedures, and principles	☐	☐	☐	☐	☐	☐	
Understands related job tasks	☐	☐	☐	☐	☐	☐	
Provides accurate and appropriate information to inquiries	☐	☐	☐	☐	☐	☐	
7 COMMUNICATION							Comments:
Clear and concise verbal and written communication	☐	☐	☐	☐	☐	☐	
Uses appropriate tone and non verbal cues when communicating with others	☐	☐	☐	☐	☐	☐	
Respectfully listens to others	☐	☐	☐	☐	☐	☐	
8 SUPERVISORY ABILITY <u>WORK DIRECTION AND OVERSIGHT</u>							Comments:
Provides effective work direction and appropriate feedback	☐	☐	☐	☐	☐	☐	
~~Supervises~~ Oversees student workers	☐	☐	☐	☐	☐	☐	

Name: _____

Job Title: _____

Complete Section 1 (if applicable) by indicating any special projects, assignments, and/or training related to the employee's job and/or institutional/programmatic goals. Section 2 is required to be completed and include a Plan for Improvement for all "Unsatisfactory" performance ratings. Additional comments may be attached on a separate sheet of paper.

Section 1:

Indicate the employee's accomplishments (i.e. special projects, assignments, and/or training) during this evaluation period.

Section 2:

Plan for Improvement, if applicable (required for all "unsatisfactory" ratings).

Additional comments:

Employee's Signature: _____

Date: _____

Manager's Name: _____

Manager's Signature: _____

Date: _____

Note: Signing this form does not imply agreement with the content of the evaluation. The employee may submit a written response to this evaluation.

Send original to Human Resources Department. Make one copy for employee.

Rev 3/2022 ~~4/2016~~

Tentatively agreed on: March 16, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova
Saodat Aziskhanova, Chief Negotiator

AR 03/23/22
Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons
Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District**

APPENDIX "H"

CLASSIFIED EMPLOYEE ~~Flex~~ NON-TRADITIONAL WORKWEEK CONTRACT

Any deviation from the traditional five (5) day, forty (40) hour workweek is ~~by advance mutual consent of the employee and management, by written agreement~~ schedule must be agreed to in advance, by mutual consent, between the employee and ~~management supervisor~~, no less than five (5) working days prior to the start date of the ~~altered non-traditional~~ schedule (Article VII, Section 3B-1)

Name of Classified Employee: _____

Name of ~~Immediate Management~~ Supervisor: _____

Request for ~~Non-Traditional~~ ~~Flex~~ Workweek Schedule for the following period:

Start Date: _____ End Date: _____

Complete **1st WEEK** and **2nd WEEK** for 9/80 plan. Complete **1st WEEK** for 4/40 plan.

DAY OF WEEK		START TIME		END TIME		TOTAL HOURS	
1st		MONDAY		:		:	
W		TUESDAY		:		:	
E		WEDNESDAY		:		:	
E		THURSDAY		:		:	
K		FRIDAY		:		:	
2nd		MONDAY		:		:	
W		TUESDAY		:		:	
E		WEDNESDAY		:		:	
E		THURSDAY		:		:	
K		FRIDAY		:		:	

EMPLOYEE SIGNATURE

I approve the requested ~~Flex~~ Non-Traditional Workweek schedule.

DATE

MANAGEMENT SUPERVISOR SIGNATURE

DATE

RETURN COPY TO OFFICE OF HUMAN RESOURCES

Tentatively agreed on: February 2, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator

AK

03/02/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
Glendale Community College District

APPENDIX "J"

REQUEST FOR ~~OVERTIME SERVICES~~ COMPENSATORY TIME OFF FORM

At the sole discretion of the District, a bargaining unit employee may receive compensatory time off at a rate equal to one and one-half (1½) times the actual time worked in excess of their traditional or non-traditional workweek schedule ~~work performed in excess of eight (8) hours in any one (1) day or forty (40) hours in any one week.~~

~~(1) week is subject to overtime pay (CSEA contract Article VII, section 8).~~ In order to be eligible for ~~payment of overtime~~ you, must secure pre-approval from supervisor (Article VII, section ~~7C~~).

