



Coastline Management Meeting (CMT) Minutes

March 1, 2016

9:00 – 11:00 a.m.

4th Floor Conference Room

Name	Present	Name	Present	Name	Present
Adrian, Lori	X	Holliday, Ann	X	Nash, Bob	X
Blackmore, Chris	X	Johnson, Nhadira	X	Nguyen, Christine	X
Brais, Nathan	ABS	Jones, Nancy	X	Rodriguez, Vince	X
Cant, Dave	EXC	Keeler, Bruce	X	Rothgeb, Helen	X
Capoccia-White, Rozanne	X	Khosravani, Mariam	X	Sanchez, Jorge	X
Dahnke, Lynn	EXC	Le, Mai	X	Scott, Michael	X
De La Rosa, Jennifer	X	Maharaj, Peter	ABS	Staneart, David	X
Emerson, Dana	X	McCutcheon, Crystal	EXC	Thompson, Dave	X
Garvey, Judy	X	McDonald, Jennifer	X	Woodyard, Steve	EXC
Groot, Joycelyn	X	Mendez, Julie	X	Worden, Mark	EXC
Halvorson, Mary	X	Miyashiro, Ross	X	Zentner, Aeron	X
Harrison, Nate	X				

Guests: Elaine Hill (for Mark Worden)

Recorder: Laila Mertz

1. CALL TO ORDER

- Roll Call
- Welcome: Chair, President Lori Adrian welcomed the committee, Bruce Keeler and Mary Halvorson.
- *Adoption of March 1 Agenda: Agenda Adopted MSU
- *Approval of Minutes: December 1, 2015 MSU

2. ACTION ITEMS

2.1 From November 3, 2015 Meeting:

- 2.1.1 **VP's** will provide a plan to adopt the *Civitas/Illume* program, identify initiatives and provide training for the Administrative Wings. Vince reported that Dana has assisted in providing training for managers. With support from Ross, they have leveraged with the STAR program and the counselors. Clearly identifying counselor's roles and staff and faculty advisor roles will be discussed. Dr. Adrian suggested focusing on one initiative with a larger pool of students for this training. Dana expressed that the data can be used once the migration to canvas is completed. Therefore, the STAR program is a good place to start at this point. Dana explained how the data will be utilized on an ongoing basis. Ross expressed how it will be a learning experience and development will evolve over a period of time as data is gathered. Vince and Ross described how the program is currently being utilized. Dr. Adrian expressed how most of the managers are not yet fully trained and voiced concerns about the cost of this program. She urged that training be completed in a timely manner so that the program could become part of our daily operations. She also advised all managers to complete training by or before the next meeting of April 5. Dana reported that a team will be attending a *Civitas* Summit in Texas on March 8 in order to obtain further training and also to network with other colleges. They will work with Golden West on this endeavor. **Plans and Actions on Civitas Training due by next meeting. ONGOING**
- 2.1.2 **Dana Emerson** will work with Vince Rodriguez, faculty and the academic senate to determine definitions and expectations of *Civitas* program. They are working with *Civitas* on a continuous basis. More training is needed as more people engage the software and determine how to read data. Dana explained how training will progress. A joint meeting with Golden West is scheduled for March 22 to discuss how data is reviewed and read, and to address policy and development. **ONGOING**

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3. SPECIAL REPORTS & UPDATES

- 3.1 Professional Development – B. Nash – Bob provided a report on professional development and posting event invites on the new calendar. Dr. Adrian suggested developing a focus and a target audience for webinars vs. sending to everyone. Aeron added additional suggestions to be incorporated into professional development. All professional development events should be submitted to Chris Johnston directly. **Nhadira, Chris and Bob will develop a Professional Development calendar and will provide an update at the next meeting.**

Spring workshop and BBQ will be held on April 15 at the Garden Grove Center. Canvas/Rubric faculty training will be provided during the morning session and a cultural intelligence workshop focusing primarily on classified staff will be presented during the afternoon session.

