

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, October 20, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

**Members:** Hsieh, Bell, Hopkins, Ramsey, McMahon, Hubbard, Allen, & Light

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

Meeting called to order by **McMahon** at 1:30pm

- A. Approval of the Agenda-Hsieh** moves to approve agenda. **Bell** seconds. Motion passes.
- B. Approval of Previous Minutes- Bell** moves to approve minutes. **Ramsey** seconds. Motion passes.
- C. Guests/Introductions**-None
- D. Updates from the Chancellor’s Cabinet-Hsieh** reports on enrollment and shows district enrollment target numbers dated Oct. 10 and Oct. 17. As a result of an October 19 meeting on enrollment management that included all college presidents, Lynn Neault, and Bonnie Ann Dowd, Miramar College asked for 350 extra FTES and was awarded 200 FTES for Spring 2016 and 50 for Summer 2016. The 150 FTES funding was included in the 2015-216 funding model. The College should earn 8442.6 FTES with this new augmented FTES. If met, the college will exceed its target by 1.1%. Last week at the CEC, there was a good discussion on the potential transition from Blackboard to Canvas. The Distant Learning Committee at Miramar College will be the initial point of contact with the district for this issue. There will be a test of the Emergency Notification System on October 30 at 11 a.m. It will come via text from the district. A draft MOU between National University and the district colleges is ready for review. The SDCCD board retreat is Oct. 22. Dean Beitey will join Dr. Hsieh for a session talking about emotional intelligence training for police academy recruits. The district office will officially change our discretionary funding rate to \$90 and it will be put into our 2015-2016 budget.

**E. New Business**

#	Item	*Strategic Goals	Initiator
1	<b>Request for Signatures on the Approved Governance Committee</b> Recommendation Reporting Forms from CGC ( <b>attachments</b> ) This document was passed around and signed by members of the CEC	1	Hsieh

**F. Old Business**

#	Item	*Strategic Goals	Initiator
1	<b>February 2016 On-Campus Board Meeting Presentation Topic: McMahon</b> suggests the topics be Medical Laboratory Technician Training program NAACLS accreditation that was recently received and Vernal Pools project. In addition, the Veterans program will be highlighted in what will be a 1-hour presentation covering potential 3 items. CEC will reach a final decision at a later date.	1	Hopkins & McMahon
2	<b>Accreditation: Miramontez</b> reports that there were two meetings at the district on Oct. 19 with Vice Chancellor’s Manis and Surbrook. The first meeting focused on the demands for the HR standard. The second meeting was on facilities for safety and security. There will be an adHoc group created to fill in any district gaps. First draft of Miramar Colleges’ self-evaluation report will go out on Oct. 21 to the college. It is roughly 275 pages and will have 3 parts: Introduction, student achievement and standards. There will be a feedback mechanism on the outgoing PDF. The instructions for completing the survey go out tomorrow to the college. <b>Hsieh</b> wants to remind constituents to review document as soon as they can and not wait until we move closer to the final deadline so that all gaps can be addressed in a timely manner.	1	Miramontez
3	<b>Performing Arts Center Capital Campaign: Ascione</b> reports that his school has identified 4 new degrees for creation. Two in music (music for transfer & music education), and two in dance (General Dance & World Dance). Curriculum has not yet been established. The PAC will have two areas and be	1 & 2	Ascione

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

	roughly 72,000 assignable square feet. One area is for instruction while the second area is a 400 seat theatre. That theatre will have a lobby large enough to host events. The PAC requires the college to find new parking spaces. A separate parking structure will need to be built. There was no discussion of cost to build the project. An art gallery will be attached to the theatre for student art work to be displayed.		
4	<b>Implementation of Cultural &amp; Ethnic Diversity Plan (attachment)</b> Hubbard reports that the task force is meeting on Monday 10/26 and will have an update for the CEC at the next meeting 10/27.	3	Hsieh, Hubbard, & Patacsil

