

## **2. ADMINISTRATION**

## **ADMINISTRATION**

### **BOARD OF TRUSTEES**

Glendale Community College has a five-member Board of Trustees. These individuals are lay representatives elected at large from the communities of Glendale, Montrose and La Crescenta. The current members of the Board are Anita Quinonez Gabrielian, Armine G. Hacopian, Vahé Peroomian, Ann H. Ransford and Anthony P. Tartaglia. It is the responsibility of the Board to set educational responsibilities and to oversee the fiscal resources of the District. The Board of Trustees works cooperatively with the teaching staff and the administration to ensure a quality education program for the community.

### **SUPERINTENDENT/PRESIDENT**

The Superintendent/President is the Chief Executive Officer of the College. She is directly responsible to the Board of Trustees and carries out the policies established by that Board. As the Chief Executive Officer, she is responsible for setting the direction of the College and for ensuring the smooth operation of the institution.

Upon appointment by the Superintendent/President, administrators serve on governance committees representing college administration.

- **ASSOCIATE VICE PRESIDENT, HUMAN RESOURCES**

The Associate Vice President, Human Resources is responsible for all personnel and carries out the responsibility for administering all phases of academic and classified employment, including the selection, minimum qualifications, assignment of faculty service areas, and record keeping regarding academic positions. This administrator is responsible for the management of the collective bargaining agreements.

- **EQUAL EMPLOYMENT OPPORTUNITY OFFICER**

The Associate Vice President, Human Resources, serves as the EEO Officer for Glendale Community College. The EEO Officer is responsible for assuring that equal opportunity policies are established and implemented. To carry out the policies, an EEO committee exists with representation from all segments of the College. Staff development and other assistance is provided to this officer by the Faculty Coordinator for EEO.

- **STAFF DEVELOPMENT OFFICER**

The Staff Development Officer is responsible for scheduling professional and personal development training programs for all of Glendale College's faculty and staff. The programs are designed to enhance the performance and effectiveness of the participants in his/her current position, and to broaden the employee's knowledge and skills to prepare them for future job responsibilities. The Staff Development Officer is also responsible for the monitoring and verification of flex activities.

- WORKERS' COMPENSATION  
All accidents involving District employees, including student workers, are reported and processed in the Office of Human Resources, ext. 5164. Injuries or accidents involving employees at satellite campuses or off-campus at College-sponsored functions should be reported to the Office of Human Resources **within 24 hours of the accident**. It is important to report the accident the same day it occurs. All job-related accidents, no matter how small, should be reported.
  
- ASSOCIATE VICE PRESIDENT OF INFORMATION AND TECHNOLOGY  
The Associate Vice President of Information and Technology is responsible for (1) planning, implementing, and administering a District-wide infrastructure of information services and technology applications for the District, and (2) interacting with faculty, administration and staff in order to bring about an integrated approach in providing instructional technology and information services throughout the campus.
  - ASSOCIATE DEAN, INSTRUCTIONAL TECHNOLOGY  
The Associate Dean of Instructional Technology is responsible for the development of all instructional and academic systems for the District.
  
  - IT OPERATIONS  
IT Operations is located on the first floor of the new Library Building extension. The IT Operations provides technical assistance to instructors in classrooms and other academic settings. In addition, this office provides both equipment and non-print learning materials to the faculty, staff, and administration. The following are examples of the services offered:
    - Videotape/DVD and CD acquisition
    - Copyright information
    - Computer graphics production
    - Equipment distribution repair
    - Laminating
    - Over-the-counter equipment checkout – VCR/DVD, etc.
    - Thermofax transparency production
    - Videotape library
    - Audiotape and videotape duplication
    - Under section 19911 of the California Education Code, borrowers of equipment or software will be liable for damage to or replacement of items under their control.

Glendale College conforms to existing copyright laws and maintains the highest ethical standards in the use of copyrighted materials.

