

COLLEGE COUNCIL MEETING SUMMARY

President's Conference Room

September 10, 2013; 9:30 – 11:25 a.m.

Present	Members (10)	Title
X	Dr. Lori Adrian	Chair, President
X	Ann French	President, Classified Senate
X	Dr. Pedro Gutiérrez	President, Academic Senate
X	Rick Lockwood	Vice President, Academic Senate
X	Michelle Ma	Director, Marketing and Public Relations
X	Christine Nguyen	Vice President, Administrative Services
X	Dr. Vince Rodriguez	Vice President, Instruction/Student Services
X	Mark Worden	Vice President, Classified Senate
X	Laurie Melby	Administrator in Charge, OLIT
ABS	Sofia Sourivong	Associated Student Government

Guests: Dr. Jorge Sanchez, Dean of Research, Planning and Institutional Effectiveness

Recorder: Laila Rusamiprasert/Kathy Surgenor

Dr. Lori Adrian convened the meeting at 9:30 a.m. She welcomed the Committee and introduced Kathy Surgenor who is working part-time to assist in the President's Office.

College Event Calendar (Laila Rusamiprasert/Dr. Lori Adrian)

- National Association of Legal Assistants (NALA) National Certification Test, Certified Legal Assistant (CLA)/Certified Paralegal (CLP) – September 13, 20, 27, 3:00 – 9:00 p.m. September 28, 8:30 – 5:00 p.m.; NBC Room 234. (This is test proctoring services for CCC students and OC Paralegal Assoc. Members). \$20 fee for exam (free for Students).
- Scholarship Award Ceremony – May 1, 2014, CM Neighborhood Community Center, 6:30 pm
- Graduation Ceremony – May 17, 2014, Don Wash Auditorium – GGHS, 1:30 pm
- Classified Senate sponsoring Spooktacular Event on October 31, 2013 (added by Ann French)

There were no objections and all of the above were approved.

1.0 President's Report (Dr. Lori Adrian)

District Governance Council (DGC): Board Policies and Procedures were discussed at the September 9 DGC meeting and will be discussed again at the next meeting. Ann French shared that there is a possibility of going smoke-free on all of the campuses. A discussion ensued amongst the Council members regarding where other community colleges allow smoking areas and their perspectives on this policy. It was noted that there would need to be broad communication about the proposed policy to get input from all stakeholders, e. g. college-wide forums regarding a "Smoke-Free" policy. A concern was raised regarding the potential impact of a smoke-free policy on enrollment growth, which could also delay the Board Policies and Procedures being approved. There appears to be support for the approval and implementation of a smoke-free policy, but the timing may need to be reconsidered. The Committee agreed that although this is an important issue, it should probably not be considered for the current update of the Policies and Procedures to be approved by December, in order to comply with AACJC recommendations.

Chancellor's Cabinet: The Chancellor's Cabinet devoted a significant amount of time discussing faculty hiring. Plans for meeting the accreditation recommendations were also discussed. With regard to Standard IV (Governance), the Cabinet recommended the formation of a District-wide Standard IV Team comprised of faculty from each of the colleges, including the Academic Senate Presidents. This team would be responsible for writing a response to the recommendations, supported by Dr. Serban. Coastline's representatives to the District-wide Standard Four Committee are: Margaret Lovig, Ann Holliday, and Pedro Gutiérrez.

2.0 Vice President's Report (Christine Nguyen)

VP, Administrative Services

Citizens Oversight Committee: The work of the COC is coming to close with Measure C while their work on Measure M is about to begin. At the meeting on September 17, a list of projects approved by the voters will be proposed and funded. There is no major construction planned for CCC in the first issuance. One new member for the COC Committee was appointed and one member is withdrawing. A new member will be

appointed for Measure M.

IRS 1098 Penalty: The District has been assessed a \$500,000 penalty for failing to verify the Social Security Numbers of about 4440 students who were issued 1098T. The District has been given 45 days (from September 3) to pay the fine for Fiscal Year 2011, or to demonstrate that District has done its due diligence. IRS 1098T (tuition) enables students to use tuition as a tax deduction. It should be noted that students who register are not routinely required to provide verification of their SSN, and the Districts/Colleges are not legally required nor authorized to require or to obtain verification. Thus, as a matter of routine practice, Social Security Numbers provided by students are not verified. This action by the IRS has a huge impact on all community college districts. Dr. Adrian noted that most students apply for BOG vs. PELL grants. When students apply for BOG, it is against the law for colleges to verify Social Security numbers. It is possible that the CA community system may file a Class Action Suit in response to IRS' assessment of fines. The District and OC legislative task force are working together to address this issue. It is still unclear whether or not penalty fines will be also be assessed for years prior to 2011.

