

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, February 16, 2016 • 1:30 p.m. – 2:30 p.m. • N-206

**Members:** Hsieh, Bell (absent), Hopkins, Ramsey, McMahon, Arancibia, Hubbard (absent), Allen, & Light

**Attendees:** Ornelas, Jacobson, Ascione, Irvin, & Miramontez

*McMahon called the meeting to order at 1:32 p.m.*

## A. Approval of the Agenda

Motion to approve made by Hsieh, seconded by Allen, and approved by all.

## B. Approval of Previous Minutes

Motion to approve February 9, 2016 minutes made by Hsieh, seconded by Ramsey, and approved by all.

## C. Guests/Introductions

McMahon recognized Irvin, Ascione, and Briele Warren (for Steve Quis).

## D. Updates from the Chancellor's Cabinet

Hsieh reported that due to the holidays there were no enrollment reports received at the Chancellor's Cabinet. She indicated that she would email out the report once she received it. In terms of accreditation, the District delineated the roles of the District and the College in the Self-Evaluation report. Vice Chancellor Neault is on the accreditation team to visit the Los Angeles Community College District, and has a lot of valuable insight for it. Neault is emulating the process to try to help the District. For each standard, Neault has a list that shows the standards along with other columns showing which standard is the College's primary responsibility, and which standard the District needs to take the secondary responsibility (if applicable). Miramar is trying to learn about this process from the District, who is currently going through the process. Hsieh communicated that this document will be sunshined and go to DGC for discussion and input.

For the on-campus Board of Trustees meeting on Thursday, February 18<sup>th</sup>, Hsieh encouraged everyone to take a few minutes and go to the Board Open Door Session from 3:30 p.m. – 4:00 p.m. in L-108. The College Promise will go to the Board, and outlines criteria, not necessarily the dollar amount. There will be two new programs coming from Miramar at this meeting: one is an Automotive certificate program, and the other is an EMT certificate program. Usually this goes through the Curriculum Committee and Hsieh does not see it, so she did not have any other details. Hopkins mentioned that Fire and EMT are going to be featured presentations during the Board meeting, so there may be questions. Hsieh asked for information to be provided to her to assist with any potential questions.

Hsieh mentioned that for the budget report, there is no new report, but the District is waiting for the P1 apportionment report as well as the recalculations for 2014-2015. At that time, the District will know if there will be extra money on the table to work with.

Hopkins asked if the FTES report that the President's Office has been sending out from the Chancellor's Cabinet is an estimate based on the number of sections and average FTES from the previous spring (2015). She was curious if there were any new reports since the census day on February 8<sup>th</sup>. Hsieh said that the reports are still projections, and do not reflect the actuals. Hopkins said she was wondering if the District was taking the numbers of sections as major estimates. Hsieh said that since she joined the College, this has always been the formula of calculations.

McMahon commented that at the Budget Council Planning meeting, Vice Chancellor Neault will bring an updated actual number as soon as the census results are calculated.

## **E. New Business**

### **1.) Allocation of Additional Continuous Discretionary Budget (Bell)**

In Bell's absence, there was no report.

### **2.) Update on Stockroom Operation: New Procedures for Ordering Supplies & Update on Filling the Vacant Position (Bell)**

McMahon mentioned that she would do her best to report in Bell's absence, and noted that there were two issues regarding the Stockroom that were important. One was the vacancy. There was an attempt to reclassify the position to a supervisory one, which failed, so now the process is back to filling the Stock Clerk I. This caused a delay, but the search process currently in progress, with an estimation of perhaps three or four weeks until being filled. The second issue was regarding the procedures for ordering supplies. McMahon said that to her understanding from her discussion with Bell, there are two different categories of supplies. One is for immediate instruction (for faculty), and these are available and stocked in the stockroom (for pick-up). The other category is considered to be office supplies, and these are to be requested through the Dean's Office of each school.

Arancibia asked that if once the stock clerk position is filled (in three to four weeks), the orders will return to the position. McMahon replied that they would not – this is an implementation of a new ordering process.