- **DIRECTOR OF COMMUNICATIONS, MARKETING AND FOUNDATION**  
The Director, Communications, Marketing and Foundation oversees and integrates the marketing, communications and the Foundation functions of the college. This position also oversees the Public Information Office as well as the Foundation Office.
- **FOUNDATION OFFICE**  
The Glendale College Foundation provides for the support of programs which would not be funded out of the general revenue of the District. The Foundation coordinates the scholarship program with the Office of Student Activities. The Foundation organizes several fund raisers during the year which are highlighted by the Foundation Golf Tournament. The Foundation Office is also responsible for the electronic sign in front of the campus.
- **PUBLIC INFORMATION OFFICE**  
The Public Information Office is responsible for the development of a positive image of the college. This office provides direct communication with the press, radio, and television media to encourage publicity for and about the College. It is responsible for the production of the catalog, class schedule, and other print materials which advertise the College. A Public Information Committee exists to guide the marketing plan and activities for the College regarding its public image.

## **INSTRUCTION**

### **EXECUTIVE VICE-PRESIDENT/INSTRUCTIONAL SERVICES**

The Executive Vice-President is the Chief Instructional Officer of the College and is responsible for working with the Division Chairs and the Deans of the Instructional Programs to develop new programs, evaluate existing programs, establish a class schedule, and to generally administer the instructional programs of the College.

- **DEANS OF INSTRUCTIONAL SERVICES**  
There are two Deans of Instructional Services. Their responsibilities are as follows:
  - (1) The Dean of Instructional Services for Vocational Programs is responsible for 4 credit divisions: Health Sciences, Business, Technology, and Visual & Performing Arts. This Dean is also responsible for the following academic programs: Study Abroad, Project for Adult Education (PACE), Instructional Technology, Contract Education, VTEA, the Fire Academy, and academic administration such as programs and certificates, faculty payroll, and attendance management.
  - (2) The Dean of Instructional Services is responsible for the 8 credit divisions: Biology, English, English as a Second Language, Health and Physical Education, Language Arts, Math, Physical Sciences, and Social

Sciences. This Dean is also responsible for the following academic programs: Baja Field Studies, Scholars, the evening academic program, and academic administration such as programs and certificates, faculty payroll, and attendance management.

- ASSOCIATE DEAN, INSTRUCTIONAL SERVICES, CURRICULUM MANAGEMENT  
The Associate Dean, Curriculum Management serves as the Co-Chair of the College's Curriculum and Instruction Committee and is responsible for overseeing the planning, development, and approval of all credit course offerings. The assignment also includes the responsibility of articulating the College credit program.
- ASSOCIATE DEAN, INSTRUCTION AND INSTITUTIONAL SERVICES  
The Associate Dean of Instructional Services has responsibility for supervision of evening instructional operations. Services include semester orientation activities for adjunct faculty, availability to provide information on academic procedures and discipline questions, and the handling of student evaluations of evening faculty.
- PROGRAM MANAGER, PACE  
This position involves developing and overseeing the PACE program, a core interdisciplinary transfer curriculum which is offered in the evening, on weekends, and through instructional media. The Program Manager will be responsible for serving as a liaison with division chairs in establishing the curriculum, recruiting students, and overseeing the day-to-day operations of the program.
- ASSOCIATE DEAN, HEALTH SCIENCES  
The Associate Dean of Health Sciences reports to the Dean, Instructional Services for Vocational Programs. This position has the responsibility for the administration of the Nursing curricula, the Emergency Medical Technician and the Alcohol Studies programs.
- PROGRAM DIRECTOR - PROFESSIONAL DEVELOPMENT  
The Program Director for the Professional Development Center operates out of the Montrose Professional Development Center (PDC). The purpose of this is to work with the business community in order to offer contract instruction and specialized training for business and industry. The program is fully self-funded and offers programs primarily in the community service environment. Glendale Community College is one of the primary providers of programs utilizing funding from the Employment Training Panel.
- ASSOCIATE VICE PRESIDENT, CONTINUING AND COMMUNITY EDUCATION  
This position reports directly to the Vice-President/Instructional Services and is responsible for Continuing and Community Education Programs: Noncredit ESL, Business, Developmental Skill Lab, Lifelong Learning, Parent

Education, the Professional Development Center (PDC), and Community Services. This position also serves as the site supervisor for the Garfield Campus.