- 3.2 CCCD Classified Appreciation & Development Day – This is a District wide event (all-day training) which will take place at GWC and OCC March 29-30. Dr. Adrian expressed that she requested more inclusive language to be incorporated into the invitation in order to clarify that CCC staff are also invited to participate. All classified staff will be released to attend and lunch will be served. Dr. Adrian advised managers to discuss this event with their staff and encourage attendance for the training.
- 3.3 *Campus Safety Update – D. Stanart distributed handouts of “Run, Hide, Fight General Guidelines”, training materials for campus safety and a list of emergency telephone numbers and web sites . Michael Scott and David provided a slide presentation outlining various safety guidelines, strategies and a plan of action for campus safety in case of an emergency. David provided a question and answer session for the committee members. A discussion ensued regarding “panic button” installations. Any safety concerns and/or questions should be directed to David or Christine Nguyen.

4. STANDING REPORTS (2 minutes per)

- 4.1 Accreditation – V. Rodriguez – The Accreditation report has been approved and formatting is slated to be completed today. The final report will be finalized and submitted to ACCJC next week.
- 4.2 PIEAC – A. Holliday, V. Rodriguez – PIEAC is preparing for Wing reports to be presented for prioritization. Size and membership of the group was discussed at the last meeting. Constituent groups will submit their suggestions to PIEAC tomorrow.
- 4.3 Budget – C. Nguyen – No Report
- 4.4 Academic Senate – A. Holliday – The Academic Senate will approve the Distance Learning Guidelines for the college. BOT will review the District Administrative Policy on Distant Learning on March 16.
- 4.5 Classified Senate – M. Worden (Elaine Hill) – New officers are on board this year.
- 4.6 Associated Student Government (ASG) – N. Brais – No Report
- 4.7 President’s Report – L. Adrian – Discussed Policies and Procedures at the last DCC meeting. Dr. Dunn reported that District is at approximately 48% with regard to the 50% Law. Coastline is at approximately 30%.
- 4.8 Executive Team Report – J. Groot, R. Miyashiro, C. Nguyen, V. Rodriguez

- J. Groot – CCME indicated that Coastline remains in the top five percent for receiving tuition assistance for military students. Both student academic plans have increased over the last years resulting in a rise for student graduates. TSA was launched yesterday and 97 students participated. Cheryl Chapman and Nancy have obtained approval for the new PTECH courses supported for OSHA. Enrollments for spring show an increase from fall semester.
- V. Rodriguez –A discussion at last month’s Department Chair meeting included ways in which to improve student success and persistence and campus safety and training. In addition Wing Plans were vetted by the Wing Planning Council and the Department Chairs. Other items discussed included increasing budget for part-time employees, supplies, equipment, and professional development. Enrollment growth continues but does not appear as strong as in the previous year. Dr. Adrian suggested considering a focus on retention for future professional development training.
- C. Nguyen – Design for Le-Jao has been approved by the state architect and includes 2,000 sf for the Student Resource Center. Demolition will begin this summer and the opening is slated for next fall. At the last Closed Session, the BOT approved the proposal to acquire the back lot building (56,000 sf). This building will provide 40% warehouse space and will include four tenants (as well as CCC) to utilize the additional space. The hope is to close escrow by the end of March. This additional space will provide more student services space. Christine will establish a planning team to outline the usage and lease of the backlot.

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- Ross Miyashiro – Implementation of Financial Aid TVs (videos for the internet) will begin and will be placed in the hallways for additional Canvas orientation. District is moving from Power Fails Financial Aid to Banner Financial Aid. Therefore, over 50% of the Financial Aid Director’s time will be spent at the District. A Newport Center Student Services hub is being completed and will be operational in mid to late spring. A new Student Services play book is also being development; an update will be provided as it evolves. A Health Care event is scheduled for April 26 and will include discussion of the following topics: Title 9, Drug and Alcohol Prevention for Students, an optional student dental plan, and healthier eating habits.

