

## **MINUTES**

**College Executive Committee • October 11, 2011**

San Diego Miramar College

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

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

Approved.

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

Minutes of 10/4/11 pending.

### **C. Guests**

Buran Haidar, Mark Manasse, Linda Woods

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

- Hsieh distributed the *2011/12 Outlook FTES Compared to Targets* report and reviewed tier 0, 1 and 2 budget scenarios and FTES projections. Miramar College growth is on target to achieve 25,000 enrollments by 2025.
- The board of trustees requests lists from each college of all professional connections with outside contacts. Vice presidents are asked to work with their deans to provide agency, school, and business names and contact names for each.
- Hsieh reviewed the *Awards by College* document and noted Miramar's decrease in 2010/11. Bohm suggested financial aid might be compromised for students who receive a degree. Figueroa purported evaluators leaving campus may have negatively affected graduation rates.
- District HR will send out a request to all staff to provide emergency contact information. The Chancellor will send out an announcement encouraging participation. Five AM/FM radios will be provided to each campus. Police Chief Hogquist will select the type of radio. 47 elevators located throughout the district need retrofitting for emergencies. Miramar College has two generators (W bldg. and Science bldg.). City has none. Mesa has two. District will determine if more are needed.
- On 10/20/11, C-Cert leaders will activate campus teams in an exercise of the California Great Shake Out.
- Constituent group leaders are encouraged to attend the joint meeting of the SDCCD and SD Unified boards of trustees from 5-8 p.m. on Tuesday, Oct. 18 at ECC.
- The SDCCD board meeting on Oct. 27 will be held at Mesa College. Miramar items include a resolution in opposition of the High Speed Rail Authority proposed option to plan a course through the Miramar College campus, and approval of an easement for the transit center, which will be built on the campus. The chancellor would like community members to speak against the rail. Trevisan will ask the Mira Mesa Town Council to invite those individuals who attended a community transportation presentation recently. In consideration of the 2010 accreditation recommendation regarding excessive administrative turnover, the district will establish a mentor process for new managers and administrators.

## **E. NEW BUSINESS**

### **1. Discussion of Long Term and Short Term Enrollment Management (Hsieh)**

In a document developed in 2005, enrollments are projected at 25,000 each for City, Mesa and Miramar colleges by 2025. Colleges are charged with reviewing the projections to assure they are still valid. Figueroa suggested staffing be considered in enrollment planning. The topic will be placed on the DGC agenda the first meeting after Thanksgiving. College funding is based on the actual FTES generated the prior year. The college should make an effort to reach and maintain 10,000 FTES as a benchmark for increased funding (\$500,000 district wide). Academic Affairs will share information with all chairs for departmental review. Allen stated the Classified Senate is planning to discuss staffing concerns with the Chancellor. Enrollment management will become a standing CEC agenda item.

### **2. Progress on Educational Master Plan (Barnes)**

College vice presidents are making great progress on the plan. Only items #1 and 2 remain incomplete at this time. This year's plan will be pulled from existing documents. Barnes will work with the deans and Academic Affairs to pull the plan together prior to Nov. 7.

## **F. OLD BUSINESS**

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

On Nov. 7, the follow-up team will be on campus from 8 a.m. – 1 p.m. and spend the afternoon at the district. They will meet with campus staff from 9-11 a.m.

## **G. REPORTS**

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

Academic Senate met on Oct. 4. Minutes are available for review.

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

Senate is planning classified staff flex week activities, which will occur on January 13, 2012.

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

There are 10 student clubs. Fall Fest will occur Oct. 27.

### **District Governance Council**

Topics included enrollment management and Student Success Task Force Draft Recommendations.

### **District Strategic Planning Committee**

No report.

### **District Budget Committee**

Tier 0, 1 and 2 options were discussed.

## **H. ANNOUNCEMENTS**

- Mark Manasse provided an overview of the “Basic Skills Innovation of the Year” recommendation. The program works across disciplines across campus. The Basic Skills group will write up the competition proposal, as well as present information to the board of trustees at the Miramar site meeting in March 2012.

- Haidar reported the regional SLO training meeting has been postpone until spring.

*10/17/11*

*Trevisan*