

COAST COMMUNITY COLLEGE DISTRICT District Consultation Council Meeting Summary

February 10, 2014

CALL TO ORDER

Cabinet members present were:

Lori Adrian, President, Coastline Community College
James Andrews, Executive Director, Human Resources
Wes Bryan, President, Golden West College
Denise Cabanel-Bleuer, President, Academic Senate, Orange Coast College
Gregg Carr, President, Academic Senate, Golden West College
Julie Clevenger, President, Association of Confidential Employees
Ann French, Chair, Classified Senate, Coastline Community College
Pedro Gutierrez, President, Academic Senate, Coastline Community College
Dennis Harkins, President, Orange Coast College
Andrew Jones, Chancellor/CEO
Dean Mancina, President, Coast Federation of Educators
Connie Marten, Chair, Classified Connection, Golden West College
Ann Nicholson, President, Coast Federation of Classified Employees
Andreea Serban, Vice Chancellor, Educational Services & Technology

Ex-Officio non-voting Members present were:

Julie Frazier-Mathews, Secretary of the Board

Others present were:

Dwayne Thompson, District Director, Research, Planning & Institutional Effectiveness
Kay Nguyen, Golden West College, Administrative Director of Research, Planning, and Institutional Effectiveness

Chancellor Andrew Jones welcomed members and called the meeting to order at 8:36 a.m. in the Golden West College Learning Resource Center, Room #250.

Board Policies and Administrative Procedures

Discussion:

- **Vice Chancellor Serban** presented a summary document of Board Policies and Administrative Procedures for discussion, as listed below. She acknowledged **Ms. Raya Lopez** for her recent effort to upload more than 400 documents to the District website, bringing the policies and procedures current through the January 15, 2014, Board meeting.

Action:

- Provide feedback regarding these Board Policies and Administrative Procedures to Dr. Serban by February 19.

Chapter 1. The District

BP 1200 District Mission – Continued discussion/revision

Chapter 4. Academic Affairs

BP 4107 Program Advisory Committees

Deletion recommended as not needed and not recommended by CCLC. Discussion raised concern that CTE Program Advisory Committees are not listed elsewhere. It was offered that these should be part of Program Review.

Action: Develop Administrative Procedure for BP 3250, Institutional Planning, to include list of CTE Advisory Committees, or add list to AP 4020, Program Curriculum and Course Development.

Chapter 5. Student Services

BP 5904 Cumulative Records

Deletion recommended as not needed and not recommended by CCLC.

The following are presented for first reading; for approval at the February 24, 2014 DCC meeting.

AP 5013 Students in the Military

New (from former BP 5013). This is associated with BP 5010 Admissions and Concurrent Enrollment.

BP 5015 Residence Determination – revision to reflect Title 5 updates

AP 5015 Residence Determination – new. Quite detailed.

Action: College Admission and Records to review and provide feedback.

BP 5035 Withholding of Student Records – revision to reflect Title 5 updates

AP 5035 Withholding of Student Records – new. Clarifies situations in which student records can be withheld.

BP 5052 Open Enrollment – revision to reflect Title 5 updates

AP 5052 Open Enrollment – new.

Action Request: Vice Chancellor Serban requested list from colleges of programs for which there is no open enrollment, to be included in AP.

BP 5120 Transfer Centers – revision

AP 5120 Transfer Centers – new. This is minimum required text. Can add detail, if desired.

BP 5700 Athletics – revision – combines and revises BP 5701 and 5702, and updates code sections. CCLC has only one policy.

Chapter 7. Human Resources

For approval

AP 7120B Recruitment and Selection for Management Employees – revision for consistency with BP 7110, Delegation of Authority, and updates code sections.

Overview of DCC Objectives for February 12, 2014, Board of Trustees' Study Session on Full-time Faculty Hiring

Discussion:

- **Chancellor Jones** informed that the February 12 Board of Trustees' Study Session will provide an opportunity to discuss clearly and transparently in-depth prospects for, and process of, identifying full-time faculty members. Historically, Coast has placed a lot of growth funding on the salary schedule. As we look at a variety of scenarios going forward, also consider need

for additional staffing to support growth, funding sources, etc. Study Session is intended to be a focused, open-forum conversation. A document identifying the charge for the Task Force will be provided to DCC members for review before dissemination to the wider community.

Process for Addressing District-wide Challenges that Arise on Campuses

Discussion:

- **Chancellor Jones** informed of his intent to develop a framework, perhaps similar to a functional map, to address the types of issues that should be resolved at the college level versus those to be handled at the District Office, for posting on our website. He advised that issues are coming to the District level more frequently, including some directly to the Board of Trustees, and his belief that, unless there are district-wide implications, matters begun on campus should be resolved through the campus process.

Action:

- Place item on DCC agenda in late spring.

