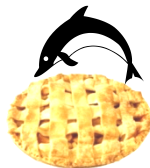


PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)



March 6, 2013

College Center / Fourth Floor Conference Room

MINUTES

Present	Member	Present	Member	Present	Member	Present	Member
X	L. Adrian	X	M. Fry	X	L. Kuntzman		C. Ryan
	I. Aguirre	X	S. Gonzalez	X	C. Leon	X	J. Sanchez
X	C. Arellano	X	P. Gutierrez		R. Lockwood	X	C. Stewart
X	G. Berggren	X	A. Holliday	Excused	V. Lopez	X	M. Warner
X	T. Boehler	X	D. Jones		A. Maciel		R.J. Watters
X	E. Caluag	X	N. Jones	X	C. Nguyen	X	M. Wild
X	R. Covert	Excused	B. Kerwin	X	V. Rodriguez	X	L. Wilkerson

Mandate: *To provide oversight and leadership in support of institutional effectiveness and, through ongoing intentional College-wide evaluation, dialogue, planning, coordination, and use of systematic data to ensure student learning, ensure that the College fulfills its mission and meets or exceeds institutional accreditation standards. PIEAC reports, informs, and seeks approval from College Council.*

Co-chair, Dr. Vince Rodriguez called the meeting to order at 1:35 p.m. in the 4th Floor Conference Room of the College Center.

The following guests were in attendance: Tom Snyder, Darian Aistrich, Michelle Ma, Dave Cant and Gary Stromlund.

AGENDA:

The distributed agenda was approved by the committee with the review of the \$1,500,000 for the Seaport Course Management System being tabled to the 3/20/13 meeting.

MINUTES:

The minutes from the February 20, 2013 meeting were tabled to the March 20, 2013 meeting.

ONGOING BUSINESS:

WING UPDATES:

Vice President, Vince Rodriguez, reported that a report on SLO and an addendum to our Self-Evaluation Report was mailed to ACCJC. The addendum will let them know about changes that have taken place since the Self-Evaluation Report was mailed out. The addendum reports on the status of Early College High School (ECHS) and on our move into the new Newport Beach Center. We currently have not received any requests for interviews from our Accreditation team, but we anticipate that we will begin to receive requests shortly. We will have a pre-visit with our team chair, Randal Lawson and his assistant, Erica LeBlanc on March 11th.

President, Lori Adrian, reported that we received a new roster for our Accreditation team with an additional member. Our new Accreditation team member is Meredith Plummer, Chief Business Officer for Copper Mountain College.

SLO Report

Gayle Berggren reported that the Closing the Loop Summary is a way to collect data on dialogue about the outcomes of assessment. She provided the committee with a handout regarding the last dialogue and explained that question eight (8) has all comments collapsed because the requests are not for the PIEAC. Comments that are considered as somewhat important and have shown to be consistent on the survey are faculty training, technical support for students, and six (6) people responded that there is a need for tutoring in science. In question #9 the art faculty wrote that they would like to have a teacher station with a computer and a screen in all art classrooms and have all visual art faculty trained in its use. Faculty responded that they are interested in technology infrastructure support, faculty support with mentor and assistance with SLOs. The survey actually documents that we had the dialogue and it's important to have these discussions.

A second handout was passed out regarding ISLO data. G. Berggren reported that she is very pleased with the report and the measures that we have to feed into the scorecard.

Marilyn Fry asks if the ISLOs are imbedded in Seaport and would like for the Curriculum Committee to obtain a list of courses that met ISLOs.

Jorge Sanchez created a template for ISLOs similar to the Scorecard for SLOs.

G. Berggren notes that the Senate Academic Standards Committee met on February 19th and discussed the Actionable Improvement Plan that is in our Self-Evaluation Report regarding the evaluation of Seaport 3, SLO technical applications, and related procedures to collect useful student achievement data. G. Berggren has been collecting problems and complaints from faculty for some time while asking for input. One problem that keeps occurring is that a faculty member will drop a student in Banner, but the student continues to show up in Seaport. This affects Seaport outcomes. There may be a need to have more training to encourage faculty to submit their SLOs.

Handouts can be obtained from G. Berggren's office.

