



Coastline Management Meeting (CMT) Minutes

June 2, 2015

9:00 – 11:00 a.m.

4th Floor Conference Room

Name	Present	Name	Present	Name	Present
Adrian, Lori	X	Johnson, Nhadira	X	Rothgeb, Helen	X
Blackmore, Chris	X	Jones, Nancy	X	Sanchez, Jorge	X
Brais, Nathan	X	Khosravani, Mariam	ABS	Schumacher, JP	EXC
Cant, Dave	ABS	Lockhart, Heidi	X	Staneart, David	X
Capoccia-White, Rozanne	X	Maharaj, Peter	ABS	Tanakeyowma, Adrian	
Dahnke, Lynn	X	McDonald, Jennifer	X	Thompson, Dave	X
De La Rosa, Jennifer	X	Miyashiro, Ross	X	Wilkerson, Lois	X
Garvey, Judy	X	Nash, Bob	X	Woodyard, Steve	X
Groot, Joycelyn	EXC	Nguyen, Christine	X	Worden, Mark	EXC
Harrison, Nate	X	Priest, Michelle	X	Zentner, Aeron	X
Holliday, Ann	X	Rodriguez, Vince	X		

1. CALL TO ORDER

- Roll Call
- Welcome: Chair, Dr. Lori Adrian, convened the meeting at 9:00 a.m. and welcomed the committee; new members were introduced: Mai Le, (formerly employed at the Career Center) - new SSSP Coordinator; Adrian Tanakeyowma - Interim Director of EOPS; Reza Vafaei (veteran of US Army) - new 2015-16 ASG President.
- *Adoption of Agenda: -. Dr. Adrian added Item 5.6 - *Proposed District Wide Calendar*; Helen Rothgeb removed *Medical Leaves Report* under Item 4.9. Agenda was adopted with changes. MSU
- *Approval of Minutes: April 7, 2015: Minutes are not complete so approval was deferred until the next meeting on July 7. Updates will be e-mailed to Kathy by tomorrow.

2. SPECIAL REPORTS & UPDATES

The Committee discussed the updating of the District Employee Directory. Some of the information on the web site is incorrect and some new employees are not listed. Chris Blackmore reported that a Service Request can be submitted to the IT Department to update this information. Helen Rothgeb stated that she would send the new updated Coastline catalogue to IT for utilization in updating information on the District Employee Directory web site. Dr. Adrian requested that all managers submit updated titles for their department.

3. ACTION ITEMS: None

4. STANDING REPORTS

- 4.1 Accreditation (V. Rodriguez): Awaiting feedback due early July. Will work on mid-term report in the fall and complete a review using new standards and outline preparedness for the comprehensive report which will be completed in a few years. The commission will meet on June 3 to review all the reports.
- 4.2 Planning, Institutional Effectiveness and Accreditation Committee (PIEAC) (A. Holliday, V. Rodriguez): No Report.
- 4.3 *Budget Update and Budget Committee (C. Nguyen) – Vince distributed two handouts providing information on the May Revise/Proposed Budget. He reviewed pertinent points such as the previous year’s budget, the proposed budget and enrollment growth, SSSP funds, COLA, Operating Costs, etc. Dr. Adrian discussed utilization of full-time faculty

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funds and hiring new full-time faculty. She reviewed the college and the District's base figures as exhibited on the May Revise Report.

