

**Coastline Management Team**  
**Tuesday, November 5, 2013, 9:00 a.m. - 11:00 a.m.**  
**Fourth Floor Conference Room, College Center**  
**Meeting Minutes**

Present	Name	Present	Name
EXC	Adrian, Lori	✓	López, Vinicio
✓	Chris Blackmore	✓	Ma, Michelle
✓	Cant, Dave	✓	Maharaj, Peter
EXC	Capoccia-White, Rozanne	✓	McDonald, Jennifer
EXC	Colson, John	EXC	Melby, Laurie
✓	Dahnke, Lynn	✓	Nash, Bob
✓	De La Rosa, Jennifer	EXC	Nguyen, Christine
✓	French, Ann	ABS	Pienkowski, Cynthia
✓	Garvey, Judy	✓	Rodriguez, Vince
✓	Groot, Joycelyn	EXC	Rothgeb, Helen
✓	Gutiérrez, Pedro	✓	Sanchez, Jorge
✓	Halvorson, Mary	✓	Stromlund, Gary
✓	Harrison, Nate	✓	Thompson, Dave
ABS	Jones, Nancy	✓	Wilkerson, Lois
ABS	Khosravani, Mariam		

The meeting was convened by Dr. Vince Rodriguez at 9:05 a.m.

**1.0 BUSINESS SECTION**

**1.1 \*Review and approval of Minutes from October 1, 2013 meeting** (Dr. Vince Rodriguez) Minutes of the 10/1/13 meeting were distributed and reviewed by the Management Team. Revisions were recommended by the Team members.

**Action: A motion was made and seconded to approve the October 1, 2013 BRMT Meeting Minutes with recommended amendments. The Minutes were approved as follows:**

**Yes: Sixteen (16)**

**Abstention: Four (4)**

**1.2 Performance Evaluation (Vince Rodriguez)**

Negotiations and discussions have been conducted with full-time faculty and classified unions related to language of the Performance Evaluation. Management has been working on a revision to the Evaluation. If appropriate, they will address student area outcomes and questions to students with personnel. At this time, there has been no change to any of the forms. A number of evaluations have been completed, but not recorded. Vince advised everyone to check lists to ensure that evaluations are all completed in a timely manner.

Pedro added that the Governance Task Force discussed Accreditation and recommendations were made for tenure track faculty who are being reviewed. Evaluations are being completed rapidly, but deans have a desire to review them for a second time after an agreement is solidified. Administrators would like SLOs included as part of the administrative evaluation form for faculty. There is concern that the verbiage which addresses full-time faculty in the recommendation be very clear. A discussion ensued regarding responsibilities for faculty.

Mary Halvorson offered to write a general statement which could be edited to be submitted along with the recommendations. Vince stated that this matter will be further discussed with the deans. HR is updating information and determining how to better maintain the data. One member suggested that CCC maintain a second set of records until such time that the input fields in Banner have been updated and corrected. Another member expressed concern about how the data in Banner is updated whenever

a new manager hired. A discussion took place regarding changes in supervisory positions prior to the end of a staff member's probationary period. Example: If one must supervise an employee for at least four months to complete an evaluation, how would the end of probation date be impacted? A suggestion was made to extend the probationary period. In that case

Vince recommended that the majority of evaluations be completed as soon as possible, especially those that are not currently up-to-date.

### 1.3 Winter Feast – Holiday Event (Ann French)

The Committee discussed plans and ideas for the Winter Feast Holiday event in December with regard to locations, dates and timing of the event. The goal is to include all faculty, managers and staff. The consensus was that one event should be planned at one location for this year's event.

**Action: Vince Rodriguez and other constituency groups will present the proposed plan for the Winter Feast Holiday Event to College Council.**

### 1.4 Manager's Monthly Program Update Form (Michelle Ma)

The Monthly Report to Management Team form was distributed and Michelle Ma reviewed the structure of the form. This form was created to facilitate cross-departmental information sharing and allow managers to highlight projects, awards, and honors. In addition a manager may request placement on future Coastline Management Team agendas for department-specific topics that could have a wider, college wide, appeal or impact.

