

# COLLEGE COUNCIL MEETING SUMMARY

President's Conference Room

May 22, 2012; 9:00 – 11:00 a.m.

Present	Members (10)	Title
√	Lori Adrian	Chair, President
excused	Cristina Arellano	President, Classified Senate
√	Ann French	Recorder, Classified Senate
excused	Pedro Gutiérrez	Vice President, Academic Senate
√	Mary Halvorson	Interim Vice President of Instruction
excused	Dan Jones	Executive Dean, Learning Information Technologies
√	Margaret Lovig	President, Academic Senate
excused	Michelle Ma	Director, Marketing and Public Relations
excused	Christine Nguyen	Interim Vice President of Administrative Services
vacant	vacant	Associated Student Government
√	Lois Wilkerson	Interim Vice President, Student Services and Economic Development

Guests: Maribeth Daniel on behalf of Cristina Arellano; Richard Kudlik on behalf of Christine Nguyen

Recorder: Laurie Swancutt

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Dr. Lori Adrian convened the meeting at 9:05 a.m.

## 1.0 College Event Calendar (Laurie Swancutt)

- Academic Senate Fundraiser-Parking for Strawberry Festival; May 25-28, 2012; GG Center Parking Lot.
- 2012-13 Scholarship Awards Ceremony; April 18, 2013; 6:30 p.m.; CM Neighborhood Community Center.
- 2013 Graduation Ceremony; May 18, 2013; 1:30 p.m.; Don Wash Auditorium at Garden Grove HS.

Since there were no objections, the above events were approved.

## 2.0 President's Report (Dr. Lori Adrian)

- Presidents' Council - Dr. Christian Teeter has resigned as Secretary to the Board of Trustees, and will depart June 12<sup>th</sup>. Personnel items: Dr. Adrian shared that the goal in department reorganizations is to attain continued savings. We have been asked to put our IT Director position temporarily on hold pending a decision on centralization of similar functions at the District and three campuses. Functions in Financial Aid, IT, International Students, and other departments could be centralized for maximum efficiency and cost savings. Budget: Chancellor Jones will be providing an update on the budget and explaining how stabilization will work. Richard Kudlik offered to attend department meetings to clarify information regarding the budget.
- A Title IX officer needs to be identified and be published in our catalog. Discussions are ongoing to identify who will fill this position.
- Sallie Salinas and Dan Jones are working on the Department of Labor's TAACCCT grant.
- Classified Appreciation Week: Lori thanked the Classified Senate and asked them to convey her appreciation to the classified staff. Cakes, balloons and 'thank you' signs complete with sentiments from the managers were distributed to all sites on May 21<sup>st</sup> by Laurie Swancutt and Dave Cant.

## 3.0 Old Business

- ### 3.1 PIEAC (Margaret Lovig and Dr. Jorge Sanchez)
- Margaret and Jorge shared the final budget allocation which was voted upon at the PIEAC meeting (See attached handout). PIEAC decided to partially fund professional development, and allocate funds for the All-College meeting in the Fall. The committee had concerns that the topics were being repeated and would like a survey to be done in the Fall to find out what people would like to see in terms of professional development. Bob Nash will perfect a survey and will present results in the Fall. A discussion regarding flex days ensued. Jorge shared the Strategic Initiatives (See attached handouts). These are identical to the original except that the key performance indicators bringing in the Student Success Task Force were updated. (See Bolded items on handout). These were approved through PIEAC. Jorge will share the results with Cathy Hasson.

Lois Wilkerson moved and Mary Halvorson seconded to approve the budget rankings and strategic initiatives that were forwarded from the PIEAC Committee and move them onto the Academic Senate. Vote: Yes: Lois Wilkerson, Margaret Lovig, Ann French, and Mary Halvorson. Abstain: Maribeth Daniel. No: Richard Kudlik.

