

COLLEGE COUNCIL MEETING MINUTES

President's Conference Room

October 22, 2013; 9:05 – 11:00 a.m.

Present	Members (10)	Title
X	Dr. Lori Adrian	Chair, President
X	Ann French	President, Classified Senate
X	Joycelyn Groot	Military/Contract Ed or Learning Information Technologies
X	Dr. Pedro Gutiérrez	President, Academic Senate
X	Rick Lockwood	Vice President, Academic Senate
X	Michelle Ma	Director, Marketing and Public Relations
X	Christine Nguyen	Vice President, Administrative Services
X	Dr. Vince Rodriguez	Vice President, Instruction/Student Services
X	Sofia Sourivong	Associated Student Government
x	Mark Worden	Vice President, Classified Senate

Guests:

Recorder: Kathy Surgenor

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

Review of Minutes (Dr. Lori Adrian) – Copies of the October 8, 2013 Meeting Draft Minutes were distributed to the Committee for review.

Joycelyn Groot advised that since she did not attend the 10/8 meeting her name be changed to Megan Yanalunas under Section 1.1 *Action Item* (page 2).

Christine Nguyen advised that the word *Audit* should be changed to *OLIT* in Section 2.1.E (page 3).

Action: A motion was made and seconded to approve the Minutes of 10/8/13 with amendments. The Minutes were unanimously approved as amended.

1.0 Constituency Updates

1.1 Academic Senate Update: (Dr. Pedro Gutierrez)

At the last meeting, the Senate approved board policies for the Program Curriculum Course Development and Administrative Procedure for Program Curriculum. The Program Curriculum Committee forwarded the policies to the other colleges and hopefully, they will be approved this week. The District Consultation Council has 40-50 board policies which should be approved by next Monday, October 28. However, the Senate does not meet until November 5 so they will need to discuss with the Senate Exec to establish an approach for the approval process. There is concern that some Board Policies and Procedures will be set in place and will not be able to be changed. Therefore a timeline is being developed in order to determine when procedures will be returned for review. A decision may be made to request that the Senate be allowed to revisit a review of certain policies and procedures in the Spring. Dr. Adrian stated that for the purposes of Accreditation, the Senate would move forward with an approval provided they will be granted permission to conduct a more thorough review at a later date.

The Senate also approved the Prioritization Process for Full-time Faculty and has begun a review of the rubric for grading. Also discussed was the direction of college programs. A recommendation was made to schedule a special meeting on November 5 at 11:30 a.m. prior to the regularly scheduled Academic Senate meeting to discuss college direction. Dr. Adrian requested that the deans attend that meeting as well and make it a priority. Pedro reported that they received a large research package that the District completed on full-time faculty hiring. This package was forwarded to all of the Senators for review.

Dr. Gutierrez reported that he did not attend the Area D meeting, but only five resolutions have been written so far. More are expected to be completed as the actual date of the Plenary Sessions nears which should occur around November 7 or 10.

One member posed a question regarding the policy review process and Vince Rodriguez responded and explained the review process and the routing of the reviews, i.e. Faculty to Senate, Classified to Classified Council Managers and student service teams discuss their policies and procedures.

Action: Vince Rodriguez will forward all applicable (student services board policies and procedures to Joycelyn Groot to be reviewed. Dr. Adrian will provide a list of the ones she has received as well.

LMS Task Force Update (Rick Lockwood)

The Task Force met last week with the Senate and a final draft of the requirements has been completed. Rick followed up with the Senate Presidents from OCC and GWC to request the names of the representatives from each of the colleges, but is still waiting for all the names. Once the names are received, he will send out a communication to all involved so that everyone is apprised of the status to date. A list of six LMS programs were discussed (including Seaport, Blackboard, Canvas, Desire to Learn, Moodle). No final decisions have been made at this point. Dr. Adrian reported that she has followed up with Dr. Serban to inform her of faculty involvement in this process and also provided an update of work being done by the Senate to that end.

Action: Dr. Lori Adrian will follow-up with Richard Patterson directly regarding the LMS survey being completed.

Vince Rodriguez added that as stated in the Vice President's meeting, Dr. Serban will be reaching out to the Senates to ensure that others, besides faculty and including students and administrators are involved in those discussions. This should be stated in the rubric being developed as well. Rick commented that the Senate is not making any final decisions this point, but just providing requirements from a faculty perspective. A discussion ensued amongst the committee regarding the focus of the committee, criteria being established and surveys being disseminated with regard to LMS programs. Dr. Adrian suggested that students should be surveyed separately to obtain their input.