- 4.4 Academic Senate (A. Holliday): Faculty is currently on Summer Break. The Strawberry Festival this year raised over \$12,000 and was very successful. Ann and Bob Nash discussed the importance of proper planning of future Distance Learning finals testing and the dates of the Strawberry Festival. The Strawberry Festival is always held over Memorial Day Weekend.
- 4.5 Classified Senate (M. Worden): - In Mark's absence, Dr. Adrian reported that the Classified Senate Installation Luncheon will be held on June 25.
- 4.6 Associated Student Government (ASG) (N. Brais/Reza Vafaei): ASG ended the year with a full Board and welcomed in a new Board. Currently six official members are in place. New officers are: Reza Vafaei - President, Matthew Labrie - Vice President, Helen Ha Nguyen - Treasurer, Tom Boscamp - Public Relations, Don Pham - Garden Grove Rep and Peter Vu - Le-Jao Rep. Additional officers will be appointed in the near future. Training held last month went very well. ASG would like to utilize new technology in order to gain more student involvement in submitting new ideas and/or to address specific issues such as parking. As a result, ASG hopes to increase enrollment for Coastline and the other colleges in the District. Dr. Adrian suggested that faculty members might be a good resource and might be able to offer some expertise to ASG in offering ideas and information and providing discussion how parliamentary meetings are conducted.
- 4.7 President's Report (L. Adrian): - The District plans to conduct a classification study and is currently in the process of selecting a vendor to complete this study. Some new faculty may be hired in the upcoming year as faculty retires new funding becomes available. Faculty prioritization will take place either at the last meeting in September or the first meeting in October. The District Wide calendar is still in process. Awaiting report from BOT about who will be appointed as the new Interim Chancellor.
- 4.8 Executive Team Report - (J. Groot, C. Nguyen, V. Rodriguez)
- Joycelyn Groot - No Report
 - Ross Miyashiro - Two (2) new counselors have been hired - one tenure track counselor and a temporary one-year contract counselor. Completed the Latino Youth Academy Conference last week which was coordinated by Nathan Brais. Speakers included Elizabeth Espinoza, KFI Radio Talk Show Host, CNN and KTLA News Reporter and Gustavo Ariano, an OC Weekly Editor. The STAR Orientation will be hosted on June 27, faculty members will be invited and students will be introduced to Coastline. Dr. Adrian expressed her gratitude to Ross and Nathan for their participation in the Latino Youth Leadership Program this year.
 - C. Nguyen - Admin Services: See Budget Report, Item 4.3 (above)
 - V. Rodriguez - Vince distributed a chart exhibiting this year's Resident FTES estimates. He reviewed and explained the chart which reflects FTES year-to-date estimates for 2015. Registration and admission began a month earlier this year than in past years and that helped the Deans in planning class schedules. Vince reported enrollment numbers as follows: Coastline is up approximately 200 FTES; OCC is up approximately 400 FTES; GWC is up approximately 110 FTES. Coastline is 40% of total enrollments, GWC is 25% of total enrollments and OCC 30% of total enrollments.
- 4.9 HR Report (H. Rothgeb): Helen requested that all excess vacation be used up and taken off the books before the end of this month.

5 DISCUSSION ITEMS

- 5.1 Managers' Professional Development Days (L. Adrian) - Dr. Adrian discussed a management retreat to be held in the near future. She proposed a 2-day retreat to take place on July 21-22 at Temecula Creek Inn in Temecula, CA. Rates for those dates are \$109/night. Christine requested RSVP's today in order to secure those dates. During the time that

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the managers are attending this event, a manager from the District will be appointed as *Manager in Charge* for Coastline.

Day One would cover a nuts and bolts review, i.e. contracts, discipline, budget, etc. She asked for suggestions of discussion items from the Committee. Identification of a facilitator is in process so Dr. Adrian requested recommendations from the Committee. The book *“Reframing the Organization”* will be purchased as reading materials for all the participants. Dr. Constance Carroll, Chancellor, San Diego Community College District, will be contacted and asked to discuss book. The plan is to review the framework and then complete some case studies related to the book. Suggestions of ideas on topics to be covered in the sessions and also for the name of a facilitator should be submitted directly to her. Christine will provide a report on the budget. Helen offered to provide a review of auxiliary operations and how they intertwine with the general fund budget. Dr. Adrian mentioned that Title 9 would be a good topic to include in the program. Christine mentioned that Cindy Vyskocil, Vice Chancellor HR, is organizing a mandatory Title 9 Training for all managers. Ross commented that Dr. Vyskocil’s training, however, will not cover how Title 9 is implemented at Coastline. Dr. Adrian suggested a review of how data resources are utilized by staff at Coastline. All suggestions or recommendations should be e-mailed to Lori Adrian and Martha Tran-Nguyen

5.2 Protocols (L. Adrian)

- Scheduling Events – Dr. Adrian discussed conflicting schedules and planning of meetings or events.
- For inviting Board Members, elected officials, and other VIPS - If Board members or elected officials are invited, the President of Coastline should also be invited.
- Notification of President’s Office Regarding Major College Events – Nhadira Johnson discussed the approval process and official protocol for approval and planning of upcoming events. She requested that the Marketing Team be apprised of such events ahead of time in order to send out information to the media and announcements to the College and the District in a timely manner. Dr. Adrian advised that criteria should be established in determining which events are deemed “*major events*” (which include more than 50 people). **A major events form will be developed which can be completed online and submitted to the dean or vice president first in the approval process.** Dr. Adrian asked for suggestions of special events being anticipated. Some events mentioned were:

Summer Institute
Pathway Days
ABI Graduation
Veterans and Barbecue
Transfer Day
Installation Dinners
OC Women’s Global Conference

