

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, September 15, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

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

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

- A. Approval of the Agenda
- B. Approval of Previous Minutes
- C. Guests/Introductions
- D. Updates from the Chancellor's Cabinet
- E. New Business

#	Item	*Strategic Goals	Initiator
1	Club Advisor Roles (attachment)	1	Hubbard & Light

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Accreditation	1	Miramontez
2	Performing Arts Center Capital Campaign	1	Ascione
3	2015-16 BSI Action Plan (carryover from 9/1/15 CEC meeting)	1	Hopkins

G. Place Holders

#	Item	*Strategic Goals	Initiator
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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
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- District Budget Committee
- College Governance Committee

I. Announcements

J. Adjourn

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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**\* 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**

## 1. ADVISOR ROLE

All clubs and organizations with exception of the Associated Students, must operate with an advisor identified by the student group and approved by the college/Continuing Education President or designee. The advisor for the Associated Student Organization is designated by the college/Continuing Education President. When a group of students seeks to form or continue a student club or organization, they must consult Manual 3200, and follow the procedures as specified.

It is the responsibility of the student group, in consultation with the Administrator responsible for Student Affairs, to identify and recommend a club or organization advisor in accordance with college campus guidelines, who will accept the responsibility for assisting the club or organization with its objectives, events, meetings, and activities.

Each semester, the administrator responsible for Student Affairs will submit to the Vice President, Student Services, a list of club or organization advisors for the semester. The Vice President, Student Services will recommend the listed club or organization advisors to the President for final approval. An orientation session for advisors will be provided.

### a. Responsibilities

- 1) The advisor has a unique role with the club or organization which is very important and can be rewarding and challenging. This is an opportunity to help students develop critical life skills and promote student development and civic responsibility.
- 2) The advisor must be an employee of the community college district. The advisor provides leadership and supervises all activities of the club or organization. The advisor is responsible for implementation of all policies and procedures prescribed by the governing board.
- 3) The administration requires that the club or organization advisor, or a substitute acceptable to the administration, attend each meeting and official activity of the club or organization.
- 4) The club or organization advisor serves as a role model, a facilitator, and a resource for college/campus procedures, policies and business processes. The advisor should promote good planning, organization and interpersonal relationships.
- 5) Advisors are responsible for proper care of college/campus facilities and ensuring that all rules and regulations are adhered to in connection with use of facilities.
- 6) In the event an advisor cannot continue in their role, the activities of the club or organization shall be suspended until a replacement is identified.

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- 7) The advisor or designee approved by the dean responsible for Student Affairs must travel to and from all events (outside of San Diego County) with the students. All off-campus travel must be in accordance with Board of Trustees Policy BP 3120, *Off-Campus Student Activities*.
  - 8) Advisors are encouraged to work with one student club or organization at a time. Any requests for exception must be made in writing to the Vice President, Student Services.
  - 9) Advisors are responsible for all club or organization expenditures. The advisor ensures that the purchase is appropriate and that appropriate receipts and documentation are submitted to the Student Affairs Office. Receipts are required for audits. The club or organization advisor will assist the treasurer in monitoring club or organization expenditures.

## 2. ASSOCIATED STUDENT BODY ORGANIZATION

An Associated Student Body Organization may be formed within any college/campus of the district with the approval of the President or designee of the college/Continuing Education. All Associated Student Body Organizations are subject to the control and regulations of the governing board of the district. In order to be recognized as an Associated Student Body Organization, the name, purpose, Constitution and By-laws must be approved by the President or designee.

## 3. REGISTERED STUDENT CLUBS OR ORGANIZATIONS (OTHER THAN ASSOCIATED STUDENTS)

Registered student clubs or organizations must be initiated by students of the San Diego Community College District.

A group of district students may become a registered student club or organization by submitting a completed registration packet to the Student Affairs Office of the respective college. The registration must include, but is not limited to:

- a. The name, address, and telephone number of the club or organization;
- b. The name of the club or organization advisor;
- c. The name, address, email address, and telephone number of principal officers as defined by the club or organization or authorized representatives of the club or organization.

**Note: It is the responsibility of the club officers to ensure that this information is current with the college at all times;**