Employee's Name: _____ Dept.: _____

Date(s) of Hours Activity
Service Work To: From:

~~Payment of overtime is to be given either in the form of compensatory time-off or overtime pay solely at the District's discretion. Employees may check one box to request a type of payment.~~

~~Compensatory Time (Article VII, section 8 of the contract states that comp time must be used within 90 days from the time the work was performed)~~

~~Overtime Pay (see contract Article VII, section 8 or Article XI, section 3 for applicable rates of pay)~~

Approved compensatory time shall be taken within ninety (90) days from the time the work was performed, or, if not taken during this time, the bargaining unit employee shall receive monetary overtime compensation as delineated in Article VII, Hours of Assignment, Section 7A.

Approved

Not Approved: Reason _____

Employee Name:

Title:

Employee's Signature

Supervisor's Signature

Date

Date

Tentatively agreed on: April 13, 2022

FOR THE ASSOCIATION

Saadat Aziskhanova

Saadat Aziskhanova, Chief Negotiator

Angelica Reyes

04/20/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

**Tentative Agreement
Between CSEA and Its Glendale College Chapter 76
And
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**Appendix N1
Tuition Reimbursement Form**

Employee Name

Title

Department

Email

Work Phone

Tuition Reimbursement may not exceed \$300 per fiscal year. Requests for Tuition Reimbursement must be submitted in the fiscal year the coursework was completed.

Provide a list of pre-approved coursework for which you are seeking tuition reimbursement:

In order to receive Tuition Reimbursement payment, you must submit the following documentation:

- A copy of your approved Employee Educational Plan
- Transcript copy noting the completed coursework with a grade of 'C' or higher or credit
- Receipt for tuition and/or books

Total Amount of Tuition Reimbursement requested (not to exceed \$300):

Funding is subject to staff development budget limitations.

Employee Signature

Date

Email completed form and documentation noted in the bullets above to the Office of Human Resources.

Vice President, Human Resources

Date

Classified Tuition Reimbursement Account Code: 01-1000-0-675000-5890

Tentatively agreed on: April 13, 2022

FOR THE ASSOCIATION

Saodat Aziskhanova

Saodat Aziskhanova, Chief Negotiator



04/20/22

Angelica Reyes,
CSEA Labor Relations Representative

FOR THE DISTRICT

Victoria Simmons

Victoria Simmons, VP, HR, Chief Negotiator

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

NEW BUSINESS REPORT NO. 4 - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

SUBJECT: APPOINTMENT OF MEMBERS TO THE INDEPENDENT
CITIZENS' BOND OVERSIGHT COMMITTEE

DESCRIPTION OF HISTORY / BACKGROUND

An election was held in the Glendale Community College District on November 8, 2016 for the issuance and sale of general obligation bonds of the Glendale Community College District (the "District"). Measure GC was approved under Proposition 39 which requires that the District establish, populate and empower an independent citizens' bond oversight committee. The District previously had a bond oversight committee established for Measure G in connection with the issuance of bonds under Measure G. In December 2016 the Board expanded the responsibilities of the Glendale Community College District Independent Citizens' Bond Oversight Committee to include the review of expenditures of the Measure GC bond proceeds and approved Amended and Restated Bylaws which set forth the expanded powers and responsibilities of the Committee. The GCC Executive Vice President of Administrative Services serves as the chief college staff member in support of the work of the Committee.

Members of the committee may serve no more than three consecutive terms of two years each. Terms commence as of the date of the appointment by the Board of Trustees, with an effort to have terms run from July 1 – June 30.

