



Coastline Management Meeting (CMT) Minutes

May 1, 2018, 9:00 – 11:00 a.m.

College Center – 4th Floor Conference Room

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

Guests: Dr. Andreea Serban, Vice Chancellor, Educational Services and Technology

Recorder: Laila Mertz

1. CALL TO ORDER

- 1.1. Welcome, Kate and Christine Co-Chaired the meeting and welcomed the committee. Mark Thissell and Dawn Willson were in attendance for their first meeting.
- 1.2. Adoption of Agenda - MSU
- 1.3. *Approval of Minutes – February 6, 2018 - MSU

2. REPORTS & UPDATES (15 minutes per)

- 2.1. District Wide Strategic Plan 2014-17 Evaluation Summary – Dr. Serban shared that this process began in 2011-12 to develop the District Wide Strategic Plan that hopefully is broad enough that each college can have its own direction and specific things that are of importance. The idea is to provide broad umbrella about what is important for us as a District. This document is a statement of the key measures that are significant. Some highlights: 5 major goals, targets set by each college, great progress in all areas.
- 2.2. District Wide Strategic Plan 2018-21 Draft – Dr. Andreea Serban reported that DCC plans to approve the new plan no later than June and also have it adopted by the Board at the June 20 meeting for implementation of July 1. An area discussed when developing the new plan is the emphasis on having more students develop a student educational plan or at least an abbreviated plan. Since 16-17 we have been working together to remedy the deficit spending. An area where we are looking to do more is engagement in the community. We have discussed how to measure what constitutes community engagement. Targets for CCC will still be discussed through PIEAC. These targets and numbers are only used internally.
- 2.3. Executive Team Update (Mueller, Nguyen, Rodriguez)
 - Rodriguez (Instruction) – Enrollment Update: We came within a few FTEs of the target we set for ourselves. Much of the enrollment growth this year was due to the change in the term length multiplier. Our plan for this 18-19 is to grow 200-250 FTEs. Next year will be a challenge to meet our target due to having to keep the percentage of incarcerated enrollments below a certain number. He met last week with the Department Chairs to discuss RSI and establish guidelines and expectations of the faculty.
 - Nguyen (Admin Services) – Helen and staff are currently working on the tentative budget for 18-19, but it is pending the new state funding formula. The new formula will be compromised of 3 things: FTES productivity, Pell recipients, number of degrees and certificates awarded.

Preliminary numbers from the state show an increase for CCCD of up to \$21M. We are being conservative and are budgeting only an increase of \$4M in new revenue to our Coast District budget base line. For CCCD, 18-19 preliminary numbers are looking at \$7.8M deficit due to multiple factors. A short term strategy is to use District ending balance funds to balance for FY 2018/19 budget, but a permanent strategy is needed for FY 2019-20. Our District ending balance reserve is also more than the state requirement of 5% and our BOT have taken a position to increase ours from 8% to 10% for major catastrophes. District is not in the position to bring that down, as it will also bring down our bond rating. Solutions are being discussed to mitigate the deficits in the DCC Budget Subcommittee, including looking at current vacancies and possibly keeping those vacant for 2 years, in an effort to save up to \$6M. An assessment will be done for Coastline vacancies. Renate shared an update on the EPAF process for terminating hourly employees on/by June 30 and for those returning a new appointment effective July 1. This would be a good opportunity to assess your needs of having these employees. If you have any ideas for cost savings, please forward them to Christine.

- Mueller (Student Services) – An offer has been extended to an Interim FA Director and details are being worked out. Dean of Students, Dean of Enrollment, Director of Equity & Title IX and Director of FA positions are all moving forward. Kate shared that the Verbal De-Escalation presentation went very well. She has received great feedback and is looking into more trainings.

2.4. ASG (N. Brais) – ASG students went to Chicago for the National Society for Leadership & Diversity Conference. They came back with great ideas and plans for ASG events for next year. The new ASG President, Vice President, Treasurer and NBC Rep. have been elected for 18-19. The vacancies will be addressed later this month. The ASG Budget will be finalized soon. Graduation is Friday, June 1 at OCC Robert B. Moore Theater.

2.5. Academic Senate – No Representative

2.6. Classified Senate – No Representative

3. CLOSING THE LOOP – FOLLOW UP ACTIONS - None

4. PLANNING/DISCUSSION

4.1. 2018 Fall Flex – August 24, 2018 – Shelly reported that it will be held at the Hotel Irvine. Diego Navarro is the keynote speaker and will hold a follow-up workshop for Faculty only. He will be discussing productive persistence, GRIT and affective domain inside Pedagogy in teaching. Other professional training sessions will be available for Classified and Administrators. Please contact Shelly if you have any training workshop requests or ideas. Also please plan have hourly work that day if your department/campus needs to be open. Per new state regulations, FLEX activities must also be available to all Classified. Summer Institute is on July 19.

