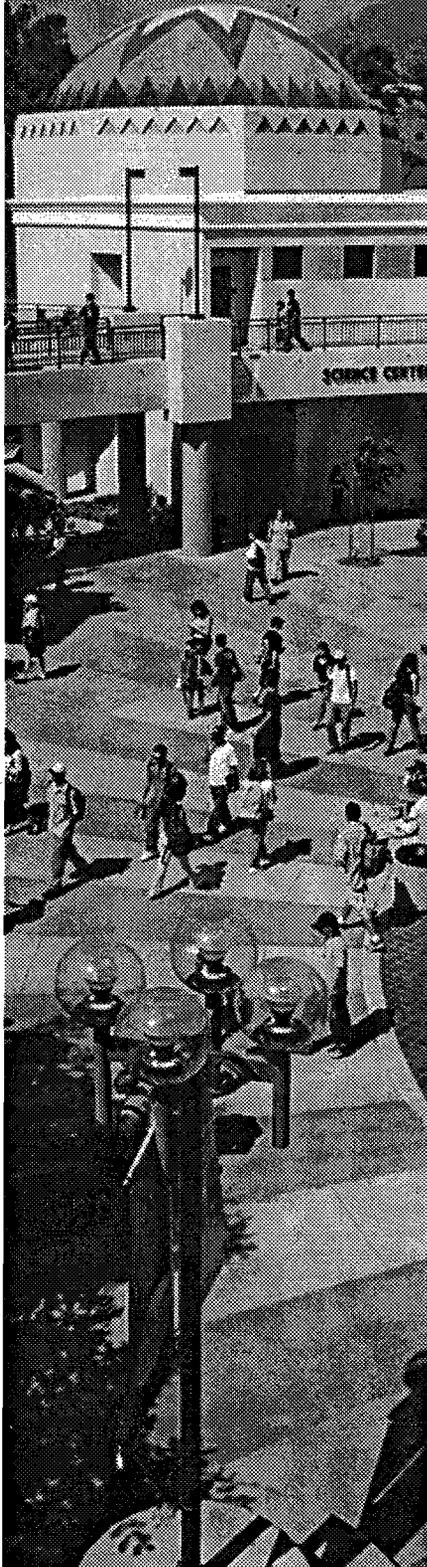




GLENDALE COMMUNITY COLLEGE DISTRICT
1500 North Verdugo Road
Glendale, California 91208



BOARD OF TRUSTEES
Agenda

Meeting No. 8

Special Board Meeting

December 7, 2009 at 2:00 p.m.

GCC Professional Development Center

GLENDALE COMMUNITY COLLEGE DISTRICT
1500 North Verdugo Road
Glendale, California 91208
(818) 240-1000

SPECIAL BOARD OF TRUSTEES MEETING NO. 8

Glendale Community College
Professional Development Center
2340 Honolulu Avenue
Montrose, CA 91020

December 7, 2009 at 2:00 p.m.

AGENDA

In compliance with Education Code 72129-7213, the presiding officer of the Board of Trustees is calling a Special Meeting on Monday, December 7, 2009 at 2:00 p.m. at the Glendale Community College Professional Development Center, Room #200, located at 2340 Honolulu Avenue, Montrose, CA 91020.

ITEM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CERTIFICATION OF COMPLIANCE

To accommodate the requirement of Government Code Section 54956, it is hereby declared that the agenda for the meeting was posted 24 hours prior to this meeting at the following locations:

- At three locations in the Administration Building at Glendale Community College;
- On the bulletin board on the outside wall of the San Gabriel Building at Glendale Community College.
- On the bulletin board located on the outside wall of the second floor by the main office entrance on the Garfield Campus;
- On display inside the glass doors at the front entrance of the Professional Development Center;
- On the College's website <<http://www.glendale.edu/boardoftrustees>>.

COMMENTS FROM THE AUDIENCE – BOARD AGENDA ITEMS ONLY

(ADDRESSING THE BOARD OF TRUSTEES - An individual or group representative may address the Board of Trustees on any item on the agenda. A speaker must state his or her name and address prior to speaking to the Board. Not more than five minutes may be allotted to each speaker and no more than twenty minutes to each subject, except by unanimous consent of the Board of Trustees.)

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.

NEW BUSINESS REPORT

1. Draft Job Announcement for Superintendent/President Position 1

The Board of Trustees Advisory Hiring Committee (BTHAC) recommends approval of the draft job announcement for the Superintendent/President position.

