

MINUTES

College Executive Committee September 10, 2013
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Buran Haidar, Emalina Ledbetter, Brett Bell, George Beitey, Gerald Ramsey, Joyce Allen, Terrie Hubbard, Daphne Figueroa

A. Approval of Agenda

Add: *Old Business -- Acceptance of Revised 2013-14 College-wide Planning Calendar.* Agenda approved.

B. Approval of Previous Minutes

In the Academic Senate report, the original language will remain and Haidar's additions will be added parenthetically. Minutes of 9/3/13 approved.

C. Guests

None.

D. Chancellor's Cabinet

- Enrollment report. Hsieh will forward to CEC. As of 9/8/13, Miramar's FTES compared to 2012 is up 4.3%, headcount up 1%, enrollment up 2%. The District target of 1% over CAP = 400 FTES. When final state figures are received in Jan. 2014, additional sections could be added to the spring second 8-week session to get additional FTES to meet the higher CAP goal. Hsieh has asked the deans to have a list of potential additional sections, if needed. Funds for summer are a separate pot. Since the District is still in restoration mode, summer will return at 50%.
- Fall governance planning workshop update – vacancies exist for a statewide Classified Senate representative and a student representative.
- UCSD transfer data – at the next Chancellor's Cabinet, Hsieh needs to present Miramar's recommendations on how to address the decline of applications and admits to UCSD. Ramsey will discuss with D. Navarro and N. Grisham and provide strategies to Hsieh by Friday, 9/13/13. The Chancellor also wants to know how many counselors attended the UC counselors' conference in the last two years and how many plan to attend this year.
- College presidents have been requested to nominate a program for the League of Innovation Faculty/Staff Award. Hsieh will send criteria to all.
- Since Dean Susan Schwarz has retired, a new Miramar ACCCA representative needs to be identified. G. Beitey will discuss with the management group and name a representative by Friday.
- The board agenda for 9/12/13 was reviewed.
- The board meeting of 9/26/13 will be held at City College. Two Miramar agenda items include: 1) approval of a POST \$500,000 non-FTES contract; 2) approval of a joint fieldtrip with Mesa College for Geology 101 and 104 on 10/26-27/13. A new district Student Services Director position is also on the agenda for approval, and a military education report will be presented, per board member request.
- A board retreat is slated for 10/17/13 with a focus on alumni association progress at each college and CE.
- Final budget goes to the board on 9/12/13.

- Faculty recruitment. Miramar College has completed paperwork and posting for all new and replacement positions. Hsieh thanked VPs, deans, faculty and staff involved.
- Hsieh will forward a list to the VPs of 50% FTE classified employees who are not allowed to exceed contract hours, which has the potential to implicate benefits and assignment rights.
- Miramar has the greatest number of individuals on the list of employees due for sexual harassment training – they need to follow through.
- The Chancellor met with SD Unified’s new Superintendent re: middle early college. The new Superintendent likes the MET (Math Engineering Technology) format. Hsieh confirmed Miramar’s efforts with Mira Mesa High School will continue to be on hold until SD Unified directs otherwise. Ledbetter added new “green” facilities with engineering classes at the high schools align with MET programs.

E. NEW BUSINESS

1. Faculty Hiring Process (Hsieh, Haidar & Ramsey)

According to the College-wide Planning Calendar, the prioritized faculty hiring list is due 12/2/13. Haidar added the Academic Senate was informed that the Faculty Hiring Committee will be reviewing and evaluating the current process of developing the list for future prioritization. Ramsey added decisions in planning should not be based on available resources, but on established needs. Buran noted that the Faculty (contract) Hiring Committee information that was attached to the agenda of the CEC meeting was outdated and she pointed it out as an example of inaccuracy of website re: governance issues. Hsieh added committee co-chairs need to take responsibility for accuracy of their web pages.

2. Update on ERP (Enterprise Resources Planning) System (Bell)

Bell described the ERP for district as a two phase project. The goal of ERP is to integrate students, financial aid, finance, and HR systems. Phase one will occur in the fall 2013 semester and include identifying functional and technical requirements and key decision-makers in conjunction with a consultant. Information will be used to create request for proposal. A partner should be identified by the end of November; the board of trustees will award a contract in early 2014. Phase two, which will take two years, will consist of the implementation phase of ERP and involve all colleges, CE and District offices. A District website will be developed to keep all informed and assist in implementation. Bell and Ramsey shared background and challenges of *Colleague* development and implementation.

F. OLD BUSINESS

1. Acceptance of Planning Calendar Modifications (Figueroa)

Figueroa distributed a revised Calendar to CEC in advance. The PIE Steering Committee discussed the calendar and would like to make some minor edits, adjusting some dates. Figueroa summarized the changes and date modifications and explained proposed changes. Figueroa will provide edits to Lexie West for reformatting the Calendar. Ramsey suggested the calendar be posted. By consensus, CEC accepted the Calendar with modifications.

2. College’s Achievement Benchmarks (Ramsey & Figueroa)

The Research Subcommittee will discuss on 9/16/13. Information will be provided to PIEC on 10/18/13, as scheduled.