1.2 ASG Update: (Sofia Sourivong)

- Sophia reported that the representatives of ASG attended a conference (CCCSAW) in Sacramento last weekend for ASG officers. Approximately, 500 students were in attendance which included students from OCC and GWC as well. Four different workshops were conducted that included the Brown Act, parliamentary procedures, a trustee workshop and lobbying in which they participated. Bruce Bishop conducted some of the workshop and was very informative. As a result of the workshops a list of items were established that ASG may want to review or consider such as bylaws, creation of more ASG positions, development of new committees, and providing online feedback from students.
- A discussion about attaining monies back from the bookstore was conducted since the bookstore is now closing.
- Another decision made was to develop a parliamentary procedure and provide a day-long training for officers of ASG.

Dr. Adrian suggested that ASG discuss these matters with their advisors and students.

1.3 Classified Senate Update: (Ann French)

- Ann reported the Senate met last Thursday, Oct. 17 and finalized criteria for the student scholarship which included completion of matriculation, filing of an education plan, enrollment, and completion of six units of course numbered 100 and above.
- They discussed ideas for the all-college meeting which included a focus on the student success initiative, a review of the website with regard to classified senate information, and a department spotlight.

- Also discussed was the traditional winter feast and revival of that event. Ann distributed a handout outlining a proposed schedule and she provided a description of the event. Participation, site location and timing were discussed. Dr. Adrian suggested combining this as a management and staff effort.

2.0 Old Business

2.1 Follow Up Action Items from September 24, 2013 meeting:

A. Action: Committee Support Training will be scheduled and an announcement will be generated. **(Dr. Lori Adrian)**

Follow Up - No Report

B. Action: It was recommended that a script and/or Q & A's be developed to assist staff in answering questions about CCCD's accreditation. District wide Marketing will provide a draft at the next meeting. **(Michelle Ma)**

Follow Up - The District Wide Marketing did not want to take on this task collectively and instead recommended that each college formulate their own list of Q&A's/talking points regarding the accreditation warning. The committee discussed what types of Questions should be included in this list.

New Action: Michelle will work with Vince and Gail to develop Q & A's for CCCD's accreditation process specific to Coastline. A draft will be presented to College Council for review at the next meeting.

2.2 Follow Up on Action Items from October 8, 2013 meeting:

A. Action: Vince will provide the Mandate and Membership for Planning Council at the next meeting.

Follow Up – Deferred

3.0 **Standing Items**

3.1 PIEAC Update (Pedro Gutierrez/Vince Rodriguez)

Meeting of October 16 postponed until October 30 - no report.

3.2 Committee Updates (Christine Nguyen/Dr. Lori Adrian)

Dr. Adrian stated that forms were sent to the committees but we have received only one committee update. She suggested that the committee representative attend the CC meeting to present their reports

- A. Budget **(Christine Nguyen)** – The ending balance report was presented and will go to PIEAC next. The budget model allocation was reviewed to orient the new members.3.3
- B. College Professional Development & Leadership **(Vince Rodriguez)** - Vince voiced a concern presented by Bob Nash about merging committees.

Action: Christine Nguyen will provide the Committee Structure for review at the next meeting for the College Professional Development and Leadership Committee and the Diversity (sub-group of committee)

- C. Distance Learning & Technology **(Christine Nguyen)** – The Summer Institute has been scheduled for July 16 & 17, 2014 at the Garden Grove Center. No charge will be required for siblings. The Institute is open to all, but there may not be sufficient resources to provide seats for everyone.

Therefore, invitations will be extended to Coastline Faculty and Staff first and then others will be invited if any seating is available. The capacity to be offered needs to be determined. Funding is set aside for next year and a survey will be sent to develop the training agenda. A discussion ensued amongst the committee regarding future training ideas and techniques. Christine requested that any recommendations or suggestions be sent to the Co-Chair, Chris Blackmore, Sylvia, or Christine. She provided the composition of the District Task Force which consists of the following

1. Richard Patterson
2. Dave Thompson
3. Jorge Ascencio (Dean of Distant Learning at GWC)
4. Joe Poshek
5. Glen Profeta
6. Craig Oberlin

Dr. Adrian recommended adding Bob Nash to this Task Force. A discussion took place amongst the committee about representation and appointees for this Task Force. Dr. Adrian added that those representing Coastline should provide feedback.

Action: Christine Nguyen will develop a communication process for reporting and feedback to this Committee.

Christine reported that emails have been sent from IT regarding the migration process. The migration transition will be implemented in seven groups by function and hope for the process to be seamless. Many requests have been submitted regarding the transition. Christine will send out an Email providing a preliminary version of the service catalogue to be provided by the District for the Help Desk. This document will be modified from time to time. Once finalized, it will be posted on the District website with the understanding that amendments will be made as deemed necessary. Any questions should be submitted to Christine. IT support will be provided as frequently as possible, but will not be on a 24/7 basis. Chris Blackmore will be the support person for IT at Coastline. The new system is being implemented and training for the IT staff is scheduled in November for transition into the new Help Desk system. The name of the new application is "Footprint" which has many features that the current system does not.

