

Coastline Management Team
Tuesday, December 3, 2013, 9:00 a.m. - 11:00 a.m.
Fourth Floor Conference Room, College Center
Meeting Minutes

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

Guests: Elaine Hill

Christine Nguyen convened the meeting at 9:05 a.m. and welcomed the Committee. New Member, Dr. Richard DeVecchio, was introduced to the Committee. She announced that he will serve through March assisting John Colson in the Student Services Department. John Colson added that Richard retired from Fullerton College where he served as Vice President of Student Services.

The Agenda was reviewed and *Migration System* (Chris Blackmore) was added as Item 1.4 prior to *Computer Refresh*.

1.0 BUSINESS SECTION

- 1.1 *Review and approval of Minutes from November 5, 2013 meeting – **Deferred**. Will be reviewed by the Committee at a later date to be approved at the next CMT meeting on January 7, 2014.

Performance Evaluation (with comments on SLO) (L. Adrian/C. Nguyen)

Christine explained that this item is part of the Accreditation requirements. Helen Rothgeb will send out the evaluation status report on a monthly basis. All members must have this report completed by the next Accreditation visit in March 2014. A list of those not completed will be compiled at the next CMT meeting.

Action: Helen Rothgeb will generate a list of those who have not completed their Performance Evaluation Report.

Helen reported that work is being completed to reconcile data with the District in Banner. PAFS are being processed to change names of supervisors. The full-time faculty data is being turned over to the Office of Instruction.

Nancy Jones announced that she received paperwork for employees who were substitutes and for a faculty member who had no students in their class. She asked whether to document and send to this information to Vince Rodriguez. Vince stated that in this case, this would be a moot point. Helen added that part of the problem was that the Dean's name should not be listed as a supervisor on the PAFs; instead, the discipline dean should be listed as the supervisor and Helen will advise her staff of this. Vince has the latest report from Payroll and he will send out via E-mail.

1.3 Planning Councils (V. Rodriguez)

Copies of the Administrative Services, Instructional and Student Services Planning Councils were distributed to the Team. The Instructional Planning Council will meet later this week to discuss the composition of that Council. Hopefully, final versions will be provided in January or February. Christine Nguyen suggested adding verbiage to the Student Services Planning Council mandate as follows:

“The Student Services Planning Council will provide advisement to the Vice President of Student Services.”

Vince discussed the purpose of the three planning councils and which entity will provide leadership and oversight to each individual department.

1.4 Computer Migration System (Chris Blackmore)

Chris discussed the migration process which is now ongoing at Coastline. Coastline is the first District site to experience this migration process. Ninety-seven percent (97%) of all users at Coastline have been migrated at this point. There have been a few computer glitches, but these will be easily resolved. Chris advised that any problems or issues should be directed to the IT department by completing an IT service request form online for resolution. Staff will be visiting the Newport Beach Center and the Garden Grove Center today to assist with any problems. IT is working to resolve any issues with calendaring and e-mail. Most problems should be resolved within the next few days.

Chris explained the reason for this migration in order to standardize and provide consistency across all the college campuses and the District with regard to its computer systems and processes. This change also enables the District to organize, manage and control computer systems more efficiently.

Chris discussed the syncing process and explained how the E-mail system may be impacted when this process takes place. IT is working on resolving this problem as well.

Christine Nguyen and Pedro Gutierrez discussed sending an e-mail to all faculty advising them of the migration system taking place.

1.5 Computer Refresh (Chris Blackmore)

Chris distributed a list of computer equipment which faculty and staff will have an opportunity to see and select various types of computers, computer equipment and/or visual aids for use as a District employee i.e., small form factor, minitower, lightweight laptop, standard laptop workstation, mid-level workstation, standard iMac, High iMac, Mini iPad, MacBook Air, iPad. If anyone has a request for computer equipment not on this list, they can submit a justification to the IT Department. All full-time faculty computers will be refreshed and in addition, they will have the opportunity to select a mobility device. New monitors will be showcased for selection by staff. Demos will be conducted within the next two weeks.

Christine stated that IT needs have evolved and changed for everyone. Selections should be formulated for staff through managers and/or supervisors, for faculty through the deans and/or vice presidents to communicate the needs and requests to the IT Department. She requested that the team members communicate this message to all of their staff members. It was hoped that the order could be placed before the holiday since delivery will take approximately a month. However, due to the holiday schedule, if there is not enough time, the order can be placed in January pending the showcase schedule. Pedro suggested showcasing the computer rollout for faculty at the All-College meeting in February.

Action: Helen Rothgeb will generate a template to list staff names and names of their supervisors for John Colson for the computer rollout.

