

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, November 28, 2017 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon (absent), Murphy, Hubbard, Allen, Bermodes, & Johnson (absent)

Attendees: Beitey (absent), Teresh, Ascione, Hankinson, & Miramontez

Meeting called to order at 1:30pm.

- A. **Approval of the Agenda:** Hsieh approves the agenda. Bell seconds. Motion passes.
- B. **Approval of Previous Minutes:** Bell approves the minutes. Hsieh seconds. However, there will be one change. The word workshop should be changed to work groups under item #1. Motion passes.
- C. **Guests/Introductions:** Naomi Grisham
- D. **Updates from the Chancellor's Cabinet:** Hsieh provides the latest potential FTES for Intersession 2018 numbers as of Nov. 27, 2017. (see attachment). Miramar College received an additional 250 FTES for winter 2018 Intersession to help the district reach its entire year target and this document shows that if each college has a 75% fill rate in its Intersession classes then Miramar College can reach its target of 250 FTES. As for spring 2018, if Miramar College is at 100% fill rate for all its current sections then the College will be able to reach its goal of 4,417 FTES and surpass it at 5,044. With a projected 80% fill rate, the College will only attain 4,035 FTES and not reach the goal of 4,417 FTES. City College is doing extremely well when it comes to FTES and headcount (see attachment). The district wide enrollment management meeting will be held at Miramar College on Dec. 15 from 9am-12:30pm and the College's Vice President's and deans are expected to attend. Department chairs will not have to attend instead there will be a focused enrollment managing meeting for department chairs at a later date. The district has \$200,000 of general fund money for marketing plus a \$160,000 in strong workforce money to do marketing on behalf of the district colleges and CE. The district debuted the plan at cabinet. Ads may go up on the Edwards Cinema screens in Mira Mesa and they may focus on all colleges not just Miramar, but please keep in mind this a district ad buy and not a college ad buy. The initial district proposal for San Diego Promise students who start in fall of 2018, they will have AB19 funding to pay for fees so the one option proposed is for the district to pick up the books at a cost of \$750 per student. The second option is for the district to not cover any costs until year two when they will pick enrollment fees and books. This is all contingent on how the SDCCD's fundraising is going. Per the governor's office and the state chancellor's office, all colleges need to promote voter registration. It has been a full year since the college has submitted its strong workforce program plan, and the plan is due Dec. 1. Hsieh asks Hopkins to see this before it is submitted. Hsieh asks if everyone has seen the draft of the district wide strategic plan. Hsieh asks Hubbard if the CEC's comments have been incorporated in the document. Hubbard says yes. One of the college's top priority moving forward is to expand its outreach efforts per the 2015 planning summit. Therefore, the college proposed that a program activity manager position be created to address this need. The cabinet and board approved both, however, district HR said the position must be an associate dean position due to the need to supervise staff. Furthermore, it was proposed by VC Neault at the cabinet level that all colleges align the title for the outreach position. Hsieh advocated for the college and stated to the Chancellor that Miramar College needs this position. This position will be funded by categorical funding. The Chancellor asked that this wait until January and Hsieh said "no." Hsieh asks Ramsey to complete the board agenda item ASAP. Hubbard asks if this position would be supported by a classified clerical position paid for by SSSP funds. Ramsey explained that it would not. Murphy asks if there has been any movement on getting more classified staff. Hsieh responds that the college has added a significant number of classified positions through the categorical fund over the past two years. Ramsey adds that the college has added ten classified staff over the last two years. Hopkins added that 4 classified positions were added using strong workforce funding. Hubbard wants to make sure that the classified senate has representation on hiring committees. Hsieh says the college has a prioritized hiring list and that any request for a position approved by the chancellor's cabinet is reported at CEC.
- E. **New Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Prioritized Faculty & Classified Need Lists: Murphy reports that this list has gone through academic senate and was approved. This item will come back to CEC for approval the recommended list is provided by McMahon.	1	1	McMahon

F. Old Business

#	Item	*Strategic	Accreditation	Initiator
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*** San Diego Miramar College 2013 – 2020 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.

