



## Coastline Management Meeting (CMT) Minutes

August 4, 2015

9:00 – 10:40 a.m.

4<sup>th</sup> Floor Conference Room

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

### 1. CALL TO ORDER

- Roll Call
- Welcome: Chair, Vince Rodriguez welcomed the committee and introduced Dr. Lucha Ortega, Interim Dean of Counseling (new committee member) to the committee. Dr. Lucha has extensive experience in higher education and has served in many various administrative positions at several colleges and universities throughout the state.
- \*Adoption of Agenda: - Vince added Items 2.1 *Enrollment Management/Stabilization* and 2.2 *Department of Education Visit* to the Agenda. The August 4, 2015 Agenda was adopted with additions. MSU
- \*Approval of Minutes: April 7, 2015 and June 2, 2015. Ross made a motion to approve the minutes of April 7 and June 2, 2015 with recommended changes (to be submitted no later than Friday, August 7). MSU

### 2. SPECIAL REPORTS & UPDATES

2.1 Enrollment Management/Stabilization (V. Rodriguez) – Compared to last year’s enrollment numbers, Coastline is ahead of schedule with approximately 200 FTEs to date. The main difference from last year is that registration trajectory was actually increasing and this year’s trajectory is flattening out. The deans are monitoring this situation and Nhadira has been developing a message to be sent out to all students. She has recently been transmitting E-mails to students with important reminders such as registration and has also provided promotion materials to students for registration as well. She continues to monitor students who have registered but have not yet enrolled. In addition, bus and radio ads have been placed and she plans to place movie theaters, billboard, OCC League, and Pandora ads as well. In addition, posters are being placed in classrooms regarding Coastline’s programs.

Vince reported that throughout the past two weeks, the Chancellor’s Cabinet has been discussing Enrollment Management, FTEs Targets and Stabilization. For the past fiscal year (2014-15) Coastline did not meet the target for FTEs but was actually short by approximately 1700 FTEs. Putting this into perspective, the entire FTEs target for the District overall is approximately 32,000+ FTEs in order to qualify for \$200 Million from the state. The original plan was to borrow from the summer in order to reach the number of FTEs needed last year. However, the Vice President’s felt that this would prevent the District from meeting its targeted goal for next year. Therefore, a recommendation was made to the Interim Chancellor and to the Presidents for the District to go into Stabilization and to not borrow any FTEs for this year. Rather, it was recommended that all of the Summer FTEs be used for next year. Discussions then took place within the Academic Senate and with the faculty who had many concerns with this plan. Vince noted that 28% of the Districts in California were in Stabilization last year (2013-14). This year 20% of Districts were planning to go into Stabilization for 2014-15. The District and the Board agreed to go into Stabilization

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with the condition that an Enrollment Management Task Force be created. At this point a small task force is being formed and will be comprised of VPs of Instruction, VPs of Student Services, Marketing Directors, Public Information Officers and Researchers. Each college will need to establish goals and targets to be discussed by the Task Force.

Coastline actually did very well this year (2014-15). As an individual college, Coastline paid off the net borrowed and still came out ahead by 68 FTE over the targeted base. Looking at the number of enrollments, Coastline continues to grow between 4-7% each year. Most of this growth is derived from online and telecourses students. Other resources for growth is being researched.

- 2.1 Department of Education Visit (R. Miyashiro) – The Department of Ed is currently performing a complete review of Orange Coast College’s Financial Aid Program. Program reviews are generally administered when the Department of Ed feels there is a need for corrections within the program. These reviews are comprehensive and supersede Family Educational Rights and Privacy Act (FERPA). In addition, they are federally mandated so all student records must be provided for review. The team plans to visit Coastline during the first week of classes. Afterwards, a closing/exit interview will be conducted with the president and the vice presidents and a list of items to be corrected will then be provided which will include a deadline date for completion. If corrections are not made within the specific timeframe outlined, the Department of Ed will return for another review.

Helen Rothgeb noted that these reviews are not just for financial aid but may also include campus safety, fiscal affairs and a number of other departments and compliance issues may be reviewed in addition to financial aid. Ross added that in order to qualify for Title 4 funds, numerous mandates must be met by the college. For example, an emergency preparedness plan and a drug and alcohol policy must be in place and FERPA must be up-to-date. These are all part of the requirements deemed necessary in order for a college to qualify for funding from the government. A discussion took place amongst the committee regarding the kinds of things that might trigger these reviews. He stated that this is the first time in twelve (12) years that Coastline has been reviewed. Ross mentioned that Steve Woodyard will be working closely with the department during this review.

