

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, September 4, 2018 • 1:30 p.m. – 2:30 p.m. • N-206

**Members:** Hsieh, Bell, Hopkins, Gonzales, McMahon, Murphy, Hubbard, Young, Bermodes, & Stuart (absent)

**Attendees:** Beitey, Barnard, Ascione, Miramontez.

Meeting called to order by McMahon at 1:30pm.

- A. **Approval of the Agenda:** Bell approves agenda and Murphy seconds with Hsieh requesting that items E. 1.b, E4, and E. 6a & 6b under AB-1725 new business be moved up under non-AB-1725 new business. Motion passes.
- B. **Approval of Previous Minutes:** McMahon asks for approval of May 15, 2018 CEC minutes to be tabled until Sept. 18, 2018 meeting so members can refresh their understanding of the minutes from a meeting that took place on May 15, 2018. Murphy seconds. Motion passes.
- C. **Guests/Introductions:** Hill, Lopez, Gamboa, Patel, and Teresh.
- D. **Section One: College-Wide Matters (Non-AB-1725)**

i. **New Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<p><b>Review of College Executive Committee Membership/Charge:</b> McMahon refers to the college website and the CEC page to show the composition of committee members and a list of committee goals. McMahon reviews who is on the committee and who has a vote. With regards to non-AB-1725 items that require a vote, only 4 votes are required and those are the votes of the 4 constituency groups/leaders. With regards to AB-1725 items, there are only two votes (AS President and College President). McMahon stresses that even if more faculty are added to the committee through the impending change proposal, it would not change the voting makeup of the committee. Hopkins asks what quorum would be? McMahon responds quorum is 50% +1 of the membership, therefore 6. Hopkins asked what would happen if members could not attend and voting was required. McMahon replied that members could send proxies in their place. McMahon replied that members could send proxies in their place. There was a brief discussion on sending a proxy. Hsieh asks where the proxy form can be found? McMahon says that no decision has been made by CGC on the issue of a proxy form. Murphy says that there are generic proxy forms that any committee can use. McMahon suggested that a proxy form be sent out with the agenda – or that a link be created to a proxy form on the website for this and other committees. Hopkins asks if putting a proxy form on the website can be arranged. McMahon says it could be arranged. Murphy says that the CEC committee page content needs to be updated in regards to changes in District policy. Hopkins asks when this will be updated? McMahon says that changes such as this need to go through the shared governance process to get approval. It is in that process now. Hsieh wants to clarify 3c Definition of Terms, A. Rely primarily) under committee procedures. Hsieh has been asked this question many times “the decision making process shall include input from other constituent groups on decisions that will significantly impact those groups.”</p>	1, 2, 3, & 4	I & II	Hsieh and McMahon
2	<p><b>Proposed 2019 On-Campus Board Meeting Programs:</b> Lopez requests permission for the Career Center to present at the Feb.</p>	1, 2, & 3	I & II	Beitey, Gamboa, Lopez, & Patel

