



## Coastline Management Meeting (CMT) Minutes

December 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	X	Nash, Bob	X
Barnes, Stephen	X	Gutierrez, Rene	X	Neal, Tom	X
Brais, Nathan	X	Harrison, Nate	X	Nguyen, Christine	X
Cant, Dave	X	Jones, Nancy	X	Oberlin, Craig	EXC
Capoccia-White, Rozanne	X	Keeler, Bruce	X	Rodriguez, Vince	X
Colver, Mike	X	Khosravani, Mariam	EXC	Rothgeb, Helen	EXC
Dahnke, Lynn	X	Le, Mai	X	Sanchez, Jorge	X
De La Rosa, Jennifer	X	Maharaj, Peter	X	Scott, Michael	X
Donahue, Kevin	X	McDonald, Jennifer	X	Thompson, Dave	X
Emerson, Dana	X	Mendez, Julie	EXC	Woodyard, Steve	EXC
				Zentner, Aeron	X

Guests: Paul Wisner, CDMA President

Recorder: Kathy Surgenor

Transcriber: Kathy Surgenor

### 1. CALL TO ORDER

1.1 Roll Call

1.2 Welcome: Dr. Lori Adrian welcomed the committee

1.3 Adoption of December 6, 2016 \*Agenda MSU

1.4 Approval of Minutes:

- October 4, 2016 MSU

Referring to the Student Success Report from the October 4, 2016 Minutes, Dr. Adrian suggested further discussion to be conducted for “*Student Success*” and “*The Leadership Challenge*” topics at upcoming CMT meetings.

### 2. SPECIAL REPORTS & UPDATES

2.1 College Professional Development & Leadership Committee Ideas – B. Nash (15 min. max) – Bob announced that the All-College Spring Barbecue Event is scheduled to be held on Friday, April 14 at the Newport Beach Center. The Committee agreed with the date and location for this event.

Bob distributed copies of the *\*2015 Management Survey on Professional Development Needs* and *\*CPD&L Committee Results from the 2016 Summer Institute Survey*. He requested input from the Committee with regard to future Professional Development topics and ideas. Bob reviewed all items as listed on both reports and a discussion was took place amongst the committee about upcoming events, topics to be considered, and workshops related to Professional Development. Some ideas recommended were:

- Diversity Inclusiveness and understanding different cultures (Vince Rodriguez)
- Title 3 (Vince Rodriguez)
- Racial Inequality video (Renata Akins)

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.*

- *Learning and Leading with Habits of Mind* Book. Dr. Adrian recommended committee members reading prior to the April 14 Barbecue Event.
- Veterans, Transgender Issues
- When reading books or presenting speakers, provide a strong activity related to each exercise to determine the impact of changes implemented (Aeron Zentner)
- Activities and themes developed for the All-College Meetings should correlate to the *College Vision and College Culture* (Bruce Keeler)
- Follow-up on previous College Meeting themes (Lori Adrian)

Bob requested that the members recommend the top three (3) most important topics to be presented to the CPD&L Committee. After discussion, they identified the top three as:

1. Habits of Mind
2. Diversity and Equity Inclusiveness
3. First-Year Experience

Dr. Adrian recommended that further discussions about the Professional Development infrastructure be conducted at future meetings (to be added as an Agenda Item for upcoming meeting).

2.2 *Kognito* Demo – N. Harrison (5 min. max) – Nate provided a slideshow presentation of the *Kognito* program to the committee and provided explanations of how the program can be utilized to provide support and guidance to military students as related to their individual needs and varied class scheduling with regard to their military service requirements. He conducted examples of various scenarios from the training modules in the presentation. Nate advised that *Kognito* training is being provided for faculty and staff and mentioned that one-hour training sessions can be completed at an individual’s desk at his/her convenience. Dr. Adrian suggested publishing this information in the *President’s Bulletin* and via an E-mail. Nate will provide Laila with the language regarding training being offered for the *Kognito* program. Kevin Donahue requested that a presenter attend the next Classified Senate meeting on Thursday, January 17 to provide information about the training and the *Kognito* program. One of the members inquired about the purpose and rationale behind the name *CCC Student Mental Health Program*. A discussion ensued amongst the committee regarding the stigma of the word “*Mental*” in the name. Nate announced that he will research this issue and report back to the committee. All committee members will complete their individual training on the Veteran’s portion of the *Kognito* program by January 5. As a follow-up, they will provide copies of their individual certificates at the February 7 CMT meeting. Deadline for the entire training to be completed is June 30. In addition, Nate discussed a 4-hour training that is also being provided for all of the colleges on Veteran’s portion of the program.

