

COLLEGE COUNCIL SUMMARY

President's Conference Room

July 23, 2013; 9:00 – 11:00 a.m

Present	Members (10)	Title
X	Lori Adrian	Chair, President
X	Ann French	President, Classified Senate
X	Pedro Gutiérrez	President, Academic Senate
X	Bill Kerwin	Interim Dean Military/Contract Ed
X	Rick Lockwood	Vice President, Academic Senate
X	Michelle Ma	Director, Marketing and Public Relations
X	Christine Nguyen	Vice President, Administrative Services
X	Vince Rodriguez	Vice President, Instruction/Student Services
X	Mark Worden	Vice President, Classified Senate
	VACANT	Associated Student Government

Guests: Craig Oberlin
Recorder: Laila Rusamiprasert

Dr. Lori Adrian convened the meeting at 9:05 a.m. and welcomed the Committee. Dr. Adrian announced that Craig Oberlin, new IT Director as guest today and introductions were made.

Review of Minutes

Dr. Adrian stated that they hope to hire someone to complete the unfinished Minutes of the CC Meetings for the past few months. She added that Agendas would be sent to the members prior to all meetings.

College Event Calendar

- Annual ABI Program Graduation & Awards Ceremony, May 21, 2014, 10 am; Newport Beach Center

There were no objections and the above event was approved.

1.0 President's Report (Dr. Lori Adrian)

- Chancellor's Cabinet – July 15, 2013

Dr. Adrian reported that Chancellor's Cabinet had not been meeting regularly and there are numerous agenda items that have not yet been reviewed. She attended the CEO Board Meeting on behalf of two other Presidents in southern California where she gained access to valuable information with regard to proposed funding for SB 1456 (Student Success & Matriculation Act). She discussed the variables involved in understanding the specifics of this funding. Training sessions will be offered in September for three people from each college to attend. Vince and two others will represent Coastline.

Dr. Adrian discussed the selection of a Learning Management System. She shared that Coastline will conduct discussions about the selection of an LMS System. She stated that she has shared with District that CCC will not abandon Seaport, but rather assess other systems prior to making that decision. Dave Thompson has been asked to provide a comprehensive report on Seaport. Coastline would like to provide leadership for this assessment. Pedro stated that the Senate will be discussing exploration of various LMS systems. Dr. Adrian discussed a criteria matrix with Dr. Serban and Chancellor Jones. The LMS system must be selected within the next six months to a year. Also noted is that the State Chancellor's office has received funding to develop a common LMS system to be used by all California community colleges.

The Chancellor has appointed Dr. Serban, Dr. Martha Parham and Wes Bryan to establish a plan to respond to the Accreditation recommendations. She distributed a draft of a planning framework for the District that aligns with the colleges planning. She advised that the Planning Task Group should review this draft for any questions or concerns.

2.0 Vice President's Reports (Vince Rodriguez/Christine Nguyen)

- VP I&SS

- Vince reported that work with DegreeWorks continues to move forward. More training is scheduled to be provided for the counselors on DegreeWorks. The Counselors at CCC are trying to develop new ways to do things differently. There are a lot of questions and discussions about repetitiveness within the system.
- The District is working on a number of projects with regard to Banner, Higher One and how fund will be disbursed to students.
- The Scientia project is scheduled to move forward in September. Vince discussed AXIOM which is a system used by Admissions & Records to scan forms from incarcerated students.
- Data Cubes have been very helpful. Dr. Adrian expressed that training is needed in this area. Vince announced that a Study Session on Accreditation will be conducted in August at the Board Meeting. It is expected that Dr. Serban and the Chancellor will address the District's recommendations and then each college will address their recommendations at that time. Action plans have been devised for Coastline's recommendations. In addition, a Study Session is scheduled to be held in October for Financial Aid.
- A discussion ensued regarding assessment of management systems and Vince expressed some of the misconceptions about these systems. Review of Policies and Procedures were also discussed.

- VPAS

- Christine reported that the State has over projected the revenue. Therefore, the District is facing a revenue deficit of \$7.5 mil. Andy has proposed not to address any further budget reductions against the campus budget since we are in growth mode. Instead, he recommends setting a rainy day budget. The colleges have been alerted that the District may have to set aside a portion of their ending balance in order to offset this deficit which may equate to \$1 mil plus for Coastline. Collectively, between the three campuses, there should be a \$10 mil ending balance.
- The District will receive \$1.4 mil for all four sites from Prop 39 (energy efficiency proposition) over the next five years. The first year will end June 2014 and the funds cannot be carried over each year. An initial study of energy consumption must be done prior to receiving the funding. Hopefully, CCC will be able to utilize these funds for all of the centers.
- Higher One will take over SallieMae and will install up to nine ATM's (interior and exterior) for all three campuses. In a preliminary meeting with the District VPs expressed concerns about the risk of safety and security based on how many ATM's are installed and usage after dark. At this point, the recommendation is that only one interior ATM for Coastline be installed at the Garden Grove Center. After discussion, the committee agreed that there is no need for an ATM to be installed at the College Center.
- The District has hired Dudek to do an environmental analysis of the entire project facilities listed in the Facility Master Plan. All of these construction projects will be covered under Measure M. Prior to construction, the environmental analysis must be done and filed with City Hall in order to allow the public to voice any concerns or objections. The District will have an opportunity to respond to and address any public concerns. Christine listed all of Coastline's proposed projects and the costs therein to be covered by Measure M.
- Monies have been set aside for parking structures for the Lee-Jao and Newport Beach Centers. In addition, funds are available for Student Gathering Space. The total amount to be charged to measure M for this would be \$146,000. Christine has met with the Westminster elected officials to discuss the parking issue at the Lee-Jao Center. The City has hired a firm (PCI) to evaluate all parking spaces for the county and city. CCC has advocated for use of the second and third levels of the current parking structure. However, the city has chosen not to enter into any agreements at this time. Therefore, they

