

MINUTES

College Executive Committee May 20, 2014 San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Brett Bell, Daniel Miramontez, Emalina Ledbetter, Daphne Figueroa, Buran Haidar, Joyce Allen, Gerald Ramsey

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 5/13/14 approved.

C. Guests

None.

D. Chancellor's Cabinet (Hsieh)

- No enrollment report.
- No update on community college BA program.
- Starting this fall, accreditation will be a standing item on the CEC agenda.
- SSSP requirements. District Student Services Council agreed to grandfather in continuing students, so only new students will be required to complete an orientation to qualify for priority registration. Existing identified priority groups such as DSPS and foster youth will also be required to complete an orientation to retain priority registration status. Faculty through the Academic Senate recommend the waiting period to retake the English assessment be one year. Math faculty recommended staying with a three-year waiting period to retake math assessments. Figueroa explained Miramar math faculty wanted one year, but Mesa and City did not support the change as they have programs in place that Miramar doesn't. Hsieh asked if the dean and VPI are aware of the situation and noted the three-year wait puts Miramar students at a disadvantage. Hsieh asked Ramsey to assure information is provided to the dean and VPI. New students can have an abbreviated one- or two-semester Ed plan and complete orientation to qualify for priority registration.
- The Chancellor asked for the colleges to aggressively solicit staff members who will offer to work (overtime or comp time) on the last Saturday prior to the fall 2014 registration deadline. SSVPs will meet with Vice Chancellor Conrad to identify which offices must be open to support the Saturday operation from 8 AM – 2 PM on 8/16/2014. Ramsey will talk with staff members.
- Board retreat on May 8 resulted in several follow-up items for the colleges: 1) assure ongoing communication between college presidents and high school principals; 2) assure community groups are aware of student community service obligations. Colleges need to identify how many students are engaged in what community programs and how the college publicizes student availability for engaging in community services programs. Hsieh asked Ramsey to provide a report by noon on Monday. Honors and athletics were identified as Miramar programs to research. 3) Mesa launched the "iMesa" mobile app and the board wants all colleges to do so, as well. Miramontez and Ramsey will explore. The next board retreat will be in October 2014.
- Details of the 2014-2015 budget were included in the Chancellor's recent email to all.

- ERP system implementation. Each college will identify staff members to participate in ERP implementation as lead. Kare Furman was suggested for Miramar. The person next in line will be paid out of class to support the reassigned position, and the lower level position will be filled as a short-term assignment. Miramar needs to identify costs by Tuesday. Ramsey and Bell will provide the name of who will be reassigned to the lead role, the out-of-class reassigned individual, and the cost of a backfill position.
- NANCE. Due to the hiring freeze and defunding of classified positions, work has been done by short term hourly, creating an issue for the District. HR will allow the practice to continue until September, but a notice will be sent to campuses, reminding them short-term hourly cannot be used to backfill regular, contract classified positions. The Chancellor affirmed that until the 50% law is fully addressed, the District will not fund additional classified staff positions.
- Fire emergencies. Chancellor asked for the ICS list to be updated to include cell phone and office numbers. Hsieh requested ICS members program her cell phone number into their phones and assured all that she would only call in an emergency. ICS members are expected immediately to answer phone calls from Hsieh for emergencies.
- Due to factors outside the college's control, the proposed Miramar College men's volleyball team request was denied by Cabinet. Hsieh thanked athletic director Nick Gehler and new faculty member John Landicho for providing all information requested by Cabinet. The co-curricular program would cost \$40,000 to start up and \$30,000 annually. Unfortunately, there was no funding support for establishing a new team at this time.

E. NEW BUSINESS

1. IELM Accelerated Allocation (Bell)

Bell reviewed the original BRDS and PIE recommended 5-year plan for IELM funds and reminded all that the terms and conditions for using IELM funds were changed by the State Chancellor's Office – colleges will no longer be allowed to carry forward a fund balance and all funds must be allocated by June 30. BRDS and PIE recommend an “accelerated conservative approach” for computer refresh and library books funding. This year, the original 40% allocated for “computer refresh” plan will double to 80% and the original 10% allocated to library books will double to 20%, leaving no reserves. The Academic and classified Senates have already approved the “accelerated conservative approach”. This is an information item for ASC. CEC approved the allocation of resources by consensus. B. Haidar asked if the “computer refresh” funds could be used to purchase instructional lab computers that were requested through the Program Review process and were prioritized but unfunded in 2013/14. Bell recommended a moratorium on new computer purchases until the college has a plan for servicing existing computers.