Proposition 39 and the By-Laws require that the oversight committee consist of at least seven members representing the following areas:

- Local business organization
- Senior citizens' organization
- Taxpayer organization
- Currently enrolled student active in student government
- District support organization such as the College Foundation
- Community at-large (at least two)

The present composition of the Oversight Committee includes the following individuals:

First Term Members:

Nerses Aposhian (1 st term ending June 2022)	Community
Monica Campagna (1 st term ending June 2023)	Community
Daniel Kim (1 st term ending June 2022)	Community
Tina Parsegian (1 st term ending June 2023)	Community

Second Term Members:

Alex Parajon (2 nd term ending June 2022)	Community
Jennifer Quinonez–Skinner (2 nd term ending June 2022)	Community

Third Term Members

Roberta Hacopian (3rd term ending June 2022)	Senior Citizens Org.
Harry Leon (3rd term ending June 2022)	Taxpayers Org.
Zanku Armenian (3rd term ending June 2023)	Business Org.

Student Member for one-year term*

Vacant

Six members have terms expiring June 30, 2022; Nerses Aposhian, Daniel Kim, Alex Parajon, Roberta Hacopian, Harry Leon, and Jennifer Quinonez-Skinner. Two members of those members have reached the end of their term limits: Roberta Hagopian and Harry Leon. Two of those members do not seek reappointment: Nerses Aposhian and Jennifer Quinonez-Skinner.

According to the By-Laws of the Oversight Committee, the Superintendent/President is to make recommendations to the Board. Criteria considered in development of the recommendations are: 1. Proposition 39 required representation, 2. Glendale geographic diversity, 3. demographic diversity, 4. special area of expertise and experience helpful to the work of the committee, and 5. community service.

It is recommended the Board reappoint Daniel Kim and Alex Parajon to the Independent Citizens' Bond Oversight Committee and appoint the following new members for terms ending June 30, 2024:

1. Jim Spencer – District support organization
Mr. Spencer was associated with GCC from 1984 – 2007 during which time his architecture firm, Spencer/Hoskins provided professional support in the planning, development, and construction of GCC facilities. He now serves as a member of the board of the Glendale College Foundation.
2. Ladonna Romans Larrea – Community
Ms. Larrea is Senior Business Analyst, Energy Efficiency for Southern California Gas. She has served in various project management roles with Southern California Gas since 201. Involved in the community, Ms. Larrea is a vice president for the Glendale Latino Association.

Approval of these persons will bring the membership of the Committee to seven. Additional appointments, to include representatives of a taxpayer organization and a senior citizens organization, will need to be acted on at a future meeting.

*Student representative appointed by the Associated Students of Glendale Community College

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

The Education Code prohibits the use of bond funds for the support of the Committee. There is limited fiscal impact to the General Fund resulting from the creation of and the District's support of the Committee.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the reappointments of Daniel Kim and Alex Parajon to the Glendale Community College District Independent Citizens' Bond Oversight Committee for terms ending June 30, 2024.

The Superintendent/President recommends that the Board of Trustees approve the appointment of Jim Spencer and Ladonna Romans Larrea to the Glendale Community College District Independent Citizens' Bond Oversight Committee for terms ending June 30, 2024.

COMMUNITY COLLEGE DISTRICT

June 21, 2022

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: Fred Parker, Facilities Consultant

SUBJECT: CHANGE ORDER NO. 004 – GARFIELD PARKING
AND LANDSCAPE PROJECT

DESCRIPTION OF HISTORY/BACKGROUND

The Garfield Parking and Landscape Project provides for the demolition of the existing buildings on the acquired properties as well and the construction of additional parking, landscape and open space areas. The design-build project delivery approach integrates people, systems, business structures, and practices into a process that collaboratively harnesses the talents and insights of all participants to optimize project results, increase value to the owner, reduce waste, and maximize efficiency through all phases of design, fabrication, and construction. On December 15, 2020 proposals were received for the Garfield Parking and Landscape Project. The Proposal from Menemsha Development Group, Inc. – MMA Architects, Inc. was selected based upon price, approach and experience on April 20, 2021. This change order adds as set forth below.

COMMITTEE HISTORY

College Executive Committee June 14, 2022

FISCAL IMPACT

The cost for Change Order No. 004 is \$149,052.75. Funds are available in Measure GC allocated for this project. Any monies over the construction contingency allocation will be taken from the project contingency amount.

CHANGE IN PROJECT SCHEDULE

Change Order No. 004 includes 043 days extension of the Contract Time.
The new substantial completion is set to June 30, 2022.

