

MINUTES

College Executive Committee October 15, 2013
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Buran Haidar, Emalina Ledbetter, Denise Kapitze, Brett Bell, Gerald Ramsey, Daphne Figueroa, Joyce Allen, Adela Jacobson, Paul Gomez

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 10/8/13 with typographical correction approved.

C. Guests

Lynne Ornelas, Darrel Harrison

D. Chancellor's Cabinet (Hsieh)

- Enrollment report. Miramar is holding at 7%+ above FTES target.
- Planning Governance Workshop de-brief. Chancellor asked college presidents to provide feedback. Hsieh reported Miramar was pleased for the opportunity to participate.
- There are no Miramar College board agenda items as the next meeting will be a board retreat. Propositions S and N information and the colleges' partnership lists will be presented. Hsieh will share Miramar highlights – the college will continue to focus on planning and implementation of Task Stream. The meeting is open to the public, but not usually attended by outside individuals. Hsieh will provide the partnerships list to CEC for information.
- No budget update. Miramar College DSPTS senior clerical classified position approved.
- Oracle and Banner have responded to the call for new district computer system proposals. Miramar will receive notice when the college can engage in dialogue. As early as January, the board may receive a recommendation. Implementation in late February/early March is possible.
- Student Success funding is on hold until Vice Chancellor Dowd receives official notification of funding. Hsieh added it is important to align the Miramar plan with the college's strategic goals.
- On 10/29/13, the Chancellor will announce the allocation of 30 new faculty positions. The fact that Miramar College is expected to grow should be taken into consideration.
- Bell and the Business Office are assuring that the college is in compliance with hourly staff policies, so that they do not exceed maximum hours per week. Interim Vice Chancellor Conrad will craft common language regarding the Affordable Care Act for students that will be shared with vice presidents of student services.
- Interim Vice Chancellor Betz was asked to provide a list of fire alarm disruptions since August and the causes. Faculty and staff should report suspicious activity. The Chancellor asked about enforcement of the non-smoking policy and noted cigarette butts were visible near her reserved parking spot at Miramar College recently.

E. NEW BUSINESS

None.

F. OLD BUSINESS

1. College's Achievement Benchmarks (Ramsey/Figueroa)

No report.

2. Update from Program Processes Task Force (College completion due date 10/9/13) (Haidar)

Due date for college completion in this agenda item should be Nov. 19, 2013.

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

Bell reported the task force met last Wednesday and discussed how Miramar College will structure the hierarchy of programs and courses and administrative departments to fit Task Stream software. He will solicit input from Mesa and City for best practices and will review at the next meeting.

G. REPORTS

Academic Senate (Haidar)

Meeting today at 3:30 PM. Agenda includes: curriculum committee items, instructional PR/SLOAC recommendations, AACJC resolution from Senate, institutionalization of tutoring coordination, facilities master plan change feasibility (vernal pools).

Classified Senate (Allen)

Will meet Thursday. Agenda includes: convocation, committee membership, research agenda approval – sent to supervisors and received feedback, Holiday Ball (11 a.m.-3 p.m. on Sat, 12/7/13). A table seats 8 @ \$220 or \$30 per person for individual tickets.

Associated Student Council (Ledbetter)

Fall fest will be Thursday, 10/17/13 from 10 AM -2 PM. Four students, Ledbetter and Jacobson will attend the SSCCC conference on Nov. 1-3, 201 in Monterey. Hsieh complimented student leadership on Friday's Participatory Governance workshop.

District Governance Council

No report.

District Strategic Planning Committee (Figueroa)

No report. Hsieh requested Figueroa and Allen add district long-term enrollment planning to committee dialogue.

District Budget Committee (Bell)

No report.

College Governance Committee (Figueroa)

Approved, with some edits, a campus wide Program Review Committee proposal with the recommendation that the suggested subcommittee be an ad hoc task force. Proposal will go

forward to Academic Senate after minor edits. Heard an update from buran on april training workshops.

H. ANNOUNCEMENTS

- Paul Gomez announced he is planning several staff development workshops focused on customer service and dealing with disabled students for staff in the LLRC building and asked if should invite the full campus. He was advised to notify Jacobson and Sonny Nguyen to place on the session(s) on the master calendar. Figueroa asked if part-time staff could attend. Gomez welcomes all. Hsieh suggested that Gomez present the workshops to the Staff Development Committee for their assistance and promotion. Allen advised Terrie Hubbard and Ric Casssar are co-chairs of the Committee and that they will be meeting the last Monday of this month.

10/16/13

S. Trevisan