

## **MINUTES**

College Executive Committee Feb. 26, 2013  
San Diego Miramar College

**Present:** Sandi Trevisan, Terrie Hubbard, Joyce Allen, Brett Bell, Jerry Buckley, Buran Haidar, Patricia Hsieh, Daphne Figueroa, Susan Schwarz, Michael Sheppard

### **A. Approval of Agenda**

Agenda approved.

### **B. Approval of Previous Minutes**

*Edit to Feb. 5, 2013 minutes:* Old Business, #3. Figueroa asked that Retreat Planning committee members be included in the meeting with Liz Armstrong to discuss the goals and agenda for the retreat. Minutes of Feb. 5, 2013, Feb. 12, 2013, and Feb. 19, 2013 were approved.

### **C. Guests**

Adela Jacobson

### **D. Chancellor's Cabinet**

- No enrollment report update. Miramar's proposal to add 6 sections to the second-eight week session (1.4 FTEF, which will generate 25 FTES) was given the green light. P. Hsieh asked J. Buckley to follow-up; counselors will promote new sections to students for targeted recruitment. Three sections will be in administration of justice, two in business, and one in child development. Continuing Education will need 19.35 FTEF. Mesa, 3.45 FTEF to generate 59 FTES; City, 4.49 to generate 76 FTES. The added FTES should result in 409 above cap district wide. Hsieh thanked Buckley and deans who worked with faculty to come up with six sections.
- The Chancellor has requested the colleges invite new Congressman Scott Peters to visit the campuses, based on service area.
- Newly elected SDCCD trustee Rhinerson has asked to visit campuses. He will meet with the college president first, have a campus tour, and attend an ASC meeting. Hsieh will report to the Chancellor that Miramar's ASC meets on Friday mornings.
- There is a push to have the community college system absorb all unified school adult ed personnel with the \$3 million adult ed funding initiative for community colleges.
- The SDCCD board meeting on March 14 will be held at Continuing Education; there are no Miramar items on the agenda.
- No budget planning update.
- Federal law health care reform will impact everyone who works more than 30 hours per week, including short term hourly. SDCCD HR is recommending a six-month look-back period – 130 hours per month method and suggests a basic guideline cap of 24 hours/week for seasonal employees. Adjustments may need to be made to guidelines. The reform act will go into effect in January 2014. To be proactive, B. Bell reported that Administrative Services has set October 2012 as a representative month to gather all Miramar hourly employees information. They will break down information into one-week increments from 0-24, 25-29, 30-40 hours/week and will separate by divisions to review with vice presidents as the first step of review.
- As of today, there is no plan to expand this year's summer session beyond last year's offerings. A message will be communicated to students, which thanks them for their support of Prop 30,

and informs them that the district is no longer in a cutting mode, but will focus available resources in fall and spring. D. Figueroa questioned whether there was a plan for what classified staff will work on during the summer. Hsieh stated that summer is a good time to work on special projects. B. Bell stated there is no measurable cost savings achieved by closing the campus on Fridays.

## **E. NEW BUSINESS**

### **1. Fall Convocation Program – Hands-On Session to Encourage Faculty’s Dialogue with their Peers (Hsieh)**

Based on the great interaction among faculty achieved during fall flex, Hsieh recommended developing activities next fall that engage faculty in dialogue and participation.

### **2. A-200 Furniture Donation (Bell)**

The San Diego Sheriffs Detention Department has offered to donate 40 Herman Miller work stations (\$200,000 value) to Miramar’s public safety academy (A-200) for use by training officers. Bell has reviewed the proposal and furniture with VPI Buckley and Dean G. Beitey and determined the program can use the furniture. Costs associated with the donation could include removing existing furniture, warehouse and disposal, transporting and installing new furniture. The Sheriff’s Detention Department has offered to use inmate labor (work release program, low risk) to install the furniture – not forced labor. Installation would be supervised by the Sheriff’s Department and SDCCD Police Chief Hogquist would provide additional SDCCD police supervision. The proposal and concept of using inmate labor was discussed and approved at the Facilities Committee. CEC provided consensus for Bell to move forward. Hsieh expressed appreciation to the Facilities Committee.