CHANGE ORDER NO. 004 SUMMARY

RFC #	Reason	Description	CO04-June 21
46	Design Change	RFI Larger Light Pole Bases in Biofiltration Areas	\$25,197.90
47	Design Change	Deepened Concrete Footings at Biofiltration Areas	\$46,274.00
49	Owner Change	New Light Fixtures	\$77,580.85
		TOTAL FOR CHANGE ORDER NO. 004	\$149,052.75

Original contract price	\$3,971,590.00
Change by previous change orders	\$1,291,718.51
Contract price prior to this change order	\$5,263,308.51
Amount contract price increased by this C/O	\$149,052.75
New contract price	\$5,412,361.26
Balance Remaining in Contingency Reserves	--

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve Change Order No. 004 for the Garfield Parking and Landscape Project and that the contract price be amended to reflect an increase of \$149,052.75.

GLENDALE COMMUNITY COLLEGE DISTRICT

June 21, 2022

NEW BUSINESS REPORT NO. 6 - ACTION

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Anthony Culpepper, Executive Vice President
Administrative Services

SUBJECT: ADOPTION OF 2022-23 TENTATIVE BUDGET

DESCRIPTION OF HISTORY / BACKGROUND

A 2022-23 budget must be approved by the Board of Trustees before any funds can be expended in the new year. Although the Tentative Budget reflects preliminary projections for both revenue and appropriations its adoption is necessary to provide authority to begin expending funds on July 1st. This Tentative Budget will continue to be discussed and updated as new information is available and presented for Board discussion on June 21, 2022, July 29, 2022, prior to Final Budget action on September 13, 2022. A public hearing on the budget is scheduled for August 16, 2022.

The District's proposed 2022-23 Final Budget will be available for public inspection Monday, August 8, 2022 through Tuesday, August 16, 2022 and a public hearing on the budget will be held at 5:00 p.m., Tuesday, August 16, 2022 with Board action Tuesday, September 13, 2022 on the 2022-2023 Final Budget.

OVERVIEW

The 2022-23 GCC Tentative Budget is based on the appropriations for community colleges contained in the Governor's Budget as amended in May (May Revise). The details of the Governor's January proposal and the May Revise are discussed below. The GCC Unrestricted General Fund, which accounts for the college's primary operating costs, is based on a best estimate of how the State's budget will affect college revenues.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees adopt the 2022-2023 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

June 21, 2022

COLLEGE LEADERS REPORTS

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Office of the Superintendent/President

ACADEMIC SENATE REPRESENTATIVE TO THE BOARD

Roger Dickes, Academic Senate President

- Distinguished Faculty Award - Chef Andrew Feldman
- William L. Parker Award - Sarah McLemore Schwendimann
- Exceptional Adjunct Faculty Award - Tanya Baronian
- Academic Senate:
 - recommended that divisions work to schedule a substantial number of their classes with a face-to-face component, as appropriate to the discipline.
 - recommended the adjunct ancillary stipend fund be increased to \$75,000 to support increased adjunct participation in college activities and projects listed in the contract.
 - extended its approval of the revision of the District's Pass/No-Pass process.
 - approved revised [Institutional Learning Outcomes](#).
 - approved the formation of a task force to revise [AR3750](#) (Use of Copyright Materials).
 - approved the formation of a task force to amend [AR4230](#) (Grading and Academic Record Symbols).
 - approved the [report](#) produced by its Task Force on Campus Enhancements Amid the Pandemic.
 - approved the [report](#) produced by its Task Force on Academic Integrity.
 - approved the revised [Disciplines List](#).

GUILD REPRESENTATIVE TO THE BOARD

Emily Haraldson, Guild President

- The Guild thanks the Board of Trustees for their support over this past year as we continued to navigate the Covid-19 pandemic.
- We wish all our colleagues a restful and restorative summer!

CSEA REPRESENTATIVE TO THE BOARD

Terry Flexser, CSEA President

- No written report provided.

VICE PRESIDENTS

Anthony Culpepper, Executive Vice President of Administrative Services

- No written report provided.