are considering a \$15 per month special rate for CCC for students. Currently, students are charged \$4 per day for parking. However, the city cannot commit to any parking space at this time since they are trying to generate revenue for their city due to layoffs and budget cuts. In the interim, the city has offered Coastline a short-term agreement granting us some designated parking spaces. In addition, if the college is hosting a special event, the city has agreed to provide as many spaces as needed up to 300-400 spaces free of charge. The only requirement is that the city must be notified ahead of time. Also, leasing of the facility would be available to us free of charge. Hopefully, this agreement will be in place by September.

This is the final week at the One-Stop Center. As part of the transition plan all the logistics have been worked out except for the phone system. Therefore, One-Stop has expressed that they would like to rent the current phone system from Coastline. This would generate some revenue for the college. We have purchased a block of 100 numbers starting with the 241 prefix. One-Stop is not interested in sharing the cost with Coastline, but if they did, it would cost CCC the same every month. The leases will end in one year at both sites, so they may need to relocate. If they relocate, a new phone system would be more expensive.

- With the departure of Dan Jones, the Cabinet has appointed Laurie Melby as Administrator in charge of OHT.

3.0 Old Business

3.1 Committee List

Laila reported that she has received the Mandate and member lists for the Facilities and Safety Committee (page 10) and the Marketing and Outreach Work Group (page 19). Faculty placements and on-site placement should be determined within the next few weeks. The Committee reviewed and discussed the charges, composition, and mandates of these committees and recommended changes.

Action: The Council agreed to approve the Mandates and composition of both Committees with recommended changes.

Bill Kerwin requested participation as the external member of the Institutional Research Board (IRB) Committee (page 13). There were no objections so the Committee approved.

Vince Rodriguez suggested appointing the interim Dean of Counseling as a co-chair for the Student Success and Matriculation Committee (page 12). There were no objections so the Committee approved.

Action: Laila will make recommended changes and send to Committee Members.

4.0 New Business

Dr. Adrian distributed a document outlining membership to a research organization and she reviewed the amenities the organization would provide such as information about best practices and best models. In addition, it would also provide access to professional development activities in terms of webinars, physical gatherings, enrollment planning, research production, and a dedicated advisor. Dr. Adrian has appointed Jorge Sanchez to provide leadership for this endeavor and work with the various departments. Membership would begin the end of July.

4.1 IT Update – (Craig Oberlin)

Craig has been hired as Sr. Director of User Support and has also assumed the supervisory responsibilities for CCC and OCC. These are new positions and the search process has begun again to locate a viable candidate for three new positions. The composition of the search committees will probably change. Craig stated that it may be several months before these permanent positions can be filled. Christine will meet with Craig regularly to address any questions or issues for CCC.

Craig discussed his role as IT Director for the District and reported that IT is very close to completing an agreement with Adobe through the FCCC wherein the District will obtain a site license for all the Adobe products

paid for by the District. These products will be available for utilization throughout the entire District. He provided an overview of the Adobe Products. From a cost perspective, the District will be as current as possible, but the cost for these products will have to be paid for annually. Michelle Ma discussed standardization of all of the graphic art software and operating systems. Craig discussed costs of this new Adobe system.

Christine inquired about centralization of all the software licenses and Craig stated that this matter is being discussed and a decision has not yet been made. Craig explained that IT costs that were paid for in the past will now be transferred to the District.

The centralization of the District's E-mail and identity management system (Project Endeavor) is underway. There have been a few problems and challenges and it is hoped that Project Endeavor will provide access at all four sites in one single unit. The plan will begin at the District first and then go to CCC, OCC and GWC consecutively. It will be implemented as time and issues allow.

A single help desk system is planned to be implemented across all four sites as well. A decision has not been made whether there will be one centralized help station or whether there will be one at each college. Dr. Adrian inquired about IT staff at the Coastline site. Craig confirmed that some IT staff will continue to be located at each individual college and the District site(s). One member inquired about tracking systems and Craig responded that there is a six-month plan to implement these types of systems District wide in order to assist in the decision-making process.