Christine reported that the launch date for SharePoint (system enabling documents and information to be posted online to share with others that can be viewed college wide) is scheduled for early 2014. Glen Profetta is leading this operation. Dr. Adrian commented that the District and OCC utilizes this system.

- D. Facilities, Safety & Sustainability (**Christine Nguyen**) – First floor reception area will be removed and a smaller area will be installed such as a computer station for students. A discussion took place amongst the committee about the lack of a receptionist. Concerns are safety issues, lack of control (people wandering through offices unannounced), lack of direction and lack of warmth in welcoming visitors. Dr. Adrian stated that this decision can be revisited and deferred it to the next BRMT meeting for discussion. She added that the decision was based on budget and staffing issues. Dr. Adrian suggested the possibility of manning the front desk with student ambassadors or work-study students who may enjoy interacting with other students.

Action: Christine Nguyen will provide the design for the restructure of the first floor reception area.

Christine provided a report on Prop 39 (bond issue for energy efficiency project) She stated that specific monies are being for District projects. One of these projects is for a light retro fitting project for all Coastline sites (\$200,000 project) and \$1.1 mil has been slated for that. A list of other future projects for will be established by the Facility Committee for following years. Safety training throughout the District has been scheduled.

- E. PIEAC
- F. Student Success & Matriculation

3.3 Accreditation Update (**Vince Rodriguez**)

Each team working on recommendations will meet this afternoon to review and discuss all of the drafts. The first deadline was last Friday, October 18 and the next deadline is November 14 for the next draft. Dr. Adrian discussed completing scorecard measures.

4.0 New Business

4.1 Personnel Update re: Site Rep Transition (Joycelyn Groot)

Joycelyn provided a report on the history and update of the roles of the Site Representatives who work on military bases across the nation. Until this year, the District did not have the means to hire employees who reside out-of-state, so a decision was made to hire independent contractors instead. Due to complications and limitations, with using independent contractors in these roles, and with the County and District implementing a process to enable out of state hiring, a transition process is in place allowing the District to open part-time or full-time Site Representative positions across the nation. If all goes according to plan, two to seven full-time positions will be hired and all other positions will be part-time. The goal is to eliminate independent contractors by December 2013 and hire District employees by January 2014.

4.2 Hiring Update (Dr. Lori Adrian/Vince Rodriguez)

Vince reported that hiring committees have been established and the priority for filling positions is as listed:

1. Administrative Director of IE,
2. Deans of Counseling and Newport
3. Director of EOPS and Director of Financial Aid

They have been reaching out to OCC and GWC for their expertise and input in order to appoint managers as representatives on these committees. It is anticipated that these committees will be established very soon.

Dr. Adrian stated that the original goal was to have positions filled by December or January, but it appears we will not be able to meet that deadline. Mary Halverson who is Interim Dean of Newport Beach is unable to stay beyond December since she is a retiree. Therefore, arrangements must be made to place a manager from Coastline to fill in temporarily for that position.

Dr. Adrian reported that selection of an interim V.P. is in process, but cannot be announced until the Board approval has been granted. This selection was made through a third party and she will make an official announcement after the board approval process. The Interim V.P of Student Services is scheduled to be submitted to Board on November 6. Arrangements to appoint an existing dean to fill in on a temporary basis, does not require board approval, so we can move forward in that process. At Chancellor's Cabinet on October 21, Dr. Adrian presented the Director of AANAPISI and Director of EOPS positions.

Vince reported that the two established committees have not yet met but are slated to meet very soon and Shaunick Barber has created a timeline for those committees.

Dr. Adrian noted that Coastline is currently applying for an associate degree and transfer program on cyber security. No community college in California offers this certification program, so Coastline would be the first to do so. Once established, we hope to become a co-investigator, as the primary investigator is located at Whatcom Community College in Bellingham, Washington. This would be a very advantageous endeavor for our college. Dr. Adrian announced that the hiring Committee for the Computer Science position was offered to a very highly qualified candidate. Unfortunately, the candidate declined the position. However, Nancy Jones is utilizing him as a part-time instructor in order to bolster applications for this position. Thus, the Computer Information Systems (CIS) search needs to be reopened once again for the third time. There is also one another vacant position open which was vacated by Debbie Desmond.

Vince stated that the Interim Dean of Counseling's contract is due to expire so they are devising a plan to fill that gap between now and the hiring of a full-time permanent person.

Dr. Adrian provided a list of the positions and declared she hopes that by August, 2014 all of these positions

will be filled permanently.

