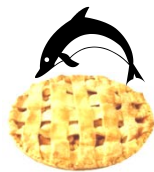


PLANNING, INSTITUTIONAL EFFECTIVENESS AND ACCREDITATION COMMITTEE

(PIEAC)



April 18, 2012

Fourth Floor Conference Room, 1:00-3:00 p.m.

MINUTES

Present	Member	Present	Member	Present	Member	Present	Member
Abs	K. Acree	X	R. Covert	X	N. Jones	Abs	C. Ryan
X	L. Adrian	X	S. Gonzalez	X	L. Kuntzman	X	J. Sanchez
Abs	I. Aguirre	X	J. Groot	X	V. Lopez	X	C. Stewart
X	C. Arellano	X	M. Halvorson	X	M. Lovig	X	L. Wilkerson
Abs	G. Berggren	X	A. Holliday	X	C. Nguyen		
X	T. Boehler	X	D. Jones	X	V. Rodriguez		

Recorder: Brenda Perdue

Guests: D. Cant, G. Stromlund, A. Maciel, C. Leon, B. Nash

Mandate: *To provide oversight and leadership in support of institutional effectiveness and, through ongoing intentional College-wide evaluation, dialogue, planning, coordination, and use of systematic data to ensure student learning, ensure that the College fulfills its mission and meets or exceeds institutional accreditation standards. PIEAC reports, informs, and seeks approval from College Council.*

Ongoing Business:

Agenda

B. Covert moved and L. Adrian seconded a motion to approve the agenda. **The committee approved on a voice vote.**

Review of Committee Minutes:

B. Covert moved and N. Jones seconded a motion to approve the minutes from March 21, 2012. **Committee approved on a voice vote.**

N. Jones moved and L. Kuntzman seconded a motion to approve the minutes from the April 4, 2012. **Committee approved on a voice vote.**

A. Holliday requested that all corrected minutes be emailed to the members of the committee at the time they are posted to the website.

Mission Statement

L. Adrian moved and A. Holliday seconded a motion for the committee to revise the mission statement that was adopted at the April 4th meeting as follows:

Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to attainment of associate

degrees, transfers, certificates, Career and Technical Education and completion of basic skills.

The committee discussed at length the wording of the statement regarding basic skills.

L. Adrian moved to amend her motion of the mission statement as follows:

Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to attainment of associate degrees, transfers, certificates, Career and Technical Education; and, basic skills readiness for college.

A. Holliday-second. The committee continued to discuss the wording of the statement. **Committee approved on a voice vote.**

This mission statement will go forward to the next College Council meeting for approval, if approved by College Council, then it will be submitted to the Board of Trustees. The committee was reminded that the mission statement will be reviewed again next year.

Budget Presentation Reports: C. Nguyen

At the last meeting, the committee approved the new allocation forms to be used by the wings and departments to demonstrate that planning is driving resource allocation.

Administrative Services: Office of Learning and Information Technologies

A. Maciel reported on the three requests from Office of Learning and Information Technology.

#1 - \$707,730 – One-time - This request includes replacing the aging infrastructure equipment which is Residential quality that is installed at College Center, Le-Jao, Garden Grove, One-Stops and also purchase new equipment for the Newport Beach Learning Center. The college has the option of financing the purchase over the next five years.

#2 - \$146,000 – One-time - Purchase a VDI (Virtual Desktop Infrastructure) which includes the hardware, software, and licensing.

#3 - \$36,000 – One-time - Purchase the SharePoint Package which includes the equipment and licensing for the college.

Administrative Services: Maintenance & Operations

C. Nguyen reported on the three requests from Maintenance & Operations. After reducing their discretionary budget by 50% for 2012-13, M&O identified the following needs:

#1 - \$21,000 – Ongoing - Request additional funding for custodial supplies.

#2 - \$20,000 – Ongoing - Request additional funding for building repairs. These are unanticipated costs for building repairs throughout the year.

#3 - \$10,000 – Ongoing - Request funding for Service Maintenance Agreements.

Administrative Services: Security Services

G. Stromlund reported on the three requests from Security Services.

#1 - \$10,000 – One-time – Request funding for Hourly Security Officer for one of the Learning Centers. Currently, we have three, 19 ½ hour employees that work from M-TH, 5:30-10:30 – this hourly position would allow for security at the H.S. spot and other centers.

#2 - \$2,000 – Ongoing – Request additional funding for supplies for the I.D. card equipment, key cards, etc.

#3 - \$5,000 – Ongoing – Request additional funding for repairs and replacement costs for the security and I.D. card system.

College-wide Departments Summary– no additional funding requested.

Le-Jao Student Parking - the college is currently in negotiation with the City of Westminster to secure parking spaces for the Le-Jao Center. Since our college is no longer publishing a class schedule and spending money on postage to mail the schedule, we have a savings of \$75,000. It is recommended that we earmark this money for purchasing up to 100 parking spaces in the new parking structure.

Office of Instruction: Art Gallery

T. Boehler reported on the request from Office of Instruction.

#1 - \$59,950 – Ongoing - Funding for a Gallery Curator, Gallery Assistant, and Exhibit Tech along with supplies and materials to operate the gallery. The instructional part of the program, offers a “Gallery Class” and students learn the business of art for the gallery as well as the community connection and fundraising. The college will be able to market the events to the local Newport Beach community.

President’s Wing: Professional Development

B. Nash reported on the request from Professional Development.

#1 - \$35,000 – One-time – Request for funding for Professional Development and Training. An additional workshop will be added in the fall with no increase in dollars. Suggestion was made to deploy a survey college-wide to get feedback on the value of the Professional Development activities and workshops.

President’s Wing: Master Plan

#1 - \$50,000 – One-time - Funding for the College Master Plan.

President’s Wing: Office of Marketing and Public Relations

C. Nguyen reported on the request from the Office of Marketing and Public Relations.

#1 - \$33,000 – Ongoing - Funding for Marketing & PR (\$20,000) and Outreach (\$16,000) efforts. The committee discussed the Marketing, Public Relations and Outreach budget and how critical it is to the college.

#2 - \$67,000 – One-time - Funding for Marketing & PR - Interact Communications. This is a comprehensive marketing/PR/outreach/recruitment/retention audit to help identify the strengths and weaknesses of the college’s communication materials and processes.

Office of Student Services

L. Wilkerson reported on the requests from Student Services

#1 - \$80,000 – Ongoing - Funding for part-time counselors

#2 - \$55,425.36 – Ongoing – Assessment - Funding for Assessment Center

#3 - \$43,563.85 – Ongoing – ECHS – Funding for a part-time counselor for the program. This amount may be reduced if Le-Jao can contribute \$22,000. V. Lopez will get back regarding the amount.

#4 - \$75,000 – One-time – Financial Aid – Funding to relocate the office to provide adequate space for staff.

#5 - \$103,194 – One-time – Student Services – Funding to replace 37 computers in the Assessment Center, A&R Office, EOPS Office, Counseling Office and Financial Aid Office.

J. Sanchez will develop a survey for the committee to use to rank each presentation. The committee needs to complete the survey by Friday, April 27. A list of presentations will be provided to the committee members along with the survey link.

Meeting adjourned at 3:51 p.m.

Next Meeting: May 2, 2012