

MINUTES

College Executive Committee • October 25, 2011

San Diego Miramar College

Present: Patricia Hsieh, Randy Barnes, Sandi Trevisan, Joyce Allen, Daphne Figueroa, Victor Bohm, Adela Jacobson, Susan Schwarz, Darrel Harrison, Terrie Hubbard, Gail Conrad, Brett Bell

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Minutes of 10/11/11 and 10/18/11 approved.

C. Guests

Buran Haidar

D. Chancellor's Cabinet (Hsieh)

- Arrangements have been made with Trevisan and Schwarz when CEC minutes are posted, a DL announcement will be generated by the web master.
- As a cost-saving measure, no schedule or postcard will be printed for summer 2012. Any promotion will be cost-effective.
- Radios for off-campus sites will be included in the district emergency preparedness plan.
- At the 10/27/11 board meeting, five Miramar students, two faculty, one classified staff, two community representatives, and a person from Rose Canyon will speak against the high speed rail proposal that would run through the Miramar College campus.
- Items of interest to Miramar on the 11/10/11 board meeting include: \$1 increase in student health fee (\$17 to \$18 fall/spring; \$14 to \$15 summer), effective spring 2012; right-of-way easement to the City of San Diego for planned transit center on the Miramar campus; contracts for coffee kiosk in the LLRC and HVAC contractor bonding company; parking permit fee increase to \$40 per semester. Permits for students receiving financial aid will be \$20.
- There are no budget updates.
- Dean Jacobson will work with Miramar students on the Democracy Commitment Initiative. Vice chancellor Otto Lee will take the lead to coordinate college/district involvement.

E. NEW BUSINESS

1. College Governance Committee Recommendations for Changes to Academic Affairs, Committee, Staff Development Committee, Graduation Subcommittee (Figueroa)

Figueroa presented recommendations for changes to the College Governance Handbook – *Academic Affairs* language; *Commencement Sub-committee* name and membership; *Staff Development* minimal wording edits and addition of classified co-chair. All recommendations received approvals by constituent groups prior to today. Motion (Barnes)/Second (Allen)/CEC approved changes. CEC members signed recommendations for inclusion in Handbook.

F. OLD BUSINESS

1. Update on Accreditation Follow-Up Report (Barnes)

L. Woods and Barnes are meeting with campus teams to review areas of recommendations. Duane Short will send out data survey soon. Hsieh hopes to receive names of individuals who the visiting team members would like to interview by 11/2/11. The team will set up in the President's Conference Room. Hsieh thanked all involved in the preparation for the visit.

2. On Campus Board Meeting Program Preparation (Hsieh)

Trevisan sent out a timeline for preparation of the PowerPoint. Schwarz added any presenter needing AV involvement must be done before winter break. Trevisan will resend edited timeline to CEC. Board presentation will remain on CEC agenda.

3. Follow Up Emergency Contact Strategy (Hubbard)

Hubbard provided background to development of phone tree/emergency contact list (handout). Schools should further complete respective areas for their use. With so many adjuncts, a phone recording for call-in use was recommended. Adjuncts with a district email received the HR request for registering contact information via web advisor. Conrad suggested an emergency information sheet per employee be maintained on campus. The next step will be for managers to get the information necessary to complete the chart. Managers and lead individuals should keep information on file. Hubbard will forward CEC the data form for individual use and will add "emergency contact" to information request.

G. REPORTS

Academic Senate (Figueroa)

Academic Senate met on 10/18 and voted on CGC recommendations.

Classified Senate (Allen)

Allen confirmed 10/28/11 workshop – 22 attending to date. Classified Senate is also working on flex week (1/9-13/12), a holiday celebration, and identifying senators.

Associated Student Council (Bohm)

ASC items: Fall Fest, 10 a.m. – 2 p.m., student speakers at 10/27/11 board meeting, students voted against parking fee increase. Jacobson praised student event planning efforts. Food trucks have been approved by the district for Fall Fest.

District Governance Council

Parking fee increase and facilities-related items.

District Strategic Planning Committee

No report.

District Budget Committee

No report.

H. ANNOUNCEMENTS

- The holiday bbq will continue to be the first Thursday of December (12/1/11), despite the President's Office-sponsored college holiday party scheduled the same week (Monday, 11/28/11)

- Trevisan reported the Integrated Planning posters and flyers are ready for distribution. Figueroa offered the Academic Senate senior clerical assistant for distributing flyers in faculty mailboxes. Trevisan will send Figueroa a draft email announcement. Outreach will handle posters distribution, as well as posting mission statement flyers in the H and M bldgs.

11/1/11

Trevisan