

Coastline Management Meeting (CMT) Minutes

August 1, 2017

9:00 – 11:00 a.m.

4th Floor Conference Room

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| --- | --- | --- | --- | --- | --- |
| Name | Present | Name | Present | Name | Present |
| Adrian, Lori | X | Emerson, Dana | X | Miyashiro, Ross | X |
| Akins, Renate | X | Garvey, Judy | X | Nash, Bob | X |
| Barnes, Stephen | X | Groot, Joycelyn | X | Neal, Tom | X |
| Blair, Shelly | X | Gutierrez, Rene |  | Nguyen, Christine | X |
| Brais, Nathan | X | Harrison, Nate | X | Rodriguez, Vince | X |
| Cant, Dave | X | Jones, Nancy | X | Rothgeb, Helen | ABS |
| Capoccia-White, Rozanne | X | Keeler, Bruce | ABS | Sanchez, Jorge | X |
| Colver, Mike | X | Khosravani, Mariam | ABS | Scott, Michael | X |
| Dahnke, Lynn | ABS | Le, Mai | X | Thompson, Dave | X |
| De La Rosa, Jennifer | X | McDonald, Jennifer | X | Woodyard, Steve | X |
| Donahue, Kevin | X | Mendez, Julie | ABS | Zentner, Aeron | X |

Recorder: Martha Tran-Nguyen

Transcriber: Kathy Surgenor

1. **CALL TO ORDER**
   1. Roll Call
   2. Welcome
   3. Adoption of Agenda \*\*Agenda MSU (w/amendments)
   4. Approval of Minutes

* May 2, 2017 - **DEFERRED**
* July 19, 2017 ( Special CMT Meeting) - **DEFERRED**

1. **ACTION ITEMS**
2. **STANDING REPORTS (2 minutes per)**

3.1 Accreditation – V. Rodriguez

3.2 PIEAC – S. Barnes, V. Rodriguez

3.3 Budget – C. Nguyen

3.4 Academic Senate – S. Barnes – Faculty Orientation attendance was positive; Senate is continuing to work on turcs for the five new faculty members.

3.5 Classified Senate – K. Donahue or Designee – Classified Executive Board Retreat was held last week in Newport and went well. Facilitators were Shelly Blair, Aeron Zentner, and Vince Rodriguez.

3.6 Associated Student Government (ASG) – N. Brais – ASG has scheduled a retreat to be held August 21, 22 and 23. Retreat will include a one-day Joint Parliamentary Procedure Training with GWC and OCC. A tentative ASG calendar is currently being developed; when completed, it will be made available to all students. ASG plans to conduct duplicate events at all the college centers. ASG will be adding additional programming as well. Nathan will send the Retreat Agenda to Dr. Adrian for informational purposes.

3.7 President’s Report – L. Adrian – The Governor has requested the State Chancellor to coordinate development of a plan and proposal to provide a fully on-line education program for all students throughout the 115 California community colleges by November. The goal is to provide seamless and affordable on-line education for all students including those currently not being served. A work group is being formed to oversee that endeavor for Coastline. Dr. Adrian is in collaboration with other college executives in order to discuss plans for establishing a work group/consortium to review data and develop a plan to be submitted to the State Chancellor. She advised that on-line education is currently being provided on a traditional basis. Dr. Adrian invited Joycelyn, Shelly, Stephen and Bob Nash to be part of the small work group for Coastline. A discussion ensued amongst the committee regarding OEI and its relationship to this on-line program venture. Members discussed Coastline’s role in the process and how it might impact Coastline.

* 1. Executive Team Report – J. Groot, R. Miyashiro, C. Nguyen, V. Rodriguez
* J. Groot – Ancillary funds have provided an increase in return on investment for the College and allocation of monies is currently being determined. Military enrollment has decreased nationwide and as a result, tuition income has declined. Programs to improve military enrollment are being considered for the upcoming year.
* R. Miyashiro – Stephen Barnes reported that Dr. Serban reviewed enrollment figures at the last DCC Meeting and provided a comparison analysis of last year’s and this year’s FTE numbers. Some of the District goals outlined at the meeting were focus on: on improved communication, increased enrollment growth, and reduction in number of units completed by graduate students. Orange Coast College’s FTE numbers show an increase in their enrollment at this point.  
  Ross reported that the 2nd Annual Dolphin Day Event is scheduled for August 14 and will include extreme registration. The event is designed to ease the registration process for students. Marketing and advertising plans for the event are in process at this time.
* C. Nguyen – Christine reported about the interstate travel ban that was discussed at the last Chancellor’s Cabinet meeting. The ban includes eight (8) states (Kansas, Mississippi, North Carolina, Tennessee, Alabama, Kentucky, South Dakota, and Texas) and has been issued for state employees. A decision is being reviewed as to whether or not the District should take a position on this ban and follow California law. At this point, the District has asked for guidance and input from the Academic Senate and the Board of Trustees prior to making a final decision. The Attorney General has blocked all the funding for grants at this time.  
  Banner 9 upgrades are currently under way and meetings are being held to review the transition process in order to ensure that all problems will be addressed and resolved by ITT prior to implementation. Dave Thompson has developed a summary report which he will provide to all those interested.  
  The Le-Jao renovation project is almost completed and furniture installation will be completed by the second week of August prior to opening of the fall semester. The opening of the Student Resource Center may be delayed due to the Le-Jao Café approvals. The hope is to finalize approvals by November 1 at which time a grand opening of the Le-Jao Café as well as the Student Resource Center can be held.  
  The Architect who was hired to oversee the College Center Renovation programming phase, discovered that due to the age of the current building, it is out-of-date with regard to building code(s) and would require substantial retrofitting and a substantial increase in pricing for renovations. Due to significant increase in renovation costs as well as health and safety issues, a decision must be made whether to develop a new building or to renovate the current building. At this point, plans for the back lot and the annex building will remain the same until further opportunities can be explored. Christine provided information regarding faculty offices for Garden Grove and advised that Dave Cant is currently overseeing that project. Further inquiries should be submitted directly to Dave.
* V. Rodriguez – Per data provided by Aeron Zentner, Vince reported that Coastline’s enrollment figures reflect a decrease of 50 to 55 estimated FTE’s for fall which is below last year’s numbers. He will continue to monitor enrollment figures. However, Aeron reported that the latest update received this morning reflects that Coastline’s enrollment is actually running approximately 12 below last year’s figures. Vince advised that the goal was to increase FTEs by 275 above last year’s enrollment figures. He discussed challenges of sustaining that enrollment goal. In addition, other districts have also reported decreases in their enrollment as well. Ross reported that the District is considering development of a more collaborative approach towards recruitment. Stephen mentioned that a brief about Accreditation for the Coast District was discussed at the last DCC meeting also. Dr. Adrian described how the Accreditation teams are being structured for the future.

