



Coastline Management Meeting (CMT) Minutes

September 1, 2015

9:00 – 10:44 a.m.

4th Floor Conference Room

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

Guests:

Recorder: Laila Mertz

1. CALL TO ORDER

- Roll Call
- Welcome: Chair, President Lori Adrian welcomed the committee and introduced Dana Emerson, Dean of the Le-Jao Center (new committee member) to the committee.
- *Adoption of Agenda: - Ross Miyashiro added Item 5.5 *Graduation 2016* and Bob Nash added Item 5.6 *Professional Development Survey/Email* to the Agenda. The September 1, 2015 Agenda was adopted with additions. MSU
- *Approval of Minutes: August 4, 2015. Bob made a motion to approve the minutes. MSU

2. ACTION ITEMS:

2.1 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. **To be completed by September 30, 2015.**

2.2 Nancy Jones will send information on the Pathway Program to Nhadira Johnson. **Completed.**

2.3 Joycelyn will provide her notes from the Managers Retreat to the Management Team. **Completed. Follow Up item (Coastline's Identity) at a Study Session Meeting.**

2.4 Members to provide suggestions for locations, times and dates for upcoming future manager's retreats to Christine Nguyen. **Ongoing, send any suggestions to Christine.**

3. STANDING REPORTS

3.1 Accreditation (V. Rodriguez, A. Zentner): Preparing for the midterm report where we will address everything we have done to meet the recommendations and what we have done with our action improvement plans. We are also looking at the new standards to get ready for our next comprehensive visit and will do a mini evaluation on where we are at with those. A timeline for these actions will be provided at PIEAC. Aeron shared that our job placement institutional set standard will be reported back to ACCJC in response to a letter we received. Dr. Adrian shared that this standard needs to be added to the

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college scorecard.

3.2 Planning, Institutional Effectiveness and Accreditation Committee (PIEAC) (A. Holliday, V. Rodriguez): No report, first meeting in 9/2.

3.3 Budget Update and Budget Committee (C. Nguyen): First meeting is 9/9, where they will be looking at the college ending balance. The General Fund ending balance is over \$2.2M and they will be looking at the PIEAC funding requests to see which items have not been funded yet and if additional funds can be allocated.

3.4 Academic Senate (A. Holliday): Evaluation training was held for faculty and deans last week; Vince and Ann are forming the TERC committees for new FT faculty.

3.5 Classified Senate (M. Worden): Aeron attended their last meeting and spoke about the importance of participating on committees, which was very helpful. Thank you to managers for allowing their staff to attend the meetings, they had a great turn out. The annual Fall Festival will be held October 30 and more details will come.

3.6 Associated Student Government (ASG) (N. Brais/Reza Vafaei): Students had training in August where all the VPs attended as well as Helen Rothgeb and the Student Trustee. The students are focused on textbook prices right now and are planning to share some ideas with the Academic Senate. Their standing meeting has changed to the 2nd & 4th Thursday from 1-3pm.

3.7 President's Report (L. Adrian): We received the AANAPISI Grant (\$1.5 M for 5 years). Out of those who received this grant, we are 1 of 10 institutions, 1 of 4 community colleges, 1 of 3 in California and 1 of 2 in Southern California. Congratulations to Aeron, Vince and the Grant Team.

3.8 Executive Team Report

- Joycelyn Groot – We received 1 contract and 1 grant from the State Chancellor's Office. The grant is the Salary Surfer Video Project that assists with community colleges in posting career occupations paired with salaries in the state of CA and we will receive \$600K over 2 years. The contract is to develop an online contract readiness for small business development, a collaborative project with Cal Asian Chamber. The enrollments for Contract Ed, Fall Session A are down about 100 enrollments, but we are continuing to maintain.
- Vince Rodriguez – Enrollments are still up compared to last year and our trend is beginning to change; there are not as many drops in the first few weeks as there were last year. We are on track to hit our target for fall, which will lead us to hit our target for the whole year, which is about 800 FTES over what is required of us from the state of California.
- Ross Miyashiro – The new EOPS director, Julie Mendez, starts 9/3. The enrollment process for EOPS students has been streamlined and a new Special EOPS Admit process has also been put in place. This special admit puts more intrusive requirements on these students who wouldn't normally be enrolled in EOPS because their basic skills scores are lower. They need to work on their basic skills first and are required to attend tutoring and workshops. The STAR program began with 63 students and are already beginning to recruit students for fall 2016.
- Christine Nguyen – The Director of HR position has been reinstated and is scheduled to be filled before the Christmas break. Also, we now have full time security coverage from open till close at all learning centers and college center with the hiring of 3 new security officers whose funding was approved by PIEAC. Consultant, Dolores and Associates, has been hired in collaboration with the District, to do an assessment on Title IX and Clery compliance. The Emergency Preparedness Table top exercise and debrief is currently scheduled for November 6.

