

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, December 8, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

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

**Attendees:** Ornelas, Jacobson (absent), Ascione (absent), Irvin, & Miramontez

*McMahon called the meeting to order at 1:30 p.m.*

## A. Approval of the Agenda

Motion to approve made by Bell, seconded by Hubbard, and approved by all.

## B. Approval of Previous Minutes

Motion to approve December 1, 2015 minutes made by Hsieh, seconded by Ramsey, and approved by all.

## C. Guests/Introductions

No guest introductions were made. McMahon commented that Warren is taking minutes in Quis' absence.

## D. Updates from the Chancellor's Cabinet

Hsieh reported on the Transfer Volume Report that had been distributed at the Chancellor's Cabinet. A deep analysis was made of course offerings and degree and transfer rates. Hsieh shared that the following week will focus on enrollment. She commented that the College is not doing very well on the 5-year trend, and that the other two colleges show an increase. Hsieh said that the original report will be provided to Hopkins, and that the Instructional Deans and VPI will need to engage with the Department Chairs and faculty to address the concerns of the report.

Hsieh then reported that as City College and CE have been involved in potential partnerships with Computers-2-Kids, the Chancellor had requested Mesa and Miramar College to engage in the same partnership. They are hoping for student internships, trainers to help people use the computers, and translators. Hsieh said she would connect Ornelas with Vice Chancellor Stephanie Bulger on the project.

Hsieh commented that there was no budget update, and that there was an ERP demonstration.

Lastly, Hsieh reported that faculty and administrator recruitment job fairs focusing on diversity will be held with the intent to recruit more diverse faculty members. The Miramar campus also tries to promote diversity in faculty, and the Chancellor wishes to send one representative from each college forward to attend a particular job fair in January. Hsieh thought that a Diversity Committee representative administrator would be excellent to represent the College, and asked if Irvin might be willing to attend. Irvin committed to attending.

## E. New Business

### 1.) 2015-16 Classified Hiring Prioritization (Bell)

Bell reported that at the conclusion of their program review, each division collects lists of Classified Staff to forward as potential hires should the resources become available. The lists are prioritized within each division, and provided to the Vice Presidents, who take the lists and look at them from a campus perspective and prioritize the four different lists into one campus-wide list. Bell explained that this process had been completed as of end of November. The Classified Senate was consulted, and the list had returned to the CEC for final approval.

Hubbard said that the Classified Senate had reviewed the previous week, and a couple of concerns had been expressed. One was the second priority of Athletic Equip Attendant for females – they thought it had already been filled. Bell said the position was vacant, and had been unfunded and deleted. Hubbard also asked about the Lab Tech position for Aviation and Diesel, as the Classified Staff were curious as to why Aviation was an Instructional Lab Tech and Diesel was an Instructional Assistant. They wondered if the positions should both be Lab Techs. Bell and Hopkins responded that the job descriptions were different. Hubbard inquired as to why Aviation has two Lab Techs while Diesel has none, and whether it should be moved up on the list. Ornelas responded that the position request is based on the courses in the Aviation Maintenance program. Currently, there is a 75% position in Diesel, and the departments are technically part of the same department, and share duties.

Hsieh asked for a consensus to bless the list, and there was no opposition. Hsieh thanked everyone engaged in the program review process.

**2.) Fall 2015 Faculty Hiring List (McMahon & Hopkins)**

McMahon reported that the Faculty Hiring List went to two very rigorous readings at the Academic Senate, and it had been approved. Hsieh asked about the position classified as a personal growth instructor's position. Hsieh is waiting for HR's final confirmation if it should be hired as a counselor position. She said she was okay with the list for now, but they will need to have the confirmation from HR if it is okay to list the counselor's position with 100% teaching assignment as a "Personal Growth" instructor. Either way, it will not change the ranking itself. McMahon added that the Personal Growth (PERG) position had gone through the ranking process as a classroom faculty position, using the same FTEF ratio criteria that all the other classroom faculty positions had gone through.