Another priority is to ensure that the Newport Beach Center is up and running by the time school starts. Craig provided an overview of the computer refresh process and the District wide plan to do assessments to complete this project. Dr. Adrian discussed the computer refresh project for CCC and stated that the CCC Technology Committee will need to determine how and when to schedule the computer refresh project. A discussion ensued regarding rolling out this plan for Coastline and variables involved in the process.

Dr. Adrian stated that as of July 1 the structure of the IT reorg has been established. Changes in job descriptions and titles have been made and the Ancillary staff was not included as part of that process. With regard to the IT Support position, CCC only has one OLIT position vs. two positions for the technical side and the content side.

Dr. Adrian reported that the Chancellor was authorized to offer Y-ratings (to IT staff) at the last Board Meeting. This would enable employees to receive COLA for one year and move up the Steps within their range to the highest level at which time the salary would be frozen.

4.2 Education Advisory Board – Community College Forum – No report.

4.3 All College Kick-Off Meeting – September 6, 2013, Newport Beach Center (Dr. Lori Adrian)

- Daily Schedule

- Theme

Dr. Adrian suggested a theme idea: *Urgent Imperative for Student Success: Accreditation, Innovation and Entrepreneurship* and requested suggestions. She emphasized and discussed the importance of innovation and expressed that Coastline must be on the cutting edge.

Dr. Adrian commended Bill Kerwin for his efforts in the military training program.

Vince Rodriguez discussed his attendance at the Educlause Conference and the subject matter covered at the conference which included innovative ideas, new models part-time faculty usage, faculty experts, instructional designers, programmers, etc. etc.

Dr. Adrian discussed activities for the All College Meeting and stated that CCC should focus on institutional effectiveness and planning. Bill Kerwin suggested and discussed sustaining and/or maintaining a leading edge. Dr. Adrian suggested that the Committee come up with theme suggestions by Friday, July 26.

- Lunch

All agreed that lunch will be provided

4.4 Accreditation

- ACCJC Letter: A copy of the ACCJC letter was distributed.
- Reaction to ACCJC Letter – Ann French
Classified staff felt both shocked and disappointed after receiving the probation warning. She requested that someone attend their first meeting to discuss with the classified staff.
- Follow-Up on Recommendations and Action Plans
The committee discussed the Accreditation recommendations. Dr. Adrian expressed that there will probably be a follow-up visit within the next eight months to review our progress (after a report is submitted). She stated that the biggest part has to do with planning and the second part with measurement of full-time faculty. There is concern about how and where Coastline will grow. Dr. Adrian distributed a copy of the letter to the committee.

4.5 Budget Update – No update

4.6 Contract Education Update (Bill Kerwin)

Vince Rodriguez commended Bill Kerwin for an excellent job exploring opportunities for contract education. Bill shared that he has been working with Rick on a statewide business education advisory committee to generate income for the college.

Bill reported that CCC has agreed to work in an independent contractor capacity to host and create content for small business contractors to bid on state and local public works projects. He recommended utilizing the architecture from OLIT in order to save labor for efficiency.

Additionally, a proposal has been submitted to Kaiser Permanente. Coastline has been informed that CCC will be awarded a nationwide contract to provide online courses for a variety of subjects to 170,000 employees. For every 100 students, this will generate \$66,000 of gross revenue for the college.

Another opportunity is the Navy Brig instructional project. The educational service officer in that region has asked Coastline to assist their service members who are in short-time confinement at the brig. The Navy wants to assist them in a transition process. CCC has agreed to work with the Navy on a seven-course series on an onsite basis. The Navy reassured us that there would be no conflict with the local college district. However, press releases conflict with that.

Another project is being developed with a firm called Pacific Clinics/REI, in Orange, CA. This firm provides mental health counseling, reintegration and educational services administered under state tax a by the county. They need to provide onsite instructional opportunities to their client base who are functioning working adults who have a short-term mental health issue. Either through medication or therapy, they are integrated back into society and need to develop job skills or improve upon their existing skills. This firm feels that onsite protocols would pose a lesser risk of harm to the community. CCC would begin with approximately 25-30 and experience growth of up to 70 within the next couple of years.

Other numerous opportunities have also been explored, but CCC has been unable to pursue them due to state legislation.

4.7 Enrollment Update (Vince Rodriguez)

Coastline is off to a good start. During the summer, CCC doubled its FTES for the summer from 440 to 900. We are slightly ahead of last year's enrollment numbers for the fall, so growth of about 250 is needed. Michelle Ma discussed marketing ideas for Coastline and the timing for expenditure of marketing monies. Vince recommended conducting marketing as early as possible.

Hot Topics

Constituency Updates

Academic Senate Update – No update.

ASG Update – No representative present.

Classified Senate Update – No update.

Miscellaneous/Other Business

The meeting was adjourned at 10:56 a.m.

Next Meeting: August 13, 2013, President's Conference Room