

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, February 26, 2013 • 1:00 – 2:30 P.M. • L-108

Members: Hsieh, Bell, Buckley, Figueroa, Shepard, Ramsey, Haidar, Allen, and Hubbard

Attendees: Trevisan, Schwarz, & Jacobson

- A. Approval of the Agenda
- B. Approval of Previous Minutes
- C. Guests/Introductions:
- D. Updates from the Chancellor's Cabinet
- E. New Business

#	Item	*Strategic Goals	Initiator
1	Fall Convocation Program – Hands-on Session to Encourage Faculty's Dialogue with their Peers	1	Hsieh
2	A-200 Furniture Donation	3	Bell
3	Classified Senate Storage/Workspace	3	Bell
4	Reserved Carpool Parking	3	Bell

F. Old Business

#	Item	*Strategic Goals	Initiator
1	2013 Accreditation Commission Annual Report 3/12/13 (CEC) – Draft Distribution on 2/25/13	1	Hsieh
2	Follow Up on Employee & Student Satisfaction Surveys' Recommendation due 3/12/13 (<i>attachment</i>)	1	Hsieh
3	Update on Accreditation Midterm Report	1	Hsieh
4	Revised and Updated College Mission: Back to CEC on 5/7/2013 (<i>attachment</i>)	2	Hsieh
5	Review of Critical Need List Based on 2012 Fall District Wide Staffing Study Responding to the Impact of Hiring Freeze due 2/26/13 (<i>attachment</i>)	1	Bell
6	Update on College Wide Retreat Agenda	1	Haidar & Buckley

G. Reports

(Please limit each following report to two minutes maximum. If you have any handouts, Please e-mail them to Lexie West ahead of time to be included for distribution electronically.)

- Academic Senate
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- District Budget Committee

H. Announcements

I. Adjourn

*** San Diego Miramar College 2007 – 2013 Strategic Goals**

Goal 1: Focus college efforts on student learning and student success through quality education that is responsive to change

Goal 2: Deliver instruction and services in formats and at sites that best meet student needs.

Goal 3: Enhance the college experience for students and the community by providing campus facilities, programs and student-centered co-curricular activities that celebrate diversity and sustainable practices

Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community

Goal 5: Refine the college's integrated planning process

Please also see <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2007-2013 Strategic Plan Folders

Lexie West

From: Patricia Hsieh
Sent: Tuesday, February 19, 2013 7:37 PM
To: Jerry Buckley
Cc: Daphne Figueroa; Joyce Allen; Buran Haidar; Michael Shepard; Adela Jacobson; Sandi Trevisan; Susan Schwarz; George Beitey; Denise Kapitzke; Brett Bell; Gerald Ramsey; Lexie West
Subject: FW: Copies of Materials for Distribution to CEC Members
Attachments: Employee Satisfaction Action Items 021213 w Responsible Party.pdf; Student Satisfaction Action Items 021213 w Responsible Party.pdf

Jerry:

Thanks again for working with the 2 VP's and all the constituency leaders on the two attached documents and thanks for sending the attachments.

Per my email to CEC on 2/13/2013 and as discussed at CEC today, please distribute the attached to the "Responsibility Party" identified for each recommendation on both surveys and ask them to review, revise, delete, modify, or add to the "Recommended Actions".

Please ask the Responsibility Parties" to email their feedback to Ms. West by 3/1/2013.

Ms. West will update the lists and distribute them as attachments to the CEC agenda for the meeting on 3/12/2013. Thanks.

From: Jerry Buckley
Sent: Tuesday, February 19, 2013 2:48 PM
To: Lexie West
Cc: Patricia Hsieh; Gerald Ramsey; Brett Bell
Subject: Copies of Materials for Distribution to CEC Members

Hi Lexie –

Please distribute the attached documents to all CEC members for their review prior to the next meeting. Dr. Hsieh has also asked that you post the three 2012-2013 Division Plan Annual Updates to the College web site. By copy of this email to Gerald and Brett, I will request that they send you their Division Plan annual updates, as well.

Thanks very much,

Jerry L. Buckley, Ed.D.
Vice President of Instruction
San Diego Miramar College
10440 Black Mountain Road
San Diego, CA 92126-2999
619-388-7350

San Diego Miramar College Mission, Vision, Values Statements

2012-2013 Revisions

Recommended by the PIEC Feb. 1st, 2013

Mission

San Diego Miramar College's mission is to prepare students to succeed in a complex and dynamic world by providing quality instruction and services in an environment that supports and promotes diversity, while emphasizing innovative programs and partnerships to facilitate transfer preparation, workforce training, and career advancement.

Vision

San Diego Miramar College will be a hub of education, diversity, and services to our community.

