

## **MINUTES**

**College Executive Committee • February 7, 2012**

San Diego Miramar College

**Present:** Patricia Hsieh, Jerry Buckley, Daphne Figueroa, Sandi Trevisan, Joyce Allen, Gail Conrad, Brett Bell, Victor Bohm, Terrie Hubbard

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

Approved.

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

Minutes of 1/31/12 approved.

### **C. Guests**

Linda Woods

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

- Emergency planning discussion on generators. Miramar College has identified campus additional locations in need of emergency generators: W building, automotive, new administration building, police substation, Welcome Center (health services). Implementation will be staged based on available funding with emergency command centers to receive generators first (Administration building).
- No new information on Transfer Model Curriculum issue with SDSU. Miramar College has one unique area, which needs review – administration of justice.
- Miramar has only one item on the board agenda (2/9/12) – a change order.
- State budget forecast has increased to a \$169 million shortfall, based on income projections for tuition, property tax revenues, and new community college centers' costs. SDCCD's share is \$5.9 -\$6 million.
- Miramar's request to fund an athletic trainer position remains on the list of position considerations for funding. No action will be taken until an entire district package of critical hiring needs is presented.
- Human Resources will create a draft list of critical existing classified staff needs district wide, as well as matches for possible transfer.
- A quarterly diversity report (employees) will be presented to the board of trustees.
- Under the Public Records Act, the Union Tribune is currently requesting college information on funds spent for holiday parties, food, and gifts.
  
- **Accreditation:** P. Hsieh received an action letter from the Accreditation Commission, which was not satisfied through the college's follow-up report and the visiting team's report that the college has met all recommendations. The college must work on meeting unmet recommendations by October 2012 or institutional accreditation will be removed. Work groups from the follow-up report will be activated. It is important the college identifies specific Commission concerns within the recommendations – Hsieh will contact the Commission. Miramar cannot unilaterally address the recommendation regarding faculty evaluations, as this is a district wide bargaining issue with language and process the same at sister colleges Mesa and

City. The chancellor offered to participate in a phone conversation with the Commission, if necessary. Figueroa suggested Jim Mahler be included.

Bell added the Commission's concern re: staffing plans to address campus/enrollment growth must also include district involvement. Hsieh will forward the Commission's action letter to HR and request Vice Chancellor Surbrook advise the college. Figueroa suggested the work groups take the lead to connect with respective district entities, as necessary. Accreditation will be placed on the CEC agenda as a standing item. The President's Office will review the list of individuals on the work groups and update, removing those no longer at the college, and send the revised list to CEC for review at the next meeting. Figueroa will share information and plan to reactivate the follow-up report work groups with the Academic Senate.

## **E. NEW BUSINESS**

### **1. Operational Structure for Moves into the Student Services Building, 2013 (Conrad)**

Conrad plans to meet with student services staff soon to discuss how to handle limited staffing and student services when they move into the massive, new building in 2013. Some temporary moves may be made (i.e., Outreach). Hsieh indicated the college may face the same staffing needs concern from the Accreditation Commission with their next visit. Figueroa suggested the college consider keeping a single bungalow as a historical building. Bell stated a bungalow will be kept for the public safety program. Trevisan said campus history will be addressed in The Compass with interpretive signage and possibly in the LLRC and Student Services building displays.

### **2. Release of New RFA for 2012-2013 Middle College High School Grant (Hsieh)**

The State Chancellor's Office has released a RFA grant opportunity for community colleges to pursue middle college high school programs. In light of a recent joint meeting between SDCCD and SD Unified, Miramar College should consider the grant opportunity. Hsieh asked VPs Buckley and Conrad to review. Conrad shared the grant details -- \$1 million grant to be distributed to 10 colleges (\$100,000 each) with a match required. The grant targets high-risk students and the entire program must be located on the community college campus. Figueroa expressed concerns that pursuit of a middle college high school program at this time has not been part of the integrated planning process at Miramar and must fit within the college's priorities. Buckley stated the proposal must fit Miramar and perhaps the college might want to consider its own model, reflecting the college's student population. Deadline for grant application is April 2012. Conrad advised against pursuit of the grant at this time.

### **3. HDAT Change Order (Bell)**

Based on a recommendation from the diesel faculty, program dean, and instructional vice president, the Facilities Committee supports and approved a change order to replace a decomposite gravel area on the southwest side of the building to cement at a cost of \$10,000. For construction change orders initiated by the college, the president must advise vice chancellor Umstot to process the request. Motion to approve (J. Buckley), second (V. Bohm), approved.

## **F. OLD BUSINESS**

### **1. On Campus Board Meeting Program Preparation Update (Figueroa)**

Presentation preparation is moving forward as planned.

## **G. REPORTS**

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

Senate agenda today includes a presentation from Gayla Pierce, review of a new accountancy program, BRDS Committee presentation, review of the Civility and Mutual Respect Policy, and the proposed July 1 application deadline for students. Figueroa will forward the Civility and Mutual Respect Policy to CEC members.

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

Senate heard reports from various committee representatives and addressed ongoing safety concerns in A-200.

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

Topics discussed at the first meeting of the semester included changing the ASC logo, the March in March, Spring Fest, and filling senator vacancies. ASC approved PIE Committee recommended changes. Bohm revealed the college's new mascot Jimmy the Jet and thanked B. Bell for his assistance in purchasing the costume.

### **District Governance Council (Hsieh)**

Topics discussed include a State budget update, summer session proposal, Student Services Task Force report next steps. Hsieh to obtain copies for all CEC members of the SDICCCA Workforce Economic Impact Report from Rich Dittbenner.

### **District Strategic Planning Committee**

No report.

### **District Budget Committee (Bell)**

A theoretical, historical perspective that has included workload reductions and deficit funding since 2008 and 2009 was the focus of discussion.

## **H. ANNOUNCEMENTS**

- Figueroa will provide a link to the Innovations Spotlight Virtual Conference (2/15/12, 10 a.m. – 6 p.m.) as soon as it's received.

*2/8/12*

*Trevisan*