The Committee discussed the computer surplus as a result of the computer refresh process. A discussion also ensued regarding the process for moving old computer equipment into surplus, storage, recycling, and auction. Christine Nguyen offered another option of donating computer equipment to a K thru 12 school district. Chris interjected that any equipment that has been replaced within the last three years will probably not be replaced again with this computer refresh program. Christine advised that everyone should conduct a review in order to determine all their computer needs and then submit a list of those needs to the IT department.

One member inquired about whether employees could obtain a discount if they wish to purchase computer equipment for personal use. Chris Blackmore will research this and provide feedback at the next meeting.

Action: Chris Blackmore will research whether employees can obtain a discount if they wish to purchase computer equipment for personal use.

- 1.6 Cultural Awareness & Diversity Training: December 6 (Bob Nash) - Bob reported that a college wide e-mail was sent out on November 25 inviting all staff to this training. He requested that all managers encourage all staff to attend. The goal is to accommodate 30 people per session to provide an interactive workshop. Cultural awareness, cultural perception and language barriers will be covered.
- Managers session is scheduled from 10:00 a.m.-1:00 p.m.
 - Classified session is scheduled from 1:30 p.m. - 3:30 p.m. (will focus on communication with students as well).
 - This training may be offered to faculty at a later date.
- 1.7 Record Retention Requirements (C. Nguyen) – A manual for record retention requirements is available from the Business Office. Records need to be reviewed for storage and/or disposal purposes because space is needed and there are safety issues. No new records can be shipped to storage until a disposal date is determined and said date is printed on the storage container.
- 1.8 Finalize and adopt CMT goals and objectives for 2013-2014 (Vince Rodriguez/L. Adrian) – Vince conveyed that goals and objectives need to be established for the CMT. He asked for ideas and suggestions from the Team.

After discussion, the Team recommended the following goals and objectives:

1. Support of faculty and staff
2. Facilitate budgeting
3. Communication and dialogue to share information
4. Avoiding pitfalls and problems in order to operate efficiently and consistently
5. Vision of the College
6. Focus on compliance and student success goals
7. Schedule brainstorming sessions to improve metrics and milestones of the scorecard for institutional effectiveness (including but not limited to college scorecard, Triple SP. SLOs, etc.)
8. Address student learning outcomes (administrative, service areas, etc.)
9. Accreditation issues
10. Enrollment Reports review

Action: Goals and Objectives of CMT will be discussed with Dr. Adrian to be brought back for adoption at the next CMT meeting.

1.9 Non-Standard Agreement Procedures (C. Nguyen) – Christine distributed an *Internal Routing Form for all Non-Standard Agreements* form to the Team. She explained the process of non-standard agreements and how oftentimes agreements are sent to attorney Jack Lipton for approval when they are still in the proposal process which is very costly. With this form it is hoped that some controls can be put in place so that agreements are not automatically sent to the attorney or to the District without the Vice President’s review. This would ensure that the V.P. is aware of the agreement prior to it being sent to Risk Services or placed on the Board Agenda for approval. The supervisor is responsible for any negotiation with the vendor. A discussion ensued amongst the Team regarding this additional form and the process of filtering of these agreements. In the past, proposals did not require review by general counsel each step of the way and there were no legal fees involved. Christine and Vince explained why the contracts need to be reviewed by the V.P.’s prior to approval. Risk Services is inundated with requests at this time so only extremely important questions should go to District. Concern was voiced regarding delegation of authority and why various items must be reviewed by general counsel for approval. Concern was also voiced with regard to timing when submitting Board Items for approval, contractual obligations, supervisor authorization, and board deadline dates, etc. Over the past few years, many more items have been required to go through attorney review which has hampered processes and increased the cost of legal fees for the college. Vince expressed that if one only needs input, guidance, or editing support, then they should confer with Risk Services beforehand. Christine requested that everyone attempt using the form in order to establish a trail for the process to see how it works. She will confer with Bill Kerwin regarding this process.

1.10 Vacation Hours Mandatory during Craft Fair (Michelle Ma/Helen Rothgeb) – Michelle inquired about whether staff must take a vacation day to participate in the Craft Fair. Helen stated that since this is a voluntary activity, if a staff member is selling, they must take vacation or personal time off for that purpose.

1.11 CMT Study Session Dates (Christine Nguyen) – Christine stated that Dr. Adrian requested study session dates as follows:

- January 21, 10 - Noon
- February 18, 9 – 11am
- March 24, 9 – 11 am

The team discussed the various dates and schedules. The team agreed that their preference would be for these sessions to be scheduled directly following the CMT meetings.

