



Coastline Management Meeting (CMT) Minutes

April 4, 2017

9:00 – 11:00 a.m.

4th Floor Conference Room

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

Recorder: Laila Mertz

Transcriber: Kathy Surgenor

1. CALL TO ORDER

1.1 Roll Call

1.2 Welcome: Dr. Lori Adrian welcomed the committee and introduced Mark Woodland, the new Director of Marketing.

1.3 Adoption of February 7, 2017 Agenda MSU (w/amendments)

1.4 Approval of Minutes:

- March 7, 2017 MSU

2. ACTION ITEMS - None

3. STANDING REPORTS (2 minutes per)

3.1 Accreditation – V. Rodriguez – Dr. Adrian reported that the Accreditation Steering Committee met and tri-chairs and committee members for each Standard were appointed. A complete list of participants will be published soon. Recruitment is still underway for additional members interested in participating in the *Accreditation Self-Study*. She mentioned that a survey was sent by Aeron Zentner and she has generated an e-mail inviting participants to apply. As a result, 20+ volunteers were identified and she encouraged all those interested to apply.

3.2 PIEAC – S. Barnes, V. Rodriguez – Stephen reported that the PIEAC prioritization was completed the first week of March and requests were submitted to Budget Committee for review. They will meet tomorrow to review the Budget recommendations.

3.3 Budget Committee (BC) – C. Nguyen – The College ending balance is projected to be \$3 million. Funding requests of \$3.3 Million for FY 2017-18 were submitted to the BC for review. BC has sent requests back to PIEAC recommending release of \$2.6 million for prioritization. After review by PIEAC, recommendations will be forwarded to College Council. Christine provided an additional explanation about the Budget and how funds are allocated.

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- 3.4 Academic Senate – S. Barnes – The Academic Quality Rubric is in the final stages of editing and topics for Flex Activities are currently being discussed. Dr. Adrian expressed that Coastline received a commendation during the last Accreditation cycle for Coastline’s Academic Quality Rubric.
- 3.5 Classified Senate – K. Donahue – No Report
- 3.6 Associated Student Government (ASG) – N. Brais – Ross Miyashiro reported that ASG is planning a spring dance for students; a Health Care Fair is also being planned which will include a Blood Drive. Nominations were submitted for the ASG election and participation was encouraging this year.
- 3.7 President’s Report – L. Adrian – A consultant was hired to conduct a study of the current Incarcerated Student program and process. An overview presentation of the study was provided at the last College Council meeting. Another presentation will be scheduled for the ISP Task Force and anyone interested may attend. Recommendations made as a result of the study and funding for changes are being reviewed and will be determined at a later time. Dr. Adrian, Ross and Vince met with the Superintendent and Secondary Superintendent of GGUSD to discuss the *College Promise*, *Cybersecurity* and eligibility of high school students to participate in the *EHS*, *STAR* and *Guided Pathway* programs. Coastline’s pilot *College Promise* program will be launched in fall 2017. Funding for textbooks and tuition is under review at this time. Faculty provided positive feedback and made recommendations following the PERT (Performance Resource Team) meetings held last week. Conversations are ongoing regarding enrollment management and stabilization. Coastline is doing well, but enrollment statistics are down for the District overall at this point.
- 3.8 Executive Team Report – J. Groot, R. Miyashiro, C. Nguyen, V. Rodriguez
- J. Groot – No Report
 - V. Rodriguez – Dr. Adrian reported that Vince and other VPI’s, have been participating in the CFE negotiation process and meetings.
 - C. Nguyen – Mike Colver announced that four 2-hour training sessions for *Sexual Assault Awareness and Prevention* will be held on Tuesday, April 18 at the Newport Beach Center in the mat Room. Online registration is available and flyers were sent out to faculty, staff and students. A recommendation will be submitted at tomorrow’s Board meeting for selection of *West Group Design* as architect firm for renovation of College Center. A kick-off meeting with *West Group Design* Executive team will be held on April 10. The Le-Jao renovation project is on schedule and is slated to be completed by June with a grand opening in the fall. Dana is working on furniture design for Le-Jao. As part of the Le-Jao renovation, a café will be built on site. A catering truck will provide food for Newport Beach temporarily, until a contract is in place for a new food vendor.
 - R. Miyashiro – Ross commended various managers and staff members for their work to support and help students.
- 3.9 HR Report – R. Akins – Renate reminded about the training workshop on absenteeism and leave abuse. A workshop will be held Friday, April 7 in the Business Office Conference Room from 9a-12:00pm. All those interested need to register in order to attend. PAF’s (Personnel Action Forms) must be submitted ASAP for all short-term, hourly employees who are terminating or continuing to work in the next Fiscal Year. If PAFs are not submitted for employees who are continuing to work, those positions will be terminated. The *Dean of Students & Equity* position will be advertised the end of this week, first level interviews were conducted for the *English* Instructor position and interviews are being scheduled for all other positions in process. Craig Oberlin reported that the *IT* position will be revised and a new search will be conducted in the near future. Dr. Adrian reported that reference checks are being completed for the *Dean of Innovative Learning* position. She asked for submission of items to be included in the monthly *Chancellor’s Update*.
- 3.10 Financial Aid Federal Program Review Update – No report
- 3.11 Technology (added) – Dave Thompson – OER upload program (uploading textbooks) has been created; final review of the *OhhLaLa Mobile App* has been completed and fully approved. A matrix to gain feedback from users is being developed. Creation of an online knowledge based web site for students, faculty and staff is being discussed. The *Cybersecurity Apprenticeship Program* web site