L.Adrian thanked Gayle and all faculty for their hard and dedicated work on SLOs.

Vice President for Administrative Services, Christine Nguyen, reported that we are receiving recommendations for contracting with the One-Stop Center at the Westminster location and will go to the Orange County board for approval in May.

OLIT will have their open house on March 8th from 2:30 to 4 p.m.

Measure M

This Friday will be the cutoff date for the three colleges to develop recommendations for Measure M. All three colleges are expected to make a recommendation to the board during the March meeting. From the \$15 million allocation funds the district is going to spend \$4 million on a district-wide project. The balance of the \$15 million is going to be distributed between the three colleges and the district office.

The upcoming new Health Care Reform will tremendously impact human resources. HR will communicate changes and how those changes will impact the college.

We are still having discussions with the district about the reorganization proposal, since we are still facing a budget deficit an evaluation is necessary.

NEW BUSINESS

Enrollment Management Plan 2013-2014

V. Rodriguez explained that our 2013-14 plan will continue to focus on how we can help more students complete their degrees, certificates, or prepare for transfer. We are relying on an enrollment management philosophy that is adaptable and flexible and we can adjust it as needed based on the situation. In addition, we anticipate that the State will soon begin to align some of the community college funding to student success measures.

V. Rodriguez provides a PowerPoint presentation to the committee titled Coastline Enrollment Management Plan 2013-14. During the slide titled 2013-2014 Budget Realities, it was reported that our FTES target will increase next year. However, other colleges have already begun increasing FTES and class offerings this year. Therefore, we may be competing for students with other Districts in the area.

The 1,000 FTES goal at the Le-Jao Center was removed from the Enrollment Management Plan because such changes would have made the site seem as a separate entity and not part of the main college. It was suggested that a more detailed discussion occur in PIEAC about this strategy.

L. Adrian notes that we need to have the discussion so that there are no inaccurate assumptions and/or confusion about the significance of Le-Jao becoming an official learning center.

The PowerPoint presentation can be obtained from the Office of the Vice President of Instruction and Student Services.

Instruction and Student Services Wing Plan

V. Rodriguez reported that an Instruction and Student Services Planning Council has been formed and their first meeting occurred on March 1, 2013. He requested representatives from senate leadership (Senate, President and Vice Presidents) and a representative from the Classified Senate. The planning council will allow managers from Instruction and Student Services to have important dialog with faculty and classified representative during the planning processes.

Financial Aid Reorganization

The financial aid reorganization plan continues to move forward. With this new process we will incur some additional expenses. However, the goal is to streamline some of the processes to help our students get their financial aid processed quickly and allow staff at the colleges to answer student questions. The district plan is that the verification process would be outsourced and we would incur additional cost for automatic disbursement payments. Furthermore, there is a need for a new financial aid technician position.

There is a need for total ongoing expense in the department of \$95,500.

Expand/Enhance Degree Completion

It is suggested that the library budget will be increased annually by \$5,000. There will be a one-time expense for instructional lab equipment of \$10,000 and \$7,000 for math software. Instructional and Student Services equipment maintenance will require an increase in ongoing expenses of \$6,000.

One (1) additional full-time faculty member will be requested for an ongoing expense of \$110,000 and there would be an ongoing expense of \$500,000 for part-time/overload.

These initiatives account for one-time expense of \$17,000 and an ongoing expense of \$710,000.

A.Holliday asks if the full-time faculty position would be a replacement position for a faculty member who retired, or if it would be a new faculty position.

V. Rodriguez responds that the request is for a new full-time faculty position

Increase Telecourse Student Success and Completion

There has been considerable discussion about the plan in enrollment management to increase the number of students in the incarcerated program. We will need to add a full-time A&R Technician II to help with the increase in number of students.

The position will have an ongoing expense of \$63,000.

Ongoing printing budget increase of \$23,000.

Distance Learning hourly staff will have an ongoing expense of \$25,000.

There is a critical need for over-time in the Distance Learning department during the winter break to help faculty with their mail from students. The over-time will create an ongoing expense of \$4,000.

We need to invest in updating our telecourse videos and make our courses relevant. L. Adrian notes that the incarcerated students are important to the college and we have an obligation to provide them with quality education. The telecourse update will create an ongoing expense of \$50,000.