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code §54957.6
 - a. Agency designated representative: Dr. Vicki Nicholson
Employee organization: California School Employees Association
 - b. Agency designated representative: Dr. Kristin Bruno
Employee organization: Glendale College Guild

RECONVENE IN PUBLIC SESSION

REPORT OF CLOSED SESSION ACTION (IF ANY)

STUDY SESSION

1. "Communications Workshop" - Ms. Lisa Brooks, Executive Director, Glendale College Foundation
2. "Board of Trustees SEMS/ICS/NIMS Executive Training" - Mr. Lee Martin, West Coast Consulting; Mr. Steven Wagg, Chief of Police, Glendale Community College; Mr. Nidal Kobaissi, Police Captain, Glendale Community College

BOARD OF TRUSTEES REQUEST - INFORMATION AND/OR FUTURE AGENDA ITEMS

(This is an opportunity for the Board of Trustees to place items on future board agendas.)

ADJOURNMENT

FUTURE DATES

December 16, 2009	End of Fall Semester
December 21, 2009	Regular Board Meeting
Dec 24 – Jan 3, 2010	Winter Vacation – Campus Closed
January 4, 2010	Winter Intersession Begins
January 18, 2010	Martin Luther King Jr. Day – Campus Closed
January 25, 2010	Regular Board Meeting
February 22, 2010	Regular Board Meeting
March 15, 2010	Regular Board Meeting

Glendale Community College District

December 7, 2009

NEW BUSINESS REPORT NO. 1

REPORT OF RECOMMENDATION

TO: Board of Trustees

SUBMITTED BY: Dawn Lindsay, Interim Superintendent/President

REVIEWED BY: Ricardo Perez, Vice President, Student Services

PREPARED BY: Board of Trustees Advisory Hiring Committee (BTAHC)

SUBJECT: Draft Job Announcement for Superintendent/President Position

Presentation of Draft Job Announcement for Superintendent/President Position

DESCRIPTION OF HISTORY / BACKGROUND

The Board of Trustees Advisory Hiring Committee reviewed and updated the job announcement for the Superintendent/President position. The draft job announcement will be produced as a brochure for the CEO search firm, Professional Personnel Leasing, Inc. to use in Glendale Community College's recruitment effort of the Superintendent/President position.

PREPARER'S RECOMMENDATION

The BTAHC recommends approval of the attached draft job announcement for the Superintendent/President position.

The Board of Trustees of the Glendale Community College District invites applications or nominations for the position of Superintendent/President

Superintendent/President Profile

The College Board of Trustees is seeking an interactive leader committed to the comprehensive community college and an open shared/ participatory governance style to carry on the institution's tradition of outstanding service to the greater Glendale community beginning July 1, 2010.

The Position

The Superintendent/President is the Chief Executive Officer of the Glendale Community College District and President of Glendale Community College. Duties and responsibilities are carried out in keeping with the policies and directives of the five-member, elected Glendale Community College Board of Trustees and the Education Code of the state of California. The Superintendent/President is responsible for overseeing the operations of the entire college, including planning, assessment, budget, supervision of academic programs and student services, and evaluation of key administrative personnel to make certain the institution is meeting the educational needs of the students and community. As the administrative leader of the college, the Superintendent/President represents the college to community groups, business and industry, local public elementary and high school districts, federal, state, county and city agencies, public and private colleges and universities, and potential donors to the Glendale College Foundation.

The College and Student Body

Glendale Community College was founded in 1927 and the main campus moved to its current site, in the foothills of the San Rafael Mountains in 1937. The College serves the communities of Glendale, La Crescenta, Montrose and portions of La Canada/Flintridge and through open access, students from the surrounding communities. The fact that more than one-half of Glendale Community College students come from outside the district is testimony of the high quality of the college's programs and services. Situated in the northern half of the Los Angeles metropolitan area, Glendale is home to a number of key industries including, financial services, entertainment, food services, and light manufacturing. The greater Glendale area is an economically, culturally and ethnically diverse community.

Each semester Glendale Community College enrolls over 24,000 students in credit and continuing education programs. The student body reflects the diversity of the surrounding communities: 53% Caucasian/Middle Eastern, 23% Latino/Hispanic, 22% Caucasian/European, 10% Asian (including: Korean, Chinese and Japanese), 5% Filipino and 3% African-American. Among the credit-student population, one-third are full-time and two-thirds are part-time. Females outnumber males 58 to 42% in the credit programs and by slightly more in continuing education programs. The average age of students in our credit program is 27 years and 42 years in continuing education. Approximately 64% of Glendale Community College students learned another language before learning English. Credit enrollment includes over 420 international students from approximately 50 countries.

