

PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)



May 1, 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	D. Aistrich	X	P. Gutierrez	X	R. Lockwood	X	J. Sanchez
X	C. Arellano	X	A. Holliday	X	V. Lopez	X	C. Stewart
X	G. Berggren	X	D. Jones		A. Maciel	X	M. Warner
X	T. Boehler	X	N. Jones	X	C. Nguyen		R.J. Watters
X	E. Caluag	X	B. Kerwin	X	V. Rodriguez		M. Wild
X	R. Covert	X	L. Kuntzman		H. Rothgeb	X	L. Wilkerson
X	M. Fry						

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 1:37 p.m. in the 4th Floor Conference Room of the College Center.

AGENDA:

The distributed agenda was approved with the addition of:

- Measure M Prioritization

MINUTES:

On a motion by Gayle Berggren and seconded by Bob Covert, the committee approved the revised Minutes of the March 20, 2013 meeting with the following changes:

- Page 2: Edits made by Gayle Berggren to the ISLO paragraph.

Motion carried with the following vote:

Yes: Twenty-two (22)

No: None

Abstention: One (1)

ONGOING BUSINESS:

WING UPDATES:

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, reported that we received the confidential External Evaluation Report from ACCJC. The report is currently being reviewed by himself, Christine Nguyen, Dr. Lori Adrian, and Dr. Gayle Berggren for accuracy.

Newport Mesa Unified School District (NMUSD) informed V. Rodriguez that they are not ready to make a commitment to the Early College High School (ECHS) agreement at this time. NMUSD is currently exploring all options for college classes for the ECHS students. We hope to have an answer from them by our next meeting on May 15th.

V. Rodriguez informed the committee that he had a conversation with Dr. Andrew Jones, Chancellor, regarding Coastline's incarcerated students. The Chancellor asked that V. Rodriguez convey to Coastline that he sees the incarcerated students as valuable and important.

V. Rodriguez thanked everyone for making the scholarship event a great success and reminds everyone that our next large event is the graduation ceremony on May 18th.

Christine Nguyen, Vice President of Administrative Services, will be presenting 3 options to the Board of Trustee in closed session to mitigate the Newport Beach Center's glare issues with the Newport Crest homeowners.

Option 1, to install the window filming for the entire West-facing facade. The maintenance cost for this option for every five years would be \$200,000 for the film and an additional \$40,000 to \$50,000 for the removal of the old tinted film.

Option 2, which is recommended by our architect, is to install the rolling shades for the highly impacted area, specifically where the atrium area is currently for our student gathering space. This option will cost \$670,000.

The rolling shades would be used only during the months that there is a glare issue. The shades would be able to be rolled up during the months that there is no glare on the neighboring homes, allowing for preservation of the material. The life expectancy of the shades is five years. The cost to replace the material every five years is close to \$25,000.

Option 3, is to install the rolling shades for the entire West-facing facade. The cost for this is \$980,000. The replacement cost is expected to be at \$50,000 for every 5 years.

The Homeowners Association indicated that they prefer Option 3, since it is the only option that will reduce the glare by 90%.

The One-Stop Center is due to go to the Orange County Board of Supervisors for approval of the recommendation to grant Coastline the funding to operate the North location, currently located in the city of Westminster. The Irvine center will have a new operator by July 1, 2013.

The RFP for Seaport has been advertised and to be implemented in phases. The first phase is for someone to come in and look at all the coding for our Learning Management System. The Technology Committee will go through the selection process and provide a recommendation to the Board by June 18th

Phase three of the Reorganization Proposal has been presented at College Council and at the Academic Senate. C. Nguyen will present the phase three proposal to the PIEAC during the May 15th meeting.

NEW BUSINESS

SAO

Dr. Gayle Berggren provided the committee with a handout titled *Draft 4/28/13 Sample Service Area Outcomes (SAOs) that Link to College Strategic Plans* with discussion notes being included in the last page.

On page 7-8 the handout provides provisos and notes regarding Service Area Outcomes. We need to have student support services outcomes, learning resources outcomes, and administrative services outcomes. We need to start working on this right away so we may show progress the next year.

G. Berggren met with Dave Thompson and Sohair Zaki to discuss having an SAO assessment embedded in Seaport in similar to the manner that faculty reports their course, program, and institutional outcomes. This would help each department by eliminating the need to create a survey and request yearly measurements. The goal is for the embedded assessment to link to a scorecard that would then be presented to the PIEAC once a year.