These initiatives represent a total ongoing expense of \$165,000.

Increase Student Success and Services

There is \$430,000 that is being spent annually on Title III, supplemental instruction, tutoring, student success coordinator, and SSC courses. In a few years we will need to figure out how we are going to pay for these out of our budget.

Darian Aistrich informs the committee that the final year for Title III is 2015.

We need to implement two (2) full-time A&R Technicians for Degree Works, which would create an ongoing expense of \$145,210. These two (2) positions are tied in with student success initiatives.

We are going to need more technicians to evaluate transcripts for counselors. We currently have two (2) employees who are working out-of-class to help with new projects. The two (2) employees need to be placed at their appropriate level and we will incur an ongoing cost of \$9,800.

The district wants to extend the time when students can apply to the college. To comply with the district date expansion A&R will need additional staff for registration, which will create an ongoing expense of \$25,000.

The Veterans Center is continuing to grow and we need to provide them with counseling services. The increase in part-time counseling hours will create an ongoing expense of \$50,000.

The total ongoing expense would be \$230,000 and the total future ongoing expense would be \$430,000.

Expand Assessment & Placement Services

We need to build placement testing as part of the Student Success Taskforce initiative. We have Distance Education faculty that have students every semester who have difficulty securing placement appointments. We will incur an ongoing cost of \$64,000 for a full-time Guidance Assistant to allow for extra placement testing.

The center will need to be open during the evening and on weekends, which will incur a one-time cost of \$9,000.

During the evening and weekends when the center is open security must be present at a one-time expense of \$15,000.

We will need funds for the increase in placement tests (actual testing materials) for an ongoing cost of \$8,000. CAPP programming will need to update the tests for a one-time expense of \$4,000.

The total one-time expense would be \$28,000 and the total ongoing expense would be \$72,000.

Matriculation and Student Services

We need to update the college online orientation, online student orientation, incarcerated student orientation DVD, Contract Education, and Distance Learning Readiness for a one-time cost of \$18,000.

Professional Development

The Professional Development Committee has a list of workshops such as the Summer Institute and the All-College meeting, as well as a plan for how they would spend the requested \$35,000.

We need to look at restoring the budget for faculty training, staff training, conferences, and travel for an ongoing expense of \$20,000.

We will need staff to coordinate professional development activities and workshops, which will incur an ongoing cost of \$20,000.

The total for the ongoing expense would be \$75,000.

EOPS/CalWorks Director/Coordinator

We need to consider that at some point we may not continue to receive the waiver from the state that allows us to have our Dean of Counseling serve as the EOPS and CalWorks

Director/Coordinator. We are recommending hiring an EOPS Director/Coordinator at a cost of \$62,000 (general fund 51%, EOPS 34%, CalWorks 15%).

Outreach & Inreach (new and current students)

A variety of programs and services have been proposed to increase outreach to prospective future students and inreach to current students.

Funds will be needed to support outreach events such as SOAR testing, which will incur a one-time cost of \$15,000.

Marketing materials will be needed with a one-time cost of \$7,500.

Students will need support for placement in internships. Therefore the hourly budget will need to be increased by \$10,000.

The instructional discipline website needs to be updated for a one-time cost of \$20,000.

The Veterans Resource Centers need four (4) part-time employees at 19.5 hours per week for an ongoing expense of \$75,000.

A Student Life Advisor is needed to coordinate student activities for an ongoing expense of \$75,000.

We need to have funding available for guest speakers to support a variety of requests from programs and disciplines for a one-time expense of \$7,500.

The total one-time expense would be \$88,000 and the total ongoing expense would be \$150,000.

Transfer Center Upgrade

We need to replace some computers for students and incur a one-time expense of \$3,000.

Additional software is needed at an expense of \$1,000.

The Transfer Center needs to increase their publication materials available to students for an ongoing expense of \$1,000. The STAR program and other cohorts would like to provide field trips for students to universities for an ongoing expense of \$4,000. The Transfer Center is in

need of bookcases, desks, and a few shelves, which would create a one-time cost of \$6,000. The total on-time expense would be \$9,000 and the total ongoing expense would be \$6,000.