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		Goals	Standard	
1	<p>Preparation for Accreditation Midterm Report (Due to SDCCD Board November 2020)</p> <p>a) Response to Team Recommendations for Improvement</p> <p>b) Data Trend Analysis</p> <p>c) Report on Outcomes on Quality Focused Project</p> <p>d) Action Planned in SER</p> <p>(attachments) Miramontez reports that a secondary list has been generated for the final part of the mid-term report he points out the changes and plans that have risen out of the SER. This list has been expanded to reflect who is listed as the leads to address each action item. This is coming back to CEC today for further edits. Miramontez asks for the edits by Friday, Dec. 1. He reminds everyone that this is just a list of the leads. Each April the College will report out on the progress made for the mid-term report. Hsieh reminds CEC that annual report to the board will be due to the district board each September. The College's timeline fits with the district deadlines. The first internal deadline will be the first CEC meeting of April 2018, so the constituency groups need to plan accordingly to ensure this respective acceptance will occur in March 2018 whether one or two readings are required by the respective constituencies.</p>	1	I, II, III, & IV	Hsieh & Miramontez
2	<p>Guided Pathways Next Step: Hsieh comments that last time there was an email from McMahon stating that the College should not move forward on further dialogue which was to take place on Dec. 8, 2017. That has been cancelled at this point. Murphy says that the Academic Senate Executive has been instructed by the Academic Senate to further investigate the Guided Pathways award grant and come up with a proposal on how the faculty would like to be involved moving forward. The proposal is going to the Academic Senate Executive committee today and the recommendations will move to the Academic Senate body next week. The Academic Senate Executive members drafted the proposal. Hsieh reports that, at the last CGC meeting, Academic Senate reps requested to have the Academic Senate Executive Committee review any feedback received from faculty at its meeting on Nov. 27, 2017 regarding the completed Guided Pathways assessment. Managers reviewed and were fine with the information presented. Hsieh asks where the classified is on this matter. Hubbard answers that it has been reviewed and needs to go back to classified executive committee this week. Classified executive committee will then schedule a meeting to discuss the Guided Pathways proposal with Academic Senate Executive committee. Murphy says the assessment tool document will go to Academic Senate Executive today and will progress from there to the Academic Senate body. The AS leadership has also reached out to classified senate executive committee to get both parties together for a discussion on Guided Pathways and the proposal moving forward. The Associated Student Government responded that this document is fine.</p>	1 & 4	II	Hsieh & McMahon
3	<p>Update on 2018 On-Campus Board Meeting (attachment)</p> <p>Ascione reports that they are on schedule and getting closer to completion. Julia McMenamin will present the online portion. Hsieh asks if Ascione has received student confirmation for the English portion. Ascione says he will follow through on this issue.</p>	1	IV	Ascione & Reinstein
4	<p>Website Upgrade Project: Miramontez said he has been</p>	1	I	Miramontez

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	focusing on the focus groups. Three of the 4 focus groups have been completed-they are students, senate, and classified. The final focus group will be the managers. Bermodes indicated that the students appreciated the opportunity to provide feedback and they really liked the new website.			
5	Spring 2018 CGC Workshop: Thursday, 1/25/18 Planning: Murphy reports that CGC is meeting on Dec. 12, and while the item has been on the agenda for 3 scheduled meetings, lack of quorum and other discussion items have prevented any progress. At this point Murphy is not sure if the workshop will occur on the planned FLEX day. Hsieh reports that this will happen eventually but perhaps not during FLEX week.	1	I	Murphy & McMahon

G. Place Holders

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	New Discretionary Resource Allocation (Due 12/5/17) Bell reports that this item is due to CEC on Dec. 5, 2017.	1	III	Bell
2	BRDS RFF Allocation (Due 12/5/17) Bell reports that this item is due to CEC on Dec. 5, 2017.	1	III	Bell
3	Progress Report on Implementation of 2017-19 Integrated Plan (December 8, 2017) Ramsey reports that a report is due to the president on Friday, Dec. 1, 2017. Teresh states that a report to the taskforce on target for Dec. 8, 2017.	1	I, II, & III	Ramsey, Teresh, & Hopkins
4	Progress Report on Implementation of Cultural & Ethnic Diversity Plan (Report in April 2018): Hubbard states that the committee meets this Friday and they are discussing whether or not to come back with an update. Hsieh states the CEC wants a report on the plan and all the identified action items.			Hubbard & Arancibia

H. Reports

(Please limit each following report to two minutes maximum. If you have any handouts, please email them to Briele Warren ahead of time to be included for distribution electronically).

- Academic Senate: **Murphy** reports that there is an academic senate exec meeting today to plan for the final full body meeting which is on Dec. 5.
- Classified Senate: **Hubbard** reports that there is an exec meeting on Thursday. Next regular senate meeting is next. They are working on the holiday party. They have started working on planning the 2018 retreat.
- Associated Student Government: **Bermodes** reports that there is a meeting on Dec. 1. They will welcome the new dean. Harry Potter movie days are continuing. The students enjoyed the website focus group and plans in the works for the MLK Day parade. The BRDS action plan is still on the agenda. **Ramsey** asks for help building the MLK parade float. The theme will be "Letters from Birmingham." **Hsieh** asks **Murphy** that she encourage faculty to show up for the parade.
- District Governance Council: **Hubbard** reports the next meeting is Dec. 6.
- District Strategic Planning Committee: **Miramontez** reports that the next meeting is Dec. 1.
- Budget Planning and Development Council: **Bell** reports that during the Nov. 15 meeting and there was no meeting on the district budget, but there was an update on the state budget. The governor's budget is due to the state in January 2018. A 1% growth is expected. COLA is expected for salaries. There is an expectation that faculty positions will be added along with an increase to the base. Augmentation for Spring 2018 was also discussed. Vice Chancellor Bulger gave an update on the district's strategic plan. The first presentation of the district budget should come in March. **Hsieh** states that on the horizon, coming down from the state chancellor's office, is performance based funding.
- College Governance Committee: Skipped over. **Murphy** reports that the next meeting is

- I. **Announcements:** **Hsieh** reminds CEC that the assessment needs to go to the district on Dec. 5 to obtain board signatures and then it needs to be signed by each constituency group before being passed on to the district. **Murphy** says this still needs to go to the academic senate. **Hsieh** says the assessment will be submitted to the state after the board has signed it. The College will continue to work on the assessment after it has been signed and submitted to the state.

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J. Adjourn: 2:42pm

As a courtesy, please let the College and Academic Senate Presidents know if you will be unable to attend the meeting.

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