McMahon asked about the turnaround time, and Allen responded that every secretary was different, and there is also a minimum dollar amount per order. The deliveries could be anywhere from five working days to three weeks. McMahon inquired if there might be a facility for a storage for each school, and Allen said that another issue was that the secretaries left at 4:30 p.m. – 5:00 p.m., and the evening faculty do not have access to the supplies. Allen noted that these questions are being looked at and tackled as they surface. As long as the ones who are doing the work are included in the discussions (which they have been), there is continual progress.

Hsieh asked if this had something to do with the PeopleSoft implementation, and McMahon said that to her understanding, it was. A comprehensive stockpile list is currently being worked on.

Arancibia commented that when all of the supplies were locatable in one spot, the process was much easier, and that the turnaround time was excessive. Instructors will always take the route of, 'They'll purchase it themselves,' but in the end it does not help them out or the Classified staff.

Hsieh thanked Arancibia for bringing up the concern, and suggested that the item be brought back to the CEC for the questions to be discussed when Bell was present.

## **F. Old Business**

### **1.) Accreditation: Gaps Identified & Focused Quality Essays (Miramontez)**

Miramontez reported that the Steering Committee and Faculty Editor were working on all of the moving parts for the Self-Evaluation. They will have the second draft ready for the College on Friday, February 26<sup>th</sup>. The Committee currently needs help for anything outstanding to be put in as soon as possible.

Ramsey noted that his team was waiting on the District for Standard IV.C, and Miramontez confirmed.

McMahon asked about the three quality essay topics, and Miramontez said that they have come across two of the topics (outcomes assessment and governance assessment). They met with the CGC the previous week and had a productive conversation. The College governance will come up with an outline of responses and bring it to the next meeting. At that point, the Steering Committee will take over and work with the Faculty Editor to work out the essay response. This left a third quality essay topic – distance education, so the District is taking the lead on providing answers to the distance education questions, which will be fit into the standards.

Hsieh shared that the prior year, the former Academic Senate President had raised a question about the policies and procedures of the elimination of programs as part of program review. They did an extensive search and found that the District had a policy (or rather, a brief statement), but as of the current day there is no procedure in place. Hsieh had shared the status, and the Vice Chancellor of Instruction was supposed to develop the procedures. Mesa College has their own procedure, but the District does not have procedures currently in place. Hsieh had recommended not to touch the topic, because it deals with collective bargaining, which is outside of the College's discretion.

**2.) 2016 Planning Summit (Miramontez)**

Miramontez reported that March 11<sup>th</sup> is the date for the Planning Summit. The RSVP date is Friday, February 19<sup>th</sup>, and he had re-sent the reminder earlier that day. Miramontez encouraged responses to the email, and asked the CEC to please share the information with their respective constituency groups and chairs to get the word out for the RSVP.

Hsieh asked how many RSVPs there were as of that day, and Miramontez said he had not looked, and that Val Sacro had the information and numbers.

**3.) Performing Arts Center Capital Campaign (Ascione)**

Ascione reported that he had been meeting with the music department, and every year starting in the fall, they will be increasing music sections. At the moment, guitar is taking off, although finding rooms is another story. From there, they will work on promoting other instruments as well.

Ascione commented that in the evening, he will attend Neighborhood First Coalition meeting in the Mira Mesa community, and hopes to make a good connection to promote the College's current Performing Arts Center project. He indicated that he would report on this topic on a regular basis.

Hsieh said that a naming opportunity would also be available. The District had a policy in place that stated that if an individual donated 25% of the total cost of the construction, they could name the building/project.

Arancibia said that the two institutions that are most funded in the area of performing arts are theater and dance. Likewise, in terms of funding, the two most funded cultural arts are theater and dance. Arancibia recognized that they were focusing on music because it is less intensive in terms of funds, but he felt that it was also very important for theater to be considered, especially in a community sense. Ascione said that the College was going to have a theater, and Arancibia stressed the theater/drama component. Hsieh said that this was good information, and that they needed everyone to be able to help out. She noted that she would leave it in Ascione's hands to discuss further with Arancibia and to coordinate with the faculty.

**4.) Implementation of Cultural & Ethnic Diversity Plan (Hsieh, Hubbard, & Patacsil) ([attachment](#))**

Hsieh asked Irvin if he knew the status of the taskforce, and Irvin said that they had not yet met. No report was given.

