



Coastline Management Meeting (CMT) Minutes

November 7, 2017

9:00 – 11:00 a.m.

4th Floor Conference Room

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

Guests: Kasie Hipp (for Kevin Donahue), Rupa Saran

Recorder: Laila Mertz

Transcriber: Kathy Surgenor

1. CALL TO ORDER

1.1 Roll Call

1.2 Welcome – Dr. Adrian welcomed the Committee and introduced new member, Kate Mueller, Interim Vice President, Student Services.

1.3 Adoption of **Agenda MSU

1.4 Approval of Minutes

- *July 19, 2017 (Special CMT Meeting) MSU
- *August 1, 2017 MSU
- *September 5, 2017 MSU

2. SPECIAL REPORTS & UPDATES (15 minutes per)

2.1 Luminis/MyCCC and Single Sign-On - Rupa Saran, Sr. Director IT Applications & Development – Rupa Saran provided an update of the redesign of the student portal (*MyCCC*). Development of this project will take approximately 12-18 months to complete. She discussed the Banner 9 project which will have its own portal and described benefits of the new portal for which will include single sign-on (for all sites) and e-mails will be accessible on all mobile devices. Design of the short-term automated student portal will require *log-on* and a new *password*. The launch date is slated for January 5 following the holiday break and transition will be transparent. All will be required to change passwords.

3. ACTION ITEMS

3.1 From September 5, 2017 Meeting (new items):

- 3.1.1 **Vince and Danny Pittaway** will provide a report and summary of the Accreditation Standards work completed to date. Vince provided a report regarding outlines prepared to date, and addressed concerns expressed by some members. A final draft of specific sections within Standard

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2A should be completed by December 1. A draft of Standard 3B is currently being developed. Vince advised that collaboration with Program Review is in process in order to meet requirements of each individual Accreditation Standard. Eligibility requirements for each Standard are also currently being reviewed. Dr. Adrian requested feedback from the committee members regarding any concerns and challenges they may have encountered. A discussion ensued amongst the committee regarding timeline, *SharePoint*, standardized templates, and documents submitted to *Sharepoint*. Vince discussed problems members have mentioned. Laila discussed naming of Agenda and Minutes documents submitted to *SharePoint* and clarified requirements for submission of those documents. Dr. Adrian requested submission of a written report listing all Standards met and requirements/work completed information to date. **COMPLETED**

Vince and Aeron will provide a list Accreditation Standards met and requirements/work completed to date.

4. STANDING REPORTS (2 minutes per)

4.1 Accreditation – V. Rodriguez – (Report provided in previous Agenda Item 3.1.1)

4.2 PIEAC – S. Barnes, V. Rodriguez – KPI goals and performance indicators for the Master Plan were discussed at the last PIEAC meeting. Aeron reported that a *Definition Page* has been prepared, as requested. Vince discussed a KPI for which the Standard has not been met and discussed efforts and steps being taken to move forward in order to correct that problem. Vince, Aeron and Dr. Adrian discussed processes being utilized to meet Standard requirements and measuring assessments.

4.3 Budget – C. Nguyen – Christine shared information provided at the Association of Chief Business Officials (ACBO) conference she recently attended. Some key items mentioned were:

- Potential changes to Title IX which may be forthcoming in the near future in regard to: *burden of proof, definition of sexual assault, and appropriate venue.*
- *Guided Pathways* and funding formulas to be utilized by colleges (Christine provided details about formulas to be used).
- Lobbying efforts for 2017, Proposition 98, and community colleges funding.
- *Base Allocation* funding and sustaining quality
- Proposition 51 Bond and capital project funding
- 2017-18 State Revenue Update
- U.S. Economy Growth

Dr. Adrian reminded that the District is in *Stability* mode. She discussed enrollment and growth status of the District, the current SSSP budget, and how those figures impact the College. Mai Le provided a report regarding the negative impact to the budget and to students. She discussed measures that can be taken to correct this situation.

