



## Coastline Management Meeting (CMT) Minutes

March 7, 2017

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

Guests: Cody Pontius (for Kevin Donahue), Cindy Vyskocil (VC of HR), Crystal Crane (Dir of HR)

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, 2017 Agenda MSU (w/amendments)

1.4 Approval of Minutes:

- February 7, 2017 MSU

### 2. ACTION ITEMS - None

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

3.1 Accreditation – V. Rodriguez – Teams have been formed for Tri-chairs and they are currently recruiting for volunteers to join the team in order to review the Standards so that report can be finalized within a year. **Vince will send timeline to members (to include a list of members) by tomorrow morning.** Dr. Adrian encouraged all staff to participate or volunteer their services in order to obtain experience and understanding of the Accreditation planning process.

3.2 PIEAC – S. Barnes, V. Rodriguez – Wing Prioritizations will be presented on March 15 and should be finalized by March 22. Will then be approved by the last week of March or the first of April. A new program has been instituted for the voting process. Vince explained how requests are submitted and reviewed as listed below:

- Requests are submitted to Program Review
- Once identified in Program Review, requests are then sent to Wing Planning Councils for discussion and review
- Once vetted through the Wing Planning Councils an analysis of the allocation of monies each individual request is completed

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Dr. Adrian discussed the PACE survey and expressed that results revealed that “*communication*” and “*planning*” are two important areas that need to be further addressed with staff. She elaborated on how to accomplish that goal.

- 3.3 Budget – C. Nguyen – In preparation for the resource allocation, the committee reviewed the District Budget as well as the College Budget in order to determine how resources are allocated by the District. Vice Chancellor, Andy Dunn, attended the last meeting to discuss the 2017-18 Budget and the Governor’s Budget Proposal to date. Dr. Adrian encouraged members to meet with Christine and/or Helen in order to attain a better understanding of the budget and how monies are allocated through the District and filtered down to all departments.
- 3.4 Academic Senate – S. Barnes – Will move forward with Department Chair voting process and results will then be submitted to Vince for review and approval. Once identified, a new *Flex Coordinator* will be recommended for approval as well. The Senate plans to continue discussions on *Guided Pathways*. Stephen explained the process for voting, selection, and appointment of department chairs every two years. A discussion ensued amongst the committee regarding LHE’s. Dr. Adrian expressed gratitude to Stephen for the discussion provided on *Guided Pathways* at the All College Meeting. She discussed the *Guided Pathways* grant.
- 3.5 Classified Senate – K. Donahue – Cody expressed *appreciation* to the staff, the Executive Board members, and to Dr. Adrian time, effort and input at the All College Meeting. He advised that the current composition of the Classified Senate is as follows: President, two (2) Co-Vice Presidents, two (2) Vice Presidents of Fund-raising, Vice President of Finance, and a Reporter.
- 3.6 Associated Student Government (ASG) – N. Brais – ASG elections are forthcoming and nominations are being accepted through March 15. Students and staff may submit nominations through the online system at [studentelections.coastline.edu](http://studentelections.coastline.edu) by utilizing the MYCCC log in. A candidate orientation will be conducted on March 17. ASG is attempting to fill as many positions as possible for the upcoming year. Elections will run April 8-12. Ross discussed faculty who may serve as future student leaders. A Blood Drive was held last Friday; after screening, 25 useable donations were received. ASG is in the process of raising the optional student college service fees (which have not been increased since 1947). These new fees will help to support a FT Student Advisor and Student Life services.
- 3.7 President’s Report – L. Adrian
- 3.8 Executive Team Report – J. Groot, R. Miyashiro, C. Nguyen, V. Rodriguez
  - J. Groot – No Report
  - V. Rodriguez – Announced that Michael Scott will temporarily assist Dana with the Educational Block Grant (developing programs to assist students with intellectual disabilities) until a qualified candidate has been identified. Enrollments are down slightly this year, but statistics show that figures are still 4 ½% over base. Bob Nash and Vince met with the Department of Corrections to provide a presentation on the Incarcerated Program. During the presentation, representatives from the Department of Corrections announced that internet access will be available in all state prisons by fall 2018. If that is the case, correspondence courses will no longer be necessary for most of our incarcerated students, which could save us considerable money now used to support our paper-based processes. The Chancellor expressed great interest in dual enrollment programs for students which will result positively for student enrollment and graduation statistics.
  - C. Nguyen – District is soliciting vendors to complete an audit and perform an asset inventory of the entire District for tracking and compliance purposes (Measure M funding). West Group Design has been selected as the architectural firm to oversee the programming phase of the college renovations (for all sites); a request for approval will be submitted to Board on March 15. A discussion recently took place at the District with regard to *soft funded positions* and whether these positions are permanent or subject to funding. A report on this topic is forthcoming. The District is in the process of developing design standards, i.e. size of offices for faculty, staff and management, etc. Craig Oberlin is serving as Interim Director of IT until position is filled.
  - R. Miyashiro – Ross expressed *thanks* to Nathan and Tom Neil for their leadership in the Preview Day event held last Friday. Follow-up for the STAR program is currently in process. Dr. Adrian

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advised providing follow-up for *all the* student programs in order to gain additional student enrollment. Parent workshops are being conducted to provide information with regard to: *financing* for students, *support* for students, *careers & salaries* for students, and *information* on transfer colleges. The Student Planning Process is being implemented. Classes and Student Services will be offered at the Newport Center and will also expand out to Garden Grove and Le-Jao in the future.