- 5.3 Dr. Adrian asked that all managers list events and dates being planned so that dates can be blocked out and approved for the District Wide Calendar. Following a specific process would provide support for Marketing in preparing documents and generating announcements for planned events. A program needs to be found that could populate room availability for upcoming events and meetings in order to avoid conflicts. Vince suggested the *25 Live* program. **Vince, Lynn, Nathan, Aeron, Nhadira and Ross will meet to discuss development of an approval process and locating a program for scheduling meetings and events and to also define room availability and avoid conflicts.** Ross discussed the migration of the common calendar online with social media for student access.
- 5.4 Flex Summer Schedule – Flex schedule for summer will begin June 10. Employees may have the option of working either on a 4/10 Schedule or take vacation days. Managers and supervisors must work with their departments to approve these schedules. A manager must be on-site during hours employees are at work.
- 5.5 Commencement Debriefing – The committee discussed this year’s commencement activities. The timing (1 hr. 15 minutes), the speaker and the announcement of names all went very well. The committee provided suggestions for refining planning of future commencements. Some suggestions are:

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- Institute acceptable traditional dress code (robes or military uniforms only)
- Limit number of tickets for attendance
- Provide tables for seating families
- Consider correct placement of photographer (so as not to block photos of students)
- Provide a photo booth
- Provide more house lighting so students can be seen
- Move faculty to center
- Move the President of the Board closer to students while names are being announced
- Move President to the end of stage for photograph
- Resolve transcript evaluation practice with counselors
- A& R should provide graduation students with preprinted cards to include specific information only to be announced, i.e. name of student, degrees and/or certificates, honor status, validated transfer college data, etc.

5.6 All College Meeting – Fall 2015 – Vince reported that the desired keynote speaker, Shane Lopez from Chaffey College, is not available. Dr. Adrian mentioned that another speaker considered to discuss GRIT is Angela Duckworth, but she is also unavailable. Aeron reported that research (targeted to online students) was completed on GRIT last spring and they are awaiting results of the survey. If results are positive, the plan is to integrate it into the application process. Dr. Adrian suggested inviting a team of speakers from Chaffey College to discuss their Hope framework. Bob Nash suggested Dr. Carol Dweck, author of the book called “*Mindset*” (which is about frame of mind for establishing student success). **Bob will reach out to her as a possible speaker.** The date set for the All College Meeting is September 18 at the Rose Center. Any further ideas for keynote speakers should be submitted to Dr. Adrian directly.

5.7 Proposed District Wide Calendar – Discussion deferred to next meeting. Dr. Adrian mentioned that Phase One (Admin Meetings) will be implemented first.

6 ANNOUNCEMENTS

- 6.1 Dr. Adrian announced that JP Schumacher is leaving Coastline and has accepted the position of Director of Equity at Mira Costa College as his grant will end in October.
- 6.2 Heidi Lockhart has resigned as Dean of Counseling to tend to a personal family matter.
- 6.3 Christine Nguyen expressed a special thank you to David Stanearth who has been serving as Interim Director of Security. Gary Stromlund will return to his position on June 11.
- 6.4 Dr. Adrian expressed thanks to Nathan Brais, Director of Student Life for his help and support for commencement and scholarship activities.
- 6.5 Helen reminded everyone about the Classified Appreciation Reception scheduled for Friday, June 5 from 3-4:30pm in the 4th Floor Conference Room at College Center. Dr. Adrian expressed special thanks to those staff members who participated in planning this event.
- 6.6 Dr. Adrian announced that the OC Global Women’s Conference held last Friday was very successful. She commended and expressed a special thank you to Paula Coker and Ashley Lopez for the excellent job they did in coordinating this event.
- 6.7 Nancy Jones announced the establishment of a Pathway Program for students K to 14 focusing on computer science and computer networking pathways. Ten high schools in Santa Ana are involved. Dr. Adrian stated that this program may provide a structured pathway for cyber security. **Nancy will send information to Nhadira Johnson.**
- 6.8 Nate Harrison announced that the barbecue was very successful this year. They raised \$1,615 in donations this year. **A report will be sent to Dr. Adrian for presentation to the Board.**
- 6.9 Lois Wilkerson announced that International Languages applied for Japanese grant monies which has been approved. An on-line course will be offered.
- 6.10 Nhadira Johnson plans to meet with the department deans to determine specific initiatives to be marketed. She will provide a presentation to Cabinet. Dr. Adrian discussed development of marketing materials such as a generic college brochure. Any ideas should be submitted to Nhadira.

