

# PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)



April 10, 2013

College Center / Fourth Floor Conference Room

## Minutes

Present	Member	Present	Member	Present	Member	Present	Member
	L. Adrian	X	S. Gonzalez	X	C. Leon		C. Ryan
X	C. Arellano	X	P. Gutierrez		R. Lockwood	X	J. Sanchez
X	G. Berggren	X	A. Holliday		V. Lopez	X	C. Stewart
X	T. Boehler	X	D. Jones		A. Maciel	X	M. Warner
X	E. Caluag	X	N. Jones	X	C. Nguyen		R.J. Watters
X	R. Covert	X	B. Kerwin	X	V. Rodriguez		M. Wild
X	M. Fry	x	L. Kuntzman	x	H. Rothgeb	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. Pedro Gutierrez called the meeting to order at 1:35 p.m. in the 4<sup>th</sup> Floor Conference Room of the College Center.

The following guests were in attendance: Andreea Serban, Darian Aistrich, Jim Ruhle, Sylvia Amito'elau, Meg Yanalunas, Richard Patterson, Michael Bach, Maribeth Daniel, Dave Thompson and Noha Kabaji. Mabubur Khan, Bob Nash

### **AGENDA:**

Ann Holliday moved to adopt the agenda (second, Cheryl Stewart).

Co-Chair, Dr. Vince Rodriguez, moved to add an agenda item: IT Reorganization to the top of the agenda. (second, Ann Holliday).

The agenda with the addition of the IT Reorganization item was approved. MSU

## **NEW BUSINESS:**

### **Information Technology Presentation**

Dr. Andreea Serban, Vice Chancellor of Educational Services and Technology distributed handouts to the committee of an Information Technology (IT) structure chart dated 2011-2012 (handout #1), the new IT structure chart effective 7/1/13 (handout #2) and the Reorganization of Information Technology across the District document dated April 8, 2013 (handout #3). Dr. Serban reported on the district-wide restructure of IT. The purpose of the reorganization is to make the district a more efficient organization and maximize the use of resources. Dr. Serban encouraged committee members to communicate any additional questions to the committee co-chairs, Pedro Gutierrez or Vince Rodriguez, since there may not be enough time to answer all questions

Dr. Serban introduced Richard Patterson, current Administrative Director of District Information Services to the committee. In the new structure Richard will be the Lead Director of Information Technology.

Prop 30 brought temporary relief from continuous budget cuts; in the long run the district needs a significant infusion of funding to expand the current IT organization. Because of the history of our organization, for the most part, the colleges have worked independently with each college having their own IT structure.

Handout #2, the chart has fewer boxes because there will be fewer job classifications. There are currently 97 classified positions spread over 35 different job titles. The idea of this consolidation is to pull together from the four sites and build a group of people to support all technology needs. Consolidation doesn't mean that all IT staff will be located at the district office. There will be IT staff at each site to provide the necessary support to faculty and staff. Over time, the district would like to train the technicians to help at all four sites and combine core IT functions.

New job descriptions are being developed and will be finalized in May. Handout #2 doesn't show salary placement or the number of positions for each job title. If for some reason a staff members' new job classification is a lower paying position, then they will be "Y" rated in the salary structure.

Anthony Maciel will continue to be located at Coastline Community College (CCC) and Golden West College (GWC) as the district wants the transition to be as smooth as possible. Once a new supervisor (middle level management) has been hired and in place for a while, Anthony will be less on site.

In 2013-14, should any staff have gaps in their ability to perform the job according to the new job descriptions, training will be provided. Managers will work out a transition plan to help staff reach the new level by the end of 2013-14.

Representatives from each site will be involved in the district-wide planning process as there are still steps to come that need to be worked out.

Vince Rodriguez opened the forum to questions.

Cheryl Stewart had several questions for Dr. Serban. How is the reorganization going to be funded? Once it's implemented, will the district pay or will the district take the money from the top of Coastline's allocation? What is that model going to look like? Dr. Serban responded that the three new management positions are still being worked out. The district funded a DegreeWorks management position by using a vacant position at the district and is looking at other existing vacancies to fund the three additional management positions, but there isn't an answer yet.

Cheryl Stewart asked if there is going to be an ongoing evaluation of this process, to verify that it is efficient and that it's not having a negative impact on the campuses. The district plans to develop a number of matrices, indicators and service level agreements that will be part of the district program review. The district will also implement a district-wide Help Desk system to keep track of how efficient and effective we are. The same people providing support now will be the same people providing support moving forward.

Nancy Jones expressed a concern regarding the need for more communication and collaboration between the district and the colleges for future projects as each college has very unique needs. Dr. Serban stated that each college has representatives that are part of the District IT committee.

Gayle Berggren shared that Coastline would like to continue to have the same kind of communication and support during IT crises. Dr. Serban stated that the college will continue to have a supervisor on site to provide assistance to the specific needs of the college.

