

MINUTES

College Executive Committee April 2, 2013
San Diego Miramar College

Present: Sandi Trevisan, Terrie Hubbard, Brett Bell, Jerry Buckley, Susan Schwarz, Daphne Figueroa, Patricia Hsieh, Buran Haidar, Adela Jacobson, Michael Shepard, Gerald Ramsey

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Clarifications provided. Minutes of 3/19/13 approved.

C. Guests

Linda Woods, Laura Murphy

D. Chancellor's Cabinet

- Enrollment report – the District made adjustments in targets based on augmentations. Miramar's enrollment is 5.1% above target.
- Board of trustees workshop on mental health services will be held at the beginning of the board meeting.
- Reviewed the April 4 board agenda. One Miramar item -- the workload reduction of a staff member.
- Board retreat April 18 – presidents were asked to provide documents to create a binder for board members to include accomplishments, important planning documents, and alumni association development.
- A district-wide budget meeting is tomorrow. Members will receive a PPT focused on the preliminary budget.
- One Miramar position was approved on the Classified Vacancy list – the secretary to the Dean of Business, Technology, and Workforce Initiatives. Recruitment with an internal search should begin immediately.

E. NEW BUSINESS

1. College Governance Committee Recommendations and Handbook Changes (Figueroa)

Postpone for next week's CEC agenda.

2. Distribution of Participatory Committee Meeting Agenda (Hsieh)

Agendas must be posted for 72 clock hours in advance of a meeting, during normal working hours. Consistency is needed for all committees to encourage participation in the governance process. Figueroa recommended all standing committees and sub committees post their agendas in the glass case located in the A building, near the mailroom, since the Brown Act requires physically posting in a spot that is publicly accessible. Juli Bartolomei, Shaunna Elmone and Lexie West all have access to the case and can assist with posting. Training has been scheduled for all chairs/co-chairs to review college governance issues and practices. Hsieh suggested distribution of agendas through the DL is a viable way to reach all.

3. Joint board meeting – Early College Program at Miramar College (Hsieh)

Hsieh reviewed the March 19 joint SDCCD/SD Unified board meeting and the discussion on Early College programs. Since the joint board meeting last year, CEC has discussed the issue several times. Hsieh thanked VPSS Ramsey and VPI Buckley for visiting major feeder high schools to find out what kind of partnerships they might be interested in. Available resources will determine the scope of any possible middle/early college program. City and Mesa have middle/early college programs. CE and Miramar don't. Miramar was asked to explore an early college program in the Mira Mesa area.

Following a meeting yesterday, Hsieh presented a draft framework within which the proposal should be considered: 1) decisions must be data driven; 2) must follow the college's strategic goals; 3) Miramar is expected to grow to 25,000 students and is actively engaged in enrollment management and now Student Success Task Force considerations.

Data –Mira Mesa High school expressed interest in personal growth, math 150, and political science courses. If a program is developed with MMHS, it should be transfer focused. Since one of the college's strategic goals is focused on partnerships with industry and schools, the PIE Committee should discuss. From the enrollment management (25,000 goal) perspective, FTES we generate should come back to college. Issues and concerns were discussed. With limited resources, we cannot do more than we can afford. Consensus was achieved to have PIE explore under strategic goal 4 (partnerships with institutions) to clearly articulate the "early college" as an objective; Academic Affairs will be asked to discuss scheduling issues of a condensed early college program with MMHS, a small number of students and classes, and a plan for how to develop the program. The first CEC meeting in November 2013 will wrap this up and the college will be ready to make a recommendation to the Chancellor's Cabinet.

4. Use of Campus Facilities by Outside Groups and Organizations (Trevisan)

The Marketing Committee has been exploring ways to enhance the college's visibility in the community, as well as encourage partnerships and relationships with industry and professional organizations and recommends promoting use of the campus facilities to professional and community organizations and more. Trevisan noted the many barriers that exist (fiscal, parking restrictions, staffing) that prevent external use of our facilities. Evening with the Experts presentations – historically held on Friday nights, cannot utilize the new LLRC auditorium on Fridays, as hoped. The new Student Services center will have a large multi-purpose room and Trevisan asked if that will be available for use. Brett Bell explained facilities usage, the Civic Center fee schedule, which is designed to manage the private use of public property. He noted that fees are important to avoid any perception of a gift of public funds to a private organization. He explained the two-tiered rates-- 1) direct cost of fair use (higher of two) for organizations with no link to Miramar College and 2) organizations where those served by the event are served by the college – for students or academic program – those costs cover expenses related to scheduling, custodial, security. Costs are always assessed and never waived. There is no different rate for non-profits. The recommendation is for PIE to review the topic within strategic goals. Trevisan will bring to PIE for discussion.

F. OLD BUSINESS

1. Compiled Information Regarding Employee & Student Satisfaction Surveys' Recommendations Due 4/24/13 (Hsieh)

Postponed. Ms. West will remove all the strike-outs and email CEC a clean final version. VPI will distribute the clean version of each set of recommendations to identified lead individuals.

2. Update on Accreditation Midterm Report (Hsieh)

Buckley announced two public forums have been scheduled this week – April 1 from 4-6 PM and Friday, April 5 from 12:30-2 PM. At Monday's Forum, he received some useful suggestions for enhancing the document and ways to package it. Communications Services will assist with publicity for greater participation in Friday's forum. Dean L. Ascione will facilitate Friday's meeting. Draft #3 is posted to the web.

3. Accountability Management System (Hsieh)

Mesa and City's contract will expire Jan. 2014. District will confirm with Mesa and City that they want to continue with *Taskstream*; then Kent Keyser will negotiate a contract with the vendor, adding Miramar College. Hsieh hopes a July 2013 use date is possible. The contract will be district-wide approach. Buckley and other VPIs will receive an email to determine needs.

4. Revised and Updated College Mission: Back to CEC on 5/7/13 (Hsieh)

Classified Senate will review Thursday.

G. REPORTS

Academic Senate (Figueroa)

At the March 19 meeting -- elections of officers, Erica Murietta (Treasurer), Gina Bocchichio (Secretary), Joan Thompson and Frederica Carr (Members At-Large). Approved resolution on hiring of faculty. Senate meeting today, 3:30 PM in H-105.

Classified Senate (Hubbard)

Will meet Thursday. Working on classified week events, classified scholarship. Placed deposit for holiday party, December 7, 2013.

Associated Student Council (Shepard)

Trustee Rhinerson will attend Friday's meeting.

District Governance Council

Met March 20 -- reviewed evaluation process of district governance structure; legislation and budget updates; early college. Next meeting tomorrow.

District Strategic Planning Committee

Met March 21 -- discussed potential district wide strategic goals revisions. Approved draft goals, which will go forward to DGC. Will work on benchmarks. April 12 meeting conflicts with Miramar PIEC.

District Budget Committee

Meets tomorrow.

College Governance Committee

Figueroa shared the need to review the process for recommendations from committees and use of the routing form. When a committee makes a recommendation, she suggested they be provided to the President's office to log in, date and number for tracking. Schwarz asked about the process of making changes to the handbook. Figueroa responded that there is a separate form for that process.

H. ANNOUNCEMENTS

Lexie West will be on vacation beginning Thursday for one week. She will send out the CEC agenda request early.

4/3/13

S. Trevisan