



Coastline Management Meeting (CMT) Minutes

February 6, 2018

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	X	Neal, Tom	X
Barnes, Stephen	X	Gutierrez, Rene	ABS	Nguyen, Christine	X
Blair, Shelly	X	Harrison, Nate	X	Rodriguez, Raul	X
Brais, Nathan	X	Jones, Nancy	EXC	Rodriguez, Vince	X
Cant, Dave	EXC	Keeler, Bruce	ABS	Rothgeb, Helen	X
Capoccia-White, Rozanne	X	Khosravani, Mariam	EXC	Sanchez, Jorge	X
Colver, Mike	X	Le, Mai	X	Scott, Michael	X
Dahnke, Lynn	X	McDonald, Jennifer	X	Thompson, Dave	ABS
Donahue, Kevin	EXC	Mendez, Julie	X	Tran, Kathie	X
Emerson, Dana	X	Mueller, Kate	X	Woodyard, Steve	X
				Zentner, Aeron	X

Guests: Rachel Snell (Internal Audit Director), Fahad Kazi

Recorder: Laila Mertz

Transcriber: Kathy Surgenor

1. CALL TO ORDER

1.1 Roll Call

1.2 Welcome – Dr. Lori Adrian welcomed the Committee. Aeron Zentner opened the meeting and committee members introduced themselves.

Rachel Snell, Internal Audit Director, introduced herself to the committee. Rachel reports directly to the Chancellor and the Board of Trustees. She provided a presentation and slide show of the Internal Audit Department and explained its responsibilities. She shared that the District also employs External Auditors (required by state law), who primarily conduct financial audits. The Internal Audit Department reviews programs and policies, investigates fraud and abuse issues, and also answers questions about various issues. The Internal Audit Department is now listed on the new website and a list of completed projects can be found there. Rachel stated that anyone may submit a report anonymously to the Internal Audit Department.

Fahad reviewed all parts of the *Submission Form* and explained how to complete the form. All submissions are reviewed manually by the team and recommendations are provided at the end of each audit, consultation, investigation or review. Forms are utilized to report fraud, waste and abuse or to provide audit ideas on improving processes or reducing inefficiencies. Following the presentation, a question and answer session ensued for the committee members.

1.3 Adoption of **Agenda MSU (w/amendments)

1.4 Approval of Minutes

- * January 16, 2018 MSC

To find out more about this committee, please visit <http://www.coastline.edu/about/committees-councils/contituency-groups/#coastline-management>

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2. OPEN SESSION SPECIAL REPORTS & UPDATES (15 minutes per)

- 2.1 Agenda Format Draft Template – D. Thompson – Dave distributed copies of the new **Proposed Agenda Template* and reviewed the proposed changes with the committee. As a result of feedback gathered, the proposed Agenda *template* was revised to split the meeting into two parts: *open session* and *closed session*. A discussion ensued amongst the committee and members provided input and recommendations for structuring of the *new* Agenda. Dr. Adrian advised about the importance of transparency with regard to *Open session* vs. *Closed session* items. Members voiced their opinions on the two-part process.
- 2.2 Committee Member Expectations Draft – A. Zentner – Aeron reported that he and Michael Scott reviewed expectations of members and discussed items to be provided to members in advance of each meeting. He explained how discussion items would be preselected for the Agenda prior to each meeting. In summary, key items identified were:
- PRIOR TO MEETINGS: Items to be submitted in a timely manner in order for committee members review
 - DURING MEETINGS: Members should be present, open, honest, and make decisions
 - FOLLOWING MEETINGS: Members should follow through on initiatives and be accountable

Members' suggestions:

- Add *Emergency Items* to Agenda
- Share information from meetings by adding to *Sharepoint* website
- Limit use of electronic devices during meetings (i.e. cell phones, notebooks, tablets, computers, etc.)
- Information shared should be accessible
- Provide clarity of responsibilities of rotating chairs
- Provide information on screen via projector in meeting rooms
- Attach supporting documents to meeting agendas on *Sharepoint*

In Summary: Committee will attempt to provide a paperless process for the next meeting utilizing *Sharepoint* to provide documentation electronically. Aeron will work with Laila to provide support to that end.

- 2.3 CalFresh / Food Pantry – J. Mendez – Julie distributed the **EOP&S Program Food Pantry Flyer* and discussed drop off box locations for food donations, pick up locations and students' access to groceries available. She shared information about students' access to healthy foods by providing *cards* to purchase groceries from Albertsons Food Stores. Monitoring and eligibility of students will be completed and this new process will be tested in the upcoming semester. Only specific items will be allowable when *cards* are used for purchase. The process will be refined as it evolves.
- 2.4 *Upcoming A2I2 Guided Pathways Visits – L. Adrian, A. Zentner – Dr. Adrian discussed previous visits of *A2I2 Guided Pathways*. Upcoming Visits Scheduled are: March 21, May 8 and October 24, 2018. The dates are also listed on the *Guided Pathways* website. The March 21 Visit will focus on the *Vision* of the College (Rob Johnstone and team will be visiting again).