**G. Place Holders**

#	Item	*Strategic Goals	Initiator
1	<b>SSSP Plan Completion Timeline</b> (Due to CEC on 10/27/15) Ramsey reports that they are still on target to bring this back to CEC on 10/27/15.	1 & 3	Ramsey
2	<b>Follow-Up/Modification of Student Equity Plan Timeline:</b> Ramsey reports that he has revised the document and plans to have everything completed by the Nov. 10. Date that this will go to the constituency groups moves from Oct. 28 to Nov. 3.	1 & 3	Ramsey & Irvin
3	<b>BRDS RFF Funding (attachments)</b> Bell reports that the management groups have discussed this plan. The classified senate has had this on its agenda already and it will be on the academic senate agenda later today. Unless there is any concern, Bell will place on the CEC agenda for Oct. 27.	1	Bell
4	<b>IELM 5-Year Plan (attachment)</b> Bell reports that the management groups have discussed this plan. The classified senate has had this on its agenda already and it will be on the academic senate agenda later today. Unless there is any concern, Bell will place on the CEC agenda for Oct. 27.	1	Bell

**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** reports that there is a meeting today.
- Classified Senate: **Hubbard** reports the holiday party committee met this morning and the venue for the party will be Admiral Baker Clubhouse from 11am to 3pm on Saturday, December 19, 2015. Tickets will likely go on sale in 2 weeks.
- Associated Student Council: **Light** reports they are finishing up plans for Fall Fest. Going to get going on MLK next week. 4 new clubs have been approved for campus.
- District Governance Council: **McMahon** reports that there is a meeting on Oct. 21. Safety and security is one of the issues that will be discussed.
- District Strategic Planning Committee: **McMahon** reports that next meeting is Oct. 30.
- Budget Planning and Development Council: **McMahon** reports that the meeting is Nov. 4
- College Governance Committee: **McMahon** reports that this committee has its first meeting last week.

**I. Announcements-None**

**J. Adjourn 2:14pm**

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

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## **MIRAMAR COLLEGE PERFORMING ARTS CENTER (PROPOSED)**

### **Overview:**

The proposed Performing Arts Center Complex at Miramar College is intended to function both as an aesthetically designed performance theater for college and community use, as well as a state of the art instructional center for Music, Dance, and Drama.

Currently, the plan is to have two structures, perhaps joined, with a plaza or promenade linking the two areas. The current plan is for the entire complex to be approximately 72,000 assignable square feet.

In order to accommodate parking for such a complex as well as make up for parking spaces that will be lost due to its construction, a new parking structure will be needed on campus as well.

The reason for having two structures is to ensure that the instructional classes and activities will never interfere with the use of the theater and its facilities by the college, the community or outside performance groups in a revenue generating capacity (as is the case at many colleges).

The first structure will include: a general purpose theater (that seats 450 people) with a professional, multi-purpose stage, an orchestra pit, and all necessary facilities for any level or type of performance to be presented at Miramar College.

The entrance to this theater will show off a very large reception lobby that doubles as an formal event venue in which guests can enjoy the outdoor/indoor scenery, view art, sit comfortably, enjoy snacks and beverages and perhaps listen to a small ensemble of musicians while they wait for a theater performance or whatever event they may be attending.

Connected to the lobby will be a complete art gallery that will have varying art exhibits both from students and from community based artists. This will ensure that Miramar College art has maximum exposure to the community and allow for the lobby to also be used to host external art exhibits.

This second structure will house all of the instructional facilities including: classrooms, practice rooms, rehearsal halls, dance studios, faculty and staff offices, and a black box theater for smaller, more intimate performances in dance, music, or drama. The black box theater will have adjustable seating and setup facilities and hold approximately 100 people.

The instructional programs which will be supported by the instructional area of the performing arts complex are music and dance, and the following degrees will be created to define these programs: Music: AA, Music for Transfer, AA, Music Education, AA, or Certificate of Achievement in General Dance or World Dance. At this point in time, we are planning on offering classes in drama and perhaps create a certificate of achievement in drama, but we will be avoiding a theater degree as the requirements for this degree would necessitate classes to be held in the theater on an ongoing basis, and this would prohibit the theater from being used by the community and outside performing arts companies.

