



Coastline Management Meeting (CMT) Minutes

February 7, 2017

9:00 – 11:00 a.m.

4th 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
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	ABS	Rothgeb, Helen	X
Dahnke, Lynn	X	Le, Mai	ABS	Sanchez, Jorge	X
De La Rosa, Jennifer	X	Maharaj, Peter	X	Scott, Michael	X
Donahue, Kevin	EXC	McDonald, Jennifer	X	Thompson, Dave	X
Emerson, Dana	X	Mendez, Julie	X	Woodyard, Steve	X
				Zentner, Aeron	X

Guests: Cody Pontius for Kevin Donahue, Crystal McCutcheon

Recorder: Laila Mertz

Transcriber: Kathy Surgenor

1. CALL TO ORDER

1.1 Roll Call

1.2 Welcome: Dr. Lori Adrian welcomed the committee and convened the meeting

1.3 Adoption of February 7, 2016 Agenda MSU

1.4 Approval of Minutes:

- December 6, 2016 MSU

2. ACTION ITEMS - None

3. STANDING REPORTS (2 minutes per)

3.1 Accreditation – V. Rodriguez – Accreditation process has begun and staff members from various constituencies are working on the standards. The intent is to provide a draft a full year in advance in order to allow time to make any necessary adjustments. Dr. Adrian encouraged members to become involved in the Accreditation process and join Accreditation teams.

3.2 PIEAC – S. Barnes, V. Rodriguez – No Report

3.3 Budget – C. Nguyen – No Report

3.5 Academic Senate – S. Barnes – No Report

3.6 Classified Senate – K. Donahue – Cody Pontius reported that the Classified Senate is currently working on the composition of the 2017-18 Committee Lists.

3.6 Associated Student Government (ASG) – N. Brais – Humza Chohan has been appointed as the new ASG President. A new Vice President and Secretary have also been selected. ASG met during the winter break in order to complete planning for the year. A Movie Night event is slated to take place this Friday at 6 p.m.; Disney’s film MOANA will be screened as a pre-release showing. ASG is also promoting the ASG Coastline Mobile App which currently has 769 registered users and over 1,000 downloads. The App is being monitored daily by the Information Center. Nathan has been responding

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to questions intermittently and mentioned that anyone wishing to provide feedback or suggestions may do so by submitting them directly to him. Dr. Adrian recommended that Student Services create a one-page list of all services to be provided to all faculty.

- 3.7 President's Report – L. Adrian – Cabinet hasn't met within the last two weeks. Dr. Adrian encouraged members to attend the *State of the District* lecture being held at the District this Thursday from 8:30-10:00 a.m. wherein she will be providing a 5-minute overview of Coastline's accomplishments. She reminded members to submit news items for his/her area to Judy Garvey for the *President's Bulletin*. Dr. Adrian sent the end-of-the-week report to the Chancellor and this report may be sent out college-wide in the future. She encouraged others to submit things that may be noteworthy to her to be included in this report. Dr. Adrian commended Nancy Jones on her leadership in obtaining over a million dollars for Coastline through the Strong Work Force Initiative.
- 3.8 Executive Team Report – J. Groot, R. Miyashiro, C. Nguyen, V. Rodriguez
- J. Groot – No Report
 - V. Rodriguez – Acknowledged a surge in enrollment within the last couple of weeks which is very close to the same base a year ago. Spring enrollment appears stronger than anticipated as well. Letters have been sent to faculty and deans regarding reporting of *drops, no-shows, and attendance* figures.
 - C. Nguyen – Fourteen (14) proposals have been received for the College Center renovation, a selection committee has been formed, and five architect firms will be interviewed next Thursday. Once an architect firm has been selected, a programming team meeting will be scheduled (March-Summer). In addition, once a final vision of the project has been developed, a design of the renovation will be produced by the architect firm to be submitted to DSA for approval. This will take approximately six months, so construction will not begin until next year. The plan is to complete construction in phases (floor by floor). **Christine will provide a brief report to Dr. Adrian.**
 - R. Miyashiro – EOPS population has increased significantly since Julie Mendez was appointed as Director. Another group of students committing fraud in Financial Aid has been identified by Steve which he has turned over to the Office of Inspector General for financial aid fraud. In addition, Ross is compiling a report of all the financial aid fraud in California which will be provided to the committee upon completion. The Student Federal Work Program will be doubled beginning in the fall.
- 3.9 HR Report – R. Akins – Renate and Helen distributed copies of **Coastline's Ergonomic and Work Comp Process for 2017* (to be provided to all staff by managers) and provided a joint report and review of recording the workers comp claims process and requests for ergonomics assessments. In the past, some requests have been submitted directly to the District Office while others have been submitted to M&O. Renate stated that it is very important to follow a structured process (outlined in handout).
- Ergonomic – If a simple ergonomic assessment request is necessary, equipment may be purchased by the department. However, if there is significant cost involved or is the result of a work-related injury and medical needs or restrictions are necessary, HR should be notified by the department manager. A meeting with the employee to discuss the interactive process should be scheduled to discuss his/her medical needs in order to provide the best safe and healthy work environment as possible. Air quality, odors and/or pest infiltration should be reported ASAP.
 - Furniture Order – Helen Rothgeb should be notified of any furniture purchase necessity in order to identify proper vendors and to obtain economical and competitive pricing for furniture. In addition, since the building is going to be renovated in the near future, standardization is a consideration as well. Structural changes should be submitted directly to M&O.

Members discussed various medical issues, work habits, and preference vs. requirements for ergonomics. This issue will be listed as a future Agenda Item in upcoming meeting(s).