3.9 HR Report – R. Akins – Renate announced that Anthem Blue Cross is the new Employee Assistance Program provider for CCCD. Representatives will visit District sites to conduct Orientation workshops for faculty and staff. Events will be held as follows:

- March 15 at GWC and OCC
- March 21 at Coastline prior to the March Academic Senate meeting
- March 30 GWC and the District on March 30
- April 6 from 2-4pbe at Garden Grove Center (final event)

3.10 Financial Aid Federal Program Review Update – Dr. Adrian announced that she previously distributed an E-mail with regard to the Financial Aid Program Review.

#### 4. DISCUSSION ITEMS

4.1 Spring Initiatives – L. Adrian – Dr. Adrian discussed the *self-study*, the Master Plan, enrollment management, and student retention. She announced that the IEPI visit is slated to be held on March 11 and encouraged faculty and staff participation. *Civitas* was a topic of discussion at the last Chancellor’s Cabinet. Dr. Adrian advised that *Civitas* training should be completed and urged others to utilize the *Civitas* program. Weekly updates are being provided to the Chancellor and she requested updates from members to be submitted by Friday to be included in the next report.

- Marion Khosravani reported that the Foundation Board of Directors has approved \$100,000 in contributions over the next three (3) years for *College Promise* programs.
- Renate reported that HR is finalizing a process to develop biographical outlines of *new employees* hired since January 2016 for announcements.
- Craig Oberlin reported that interviews for a new IT Director will be conducted the end of the month; Wifi expansion at Le-Jao and Garden Grove is being completed.
- Bob Nash announced that Coastline is now *live* on the OEI Exchange easing the student enrollment and registration process between different California community colleges.
- Stephen Barnes expressed excitement and interest for the *Guided Pathways* program.
- Mai Le discussed EHS programs and partnerships and announced that Corona del Mar High School was recently added.
- Nate Harrison reported that a query of military students was conducted in order to determine how many students have applied since spring; in addition, he provided information about student services.
- Jennifer De La Rosa reported that two (2) Allied programs (in collaboration with GWC) are being added for the college; they are currently seeking a team of 10 to serve on a *Dreamer Team*. She encouraged all staff to participate.
- Bruce Keeler announced that OEI obtained a software program free of charge for counselors to monitor student utilization. Coastline plans to launch this program next week which will allow screen and document sharing.
- Julie Mendez reported that EOPS continues to grow and creative marketing techniques are being developed to gain additional student enrollment. It is estimated that student enrollment in EOPS will reach 500+ by summer. Service for incarcerated students has also begun.

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- Tom Neal reported plans are being enhanced to welcome more students at all the centers.
- Rene Gutierrez announced the opening of the Multi-cultural Center which should increase attendance.
- Dana Emerson advised that construction at Le-Jao is still ongoing, but is expected to be completed very soon.
- Michael Scott advised that he is pleased to work with underprivileged students.
- Dave Thompson expressed *appreciation* to his staff for their service and dedication.
- Cody Pontius reported that two (2) people have expressed interest in the Exec Council and is looking forward to finding others who may be interested in the program.
- Nathan Brais expressed excitement for collaboration with other colleges in the area of Student Life. He stated that Policies and Procedures will be aligned in the near future.

## 5. SPECIAL REPORTS & UPDATES

5.1 Website Update & Task Force – J. Garvey (15 minutes) – Judy and Dave provided a presentation and described the process and development for the integration of info and data into the new website. They also discussed the design of the web site and explained the utilization process for students and staff. Judy advised that a Task Force will be developed in order to complete the entire process. She encouraged all interested parties to volunteer to serve on this Task Force. The target completion date to launch the new site is June 1.

5.2 HR Roundtable – R. Akins, C. Crane, C. Vyskocil (1 hour) – Conducted in Closed Session

## 6. HOT TOPICS

## 7. ANNOUNCEMENTS

7.1 All Sites Managers' Meeting, Friday, April 14, 2017, 2:00-4:00pm, District Board Room

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

## 9. CDMA – CLOSED SESSION

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

- 10.1 Accreditation
- 10.2 PACE Survey
- 10.3 Program Review
- 10.4 *Guided Pathways*
- 10.5 ASG Elections/Nominations
- 10.6 Anthem Blue Cross Upcoming Workshops
- 10.7 Spring Initiative
- 10.8 Website Update & Task Force

### Documents Distributed:

- 1. March 7, 2017 Agenda

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

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

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