Glendale Community College has a reputation throughout the state as a cutting edge institution offering a comprehensive set of educational programs. Specifically the college is renowned for:

- Rigorous and innovative academic programs in general education leading to transfer to four year universities, Associate of Arts degrees, or personal enrichment;
- Vocational training leading directly to job opportunities, career advancement, vocational certificates, or Associate of Science degrees;
- Continuing and Community Education, noncredit programs including: English as a Second Language, Office Skills and Business Technology, Developmental Skills Lab (GED), Parent Education, Lifelong Learning, and Community Services;
- Special student programs including: a Scholars Program with a transfer alliance to UCLA and other universities, Science Academy, Study Abroad, Baja Field Studies, Center for Student Involvement, Achieving College Excellence (ACE), Project for Adult College Education (PACE), Learning, International Students, Basic Skills, and the Professional Development Center;
- Comprehensive and resourceful student support services, provided by a faculty and staff committed to a

- student-centered campus; and,
- A wide variety of campus activities that make for a rich student life for our student population.

College Mission Statement

Glendale Community College welcomes students of all diverse backgrounds, goals, ages, abilities, and learning styles. As an institution of higher education, we are committed to student learning and success. Using personal interaction, dynamic and rigorous instruction, and innovative technologies, we foster the development of critical thinking and lifelong learning. We provide students with the opportunity and support to gain the knowledge and skills necessary to meet their educational, career, and personal goals. Our commitment is to prepare students for their many evolving roles in and responsibilities to our community, our state, and our society.

Challenges and Opportunities

The College currently faces a number of challenges and opportunities that will be central concerns for the new Superintendent/President:

- Taking necessary steps to ensure sufficient enrollment, increased revenues and financial stability;
- Maintaining the college's position as a leading academic institution in the state;
- Participating in activities and partnerships that strengthen the college's image and community relations by developing or maintaining relationships with educational, civic, and business organizations within the service area;
- Managing new construction and renovation projects funded through Glendale Community College's successful bond campaign;
- Maintaining the college's commitment to an attractive, student-friendly and safe campus, while improving parking and transportation;
- Improving student services and support in order to increase the success rates of at-risk and under-prepared students;
- Ongoing recruitment/replacement of faculty and administrative personnel, while increasing the diversity of the college's employee base to reflect the surrounding community;
- Providing state of the art technology that will enhance the learning experiences of students and assist them in interacting in a global society.
- Fostering the mutual respect and democratic values, to maintain and revitalize a unique esprit de corps among students, faculty, and staff at the college; and,
- Realigning our career technical education programs to better match the interests of our students, respond to the needs of area businesses, and emerging technology.

Personal Characteristics

Background

For over a quarter century Glendale Community College has integrated democratic practices into virtually every aspect of its academic and administrative operations. The college's shared/participatory governance procedures were institutionalized almost a decade before AB 1725 mandated the practice. The Glendale Community College's shared/participatory governance system has been used as a prototype by many sister institutions. The college still elects, from among the faculty, the chairs of its 15 academic and student services divisions to serve as key administrators assigned to schedule classes, hire adjunct professors, and oversee curriculum changes. The College values an environment of caring, mutual respect, community service and compassion that recognizes the inherent worth of every student and employee. It is universally accepted among students, faculty, and staff that Glendale Community College is a very special place to learn and work.

Consequently, the preferred candidate will possess the following personal characteristics:

- A sense of fairness and ethics, leading the candidate to be an inclusive educational leader who demonstrates respect, integrity, confidence, and compassion and has the ability to inspire these qualities in others;
- Outstanding interpersonal and communication skills that include respectful listening, encouragement of diverse opinions as well as the ability to mediate conflict and build consensus and unity among various campus constituencies;
- Commitment to a high level of visibility and accessibility on campus and in the community;
- The ability to access and assimilate information, mobilize resources, and motivate individuals to creatively

- overcome problems facing the college; and,
- Above all, a demonstrated commitment to maintaining a campus environment, in which democratic values are embraced. An unwavering commitment to collegial relations with students, faculty, and staff, while facilitating decision-making through shared/participatory governance and consensus building.

Qualifications

A Master's Degree or Professional Degree from an accredited college or university is required. An earned doctorate from an accredited institution is preferred.

A minimum of five years of senior managerial experience in a large complex organization is required. Senior administrative experience in higher education, particularly in community college is preferred.

Significant experience as a professional educator in higher education is required. Teaching experience at the community college level is preferred.