Bill Kerwin referenced handout #3 and wanted to know if the analyses related to the present, as the studies were dated in 2011? Dr. Serban stated many studies were done and completed.

Ann Holliday asked if the district will support innovative advances for our students. When Coastline wants to implement something new, will the district make Coastline wait until the other colleges are onboard? Dr. Serban stated she could not answer for past practice as she wasn't with the district at that time. The district doesn't want to fall behind in technology. We will need to establish a prioritization system in the district structure as we move forward. The district will need to determine what we can afford and how we will implement it.

Christine Nguyen expressed a concern as Coastline plans for the 2013-14 budget, not knowing the impact of the reorganization and how the cost of the three new management positions will impact our budget. Also for 2013-14, will there be a charge back from the district for the salaries from these three positions? Timing is of the essence as we prepare the budget. Dr. Serban stated she doesn't know at this time but will have an answer by the end of April.

Vince Rodriguez stated that today, we will be prioritizing requests for the budget next year. Funding for a new management position is very critical.

Dr. Serban ended the question and answer portion of the meeting as she had to leave for a meeting at GWC.

## **Debrief of Information Technology Presentation**

Ted Boehler wanted to know what the cost implications would be for Coastline.

Dan Jones stated that the district should have been looking at our infrastructure of operations and how we do things as there are a lot of differences between the colleges that need to be addressed.

Bill Kerwin stated his concern in reference to the handout #3 that showed an analysis of the districts technology system in the middle or late 2011. We are now in early 2013 and it's a holistic summary but no analysis that the campuses have been called for detail.

Vince Rodriguez stated that the Chancellor expressed at a meeting, that he would like the level of technology to be better than it is now for Coast Community College District. Generally, when we talk about reorganization at the college level, we move things around and save money in the end. Per the Chancellor, this is not to save money. He also stated it is important for us to communicate with one another and especially in the Distance Learning Technology Committee, the Voyager Team and other groups. The committee members will have a larger role in sharing the information so it is disseminated to the Academic Senate and other college constituency groups. We need to make sure we are all in the loop as to what is happening.

Helen Rothgeb stated that we will see cost savings down the road because we will not be supporting four systems.

Dave Thompson shared that his department has had greater productivity over the past eight months. They have been working with the IT staff here at Coastline and everything is working great. Going to the district model, will we go back to the end of the line? How is the model going to work? How will our needs and priorities be ranked?

Vince Rodriguez stated from a planning perspective, we want to make sure that the representatives from Coastline are not just from IT but are representatives from many areas of the college and have enough breath to really have the concerns of the college in mind. The key for us is to know what the representation is on the committee and for it to be broad enough that we feel comfortable.

Ann Holliday would like a report at the next meeting. The committee would like to know the costs associated with the IT reorganization.

### **ONGOING BUSINESS:**

### **WING UPDATES**

Christine Nguyen stated that Coastline submitted the Request for Proposal (RFP) for both the North and the South One-Stop Centers. The county will no longer award both centers to the same provider and we were recommended for the North Center. Coastline would transition the South Center to the new provider, which is ResCare, by July 1<sup>st</sup>. The recommendation for funding for the North is not going forward to the Orange County Board of Supervisors for their approval until May 7<sup>th</sup>. For this reason,

based on the current CFCE contract, Coastline will have to issue layoff notices to all One-Stop employees as they are all funded by the grant. The grant ends on June 30, 2013 and Coastline cannot afford to carry any of the staff from those operations onto the general fund beyond June 30<sup>th</sup>.

Christine stated that she and Helen Rothgeb have been working closely with District Human Resources and they went out to the sites to notify the staff. If Coastline doesn't get the recommendation for funding, all staff will be laid off. The resolution to layoff is going to the April 17<sup>th</sup> board and letters will be mailed out the following day. Any accrued vacation will be covered by the grant. Helen Rothgeb and Lois Wilkerson will be working closely with the staff at those sites.

Coastline is negotiating with the county and putting together a staffing plan for the North Center. We have been asked to review and update all of the job specifications to reflect the scope of services and performance as required by the new grant. With the new job specifications, staff will have an opportunity to apply for the positions. However, there will still be a staff reduction.

The contract will be 3.1 million for the North Center.

### **Accreditation Update**

Coastline should be receiving the accreditation written report from the Accrediting Commission for Community and Junior Colleges (ACCJC) within the next two-weeks. Coastline will have time to review it and respond back on factual corrections only. Overall, Coastline did very well through the accreditation process. Nothing was a surprise and the biggest problems are at the district level. Good job team. The committee gave a round of applause to Gayle Berggren.