4.2. *Participatory Governance Document – Laila shared the work that the small task force of Stephen Barnes, Kevin Donahue, Kasie Hipp and Dr. Adrian have completed. It has been approved by ASG, AS and will be approved at the May 17 CS meeting. Aeron pointed out that this is an important document needed for Accreditation. It shares our governance process, helps us meet a lot of Standards and supports our arguments to reaffirm our Accreditation standing. A motion was made to approve the Participatory Governance Document with the suggested revision on page 15 (section 3). MSC

4.3. *Financial Aid Fraud – Kate shared from data pulled by Steve Woodyard that the numbers of fraud keep increasing each year. The types of fraud are identity theft, a perpetrator who recruits and uses the identities of other who willfully provide their personal information for cash promised by the perpetrator, and fraud rings made up of several people who pretend to be serious students, but are only here for the FA money. Also in Kate's document are methods for mitigating fraud that have been proven effective as noted by Rio Salado College, the DoE and AACC. Kate and Vince met with Academic Senate to discuss these methods and share the importance of RSI. On an average, cohort default rates are anywhere from 12-16% for face to

face classes; we are at almost 17% and it is expected to rise to almost 25%. **Kate will revise the document** and would like any additional ideas and feedback. Shelly shared that DL staff is being trained to support faculty with the use of Proctorio and she is also working on getting web cameras set up on campuses to help identify DL students who have to show up in person to take exams. We need to be prepared and **document our action plan.**

- 4.4. Professional Development Events & Funding – Please contact Renate and Shelly if you have any professional development needs for you or your staff, they have funding available.
- 4.5. Upcoming A2I2 Guided Pathways Visit – The next visit is on May 8. Rob and Allison will be in attendance. There will be a Core Team meeting for planning of next steps, design principles for the workgroups and a facilitator training with Allison.
 - 4.5.1. Workgroups – The workgroups (10) will be developed by the Core team based on the interest submitted on the survey, as well as subject matter experts. 2 workgroups have already been developed and will meet with Rob on May 8.
- 4.6. Coastline Name Change Endorsement - Dr. Adrian brought a proposal of changing the name of Coastline Community College to Coastline College. A discussion ensued about the perceptions and confusion of ‘Community’ in our name. Dr. Adrian requested that the Academic Senate update the resolution that has been approved about the name change; and requested that the Classified Senate and ASG also bring it to their next meeting with their groups. Dr. Adrian has also briefly discussed it with the Chancellor and our sister college Presidents. She would appreciate the support from all and to come to a decision before the spring term ends. **Dr. Adrian will contact Laura Hope in the State Chancellor’s Office and the Chancellor will discuss with the BOT President. Dr. Adrian has also asked for a resolution from the constituents. A motion was made to endorse the name change to Coastline College. MSC**

5. PROFESSIONAL DEVELOPMENT

- 5.1. Manager’s Retreat – June 18-19, Irvine Marriott – Dr. Adrian polled the group on the interest in topics for the manager’s retreat: Appreciative Inquiry or Emotional Intelligence. We will focus on one for the retreat and do the other later, as well as have the rest of the College receive the same training. Dr. Adrian also shared that Renate and Shelly are in the process of developing a Leadership Program for all Classified, Faculty and Administrators. The group decided to focus on Appreciative Inquiry for the focus of the Managers retreat, as well as Accreditation.
- 5.2. Guided Pathways with Kathy Obear – Shelly shared that Kathy Obear will be facilitating 4 full day workshops for all constituents on developing inclusive practices and long term capacity building for organizational change around equity. July 9 is the managers training, 2 identical workshops for Classified to choose from and August 23 will be for Faculty.

6. ANNOUNCEMENTS

- 6.1. Renate shared that Shaunick will be going on maternity leave as of May 14. Lisa Hong will be filling her seat while she is away. Please make an appointment to meet with Renate if you need to see her.
- 6.2. Helen reminded everyone to submit all reimbursements, payments, etc. as soon as possible so that everything is in place for year end. The drop dead date is July 15 for closing of year end expenditures. On May 8 and 9, RCI (hired by District) will be here to do physical inventory.

7. CLOSED SESSION - CDMA

8. ADJOURNMENT – Meeting was adjourned at 10:55 a.m.

Next Meeting: Tuesday, June 5, 2018, 9:00 a.m., 4th Floor Conference Room

*Attachment