

# COLLEGE COUNCIL MEETING SUMMARY

President's Conference Room

August 13, 2013; 9:00 – 11:00 a.m.

Present	Members (10)	Title
EXC	Lori Adrian	Chair, President
X	Liz Caluag	Vice President, Classified Senate
X	Ann French	President, Classified Senate
X	Pedro Gutiérrez	President, Academic Senate
ABS	Bill Kerwin	Military/Contract Ed or Learning Information Technologies
EXC	Rick Lockwood	Vice President, Academic Senate
EXC	Michelle Ma	Director, Marketing and Public Relations
X	Christine Nguyen	Vice President, Administrative Services
X	Vince Rodriguez	Vice President, Instruction/Student Services
ABS	RJ Watters	Associated Student Government

Guests:

Recorder: Laila Rusamiprasert

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Dr. Vince Rodriguez convened the meeting at 9:03 a.m. and welcomed the Committee.

## College Event Calendar

- Paralegal Studies Program Orientation – August 24, 10 a.m. – 12 noon, NBC
- Paralegal Faculty Meeting – August 24, Noon – 2:00 p.m., NBC

Vince will discuss with Ted since this is scheduled on a non-duty day. Faculty is not scheduled to be working on that date. Faculty availability is in question.

## 1.0 Vice President's Reports

- **VP I&SS (Dr. Vince Rodriguez)**
  - The Instructional Managers held a planning retreat and there was considerable dialogue about new initiatives and projects.
- **VPA (Christine Nguyen)**
  - VPS Meeting– Christine attended a meeting with Andy to discuss the ending balance. The District is still in the process of closing out the books. There is a \$10 mil ending balance, but this is preliminary pending any changes between the three (3) campuses. Coastline's approximate ending balance is about \$2 mil. Reinstatement of furlough was also discussed. If anyone wishes, they may follow up with their own bargaining unit(s) to obtain details. If everyone is reinstated, the cost will be approximately \$2 mil. (\$800,000 for Classified and \$400,000 for management). Christine voiced a concern about the One-Stop Operation which closed in June. If furlough is to be reinstated, this means that all the staff would need to be reinstated, but at this point, we would not have support from the county because the grant has closed. The impact would still have to be analyzed. Any shift may impact our ending balance.
- Meeting was held in Admin Services. This is the second Year in forming the Wing Planning Council for Administrative Services. They will be asking for recommendations from the Senate, Classified and the Student Body for representation. Tentatively formed a meeting schedule for the first Monday from 10:30-11:00 a.m. The Council is trying to narrow down specific goals from an administrative prospective that would support college goals. Requests will be limited. The Program Review outcome will be needed for recommendations. The monthly Wing meetings are held the first Monday of every month. The managers recommended that those in attendance remain for another one-half hour for a Program Review Committee to follow the Wing meeting. Vince Rodriguez discussed how the Program Review Committee reviews, validates, and prioritizes requests based upon monies available.

Student Learning Outcome (Christine Nguyen) – A consultant will come in to assist the Administrative Services Wing with this project. It is a struggle from a non-instructional point of view. Pat Arlington used to help in the past. Student Services would benefit from hiring a consultant. A possible candidate was discussed for this purpose. Vince discussed how things were done in the past and how we might achieve this now.

- Dean of Newport Beach – Vince Rodriguez reported that Ted is retiring on April 21. Mary Halvorson will come on board on April 22 as the Interim Dean. They need help from the Senate to establish a committee for the permanent new hire for this position. Representation for the Dean of Counseling and Dean of Institutional Effectiveness positions is also needed. The most critical positions are the Dean of Counseling and the Dean of Newport Beach. The Interim Deans can only serve for a specific amount of time in these positions.

**Action: Pedro will follow up on faculty appointments.**

- Christine reported that Laurie Melby has been asked to fill in for Dan Jones vacancy in an out-of-class position as the lead administrator for that operation. After assessments are completed, an analysis should be done in order to determine what to restructure to align with the college vision. Pending that outcome, a determination will be made whether to replace that position level and title. Once the restructure vision is determined, the proposal will be submitted back to College Council.
- Vince discussed the three VP's positions. Coastline's Student Services area has had a difficult year without a VPSS to provide leadership and expertise. CCC is exploring changing back to a three VP Model and one less dean (similar to the previous structure) so that there would not be any more managers. Constituency groups are being consulted for thoughts and concerns. A discussion will take place at the Senate meeting next week as well as one with the Classified Senate. If the Senates agree, the proposal will be submitted back to Chancellor's Cabinet for approval. If the College can financially support this decision, then District will support it. **Pedro will discuss in the upcoming Planning and Senate meetings.** Christine commented that it has been three years since they switched to the two VP model. At the time, the constituents supported maintaining the three VP model. However, since the other two colleges opted to change to a two VP model, Coastline was asked to try and do the same. With all of the new initiatives, Coastline will be impacted by the Matriculation Funding and how it is now structured. Funding may be cut and we are at risk from a funding perspective. A solid plan must be put in place. Vince stated that the Matriculation funds will be decreased based upon head count requirements, how many students have been served, and how many are primary students.