Vince Rodriguez reported that he attended the Chief Instructional Officer (CIO) Conference last week. At the conference, ACCJC discussed revising the accreditation standards. They are envisioning that there will still be four standards, similar to what they have now. However, the Commission will focus on getting rid of redundancy. During the conference, Dr. Barbara Beno, President of the (ACCJC) is very adamant about the difference between institutional standards, benchmarks and goals. She described a standard is the low threshold that college agree they will not drop below. However, benchmarks or goals are measures the colleges aspire to achieve.

Vince Rodriguez reported that Dr. Barry Russell, Vice Chancellor of Academic Affairs, from the State Chancellor's Office stressed at the conference that repeatability is gone, with only a few exceptions.

### **ECHS**

Ann Holliday asked about the status of Early College High School. Vince Rodriguez talked with Dr. Charles Hinman, Assistance Superintendent Secondary Education of Newport Mesa Unified School District, regarding classes and he indicated that it's not going as easy as they thought it would. Vince V. Rodriguez expressed the need to have a decision within the next couple of weeks. He asked if they are looking for a long term agreement, a one year agreement, or is there some other type of our agreement that needs to be discussed. NMUSD does have another college in mind, but they are not sure they are comfortable about going with them. NMUSD will get back to us next week.

## **SLO**

Gayle Berggren reported that the Academic Standards Committee will meet on April 16. The committee will be discussing the eight (8) Institutional Learning Outcomes/Core Degree Outcomes and determine if any should be added or removed. The committee will also consider whether to remove ISLOs from courses. There will be a discussion regarding the SLO score card and how we plan to meet the 80% benchmark achievement level and what type of faculty training will be needed. Gayle Berggren met with Dave Thompson and Sohair Zaki to discuss how to administer the Administrative Unit Outcomes.

## **NEW BUSINESS**

### **BUDGET ALLOCATION REQUESTS**

#### **President's Wing Budget Request**

The President is asking for \$25,000 for Staff Development which includes the fall and spring workshops. (This request was later withdrawn during the budget request from the Instruction and Student Services Wing.)

The President is requesting \$25,000 for the Master Plan Initiatives and she would like to work with the Academic Senate and the Academic Standards Committee on how we can promote innovation.

#### **Administrative Services Budget Request**

Christine Nguyen expressed appreciation to Jorge Sanchez for presenting and reviewing the prioritization allocation rubric with the committee during the prior PIEAC meeting. The committee was asked to take a final review to see if any changes need to be made before it's deployed from Survey Monkey.

Christine Nguyen went through the Administrative Services Wing budget requests bringing clarification for each request to the committee.

#### **Instruction and Student Services Budget Request**

Vince Rodriguez distributed the resource allocation proposal forms to the committee. These were completed and numbered to give the committee evidence to support each request. Vince went through the additional requests from the wings providing specific clarifications on a few areas.

The first three items are part of the reorganization and process change for Financial Aid. Long term, we do anticipate that the reorganization will improve processes by expediting student verification, due diligence, and disbursement of funds.

Under Expand/Enhance Degree Completion on the handout, Vince recommended that we continue to increase the library budget annually by \$5,000.

Vince Rodriguez indicated that if we are going to grow the size of the college, we need to increase our part-time and overload budget.

In reference to item, 2-06, the request for an additional full-time faculty member. Ann Holliday asked if the full-time faculty position would be in addition to any replacements from full-time faculty retirements. Vince Rodriguez stated that the district is the one who directs our ability to hire new faculty when full-time faculty members retire. However our President supports the concept of increasing the number of full-time faculty members at Coastline.

Under Professional Development, Christine Nguyen recommended that \$35,000 replace the President's Staff Development request of \$25,000. Bob Nash, Associate Dean of Distance Learning will come back to the committee if additional funds are needed.

Cheryl Stewart shared that as the chair for the Professional Development Institute which administers the money for full-time faculty and faculty with 7.5 LHE or greater, the PDI committee increased the amount of funds available for each faculty member to use to attend conferences or workshops to \$1,000.00 for 2013-14. She expressed the difficulty for faculty to find funding to attend conferences to enhance their professional development. The committee suggested that the College should fund developing expertise in governance, technology, and pedagogy.

The total request from Instruction and Student Services is approximately \$2 million.

Christine Nguyen recommended that we refer all technology items to the technology committee to be prioritized since those items are likely to be funded with Measure M funds. The committee agreed.

Jorge Sanchez will redesign the survey into a simpler form and the link will be deployed on Friday. The survey will need to be completed by Wednesday at 11:00 a.m. Christine Nguyen and Vince Rodriguez will email the committee only the items that will need to be scored.

#### **COMMITTEE MEMBERSHIP**

Darian Aistrich is replacing classified representative, Isaiah Aguilar on the committee.

#### **NEXT MEETING**

April 17, 2013 / 1:30 p.m. to 3:30 p.m.

#### **ADJOURN**

There being no further business, the meeting adjourned at 4:35 p.m.