### **3. Classified Senate Storage/Workspace (Bell)**

FYI, Bell has identified some workspace in the H building to assist the Classified Senate in performing their functions. The Academic Senate and Associated Students have spaces identified already.

### **4. Reserved Carpool Parking (Bell)**

Last month, the Facilities Committee discussed and supported identifying reserved carpool parking. Initially, they recommend Bell identify four preferential spaces in lot #1 and up to 10 spaces on campus, depending on applications for car pool permits. There must be three students identified to qualify for carpool permit (\$30 total). Each student gets 3 one-day passes. Carpool permits are managed by district parking services. Available carpool parking will be publicized by the district. Three carpools are requesting permits at this time.

## **F. OLD BUSINESS**

### **1. 2013 Accreditation Commission Annual Report (CEC 3/12/13; Draft Distribution 2/25/13) (Buckley)**

Buckley expects to receive data from the district late this afternoon. He attended an AACJC workshop last Friday and will provide a short summary to L. West for distribution to CEC.

## **2. Follow Up on Employee & Student Satisfaction Surveys' Recommendations Due 3/12/13 (Hsieh)**

Standing item until resolved. L. West sent the document to individuals identified with recommended actions.

## **3. Update on Accreditation Midterm Report (Buckley)**

No additional text has been received. Buckley recommended changing the name of "writing team" to "steering committee." Hsieh clarified "writing team" began with the follow-up report. Figueroa stated CEC acts as the steering committee. Figueroa/Haidar will finalize their responses for the midterm report draft before Friday.

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

Standing item. Hsieh reminded CEC members to review the mission statement with constituent groups. M. Sheppard reported the students reviewed and approved the recommended new mission statement unanimously. Classified Senate will review and bring recommendations to CEC.

## **5. Review of Critical Needs List Based on 2012 Fall District Wide Staffing Study Responding to Impact of Hiring Freeze Due 2/26/13 (Bell)**

Last June, the campus created a classified hiring priority list (critical needs list) for chancellor's cabinet created from our annual classified hiring prioritization list, which includes replacement of unfunded and identification and need for new positions. The critical needs list included vacant and unfunded positions only. The vice presidents recently revisited the list for currency. There are 10 positions on the list (8.65 FTEF) – one in instruction (.45 FTEF), five in student services (4.8), four in administrative services (3.4 FTEF). The only recommendation from instruction was to consider increasing a .45 media clerk position to .90, instead of hiring an additional .45 media clerk. Bell is seeking consensus to move the list forward to discuss at Cabinet. Hsieh thanked the vice presidents for their work on this project. Miramar was the only college initially to submit a list last year. Hsieh will report to Chancellor's Cabinet that we reviewed our critical positions for possible reallocation of current staff, but we have no luxury to move positions internally. Thirty positions are on larger list (replacement and new position needs).

## **6. Update on College Wide Retreat Agenda (Buckley)**

Buckley, Haidar and the retreat planning team are currently working on who should present what. Their goal is to have the agenda locked in by March 5, and on March 12 to meet with facilitator Liz Armstrong.

## **G. REPORTS**

### **Academic Senate (Figueroa)**

Figueroa asked where other constituent groups are with BRDS recommendations and handbook changes. Sheppard reported the AS voted to abstain unanimously on the BRDS recommendations. Figueroa will review CGC handbook changes with Allen and Sheppard and asked that the BRDS recommendations be placed on the March 5 agenda for approval. Bell

confirmed requisitions with vendor quotes attached should be updated. Paperwork is currently with BRDS chair, Sadayoshi Okomoto.

**Classified Senate**

No report.

**Associated Student Council (Shepard)**

No report.

**District Governance Council**

Next meeting March 6.

**District Strategic Planning Committee**

Next meeting March 21. Haidar noted Miramar's strategic plan aligns with the District strategic plan. Figueroa will report back. Classified hasn't reviewed district strategic plan goals yet.

**District Budget Committee**

Next meeting March 6.

**H. ANNOUNCEMENTS**

A. Jacobson announced only 26 faculty have ordered regalia and the deadline is this Thursday. Jacobson asked deans to ask faculty to follow-up. Buckley asked the Academic Senate president and president-elect to follow-up. Figueroa will follow-up.

2/27/13

*S. Trevisan*