## 2.0 Old Business

### 2.1 All College Kick-Off Meeting – September 6, NBC (Vince Rodriguez)

The schedule and theme has been determined and lunch has been scheduled. An all college announcement has been sent out and another announcement will be sent by the first or second day of the semester. Dr. Adrian would like to arrange an activity that would focus on important initiatives to consider and what important tasks the groups think should be accomplished. A discussion ensued regarding participation and representation by classified staff. Plans are moving along well for this meeting. The date is still in question and options were discussed with regard to timing of this meeting.

### 2.2 Accreditation /Update (Vince Rodriguez)

Discussion about Accreditation was discussed in great length at the last Board Meeting and a study session was held. Discussions included District recommendations and plans. Each college had an opportunity to respond to recommendations and plans for their individual college. The District was comfortable with the college plans and recommendations. Most of the time was spent discussing the District's responsibilities.

Vince discussed with the Committee the issue of the District Board area and staff. Compared to other colleges, our Board maintains more office space and more support staff than most other college Districts.

Concerns about this have been raised. Other institutions generally do not have private offices for each Board Member and staff support for the Board is generally provided from the Chancellor's or Superintendent's office. Also at issue is the Legal counsel. Usually, legal counsel is an employee of the

District. However, whether they are an employee or an outside entity, the question is *who would they report to?* District's legal counsel currently reports to the Board and is given direction by the Board. A timeline is set to address the Board Policies.

Two of the Board Members conveyed that they are dedicated to taking the recommendations seriously and addressing them. However, there may be challenges in getting the majority of Board Members to agree. The evaluation process will be addressed very soon and the Board will begin to allow stakeholders to respond (this has not been done in the past). It will be formalized and taken very seriously. Issues are being addressed and the Board has demonstrated how they will delegate authority. .

The Accreditation Report should be completed by February for approval. Fifty percent of the report is related to the Board. The first draft should be completed in October.

### **3.0 New Business**

#### **3.1 IT Reorganization (Christine Nguyen)**

IT consolidation plan calls for three supervisors, one at each college. IT Update – Christine Nguyen reported that after the first round of recruitment, no successful candidate was selected, so a second round of recruitment has begun. In the meantime, in order to address the needs of the college, the short-term fix was to employ Craig Oberlin to serve all three campuses. This has been a difficult position to serve. Therefore, consultants will be hired from STRATA (Information Group) to serve in these positions temporarily. Craig indicated that he is in the process of providing a choice of laptop or desktop for full-time faculty members. He is also analyzing the inventory for staff and will replace computer equipment as deemed necessary. This project is expected to be completed by winter break. In addition, a classroom labs computer refresh will take place during winter break. Student Services and Financial Aid areas have already been upgraded. A request has been made for the Business Office to be evaluated next and then the rest of the staff's computers will be evaluated. A question was raised about software or IT items that may be needed. (See comments below)

#### **3.2 Budget Update (Christine Nguyen)**

Good news is that we will be obtaining state funded equipment for 2013-14. In the past, we have received lottery funding to purchase instructional supplies up to \$1,000 per item. Lottery funds are only for instructional supplies. The allocation for the upcoming year is \$70,000 for equipment for the classroom. Conference Room technology projectors are to be replaced. Measure M may be needed to cover some of the needs. Licensing savings for software needs to be examined for use within the District. The audit by the external auditor was wrapped up last week and we are awaiting the recommendation of any findings. The Director of Internal Audit, Richard Kudlik, is leaving the District and his last day will be June 28. Richard is moving on to Rancho Santiago as the Director of Business Services for the District. His position will probably be replaced since it is a critical position. The contract for the audit firm we currently use will expire this year. Therefore, an RFP will be generated for new auditing firms for the following years. In addition, an RFP process for the Bookstore will be generated as well. The Contract with Follett will end in June of this year. A Committee for the selection process will be formed in the near future.