3. DISCUSSION REPORTS (5 minutes per)

- 3.1 Presidents Update (Cabinet) – Dr. Adrian announced 2 retirements, Jennifer McDonald and Steve Woodyard. She also shared that a decision on the Financial Aid Federal Program Review will be forthcoming in the next 1-2 weeks. A proposal for an extended Intersession semester for 2019-20 was discussed at Chancellor's Cabinet. She shared information about the new enrollment funding formula being proposed. Dr. Adrian advised that Dr. Serban provided drafts of *Standards IVC and IVD* and has requested feedback. The drafts will be presented to the Board in April. All *Standards* will be presented to the Board in September. She advised that Flex Day attendance is mandatory for all staff members for training purposes. Part-time employees' attendance may be optional.
- 3.2 Regulatory Items

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- 3.2.1 Accreditation – Aeron Zentner reported that the entire document has been reviewed and *Standards* are in the process of being written and must be completed by the fall. Evidence data is being gathered. Writing and Closing will be the focus for spring and Awareness and Activities will be the focus for fall. Dr. Adrian advised that Stephen Reynolds is the liaison for the support group to answer questions and provide guidance. He will visit Coastline on February 28 from 9a-2p. Teams should be prepared for his review on that date. Vince advised that teams should be available from 8a-3p on that date
- 3.2.2 HR – Renate Akins advised all managers who are subpoenaed to testify on any District-related Personnel matters to alert her in HR or Crystal Crane (in her absence) in order to verify validity of the subpoena prior to giving testimony. HR will advise person(s) of his/her obligation to testify in those matters. All questions should be submitted to Renate in HR directly.
- 3.2.3 Institutional Effectiveness – Aeron Zentner reported that PIEAC presented their Wing Plans at the last meeting; Initiatives (associated with resources) will be presented at the next upcoming meeting; the Prioritization Process will begin in March. The new *Integrated Planning Handbook* has been completed which includes a deadline timeline. Aeron expressed that they have met all of the deadlines to date. He shared that he has read and summarized the *Program Department Review*. Aeron will provide copies to all members by next week. He and Josh provided a presentation at the SLO Symposium regarding changes being implemented through *Canvas*.
- 3.2.4 Budget – Christine Nguyen reported that the next Budget meeting is slated for next Wednesday and Vice Chancellor, Andy Dunn, is slated to attend in order to review the current budget model allocation. Recommendations will be made to the Board of Trustees regarding utilization of the same budget model in the future.
- 3.3 Academic Senate – Stephen Barnes reported that the RSI Review teams have been established and they will conduct a review of the PT Faculty campus courses. The Senate will discuss the English Multiple Measures Guidelines at today's meeting; Bob will provide a presentation on the campus shells for non-instructional and Elizabeth Durand will provide a presentation on *plagiarism*.
- 3.4 Classified Senate – No Report
- 3.5 ASG – No Report

4. OPEN SESSION ANNOUNCEMENTS & DISCUSSION (5 minutes per)

- 4.1 Flex Day Activity – S. Blair, A. Zentner
- 4.2 Jennifer McDonald and Stephen Woodyard are retiring in March and June. Dr. Adrian expressed gratitude for their service to Coastline.
- 4.3 The upcoming Retreat will be held at the Irvine Marriott on June 18-19, 2018.
- 4.4 Classified staff member, Sylvia Amito'elau will serve as the representative for Coastline at the upcoming Working Group for the 115th Online College.
- 4.5 Coastline is now the largest contributor to the OEI and has the largest number of enrollments.
- 4.6 The 1st Year CDMA Rep is no longer at Coastline and the 2nd Year Rep is completing her 2nd year. Therefore, two CDMA representative positions are open. Dana Emerson will send an Email requesting nominations for CDMA representatives.

5. ACTION ITEMS (15-30 minutes)

- 5.1 Guided Pathways Themes – Discussion Guide Follow-Up – This item to be reviewed and discussed at a separate one-hour meeting on Thursday, February 8 from 10a-12.

6. PROFESSIONAL DEVELOPMENT (30 minutes)

- 6.1 Retreat Planning/Professional Development Day Planning
 - 6.1.1 Appreciative Inquiry
 - 6.1.2 Emotional Intelligence
 - 6.1.3 Planning for 2018-19

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7. CLOSED SESSION ANNOUNCEMENTS & DISCUSSION (5 minutes per)

- 7.1 Familiarization with the **Integrated Planning Guide*/Ideas for Providing Information to Others – A. Zentner – Shelly Blair distributed copies of the **Flex Day Guided Pathways Activity Outline* and explained the activities facilitation guidelines. A short video presentation will be provided. Members will then be divided into 24 groups of 4-5 people to participate in 10-minute discussion sessions. Three main topics are provided for discussion by facilitators in order to engage members' in answering questions. Suggested questions are also provided for the *Facilitator*. Each group will assign a note taker, a recorder, and a manager. Shelly addressed *Facilitating Tips* as outlined in the handout and discussed the role and behavior of *Facilitator* for each group. The goal is to be a good listener and to clarify understanding, definition, and goals of *Guided Pathways*. A discussion ensued amongst the committee regarding the guidelines and the way in which to conduct the *Guided Pathways* facilitation on Flex Day. Members provided suggested revisions and/or additions to the *Outline*.
- 7.2 Move to Closed Session

8. ADJOURNMENT – Meeting was adjourned at 10:55 a.m.

9. SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN

- 9.1 Internal Audit Department
- 9.2 Agenda Format Draft Template
- 9.3 Committee Member Expectations Draft
- 9.4 CalFresh / Food Pantry
- 9.5 Upcoming A2I2 Guided Pathways Visits
- 9.6 Accreditation
- 9.7 Personnel Subpoenas
- 9.8 Institutional Effectiveness
- 9.9 Familiarization with the **Integrated Planning Guide*

Documents Distributed:

1. CMT Agenda Format Draft Template
2. CalFresh/Food Pantry Flyer
3. Dates for A2I2 Guided Pathways Visits
4. *Flex Day Guided Pathways Activity Outline*

Next Meeting: Tuesday, March 6, 2018, 9:00 a.m., 4th Floor Conference Room

**Attachment emailed*

***Attachment provided at meeting*

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