- 3.2 Accreditation Update** (Mary Halvorson) Mary shared that the faculty are completing their grade books. Currently the Standards are being reviewed. The Accreditation Self-Study draft is due to Dr. Andreea Serban by June 15<sup>th</sup>. Work will continue. In the draft, all planning functions will be outlined. Open Forums will need to take place in the Fall.
- 4.0 New Business**
- 4.1 Summer College Council Meeting Dates** (Dr. Lori Adrian) A one-meeting-per-month schedule was proposed during the summer months of June and July. Meeting on June 26<sup>th</sup> and July 24<sup>th</sup> was agreed upon. The two-meetings-per-month schedule (second and fourth Tuesday) will resume in August, although the August 28<sup>th</sup> meeting falls on the first week of the semester. This meeting may be cancelled if there are no agenda items. It will be determined as the meeting date nears.
- 4.2 Committee List** (Laila Rusamiprasert) Laila distributed the Committee List and members made suggestions, which were noted. Laila will remove all names and only identify the position. Once completed, she will distribute the draft to members, who will be requested to send their corrections and suggestions to Laila by June 15<sup>th</sup>.
- 4.3 \*Reorg Update** (Dr. Lori Adrian and Richard Kudlik) Dr. Adrian and Richard Kudlik discussed the most recent reorganization. (See attached handout)
- 5.0 Hot Topics:** Mary shared that Dean Vinicio López met with the Huntington Beach Adult School and had very encouraging news about them perhaps offering the lowest levels of ESL. Their classes are not full and they are anxious to have the opportunity to serve this segment of the population. They are working on how to transition these students to a credit ESL program. Many institutions, such as Rancho, Long Beach, and others all around us, have discontinued their low level ESL programs.
- 6.0 Constituency Updates**
- 6.1 Academic Senate Update** (Margaret Lovig) (Tabled due to lack of time)
- 6.2 ASG Update** (Lois Wilkerson) (Tabled due to lack of time)
- 6.3 Classified Senate Update** (Ann French) (Tabled due to lack of time)

The meeting was adjourned at 11:20 a.m.

Next Meeting: June 26, 2012

# PIEAC - Prioritization Allocation Ranking

BUDGET 2012-13

Approved by Budget Committee 5/9/12

WING	DEPARTMENT	FUNDING	REQUESTED AMOUNT	TOTAL SCORE	AMOUNT FUNDED	ADD'L INFO	ON-GOING	ONE-TIME
1	ADMINISTRATIVE SVCS	OFFICE OF LEARNING & INFORMATION TECH	ONGOING \$707,730	1,335	\$707,730	UP TO 5 YRS	\$150,000	
2	ADMINISTRATIVE SVCS	MAINT & OPERATION	ONGOING \$10,000	995	\$10,000		\$10,000	
3	ADMINISTRATIVE SVCS	MAINT & OPERATION	ONGOING \$21,000	980	\$21,000		\$21,000	
4	INSTRUCTION	ART GALLERY	ONGOING \$57,950	955	\$57,950		\$57,950	
5	ADMINISTRATIVE SVCS	MAINT & OPERATION	ONGOING \$20,000	915	\$20,000		\$20,000	
6	STUDENT SERVICES	ASSESSMENT	ONGOING \$55,425.36	910	\$55,425		\$55,425	
7	ADMINISTRATIVE SVCS	OFFICE OF LEARNING & INFORMATION TECH	ONE-TIME \$36,000	905	\$36,000			\$36,000
8	STUDENT SERVICES	FINANCIAL AID	ONE-TIME \$75,000	895	\$75,000			\$75,000
9	PRESIDENT	MARKETING	ONGOING \$31,900	860	\$31,900		\$31,900	
10	PRESIDENT	MARKETING	ONE-TIME \$67,000	845	SUSPENDED			
11	ADMINISTRATIVE SVCS	SECURITY	ONGOING \$5,000	845	\$5,000		\$5,000	
12	STUDENT SERVICES	COUNSELING	ONGOING \$80,000	840	\$60,000		\$60,000	
13	ADMINISTRATIVE SVCS	SECURITY	ONE-TIME \$10,000	840	\$10,000			\$10,000
14	STUDENT SERVICES	STUDENT SERVICES	ONE-TIME \$103,194	835	FUNDED THRU TECHNOLOGY			
15	PRESIDENT	PROFESSIONAL DEV	ONE-TIME \$35,000	830	\$35,000	Recommended at 5/14/12 PIEAC meeting.		\$5,000
16	PRESIDENT	MASTER PLAN	ONE-TIME \$50,000	820	\$50,000			
17	ADMINISTRATIVE SVCS	OFFICE OF LEARNING & INFORMATION TECH	ONE-TIME \$146,000	805	\$50,000	PILOT UP TO		
18	ADMINISTRATIVE SVCS	SECURITY	ONGOING \$2,000	785	\$2,000	FUNDED IF PROGRAM CONTINUES (NTE \$43K)	\$2,000	
19	STUDENT SERVICES	EARLY COLLEGE HS	ONE-TIME \$43,563.85	720	\$43,564			\$43,564
<b>TOTAL</b>			<b>\$1,556,763</b>		<b>\$1,270,569</b>		<b>\$413,275</b>	<b>\$169,564</b>

Rainy Day Fund as established by Coast District for 2012/13

Total Dollar Recommended for On-Going (\$413,275) and One-Time (\$332,564) Funding:

\$750,839

168,000

# Coastline Community College

## Strategic Initiatives: Based on Education Master Plan Goals for 2011-2016

	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6
	Student Success	Access, Persistence & Completion	Innovation & Improvement	Partnerships	Culture of Planning, Inquiry & Evidence	Growth & Efficiency
<b>Enrollment Management Initiative</b> CCC will develop and implement a mission-focused, comprehensive, and integrated enrollment management plan that facilitates student success.	✓	✓	✓		✓	✓
<b>High Quality Course, Programs, and Services Initiative</b> CCC will implement, and assess the Quality Rubric for all on-line and face-to-face classes, and develop, implement and assess a Quality Rubric for student support services, and programs.	✓	✓	✓		✓	
<b>Integrated Planning Initiative</b> <i>(including the use of evidence informed decision making)</i> CCC will implement, assess, and modify accordingly the revised Planning and Institutional framework.	✓				✓	✓
<b>Innovation Initiative</b> CCC will develop and implement new innovations to support teaching, learning, and college operations.	✓		✓			✓
<b>Entrepreneurship Initiative</b> CCC will expand entrepreneurial efforts to augment general fund budget and support programs/services for students, professional development for faculty/staff, and fund new innovations.	✓		✓		✓	

**Vision Statement:** Creating Opportunities for Student Success.

**Mission Statement:** 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.

## V. Ongoing and Systematic Assessment of Key Performance Indicators

The plan will contain a set of key performance indicators that will be regularly measured, benchmarked, tracked and reported in a college-wide outcomes or institutional effectiveness report so that improvements can be made and plans adjusted.

### Institutional Key Performance Indicators

**Percentage of community college students completing their educational goal (SSTF)**

**Percentage of community college students earning a certificate or degree, transferring, or achieving transfer-readiness (SSTF)**

*Student Progress & Achievement Rate (ARCC)*

**Number of students transferring to a four-year institution (SSTF)**

*Transfer to 4 Year College Volume per Year (ARCC & CPEC: 5 Year Trend)*

*Transfer to 4 Year College Rate per Year (ARCC & CPEC: 5 Year Trend)*

*Transfer Ready Volume ARCC Report (5 Year Trend)*

*Transfer Ready Rate ARCC Report (5 Year Trend)*

*Student Right To Know Transfer Rate(SRTK Rate)*

**Number of degrees and certificates earned (SSTF)**

*Number of Associate Degrees Issued by Program/Major per Year (5+ Year Trend)*

*Number of Certificates Issued by Program per Year (5+ Year Trend)*

**KEY MOMENTUM POINTS: Student Success Task Force**

**Successful course completion (SSTF)**

*Student Course Success Rate by Term (5 Year Trend)*

*Student Course Retention by Term (5 Year Trend)*

*Instructional Delivery Method Course Success Rate (5 Year Trend)*

*Instructional Delivery Method Course Retention (5 Year Trend)*

**Successful completion of Basic Skills preparation (SSTF)**

*Basic Skills Improvement Rate (ARCCC)*

*Basic Skills Success Rate (ARCC)*

*ESL Improvement Rate (ARCCC)*

*Basic Skills (Eng & Math & ESL) Course Success Rate (5 Year Trend)*

*Basic Skills (Eng & Math & ESL) Course Completion Rate (5 Year Trend)*

*Basic Skills (Eng & Math & ESL) Course Retention (5 Year Trend)*

**Successful completion first collegiate level mathematics course (SSTF)**

**Successful completion first collegiate level English course (SSTF)**

**Successful completion first 15 semester units (SSTF)**

*Volume (number) of students completing first 15 units at CCC*

*Rate (%) of students completing first 15 units at CCC within 1 Year*

**Successful completion first 30 semester units (SSTF)**

*Students Earning at Least 30 Units (ARCC)*

*Student Persistence: ARCC Fall to Fall Retention Rate*

*Volume (number) of students completing first 30 units at CCC*

**KEY PERFORMANCE INDICATORS (Program & Initiatives)**

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College Enrollment by Term (Credit, Non-Credit, Site Based, DL, incarcerated)

CTE Course Success Rate

CTE Course Completion Rate (ARCC)

CTE Course Retention Rate

English Course Success Rate

English Course Completion Rate

English Course Retention Rate

ESL Course Success Rate

ESL Course Completion Rate

ESL Course Retention Rate

Math Course Success Rate

Math Course Completion Rate

Math Course Retention Rate

FTES Reporting by Attendance Accounting Method

FTES by Delivery Method

Faculty LHE per Course per Term

Faculty LOAD = WSCH / FTEF

Assessment & Placement Recommendation

Math

English

Reading

Number of new courses and programs approved

Number of Program Reviews Submitted on Time

Fill Rate

Wait List Volume by Course & Program

Grants Conferred

Student Diversity (Local) vs. Service Area Diversity

Student Diversity (Local) vs. Employee Area Diversity

**Coastline College**  
**Classified Reorganization Proposal**  
**Spring 2012**

**ADMINISTRATIVE SERVICES WING**

FROM: Staff Aide (EE-48-5)  
(P05666-Barber, Shaunick)