Michael Ritterbrown, Vice President of Instructional Services

- On May 5th - 6th, a small group of students along with instructor Cameron Hastings attended the first in-person Model United Nations conference in three years at College of the Canyons. The students, with little to no experience, researched and wrote extensive position papers, gave speeches, and learned the art of diplomacy culminating in resolutions on topics ranging from the conflict in Ukraine to the dark web and cybercrime. Varantsov Gevorgyan was recognized with an award for Honorable Delegate representing New Zealand and Garo Gumushian won an Outstanding Delegate award representing the United States of America. Congratulations to them, and all of the participants, including Lily Boo Nickelson, Lauren Davies, Maya Glenn, and Adrian Grigorian.
- Jeanette Farr-Harkins provided a behind-the-scenes look at the recent GCC productions Songs for a New World
 - <https://youtu.be/nQkVdW74pDE>
- PDC Interim Director, Ani Keshishian was asked to speak at the June 7 Glendale City Council meeting in support of the three-year City of Glendale Economic Development Strategy. Ms. Keshishian was chosen as part of her role in the City of Glendale Business Taskforce Committee. Other speakers included Rick Lemmo, Senior Vice President, Corporate Social Responsibility at Caruso Affiliated, and Judee Kendall, Executive Director of Glendale Chamber of Commerce.
- Senate Recognition lunch honoring faculty for their service
- Faculty have been working to develop a week of professional development activities during the week preceding the start of the fall semester. Many of the workshops will introduce topics such as Contextualized Learning that will be the focus of faculty Communities of Practice in the subsequent semester.
- Dr. Viar's retirement barbecue
- Guided Pathways lunch for faculty and staff
- Honors and Awards banquet held on the GCC campus
- Equitable Grading Community of Practice
- First in-person graduation since 2018. Congratulations to all our student graduates and to the organizers of this event.

Paul Schlossman, Vice President of Student Services

- The Disabled Student Program and Services (DSPS) hosted a University Disabled Service Information workshop with representatives from CSUN, UCLA, USC, and CSULA to assist students with a seamless continuation of vital support services at these universities.
- DSPS counselor, Rita Zobayan held a "Communication Fundamentals" workshop to help students get involved with ASGCC activities and other campus engagement opportunities.
- DSPS Learning Disabilities Specialists, Ellen Oppenberg and Dr. Maryam Hassani-Golyakh presented a workshop entitled "Learning Styles and Students with Invisible Disabilities for GCC tutors, Supplemental Instruction (SI) leaders, and the Ancillary Instruction Task Force.

VICE PRESIDENTS - continued

- With help from Business Services, the DSPS program replaced obsolete Windows XP era technology in order to improve the production of alternative media for students who are blind or visually impaired. The acquisition of a new computer, Braille embosser, and Braille embossing software will help DSPS address some of the college's obligations under ADA and Section 504 of the Rehabilitation Act.
- Career Services held an on-campus job fair in collaboration with the Glendale Unified School District and the City of Glendale. Nearly 200 people attended the event and were able to submit employment application and participate in on-the-spot job interviews with the employers. Participants also signed up for counseling appointments and workshops with GCC career counselors. Additionally, the event included a virtual pre-job fair information session with the Glendale Unified School District, Glendale Youth Alliance, Glendale Community Services and Parks, Glendale Police Department, Glendale Fire Department and the Verdugo Jobs Center with 85 participants who attended via Zoom.
- Admissions & Records and the Transfer Center electronically verified 456 students' Associate Degrees for Transfer for the CSUs by the March 15th deadline. Students with verified ADT's received a .1 GPA boost for the CSU application evaluation process for fall 2022 admission.
- Ani Gevorgyan, CalWORKs student, and Aarin Edwards, CalWORKs Director, recorded "CalWORKs Stories," a podcast about CalWORKs students, which will soon be available on iTunes
- The CalWORKs Parents Program hosted the first "Women of GCC," a meeting of GCC's community of women. Five CalWORKs students attended to hear the stories of women in the GCC community and to learn about their career paths.
- The CalWORKs Parents program held a CalWORKs Family graduation on May 10. More than 40 transferring and graduating CalWORKs students and their families attended to celebrate the academic accomplishments of our parenting students and thank the CalWORKs team for their guidance and support.
- Thanks to the implementation of several technological upgrades the Financial Aid Office has significantly increased its access and service to students during the pandemic. For example, during the 2021-2022 academic year FAO staff completed 43,957 student contacts through various modes including front counter service, advising appointments, electronic communications, and FAFSA/CADAA outreach.
- The Financial Aid Office gave a workshop entitled "SAP for Counselors" designed to inform academic counselors of Satisfactory Academic Progress (SAP) policies and procedures.
- The Financial Aid Office, in conjunction with Student Equity, applied for and received a John Burton Advocates for Youth mini grant to help bring the college's SAP policy into alignment with student equity and inclusion goals.