F. OLD BUSINESS

1. Governance Committee Memberships (Due to CEC 5/13/14) (attachment) (Figueroa/Haidar)

Haidar reviewed 2014-2015 shared governance committees membership document. Figueroa noted chair or co-chair elections had been held for most whose terms were expiring. Academic Standards is waiting for the new AO to be identified. Basic Skills Committee is waiting for the

new faculty BSI coordinator to be identified. Staff Development is pending. Haidar reviewed a faculty vacancy list of governance committee membership.

2. College Hour (Due to CEC 3/18/14, Rep Names by 3/25/14, Survey by 5/13/14) (attachment) (Hsieh/Miramontez)

Miramontez reported survey results. Students were commended for doing a great job in securing 349 completed surveys. The majority of students support creation of a “college hour” -- 78% agree with the concept; 65% say they would attend even if they had no classes requiring staying on campus; preferred time 12:30-1:30 PM and preferred day is Wednesday. Top activities include workshops, clubs, meeting with four-year university reps, office hour with faculty, and entertainment (poetry, music). Hsieh recommended that current activities, like the Brown Bag lectures, be scheduled in alignment with scheduled college hour. It was determined that Naomi Grisham will work with Adela Jacobson to propose next steps. VPSS Ramsey will communicate CEC’s decision to both Grisham and Jacobson.

3. 2014-2015 College Annual Planning Calendar (attachment) (Due to CEC on 5/13/14) (Haidar/Miramontez)

Haidar reviewed Academic Senate recommended edits to the calendar – 1) Aug 15, ALO/add Academic Senate President and 2) delete September 12 item “Accreditation faculty co-chair application announcement closes” as no action is needed and the deadline would already be part of the announcement. Miramontez responded the item should remain as an information item and that it is needed for communication. Figueroa suggested the-item to read: “Application period for accreditation faculty co-chair ends” with ALO identified as responsible party. The CEC agreed to the recommended first edits and Figueroa’s suggested modification of second. The calendar was accepted with the revision.

4. Fall 2014 Convocation Program (attachment) (Hsieh)

Hsieh reviewed a preliminary program for fall convocation and noted the first portion will be held in room K-107 and the Taskstream portion will be held in the ILC. The topic for the student panel will be added -- “Teaching and Learning in the Classroom.” CEC accepted the preliminary program with consensus.

5. Completion of Updating College’s Educational Master Plan (EMP) (Due to CEC on 5/13/14) (attachment) (Hsieh/Miramontez)

Constituency leaders were asked to take the EMP to their respective groups for input/approval in early fall. Allen will notify Hubbard. CEC acceptance of the EMP will be placed on the September 16, 2014 agenda.

6. Updated College Operational Plans (Due to CEC on 5/13/14) (attachment) (Miramontez/Figueroa)

CEC acceptance of College Operational Plans will be placed on the September 16, 2014 agenda.

7. Cultural & Ethnic Diversity Plan (Haidar)

CEC acceptance of the Cultural & Ethnic Diversity Plan will be placed on the September 16, 2014 agenda.

8. Progress on Student Support & Success Program Implementation (attachment) (Ramsey)

Progress report due to CEC on September 16, 2014.

9. Progress on Draft San Diego Miramar College Student Equity Plan (Due to CEC on 5/13/14) (attachment) (Ramsey)

Progress report due to CEC on September 16, 2014.

10. Program Processes Next Steps (College completion due date 12/10/13) – Review (attachment) (Haidar)

Haidar asked those who originally made comments to provide suggestions, but has received no feedback to date. She suggested the taskforce reconvene over the summer to address points raised by faculty. Ms. L. West will be assisting with organizing meeting dates and times. CEC agreed that Haidar will initiate the meeting request by working with Ms. West.

G. REPORTS

• Academic Senate (Haidar)

Two resolutions were passed by the Senate: 1) Funding extracurricular activities. The Academic Senate recommends that BRDS explore creating a fund to support extra-curricular activities of governance committees and other instructional and services areas and develop a process that they will recommend to PIEC no later than end of fall 2014. 2) Senate affirmed appreciation and support for AFT-sponsored workshops with attendance qualifying as part of the flex program, particularly including those created specifically to benefit for adjunct faculty. The Senate Professional Standards and Ethics Committee has been reformed with eight members; Darrel Harrison will serve as chair.

• Classified Senate (Allen)

No report.

• Associated Student Council (Ledbetter)

ASC elections will be conducted within six weeks of the start of fall semester. Ledbetter will continue to serve as ASC president until a new president is elected.

• District Governance Council

No report.

• District Strategic Planning Committee

No report.

• District Budget Committee

No report.

• College Governance Committee

No report.

5/22/14

S. Trevisan