In order to run and maintain such a complex, Miramar College would have to hire additional full-time faculty (approximately 3 music faculty, 2 dance faculty, and 1 drama faculty), facilities staff, a theater manager, and a technical production coordinator.

The costs for such an undertaking is still unknown but can be estimated as the plans for this complex become more detailed.

PERFORMING ARTS: DRAMA AND DANCE

**MIRAMAR COLLEGE PERFORMING ARTS 2015 DRAFT PROGRAM**

Functional Area	EXISTING						PROPOSED					VARIANCE			Location notes	Notes
	Room No.	Unit ASF	Qty	ASF	Seat Capacity	ASF per Seat	Unit ASF	Qty	ASF	Seat Capacity	ASF per Seat	ASF	ASF Growth	Seat Capacity Growth		
<b>THEATRE (Main Stage--shared by all programs):</b>			0	0												
Main Stage			0	0			3,500	1	3,500			3,500	NA	NA	should have direct access to/ from scenery lab, green room, dressing rooms	20 foot proscenium, 25 foot fly house,
Gallery			0	0			1,500	1	1,500	50	60.0	1,500				Entry thru Lobby
Back/Side Stages, Storage			0	0			1,200	1	1,200			1,200	NA	NA		high ceiling height, fly arbor,
Audience Seating / main + mezz			0	0			5,175	1	5,175	450	11.5	5,175	NA	NA		
Orchestra Pit			0	0			720	1	720	40	18.0	720	NA	NA		
Control Booth			0	0			175	1	175	3	58.3	175	NA			
Recording Booth			0	0			175	1	175	3	58.3	175	NA			
Lobby / Concessions			0	0			3,000	1	3,000			3,000	NA			
Ticket Office			0	0			125	1	125	1	125.0	125	NA			
Production Office			0	0			320	1	320	3	106.7	320	NA			
Theatre Manager Office			0	0			200	1	200	2	100.0	200				
Green Room / Kitchenette			0	0			400	1	400			400	NA			
Mens Dressing Room			0	0			600	1	600	20	30.0					
Mens Shower / RR / Locker Room							500	1	500			1,100	NA			
Womens Dressing Room							1,200	1	1,200	40	30.0					
Womens Shower/RR/Locker Room			0	0			700	1	700			1,900	NA			
Makeup Room			0	0			480	1	480	24	20.0	480	NA	NA		
Storage			0				200	2	400			400				
<b>Subtotal: Main Stage</b>			<b>0</b>	<b>0</b>				<b>19</b>	<b>20,370</b>	<b>636</b>		<b>20,370</b>	<b>N/A</b>			
<b>DRAMA</b>																
<b>N/A</b>			0	0			0	0	0			0	N/A			

