

MINUTES

College Executive Committee October 29, 2013
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Buran Haidar, Denise Kapitzke, George Beitey, Gerald Ramsey, Daphne Figueroa, Joyce Allen, Paul Gomez, Terrie Hubbard

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 10/15/13 approved.

C. Guests

None.

D. Chancellor's Cabinet (Hsieh)

- Enrollment report. Miramar is holding at +7.2% above projected FTES target. President's Office will forward district wide enrollment reports to CEC.
- New faculty orientation. The Chancellor asked for colleges' plans for orienting new faculty. College presidents will meet to discuss. Hsieh stressed that plans must be in place before the end of semester. Allen will provide Ramsey a faculty handbook and information on full-day orientations, conducted a few years ago at Miramar.
- Manufacturing Day at City College. The Chancellor asked about publicity plans to recognize the Sector Navigator grant that City College received in manufacturing.
- The Chancellor shared a concurrent/dual enrollment proposal and asked college presidents to review for discussion next week.
- SDCCD wants individual student data from SD Unified School District, so students can be tracked more effectively after they enroll at SDCCD. Unified is only willing to share summary information at this time. Vice Chancellor will communicate with SD Unified Superintendent.
- SDCCD would like data from the University of Phoenix, but they only want to provide summary data and need an MOU. Vice Chancellor O. Lee was asked to provide a list of all current transfer MOUs the District has at this time.
- Interim Vice Chancellor Conrad advised that a mental health survey from State Chancellor's Office will be received shortly and that it is important the District complete the survey.
- Miramar College items (2) on the board agenda for Nov. 7 were scanned and emailed to CEC last week by the President's Office.
- Budget. No student success funding is available at this time. The college proposed plan should be completed within the next couple weeks, aligned with college strategic goals, district strategic goals and cabinet agenda.
- The Chancellor announced allocation/distribution of 30 additional faculty positions – City College 7, Mesa College 8, Miramar College 8, CE 7. As soon as Miramar's prioritized needs list is ready, we will advise HR to start recruitment. The goal is to have all hiring completed prior to the end of the spring semester. While the Miramar institutional list should include all prioritized positions, the funded new positions will be FTES-generating classroom instructional positions only. Gomez stated the College needs resources to meet prioritized non-classroom positions and

asked how this will be addressed. Hsieh advised the top priority will be the 50% law this year and next. Haidar asked at what place we have this discussion? Hsieh encouraged a collective approach on advocacy at every opportunity for college-wide needs.

- Replacement of a Miramar lead media technician retirement in early January 2014 was approved to fill.
- The District Business Office will send a letter to college presidents, requesting they work with college staff to determine who should attend presentations by vendors on the ARP system. Two software companies are being considered and three implementation vendors. Software presentations are scheduled Nov. 18, 19, 20. Implementation team vendor presentation are scheduled Dec. 2 and 3. Hsieh will ask vice presidents to work with staff to determine who should attend.
- The Governor signed legislation to increase the minimum wage to \$10 per hour by 2016. SDCCD will plan accordingly.
- Faculty recruitment report. Hsieh thanked all for working together. Miramar's goal is to finish all second level interviews of the first round of new faculty positions by Nov. 18. Miramar on target to complete the hiring process by the end of the fall semester.
- A Communications and Public Relations Office reorganization and new position will be proposed at the Nov. 7 board meeting. Following board approval, the new PIO position, which will focus on digital communication, will go through Hay study. The position is subject to available funding, which the Chancellor will identify.
- Enforcement will begin on violations of the district wide non-smoking policy. The grace period is over. District Facilities will first remove all ash tray/cans. Additional signs will be provided by the District. The Student Services Vice Chancellor will send an email to all students that the grace period is over and citing will begin. Employees will receive a similar communication from HR. Bell should follow up with Don Betz for permanent signs and ask when they'll be delivered. Hsieh asked that campus staff advise college police when suspicious activity is observed on campus.
- The 2008 district policy on facilities naming was shared. Hsieh will scan and distribute to CEC as a reminder.

E. NEW BUSINESS

1. New Faculty Orientation Manual (Hsieh)

See Chancellor's Cabinet report.

F. OLD BUSINESS

1. Feedback on 2014 Spring Convocation (Hsieh, Allen, Figueroa, Beitey)

B. Haidar reported that the Academic Senate discussed the Convocation and senators expressed that it should continue, but questioned a Friday afternoon timing. Senators will bring back input on Nov. 5. Allen reported Classified Senate also liked Convocation and Senators will provide input at their next meeting. This item will return to CEC on Nov. 12. Beitey reported Management would support the Senates' recommendations.

2. Update from Program Processes Task Force (College completion due date 11/19/13) (Haidar)

Following review and modifications made by CEC, the document will now go back to all task force members for final input and approval, prior to returning to CEC on 11/19/13.

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

The task force met last week to review the “node” structure. Governance will be added to instruction, student services, and administrative services. Governance information is due back to the task force on Nov. 5. The next meeting of the group will be Nov. 13. Figueroa will bring the proposal on the governance aspect to CGC.

Node structure team members were identified: **Instruction** – Laura Murphy, Buran Haidar, Joyce Allen; **Student Services** – MaryAnn Guevarra, Adela Jacobson, Gerald Ramsey; **Administrative Services** – Brett Bell, Denise Kapitzke; **Governance** – Daphne Figueroa, Wheeler North, Kurt Hill.

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

Trevisan reported Darrel Harrison and Rex Heftmann have agreed to participate in the CTE presentation and that they will seek student and employer involvement. Beitey has made arrangements for the driver and force options simulator presentations. Timeline was set. Trevisan will send CEC the timeline.

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

Developed by the Research Subcommittee, proposed benchmarking methodology was forwarded to constituencies for review and input.

6. Revised & Updated College Strategic Plan (Fall 2013-Spring 2019) Due to CEC 12/3/13 (Figueroa)

Figueroa reported the PIE steering committee will be meeting tomorrow.

7. 3/7/14 College Wide Retreat (Bell, Ramsey, Figueroa)

Figueroa reported PIEC recommended “bridging” as the theme of the college wide retreat. The Retreat Planning task force of PIEC will meet on 11/8 to review recommendations.

G. REPORTS

Academic Senate (Haidar)

Senate exec will discuss agenda items for Nov. 5 and 12. Methodology on benchmarking will be presented by Daniel Miramontez.

Classified Senate (Allen)

Meeting 11/7.

Associated Student Council (Ledbetter)

No report.

District Governance Council

No report.

District Strategic Planning Committee (Figueroa)

No report.

District Budget Committee (Bell)

No report.

College Governance Committee (Figueroa)

Next week, will discuss node structure and website issues of college governance pages.

H. ANNOUNCEMENTS

Hsieh asked constituent leaders to support the students' desire to win with a Miramar College parade entry by encouraging participation in the 2014 MLK parade on Jan. 19, 2014. Free t-shirts are provided to participants.

Allen encouraged attendance at the Holiday party, Dec. 7..

10/29/13

S. Trevisan