7 ADJOURNMENT - Meeting Adjourned at 10:25 a.m.

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7.1 Items for next meeting:

8. CDMA Closed Session

Documents Distributed:

1. CMT June 2, 2015 Meeting Agenda
2. Draft of 4/7/15 CMT Meeting Minutes
3. Leagues May Revise Budget Update Chart as of 5/14/15
4. California Community Colleges Chancellor's Office 2015-16 Growth Rates
5. Chart of Resident FTES Estimates Report

Next Meeting: July 7, 2015, 10:00 a.m., 4th Floor Conference Room

*Attachment(s)

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AGENDA

Coastline Management Meeting (CMT)

June 2, 2015

9:00 – 11:00 a.m.

4th Floor Conference Room

Committee Mandate: To review and improve College operations and management through sharing information, discussion, and staff development.

1. CALL TO ORDER

- 1.1 Roll Call
- 1.2 Welcome
- 1.3 Adoption of Agenda
- 1.4 *Approval of Minutes: April 7, 2015

2. SPECIAL REPORTS & UPDATES

3. ACTION ITEMS

- 3.1
- 3.2
- 3.3

4. STANDING REPORTS (5 minutes per)

- 4.1 Accreditation – V. Rodriguez
- 4.2 PIEAC – A. Holliday, V. Rodriguez
- 4.3 Budget – C. Nguyen/V. Rodriguez
- 4.4 Academic Senate – A. Holliday
- 4.5 Classified Senate – M. Worden
- 4.6 Associated Student Government (ASG) – N. Brais
- 4.7 President's Report – L. Adrian
- 4.8 Executive Team Report – J. Groot, R. Miyashiro, C. Nguyen, V. Rodriguez
- 4.9 HR Report – H. Rothgeb

5. DISCUSSION ITEMS

- 5.1 Managers' Professional Development Days (L. Adrian)
- 5.2 Protocols (L. Adrian)

- Scheduling Events
- For inviting Board Members, elected officials, and other VIPS
- Notification of President's Office Regarding Major College Events

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- 5.3 Flex Summer Schedule
- 5.4 Commencement Debriefing
- 5.5 All College Meeting – Fall 2015
- 5.6 Proposed District Wide Calendar

6. ANNOUNCEMENTS (1-2 minutes per)

7. ADJOURNMENT

8. CDMA – CLOSED SESSION

*Attachment(s)

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League's May Revise Budget Update Chart
As of May 14, 2015

Item (amounts in 000s)	2014-15 Enacted	2015-16 January Proposed	2015-16 May Revise Proposed
Ongoing Funds			
Cost of Living Adjustment (Apportionment)	0.85%	\$92,400 (1.58%)	\$61,000 (1.02%)
Enrollment Growth (Apportionment)	2.75%	\$106,900 (2%)	\$156,500 (3%)
Student Success and Support Program (SSSP)	\$199,183	\$299,183	\$299,183
SSSP - Equity	\$70,000	\$170,000	\$185,000*
Career Development College Preparation (CDCP) Rate Equalization	No Augmentation	\$49,000	\$49,000
Apprenticeship Programs	No Augmentation	\$29,100	\$29,100
Operating Costs	No Augmentation	\$125,000	\$266,700
Full-Time Faculty	No Augmentation	No Augmentation	\$75,000
Basic Skills Partnership Pilot Program	No Augmentation	No Augmentation	\$2,000
Institutional Effectiveness	No Augmentation	No Augmentation	\$15,000**
Categorical Program COLA	No Augmentation	No Augmentation	\$2,500
One-Time Funds			
Career Technical Education	\$50,000	\$48,000	\$48,000
Mandate Backlog	\$49,500	\$353,300	\$627,800
Deferred Maintenance & Instructional Equipment	\$148,000	No Augmentation	\$148,000***
Basic Skills & Student Outcomes Transformation Program	No Augmentation	No Augmentation	\$60,000
Remaining Deferrals	\$600,000	\$94,500	\$94,500
Innovation Awards	\$50,000	\$25,000 (CSU Only)	\$50,000
Other			
Prop 39	\$37,500	\$39,600	\$38,700
Adult Education	\$25,000	\$500,000	\$500,000
CTE Incentive Grant (CCPT)	\$250,000	\$250,000	\$250,000
General Fund Proposition 98 Adjustments			
Local Property Tax			-\$156,100
Student Enrollment Fee			\$7,400