**Action: Kathy will send the Manager's Monthly Program Update Form to all Managers.**

### 1.5 Planning Councils (Vince Rodriguez)

Discussions have taken place at PIEAC about the draft of the Wing Plan. Faculty and Classified Staff made recommendations and modifications were completed prior to presentation. The PIEAC Planning Council suggested that planning councils be more involved in the completion process of the prioritization process. As discussed, the composition of the Planning Councils will include five-six (5-6) faculty members, approximately three (3) classified staff and managers of the Wings. They would be broken into three (3) groups: Administrative Services, Instruction and Student Services.

**Action: Vince will send electronic copies of the drafts of the three Planning Councils to the Team.**

## 2.0 FOLLOW UP ACTION ITEMS FROM 10/1 MEETING (All)

### 2.1 Action -- Present new name and mandate of CMT to College Council for approval.

This item has been added to the November 12 College Council agenda.

Follow Up - The Team discussed and reviewed the new BRMT name change and Mandate. After review, changes were recommended and it was decided that the Mandate will read as follows:

*The Management Team serves as an information-sharing and professional development forum for improving institutional effectiveness:*

- *To serve as a forum for discussion and formulating recommendations on college wide issues;*
- *To serve as an advisory body to College Council representing the views of the administrative and management leaders in the College;*
- *To review and interpret, District, policies and departmental regulations, and procedures; and make recommendations as necessary or appropriate;*

- To improve the working relationships and communication among members;
- To provide opportunity for discussion of administrative issues.

**Action: A motion was made and seconded to approve the language of the BRMT Mandate as amended. The motion was approved unanimously.**

**Action: Vince will present the name change and Mandate of BRMT to College Council for approval at the next meeting on November 12.**

**2.2 Action** - Additional Meeting Dates for Study Sessions and dates for CMT retreat.

Follow Up – The Team discussed various topics and ideas for Study Sessions and the CMT Retreat. After a review of calendars, it was agreed that another meeting should take place in January, 2014.

Upcoming Meeting Dates as discussed are:

- December 6, 2013 – Cultural Diversity
- January 10, 2014 - CMT Retreat (tentative date)

The Team will continue to set other dates as needed.

**2.3 Action** -. Christine will follow up on orientation for Chris Blackmore.

Follow Up - In Christine's absence, Vince discussed the orientation process with the Team. A meeting was conducted to devise a plan for orientation to be video-based and include items that will be required by summer 2014 in the new Student Success Program. He reported that Dr. Adrian has viewed a demo of the structure. Completion of this project is a college wide responsibility vs. Chris Blackmore's responsibility. Joycelyn Groot expressed that additional modules may be necessary in order to address specific student populations. Vince pointed out that a good plan is in place for orientation, but the model should be designed as a process rather than a specific tool so that the model can be utilized in other areas.

**2.4 Action** - Christine will check on fees associated with Schools First ATMs for HigherOne transactions.

Follow Up – Report Deferred to next meeting.

**2.5 Action** - Christine to follow up to see if Bookstore can issue books to Financial Aid students if disbursement is delayed.

Follow Up- Report Deferred to next meeting.

**2.6 Action** - College Professional Development Committee to meet with Senate for training on @ One.

Follow Up – Bob Nash provided a summary. Last month the Chancellor's Online Education Initiative Grant was awarded to Foothill/De Anza/Butte CC Partnership. One of the many objectives in that project is to establish an online exchange whereby any community college may present their online ADT courses to be considered in this exchange. To be accepted, each course will have to pass an evaluation based on a quality rubric. In addition, the instructor teaching the course must be certified and the preferred certification is the @One online teaching training which takes 9 mos. to one year to complete. The intent is to alert faculty of the training so that they can complete the training in preparation to teach within a year. Other certifications will be accepted, however, those are yet to be determined by Foothill De Anza. Vince suggested that Coastline's ADT courses be reviewed in order to determine what courses would be a part of that consortium. Instructors who teach those courses must then be informed that completion of the training is required prior to eligibility to teach those courses. Otherwise, CCC may not be able to participate.

