

MINUTES

College Executive Committee December 4, 2012
San Diego Miramar College

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

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Minutes of 11/13/12 approved.

C. Guests

Daniel Miramontez, Greg Newhouse

D. Chancellor's Cabinet (Hsieh)

- Eleven new TMC degrees from San Diego Mesa will be approved by the board of trustees. Colleges are expected to align TMC degrees at 100% goal by fall, 2014.
- Otto Lee shared new goals of the District Strategic Plan; Hsieh will email to CEC.
- The board of trustees will schedule a study session on mental health in the spring. Hsieh will work with Ramsey re: the college status and plan. Last year, the board asked about the status of mental health services at each campus.
- Due to the retirement of Director Richard Dittbenner (1/11/13) and Assistant Director Mary Lee (12/20/12), the SDCCD Public Information and Government Relations Office will be reorganized and renamed. District Reprographics will be moved under Executive Vice Chancellor Bonnie Dowd's supervision, and the remaining office will be renamed Communication and Public Relations. Dean Sharon Rhodes will be acting director from 1/14/12 to 7/1/12. Bell does not anticipate any significant changes with the relationship between campus and District Reprographics offices.
- SD Opera Student Ticket Initiative has asked for booths on campus. The request will be discussed at SSC. Hsieh proposed inviting the organization to Miramar ASC's fall and spring festivals.
- Board policy 3306, course materials adoptions and procurement, will be discussed at DGC. Hsieh will email information to CEC.
- Starting next year, no single college can put forward a grant application with the State Chancellor's Office CTE, *What Matters Initiative*. All applications will need to be filed as a region. SDICCA will create an Economic Workforce Development consortium to represent all regional colleges to all matters that relate to EWD. Grants will be "braided" from multiple funding sources. \$7.6 million is allocated for next year. Hsieh will email available information.
- UCSD faculty do not want to accept the statewide UC TAG agreement or the regional TAG, but will extend their university link program to outreach to high school students and those who express interest in attending community colleges. University link currently allows students in the programs four years to apply to UC for admission, but may be reduced to three years.

- There are no Miramar items on the December 13 board meeting. A Welcome and Farewell reception is scheduled immediately following.
- No budget update .
- Funds received through the passage of Prop 30 are required to go through the *Education Protection Act* to determine how it will be spent first. Bell stated that, according to Vice Chancellor Dowd, the passage of Prop 30 will not have any effect on the District's ability to offer summer or intersession.
- UCSD Chancellor will hold a transfer event on Saturday, 12/8 – all are invited to attend. Hsieh will email information.

E. NEW BUSINESS

1. Presentation on Comparison of 2009 & Spring 2012 Spring Employee Satisfaction Survey Results Focusing on 2010 Recommendation #4 (Miramontez)

Miramontez shared results from the *2012 Employee Satisfaction Survey* in relation to administrative turnover. Survey did not measure turnover *per se*, but looked at indirect measures that correlate. Presentation included overview, purpose, instrumentation, methodology, implementation, respondent profile, findings (for those that correlate to administrative turnover), and higher-level analysis. Results compared with 2009 to determine trends. Full report (survey and briefing) is now online at the IRP website under accreditation.

2. 2012-2013 Classified Hiring Priority List (Bell)

Bell provided an overview of the process that led to development of the list. At completion of program review, divisions individually created ranked, prioritized classified hiring lists with rationale provided for each position. The three VPs discussed priorities, strategies and juxtaposed lists in relationship to ranking of positions through the program review process, and created a campus wide list (includes division and campus rankings). Ranking at level of divisions was extracted from program review – deans passed along priorities to respective vice president. Buckley asked SLOAC/Program Review Committee to consider a two-week push back of Program Review deadline to beginning of October instead of mid-October. Bell supports push back of timeline. Ramsey suggested timelines be reviewed by all. Hsieh suggested the timeline discussion should be lead by PIE Committee. Haidar informed that the PR/SLOAC committee discussed last year the use of the program data provided by the OIRP as of the fall of the prior year for analysis in the spring semester, ahead of the PR reports writing due in the current fall semester.. Hsieh expressed concerned that dialogue and decisions need to be included in the mid-term report being compiled now. Classified staff has not thoroughly reviewed the hiring priority list and has some questions. Allen stated classified staff are comfortable with their level of input initially. Figueroa suggested once the three VPs have finished the list, it should be placed on the classified senate agenda.

F. OLD BUSINESS

1. Follow Up of the Review of Recommendation from Employee Satisfaction Survey Spring 2012, Held on Sept. 18, 2012 (Bell, Buckley, Ramsey, Figueroa, Allen)

VP Buckley distributed the Student Satisfaction Survey Results Recommended Actions document. All actions are to be completed by June 30, 2013, unless determined to be ongoing.

Figueroa praised the list and suggested the next step would be identifying individuals or groups to be tasked with actions. Allen agreed. Hsieh echoed praise and asked if actions will be cited in the mid term report. Hsieh encouraged the task force to take a close look at items that can be completed in time to include in the mid-term report. Buckley stated analyzing the results of the survey is what we said we'd do and the list is our evidence. Ramsey acknowledged and praised the work Buckley has done to lead efforts to complete tasks and organize tasks for others.

2. Presentation at the 2013 SDCCD Board Meeting at Miramar (Schwarz, Trevisan, Bell, Ramsey)

The tentative board Miramar site meeting date is Feb. 14, 2012, but will not finalized until board approves later this month. Schwarz announced the new rehearsal will be Feb. 7 at 2 p.m. in the LLRC auditorium for all participants/presenters. Schwarz will email a reminder.

4. Update on Accreditation Mid Term Report – due May 10, 2013 (Buckley)

Buckley distributed 2013 midterm report status chart, which indicates information provided, evidence, and missing items. He stressed the need for governance-related items. Hsieh reminded all we need to bring items to the table when issues arise, and not wait for self-study and address them as planning agendas.

5. Finalized Spring 2013 Convocation (Hsieh)

Program confirmed.

6. Update on Review of College Mission Statement (Buckley)

The PIE Steering Committee met to discuss the college mission statement, vision and values and presented a draft for consideration, which shortens the existing mission statement and adds a second sentence to reference the students we serve in alignment with the statewide community college mission. The revision will be discussed at PIE on 12/14. Revised mission statement, vision and values need to be approved by the Board no later than March, 2013. This item will be back to CEC on Feb. 5, 2013 after all the constituencies have provided input.

7. SB 1440 Update (Hsieh)

See Chancellor's Cabinet report. Buckley presented the Miramar tracking instrument developed by Duane Short and a listing of all statewide TMCs. Colleges are expected to align 100% of TMCs by fall 2014. Jacobson stated this will become a counseling and a communication issue and suggested the college present information to students in the catalog and through promotion/flyers. Hsieh wants to make sure we are consistent with District.

G. REPORTS

Academic Senate (Figueroa)

Meet today. Will review process management software, *Taskstream*.

Classified Senate (Allen)

Meeting Thursday.

Associated Student Council (Shepard)

Working hard for students.

District Strategic Planning Committee

No report.

District Governance Council

No report.

District Budget Committee

No report.

H. ANNOUNCEMENTS

Hsieh asked if a location for 2013 college wide retreat had been identified. Buckley replied PIEC will meet on 12/14 and he expects a decision at that time.

12/4/12

S. Trevisan