### 3. ACTION ITEMS:

- 3.1 Helen Rothgeb will send the new updated catalogue for Coastline to IT for updating information on the District Employee Directory web site. **Completed**
- 3.2 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. A meeting was held to discuss a college calendar to be displayed on the web site for all staff to view. **Ongoing**
- 3.3 Bob will reach out to Dr. Carol Dweck, author of the book called “*The Mindset*” as a possible speaker for the All College Meeting. **Deferred**
- 3.4 Nancy Jones will send information on the Pathway Program to Nhadira Johnson. **Deferred**

### 4. STANDING REPORTS

- 4.1 Accreditation (V. Rodriguez): A letter was received on July 3 informing that Coastline is in compliance with Accreditation issues at this point. The mid-term report is due this year. New standards will be used to compile the comprehensive report that will be due in a few years.
- 4.2 Planning, Institutional Effectiveness and Accreditation Committee (PIEAC) (A. Holliday, V. Rodriguez): No PIEAC meeting held. No Report.
- 4.3 Budget Update and Budget Committee (C. Nguyen) – No Budget meeting held. No Report.
- 4.4 Academic Senate (A. Holliday): No Report.

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- 4.5 Classified Senate (M. Worden): A Jamba Juice fund raiser will be held on Monday, August 10, from 1:00-3:00 p.m. in the downstairs lobby.
- 4.6 Associated Student Government (ASG) (N. Brais/Reza Vafaei): ASG team training will be conducted on Tuesday, August 18 from 8:00 a.m. to 1:30 p.m. and managers have been invited to participate. ASG is also inviting students to participate in a collective training with the District AS Group. OCC and GWC will conduct the collective training. District Director of Public Affairs, Marketing and Government Relations, Letitia Clark, will provide a presentation for the students. Some of the ASG students will be volunteering during the first week of school and plan to provide free food events for students at all sites. ASG has met three times during the summer, but the ASG meeting schedule has been changed from Friday mornings to the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays each month from 1-3 p.m.
- 4.7 President's Report (L. Adrian): (See Section 5)
- 4.8 Executive Team Report – (J. Groot, C. Nguyen, V. Rodriguez)

- Joycelyn Groot – More than 160 attendees attended the Summer Institute which was extremely successful. Judy Garvey thanked all who participated in the arrangements of the Summer Institute. Vince expressed that Dr. Adrian was very pleased with this event.

Joycelyn reported on changes and management restructuring within the military/contract division which occurred when they merged departments last year. The changes are as listed below:

1. Michael Scott was hired as Director of Strategy and Logistics and will assist in the overall operational components within the military department and corporate education programs.
  2. Dave Thompson's position remained the same, but he is now manager in charge of BDATS (Business Development and Technology Solutions).
  3. Lynne Dahnke is transitioning into Peter's position and has taken on the marketing role for the contract ed department
  4. Peter has taken on the role of market research and analytics for the department
- Dave Thompson reported about few issues that occurred with Seaport this month due to some failures and outages on the servers. The student tracking system data was affected and changes are in process to correct this problem. E-mails have been sent to managers alerting them of the outages.
  - Nhadira reported that she is working on some article writings for various higher education publications. She requested that submit articles that they wish to be written, directly to her to help in making Coastline's name more visible to the public.
  - Ross Miyashiro – An offer was extended to a candidate today for the EOPS Director position and the candidate accepted. Her start date will be sometime in September.
  - C. Nguyen – Administrative Services: Chris Blackmore reported that all equipment should be delivered the first part of September and installation will begin at that time with regard to the on the Audio Visual Refresh project. Pre-work on wiring is currently being completed in preparation for installation of the equipment. The plan is to first complete installation in the conference facilities and the Garden Grove Center. Following that, installation will be completed for Newport Beach Center and Le-Jao Center.
  - V. Rodriguez – No Report

- 4.9 HR Report (H. Rothgeb): Helen reported that a new law went into effect July 1 requiring companies and institutions to provide sick leave for all hourly employees. Therefore, the District decided to frontload 24 hours of sick leave for each part-time hourly and short term employee (including professional experts). This also includes work study students and student assistants. Employees must have worked 90 days in order to be eligible to use the sick leave. Therefore, employees who have worked since April 1 would be eligible now. If an employee was hired after April 1, they must wait 90 days to be eligible. Part-time employees may only use the sick leave for hours they are scheduled to work. (Example: If an employee is scheduled to work for 2 hours, he/she can only claim 2 hours of Sick Leave

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that week). These Sick days will also count against the 150 days worked during the fiscal year and this sick leave will not accrue.

Helen explained that employees will only be eligible for up to 24 hours of sick leave and can only be used on the scheduled work days. In addition, sick leave hours must be included in the 28 hours per week of work hours. Helen mentioned that a new item for “sick leave” reporting has been added to the hourly timecard.

Helen announced that external auditors (hired by the District) will be here the week of August 17 and may visit different areas of the college. These auditors come to perform financial and compliance audits every year.

