



## Coastline Management Meeting (CMT) Minutes

August 7, 2018, 9:00 – 11:00 a.m.

College Center – 4<sup>th</sup> Floor Conference Room

Name	Present	Name	Present	Name	Present
Adrian, Lori	EXC	Jones, Nancy	X	Rothgeb, Helen	EXC
Akins, Renate	X	Keeler, Bruce	X	Sanchez, Jorge	X
Blair, Shelly	X	Khosravani, Mariam	X	Schonfeld, Natalie	EXC
Brais, Nathan	EXC	Kim, Merry	X	Scott, Michael	X
Colver, Mike	X	Le, Mai	X	Thissell, Mark	X
Dahnke, Lynn	X	Levy, David	X	Thompson, Dave	X
Emerson, Dana	X	Mensah, Araba	X	Tran, Kathie	X
Fleming, Leighia	X	Mueller, Kate	X	Triggs, Rosalie	X
Garvey, Judy	X	Nash, Bob	X	West, Jim	X
Groot, Joycelyn	X	Neal, Tom	X	Willson, Dawn	X
Gutierrez, Rene	X	Nguyen, Christine	X	Zentner, Aeron	X
Harrison, Nate	EXC	Rodriguez, Vince	X		

Guests: Tom Tran (for Kevin Donahue), Ann Holliday (for Stephen Barnes)

Recorder: Laila Mertz

Transcriber: K. Surgenor

### 1. CALL TO ORDER

- 1.1 Welcome – Mike Colver and Rene Gutierrez (Co-chairs) opened the meeting and welcomed the new committee members. Member introductions were made.
- 1.2 Adoption of Agenda – MSU
- 1.3 \*Approval of Minutes – June 5, 2018 - MSU

### 2. REPORTS & UPDATES (15 minutes per)

#### 2.1. Executive Team Update (Groot, Mueller, Nguyen, Rodriguez)

- Rodriguez (Instruction) – Enrollments appear to do well and numbers are running approximately the same as last year. FTEs reflect a slight increase for Coastline, but a decrease in numbers for the District overall. Vince discussed the following: CTE, new grant opportunities, Math and English (with regard to AB 705), ESL and FSC. He also announced that Bob Nash will be leaving Coastline and joining OEI. He expressed much gratitude to Bob for his service to Coastline.
- Nguyen (Admin Services) – Derek Bui has been hired as replacement for the Director of Business Services position effective September 1. In the interim, while Helen is on vacation, all documents and requests should be submitted directly to Christine. Recruiting for a new M&O Director position is in process and hopefully, a candidate will be identified within the next 4-6 weeks. Mark Thissell has been providing services and been instrumental in the planning and construction process for the new College Center building. At this point, the President’s Office, VP of Instruction, Marketing, Research and Human Resources Departments have all been relocated temporarily to the 1st floor of the Annex building. The team previously housed in that location was relocated to the 2<sup>nd</sup> floor of the Annex building. The task force has met with the City of Fountain Valley and another meeting is scheduled in order to discuss easements that are currently in place. The intent is to obtain clarification of the easements so that construction can begin by next summer. Construction is scheduled to take 18-24 months for completion. Therefore, the opening of the new building should take

place by Spring of 2021. Mark reported that various major projects and renovations are currently underway, as follows:

- Newport Beach Campus - Installation of a Legal Clinic, Counseling offices, a new Faculty Student Lounge, and a theater area.
- Westminster Le-Jao Campus - Installation of a new Café and adjustments to the air conditioning system
- Garden Grove Campus - Installation of new furniture and various other modifications.
- College Center - Success Center will be moved within the next couple of months.

Christine also reported that negotiations are being completed with Cal State Fullerton to lease office space at the GG Campus. Dave Thompson reported that the installation of the new phone system has been successful. The new phone system installation has been completed at all of the college sites with the exception of the District Office at this time. Old phones are being removed and issues will be resolved as quickly as possible. The *Go Print* systems program should be installed next week for students. The budget is being reviewed in order to identify funds available to cover the purchase of 200 new web cams (which can be used for zoom conferencing) and headphones. Dave mentioned that the phones will be converted from 650 to 714 area codes next Thursday; however, existing extension numbers will remain in place. All questions and concerns regarding the telephones should be submitted directly to Dave. He advised that training for RingCentral will be provided and will begin as soon as possible. Christine reported that Mike Colver held an Emergency Operations Center (EOC) Orientation on July 26. In addition, she reported on the status of the tentative District wide and Coastline Budgets for this year. Final numbers will be available and be announced on August 15.