Development of District-wide Strategic Plan 2014-2017:

Planning and Program Review Cycle District-wide

Discussion:

- **Vice Chancellor Serban** distributed a handout entitled, "Timeline of Continuous Improvement Processes – Two Six-Year Cycles." Document provides a timeline for tasks performed in the 2013-2019 cycle, and subsequent 2019-2025 cycle. Tasks include development/updating of District-wide Strategic Plan, College Master/Strategic Plan, Program Review reports (District office conducted first Program Review in fall 2013), prioritize resource requests from Program Review, prepare Accreditation mid-term report and Accreditation Institutional Self-Evaluation, comprehensive Accreditation Team visit, along with various annual Accreditation regular reports and Program Review updates.

Development of District-wide Strategic Plan 2014-2017:

Review of Status of Vision 2020 Master Plan

Discussion:

- **Vice Chancellor Serban** reviewed a document entitled, "Evaluation of Vision 2020 Plan." The Vision 2020 Master Plan identifies six strategic themes for use as a guide to decision making:
 - Degree and Certificate Completion, Transfer with Competence
 - Rework Basic Skills
 - Scientific, Technological, Engineering, Mathematics, and Medical (STEM2)
 - Career and Technical Education (CTE)
 - Global/International Education; and Diversity.
- Vision 2020 includes supplemental plans for:
 - Human Resources - **Executive Director James Andrews** informed that Human Resources is looking at economies of scale, staffing needs, faculty hiring, all from a District-wide approach.
 - Technology – **Vice Chancellor Serban** advised that Peripheral Component Interconnect (PCI) compliance has been established, the entire networking structure has been re-done, and software licenses are being consolidated.
 - Facilities – summary status to be provided at next meeting
 - Finance – **Vice Chancellor Serban** noted, in the absence of **Vice Chancellor Dunn**, that Coast could earn two percent growth in 2014-15, research in public/private partnerships, local revenue options, District resource allocation model.

Action:

- **Vice Chancellor Serban** requested feedback prior to the February 24 DCC meeting to incorporate additional information.

Development of District-wide Strategic Plan 2014-2017:**Discussion of District Vision, Mission and Values (Board Policy 1200)****Discussion:**

- Last revised in 2010. It was suggested that the current vision and mission are similar, therefore, only one is needed, and that the goals be considered for deletion. It was also suggested that the vision be aspirational, whereas the mission reflect instruction that is actually offered at the lower division level within the guidelines of California Education Code 66010.4.
- **Chancellor Jones** advised that the values statement be used as a foundation from which to build.

Action:

- **Chancellor Jones** recommended that an operational definition for vision and mission statements be created so everyone is operating under the same understanding. **Vice Chancellor Serban** offered that a one-page document will be crafted.

Development of District-wide Strategic Plan 2014-2017:**Key Findings from Analyses****Discussion:**

- **Vice Chancellor Serban** reviewed a document entitled, "Coast Community College District, District Consultation Council Meeting February 10, 2014." Key findings from analyses indicate challenges in:
 - Preparation of incoming students, particularly in math, which is the biggest predictor of transfers
 - Completion rates
 - Student success in on-line courses, which is lower than traditional face-to-face classes
 - Increased percentage of students on probation during last three years
 - Completion of student education plan before earning 100 degree applicable units
 - Staffing, infra-structure, structurally-balanced budget without relying on non-apportionment resources (swap meets, etc.).

Action:

- **Chancellor Jones** noted the importance of developing the 2014-2017 Strategic Plan and called on DCC members to bring back additions/modifications from constituents for further discussion. He asked the College Presidents to send him some high-level strategic goals in advance of the next meeting, as college input is needed to develop focus and priorities to effect change.

Human Resources Organizational Changes, Phase I**Discussion:**

- **Executive Director of Human Resources James Andrews** informed that District Human Resources looked to their Program Review to guide organizational change in their department, noting their focus to support basic employment services, align with the colleges, link with payroll, and look at workforce planning and development.
- **Executive Director of Human Resources James Andrews** distributed a handout showing the current and proposed organizational structure of a District Human Resources unit that upgrades three positions in an effort to improve departmental effectiveness, resulting in a nominal cost increase. A concern was expressed about the need to clarify an organizational

understanding that reorganizations require a cost savings. An inquiry was made as to whether a survey had been sent to solicit feedback on departmental strengths and areas for improvement; the survey is scheduled to go out in the spring. There was also a request to involve the Coast Federation of Classified Employees (CFCE) in classified employee reorganizations.

- **Vice Chancellor Serban** informed that the Human Resources program review was thorough and well written. She also noted that the District office has a number of positions that have been vacant, similar to what occurs at the colleges, and occasionally funding is moved from one position to another.

Other

- **Chancellor Jones** announced his recent participation in the Accrediting Commission of Community and Junior Colleges (ACCJC) team training, in which it was stressed that evaluation teams must decide responses either “meets standard” or “does not meet standard.” There is no option for progress toward meeting a standard; unless it fully meets a standard, a response will be deemed insufficient.

The meeting adjourned at 10:30 a.m.

Next Meeting Date:
February 24, 2014, 8:30 a.m.
Orange Coast College
Administration 108 Conference Room

Recorded by Nancy Sprague