



## Coastline Management Meeting (CMT) Minutes

September 6, 2016

9:00 – 11:00 a.m.

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

Name	Present	Name	Present	Name	Present
Adrian, Lori	X	Garvey, Judy	X	Miyashiro, Ross	X
Akins, Renate	X	Groot, Joycelyn	EXC	Nash, Bob	X
Barnes, Stephen	X	Gutierrez, Rene	X	Neal, Tom	X
Blackmore, Chris	X	Halvorson, Mary	X	Nguyen, Christine	X
Brais, Nathan	X	Harrison, Nate	ABS	Pontius, Cody	X
Cant, Dave	X	Jones, Nancy	X	Rodriguez, Vince	X
Capoccia-White, Rozanne	X	Keeler, Bruce	X	Rothgeb, Helen	X
Colver, Mike	X	Khosravani, Mariam	X	Sanchez, Jorge	X
Dahnke, Lynn	EXC	Le, Mai	X	Scott, Michael	EXC
De La Rosa, Jennifer	X	Maharaj, Peter	X	Thompson, Dave	X
Donahue, Kevin	X	McDonald, Jennifer	X	Woodyard, Steve	X
Emerson, Dana	X	Mendez, Julie	X	Zentner, Aeron	X

Guests:

Recorder: Laila Mertz

Transcriber: Kathy Surgenor

### 1. CALL TO ORDER

#### 1.1 Roll Call

1.2 Welcome: Dr. Lori Adrian welcomed the committee; Dr. Vince Rodriguez introduced new member, Tom Neal, Dean of Newport Beach Center.

1.3 \*Adoption of September 6, 2016 Agenda MSU

1.4 \*Approval of Minutes:

- May 3, 2016 MSU
- June 7, 2016 MSU

### 2. SPECIAL REPORTS & UPDATES

2.1 Cornerstone Learning Management System (Renate Akins) - District is preparing to launch this system which will be utilized to track all professional development activities, required training, and tracking performance appraisals. Some online training will be provided.

2.2 Transgender Restroom Usage (Christine Nguyen) – Request to provide a dedicated restroom is being considered for the Coastline sites. There are some existing safety and security concerns. Christine will follow-up with a review of the legal requirements and provide clear communication for the college.

2.3 ITT (Nancy Jones) – ITT is a for profit school who has closed its doors. This is an opportunity for Coastline to offer options and training for remaining students. Vince, Nancy and Bruce will develop a method to contact ITT and identify students who may need assistance and also create flyers to advertise classes that can be offered.

2.4 Sharepoint Program (Chris Blackmore) –A training workshop will be offered on September 13 and 22 for Committee chairs and committee support staff from 9-11:00 am in the 4<sup>th</sup> floor conference room at the College Center.

2.5 Enrollments (Vince Rodriguez) – Enrollments are down approximately 80 FTEs for summer and 220 FTES for fall compared to last year. This equates to an overall reduction in FTES that is 100 FTES larger than

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anticipated. The decrease is due to the economy, strategic reduction in incarcerated students, migration of Canvas, and faculty do well in dropping students who never participated in class or have stopped participating.

- 2.6 Educational Advisory Board (Lori Adrian). Dr. Adrian announced that she sent out links for the Board that include webinars as well as other valuable resources.
- 2.7 Newport Beach Update (Dave Cant) – Dave discussed the glare issue and reported on the installation of rolling shades. A contractor has been selected and installation will take place within the next 6 months. Dr. Adrian commented that a Coastal Commission Meeting is being held this week to discuss and vote on the Banning Ranch development issue. Christine and Tom will attend the meeting.
- 2.8 College Management Retreat Follow-up (Lori Adrian) – Dr. Adrian stated that a Planning Committee was formed in order to clarify the agenda, goals, mission, vision, and values of the Management Team. Christine, chair of the Planning Task Force identified members of the task force. She distributed an outline of mission and vision based on data gathered. The committee was divided into five groups to discuss values and culture.

### 3. ACTION ITEMS

#### 3.1 From March 1, 2015 Meeting (new items):

- 3.1.1 **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. **DEFERRED TO NEXT MEETING**

#### 3.2 From May 3, 2016 Meeting (new items):

- 3.2.1 The Instruction and Student Services Wing will develop a joint document to identifying two to three areas of focus and an action plan to complete their plan. **Vince** will provide copy of plan document at the next meeting in June. **DEFERRED TO NEXT MEETING**
- 3.2.2 **Dana and Vince** will confer with the Academic Senate to clarify the Senate's request for definitions and expectations of the *Civitas* program. They will provide a report at the next meeting in June. **DEFERRED TO NEXT MEETING**

### 4. STANDING REPORTS (2 minutes per)

- 4.1 Academic Senate (Stephen Barnes) – The Academic Senate will be discussing the All-College meeting and hold debrief after survey results are completed.
- 4.2 Classified Senate (Kevin Donahue) – 1<sup>st</sup> meeting was held and the Classified Senate will discuss some issues at future meetings.

### 5. DISCUSSION ITEMS

- 5.1 2016 Fall All-College Meeting Debrief – L. Adrian –The committee discussed opinions and ideas of the Fall 2016 All College Meeting. Feedback and suggestions are as follows:

- Individual breakout sessions logistics was difficult and challenging
- Theater was dim and dark
- Keynote speaker was very good; inspiring, but end of session became more of a sales focus
- Breakout session items were too vague; should be more specific
- Need more support to assist with logistics (i.e. sign in sheets, paperwork)
- Need to track members for flex days accounting
- Turnout was good
- Need to provide more microphones
- Need more gifts (sweatshirts) to be provided
- Need a plan to incorporate GRIT into Coastline practices

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Aeron Zentner provided results of the survey provided at the meeting. The current survey results reflects the following:

- 50/50 interest in pursuing GRIT
- Positive sense of the overall All-College Meeting
- President and Classified Professionals meeting was very highly rated

Aeron will provide a follow-up synopsis in the future after complete results are tallied.

The Managers Retreat Planning Team continued to discuss with the management team the CMT Mission, Vision, Culture, and Values.

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

**9. SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN**

- 9.1 Special Reports & Updates
- 9.2 Debrief of 2016 Fall All-College Meeting
- 9.3 Debrief of Summer Managers Retreat

**10. CDMA – CLOSED SESSION**

Documents Distributed:

- 1. September 6, 2016 Agenda

Next Meeting: October 4, 2016, 9:00 a.m., 4<sup>th</sup> Floor Conference Room

\*Attachment(s)

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