4.9 HR Report – H. Rothgeb – Director of Human Resources position closed last week. Faculty new hires: Economics, Sociology and Biology positions are open and committees have been formed. A new Librarian has been appointed and will be submitted to Board for approval at the next meeting. Bookstore Assistant has been replaced and will be submitted to Board for approval as well. Additional hourly employees will be added in the Business Office to assist with the preliminary audit.

4.10 Financial Aid Federal Program Review Update – Vince reported that the review is still in process and preliminary edits are currently being completed. The District submitted updates yesterday. Ross provided a current update of the Financial Aid Review Findings. Dr. Adrian added that the main issue is Return to Title 4 which results in reviews of numerous student records. Another 60-day extension will be requested at this point.

5. DISCUSSION ITEMS

5.1 Spring 2016 All-College Meeting Debrief – Members felt the meeting was very informative. Dr. Adrian stated that Charettes will become a part of every spring meeting for the future, but will be more focused and sessions will be recorded.

5.2 *Areas of Focus – A. Zentner – Aeron distributed copies of “*Refining Areas of Focus Survey Results*” and provided a synopsis of the results with regard to goals and focus within the educational master plan. Best practices from other educational institutions were reviewed to help in determining the best areas of focus. Also, a survey was completed and the results were submitted to PIEAC for review. A suggestion offered that this results survey be provided to all the other constituency groups for acceptance as well. Aeron also discussed partnerships and community engagement and explained its focus on professional development. These areas of focus will be incorporated into the educational master plan along with the SWAT analysis findings. Subsequently, it will be incorporated into Coastline’s objectives for the next five years. A planning event will be held at the end of the month and the hope is that findings and measures will be completed which can then be incorporated into the master plan by fall. All members will review *Focus Survey* results and provide feedback to Aeron by or before the next CMT meeting on April 5 for finalization of the document.

5.3 Professional Development Training for Managers – Lori Adrian – Areas to be covered will include: Banner training, a Faculty Contract Workshop, Project Management, Recording Minutes of Meetings, and the Culture of Coastline.

5.4 Fall 2016 All-College Meeting – Date is set for September 16. Keynote speaker will be identified. Suggestions from members are welcome. Some faculty discipline meetings will be conducted at the Rose Center.

6. HOT TOPICS

6.1 Nhadira will publish a list of Marketing Reference Guidelines to ensure that timeframes are adhered to; she will also provide the new events calendar.

6.2 Coastline’s 40th Anniversary Celebration Gala will take place on April 23. A special rate of \$40 is being provided for Coastline faculty and staff only. Music will be provided by a Coastline band who will perform at the gala for the first time in Coastline’s history. All past presidents of Coastline will be honored at the gala. A maximum of 200 tickets will be available for Coastline faculty and staff on a first come, first serve basis.

7. ANNOUNCEMENTS (1-2 minutes per)

7.1 Ann Holliday announced that CFE and the District has agreed to a new CFE Contract which should be ratified within the next 2-3 weeks.

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8. ADJOURNMENT – Meeting adjourned at 11:00 a.m.

9. SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN

- 9.1 Student Services & Instruction Managers to be trained on *Civitas*
- 9.2 2016 Spring All-College Meeting Debrief
- 9.3 Areas of Focus Survey Results and Report
- 9.4 Professional Development Training for Managers
- 9.5 2016 Fall All-College Meeting
- 9.6 Announcement of Marketing Guidelines and New Events Calendar
- 9.7 40th Celebration Gala on April 23
- 9.8 CFE Contract Approval and Ratification

10. CDMA – CLOSED SESSION

Documents Distributed:

1. CMT Meeting Agenda for 4/5/16
2. Draft Minutes of 3/1/16 meeting

Next Meeting: May 3, 2016, 9:00 a.m., 4th Floor Conference Room

*Attachment(s)

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