3.9 HR Report – R. Akins – Anthem Blue Cross has confirmed EAP (Employee Assistance) one-hour (8:30-9:30a) workshops/training sessions to be provided for Coastline on August 8 and 17 which will be held College Center for all college staff. Renate will confirm that meeting room space is available. Managers are advised to encourage employee participation. CMT committee was in agreement to support this training for all staff. Additional information will be forthcoming.

3.10 Financial Aid Federal Program Review Update – The Program Department Review report is due on September 1. Drafts must be submitted by or before that date. If assistance is required, please contact Aeron Zentner directly. Vince reported that a request was received from the Department of Education to provide a list of all students and classes for review purposes.

1. **DISCUSSION ITEMS**

4.1 All-College Meeting – The date for the upcoming All-College meeting has been scheduled to be held on August 25. The Flex Committee is working on gifts and menu planning. Dr. Adrian discussed the *“Guided Pathways”* theme for the meeting. She also reviewed the schedule and outline for the meeting. Copies of the schedule will be provided soon and announcements will be sent out shortly.

4.2 Hallmark of Coastline/Presentation by Rob Johnstone – Dr. Adrian advised that a separate meeting be held in order to discuss and review comments and suggestions made by members during the Retreat.

4.3 Blank Templates – Aeron Zentner – Aeron discussed templates he has developed and stated that the templates will be given to the Administrative Wings to assist them in reviewing goals, priorities, and planning processes.

4.4 EAB/My Path – Ross Miyashiro – This program is slated to be released into the new STAR 2.0 group and links will be provided as well. It will be available on Dolphin Day and assistance will be available for users of the program during that event.

4.5 Web Site Launch – Judy Garvey provided an update about the new web site which will be launched at 1:30 today.

4.6 OEI Exchange – Shelly Blair advised that more courses are being added to the Exchange and the goal is to add 12 more courses throughout the year.

4.7 Opening Day Preparation (first day of Fall Semester) – Dr. Adrian and the committee discussed plans for Opening Day. ASG will provide ambassadors at tables throughout the day and they will distribute pamphlets, maps and other related information for students. Instruction personnel will be available to provide information to students. Dana Emerson advised of the new parking regulations for the Le-Jao Center. Notification to students and announcements to staff about Opening Day will be provided through the web site. Students MAY NOT park in the Structure. Security will be on site and will be directing people to proper parking areas. Dr. Adrian suggested consideration of additional signage to be added welcoming students and providing parking information for all.

4.8 Signage – Dave Thompson – A vendor has been identified to provide electronic signage. The goal is to have all signage in place for Le-Jao and Newport Beach by the end of August. Dr. Adrian suggested adding freeway signage in the future.

1. **SPECIAL REPORTS & UPDATES**

5.1 Dean’s Reports

* Le-Jao - Dana Emerson reported that construction at Le-Jao Center will be completed soon.
* Garden Grove - Nancy Jones reported that an additional $225,000 for Cybersecurity Pathways for K-12 has been received. In addition, another 20 students will be enrolling in the Apprenticeship Program. A PTEC (Process Technology) cohort is now in place.
* Newport Beach - Tom Neal reported that the top priority for Newport Beach at this time is the hiring of a new Instructional Lab Associate. Tom is currently working in collaboration with the VP on the installation of new furniture and placement of a permanent food service vendor.

1. **HOT TOPICS**
2. **ANNOUNCEMENTS**
3. **ADJOURNMENT**
4. **CDMA – CLOSED SESSION**
5. **SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN**

10.1 Development of a plan and proposal to provide a fully on-line education program for all students throughout the 115 California community colleges by the State Chancellor

10.2 FTEs and Enrollment Figures

10.3 Dolphin Day Event

10.4 Travel Ban

10.5 College Center Renovation

10.6 EAP (Employee Assistance) one-hour (8:30-9:30a) workshops/training sessions for Coastline

10.7 Financial Aid Federal Program Review Update

10.8 Theme and Planning of All-College Meeting (August 25)

10.9 EAB/My Path Release

10.10 Launching of new Web Site

10.11 OEI Exchange

10.12 Opening Day Preparation

10.13 Signage

10.14 Dean’s Reports

Documents Distributed:

Next Meeting: Tuesday, September 5, 2017, 9:00 a.m., 4th Floor Conference Room

*\*Attachment emailed   
\*\*Attachment provided at meeting*