Facility Rental Report: At the next Board meeting on September 18, the Board has requested each of the Colleges to provide a report showing revenues collected as well as events for which facilities rental was waived to benefit the community.

Bookstore Provider Selection: The District's contract with the current provider, Follett Bookstore, will end in June 2014. A Selection Committee structure will be formed for two RFP's – one to select a new audit firm and one for the Bookstore. Christine will probably serve on these committees to represent CCC.

Board Policy for Records Retention: This policy is currently being reviewed.

3.0 Old Business (Dr. Lori Adrian/Laila Rusamiprasert)

- 3.1 College Committee List: The most recent copy of the CCC Committee List for 2013-14 was disseminated for placement in members' College Council binders. The Council reviewed the list and noted some changes. Laila pointed out that the only change from the previous list is the Diversity Int'l & Intercultural Work Group (Page 9 of handout), which is a subcommittee of the College Professional Development & Leadership Committee. A discussion took place regarding who will Chair and who will Convene this Committee.

Action: A motion was made and seconded to approve the change noted, and the Council unanimously approved the motion.

Christine Nguyen referred to the Facilities, Safety & Sustainability Committee (Page 11) and asked if someone was going to replace Scott Davis. Dr. Adrian recommended that Christine Nguyen be appointed as Chair of this committee.

Action: A motion was made and seconded to appoint Christine as Chair of the FSS Committee; the Council unanimously approved the motion.

Dr. Adrian stated that a co-chair for this Committee and for the Distance Learning and Technology Committee (page 11) would be elected by the committee members.

Christine referred to the Budget Committee (Page 8) and pointed out a discrepancy in the number of voting and non-voting members. The Council noted that these numbers would need to be reviewed and clarified. Laila stated that she would obtain an update for this and report back at the next meeting.

Action: Laila to verify the number of voting and non-voting members on the Budget Committee and report back at the next College Council Meeting.

Dr. Adrian announced that assist the participatory governance committees to function in a more organized manner, the College has ordered binders for each Committee member. Committee co-chairs will provide a brief orientation at the beginning of their first meeting and disseminate binders which includes the Committee's charge, membership, meeting dates, and other key documents.

The Council discussed various ideas for improving the efficiency and effectiveness of committees, as well as strategies for strengthening the connection of participatory governance committees to College Council. It was suggested that committee co-chairs or members be invited to make regular updates and presentation at the College Council.

4.0 New Business (Lori Adrian/All)

4.1 Committee Binder: College Council Binders along with the 2013-14 Coastline College Committee List and meeting dates were distributed to the Council Members.

Committee Effectiveness Survey: Dr. Jorge Sanchez, Director of Planning and Research joined the meeting and distributed the results of the 2012-13 College Council Effectiveness Survey and reviewed the survey results. He reported that the participatory governance committees surveyed included: College Council, PIEAC, Budget Committee, Student Success Program, Department Review, DL and Technology, Professional Development, Facility Sustainability and Blue Ribbon Management Team. There was a decent response, ranging from 84% high to 63% low response rate.

Dr. Sanchez indicated that the results of the survey for the College Council are very positive overall in terms of the efficiency and effectiveness constructs that were measured, including openness, inclusion, and dialogue. He also noted areas for improvement, primarily in the areas of documentation/information provided to the council members prior to and after the meetings (e.g., agendas and minutes). He suggested that the Council identify two (2) to three (3) goals to more clearly guide the council's work. After discussion the Committee recommended the following:

College Council Draft Goals (for further review and consideration)

1. Provide council members, and the college as a whole, greater access to information (e. g., send agendas and support documents ahead of time, allowing Council Members to come better prepared to discuss items at the meeting).
2. Create better communication with the participatory governance committees that report to the College Council.
3. Complete and disseminate meeting minutes in a timely manner.
4. Structure the meetings to include reports from participatory governance committee co-chairs, e. g., once a month. Invite Committee chairs to provide reports that can be discussed. Dr. Gutierrez commented that PIEAC should take priority.
5. Request mid term and End-of-Year Reports from Committees and track the committees' progress in accomplishing their charge/goals.
6. Strengthen college-wide engagement in the College Council, e.g., invite college constituencies to attend and to participate in the meetings, which is an open meeting.