**PERFORMING ARTS: DRAMA AND DANCE**

		EXISTING					PROPOSED					VARIANCE				
Functional Area	Room No.	Unit ASF	Qty	ASF	Seat Capacity	ASF per Seat	Unit ASF	Qty	ASF	Seat Capacity	ASF per Seat	ASF	ASF Growth	Seat Capacity Growth	Location notes	Notes
<b>Subtotal: Drama</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>N/A</b>			
Functional Area	Room No.	Unit ASF	Qty	ASF	Seat Capacity	ASF per Seat	Unit ASF	Qty	ASF	Seat Capacity	ASF per Seat	ASF	ASF Growth	Seat Capacity Growth	Location notes	NOTES:
<b>DANCE:</b>																
Black Box Theatre			0	0			4,000	1	4,000			4,000	N/A			flexible space, adjustable seating
Dance Studio	J-201		1	1,339			1,339	1	1,339			0	0%			
Dance Storage	J-201A		1	107			107	1	107			0	0%			
Dance Studio			0	0			1,200	2	2,400			2,400	NA			
Dance Storage			0	0			100	2	200			200	NA			
Studio Storage			0	0			630	1	630			630	NA			
Faculty Office			0	0			100	2	200			200				
Adjunct Faculty Workspace			0	0			300	1	300			300				
Women's Shower/Locker rm			0	0			600	1	600			600				
Men's Shower/Locker Room			0	0			800	1	800			800				
<b>Subtotal: Dance</b>			<b>2</b>	<b>1,446</b>	<b>0</b>			<b>12</b>	<b>10,576</b>	<b>0</b>		<b>9,130</b>	<b>631%</b>			
<b>SF</b>																
		EXISTING					PROJECTED (25,000 FTES)					VARIANCE				
Functional Area	Room No.	Unit ASF	Qty	ASF	Seat Capacity	ASF per Seat	Unit ASF	Qty	ASF	Seat Capacity	ASF per Seat	ASF	ASF Growth	Seat Capacity Growth	Location Notes	NOTES:
<b>INSTRUMENTAL MUSIC:</b>																*all instrumental rooms must be sound treated
Instrumental Rehearsal Room			0	0			2,450	1	2,450	70	35.0	2,450	NA			
Small Ensemble Practice Room			0	0			525	1	525	15	35.0	525	NA			
Piano Practice Room			0	0			140	1	140	2	70.0	140	NA			
Practice Room			0	0			70	12	840	12	70.0	840	NA			
Faculty Office							100	4	400	4	100.0	400	N/A			
Adjunct Faculty							200	1	200	4	50.0	200	NA			
Instrument Storage Room			0	0			500	1	500			800	NA			
Percussion Storage Room							300	1	300							
Sheet Music Storage/Library			0	0			150	1	150			150	NA			
Keyboard Lab/classroom	H-215	1,002	1	1,002	20	50.1	1,700	1	1,700	20	85.0	698	70%	0%		

PERFORMING ARTS: DRAMA AND DANCE

Functional Area	EXISTING						PROPOSED					VARIANCE			Location notes	Notes
	Room No.	Unit ASF	Qty	ASF	Seat Capacity	ASF per Seat	Unit ASF	Qty	ASF	Seat Capacity	ASF per Seat	ASF	ASF Growth	Seat Capacity Growth		
keyboard Lab Office	H-215A	101	1	101	1		101	1	101	1		0				
Electronic Music classroom	H-216	997	1	997	20	49.9	997	1	997	20		0				
Electronic Music Office	H-216A	90	1	90	1		90	1	90	1		0				
Mixing Room	H-216B	120	1	120	1		120	1	120	1		0				
Control Room	H-217	421	1	421	4		421	1	421	4		0				
Recording Studio	H-218	1,128	1	1,128	20		1,128	1	1,128	20		0				
Recording Booth	H-218A	189	1	189	2		189	1	189	2		0				
Recording Booth	H-218B	123	1	123	4		123	1	123	4		0				
General Storage	H-215B	120	1	120	0		200	2	400	0	280	233%				
<b>Subtotal: Instrumental Music</b>			<b>10</b>	<b>4,291</b>	<b>73</b>			<b>34</b>	<b>10774</b>	<b>180</b>		<b>6483</b>	<b>151%</b>	<b>147%</b>		
Faculty/Staff Kitchenette			0	0			200	1	200		200	NA				
Staff Office / Faculty Workroom			0	0			500	1	500		500	NA				
Server Room / IT / storage			0	0			150	3	450		450	NA				
<b>Subtotal: Shared All Music/Voice</b>			<b>0</b>	<b>0</b>				<b>5</b>	<b>1,150</b>			<b>1,150</b>	<b>#DIV/0!</b>			
<b>TOTAL ASSIGNABLE SF</b>				<b>5,737</b>	<b>73</b>				<b>42,870</b>	<b>816</b>		<b>37,133</b>	<b>647%</b>	<b>1018%</b>		
<b>TOTAL GROSS SF</b>									<b>78,023</b>	<b>GSF</b>		<b>67,582</b>	<b>GSF</b>			assumes 55% efficiency