3.9 HR Report (H. Rothgeb): The Classified Staff Compensation study open house will take place September 22 for staff to meet with the consultants to ask questions and find out what the process is. The consultants are looking at all job classifications within the classified ranks to try to align them all district wide. The whole process should take 18-24 months.

District wide HR Reorg was approved and some processes may be shifting to the District office. The reorg consists of 3 directors (Shannon O'Connor, Crystal Crane and James Andrews) at district level who report to the VC of HR. The

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HR Director at the college level will report to Crystal Crane and the VP Admin. Sick leave for short term hourly staff and professional experts went into effect July 1.

4. DISCUSSION ITEMS

4.1 All-College Meeting (L. Adrian) – The college will be closed on Friday, September 18th, with minimal hourly staffing to stay in the offices. Dr. Adrian shared that we will have a videotaped welcome and introduction from the Interim Chancellor and the Board of Trustees President, since they have an all-day Board retreat scheduled for that day and cannot attend. Each of the constituent Presidents will have an opportunity to briefly speak during the welcome in the general session. Lori, Vince and Ross will present a brief overview of our year in review and key accomplishments and initiatives for this coming year. Canvassador, Chris Long is an experienced Canvas user who will speak about the advantages Canvas can offer our Instructors during the General Session, followed by a Q & A. Vince shared that Dr. Naomi Story from Mesa Community College will facilitate the Faculty meeting portion of the day. She will talk about the development of the Faculty Success Center at Mesa and the opportunities it brought their faculty. The day will end with a classified staff and management open forum meeting to discuss professional development and other topics and faculty will attend their discipline meetings.

4.2 Coastline Social Media Forums (N. Johnson) – The marketing department is available for social media training and to produce “how to” videos for your department for students or staff. The handout provides information about Coastline’s social media accounts and tips for your own professional account. Dr. Adrian encouraged managers to invite Nhadira and the Marketing team to your department to present and collaborate with you on opportunities and ideas for social media.

4.3 Graduation 2016 (R. Miyashiro) – The original proposed day for Graduation at Robert Moore Theater is Wednesday, May 25, but it is finals week for our students. **Alternate dates and location need to be reviewed for consideration by Nathan and the Graduation Work group. Christine will look into the Garden Grove High School as an alternative.**

4.4 Professional Development Survey (B. Nash) – Please respond to the survey sent by Bob regarding the professional development training needs for your staff and direct reports. The Professional Development and Leadership Committee will use these results to find ways to meet the needs and provide trainings. Cheryl Chapman will send a different survey to faculty and department chairs. Dr. Adrian suggested an inventory of all the professional development tools and resources we have created, so that we all know what is available to us. Bob Nash will add items to the resource library.

4.5 Financial Aid Federal Program Review (L. Adrian) – Three representatives from the US Department of Education were on site at CCC during the week of August 24, 2015. Prior to the visit, they requested a variety of data and information for a sample of 33 students who received financial aid at CCC in 2013-14 and 2014-15. In addition, a checklist of required information was provided prior to the site visit, including a detailed list of items needed for what is called Consumer Information. During the visit, a detailed audit of the sample of 33 students was conducted as well as audit of procedures and processes relative to compliance with Federal Laws and Regulations. The Department of Education Financial Aid program review report will be provided in a maximum of 75 days. It will include detail on all findings and the required actions for the college. Dr. Adrian shared the preliminary findings with the committee. Because of the magnitude of the work that needs to be done relative to the review and documentation of all online courses, Coastline will have 90 days to respond. Then the final program review report will be issued which will include the liabilities found.

5. ANNOUNCEMENTS – Laila Mertz reminded managers that she is having a Board Item/Travel workshop on September 10. Please send any staff that you would like to be trained or contact Laila for questions.

Aeron reminded all that the first draft of their Department Program Reviews are due today and the final reviews are due October 1.

6. ADJOURNMENT - Meeting Adjourned at 10:44 a.m.

- 6.1 Items for next meeting:
Managers Retreat Follow up
Professional Development Resources

7. CDMA Closed Session - None

Documents Distributed:

1. CMT Meeting Agenda for 9/1/15

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2. Coastline Social Media

Next Meeting: October 6, 9:00 a.m., 4th Floor Conference Room

*Attachment(s)

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