TO: EEO/Recruitment Coordinator (EE-54-3)  
(New PID)

**STUDENT SERVICES WING**

FROM: Student Fin. Aid Acct. Fiscal Spec (EE-52)  
(P01334 - Vacant)

DELETE: Administrative Asst. to the VP (EE-55)  
(P01191 - Vacant)  
Savings to general fund by eliminating Admin. Asst.

FROM: Electronic Media Publication Asst (EE-48-5)  
(P06159 - Vu)  
Ancillary funded position to be eliminated in reorg

TO: Student Financial Aid Coordinator (EE-54)  
(New PID)  
Position to be opened for recruitment

FROM: Special Programs Clerk (EE-44-3) 48.75%  
Categorical Funding, no general fund impact  
(New PID)  
Approved as part of first reorg plan

TO: Counseling & Guidance Office Operations  
Coordinator (EE-49)  
(P02279 - Vacant)  
Categorical funding, no general fund impact

FROM: Workforce Specialist (EE-46-5)  
(P - Wood)  
Categorical funding, no general fund impact

TO: Special Programs Clerk (EE-44-3) 70%  
Categorical Funding, no general fund impact  
(New PID)  
Position to be opened for recruitment

TO: CalWORKS Program Office Specialist, Sr.  
(EE-46-5) (New PID)  
Categorical funding, no general fund impact

**INSTRUCTIONAL WING**

FROM: Military Program Testing Specialist (EE-45-5)  
(P05917 - French)  
Moving from ancillary to gen fund to fill a critical need

DELETE: Administrative Asst. to the VP (EE-55)  
(P05638-Vacant)  
Savings to general fund by eliminating Admin. Asst.

FROM: Staff Assistant (EE-52-5)  
(P02184 - Perdue)

TO: Staff Assistant, Senior (EE-54-1)  
(New PID)  
New position created with general fund money

TO: Instructional Information Technician (EE-58-3)  
(New PID)

**PRESIDENTS WING**

DELETE: Public Information Assistant I (EE-42)  
(P06538 - Vacant)

**TOTAL GENERAL FUND SAVINGS**

**\$157,008**

# Coastline College

## Classified Reorganization Proposal

### Spring 2012

#### SUMMARY

##### **Admin Services:**

With the elimination of the Director of Personnel Services, the additional responsibilities assumed by the EEO/ Recruitment Coordinator will cover the majority of the recruitment tasks for the college, with the Director of Fiscal Services assuming those that are not covered by this upgrade of Shaunick Barber. Without this upgrade there will absolutely be a reclass issue forthcoming as the other staff in the department does not have the technical ability to assume all of these higher level duties. The college's reorg plan for this department hinges on maintaining the number of employees currently there without any additions.

##### **Student Services:**

With the transfer of Sheila Kiyako-Cruz, and the combining of the VP of Instruction and Student Services, the Administrative Assistant to the VP is being eliminated which will result in ongoing general fund savings. The Student Financial Aid Accounting Fiscal Specialist position is currently vacant, and there is a need to upgrade the position to Student Financial Aid Coordinator in order to be consistent with the structure at our sister colleges. Thien Vu will be permanently moved from her position at ISD to John Paul (JP) Nguyen's vacated position in the Counseling department. With the retirement of Jody Hollinden, there is an increased need for support services in the Special Programs area, resulting in a need to increase the hours from 19.5 to 28 on a permanent basis. Lastly, Lori Wood will be permanently moved from her position as Workforce Specialist to fill a critical need as the CalWORKS Program Office Specialist, Senior.

##### **Instructional Services:**

With the retirement of Donna Lubanski, the Administrative Assistant to the VP has been vacant for several months and with the need to come up with ongoing cuts to the general fund budget, this position is being eliminated, while the other two positions in the department are being upgraded in order to form a structure consistent with our sister colleges. Ann French will permanently move from her position as Military Program Testing Specialist to Staff Assistant, Senior (in which she has been successfully working for several months). In addition, Brenda Perdue will permanently move from her position as Staff Assistant to Instructional Information Technician, responsible for creating the class schedule (also, in which she has been successfully working for several months).

##### **President's Wing:**

Due to the need to garner additional ongoing savings to the general fund, the currently vacant Public Information Assistant I position will be eliminated.

The total ongoing general fund savings resulting from this reorganization will be approximately \$157,000.