

MINUTES

College Executive Committee September 3, 2013
San Diego Miramar College

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

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Approved minutes of 8/27/13 with minor edit – modify new business #7: dean's title should be: Dean of Planning, Research, Institutional Development, Library and Technology

C. Guests

None.

D. Chancellor's Cabinet

- No enrollment report.
- Fall governance workshop planning update – All college presidents were asked to forward the most updated list of all senators for classified and academic senates and ASC. Hsieh asked constituent leaders to provide their list as soon as possible.
- A new 2013-14 student veterans handbook has been published. Last year, a Miramar College student was featured on the cover. This year, there are no student photos on the cover.
- A proposal to reorganize district-level student services will be added to the 9/12/13 board meeting agenda. The proposal includes adding a new Director of Student Services position.
- On Monday, 9/9/13, an email will be sent to all staff and students, notifying them of the District's annual test of the emergency communication system. On 9/13/13, District Student Services will send all students and staff a text message and include an option to opt out of future emergency text messaging. SDCCD Police and District PIO will work together on communications should a true emergency arise. B. Bell explained that C-CERT trained individuals would be mobilized in a true emergency.
- The State Chancellor's Office has proposed a change to degree titles from *Associate Degree in Arts* to *Associate Degree of Arts*. The one exception will be the *Transfer Degree in Arts for Transfer*.
- Trustee Rhinerson has requested tours of all three campuses and Continuing Education. At Miramar, he'd like to visit the biotech program, meet with the dean, faculty and visit a class. College presidents will provide the tour and be included in dean and faculty meetings.
- There are no new Miramar College agenda items on the 9/12/13 board meeting.
- All college presidents are required to attend a board retreat on 10/17/13. Hsieh will work with Trevisan to prepare alumni association information.
- The final 2013-2014 budget goes to the board on 9/12/13. The final FTES target for board authorization as of today would fund Miramar's 2013-2014 target at 7,136. The Chancellor has made it clear meeting the 50% law is the top priority and that the FTES generated must put the District in the best position for possible future funding opportunities.

- In the 2013-2014 budget, on 9/12/13 at the board meeting, Executive Vice Chancellor Dowd will propose 50% of the student success program funding be allocated to the colleges, waiting for confirmation of final funding from the state before allocating the balance. Final state guidelines and figures are expected mid- or late-September.
- A vacant position was authorized to be filled -- Director of Military Education. Lisa Curtin will retire on 3/1/14.
- HR distributed a draft list of all publications where HR announces faculty employment opportunities. Specialty publications should be provided to HR for vacant faculty recruitment.
- Mesa College proposed the reorganization of two positions – a vacant media clerk and a reprographics position into a single web design position, which will result in \$40,000 savings to the District. The request was approved by the Chancellor and will go to the board on 9/12/13.

E. NEW BUSINESS

F. OLD BUSINESS

1. College's Achievement Benchmarks (Figueroa)

PIEC will work with the Research Subcommittee to assure a plan is proposed to PIEC on 10/18/13 in order to come back to CEC as scheduled on 12/3/13.

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

Will have something by end of week.

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

B. Bell confirmed standing meetings will be the second and fourth Wednesday of each month from 3-4 PM. J. Allen and D. Figueroa will attend.

G. REPORTS

Academic Senate (Haidar)

The first meeting is today. The agenda format has been changed; items emphasize the importance and accomplishments of the Senate. Haidar is currently recruiting faculty for committee vacancies and the Task Stream task force. *(On 9/10/13, Haidar clarified items would emphasize Academic and Professional Matters (10+1). Past year's Senate accomplishments will be presented with cross-references to the 10+1 matters.)*

Classified Senate (Allen)

Thursday, 9/5, 10-11 AM

Associated Student Council (Ledbetter)

ASC will meet Fridays from 9-10:30 AM to accommodate PIEC attendance. The Fall Fest will be held on 10/17/13.

District Governance Council

No report.

District Strategic Planning Committee (Figueroa)

A phone appointment with Vice Chancellor Lee has been scheduled.

District Budget Committee

No report.

College Governance Committee

No report.

H. ANNOUNCEMENTS

- Figueroa attended the internment and military ceremony for Miramar retired aviation professor Don Taylor this morning. Larry Pink also attended.
- Trevisan reminded all of the Student Services Grand Opening ceremony on 9/4 at 10 a.m. KUSI news will be broadcasting live from the campus on Thursday at the 8 and 9 a.m. hours. The Fire Science/EMT Training Center Groundbreaking is set for next Wed, 9/11 at 12:30 and will include a BBQ.
- Ramsey shared that minor adjustments have been made to the annual planning calendar, as requested at the 8/27/13 CEC meeting.

9/3/13

S. Trevisan