4.4 Academic Senate – S. Barnes – Seven (7) Faculty members attended the recent ASCCC Fall 2017 Plenary sessions wherein *Guided Pathways, AB 705 and placement of students* were all topics of discussion. In today's meeting the Senate will review the RSI Task Force and plans it has established in order to better evaluate courses and review prioritization results.

4.5 Classified Senate – K. Hipp – Over 60 people attended the Fall Festival; approximately \$900 dollars was raised for scholarships. The Classified Senate is planning a training in the spring. The goal is to attain \$200/month for fund raisers and scholarship goals. Upcoming fund raisers are: *Soup Plantation* on Thursday, November 16 from noon-10 p.m., *Panda Express* in December and a *Holiday Boutique* on December 1 from 11a-5 p.

4.6 Associated Student Government (ASG) – N. Brais – The ASG Fall Carnival held on October 26 was an enormous success; approximately 160 people attended the event. Three new clubs have been established this year: *Pride Club, Pre-med Club, and Arise Club*. Additional clubs will be added in the future. Nathan will attend the Fall General Assembly next weekend along with two (2) other ASG students representing Coastline. The *Therapy Dogs* event will be provided in December.

4.7 President's Report – L. Adrian – Dr. Adrian discussed the District Wide Strategic Plan and asked that Dr. Serban be invited to present an executive summary. Enrollment concerns and ESL were discussed at the

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last DCC meeting. *District Posting Policies and Procedures* are being currently being reviewed and updated. Closing out of Categorical programs has been a challenge which was discussed at the Chancellor's Cabinet meeting. Fraud, Abuse and Waste reporting was addressed by the Internal Audit Department as well. A report was provided on the progress of CFCE. OCC has asked faculty to submit absence reports for FLEX time. DCC will now meet once a month and Chancellor's Cabinet will meet every two weeks. Fred Rocha provided a presentation on Banner; a list of names (composition) for the work group is forthcoming. The Chancellor recommended a PLA (Project Labor Agreement) for the College Center rebuild. The Flex Day for Faculty is scheduled for February 15, 2018 and a separate Professional Development Day for Managers and Classified will be held on another day. The All-College meeting in Fall 2018 will include all constituents. The AB project will be terminated, but the research portion may be retained. Gathering factual End-of-Year report data has been a challenge; therefore, resolutions to improve the process are being sought at this time.

4.8 Executive Team Report – J. Groot, K. Mueller, C. Nguyen, V. Rodriguez

- J. Groot – Military program enrollment continues on a downward trend due to outside influences beyond their control. State Authorization application costs imposed by various states have impacted us fiscally, and may result on impact to student access should the State not join SARA (as all the other states have done). Dr. Adrian suggested a caucus to discuss possible introduction of new bills. Joycelyn advised that arrangements are currently being made to meet with leadership reps for that purpose. Experiencing an upward trend with corporate enrollments and new models are being considered. Nate announced the Veterans Day event being held this week honoring student veterans; student posters have been placed throughout various college sites. Food and snacks will be provided at VRC on Thursday from 10a-3p; all visitors are welcome. The VRC with CFCE will be collecting food on Thursday and Friday for food boxes to be distributed at the OC Fair event being held this Saturday. Joycelyn reported that the Federal Veteran Affairs audit took place recently and no recommendations were made. Applications are being submitted for the \$3.2 Million POST Video contract for law enforcement training. As part of a pathways grant, eight (8) cyber-attack video games have been built and five (5) have been distributed to area high schools and the response has been positive. **Dave will provide a demo of the cyber-attack video game at an upcoming meeting.** Joycelyn provided an update on the CUES (Construction, Utility and Energy Sector Safety training (not for credit program) which has resulted in over 85% placement rates.
- K. Mueller – No report
- C. Nguyen – The proposal to rebuild College Center was approved at the last Board meeting. All student services will be centralized. The building will be replaced with the same 55,000 s.f.; \$30 Million will be funded by Measure M to support this project. Le-Jao is still awaiting approval from DSA for the design of the Café which has been submitted. Once approved, the construction of the Café will take approximately 3 months to complete. Dr. Adrian and Christine have met with the Mayor of Westminster regarding the shortage of parking spaces at Westminster; negotiations with the City of Westminster about parking plans are ongoing at this time. **Christine will arrange a meeting to develop a better student communication plan specifically with regard to the parking situation at Westminster.** The Newport Beach Café vendor has toured the facility; once the menu and hours of operation are clarified, the vendor will move in and open the Café.
- V. Rodriguez – Security issues have occurred within the Assessment of Student Placement testing process, and are currently being addressed. In the interim, Multiple Measure Assessment Project testing is being done. Questions and/or concerns should be submitted directly to Vince Rodriguez. The online college task force continues to work on a final draft of options for students.
- A. Zentner – The *Integrated Planning Guide* is up-to-date and will be submitted to the Senate today for approval. Prioritization Process deadlines are being met in correlation with the planning calendar that is now in place. Dr. Adrian addressed concerns about the Wing Planning process.

