

MINUTES

College Executive Committee December 10, 2013
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Buran Haidar, Emalina Ledbetter, Daphne Figueroa, Gerald Ramsey, Brett Bell, Adela Jacobson, Terrie Hubbard

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Minutes of 12/3/13 approved.

C. Guests

Daniel Miramontez, Paul Gomez, David Navarro, Sara Agonafer

D. Chancellor's Cabinet (Hsieh)

- Enrollment report. Miramar sections for spring 2014 compared to 2013 are 1% less. Miramar is facing a challenge and the impact of projected FTES for public safety training is not clear. She needs to talk with Dean Beitey.
- Baccalaureate degree update. Per the Chancellor's request, Hsieh followed up with industry to determine support for auto and public safety baccalaureate degrees. Public safety supports baccalaureate degrees conceptually. Toyota is not supportive, as their primary interest is training technicians for dealerships. Toyota agreed to talk with HR at the corporate level for their perspective and report back, if interested.
- Online education initiative. L. West will scan document and send to CEC. Two districts (Foothill DeAnza and Butte) were awarded \$17 million to focus on the online initiative. Goals of the project are to 1) create an online course exchange and 2) provide enhanced student support services online, including counseling, tutoring, etc. Vice Chancellor Otto Lee and the new District online dean will represent the District to engage in statewide discussion.
- The curriculum alignment effort between SDCCD and SD Unified English and math courses has stalled. Only five math alignments from a field of 40 have been delivered from SD Unified and none in English. The Chancellor will contact the new SD Unified Superintendent.
- Board meeting agenda items of Miramar College interest for 12/12/13 -- renewal of five-year contract to provide fire service training with Heartland Fire and two minor facilities contract awards.
- SSSP funding. Due to a shorter timeframe to expend funds, colleges will be encouraged to spend funds efficiently and effectively once funds are received.
- District wide audit of general fund, Propositions S and N, and auxiliary funds, resulted in a clean audit, which will be presented to the Board on 12/12/13.
- Affordable care. Cabinet received initial tracking showing all colleges, CE and District office individuals whose work exceeds 25 hours/week. Miramar has one. HR will provide names to college presidents, and if employees are not in compliance, respective institutions will bear financial responsibility for benefits.
- Committee on Academic Personnel (CAP) is a district wide committee that includes a Chair appointed by Chancellor, three faculty members (one per campus), one AFT union

representative, and a non-faculty manager from each college. Membership is a two-year term. Joan Thompson and Dean Lou Ascione are currently Miramar's representatives.

- HR sent a notice to all employees regarding their qualified VEBA dependents. Hsieh will scan the list of those who have not responded and vice presidents will contact those employees at Miramar. If employees have not responded by Dec. 31, 2013, they will lose coverage for their dependents.

- There is a parking fee proposal to increase the fee from \$35 to \$40. If an increase is approved, the proposal must go to the Board and a decision must be made by March to include the new fee in the fall catalog. Jacobson discussed the proposal with ASC last week and it will be an agenda item at the beginning of the spring semester. ASC will invite Debra Picou to that meeting.

E. NEW BUSINESS

1. Instructional PR/SLOAC Handbook Changes (Figueroa)

Constituencies have all reviewed and approved suggested edits. Sign-off sheet was passed around.

2. Change Order – Student Resource and Welcome Center (Bell)

Bell displayed a diagram that reflects a requested change order in the Student Resource and Welcome Center project. The change order adds a drop down/pull across barrier and door to prevent access to Outreach offices. Facilities Committee discussed the request and recommends CEC approval. With CEC approval, the President can contact District Facilities Management to request the change. Consensus was achieved.

3. No Dogs on Campus (Bell)

Currently signs at campus entries have no express verbiage prohibiting dogs on campus. Current signage states "no unleashed animals." District policy prevents all animals, other than service animals, on District property. The code will be enforced. Bell will start the process to change or update signage to include "no animals on campus."

4. Emergency Generator Prioritization (Bell)

Per District request, the Facilities Committee identified and prioritized facilities needing emergency generators. Each campus will be budgeted \$200,000 to fund emergency generators, which will be used primarily to address emergency response command team center operations. Miramar's rankings are: #1 administration building, #2 central utility plant, #3 K-bldg, #4 parking services/police station, #5 new science building. Prioritization is based on criteria -- provide safe, secure and quick evacuation of campus only. Bell will report the rankings to District Management Services Council.

5. Revised Miramar College ISLOs (Haidar)

Haidar reviewed draft of revised Miramar ISLOs that were approved by the Academic Senate and forwarded to the college constituencies. The revised ISLOs are based on the Liberal Education and America's Promise (LEAP) outcomes from AAC&U with added language to address service outcomes and accommodate CTE programs. Laura Murphy presented them at last year's College-wide Retreat. Jacobson stated the managers support the Academic Senate recommendation. Ledbetter reported ASC has not discussed, but will review on Friday. T. Hubbard will discuss with Classified Senate President Joyce Allen. Hsieh asked that ASC and

Classified Senate forward approvals/comments to CEC. If approvals are received prior to Friday, 12/13/2013, CEC agreed the ISLOs will be considered approved as presented. If not, this item will appear on 2/4/2014 CEC agenda.