1.12 CMT Retreat Dates (Christine Nguyen)

- January 9 (all managers) & 10 (all managers, AS Exec and Classified Senate Exec)

These will be all day planning retreats. The team discussed the dates and a suggestion was made that perhaps the next CMT meeting date should be cancelled. Vince requested that members coordinate with their supervisors so that everyone is available to attend these meetings. Christine suggested that everyone send an E-mail to their wing leaders regarding availability for this Retreat.

1.13 Student Services Planning Council Draft 2 (J. Colson) – Previously discussed.

1.14 December 2013 Closing/Check Runs (H. Rothgeb) – Helen announced that an E-mail was sent out from Fiscal Services advising staff of the December closing dates for the last check run. The December closing schedule is available from Fiscal Services. The deadline for checks to be processed is **December 10**.

1.15 Bookstore Staff (H. Rothgeb) – Two people from the Bookstore are on currently medical leave. Therefore, an e-mail was expedited alerting everyone to send all e-mails and communications

directly to Matt Irby in the Bookstore.

- 1.16** Fiscal Staffing – December/January (H. Rothgeb) – There is no permanent staff in Fiscal Services at this time so Helen is currently working with temporary staff. Fiscal Services is preparing to release between 10-15 employee positions. Most of these positions will be advertised in January. As a result, recruiting for reps for all of the hiring committees will be completed in the near future. Depending on application end dates, most of the committees will begin meeting the end of January through March. Ann French inquired about recruiting volunteers from the ranks of Classified staff to serve on these committees.

Pedro added that the new hiring procedures being submitted for classified staff might impact the composition of the hiring committees.

2.0 FOLLOW UP ACTION ITEMS FROM 11/5/13 MEETING

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

Follow Up – Based on discussion a decision was made that one Winter Holiday event will be held each year beginning this year with the M&O Breakfast event scheduled to be held on Monday, December 9. It was agreed that Managers will donate money towards the cost of this holiday event to show staff appreciation. Christine recommended that all donations be forwarded to Helen Rothgeb in the Business Office. Checks should be made payable to Coastline Foundation. The recommended amount is \$20-\$25.

- 2.2** B. Action: Kathy will send the Manager's Monthly Program Update Form to all Managers
Follow Up – **(Completed)**

- 2.3** C. Action: Vince will send electronic copies of the drafts of the three Planning Councils to the Team.
Follow Up – **(Completed)**

- 2.4** D. Action: Vince will present the name change and Mandate of BRMT/CMT to College Council for approval at the next meeting on November 12.
Follow Up – **(Completed)**.

3.0 CONSTITUENCY REPORTS

- 3.1** Academic Senate Report (Pedro Gutierrez) – Faculty Prioritization lists will be approved today. The Senate met with managers and established a consensus list which will be reviewed by the Senate today. Discussions will take place regarding preference of the All-College meeting date. The second week is preferred. Senate will be approving the Planning Councils which will then need to be surveyed.
- 3.2** ASG Report (Lois Wilkerson) – Students are planning their end of the semester tables for next week and deans will be informed about when tables will be set up. Students will be passing out snacks, scantrons, etc. to students during finals. Rick Lockwood and Daniel Pittaway have agreed to be co-advisors for the honors club and ASG is currently reviewing their Bylaws.
- 3.3** Classified Senate Report (Ann French) – The fall festival was very successful. Funds were increased by over \$1200 for scholarships. Classified Senate is sponsoring a holiday boutique and they are looking forward to similar results. A career development workshop for classified staff is being developed to be held in the spring.

4.0 PROGRAM UPDATES

4.1 OLIT Demo – Fire Fighter Training - **Deferred**

5.0 **FUTURE AGENDA ITEMS**

To be submitted to the President's Office. (Manager Update Forms to be provided Friday prior to meeting)

6.0 **CDMA CLOSED SESSION – (No report)**

Michelle Ma announced that this is her last Management meeting prior to going on leave. She introduced Elaine Hill who will act as Interim Marketing Director and will attend these meetings in the future.

The meeting was adjourned at 11:00 a.m.

Next Meeting Date: January 7, 9:00 a.m. - 11:00 a.m. (May be rescheduled)
Fourth Floor Conference Room, College Center

Meeting Summary recorded and transcribed by Kathy Surgenor.

Documents Distributed:

1. Agenda
2. Minutes of the November 5, 2013 Meeting
3. Coastline IT Refresh Computer List Standards
4. Administrative, Student Services, and Instructional Planning Council Lists
5. Coastline Management Team (CMT) Mandate verbiage
6. Coastline Internal Routing Form for Non-Standard Agreements