Expand Computer and Technology Resource

Some of the items listed under this initiative may be able to be funded through Measure M and possibly removed from the Instruction and Student Services Wing Plan.

Full-time faculty computers need to be replaced for a one-time cost of \$80,000.

Faculty and staff need mobile computing devices for a one-time cost of \$80,000.

Admissions & Records has a few computers that need to be replaced for a one-time cost of \$16,000 and printer replacement for an additional expense of \$6,000.

Printers and scanners are needed in counseling and assessment at a one-time cost of \$12,500.

The total for one-time expense would be \$194,000.

Federal, State, Professional Organizations

Departments have requested funds to obtain institutional memberships, which will have a one-time expense of \$10,000.

Coastline Community College 2013-2014 Budget Request

C. Nguyen reported that the Accreditation Annual Dues are projected as the same amount as last time, since we have not received an invoice at this time we don't know what the actual cost will be.

Six years ago there was a request to allocate \$5,000 for five (5) consecutive years to support library services for a total of \$25,000. We have reached the total amount requested for the library and will continue to fund the same amount.

In order to address our current Xerox lease we will need \$85,000. OLIT is the only facility that is currently being leased, which provides us with a savings of \$427,541. For Health and Safety we are asking for the same amount as last year of \$2,000. Student insurance will remain the same at \$29,821. Merchant fee is a fee that we get charged by the bank for credit card transactions for a cost of \$125,000. Publications and class schedules will have an expense of \$69,000. Postage prices have gone up significantly and will incur a cost of \$60,000. SMA/Pitney Bowes is the machine that is downstairs and will remain the same at \$11,857. Terra Mark provides a secure environment for Seaport for \$60,000. The \$1,000,000 in the utilities budget is currently an estimate due to the new Newport Beach Center. Payment for Le-Joa Student Parking is \$75,000. The total ongoing cost request is \$1,717,598.

IT requests are not being listed at this time in hopes that we receive the funds from Measure M. Those items are software upgrade/replacement, computer replacement, AV upgrade/replacement, printer replacement, and networking infrastructure. If we don't receive funds from Measure M for the projects listed, we will need to add the IT needs to the wing plan and revisit the request.

Administrative Wing Plan

C. Nguyen reported that all requests originated from the Program Review document. The Administrative Services Wing Council met with senate leadership, classified leadership, and invited a student who was not able to attend to prioritize requests based on what was linked to the college's goals. Health and Safety was added as a new component.

Staffing Request

We are requesting two (2) custodians, one (1) utility worker, eight (8) security officers, one (1) accounting position, and one (1) staff aide position.

The reason for the request of eight (8) security officers is that we currently do not have coverage at any of our sites from 8 a.m. to 5 p.m. The eight (8) security officers would allow for two (2) officers at each site for the morning and night shift.

The requested accounting position will be to support the search of additional revenue streams.

C. Nguyen has asked the district to do an evidence search on what employees we need based on industry standards.

The total for staffing need is \$419,000

Operational Services

Emergency preparedness will receive \$30,000 from which \$10,000 will be used for communication systems. This is being reported as an informative item and no funds are being requested at this time. The district has released close to \$300,000 for emergency preparedness and will fund this request.

Facilities Maintenance

We need \$140,000 to look into replacing the carpet at our sites to reduce the liability from people tripping on the carpet. We are requesting a \$4,000 panic alarm with a fall feature for our custodian who works alone during the night shift.

IT Initiatives

We are looking at Measure M to fund our initiatives and we will know by March 8th what exactly Measure M will cover. Items that are not covered by Measure M will be reported back to the committee and discussed.

PR Funds

Michelle Ma reported that there is an additional request for PR funds due to the increase in students. The \$45,000 requested will be used for advertising, view book, social media, and small give away items at events. The request does not duplicate with the request listed in the Instruction and Student Services Wing Plan. The request ties into the technology plan, but is not to be considered part of their plan.

CARRY-OVER ITEMS:

- Review of the \$1, 500, 000 for the Seaport Course Management System budget request
- February 20, 2013 minutes

NEXT MEETING:

April 3, 2013 / 1:30 p.m. to 3:30 p.m. / 4th Floor Conference Room / College Center

ADJOURN

There being no further business, the meeting adjourned at 4:07 p.m.