### 3. ACTION ITEMS – None

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

- 4.1 Accreditation – V. Rodriguez – Vince discussed a forms indicators and analyzing populations that have disproportionate impact with regard to Accreditation. He mentioned the composition of a standards list of topics to be reviewed as well.
- 4.2 PIEAC – S. Barnes, V. Rodriguez – PIEAC plan to discuss Accreditation, Wing Planning and the Prioritization process at the upcoming meeting.
- 4.3 Budget – C. Nguyen – No Report
- 4.4 Academic Senate – S. Barnes – The Senate is in the process of approving Hiring Committee representatives to fill vacant positions. The Senate will also discuss mandates required for OER and classes which include OER materials.
- 4.5 Classified Senate – K. Donahue – No Report

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.*

4.6 Associated Student Government (ASG) – N. Brais – ASG is completing development of their calendar which will be published and distributed in the near future. The increase of the student college service fees is a top priority which will be discussed in the upcoming meeting(s). A new ASG President will be appointed very soon. Some challenges that exist with regard to alerting students of upcoming events are promotion, location and posting of ASG events on an ongoing basis. Any ideas and/or input from others is welcome and can be submitted directly to Nathan Brais. **Nathan will provide list of items necessary to promote and advertise upcoming ASG events to the Committee and Dr. Adrian.**

4.7 President's Report – L. Adrian – Dr. Adrian encouraged anyone who may be interested, to attend the upcoming Board Meeting scheduled for Wednesday, December 14. She advised that those who plan to present a report, be sure that the reports are as brief as possible. She shared that some of the subjects discussed at the last Chancellor's Cabinet were the *Art of Apology* (with regard to students), hourly employees/monitoring of hours (requirements and responsibilities of supervising staff), and replacement of fleet vehicles. Christine interjected that the transportation department is being phased out at the District Office and student trips are being decentralized. As a result, a proposal is being submitted to for a five-year lease of 15 SUV's to accommodate students for upcoming trips. Dr. Adrian provided a brief report on the visit to Vietnam and expressed that there are a number of opportunities and interest that exists in terms of online courses and training for those courses.

4.8 Executive Team Report – J. Groot, R. Miyashiro, C. Nguyen, V. Rodriguez

- J. Groot – Joycelyn provided updates on Distance Learning, Incarcerated Students, and the Apprenticeship Program (Cybersecurity, Safety and Construction and Utilities have been approved). The TSA Program has been extended for another year and the new Military website is up and running; Military Education degree plans and enrollments have increased by 25% for the Army.
- V. Rodriguez –Enrollments have not been as strong as anticipated; however, based on projections, enrollments should be 4% over base for the year and research is underway to determine how to increase enrollments in the future.
- C. Nguyen – Christine reported that IT is being decentralized by the District. Currently, Craig Oberlin is serving as Interim IT Director. She distributed a draft of the \**Mobile Device Acceptable Use Guidelines*” provided by Vice Chancellor Andrew Dunn. Christine advised that App can be linked to Smart Phones, Tablets, Lap Tops, Wi-Fi, and Hot Spot devices. She requested a review of these Guidelines by the committee and asked that they provide feedback, concerns, and recommendations to her directly. She discussed best practices and standards for the Custodial Report which will be presented to Chancellor's Cabinet. Christine mentioned that Campus Safety, discussions about “armed vs. unarmed” officers has been postponed until more information is available. The IT Prioritization Process is being reviewed and a task force is being formed by the District to address any issues about the current Prioritization Process. Recruitment to hire a person for the IT Department is in the final stages.
- R. Miyashiro – No Report