## 5. DISCUSSION ITEMS

5.1 Proposed District Wide Calendar (V. Rodriguez) – Vince discussed and explained the district wide calendar as well as the intent of the calendar. After discussion at District Consultation Council (and since all did not agree with this concept), a decision was made not to change the Faculty/Senate and Student meetings. At this point the District Wide calendar continues to evolve. Christine Nguyen added that an exception was made for the management team and the president’s cabinet for Coastline. The plan is to implement this calendar as soon as possible.

5.2 Manager’s Retreat – Follow Up Action Items (V. Rodriguez)

Vince discussed the Manager’s Retreat with the team and members expressed that it was time well spent and commented that Cindy Miles was an excellent speaker. They also conveyed that learning about other staff members what their roles entailed within the college was also very beneficial. Others mentioned that meeting and getting to know the new managers better was very helpful as well. The team collectively felt that the retreat definitely exceeded their expectations.

### Suggestions for improvement were:

1. Minimize items of discussion so that issues and subjects can be covered more in-depth and thoroughly
2. Discussion of current and past history is very beneficial for new employees
3. Provide more time to read materials beforehand (one book rather than two)
4. Provide more of an outline for discussion items
5. Consider an audio book as an option

### Retreat Follow Up Action Items

1. Wing leaders to meet with their groups and report back to the team
2. Wing leaders to review and prioritize lists of tasks/projects
3. Clarify the role and identity of the Coastline Management Team
4. Joycelyn will provide her notes from the Retreat to the Management Team
5. Members to provide suggestions for locations, times and dates for upcoming future retreats to

Christine Nguyen

5.3 Opening Day/Welcoming Students (First Week of Classes) – Team discussed preparation for the First Day of Classes:

- Information Center
  - Provide one-page summary of services for students
  - Direct and assist students with parking at the Garden Grove and Le-Jao Centers
  - Welcome table to be manned by students during the day and into the evening hours
  - Student staff from the information center to man the Newport Beach Center during the day from 8:00 a.m. to 5:30 p.m.
  - Nathan needs additional staff support for each campus (2-3 hr. sessions); He requested volunteers and asked managers to discuss with their staff. Nathan will send E-mail college wide
  - Christine recommended a list be developed of frequently asked questions and contact people
  - Lynn suggested looking at the existing scheduling calendar for staff who want to volunteer (Student Services)
  - Lynn suggested publishing maps of buildings, restrooms and parking and list of closed classes be

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provided to assist students; Nhadira stated that she could send maps electronically to students.

It was recommended that Coastline provide information regarding purchasing of parking passes and citations that may be issued. One member suggested providing terminals for students who wish to purchase parking passes

Nhadira stated that she will provide posters and T-shirts for students

- Student Services Handout for Faculty (on-line and paper copy)

Ross stated that he will provide an outline of a welcome week plan and structure as well as a training manual for managers. He also plans to provide handouts for faculty

- Other

Christine reported that Banners will be installed in all parking lots promoting different programs offered at each college site. At College Center, Banners will be installed listing all the Services offered.

#### 5.4 All College Meeting

- Schedule – Tentatively set for September 18, 2015.

Vince will reach out to the authors of book “Redesigning Community Colleges” as a perspective speaker.

It was suggested that for the future, the schedule should be followed explicitly and strictly adhered to

Determine if all offices will be closed the entire day

- Lunch – Lunch will be served
- Classified Staff Meeting – will meet from 11:00 a.m. -12:00 p.m.
- Faculty Meeting – TBD – Schedule depends upon speaker who is chosen

## 6. ANNOUNCEMENTS

6.1 Michelle Priest announced that the NB Gallery opened a new art exhibit which was very successful. It included Orange Sunshine and Mystic Artists. Over 1,000 people attended and a large amount of money was raised from the event. She added that a group known as “The Brotherhood” from Laguna provided a panel discussion on Tuesday which 250 people attended. In addition, a documentary was recorded and a copy will be provided to the NB Center. Following the event, articles were published in various art publications and in addition, an article was published in the local newspaper.

6.2 Vince announced that another training is going to be conducted for staff members who submit Board items. He added that contractual Board items must include funding sources and also must include flat rate fees, breakdown of payments and a not to exceed amount. A discussion ensued amongst the committee regarding legal fees and revisions being made to contracts which result in excessive legal fees. Christine reported that consistency in contracts is currently being reviewed.

## 7. ADJOURNMENT - Meeting Adjourned at 10:40 a.m.

7.1 Items for next meeting:

## 8. CDMA Closed Session

### Documents Distributed:

1. CMT Meeting Agenda for 8/4/15

Next Meeting: September 1, 9:00 a.m., 4<sup>th</sup> Floor Conference Room

\*Attachment(s)

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