- Mueller (Student Services) – Kate announced names of new hires for the Dean of Students (Natalie Schonfeld) and Director of Financial Aid (Chinh Pham). She also expressed thanks to Mai Le for filling in as the Interim Director of EOPS. She reported that the hiring process will begin shortly for a permanent Director of EOPS. In addition, job descriptions for PT Mental Health Counselors will be posted and the selection process will begin.
- Groot (Military) – Coastline received a renewal grant from the State Chancellor’s Office for Veterans Services. Joycelyn will be working with the Facilities Committee and Dr. Nancy Jones to assess space allocation at the GGC for a VRC which would be funded through this grant. Further, she reported that they participated in seven (7) military graduations this year throughout the nation. Dr. Nancy Jones and Joycelyn are submitting a proposal to Ft. Gordon in Georgia (Army’s Cyber Command) to be an educational provider to Soldiers. In addition, she and Judy Garvey met with the local water sanitation district to discuss a potential internship program for students. Joycelyn’s team has been attending OCBC meetings and provides information and updates to the Deans and other colleagues as appropriate to their area of oversight. Chevron has expressed an interest in a contract for instructional designers. A Contract Readiness program was developed in order to help businesses understand the process and obtain capability to submit bids for government contracts. As a result, Charles Eason, Sector Navigator for Doing What Matters will use the program for Defense Supply Chain and Business Resource fair attendees will be taking advantage of this online training. Coastline will receive \$68 per participant through the Defense Supply Chain grant that Charles Eason obtained.

2.2. ASG (N. Brais) – No report

2.3. Academic Senate (A. Holliday) – No report

- 2.4. Classified Senate (R. Triggs) – The first meeting of the Classified Senate will be held on Friday, August 24 (Flex Day). Regular meetings will be held on the 3<sup>rd</sup> Thursday of each month from 10a-Noon. Managers and staff will be informed of meeting dates and times in order to schedule release time for classified staff. The Executive Board is slated to meet at Newport Beach this Thursday for a mini Retreat to discuss Team Building and Planning exercises.
- 2.5. Research Minute (A. Zentner) – Aeron provided copies of a snapshot of the educational branch. This snapshot and research shows that Coastline had 490 degrees of learning in 2012-13 and 1260 degrees of learning last year. At this point in time, Coastline has experienced an institutional shift from academic focus.
- 2.6. \*Website Update (D. Willson) – Dawn distributed copies of \*site map for a potential new Coastline website. She reported that a new website design firm from Philadelphia has recently completed an audit of Coastline’s current website and have provided a site map for a new website for our review. Coastline must now provide feedback about data and architecture of the new website. Dawn will arrange a meeting for review of the new website. In addition, a new Home Page will be launched today on the current website prior to other updates being completed. Dawn advised that although they are slightly behind schedule, it is anticipated that the January deadline will be met on time. Individual meetings will be held in order to review the layout of the various divisions of the website. Vince advised that the website will also be utilized to publish information about how Coastline meets and adheres to all federal requirements.

