

## **MINUTES**

### **College Executive Committee May 1, 2012**

San Diego Miramar College

**Present:** Jerry Buckley, Daphne Figueroa, Sandi Trevisan, Joyce Allen, Victor Bohm, Brett Bell, Gail Conrad, Darrel Harrison, Susan Schwarz, Terrie Hubbard

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

Item #E1 New Business added to #F1 Old Business. Agenda approved

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

Minutes of 4/17/12 approved.

#### **C. Guests**

Buran Haidar

#### **D. Chancellor's Cabinet (Bell)**

- No enrollment report.
- Emergency Planning update. All staff will be required to have an email on file, including adjuncts. Radios have been distributed. Elevator rescue plans and back-up generator plans in development with consultants. Emergency plans updated and posted district wide. Training planned this summer for emergency response teams. Administrator phones have zone broadcast capability (7 zones across campus).
- The Mesa College resolution to create a Grant Review Board will be discussed at DGC. Campus input is requested from all constituent groups.
- Schedule of board of trustee meetings is tentative.
- No budget update.
- Classified vacancy list for Miramar -- the vacancy in child development was approved to fill, effective July 1<sup>st</sup>.
- Cleary Act discussion. A district wide steering committee will be formed. Representatives from campuses will be solicited and should include deans of Student Affairs.

#### **E. NEW BUSINESS**

##### **1. Counseling Classroom (Café/Bookstore) and Assessment Center (Bell)**

Based on a recommendation from the Student Services division, the Facilities Committee recommends approval to relocate assessment and classroom functions from the Welcome Center to Café/Bookstore and visa versa. The Facilities Committee approves the concept of making rooms interchangeable to accommodate staffing limitations. Functionality will be interchangeable, but no additional costs related to the shift were approved – shift must be cost neutral. Assessment will be located near Counseling in the new Student Services Center. The Counseling classroom will accommodate more students in the Welcome Center. Harrison suggested using the CEC routing form for recommendations such as this. *Motion (V. Bohm)/ Second (Harrison)/ CEC passed unanimously in support of the change order.*

##### **2. First Year Experience and CCAMPIS Grant (Conrad)**

To accommodate the large number of anticipated participants in FYE (Freshman Year Experience) this summer, Personal Growth 130 sections will be replaced with Personal Growth 120 sections. Five PG 120 sections and no PG 130 class sections will be offered in the fall.

CCAMPUS grant funds (childcare grant for Pell Grant qualifying students) have been approved for transfer from Mesa to Miramar College. Funds will be used beginning next year. Grant runs through 2013 and is renewable. Funds can support any accredited child development center.

### **3. AP7400.14 (Bell)**

DGC referred a series of 18 facilities administrative procedures to colleges for review. Miramar's Facilities Committee approved all with exception of AP7400.14, hazardous materials procedure. Committee felt the procedure did not address implementation and funding issues. Figueroa shared Mesa chemistry department concerns and will share those sentiments with DGC tomorrow.

### **5. Proposed \$1 Increase, Student Health Fee (Bell)**

Chancellor requested feedback from campuses for a proposed 2012-2013 \$1 student health fee increase. The annual \$1 increases are tied to the consumer price index. Incremental increases will prevent potential one-time large increases in the future. ASC will officially vote on Friday. Bohm will request student representation at DGC tomorrow. Increase is on the Classified Senate agenda Thursday. Senate Exec Committee voted to support ASC position.

### **6. Proposed Retreat Dates (Buckley)**

Changes proposed in the college Accreditation Follow-Up Report (process improvement) include reinstating an annual planning retreat off campus, comprised of a cross-section of approximately 75 staff to review findings from previous year program improvement, look forward and prioritize goals. PIEC recommends August 7, 2012 at Mission Trails. Catering, budget, location confirmation, and list of attendees need to be worked out. Buckley would like a work group to discuss. PIEC suggested PIEC members, sub committee members, and representatives from all constituent groups be invited to attend. Deans, department chairs and program directors were also discussed. Buckley will follow-up with PIEC and subsequently bring CEC a recommendation.

### **7. Update on Agreement with Transit Center SANDAG (Bell)**

The District is in the process of formalizing two MOUs with SANDAG, MTS and SDCCD. 1) Operations, maintenance and enforcement of MC Transit Station; 2) Parking and amount of parking to be made available to MTS and funds needed to build a new college parking structure to replace spaces used by MTS. Transit Station will break ground in June. Easement has been awarded by the District; currently finalizing two MOUs to inform all agencies. Phased program. No groundbreaking activity is planned.

### **8. Update on HR Plan (Bell)**

HR Plan will combine 1) studies, data, and information on projected growth through 2025 and respective staff faculty needs (reaffirmed at DGC last year) and the most recent board presentation from HR (macro level view of hiring freeze and affects on district) with a micro view of the college's current status and needs that Bell will develop over summer. Components

within plan include diversity, ethnicity, and student equity plans, based on student population (SANDAG and SDCCD analysis).

### **9. Smoking Policy Survey (Bell)**

Bell sent out a survey of seven broad level questions to Miramar's DL (survey closes May 4) and has received a good response. Bell also met with ASC council members, who will circulate the survey within classrooms (as many as possible) this week and across campus. Bell will then combine results with faculty/staff results and arrange a campus wide discussion to determine direction. Bell will send out a reminder to DL to complete survey before Friday's deadline. He expressed appreciation to AS for their willingness to assist.

## **F. OLD BUSINESS**

### **1. Follow up Report and Fall SLO Report to AACJC (Buckley)**

The first draft of the accreditation report has been posted to the accreditation webpage on the college website. Buckley is working with the web master to update the site and develop a more effective structure for accessing information. New drafts will continue to be posted to the web through September. Feedback is encouraged throughout the draft process. A forum has been scheduled May 8 for campus review. A template was provided by the Accrediting Commission. Draft will reflect refining of the layout. Figueroa suggested using external reviewers. Buckley suggested all contributors to any writing team should be listed in the report.

The SLO Report does not require Board approval. Buckley still wants feedback from all and involvement. Possible implications to the SLO report that is due at the same time as the Follow Up Report – since the accrediting team will be on campus this fall, they may ask for SLO evidence.

## **G. REPORTS**

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

Today at 3 PM is a forum with the Diversity/International Ed Committee. Regular meeting will follow from 4-5 PM. Online course schedule listing resolution will be discussed.

### **Classified Senate (Allen)**

Senate meets Thursday. Agenda includes Classified Senate week plans, accreditation, and health fee.

### **Associated Student Council (Bohm)**

AS passed Constitution unanimously. Friday, AS will vote on health fee increase, hear smoking policy issue, and review the draft AACJC report.

### **District Governance Council**

Tomorrow.

### **District Strategic Planning Committee (Figueroa)**

Final draft of the revised Strategic Plan update for 2011-2012 is awaiting feedback from campuses.

**District Budget Committee (Bell)**

No report.

**H. ANNOUNCEMENTS**

None

*5/1/12*

*Trevisan*