

## **MINUTES**

**College Executive Committee • October 18, 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

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

Approved.

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

Minutes of 10/4/11 approved; minutes of 10/11/11 pending.

### **C. Guests**

Buran Haidar, Dan Gutowski

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

- Not all SDCCD associate degree requirements are consistent with transfer institutions. Vice Chancellor Otto Lee is working on transfer curriculum alignment with SDSU for history, theatre arts and math disciplines. The topic will be discussed at DGC.
- Human Resources emailed a request for emergency contact information to staff district wide yesterday. Updates should be made in Web Advisor. Hand crank, solar powered AM/FM radios will be provided for each building on each campus. Off-campus sites need to be included. It will cost \$400,000 to retrofit 47 elevators district wide for emergency preparedness. Elevators will be prioritized. SDCCD Police Chief Hogquist will contact campuses to update and review emergency plans. There was no discussion on the use of two-way radios.
- The joint board meeting between SDCCD and SD Unified School District will be held tonight from 5-8 p.m. at ECC.
- The SDCCD board of trustees' formal resolution in opposition to the California High Speed Rail Authority (HSRA) proposed option to build a rail line through the Miramar College campus is on the agenda for the Oct. 27 board meeting. At least one community member will attend.
- The SDCCD board of trustees site meeting at Miramar College is tentatively scheduled Thursday, March 29, 2012. The Basic Skills group is working on their presentation. Figueroa and Mark Manasse will work on the formal League proposal. Hsieh will send out a timeline for program/Powerpoint development.

### **E. NEW BUSINESS**

None.

### **F. OLD BUSINESS**

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

The accreditation team visit will be Nov. 7. A copy of the Follow-up Report will be placed in the team room. Accreditation Self-Study teams have met. Hsieh requested all lead individuals for each Response be available to meet with the visiting team between 9-11 a.m. on Nov. 7,

should they be asked. Official notification of results from the follow-up visit is expected from the Commission near the end of January/early February 2012.

## **2. Update on Long Term and Short Term Enrollment Management (Barnes)**

Miramar has grown despite FTEF cuts. For fall 2010, while actual FTES (3782) is lower than projected FTES (3172), headcount is higher than projected. Miramar fill rate is currently at 101% capacity. Academic Affairs is charged to come up with recommendations regarding the projection of campus growth to 25,000 students by 2025.

## **G. REPORTS**

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

Meeting today. Topics include SLOAC progress; College Governance Committee recommendations, AFT travel funds, staff development.

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

Thursday meeting agenda includes: College Governance Committee recommendations, membership, January flex, Oct. 28 workshop on integrated planning, fundraising, committee reports.

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

ASC items: College Governance Committee recommendation, High Speed Rail Authority proposal. A group of students will attend the October 27 board meeting. Oct. 27 Fall Fest hours will be 10 a.m. – 2 p.m..

### **District Governance Council**

No report.

### **District Strategic Planning Committee**

No report.

### **District Budget Committee**

No report.

## **H. ANNOUNCEMENTS**

- Figueroa worked with Allen on Classified Senate concerns re: membership name changes on the PIE Committee. Following this meeting, constituent group leaders signed the updated Shared Governance Handbook edits, effective October 2010.
- Trevisan announced Integrated Planning posters and flyers are currently being printed and will be distributed next week. Figueroa will notify the Academic Senate of the plan and request faculty post a flyer in their offices. Trevisan also ordered Mission Statement flyers for posting in the H and M buildings.
- Gutowski reported that on Thursday, Oct. 20, as an activity of the California Great Shake Out, Miramar's Emergency Command Team and all C-CERT trained staff will be asked to report for a short exercise. Text messaging alerts will be attempted for the first time. Due to continuous construction activity, evacuation maps in the campus emergency plan need regular review and updating.

- Harrison announced the College Governance Committee approved a form that will be sent to shared governance committees soliciting input, concerns and suggestions regarding the shared governance structure and committees.
- In recognition of Breast Cancer Awareness month, the Miramar soccer fields will be lined in pink next week for the undefeated women's soccer team, according to Gutowski.
- Hubbard asked that changes to the emergency contact phone tree continue to be forwarded to her attention.

*10/18/11*

*Trevisan*