- **ASSOCIATE DEAN, CONTINUING AND COMMUNITY EDUCATION**  
This position reports directly to the Associate Vice President, Continuing and Community Education and assists with planning, organizing, and directing a number of district programs including: Workforce Investment Act, CalWORKs, and other fee-based activities.
- **CalWORKs DIRECTOR**  
This position reports directly to the Associate Dean, Continuing and Community Education and plans, supervises and participates in a variety of complex and responsible activities involving all aspects of the college's CalWORKs program, including conducting in-depth analysis and integrating activities/projects with the goals of the college.
- **ASSISTANT DIRECTOR CalWORKs**  
This position reports directly to the CalWORKs Director and is responsible for screening and registering CalWORKs students, maintaining current student records and coordinating student progress. The Assistant Director is available to students and staff for consultation regarding CalWORKs planning, tracking, coordinating and related issues or problems.

## **STUDENT SERVICES**

### **VICE-PRESIDENT/STUDENT SERVICES**

The Vice-President of Student Services is the Chief Student Services Officer of the College, providing for all student personnel services related to Admissions and Records, Student Affairs, Student Services, Financial Aid, EOPS/CARE, Health Services, Library and Learning Resource Center and Center for Student with Disabilities .

- **DEAN OF ADMISSIONS AND RECORDS**  
The Dean of Admissions and Records reports directly to the Vice-President/Student Services and is responsible for all activities related to student admissions and record keeping of the College.
- **DIRECTOR OF LIBRARY AND LEARNING RESOURCES**  
The Associate Dean of Library and Learning Resources reports directly to the Vice President of Student Services. The responsibilities of the Associate Dean of Library and Learning Resources include the Library, the Information Competency Instruction Program, the Tutorial Center, the Writing Center, the Computer Assisted Instructional Lab and other services.
  - **LIBRARY**  
The Library offers a full spectrum of services and resources both on-site and through the Internet. As a teaching library,

the focus is on enabling students to do research and use library resources effectively. On-site collections of approximately 100,000 items are supplemented by numerous online databases which are accessible from home as well as from other locations on campus. Reference help is also available online.

- INFORMATION COMPETENCY PROGRAM

GCC offers two credit courses in information competency, an ongoing workshop series in library research skills, and special series for faculty, PACE, and other groups. Credit courses are transferable to the UC system, the CSU system, USC and private colleges.

- TUTORIAL CENTER

The Tutorial Center is a specialized service of the Learning Center. It is located in room AD 232. A tutorial coordinator assigns tutors to any student who feels the need for tutoring in any college subject, and provides:

- In-Center Tutoring--Through the assistance of various funding programs, tutors are provided and appointments are made for tutoring in the Center. The atmosphere is congenial and the coordinator or an aide is always available to provide assistance.
- In-Class Tutoring--Funds from vocational education make it possible to provide tutoring in classrooms for vocational courses. The instructors request tutors for their classes and the tutors work closely with the instructors to meet the specific needs of the subject.
- Tutorial Training--Tutors are trained in a specially designed paraprofessional course, Student Development 150--Tutorial Training-- and receive a maximum of 3 units of credit. This provides the tutors with more understanding of the learning and teaching process.
- Writing Lab  
The Writing Lab is "the write place" where students can go to improve their capability in writing for any purpose, whether it be in paragraphs, essays, business letters, research papers, scientific abstracts, or other forms of written work. During most school hours an English instructor and student tutors are available to assist students. Enrollment in an English course is not necessary, and no appointment is needed. The Writing Lab is open days and evenings in AD 232; the current

schedule is posted.