### 3. CLOSING THE LOOP – FOLLOW UP ACTIONS – None

### 4. PLANNING/DISCUSSION

- 4.1 AP 7400 – Travel (C. Nguyen) – Christine distributed copies of the *\*District Travel Procedure* and reviewed and discussed changes to the new Lodging reimbursement requirements. She explained the exceptions and approvals that must be reported to Payroll when a Travel Reimbursement is submitted. She also discussed the travel ban which currently exists for specific (eleven) states. Christine will confer with the District Office in order to verify the current Board Policy. Vince discussed previous issues with reimbursements for airfare fees and suggested that staff provide screenshots of available rates for specific travel dates. Laila advised that justification for Lodging must be included and attached to Travel Reimbursement requests when they are submitted in order to avoid approval issues.
- 4.2 Intranet (D. Willson) – Research has been completed in order to determine ways in which to provide an Intranet program. Initially, Dawn suggested employing an hourly person to man the *Sharepoint* program. However, she has recently discovered a program already exists specifically for colleges which would eliminate the need to hire a person. That program is called Axero. She will receive a demo this week and if the program is suitable, it will be considered for potential utilization at Coastline. Dawn will make comparisons with the current program and the new CMS. She welcomes any and all ideas or suggestions for Intranet software from all. She discussed an article that appeared in the Marketing Newsletter about instant messaging for corporate organizations, and that she has also identified a program that was created by GLIP which could also be utilized by Coastline. After discussions with Dave, a decision was made to utilize that program for instant messaging and communication purposes rather than creating a new program for Coastline. Vince encouraged everyone to avoid publishing messages in *GLIP* due to prospective privacy issues. Dave and Vince discussed the benefits and disadvantages of the program, but advised that everyone should follow existing protocol. Policies and Procedures will need to be developed for the use of these kinds of programs for our District for the future.
- 4.3 Professional Development – DISC (S. Blair) – Shelly distributed copies of the *\*Outline of Professional Development Staff Training Funds Outline* and *\*Flex Day* flyer. She discussed the schedule for *Flex Day* and Staff Training sessions, and explained the Professional Development Funds request procedures and requirements for submission of forms. She advised that DISC Training Reports are available for \$65 per person. Anyone interested should submit requests

directly to Shelly. New managers are eligible as well. Shelly mentioned the advantages of the Professional Development Training for all staff. She announced that Stephen Barnes is the new FSC Coordinator.

## 5. PROFESSIONAL DEVELOPMENT

5.1 Future Items – Data Cubes, Civitas - Aeron reported that there currently, 400 reports from Data Cubes are available and can be obtained from the bookstore. He requested input from all for the *Data Cube* and *Civitas* Training. Dana reported that there are currently five (5) *Civitas* platforms available and encouraged everyone to utilize the program. She explained how data can be accessed through *Civitas*.

## 6. ANNOUNCEMENTS

- 6.1 Guided Pathways (S. Blair) – Shelly distributed copies of the *\*Guided Pathways Work Group Presentations* and announced that Kathy Obear will be returning to provide training on *Guided Pathways*. She encouraged everyone to attend training and announced that Faculty Training is slated to be held on August 23 which will focus on teaching and equity inclusion. The next *Guided Pathways* visit is scheduled for October 24, but the focus is not yet determined. However, Shelly suggested everyone to hold the date on their calendars. A new *Guided Pathways* Coordinator, Josh Levenshus, has been appointed and his office is located in DL. She encouraged those who will not be attending the Guided Pathways Retreats and Work Groups, to attend the presentations. Work Groups will present their Mission, Objectives, and Timelines, so it will be an opportunity for all those interested to provide feedback. Snacks will be provided.
- 6.2 Accessibility Academy (B. Nash) – Bob distributed a *\*Join the “A” Team* flyer and described objectives and advantages of attending the sessions and becoming an Accessibility Coach.

## 7. CLOSED SESSION - CDMA

7.1 Jhana Website (R. Akins)

## 8. ADJOURNMENT – Meeting adjourned at 10:00 a.m.

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

- 9.1. Enrollments
- 9.2. New Hires
- 9.3. Major projects and renovations currently in process
- 9.4. New telephone system and software programs
- 9.5. Military/Veterans Program grants, contracts, funding, and military graduations
- 9.6. Research Minute
- 9.7. Website Update
- 9.8. District Travel requirement revisions
- 9.9. Intranet
- 9.10. Professional Development
- 9.11. Flex Day
- 9.12. Guided Pathways

### Documents Distributed:

1. Site map for a potential new Coastline website
2. *District Travel Procedure* update
3. *Outline of Professional Development Staff Training Funds Outline*
4. *Flex Day* flyer
5. *Guided Pathways Work Group Presentations* flyer
6. *Join the “A” Team* flyer

Next Meeting: Tuesday, September 4, 2018, 9:00 a.m., 4<sup>th</sup> Floor Conference Room

*\*Attachment*