Additional desirable qualifications:

- A history of valuing student contributions including, student leadership development, student government, a student-friendly campus atmosphere, and a broad array of extracurricular activities that make for a rich, student-centered campus;
- Demonstrated knowledge of and leadership in fiscal management, strategic planning, human resources development, collective bargaining, curriculum and instruction, student services, facilities management, fund-raising and working closely with local school districts and local government, business, and civic organizations;
- A vision that encompasses the changing role of community colleges in twenty-first century society. The ability to inspire others with that vision, work with campus constituencies to establish priorities and allocate resources in order to accomplish these goals;
- Demonstrated commitment to academic freedom and academic excellence in the learning and teaching process, while placing the highest priority on student access, retention, and success;
- Appreciation of the inherent value of a diverse student, faculty, and staff population which includes differences in cultural, socio-economic, age, gender, ethnic, religious, sexual orientation, and disability status;
- Knowledge of California and federal laws and regulations governing community colleges;
- The ability to establish and maintain a constructive working relationship with the Glendale Community College Board of Trustees; and,
- Demonstrated commitment to innovative approaches to classroom instruction, new methods of instructional delivery, and technological changes, which have an impact on every aspect of college operations.

Compensation and Benefits

Salary and other conditions of employment will be competitive, negotiated with the Board of Trustees, and commensurate with the candidate's background and experience. Glendale Community College offers an outstanding benefits package including: full medical coverage, including dental and vision for employees and their families, as well as life insurance.

Application Process

Nominations and applications will be accepted until the position is filled. However, to ensure full consideration, applications should be submitted for receipt no later than January 7, 2010. **All inquiries, nominations, and applications will be held in the strictest confidence.**

In order to receive consideration, candidates for this position must submit the following documents:

- An on-line application at www.glendale.edu/employment
- A letter of application that succinctly addresses the challenges and opportunities and the personal characteristics identified in this announcement, and describes how the candidate's experience and professional qualifications prepare him or her to serve the needs of the college (not to exceed 5 pages);
- A current resume including an e-mail address and cell telephone number;
- A supplemental questionnaire not to exceed three pages (3) addressing two questions that will be reviewed by the search committee. These questions will be available through the online application process.
- A list with the names, home and business telephone numbers, and e-mail address of ten references: three supervisors (one board member), two employees reporting directly to the applicant, three faculty members from current or former institutions/employers, a community member, and one student. References will be contacted only after authorization is received from the applicant and finalists will be subject to reference

- checking beyond those listed or authorized, and,
- All candidates must complete the Candidate Cover Page. This is a one-page synopsis of your professional experience, which will accompany your application.

These six documents will be the only application information that will be presented to the Search Committee.

All applications must be submitted online at www.glendale.edu/employment

Inquiries about the position or the search process should be directed to:

Dr. Donald Averill, Vice President Southern California Leasing
Professional Personnel Leasing
11751 Ashland Way
Yucaipa, CA 92399
E-mail: donaldaverill@msn.com
Tel: (909) 790-5056

Dr. Ricardo Perez, Vice President Student Services
Glendale Community College
1500 N. Verdugo Road
Glendale, CA 91208
E-mail: rperez@glendale.edu
Tel: (818) 551-5130

Dr. Vicki Nicholson, Associate Vice President
Human Resources
Glendale Community College
1500 N. Verdugo Road
Glendale, CA 91208
E-Mail: vmichols@glendale.edu
Tel: (818) 551-5165
Fax: (818) 291-6652

Selection Process

- All completed applications and application materials will be screened by the search committee, which includes faculty, staff, administrators, students, and community leaders to ensure that the minimum required qualifications stated in the job announcement are met.
- Those candidates who meet the minimum required qualifications and most closely reflect the desired job-related qualifications and personal characteristics will be invited to the college for an interview. The District will reimburse up to \$500 in travel expenses for the initial interview. The initial interview will be with a 16-member search committee and is a prerequisite to employment. The initial interviews will take place between February 24, 2010 and, February 26, 2010.
- The Board of Trustees will interview the finalists and a public forum will be held on campus between April 5, 2010 and April 9, 2010. The District will reimburse all travel expenses of those invited as finalists.
- Complete confidentiality will be maintained until the search committee recommends the finalists to the Board of Trustees. References will be contacted only after authorization is received from the applicant.
- The new Superintendent/President will be selected by April 19, 2010 and will assume his or her duties on or about July 1, 2010.

Equal Employment Opportunity Policy

It is the policy of Glendale Community College District to provide all applicants for district employment with equal employment opportunities and to provide present employees with training, compensation, promotion, and all other attributes of employment without regard to a person's race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability.