

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, February 19, 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	Draft District Wide Strategic Plan	5	Hsieh
2	Updated Addendum to Division Plans	1	Buckley, Bell, Ramsey

**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
1	Taskstream Sandbox Feedback & Integrated Software Management System	1	Buckley & Haidar
2	Follow Up on Employee & Student Satisfaction Surveys' Recommendation due 2/19/13 ( <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

**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

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**From:** Patricia Hsieh  
**Sent:** Friday, December 14, 2012 6:45 PM  
**To:** Daphne Figueroa; Joyce Allen; Jerry Buckley; Brett Bell; Gerald Ramsey; Buran Haidar; Terrie Hubbard; Michael Shepard  
**Cc:** Sandi Trevisan; Adela Jacobson; Susan Schwarz; Lexie West  
**Subject:** Summary of CEC's Discussion on Steps to Tackle Employee and Student Satisfaction Surveys' Recommendations  
**Attachments:** 2012 Employee Satisfaction Surve2.pdf.pdf; 2012 Student Satisfaction Survey IGD Recommendations.pdf.pdf  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

As we discussed again at the CEC meeting on Tuesday, 12/11/2012, the following are the steps we will use to tackle the two attached documents:

1. 3 VP's and constituency leaders will review the attached recommendations to ensure all have the common understanding and interpretation of the recommendations on the attached.
2. The recommendations on both documents attached are categorized in six different areas respectively.
  - (a). 3 VP's and the constituency leaders will determine the lead individual (s) for each category.

(b). These lead individuals will work with other appropriate staff, faculty, administrators, offices, departments, and committees to propose activities to respond to the recommendations for each category on the attached.

For example, category #4 on the employee satisfaction survey is "Learning Support Services", the lead individual might be dean of library and learning resources. The dean might include PLACe staff and PLACe Taskforce and others to propose the activities to address this recommendation.

CEC also agreed that "Follow Up on the Employee and Student Satisfaction Surveys' Recommendations" would be a standing CEC agenda item until the item has been fully addressed.

I would propose that 3 VP's and constituency leaders provide a status report on #1 & #2 (a) by 2/12/2013 regarding common understanding and interpretation of the recommendations and the assigned lead individual(s) for each category.

I would also propose on 2/5/2013, CEC further discusses #2 (b) " timeline for proposed activities for each category" and the rest steps regarding responding to the recommendations.

Thanks.

*Patricia Hsieh*

Patricia Hsieh, Ed.D.  
President

# San Diego Miramar College Mission, Vision, Values Statements

## 2012-2013 Revisions

*Recommended by the PIEC Feb. 1<sup>st</sup>, 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

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**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.

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**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

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**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  
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