**Action: Vince will identify any IT items (including software) needed and submit them to Christine.**

#### **3.3 Contract Education Update (Vince Rodriguez)**

We have been afforded an opportunity with Kaiser to train their employees through contract ed. This would involve training for people to attain jobs. Currently, the training is being done at Santa Ana College. However, they can no longer support Kaiser. We would be providing not for credit classes to assist companies and organizations with the interpretation of the Affordable Health Care Act. Essentially, we would be training the trainer by hiring people who have expertise to be trained. They would then provide training

sessions for the local community businesses and corporations. We would send two to three trainers to be trained so we can then offer training sessions.

### 3.4 Enrollment Update (Dr. Vince Rodriguez)

Enrollment is looking very good. Vince provided an enrollment report and snapshot and then reviewed the report and discussed previous, current, and projected enrollment figures. Coastline has established a target of 5,850 FTES and as a goal; CCC is aiming for 175 over that. CCC earned approximately 900 FTES over the summer which was more than double than it was a year ago. Some students were dropping prior to the census, so enrollment ended up lower. Enrollment numbers peak, go down and then settle. The number needs to be at about 2600 in order to settle at 2550. The deans and department chairs worked diligently to increase seats in telecourses where the felt was appropriate. As a result, about 2,000 additional seats were added and there was a great amount of applications coming in very quickly. This was a big part of increasing enrollment. CCC should attain its target and may go beyond the goal. When funds were limited, telecourses for incarcerated students were held back. Overall, the enrollment outlook is very encouraging.

Christine Nguyen added that if CCCD obtains growth money of \$2-3 mil dollars, some funding from this new revenue should be set aside to hire new faculty. Christine provided an explanation of how this number is established and how funds are allocated to Coastline based upon funding and total number of faculty. Coastline needs to be prepared to add more FT faculty and the District needs to set aside monies for this. All three colleges must meet their enrollment targets in order for CCCD to attain any growth dollars.

Vince reported that the State Chancellor's Office sent out three RFA's (Request for Applications) related to student success initiatives which is similar to a grant which are for:

1. Creating a statewide degree work
2. One common assessment instrument
3. Online instruction (for creating classes, providing certification for faculty, developing courses to be used statewide, creating an online platform that can be used for offering classes in high demand areas)

It is \$16.9 mil over a period of four and one-half years. The applications must come from the District who must file an interest letter by August 30. The District will send a letter for all three initiatives. The one Coastline would be interested in would be Number 3, Online Instruction.

### 3.5 Other

A member inquired about the faculty hiring update. Vince reported that second interviews for Art will be conducted tomorrow (August 14), the Accounting Instructor has been hired, the counselor has been hired, an offer has been made for the Special Ed position (which will go to the next Board for approval), and CST is being advertised again. All will begin this semester.

Vince announced that Debbie Desmond is retiring before the semester begins. This was an unplanned retirement due to personal and family obligations. A retirement celebration and recognition for all retirees will be planned for sometime in September. Christine added that Cynthia (Financial Aid Director) will retire in December. This position must be filled due to the Title IV requirements.

Vince stated that the EOPS Coordinator position will open in the spring. If this position is a faculty position, they cannot supervise faculty. Therefore, discussions are being conducted to determine if the position will be a management position vs. a faculty position. The Title III Coordinator position is also being discussed with regard to the grant funding and filling the position. Pedro Gutierrez suggested that perhaps faculty should be consulted to evaluate what types of positions are necessary. A discussion ensued amongst the committee with regard to the analysis and criteria to be used in determining how to identify which courses and positions should be added.

## 4.0 Hot Topics

## **5.0 Constituency Updates**

Academic Senate Update (Pedro Gutierrez)

The Senate is meeting next week (August 22) and will be discussing the faculty prioritization process. A change in the meeting structure will be proposed in order to make the meetings more efficient and productive.

ASG Update (No Update)

Classified Senate Update (Ann French)

Classified is finalizing the Committee List for classified staff. Ann discussed the makeup of the committee and inquired about how representatives are appointed. Vince offered to discuss with Ann and assist in determining who will serve on this committee.

Ann reported that the first meeting will be held on Thursday and Vince will attend and discuss accreditation and/or any other topics of interest. The committee will review the District Advisory Committee charge and also will be discussing various fund-raising events, including a Rubio's (on Brookhurst) fund-raiser which will be held next Thursday from noon until closing and a food drive which is being held currently.

### **Miscellaneous/Other Business**

Christine Nguyen reported that CCC is co-sponsoring a FEMA onsite event this Thursday. FEMA is hosting a series of training for their agency at the Garden Grove Center. Anyone interested is welcome to attend.

The meeting was adjourned at 11:10 a.m.

August 27, 2013 Meeting cancelled

**Next Meeting:** September 10, 2013, President's Conference Room