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was approved. IT is working on adding an external application to Canvas enabling faculty to upload syllabus.

4. DISCUSSION ITEMS

- 4.1 *Mission Statement acceptance – D. Emerson, B. Keeler – Bruce distributed copies of the **Mission Statement Review for 2016-17* and provided an overview of the *Mission Statement*. He mentioned that that this revised *Mission Statement* has been approved by all constituency groups and then asked the committee to review the *Statement*.

MOTION:After review by the committee a motion was made and seconded to approve the Mission Statement as submitted.

MOTION APPROVED: Unanimous

- 4.2 Committee Evaluation – J. Sanchez – Committee Evaluation surveys will be conducted to review and evaluate all college committees. This process will take place mid-April thru May to determine the effectiveness and efficiency of each committee. Since previous participation online was not successful, surveys will be completed at committee meetings.
- 4.3 Spring 2017 All College Workshop & BBQ – B. Nash – 2017 Spring BBQ will be held on April 14. Best practices will be reviewed and communication skills will be discussed. Lunch will be served wherein classified recognition awards will be announced. Open labs for faculty and staff will be held during the afternoon session focusing on Canvas, RSI and document accessibility.
- 4.4 Summer Institute – B. Nash – Scheduling of dates TBD. Dr. Adrian provided an overview of the *Summer Institute* and discussed topics to be covered.

5. SPECIAL REPORTS & UPDATES

- 5.1 Educational Advisory Board (EAB) Software – Mai Le provided an overview and information about the new platform called *EAB Navigate* which will be utilized to help students with the onboarding process. Students will receive electronic “nudges” reminding them of campus deadlines and milestones. This new platform is in the testing stages and a launch date has not yet been scheduled.

6. HOT TOPICS

- 6.1 Civitas – Dr. Adrian discussed Civitas. Dana explained the platform and how alerts are provided. *Cranium Café* program (advising students) will be launched tomorrow for the Career Center, Transfer Center and the Military.
- 6.2 Mark Woodland, new *Marketing Director*, and the committee discussed marketing and publicity needs and concerns for the college. Committee members made various recommendations for improvement.

7. ANNOUNCEMENTS

- 7.1 District wide Managers' Meeting, Friday, April 14, 2017, 2:00-4:00pm, District Board Room
- 7.2 Sexual Awareness Month – Jennifer De La Rosa distributed a **Sexual Assault Awareness Month Flyer* and reviewed activities scheduled to take place at various Coastline sites throughout the month of April. Dr. Adrian and the committee discussed sexual assault statistics at Coastline.
- 7.3 Ross announced Preview Day for the STAR program taking place today at Garden Grove.
- 7.4 Academic Senate made recommendation and approved Ann Holliday as the new *Faculty Flex Coordinator*
- 7.5 Dave Thompson announced a new web site for CDMA. Recommendations for improvement and/or enhancement of the web site can be submitted to Dave directly.

8. ADJOURNMENT – Meeting adjourned at 10:20 a.m.

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9. CDMA – CLOSED SESSION

10. SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN

- 10.1 Introduction of new *Marketing Director*, Mark Woodland
- 10.2 Accreditation Task Forces
- 10.3 PIEAC Prioritization/Budget recommendations
- 10.4 *Sexual Assault Awareness and Prevention* Training
- 10.5 *Mission Statement* approval
- 10.6 Committee Evaluation Surveys & Review
- 10.7 Spring 2017 All College Workshop & BBQ
- 10.8 Summer Institute
- 10.9 EAB Software (*new*)
- 10.10 Marketing Needs/Concerns

Documents Distributed:

1. March 7, 2017 Agenda

Next Meeting: May 2, 2017, 9:00 a.m., 4th Floor Conference Room

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

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