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Renate announced a new Employee Assistance Program provider for CCCD through Anthem BlueCross. She invited employees to participate in a one-hour discussion/meeting provided by Anthem representatives which will be held at College Center as well as Garden Grove Center about this new program. **Renate will submit an announcement to Judy Garvey.**

3.10 Financial Aid Federal Program Review Update – Three items were requested by the Financial Aid auditors.

1. Location of course content
2. Evidence of incorporation of the Clery Act within specific courses
3. Bi-annual review for the Drug and Alcohol Policy

All of these items have been addressed and we are awaiting response from the auditors. Dr. Adrian discussed various other concerns the auditors had regarding RSI (regular and substantive interaction) which could not be identified. A sample list of about 80 courses has been provided by the auditors to assist Coastline in identifying these courses. In addition, they requested access to Canvas for current courses. Bob Nash provided an update on this issue and stated that a list was provided to the auditors for review and they are awaiting a response. Dr. Adrian encouraged deans to work with faculty to support all efforts to continue RSI.

4. DISCUSSION ITEMS

4.1 *Spring 2017 All-College Meeting – Schedule and Proposals for Charettes – Presentation responses for Charettes have been submitted (Dr. Adrian announced topics).

4.2 *Participatory Governance Document – Laila described updates and revisions based on feedback received. **Academic and Classified Senates will review and provide feedback on these updates.**

4.3 *IEPI Visit

- 1st Visit: March 23; Follow Up Visit: April 11
- IEPI Detailed Report Doc (Areas of Focus and Detail Treatment) – Aeron Zentner distributed copies of the *IEPI Detailed Report Documentation* report and provided an update and review of the report regarding the upcoming grant and areas of focus for Coastline. He provided an overview of the grant, which focuses on scaling guided pathways, strengthening SLO's collection, building an infrastructure for professional development, and supporting effective communication.
- Proposed Workgroup – Copies of the proposed (preliminary) list of IEPI Workgroup members was distributed and Dr. Adrian requested recommendations for names of staff to be added to the composition of the Workgroup.
- Interview Schedule TBD

5. SPECIAL REPORTS & UPDATES

5.1 “Cracking the Codes” Video – R. Akins, R. Gutierrez, J. De La Rosa (40 minutes) – Renate, Rene and Jennifer showcased segments from this film which discusses the dynamics of systemic racial inequity and cultural bias. Jennifer distributed a diagram illustrating the internal and external systems and other factors that contribute to systems of inequity. Renate, Rene and Jennifer (along with interested faculty) would like to facilitate College-wide training on this topic.

5.2 Education Master Plan – A. Zentner – **DEFERRED**

5.3 Spring Initiatives – L. Adrian – **DEFERRED**

5.4 College Promise – L. Adrian – Aeron reported that a grant was submitted and a response should be received within the next month. Coastline's plan appears to be the strongest of all. The College Promise for Coastline will include tuition and fees, a textbook, wraparound services, and community services. Dr. Adrian discussed the College Promise vs. individual college promise programs. This program will be launched in the fall and at this time funds will be split three (3) ways amongst all the colleges within the District.

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5.5 Review of the new CFCE Annual Evaluation Tool – C. McCutcheon – Crystal distributed copies of the new Evaluation Tools which includes a self-evaluation and performance improvement plan form for classified staff. She announced that this document is also accessible online through *Navigator* in a PDF format. Crystal described discrepancies in the Classified Contract regarding performance review timeline issues which are being resolved through negotiations at this time. She also reviewed portions of the form and discussed the importance of completion of self-evaluations prior to conferences with supervisors. Any questions or feedback on this form can be submitted directly to Renate or Crystal. This form will be reassessed within a year to reflect feedback from faculty and staff. Dr. Adrian suggested providing an example of a “*well structured, completed evaluation form*”. Crystal will provide this sample to Renate. A discussion ensued amongst the committee regarding disciplinary action, proper documentation, intent of evaluations, and information to be included in the performance review document.

6. HOT TOPICS

7. ANNOUNCEMENTS

- 7.1 Dave Thompson announced that a fire destroyed the popular *White House Restaurant* located in Anaheim. He complimented the owner, Bruno Serato who feeds 1200 children per night, 5 days per week. Dave requested assistance to create a donation campaign in support of Bruno and the restaurant.
- 7.2 Renate announced that acclaimed poet and author Mariahadessa Ekere Talle from New York City will be offer a poetry reading at the Garden Grove Center on Thursday, February 16, from 10 – 11:30 a.m. An e-mail will be sent out regarding this event.

8. **ADJOURNMENT** – Meeting adjourned at 11:05 a.m.

9. CDMA – CLOSED SESSION

10. SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN

- 10.1 Accreditation
- 10.2 Enrollment Figures
- 10.3 College Center Renovation Timeline
- 10.4 Financial Aid Fraud
- 10.5 Student Federal Work Program
- 10.6 Coastline’s Ergonomic and Work Comp Process for 2017
- 10.7 new Employee Assistance Program through Anthem BlueCross
- 10.8 Financial Aid Federal Program Review Update
- 10.9 Spring 2017 All-College Meeting
- 10.10 Participatory Governance Document
- 10.11 IEPI Visit
- 10.12 “Cracking the Codes” (video)
- 10.13 College Promise
- 10.14 Review of the new CFCE Annual Evaluation Tool

Documents Distributed:

- 1. February 7, 2017 Agenda
- 2. CCC Ergonomic and Work Comp Process document
- 3. 2017 Spring All-College Meeting Schedule
- 4. Participatory Governance Procedures
- 5. IEPI Detailed Report
- 6. IEPI Proposed Workgroup List
- 7. “Cracking the Codes” Outline & related flyers on bias

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8. Classified Employee Performance Self-Evaluation Form

Next Meeting: March 7, 2017, 9:00 a.m., 4th Floor Conference Room

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

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