4.3 Instructional Planning Council (Vince Rodriguez)

- Charge
- Membership

Dr. Adrian stated that planning within the various Wings needs to take place. Vince distributed and presented a draft of the Charge and Memberships of the Instructional and Student Services Planning Councils. He provided an explanation of the Planning Council and continued with an overview of how and why the Council was established.

Vince reviewed the Mandate, structure and composition of the Council. He reported that the suggested schedule for these meetings is slated for the second Thursday of every month from 1:00-3:00 p.m. running from September thru November and January thru March. One member suggested conducting teleconferencing in order to accommodate students' participation in the council(s). The Committee discussed and suggested changes to the wording of the mandate and membership selection. A discussion ensued regarding the process of how decisions are made and in what way recommendations should be presented to the College Council. It was suggested that an asterisk appear next to representatives names who also serve on the PIEAC Committee. Dr. Adrian commented that this is a first presentation and that any suggestions can be forwarded to Vince Rodriguez.

4.4 Student Services Planning Council (Vince Rodriguez)

Vince presented and reviewed the draft of the Mandate and composition of the Student Services Council. Suggested scheduling of these meetings is for the fourth Friday of every month from 3:00-5:00 p.m. running from September thru November and January thru March. A discussion took place and suggestions were made regarding the co-Chair(s) of the Council. Revisions were also recommended by the Committee.

Action: Vince Rodriguez will complete revisions to the drafts of both the Planning Council and the Student Services Council and send out to the Committee.

4.5 Administrative Services Planning Council (Christine Nguyen)

Christine distributed and reviewed the draft and composition of the Administrative Services Planning Council. She commented that input is welcome in order to make the Mandate a broader statement. The suggested scheduling of these meetings is for the first Monday of every month from a 10:30 a.m.-12:00 p.m. Christine requested input and the committee offered suggested revisions.

5.0 Hot Topics

6.0 President's Report (Dr. Lori Adrian)

- District Governance Council – Pedro discussed this briefly previously. A discussion was held regarding the roles of faculty members in terms of change and state regulations. It is felt that Community Colleges do not respond quickly enough with regard to training needs and writing curriculum. Upcoming trends, rotating faculty and the role of faculty in governance were discussed as well.
- Chancellor's Cabinet (No report)
- Board Meeting, October 16, 2013 (no report)

7.0 Vice President's Reports (Vince Rodriguez/Christine Nguyen) (Moved to next Agenda)

- VPI & SS
- VPA

8.0 Miscellaneous/Other Business

9.0 Agenda Items for next Meeting:

Review of Minutes

- Re-Review of October 8, 2013 Meeting Minutes (due to Kevin Donahue omission in 1st Review)
- Review of Minutes October 22, 2013 Meeting Minutes

Report from Vince on EDUCOST

Upcoming Events (Joycelyn Groot to send Veterans Day activity electronically)

Constituency Updates

- Academic Senate
 - LMS Update (where to place on Agenda?)
- ASG
- Classified Senate

Old Business

Follow Up Action Items from September 24, 2013 meeting:

- A. Action: Committee Support Training will be scheduled and an announcement will be generated.

Follow Up on Action Items from October 8, 2013 meeting:

- A. Action: Vince will provide the Mandate and Membership for Planning Council at the next meeting.

Follow Up on Action Items from October 22, 2013 meeting:

- A. Action: Vince Rodriguez will forward all applicable (student services board policies and procedures to Joycelyn Groot(to be reviewed. Dr. Adrian will provide a list of the ones she has received as well.
- B. Action: Dr. Lori Adrian will follow-up with Richard Patterson directly regarding the LMS survey being completed.
- C. New Action: Michelle Ma will work with Vince and Gail to develop Q & A's for CCCD's accreditation process specific to Coastline. A draft will be presented to College Council for review at the next meeting
- D. Action: Christine Nguyen will provide the Committee Structure for review at the next meeting for the College Professional Development and Leadership Committee and the Diversity (sub-group of committee)
- E. Action: Christine Nguyen will develop a communication process for reporting and feedback to this Committee.
- F. Action: Christine Nguyen will provide the design for the restructure of the first floor reception area.
- G. Action: Vince Rodriguez will complete revisions to the drafts of both the Planning Council and the Student Services Council and send out to the Committee.

Standing Items

- PIEAC Update
- Committee Updates
- Accreditation Update

New Business

- Planning Councils

Hot Topics

President's Report

- District Governance Council
- Chancellor's Cabinet
- Board Meeting, November 6, 2013

Vice President's Reports

- VP I&SS
- VPA

Miscellaneous/Other Business

- Q & A for Accreditation (Placement on Agenda?)
- Extend Invitation to Daniel Pittaway and Vinicio Lopez as co-chairs

Announcements: Christine Nguyen reported that an active directory will be rolled out in two weeks. The meeting was adjourned at 11:05 a.m.

Next Meeting: November 12, 2013, President's Conference Room