



AGENDA

Coastline Management Meeting (CMT)

December 1, 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 November 3, 2015 Minutes

2. ACTION ITEMS:

From November 3, 2015 Meeting:

- 2.1 VP's will provide a plan to adopt the *Civitas/Illume* program, identify initiatives and to provide training for the Administrative Wings by **December 1**.
- 2.2 Dana Emerson will work with Vince Rodriguez, faculty and the academic senate to determine definitions and expectations of *Civitas* program.
- 2.3 Vince to confer with constituencies regarding meeting dates and review of the Accreditation Report.
- 2.4 College Council to approve Accreditation Report on **February 9**.
- 2.5 Final Draft of Accreditation Report to be sent to BOT on **February 17**.
- 2.6 Aeron will provide copies of a monthly planning abstract template for possible use in the future.
- 2.7 Bob Nash will provide a calendar of professional development events on the website.
- 2.8 Jennifer MacDonald and Helen to develop and provide a "Banner Bootcamp" for managers.
- 2.9 Dr. Adrian will present and propose professional development and new employee orientation ideas to Chancellor's Cabinet next week and will report back to the Committee.

3 SPECIAL REPORTS & UPDATES

4 STANDING REPORTS (2 minutes per)

- 4.1 Accreditation – V. Rodriguez, D. Pittaway
 - 4.1.1 *Review/Approval 2016 Midterm Report
- 4.2 PIEAC – A. Holliday, V. Rodriguez
- 4.3 Budget – C. Nguyen
- 4.4 Academic Senate – A. Holliday
- 4.5 Classified Senate – M. Worden
- 4.6 Associated Student Government (ASG) – R. Vafaei, 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

To find out more about this committee, please visit <http://www.coastline.edu/about/committees-councils/contituency-groups/#coastline-management>

College Mission Statement: *Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and career and technical education.*

5. DISCUSSION ITEMS

5.1 Goals for 2015-16 (continue discussion from previous meeting) – All

- a. Provide orientation for new members
- b. Members to provide reports or presentations of special reports (15 minute sessions)
- c. Schedule Study Sessions
- d. Discussion of most critical issues
- e. Submittal of Agenda Items from committee members
- f. Add “Hot Topics” to Agenda
- g. More efficient meetings
- h. Restructure Agenda
- i. Discussion of Coastline’s role and its goals each year
- j. Impact of goals on each department
- k. More retreats

5.2 *Professional Development for Managers & Staff – All

5.3 *Conference Travel

5.4 Mission Statement

6. HOT TOPICS

7. ANNOUNCEMENTS (1-2 minutes per)

8. ADJOURNMENT

9. CDMA – CLOSED SESSION

*Attachment(s)

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