- **DEAN OF STUDENT AFFAIRS**  
Under the direction of the Vice President, Student Services, the Dean of Student Affairs administers the Office of Student Affairs, GCC Bookstore, Scholarship Program, Men's and Women's Intercollegiate Athletic Programs, Service Learning Center, Student Outreach Services, and Student Activities. Additionally, the Dean of Student Affairs supervises and advises the Associated Students of Glendale Community College (ASGCC), and is responsible for enforcing the GCC Standards of Student Conduct.
- **DEAN OF STUDENT SERVICES**  
The Dean of Student Services reports directly to the Vice-President/Student Services and is the primary administrator responsible for the matriculation program of the College. This position is also responsible for the counseling services, the re-entry program, the Career Center, and the Placement Office activities.
- **ASSOCIATE DEAN, DISABLED STUDENTS**  
The Associate Dean, Disabled Students, reports directly to the Vice-President/Student Services and provides for the disabled student services of the campus. This includes counseling, enabler services, and a special computer center to assist the disabled student to achieve success in the regular College program. This administrator also serves as the 504 Coordinator related to student complaints.
- **ASSOCIATE DEAN, STUDENT FINANCIAL AID**  
The Associate Dean, Financial Aid, reports directly to the Vice-President/Student Services, and is responsible for the development and implementation of all financial aid application, processing, and approvals. The office prepares the District application for federal funds, monitors program progress, and works with other college operations to provide for financial aid services to students. Other functions include:
  - Clearing admission on students who qualify for exemption to California Community College enrollment fees
  - Processing grants and loans to students
  - Maintaining records on student eligibility
  - Assisting with the collection of loans for financial aid loans
  - Preparing applications and reports on the state and Federal level.
- **DIRECTOR, EOPS**  
The Director, EOPS, reports directly to the Executive Vice-President, College Services. The basic services of the EOPS office are to assist students with admission procedures, financial aid applications, academic and career counseling, and EOPS grants. This position provides recruitment services to agencies serving low income clients and to high schools of the Glendale College Service area. The Associate Dean, EOPS, is also responsible for the

development and implementation of the Extended Opportunity Program and Services project at Glendale College. Some of the specific responsibilities include preparation of the EOPS project plan, preparation of the EOPS budget, maintenance of EOPS data, preparation of the annual EOPS report, and provides technical and professional guidance to the certificated and classified staff of EOPS.

- **ASSOCIATE DEAN, HEALTH SERVICES**

Under the direction of the Vice President of College Services, the Associate Dean, Health Services has administrative and client care responsibilities for the College Health Center. In addition to the Health Center, this administrator coordinates employee assistance referrals for the employee/employee family in crisis.

- **HEALTH CENTER SERVICES**

Health services for employees include: first aid; TB skin testing and limited immunizations for a minimal fee; limited health counseling, and education; as well as referrals for individuals and families in crisis.

A registered nurse is on duty, and students may see a physician by appointment. Services limited to students include blood pressure screening, vision and hearing tests, pregnancy tests, tetanus/diphtheria, measles, mumps and rubella immunizations, and health and accident insurance assistance. There is no charge except for selected lab tests. All services are confidential with specific legal exceptions. (The Health Services Center is located on the ground floor in the southwest corner of the San Rafael Building.)

## **ADMINISTRATIVE SERVICES**

### **EXECUTIVE VICE-PRESIDENT/ADMINISTRATIVE SERVICES**

The Executive Vice-President Administrative Services is the Chief Financial and Business Officer of the District. This position is responsible for the administration of all fiscal services, risk management, purchasing, facility services, and capital improvements of the College District.

- **CONTROLLER**

The Controller reports directly to the Executive Vice-President Administrative Services and supervises the development of the budget and the activities of payroll, and other accounting functions of the College. In addition, the position coordinates all fiscal audits, both internally and externally, conducted by the College.

- **DIRECTOR OF BUSINESS SERVICES**

The Director of Business Services reports directly to the Executive Vice-President Administrative Services. The Director is responsible for

purchasing, contract management, liability insurance, and risk management. This administrator will also coordinate the inventory program of the District.

- **DIRECTOR OF FACILITIES**

The Director of Facilities reports directly to the Executive Vice-President Administrative Services and carries out the responsibilities for the maintenance and upkeep of facilities and grounds. The Director develops the five-year capital outlay and maintenance programs. The Director coordinates all capital improvement projects.

- **CHIEF OF CAMPUS POLICE**

The Chief of Campus Police reports to the Executive Vice-President Administrative Services and is the supervisor in charge of campus police, hazardous materials, safety training under SB 190, parking and the trip reduction plan under AQMD. This supervisor serves as the Disaster Coordinator in the event of a major disaster on campus facilities.

- **SR. FOOD SERVICES MANAGER**

The Sr. Food Services Manager reports directly to the Vice President Administrative Services and is responsible for the supervision of all the food services activities of the District. This includes the cafeteria and other food distribution locations. This manager also provides for catered events put on by the District.