**F. Old Business**

**1.) Accreditation (Miramontez)**

Miramontez reported that the previous day, he and Laura Murphy had attended a District accreditation meeting. Some of the items that came out included a potential meeting between the Chancellor and Standard IV.D. Vice Chancellor Lynn Neault asked if there was a need to set up the meeting, and Miramontez stated that he was currently checking with Standard IV.D. for their feedback.

Miramontez shared that they had discussed a delineation of functions document, which delineates the College and District's array of operations. The College has the opportunity to provide feedback on it, as it will be going into their Self-Evaluation Report. This got sent out to respective individuals for feedback.

They had also talked about finalizing the District-wide governance framework presented to them.

Miramontez reported that at the College level, the steering committee had met with the faculty editor the previous day, and they had discussed the remainder of the accreditation process, and set milestones and how to move forward. The steering committee is working with the tri-chair teams, and Miramontez has also been meeting with his respective tri-chair teams, and the feedback has been helpful.

They are looking to have the second draft of the Self-Evaluation Report due to the College by February 26<sup>th</sup>, and the second Public Forum on March 25<sup>th</sup>.

Hsieh asked if Miramontez had received any feedback on the gaps. Miramontez responded that at this point they hadn't come across any significant gaps other than one in technology that they are discussing to bring up to the CEC in the spring. Hsieh commented that college governance is a gap that will also need to be addressed. Miramontez reminded everyone that when they bring gaps to the CEC for discussion, to know that they have a new section in the Self-Evaluation Report which is their quality focus essay. Hsieh said that her understanding was that the commission had decided that they will not focus on the previous recommendation, and only focus on the quality essay, so it is so important for the College to self-identify any gaps and formulate strategies to address the gaps immediately. Miramontez said that this made sense based on what he had also been hearing. Hsieh said that she heard that they will have a separate part when they evaluate the District (and not intertwine information between the College and the District). She expressed that she was not sure how it will pan out. For example, as a College, their financial section is interconnected with the District.

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

No update was given.

**3.) Implementation of Cultural & Ethnic Diversity Plan (Hsieh, Hubbard, & Patacsil)**

Hubbard said that their task force had not yet met.

**4.) Development of 2016 Flex Week (Hopkins & McMahon)**

Hopkins reported that she and Dan Igou had been working on the development of the spring Flex Week. They are hoping for five time blocks in the day (four days, Tuesday through Friday), and to work in the art of communication piece if they get it. They have a list of over a dozen sessions that involve use of technology, training in PeopleSoft, a PR/SLOAC presentation on quality program reviews, and a presentation on how to utilize

data and make it meaningful for program review. The sessions are already being listed on the faculty flex site. Their goal is to have the schedule and grid completed before they leave for the winter break. Hopkins mentioned that they want to have the Classified's input as well.

McMahon asked when they might have preliminary schedule, and Hopkins replied that they already have something, and that she would send it. The final schedule will be shown before the winter break.

Hopkins mentioned that for that Thursday during the Flex Week, they would like to do a video featuring the new hires. Hsieh said that this was also going to be sent to the District at the request of the Chancellor. Hsieh thanked Hopkins for working diligently with the flex coordinator.

Miramontez asked if Igou monitored the flex attendance numbers, since it will be tracked in their scorecard. Hopkins said that each does their own. Hsieh encouraged the deans and department chairs to promote it.

Ornelas discussed the new faculty welcome, and said that they hoped to have a breakfast for the group as well. Hsieh said it would be fine, so long as they have an RSVP. Hsieh told Hubbard that they have list of the new Classified staff, so all of them will be invited as well.

Hubbard commented that the diversity training should wait until they have the audience. Hopkins responded that it would not be held during the art of communication section. Hubbard asked how soon the draft would be ready, and Hopkins responded that they might be able to have it by the next day, but that she would have to talk to Shaunna Elmore and Dan Igou. Bell said that Neault had asked him for a date and time, and he had given her the week range. Bell noted to Hopkins that a singular location would help Neault to coordinate. Hopkins shared that the school meetings (1:00 p.m. – 2:00 p.m.) and department meetings (2:00 p.m. – 4:00 p.m.) on that Thursday were still a go.