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

Haidar met with Wheeler North and they produced a draft document that Haidar will forward to CEC for review and dialogue. Program Initiation (internally or externally funded) has short and long term impacts, which must be considered at onset. Haidar reviewed the document and provided an example of initiating a new program and its challenges. In terms of grants-initiated programs, a conversation ~~should be had~~ with district--is needed about planning for additional resources, to avoid redistribution of our limited resources among existing programs, after the end of the grant funding period of a new program. They struggled with the long term impacts of short term projects. Planning processes must align with college planning. Hsieh thanked Haidar and North for working on this document and shared similar concerns. Miramar needs a prioritized list for new programs for when resources become available. Implications reach beyond the college, i.e., HR. Hsieh suggested creating such a program priority list could be added to the charge of the Program Review Committee. The task force should meet again to identify other holes in the Program Processes draft before the Academic Senate discussion.

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

The first meeting of the AMS task force will be 9/25/13 from 3-4 pm, room TBA. They will discuss preparation for a phone call with Task Stream on 9/30/13. Not all members will be available, but Bell hopes to have a small group participate in the phone call. Results of the phone call will be shared at the 10/9/13 meeting.

G. REPORTS

Academic Senate (Figueroa)

First meeting last Tuesday, 9/3/13; looking for new venue. Discussed goals and plans for the upcoming year, reviewed reports, including forms for disruptive student conduct. The next meeting will be 9/17/13.

Classified Senat (Allen)

Meeting was 9/5/13. Agenda included bylaws first read, committee membership, holiday event on 12/7/13. The next meeting will be 9/19/13.

Associated Student Council (Ledbetter)

Meeting last Friday, 9/6/13 -- preparing for 9/11 memorial flags display. This week, will be electing full Council. Ledbetter is impressed with increased student involvement. Should have governance committee student representatives identified by end of this week.

District Governance Council (Figueroa)

Reviewed budget, Chancellor's goals, accreditation reports, student success grant and award. City College will take the lead on award entry.

District Strategic Planning Committee (Figueroa)

A phone appointment has been scheduled with Vice Chancellor Otto Lee to discuss involvement with the leadership conference event.

District Budget Committee (Bell)

Discussed board presentation for adopted budget and planning assumptions used to develop budget. Bell integrated planning assumptions into a document that will be shared with President's Cabinet and CEC re: 2013-2014 campus budget, including items that affect Miramar only, COLA, enrollment access, Student Success and Support program, Proposition 39 energy efficiencies, RDA (redevelopment agency) funds, campus FTES targets. Allen added Miramar's VP Bell was the only one to mention classified hiring. Need to be prepared to implement guidelines as a campus. When we receive guidelines, remaining 50% of funds will be allocated.

College Governance Committee

First meeting this afternoon.

H. ANNOUNCEMENTS

Trevisan reminded all of the Fire Science/EMT Training Center Groundbreaking tomorrow, Wed, 9/11 at 12 noon that will include a bbq, sponsored by Swinerton Builders.

Hsieh recognized ASC President E. Ledbetter for her commitment to represent students at campus activities.

9/10/13

S. Trevisan

**San Diego
Miramar College**
*Annual Planning Calendar –
2013-2014*

	Target Dates	Action	Responsible Party
2 0 1 3	July-August	Provide Program Review Data	CBR
	September	Reaffirm planning cycle with all constituency groups	PIEC Co-Chairs
	August -September	Program Review reports generated by authors	Department Chairs
	October 1 st	Upload Program Review reports to "G" drive Discuss Program Review reports with Deans	
	October 15 th	Annual update – School goals and objectives	Deans
		Submit RFFs to BRDS	Deans
		Distribute discretionary budget worksheets	Business Office
	October 30 th	Annual update - Division goals and objectives	VPA, VPI, VPSS
	November 15 th	Annual update - Develop Division priorities	VPA, VPI, VPSS
		Submit information copy of prioritized classified employee hiring list to Classified Senate President	VPA
	December 3 rd	Submit summary of Program Review reports / annual Division plan updates at the College Executive Committee (CEC)	VPA, VPI, VPSS
		Submit prioritized classified employee hiring list to College President	VPA, VPI, VPSS
		Submit prioritized faculty hiring list to the College President	Faculty Hiring Committee / Academic Senate President
	December 10 th	CEC accepts prioritized requests for funding (RFF) list	CEC
		Submit prioritized classified employee and faculty hiring lists to CEC, as information	College President
December 13 th	Submit updated discretionary budget worksheets to appropriate VP with supporting goals and objectives	Deans / Managers	
	Post annual updates of the Division three year plans to the Planning Website	VPA, VPI, VPSS	
2 0 1 4	February 13 th	Approve discretionary budget worksheets and submit to Business Services	VPA, VPI, VPSS
		Submit updated status report on College outcome data to CEC	SLOAC Facilitator
	March (TBD)	Annual College-wide Retreat	PIEC
	March 14 th	Submit requisitions for CEC-approved RFFs to Business Office	RFF Originators
	April 7 th	Submit Department Chair worksheets to Business Services	VPI
	April 15 th	Submit FTEF allocation to Business Services	
	April 18 th	Review tentative budget	College President/ President's Cabinet
		Tentative discretionary funds allocation due to District	Business Services
		Department Chair worksheets due to District	
	May 23 th	Review re-assigned time worksheet	College President/ President's Cabinet
	August 14 th	Submit updated status report on College outcome data to CEC	SLOAC Facilitator
Opening Day Fall Semester	Review Strategic Plan and College priorities for the year at college convocation	PIEC Co-Chairs	
September 3 rd	Distribute program review forms and instructions	VPA / Business Office	

Updated 6/6/13

Revised 8/12/13 President and PIEC Co-Chairs

Revised p/CEC direction 8/27/13

Accepted by CEC 8/27/13

Revised 9/6/13 PIE Steering Committee

Revised 9/10/13 with consensus at CEC