4.9 HR Report – R. Akins – HR is currently working to streamline some of its processes. The electronic PAR Form is being eliminated and will be replaced with an EPAF for reporting purposes; Management

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and Staff training will be provided in January. Hiring managers will now be more involved in the hiring process for new and part-time/temporary employees. Renate distributed copies of the ***Reclassification, Reorganization, and Reassessment* process summary and explained differences and requirements of each process. Renate announced that *Placement Request Worksheets* for position reconsideration may be submitted to the President's Office. The deadline for submission is November 1 by 5:00 p.m. She advised that this was a result of the *Class & Comp Study* completed by the District.

4.10 Financial Aid Federal Program Review Update – No Report

5. DISCUSSION ITEMS

- 5.1 Serving the homeless – Dr. Adrian discussed articles published about homeless students. This topic will be reviewed further at an upcoming Board Meeting and future CMT meetings.
- 5.2 Work Hours - **DEFERRED**
- 5.3 *AP/BP 3900 – Speech: Time, Place, Manner – Dr. Adrian provided copies of the *Posting Policy*. She advised that a contact in Student Services should be responsible for monitoring the *Posting Policy* for Coastline. Enclosed bulletin boards have been provided to the college for posting purposes. College and general postings must be identified and approved, and posting dates must be specific. Christine advised that Dave is responsible for identifying and labeling posting sites.
- 5.4 2018 Managers Retreat – Dates and venues will need to be determined. Suggestions and ideas will be discussed at upcoming meetings.
- 5.5 Spring 2018 Classified Flex/All-College Meeting – Addressed in 4.7

6. HOT TOPICS

7. ANNOUNCEMENTS

- 7.1 Helen Rothgeb announced that a full-scale physical inventory of all furniture and equipment is slated to be held next month on December 14, 15 and 18. Deans and department managers must provide keys to all areas including cabinets, desks, etc. for this inventory.
- 7.2 Dr. Adrian announced that *Guided Pathways* interviews will be conducted on November 20 & 21. Aeron provided plan details about completion of these interviews. He will provide a progress report shortly.
- 7.3 Mariam Khosravani reminded that all managers need to provide a list of donors who submit gifts or donation items (including market values of each item) to the Foundation Office so that it can be reported correctly for IRS and auditing purposes.

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

9. CDMA – CLOSED SESSION

10. SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN

- 10.1 Luminis/MyCCC and Single Sign-On
- 10.2 Draft of Accreditation Standards
- 10.3 Faculty FLEX time reporting
- 10.4 Military Program Enrollment
- 10.5 College Center Rebuild Proposal
- 10.6 Westminster Parking Situation
- 10.7 Security Issue within Assessment of Student Placement testing process
- 10.8 The *Integrated Planning Guide*
- 10.9 HR Streamlining Processes/new *Placement Request Worksheet*
- 10.10 *District Posting Policies and Procedures*

Documents Distributed:

1. Funding Formula/MIS Data Elements

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2. PIEAC Newsletter dated 10/31/17
3. Reclass, Reorg, Reassessment Document
4. Executive Summary of Initiatives to Streamline HR Processes dated 11/2/17

Next Meeting: Tuesday, December 5, 2017, 9:00 a.m., 4th Floor Conference Room

**Attachment emailed*

***Attachment provided at meeting*

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