**G. Place Holders**

**1.) February 2016 On-Campus Board Meeting Presentation Topic (Hopkins & McMahon)**

Hopkins asked for Ornelas to report on the item, as Ornelas had recently coordinated the Board meeting rehearsal. Ornelas reported that the group had spent a full hour determining exactly what the minutes were, and she felt that they were on track. She noted that the Fire Technology presentation especially was going to be very exciting, although they had to work out a few little details. The group plans to practice again right before the Board meeting. Hsieh thanked Ornelas and Hopkins.

## H. Reports

*(Please limit each following report to two minutes maximum. If you have any handouts, please email them to Briele Warren ahead of time to be included for distribution electronically.)*

- **Academic Senate**  
McMahon reported that the Academic Senate was holding their second meeting later that afternoon. She noted that they had a full agenda, but since two of the presenters will be gone, it may turn out to be not as packed.
- **Classified Senate**  
Allen shared that there was no report.
- **Associated Student Council**  
Light commented that the Associated Student Council would have training on Friday, February 19<sup>th</sup>, and that they are starting to plan for the Spring Fest (March 22<sup>nd</sup> & 23<sup>rd</sup>).
- **District Governance Council**  
McMahon reported that the District Governance Council would take place the following day, and believed that a one-hour presentation on Civitas would be given, with the regular meeting to follow.
- **District Strategic Planning Committee**  
McMahon commented that the date is still April 15<sup>th</sup>, and that they were on target for that.
- **Budget Planning and Development Committee**  
McMahon reported that next Budget Planning and Development Committee meeting would be March 2<sup>nd</sup>.
- **College Governance Committee**  
McMahon shared that the CGC meeting the previous week went well, and that they will work with the planning people on campus to work on the form for evaluation. She believed the next meeting would be held on March 8<sup>th</sup>.

## **Announcements**

Irvin made mention of an Associate Dean of Student Success and Equity position, and that he has thought about creating a student success center and taskforce to develop the SSSP and BSI use of funds.

Ramsey communicated the announcement of Irvin's acceptance of a promotional position in another District. Ramsey expressed his happiness with how Irvin has taken over the leadership of Student Success, Equity, and other programs. Irvin has built a good foundation, and Ramsey thanked him and wished him well. Ramsey said that the search committee will be announcing Irvin's position with a fairly aggressive timeline set to fill by the end of semester (hopefully April). Ramsey had a final meeting with committee that day to make sure that the details are to everyone's liking. The information will go for the President's approval before going to the District. He mentioned that the committee has a fairly good representation thanks to the efforts of McMahon and Hubbard.

Ramsey said that the College would not have an interim or acting Dean, and that they would go straight to permanent. He will keep everyone posted on the progress.

Hsieh thanked Ramsey for the shared information, and said that all communication would come from the VPSS office, as the position reports directly to the Vice President. Hsieh thanked Irvin for his incredible contributions to the campus.

Irvin responded that it has been a good ride, and that he appreciated the support of the FYE to bring some of those disproportionately impacted to light. Irvin complimented the solid team at the College.

Hsieh reminded the College that when the data becomes available to the State, they would only receive 40% as base funding – they have to earn the rest of the 60%.

Ramsey said there would be an appreciation gathering held for Irvin, and that the date would be released within the week.

Allen thanked Irvin for his leadership, and for always keeping everyone involved in the forefront.

McMahon made motion to adjourn the meeting, and Hsieh seconded.

## **I. Adjourn**

*Meeting adjourned at 2:14 p.m.*

### **\* San Diego Miramar College 2013 – 2019 Strategic Goals**

**Goal 1:** Provide educational programs and services that are responsive to change and support student learning and success.

**Goal 2:** Deliver educational programs and services in formats and at locations that meet student needs.

**Goal 3:** Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

**Goal 4:** Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

**Please see** <http://www.sdmiramar.edu/institution/plan> **for San Diego Miramar College 2013-2019 Strategic Plan.**

**As a courtesy, please let the College and Academic Senate Presidents know if you will be unable to attend the meeting.**