ASSOCIATED STUDENTS OF GLENDALE COMMUNITY COLLEGE

Diana Morales, ASGCC President and Student Trustee

- No written report provided.

BOARD OF TRUSTEES

Armine Hacopian, President

- GCC Senior Night event 5/19
- AMAA scholarship luncheon 5/21
- Retirement event for Dr. Viar, organized by GCC leadership 5/25
- Memorial Day event organized by the City of Glendale 5/30
- GCC Science Lecture via Zoom 5/31
- GCC reception honoring Dr. Viar's accomplishments and retirement 6/2
- GCC Honors and Awards banquet 6/3
- Welcoming event for the newly hired Glendale Public Library Arts and Culture Foundation Executive Director 6/11
- Glendale High School graduation 6/13
- GCC Commencement 6/15
- GCC Academic Senate year-end celebration 6/15

Ann Ransford, Vice President

- Ed Round Table 5/17
- Adjuncts on the Edge 5/17
- Senior Night for High School Students 5/19
- Asian Pacific Heritage Event 5/20
- Night Market at Glendale College 5/20
- Daily/Verdugo Academy Graduation 6/10
- GCC Commencement 6/15
- Community College League - Government Relations Webinar 6/21

Sevan Benlian, Clerk

- Memorial Day – Wreath Laying Ceremony at Glendale City Hall 5/30
- Glendale College Foundation retirement celebration for Dr. Viar 6/2
- Hoover High School Graduation Ceremony 6/13
- GCC Commencements 6/15
- Kinesiology and Vaquero Athletic Complex Ribbon Cutting 6/24

Desiree Portillo Rabinov, Member

- CCLC Trustee Webinar on Governor's state budget revise 5/26
- City of Glendale Veterans Memorial service 5/30
- Dr. Viar's Retirement party at Oakmont Country Club 6/2
- Participated as the State Co-chair with the Trust for Public Land tour of the Urban Orchard community park under development with philanthropists and community organizations in the City of South Gate 6/8
- CCLC Trustee Webinar on DEIA policy and guidance 6/9
- Met with the GCC staff virtually to establish the Soroptomist of Glendale scholarship program dedicated to women in partnership with the Music department 6/10
- Participated in the CalWORKS student parent's graduation 6/10
- Clark Magnet High School graduation ceremony 6/13
- Welcome dinner for Dr. and Mrs. Ryan Cornner 6/14
- GCC Commencement 6/15

BOARD OF TRUSTEES - continued

Yvette Vartanian Davis, Member

- CCCT Board of Governor's (Zoom) Meeting 5/23
- Dr. Viar Retirement BBQ 5/25
- City of Glendale, Memorial Day Ceremony 5/30
- Glendale Sunrise Rotary – Field of Honor Memorial Day Ceremony 5/30
- Dr. Viar Retirement with GCC Foundation Board 6/2
- GCC Scholarship Awards 6/3
- Glendale Noon Rotary – Car Show @ Verdugo Park 6/5
- CV High School Graduation 6/13
- GCC Commencement 6/15
- Trustee Webinar – Achieving Equity in California's Community Colleges:
The Critical Role of the Trustee (Part 2) 6/16
- CCCT Board Meeting 6/17