F. OLD BUSINESS

1. Progress on Student Success Program Implementation (Ramsey)

Ramsey is scheduled to meet with M. Manasse and Lou Ascione to review ways to incorporate the work of Basic Skills into the Success plan. This week, Vice Chancellor Student Services will present to the Board the work done by student services faculty/staff/managers district wide.

2. Update from Program Processes Task Force (College completion due date 12/10/13) (Haidar)

Academic Senate requested a second reading in the Spring semester.

3. Update on Implementation of Accountability Management System (AMS) Task Stream (Bell)

The next meeting will be tomorrow from 3-4 PM, L-107, for online training with AMS Taskstream.

4. Status Regarding 3/27/14 Campus Board Meeting (Beitey/Trevisan)

Student presenter names will be provided by 12/12/13, per the timeline.

5. College Benchmarking Methodology (12/3/13 due to CEC) Haidar

President and Haidar consulted and agreed that, given progress already made on benchmarking and measures to be included in 2014 report, the earlier benchmarking recommendations made by the Research Subcommittee will be used. Going forward, the combined methodologies recommended by the Academic Senate will be used. Hsieh asked Miramontez to take information back to the Committee.

6. Revised & Updated College Strategic Plan (Fall 2013-Spring 2019) Due to CEC 12/10/13 (Haidar)

Hsieh thanked Ramsey and Figueroa as PIEC co-chairs to update the college strategic plan. Hsieh sent her edits to the draft updated strategic plan to all constituencies leaders a few weeks ago. Haidar presented edits to CEC and will provide the updated draft to CEC via email. CEC agreed to approve the draft plan with Hsieh's edits. Operational plans should be updated according to the timeline stipulated in each plan.

7. 3/7/14 College Wide Retreat (Bell)

Hsieh announced the first invitation to the entire campus to attend the college-wide retreat on March 7, 2014 will go out tomorrow.

8. New Faculty Orientation (Gomez)

Gomez reported two documents for new faculty orientation and convocation have been finalized. Hsieh thanked the entire planning group led by Gomez and others.

9. Status of Student Learning Outcomes – Sustainable Level (12/10/13) (Ramsey)

Ramsey noted there is no clear summary of where are at this time.

G. REPORTS

Academic Senate (Figueroa)

Last Academic Senate Exec meeting of the fall is today.

Classified Senate (Allen)

No report

Associated Student Council (Ledbetter)

Last meeting this Friday. Will discuss the “each one help one” program. Planning to meet over break for Spring Fest and MLK Jr. parade planning.

District Governance Council

Discussion included ISLOs and GE SLOs (Hsieh is supportive of district wide discussion), Adult Ed Assembly Bill 86, smoke and tobacco free signage, UCSD University Link, ERP demos.

District Strategic Planning Committee (Figueroa)

No report.

District Budget Committee (Bell)

Executive Vice Chancellor Dowd discussed: general budget environment in California and community colleges; highlighted importance of faculty hiring in compliance with 50% state requirements and not using reserves to meet requirements; unknown nature of redevelopment funds and variances in reporting; next year’s budget development process, need to reduce reliance on one-time funds to match ongoing funds with ongoing expenses.

Bell emphasized importance of planning and prioritization processes at Miramar so we’re ready at all times for unexpected funding. The new VPA for Mesa College is also a Miramar College adjunct faculty.

Hsieh added we need to encourage the District to take a long-term look at enrollment management, not year-to-year based on prior year enrollment. The challenge is how to connect a five-year plan to 2025 projections. As a college, we need to connect and develop annual, five-year, and 2025 enrollment management plans. Hsieh will engage managers in the discussion, but needs enrollment data.

Navarro noted counseling is on wrong side of 50% law and asked what’s planned for hiring on the student services side? Hsieh noted the Chancellor has made it clear non-classroom funding is not currently possible. Hsieh urged all to continue to advocate – prioritize faculty needs with a combined approach, reflecting both classroom and non-classroom needs.

College Governance Committee (Figueroa)

Meeting today, no action items.

H. ANNOUNCEMENTS

Hsieh advised Mesa College President Pam Luster will coordinate a SDCCD entry in the PRIDE parade, Saturday, July 19, 2014. Hsieh will provide Luster with Adela Jacobson's name as Miramar's contact. Jacobson would like to increase the comfort level of GLBT students at Miramar College and asked that CEC members invite interested faculty/staff to contact her.

12/10/13

S. Trevisan