100 school

* With a set-aside amount to implement SB 1023 for foster youth in EOPS

** With \$12 million for professional development and to implement educational practices such as SB 1391 for inmate education

*** No match requirement

**California Community Colleges Chancellor's Office
2015-16 Apportionment Growth Rates (Estimate at P1)**

District	2.5% Growth	2.75% Growth	3% Growth
San Bernardino	5.34%	6.04%	6.74%
San Diego	2.67%	2.90%	3.12%
San Francisco	1.00%	1.00%	1.00%
San Joaquin Delta	2.97%	3.41%	3.85%
San Jose-Evergreen	1.00%	1.00%	1.00%
San Luis Obispo	1.00%	1.00%	1.00%
San Mateo	1.00%	1.00%	1.00%
Santa Barbara	1.93%	2.08%	2.23%
Santa Clarita	2.39%	2.59%	2.78%
Santa Monica	2.12%	2.29%	2.45%
Sequoias	4.58%	5.15%	5.72%
Shasta-Tehama-Trinity	1.00%	1.00%	1.00%
Sierra	2.55%	2.76%	2.97%
Siskiyou	1.00%	1.00%	1.00%
Solano	2.24%	2.61%	3.02%
Sonoma	2.05%	2.21%	2.37%
South Orange	1.69%	1.81%	1.94%
Southwestern	1.54%	1.65%	1.76%
State Center	3.12%	3.47%	3.81%
Ventura	1.87%	2.02%	2.16%
Victor Valley	2.94%	3.34%	3.76%
West Hills	2.93%	3.18%	3.43%
West Kern	1.00%	1.00%	1.00%
West Valley-Mission	1.00%	1.00%	1.00%
Yosemite	2.07%	2.33%	2.61%
Yuba	4.03%	4.52%	5.01%
Total	2.50%	2.75%	3.00%

②

**California Community Colleges Chancellor's Office
2015-16 Apportionment Growth Rates (Estimate at P1)**

District	2.5% Growth	2.75% Growth	3% Growth
Allan Hancock	1.71%	1.84%	1.97%
Antelope Valley	2.59%	2.86%	3.12%
Barstow	3.54%	3.86%	4.16%
Butte	1.13%	1.20%	1.27%
Cabrillo	2.06%	2.23%	2.39%
Cerritos	2.68%	2.90%	3.13%
Chabot-Las Positas	1.57%	1.69%	1.81%
Chaffey	5.88%	6.66%	7.44%
Citrus	2.96%	3.22%	3.47%
Coast	2.15%	2.33%	2.50%
Compton	2.29%	2.64%	3.00%
Contra Costa	2.47%	2.67%	2.87%
Copper Mt.	1.00%	1.00%	1.00%
Desert	4.94%	5.76%	6.61%
El Camino	1.68%	1.80%	1.93%
Feather River	1.00%	1.00%	1.00%
Foothill-Deanza	1.00%	1.00%	1.00%
Gavilan	1.90%	2.05%	2.19%
Glendale	1.12%	1.19%	1.26%
Grossmont-Cuyamaca	2.49%	2.70%	2.90%
Hartnell	3.04%	3.37%	3.69%
Imperial	2.90%	3.16%	3.40%
Kern	3.31%	3.81%	4.32%
Lake Tahoe	1.00%	1.00%	1.00%
Lassen	1.00%	1.00%	1.00%
Long Beach	1.39%	1.48%	1.57%
Los Angeles	4.36%	4.96%	5.58%
Los Rios	1.90%	2.05%	2.19%
Marin	1.00%	1.00%	1.00%
Mendocino-Lake	1.00%	1.00%	1.00%
Merced	1.78%	1.92%	2.05%
Miracosta	1.52%	1.62%	1.73%
Monterey Peninsula	1.00%	1.00%	1.00%
Mt. San Antonio	3.03%	3.30%	3.55%
Mt. San Jacinto	7.60%	8.81%	10.04%
Napa Valley	1.31%	1.39%	1.48%
North Orange County	4.57%	5.00%	5.40%
Ohlone	1.40%	1.50%	1.59%
Palo Verde	3.44%	3.75%	4.04%
Palomar	1.51%	1.62%	1.73%
Pasadena Area	2.16%	2.34%	2.51%
Peralta	1.85%	1.99%	2.13%
Rancho Santiago	1.39%	1.48%	1.57%
Redwoods	1.00%	1.00%	1.00%
Rio Hondo	1.15%	1.22%	1.29%
Riverside	3.31%	3.63%	3.95%

Resident FTES Estimates from REGCNT Report