Hsieh asked about the new hires welcome, and if Fridays would be a better day for the Classified. Hubbard responded that it would. Ornelas said that they might get more participation on Thursday, and Hsieh mentioned to try the Friday (9:00 a.m. – 10:00 a.m.) just this once. Hsieh said that Warren would send the new hire list to Hubbard.

**5.) BRDS RFF Prioritization and Funding Allocation (Due to CEC on 12/8/15) (Bell)**

Bell reported that the allocation went out to the constituent groups and had been approved. Hsieh asked about the ASC, and Light said that they could approve it the upcoming Friday. Hsieh suggested waiting for ASC approval, and Light said she would email the response to the CEC.

**6.) Strategic Plan Assessment Scorecard (Due to CEC on 12/8/15) (Miramontez)**

Miramontez reported that the SPAS came to CEC the previous week (December 1<sup>st</sup>), and it had the chance to go out to the respective constituency groups. He emphasized the 5-year trend analysis with missing data, and clarified that prior to final approval, it has yet to be determined, but they are now able to populate it. Miramontez shared a supplemental document to the SPAS, and highlighted how their workgroup, along with PIE, had identified responsible parties and operational and master plans for each of their measures and indicators. They are now moving into the phase of action planning.

Miramontez brought the Scorecard forward for adoption, and there were no objections from the group. Hsieh thanked Miramontez and the group for their efforts.

Hsieh asked if PIE would be the group to notify the responsible parties, and Miramontez responded yes. Hsieh also asked the PIEC to develop a timeline for the action items identified.

Hsieh asked Warren to include the documents in the posted CEC documents.

**7.) College Mission and Vision Statement (Due to CEC on 12/8/15) (Miramontez)**

Miramontez reported that the Mission and Vision Statement went out to the respective constituency groups for feedback, and showed the resulting edits as well as the clean copy of the statement.

Miramontez brought the statement forward for formal adoption to move forward to the Board for final approval. There were no objections from the group.

#### **G. Place Holders**

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

Hopkins reported that they are working on the presentation, and other than that there was no update.

#### **H. Reports**

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

- **Academic Senate**

McMahon reported that the Academic Senate will be holding a special meeting on Tuesday regarding their vacant exec positions, as well as a memorial for Bob Fritsch.

- **Classified Senate**

Hubbard shared that the Classified Senate had met the previous Thursday, and that they have tickets available for the Holiday Party on December 19<sup>th</sup>. Managers are also welcome to donate gift cards or items. The Senate is also working on the Classified Retreat set for March 30<sup>th</sup>.

- **Associated Student Council**

Light commented that the Associated Student Council is getting ready to host the de-stress event that week, and they heard that it might get news coverage. The event will be held on December 9<sup>th</sup> and 10<sup>th</sup> from 12:00 p.m. – 2:00 p.m., and from 4:00 p.m. – 6:00 p.m. Hsieh asked if the ASC had voted on parking, and Light said it would be that Friday.

- **District Governance Council**

McMahon reported that the next DGC meeting is Jan 20<sup>th</sup>.

- **District Strategic Planning Committee**

McMahon commented that they had good Miramar representation for the annual planning calendar and form. Miramontez said they were looking to do two things: first, provide an annual update and start the next iteration of the District-wide strategic plan. Hsieh asked if they were going to do an environmental scan, and Miramontez said it would go for the next meeting, which is to be held (approximately) in April, as they hold around one meeting per semester.

- **Budget Planning and Development Committee**

Bell reported that the regularly scheduled meeting on the 6<sup>th</sup> was moved to the 13<sup>th</sup> in prep to discuss the governor's budget proposal, which is due out on January 8<sup>th</sup>.

- **College Governance Committee**

McMahon shared that CGC last meeting was that day, and that she will report back.

#### **Announcements**

There were no announcements made.

#### **I. Adjourn**

*Meeting adjourned at 2:30 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.**