4.2 All-College Recap: After discussion, it was determined that there were logistical problems with the Newport Beach Center site. The audio was challenging. As well, the sunlight made it difficult to read the slides projected on to the screen. Some of the tables were not utilized due to the sun filtering through.

Some of the comments included:

- a) The Showcase was good but should be advertised better in future events
- b) Screens didn't work well in the NB Facility due to glare of sunlight on the screen and limited visibility
- c) Placement of screens was not the best
- d) Some were hesitant to come inside once the meeting had begun
- e) Space overall was a bit of a challenge
- d) For future meetings, water should be provided on the tables
- e) Scheduling remains a challenge. For example, the date conflicted with the celebration of Jewish holiday. There was a suggestion that future all-college meetings be scheduled before the first day of the semester.

Dr. Gutierrez reported that the rest of the meetings that were conducted following the All-College meeting went very well. He was waiting for follow-up report on innovative ideas, which he will provide to Laila or Kathy.

4.3 College Goals and Priorities: Dr. Adrian discussed the importance of identifying college goals and priorities, especially in the Instructional area. The goals and priorities would certainly inform the faculty prioritization process and CCC's faculty requests for College as well as District consideration. The goals and priorities would need to align with CCC Educational Master Plan as well as our innovation and student success initiatives. CCC is expected to live up to its role as the District's innovative and non-traditional college. In terms of the faculty prioritization process, Dr. Adrian suggested that a collaborative model be established and formalized, involving the Academic Senate and the academic deans. She requested that the Academic Senate President, Vice President, and Vice President of Instruction and Student Services take the lead.

Goals and priorities will also be identified by Student Services, Administrative Services, and the President's Wing.

Action Items:

- *The Academic Senate leadership and academic managers work collaboratively in reviewing the faculty prioritization process (including the rubric) in preparation for the faculty prioritization process this Fall. Dr. Gutierrez, Professor Lockwood, and Dr. Rodriguez will take the lead in this effort.*
- *The Instructional Planning Council, led by Dr. Rodriguez, and the Academic Senate provide leadership in establishing instructional goals and priorities, which would inform the faculty prioritization process.*

4.4 Faculty Prioritization: Dr. Adrian recommended that the Senate leadership, in collaboration with the Academic Deans and VPI/SS review the current faculty prioritization rubric and process at the Academic Senate meeting. Vince Rodriguez and Pedro Gutiérrez will lead this effort. Dr. Adrian stressed the importance of having a comprehensive, evidence-based, and collaborative process for identification of critical faculty positions for Coastline. The process should not only include a college-perspective, but also a district-wide perspective, noting that the Chancellor has made it clear that gaps in terms of full-time faculty staffing should not only be limited to the college, but should take into consideration whether or not there might be other faculty available to teach in more than one college at the District.

4.5 Accreditation Update: Dr. Rodriguez provided an update and stated that Faculty, Management and Staff need to complete a draft.

4.6 Seaport Evaluation: Professor Rick Lockwood stated that an Academic Senate subcommittee has been established to examine various learning management systems (LMS), including Seaport. Included in its charge, the task force will develop criteria for evaluating different LMS and engage faculty from Orange Coast and Golden West to participate in the process.

Vice President Nguyen provided a document developed by former Executive Dean of OLIT, Dan Jones, and former Interim Director of IT, Anthony Maciel, in consultation with Dave Thompson. The document was developed at the request of the President's Cabinet to help determine the College's options with regard to CCC's home grown LMS, Seaport.

The options outlined in the document are: (1) Commercialize Seaport within the next two years, which would require a significant financial investment from CCC; (2) District-wide utilization of Seaport, noting that both OCC and GWC have opted following faculty evaluation of Seaport 1 and Seaport 2; and (3) Focus on Technology Offerings, Seaport Exit Strategy.