4.9 HR Report - R. Akins – Renate reminded that vacation requests must be approved or denied by managers **within 5 working days** upon receipt of those requests. In addition, if a request is denied, reasons and rationale must be provided by the manager to the employee in a courteous manner. In addition, she discussed requirements of vacation pay with regard to probationary employees' requests and importance of adherence to the Classified Union Contract (Article 10.5). If any exceptions need to be considered, all issues should be discussed explicitly with Renata. Dr. Adrian added that monitoring of vacation pay for part-time (19.5 hourly) employees is also very important and should be adhered to as well.

4.10 Financial Aid Federal Program Review Update – V. Rodriguez – Vince reported that the Department of Education requested information and samples utilizing a scenario with eight (8) specific sections and eight (8) specific students with regard to Seaport. He is currently reaching out to faculty members in order to gather data for this request. Dr. Adrian reported that she conducted a meeting to discuss the status of

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.*

Financial Aid and findings of the review. The primary focus at this time is on online courses only.

## 5. DISCUSSION ITEMS

5.1. Spring 2017 All-College Meeting – Dr. Adrian distributed and reviewed a Draft of the *\*Spring 2017 All College Meeting Program* to be held February 24, 2017. The Committee discussed portions of the schedule, expressed concerns and suggested revisions to be made.

## 6. HOT TOPICS

- 6.1 The committee discussed concerns about Canvas Shells and how to resolve existing problems with regard to students' access. **Vince will arrange a meeting for further discussion on the use of Canvas.**
- 6.2 Dr. Adrian discussed ADA compliance concerns about materials being published. **Vince reported that training and support issues for ADA compliancy are being addressed; he will provide a report on this topic.**
- 6.3 Dr. Adrian announced that the Foundation's approved Coastline to initiate the College Promise program. Monies granted will cover textbooks, tuition, fees, services, and military textbook promise. The hope is that the program will be in place by the fall semester.
- 6.4 Dr. Adrian discussed the EDD recruitment program at Cal State Fullerton and Cal State Long Beach. She highly encouraged all those interested in obtaining a doctoral degree to pursue opportunities within both of these programs. Anyone needing additional information can contact Dr. Adrian, Vince Rodriguez, or Nancy Jones.

## 7. ANNOUNCEMENTS

8. **ADJOURNMENT** – Meeting adjourned at 10:35 a.m.

## 9. CDMA – CLOSED SESSION

**10:30am Paul Wisner – CDMA President DISCUSSION ITEMS**

## 10. SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN

- 10.1 *"Student Success"* and *"The Leadership Challenge"* (to be discussed at upcoming CMT meetings)
- 10.2 College Professional Development & Leadership Committee Ideas
- 10.3 *Kognito* Program Demo
- 10.4 Promotion/Advertisement of ASG Events
- 10.5 *Art of Apology* (for students)
- 10.6 *Mobile Device Acceptable Use Guidelines*
- 10.7 Approval/Denial of Employees' Vacation Requests
- 10.8 Monitoring of Hourly Employees
- 10.9 Spring 2017 All-College Meeting Program
- 10.10 Student Access of Canvas
- 10.11 ADA Compliance
- 10.12 EDD Recruitments programs at Cal State Fullerton and Cal State Long Beach

### Documents Distributed:

1. December 6, 2016 Agenda
2. *2015 Management Survey on Professional Development Needs*
3. *CPD & L Committee Results from the 2016 Summer Institute Survey*
4. *Mobile Device Acceptable Use Guidelines*
5. Draft of the *Spring 2017 All College Meeting Program*

Next Meeting: February 7, 2017, 9:00 a.m., 4<sup>th</sup> Floor Conference Room

*\*Attachment(s) (provided at Meeting)*

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.*