### **3.3 CONSTITUENCY REPORTS**

**3.1** Academic Senate Report (Pedro Gutiérrez) – At the last Senate Meeting the Faculty Prioritization Process to be revised was approved. At today's meeting, approval of the full-time faculty prioritization measures i.e. values, criteria, etc. will be completed. The goal is for the presentations to take place at the Senate meeting on November 19. That meeting will be dedicated to discussion of full-time faculty prioritizations. Due to legal compliance of full-time faculty obligation numbers, quite a few full-time faculty need to be hired within the District. Therefore, as many departments as necessary have been asked to participate in the presentations. Everyone is welcome. However, one requirement is that all managers voting on the Faculty Prioritization Process must attend ALL of the presentations in order to be eligible to vote. Another requirement is that ALL of the senators participating in the ranking process must attend all of the presentations. Pedro will send an E-mail today to all of the department chairs and attach the rubrics to prepare their presentations.

Confirmations of two faculty members from OCC and GWC to serve on the Learning Management System Task Force have been received. This Task Force will coordinate with the District Vice Chancellors in order to incorporate the District's revisions and criteria. Thus, a larger group will meet to complete the actual evaluations. Discussions are continuing about how to proceed and whether just the faculty will submit initial recommendations for LMS.

At today's Senate meeting, numerous board policies will be approved. Many will be submitted to the Board by November 6. However, there is concern amongst the faculty since the process has been expedited so quickly. Due to timing constraints, many of the policies have not been reviewed. At the District consultation council, comments are submitted to Vice Chancellor Andreea Serban. Subsequently, revisions are made and thereafter three or four additional revisions completed. Thus, the Senate has no knowledge of what policy actually has been approved. Therefore, all three Senates are going to request an opportunity to review certain policies over again in the spring. Pedro encouraged the other constituencies to make this request as soon as possible.

A special meeting will take place today to discuss the direction of college programs from a faculty perspective in terms of course offerings, transfer vs. CTE vs. Basic Skills. This is to help in determining what types of programs Coastline wants to offer.

Michelle Ma voiced concern regarding marketing requests and an approval process or strategy. A process may need to be developed prior to submittal of marketing requests in order to determine there is a budget to cover a marketing project and various other aspects involved. Vince recommended further discussion regarding marketing requests.

Pedro reported that the State Senate Plenary Session meeting for fall will be held this Thursday through Sunday. Several resolutions will be addressed including the Academic Senate online course exchange and accreditation. Vince reported that he has knowledge of changes being made to accreditation and that the changes are minor.

### **3.2 ASG Report (Lois Wilkerson)**

Most of the ASG officer positions have been filled. The officers attended a regional meeting in Sacramento two weeks ago and a group is traveling to New Orleans this Thursday to attend a conference and to participate in a program similar to the Habitat for Humanity program.

### **3.3 Classified Senate Report (Ann French)**

- A donation drive is being considered.
- The Fall Festival was very successful.

#### **4.0 PROGRAM UPDATES**

Joycelyn Groot mentioned job announcements posted on the web site for Mil Tech and Mil Site Reps. One of those positions is for Distance Learning. Two more positions are forthcoming to fill vacant positions within the Military Department. A G-22 Management position will also be advertised. In addition the site reps positions previously filled by independent contractors are changed to permanent full-time and part-time employee status positions.

Vince Rodriguez reported that the accreditation drafts have been submitted. However, they are very brief and there is concern that they do not include enough detail. Mary Halvorson reported that a meeting is scheduled for Wednesday to review the drafts to determine if more data and information is necessary. The District plans to review these drafts and recommend revisions to the policies as they deem appropriate.

#### **5.0 FUTURE AGENDA ITEMS**

To be submitted to the President's Office.

#### **6.0 CDMA CLOSED SESSION – (No update)**

##### **MISCELLANEOUS** (Vince Rodriguez)

Board items for November 6 includes:

1. Contract for John Colson Interim V.P. of Student Services through June, 2014
2. Interim Dean of Counseling, Richard DeVecchio, Ed.D
3. Lois Wilkerson transitioning to Newport Beach

Construction for EOPS and Financial Aid space is being completed. The staff was provided an opportunity to walk through the space and make suggestions.

The vacant space will be inspected and possibly considered for Assessment, faculty, Career Center, and student needs.

The meeting was adjourned at 10:30 a.m.

Next Meeting Date: December 3, 9:00 a.m. - 11:00 a.m.  
Fourth Floor Conference Room, College Center

Meeting Summary recorded and transcribed by Kathy Surgenor.

Documents Distributed:

1. Agenda
2. Minutes of October 1, 2013 Meeting
3. Monthly Report to Management Team form