D. Thompson has been developing a survey to go into our Seaport courses for our faculty to ask their students questions from time to time.

G. Berggren will present the concept to the Academic Senate and to the Classified Senate at their next meeting.

V. Rodriguez noted that the committee agrees with the concept and it needs to be a priority.

Handouts can be obtained from Dr. Gayle Berggren's office.

Budget Committee Funding

Christine Nguyen, Vice President of Administrative Services, provided the committee with a spreadsheet titled *PIEAC Funding Requests – FY 13/14*. The spreadsheet notes that the Budget Committee has approved \$582,000 of the requests. The Budget Committee is requesting that PIEAC reduce their funding requests by \$253,374.

C. Nguyen reported that Administrative Services reduced costs by eliminating the request of five part-time security officers and two custodians.

V. Rodriguez reported that Instruction and Student Services reduced costs in requests for:

- Part-time counseling support, since we are hiring a full-time counselor.
- Update telecourse video lessons, orientation, and help aid materials and request that Coast Learning Systems fund the request out of their budget.
- Locate funds from a different source for Service Equipment Maintenance.
- Counseling, assessment weekend and overtime pay. We will have staff added through the reorganization process.
- Faculty/ Staff Conference and Travel
- Master Plan Initiatives
- Weekend/Evening Security can be eliminated since we are not expanding counseling and assessment hours.
- Institutional Memberships
- Lockers and Furniture

An additional (new) full-time faculty position cannot be funded at this time, since we cannot commit to any on-going expenses. At this time we can only fund increases in part-time and overload with one-time funds.

On a motion by Lois Wilkerson and seconded by Ann Holliday, the committee approved the President's Cabinet recommendation line items on the distributed handout.

Motion carried with the following vote:

Yes: Twenty-one (21)

No: None (0)

Abstention: None (0)

Handouts can be obtained from the Administrative Services Office.

Measure M Prioritization

Dan Jones provided the committee with a spreadsheet titled *Coastline Technology Project Initiatives*. D. Jones reported that the handout shows the results of voting from the Technology Committee in regards to Measure M funding proposals.

Priority number one on the handout for the Technology Committee was Computer Replacement and their second top priority was Data Center Infrastructure Equipment.

There was considerable discussion from the committee regarding how unclear the spreadsheet was and how they would like for the Technology Committee to weigh all proposals by sequence of importance.

On a motion by Lois Wilkerson and seconded by Ann Holliday, the committee recommends that the Technology Committee weigh all proposals by sequence of importance.

Motion carried with the following vote:

Yes: Twenty-one (21)

No: None (0)

Abstention: None (0)

Handouts can be obtained from the Technology Office

Title III

Title III was willing to match the funding put forth for Master Plan Implementation (MPI) projects. The funding was removed entirely by the President's Council, thus Title III offered to still put funds forth for Title III focused mini-grants for administrator, faculty, and staff.

Title III will fund \$5,000 for a Title III focused Fall All-College Workshop

Membership for the Planning Budget Process Evaluation Task Force

Dr. Vince Rodriguez, Vice President of Instruction and Student Services, notes that the committee needs to evaluate the budget process in a smaller group to be able to make concise recommendations.

V. Rodriguez will convene the Planning Budget Process Evaluation Task Force and asks the committee for volunteers.

Volunteers by show of hands:

Cheryl Stewart, Nancy Jones, Elizabeth Caluag, Christine Nguyen, Ann Holliday, Robert Covert, Linda Kuntzman, Darian Aistrich, Vinicio Lopez, Christina Arellano, and Jorge Sanchez.

Ann Holliday volunteered Frederick Lockwood.

Cristina Arellano requests that classified members from Program Review and from the Budget Committee be invited to participate in the planning task force. C. Arellano volunteered classified staff, Helen Ward and Maribeth Daniels.

Nancy Ramirez will send out a Doodle Survey to those that volunteered to schedule a meeting.

MAJOR AGENDA ITEMS FOR MAY 1, 2013 MEETING:

- Reorganization
- Technology Project Initiatives
- Temporary Employees

NEW BUSINESS:

NEXT MEETING:

May 15, 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 3:55 p.m.