San Diego Miramar College, in keeping with this vision, supports and emphasizes the following guiding values:

- *Access, learning and success of all students*
- *A collegiate college community that offers civility, mutual respect, courtesy, appreciation, and accountability*
- *Accomplishments of individuals, groups and the college as a whole*
- *Diversity of our students, staff, faculty and programs that reflect our community*
- *Creativity, innovation, flexibility and excellence in teaching, learning and service*
- *The ability to recognize and respond to opportunities*
- *Collaboration and partnerships*
- *Participatory governance and communication*
- *Sustainable practices in construction, curriculum and campus culture*

San Diego Miramar College's core institutional student learning competencies are:

- **Communication** - Students will communicate effectively through reading, writing, speaking, and listening.
- **Critical Thinking and Problem Solving** - Students will use appropriate creative thinking, decision making and problem-solving approaches, reasoning, analyses of numerical data, and learning strategies.
- **Global Environment** - Students will understand the physical, social, political, and cultural environments in which they live, including sensitivity to diversity, cultural differences, and community needs.
- **Information Management** - Students will demonstrate technological literacy and effective information collection and analysis.
- **Personal and Professional Abilities** - Students will manage change, personal responsibilities, and their own wellness, as well as demonstrate teamwork and relationship maintenance, conflict resolution, and workplace skills.

Lexie West

From: Patricia Hsieh
Sent: Monday, November 26, 2012 6:34 PM
To: Lexie West
Subject: FW: Classified Staffing Study Update

Follow Up Flag: Follow up
Flag Status: Flagged

Please place this item back to the CEC agenda for the first CEC meeting in January, 2013.(with this email as an attachment).

Thanks.

From: Patricia Hsieh
Sent: Monday, November 26, 2012 6:32 PM
To: Daphne Figueroa; Buran Haidar; Joyce Allen; Terrie Hubbard; Brett Bell; Gerald Ramsey; Jerry Buckley; Michael Shepard
Cc: Adela Jacobson; Susan Schwarz; Sandi Trevisan
Subject: FW: Classified Staffing Study Update

The following is the email I referred to in my report to CEC on 11/13/12 and again in my email to CEC on 11/14/12.

Three VP's have been charged to work with their respective staff to review the critical classified need list submitted to the District last June and to recommend any staff transfer if warrants.

I will place this item back to the CEC agenda for the first CEC meeting in January, 2013.

Patricia Hsieh

Patricia Hsieh, Ed.D.
President

From: Will Surbrook
Sent: Monday, November 26, 2012 12:14 PM
Subject: Classified Staffing Study Update

We promised you an update related to the classified staffing study presented to the Board in March of this year. In 2005, the District developed a staffing plan to determine base funding for classified positions throughout the District. Although the plan was not an ideal formula, it did provide a framework for determining position allocations.

California's economic circumstances entered into a severe decline beginning in 2008. The resulting financial crisis caused continuous budget cuts for the California community colleges. Those budget cuts affected our operations, as well as all categories of staffing. The state imposed severe reductions to categorical programs in

addition to the already reduced general fund. That additional loss of state funds caused further negative impact on classified staffing.

The Board, the Chancellor, and the District made the decision that every effort would be made to avoid the layoff of permanent staff. The Board's direction was to accomplish the necessary personnel costs and budgetary reductions by continuing the hiring freeze with few exceptions.

In 2011/12, Human Resources reviewed the current classified staffing structure and examined the affect the hiring freeze had on the distribution of classified positions. The study showed that the result of the hiring freeze was a 10.61% reduction in the number of classified positions. The study also showed that no campus or program had more than a 1% change in the number classified positions when compared to the ratio in place prior to the hiring freeze.

The Board was presented with the results of the review on March 29, 2012. It was anticipated that some minor realignment of District classified positions might take place. However, after analyzing the types and levels of positions that were defunded and then examining the job classes and distribution of remaining positions, it is clear that transfers between units and campuses will not be required. Data has been given to each of the Chancellor's Cabinet members to help address if there is any need to reassign or move positions within their respective areas.

Each of the Campus Presidents and Vice Chancellors are being given an electronic copy of the final review for the purpose of sharing with interested staff. I am hopeful that this information will help spotlight individual campus/division needs as decisions are undertaken to shift personnel related to function and workload.

We know that this has been an anxious time for everyone, and that a number of offices and staff have experienced challenges due to classified staff vacancies. We appreciate everyone's understanding, hard work, flexibility, and commitment as we begin the process of addressing key needs and stabilizing staffing.

Best Regards,
Will Surbrook

Vice Chancellor Human Resources
[SDCCD | Human Resources | Office of the Vice Chancellor](#)
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