Christine reported that OCC and GWC's Blackboard contract has been renewed for another two years and both OCC and GWC have opted not to go with Seaport. A cost analysis for maintaining or supporting Seaport was completed. Currently the cost for Blackboard for OCC and GWC is approximately \$750,000, paid for by the District. Christine Nguyen reported that since CCC opted to go with Seaport (instead of Blackboard), it is responsible for the costs (which are considerable). For CCC, Blackboard would cost about \$300,000. District wide, it would cost more than \$1 mil to implement Seaport.

The Council discussed Seaport vs. Blackboard and other Learning Management Systems. The District wants to adopt a LMS that can be used by all the Colleges, as opposed to supporting two different systems, which is now the case. Dr. Adrian and the Council members made the following points:

- Analysis of Learning Management Systems should be completed within the next year
- Determine what criteria to be used for analysis
- Seaport requires more money than CCC can afford
- Benefit costs for Staff needs to be included in cost analysis
- Analysis done by other community colleges needs to be reviewed
- Suggestions be forwarded to a task force
- Acknowledge how important Seaport has been for CCC
- System must interface with Banner
- Seaport can no longer compete with features of the other programs
- Look at other learning management systems
- Obtain student input and viewpoints
- District is waiting for decision from CCC

Dr. Adrian acknowledged and emphasized that Seaport has been critical to the success of CCC's distance learning program. Seaport has allowed the College to tailor programs for its unique needs and ideas, e. g., embedding SLO's in Seaport, which was commended by the visiting team.

In the meantime, Vice President Nguyen will provide Seaport cost information and Laurie Melby will provide information from other colleges for the Council.

4.7 Hiring Update (Christine Nguyen): Will be brought back to next College Council meeting.

4.8 Approval of Reinstatement of Vice President of Student Services position:

Action: A motion was made and seconded to approve this reinstatement. The Council approved unanimously to reinstate this position.

Dr. Adrian stated that the search for this position would be scheduled for the Spring, in order to attract a better pool of candidates. She will request that HR to begin the process for hiring an Interim person. An interim will be hired through June 2024; due to recent STRS limitations, ideally someone who can come out of retirement to fill the position.

4.9 Enrollment Update: Dr. Rodriguez reported that our enrollment remains strong but is dropping. We are still above target but not as high above as previously reported. He pointed out that 175 FTES is what we are likely to drop from our highest point in enrollment which represents \$775,000. The other colleges are not above target. We need to determine how we can retain more students. Dr. Adrian commented that the District could possibly lose \$10 mil. if District-wide enrollment target is not met. A discussion ensued regarding potential losses, percentages, what may have caused these drops, and what can be done to grow CCC's enrollment.

5.0 Hot Topics

6.0 Constituency Updates

6.1 Academic Senate Update: Dr. Gutierrez reported that first Academic Senate meeting was held on September 3. The Senate established a Seaport Task Force; supported reinstatement of the VP of Student Services position; supported that the EOPS Director will be a non-Faculty position. The Senate also approved Faculty appointments to serve on Tenure Committees; Charged the Policies and Procedures Committee who are validating the Faculty Prioritization process; Discussed Board Policies and Action Items. There is concern that the District Governance Council will try to handle academic issues. Dr. Adrian recommended that the Senate Presidents submit recommended language to Dr. Serban to clarify and address this concern.

6.2 ASG Update: No ASG rep was present.

6.3 Classified Senate Update: Ann French reported that Classified Senate was supportive of reinstating VP of Student Services position. Also discussed was the EOPS director position, which the Classified Senate also supported. A fundraiser that involves Halloween costumes is being planned and a flyer for the Halloween event will be going out to shortly. The Senate has been promoting the Towels for Veterans. The deadline for collection is September 16. Classified staff was encouraged to participate in the Ralph's grocery community contribution program (can return money to special programs). A Holiday Boutique is also being planned.

7.0 Miscellaneous/Other Business: Dr. Adrian announced that Kaiser Permanente will be coming to visit CCC on October 9 regarding the Contract Ed we are providing them.

Dr. Adrian requested that for future meetings, the Constituency Reports be presented first.

The meeting was adjourned at 11:25 a.m.

Next Meeting: September 24.2013, President's Conference Room