

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
REGULAR BOARD MEETING**

**Minutes**

**November 10, 2022**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on October 20, 2022, in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:10 a.m. by Suzie Swartz.

<u>Present Members</u>	<u>Other</u>			
Suzie Swartz	Brian Dozer	James Newton	Lewis Zuluaga	Daniel Liang
Bonnie Castrey	J. S. Coke	Grant Litfin	James Piccola	Nikhita Iyer
Lauren Brooks	Sesar Morfin	Lisa Snowden	Krista Ganga	Sarah Liang
	Debbie Ludwig	Kim Thomason	Mike Gentile	Karthik Swaminathan
	Rocky Murray	Siteria Edwards	Lynn Stewart	Ryan Biglou
	Ulises Garcia	Hasan Asrar	Kolby Falco	

**CLOSED SESSION**                      There was nothing to report out of closed session. Open session convened at 9:41 a.m.

**ADOPTION OF AGENDA**                      It was moved by Member Carey, seconded by Member Brooks, to adopt the agenda with item 27, CyberForward presentation, moved before Information Items. Motion carried 3-0.

**CYBERFORWARD PRESENTATION**                      Brian Dozer welcomed our partners at CyberForward. They presented information to the Board about our partnership, the CyberForward program, what they are teaching our students, and the internship opportunities they have provided. This partnership and program have had a tremendous impact on our students.

**SUPERINTENDENT'S REPORT**                      Dr. Dozer shared that we received word from Irvine Valley College that there has been a change at the UCs regarding articulation, and they are not going to cancel existing articulation agreements. We expect Saddleback College will follow suit but are waiting to confirm that. This is very good news for our students.

This past month our emergency preparedness training with Business Emergency Response Teams (BERT) expanded to include our entire staff and teachers. Earlier this week, we spent a morning working on tabletop exercises to address how we should approach various emergency situations, such as a Santa Ana wind event that causes widespread damage and power outages and a 6.0 earthquake that hits Orange County. At the end of the month, we will be holding drills for all employees working at the Presidio site to see this work in action.

On October 25, we held the "Changing the Narrative" webinar and had over 100 students in attendance. The webinar, which focused on ROP and CTE students using their experiences in their college essays to set them apart, was hosted by a former career specialist, an application reader at UCI, and admissions representatives from

Johns Hopkins University and Stony Brook University. Dr. Dozer gave thanks to everyone who collaborated on the webinar.

Progress on our marketing plans continues. We are working on an integrated CTE Month plan in collaboration with each of our districts for February 2023. As part of this plan, Dr. Dozer will reach out to each district board for proclamations. We are finalizing a video plan for each school and are developing a new website.

Late last month, Dr. Dozer attended the second session of the ACSA New Superintendent's Seminar Series. This has proven to be a very valuable opportunity as it exposes him to many different areas of the position, shows him the challenges that districts face, and allows for great networking. At the last session, a big focus was on communication across the organization and in crisis situations.

We are developing plans to create and launch new courses for our students. We have had many discussions and moved so quickly on them that Dr. Dozer will be meeting with Educational Services after Thanksgiving to create a project management plan to ensure we meet our targets for launching classes such as supply chain management, entrepreneurship, a data analytics summer course, our adult career education offerings, and more.

Lastly, on Tuesday, November 8, he attended the Fall semester Medical Innovation, Research and Entrepreneurship presentations and celebration at University Lab Partners. The student presentations were creative, innovative, and very high quality. We will be hosting ULP and the students from the winning team at our December board meeting and will share their presentation at that time.

In conclusion, Dr. Dozer said it had been an adventurous, jam-packed, energizing nine months at Coastline ROP. He loves the work, the people, and the mission more every day. And thanked the Board for their continued guidance and support.

## **EDUCATIONAL SERVICES' REPORT**

On Monday, November 7, Coordinator James Piccola led the ROP staff in the Irvine Unified School District to participate in their College & Career Fair held at Woodbridge High School. Career Specialists Aaron Ruiz and Laurie Eberhard, Program Assistant Rachel Kreger, along with teachers Kathleen Rabbit, Tina Murphy, and Tom Misich were there to share about ROP opportunities.

Registration for spring after-bell classes begins on Monday, November 14, for grade 12, Wednesday, November 16, for grade 11, and Friday, November 18, for grades 9-10.

Our career specialists came together on Wednesday, October 26, for their fall collaboration and training. They shared best practices,

helped generate ideas for ongoing improvement, and received training on various other topics. I appreciate Krista Schweers-Ganga, James Piccola, and Rachel Kreger's leadership in the meeting in my absence.

**AB 361 – BROWN ACT  
AMENDMENT**

There was no action taken.

**BOARD MEETING  
DATE/TIME CHANGES**

There was no action taken.

**CONSENT CALENDAR**

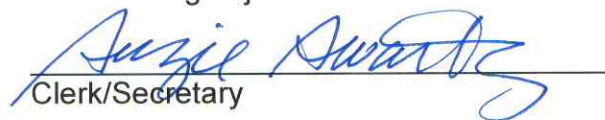
It was moved by Member Brooks, seconded by Member Carey, to approve the Consent Calendar as presented. Motion carried 3-0.

- Minutes from the October 20, 2022, Board of Trustees meeting
- Ratification of purchase order report ending October 31, 2022
- Ratification of check report ending October 31, 2022
- Coastline ROP labor market study translation and publishing quotes
- DocuSign agreement effective November 1, 2022 – October 31, 2025
- Purchase of anatomage tables
- CTE TEACH Site Memorandum of Understanding between the Colton-Redlands-Yucaipa Regional Occupational Program and Coastline ROP
- Memorandum of Understanding between Phantom Design and Coastline ROP
- Independent Contract Agreement between Coastline ROP and Dr. Brandee Ramirez
- Mission Viejo Chamber of Commerce membership renewal
- Inventory deletion report
- Personnel Register #4 – 2022-2023 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Approval/Ratification of the travel conference report

**ADJOURNMENT**

It was moved by Member Brooks, seconded by Member Carey, to adjourn the meeting. Motion carried 3-0.

The meeting adjourned at 10:22 a.m.

  
Clerk/Secretary