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	2019 board meeting that will be held on campus. <b>Gamboa</b> and <b>Patel</b> presented on the innovation made at the Career Center in recent months. <b>McMahon</b> motions for approval, <b>Hubbard</b> seconds. Motion passes. <b>Hsieh</b> asks that classroom faculty be a part of this presentation. <b>McMahon</b> offers an open invitation for Career Center to come to academic senate meeting to see who might be interested in presenting. <b>Beitey</b> also requested that Darren Hall be allowed to present the College's new Firefighter 1 Training Academy to the Board, much like he did at convocation. <b>Bell</b> motions for approval, <b>McMahon</b> seconds. Motion passes.			
3	<b>Guided Pathways: Compensation for Faculty and Classified Involvement:</b> <b>McMahon</b> reports that this is to alert CEC with regard to activities occurring on the steering committee. The committee is trying to nail down how faculty and classified employees will be compensated with the Guided Pathways budget for work done on the College's GP plan.	1, 2, 3 & 4	I & II	McMahon & Murphy
4	<b>Timeline for Hiring of Associate Dean of Student Equity &amp; Success:</b> <b>McMahon</b> says her understanding, based on information obtained at the Collegial Consultation on July 31, is that the college president itemized 3 reasons why this vacant position remains unfilled and why academic senate was not kept informed. ( <a href="#">see attachment: a) Funding may no longer be available; b) We needed to wait for new VPSS; c) College President had no way to inform the Academic Senate of her plans.</a> ) Reason one - funding may no longer be available for this position. <b>Hsieh</b> responds that this is correct and the reason funding may longer be available is because SSSP, SEP, BSI are all combined into what is now called SEA funding and that funding no longer goes to the College, but rather to the District. The District then allocates those funds to each college and Miramar is not aware of what the funding will be for the college based on the District's allocation. There hasn't been any discussion at this point. <b>Hsieh</b> also explains that because a new VPSS was coming on board, it was in the best interest of the College to wait because this position was funded under SEP equity which is under the purview of the new VPSS. <b>Hsieh</b> also explains that after one year of operation of the ASC, the College has seen some challenges and good activities, but she asks if the College now needs to review this position's job description again. <b>Hsieh</b> also stated that the Academic Senate (AS) President and she had not been able to meet, and <b>McMahon</b> stated that was not accurate. <b>VPSS Gonzales</b> explains that he has looked at what the job description actually was, its funding stream, and what comparable college's around the state were doing. <b>Gonzales</b> hopes to draft recommendations moving forward. <b>Gonzales</b> is also looking at the funding mechanism. Right now the way the funding mechanism is designed, it is purely through SSSP and student equity. He also states that if the College is really looking to have the ASC function underneath this position than the College may want to look at a different funding mechanism. <b>McMahon</b> states that with regard to the AS requesting information, the AS would like an answer to the funding situation – an answer that is really necessary - we can't pull out job descriptions if the funds are not available, so first things first, is the funding available? The second thing, <b>McMahon</b> states, is that the position has been vacant for over a year and the rationale the College President provided, that we had to wait for the VPSS to come on board, makes no sense to her. In addition, with regard to	1, 2, 3, & 4	I & II	McMahon

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	<p>the college president not being able to communicate information to the AS, <b>McMahon</b> respectfully disagrees with the college president. There are lots of ways to communicate information. <b>McMahon</b> states that we (the college president and the academic senate) have had some serious troubles with in person meetings and we have to find a way to communicate information effectively. We (the AS) have not been told anything about this position for over a year now, and that is not an effective way to share information or function. <b>Gonzales</b> says his intent is to give some recommendations to the college based on what he thinks the AS is asking for in regards to this position. <b>McMahon</b> states that with regard to the significant problems that exist at the Academic Success Center (ASC) currently, one of the key elements is the lack of oversight with regard to a ‘director’ and that has become obvious. We have to recognize that we have some serious issues at the ASC and that we can no longer delay this if we really want to make improvements and address those problems. <b>Murphy</b> asks if there will be a search completed this fall to fill this position? <b>McMahon</b> says it is her understanding that a search could be completed and the position filled by spring 2019. <b>Hsieh</b> agrees and states that there is a taskforce and the taskforce needs to meet per the May 17, 2018 CEC meeting. <b>Dean Ascione</b> and the AS president were given a charge to call this meeting together. <b>Hsieh</b> states that this is an operational level issue and not one at the president’s level and she is, therefore, out of this process.</p> <p><b>**footnote from Oct. 16, 2018 CEC meeting: Hsieh clarifies that the third reason the president STATED “was that the job description or announcement needs to be reviewed after VPSS arrives”.</b></p>			
5	<p><b>Full time Faculty and Classified positions for Miramar College:</b></p> <p>a. <b>What is the Administration’s plan to advocate for additional faculty and classified staff at Miramar College? Hsieh</b> responds that this is an excellent question. She asks <b>VP Bell</b> to give an update and he explains that from a funding perspective those processes are outlined in the resource allocation formula that is adopted by the district. 85% of new continuous revenue is available to each collective bargaining unit or meet and confer group, and that the remaining 15% goes to the district. Based on the formula, there is the ability for each of those groups to request funding from their 85% to add additional contract employees to the schedule. The formula allows for an increase of 1% above growth that has been given by the board of governors. <b>McMahon</b> responds that it likely doesn’t look good for the possibility of new faculty positions. <b>Bell</b> states that he is not sure if anyone can make that qualitative statement at this time because there is money at the state for new faculty, he is not sure how that money will be allocated at this time. <b>McMahon</b> asks what that figure is. <b>Bell</b> states \$50 million. <b>Bell</b> stresses that Miramar College would not advocate for new faculty, instead it would be the collective bargaining unit that would need to do it because it comes from their 85% portion of the RAF. <b>Murphy</b> wants to clarify that they are not asking about the collective bargaining part, she states that once those new positions are allocated to the district, where are these</p>	1, 2, 3, & 4	I & II	McMahon

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	<p>new positions going and how will the College advocate to get Miramar's share? <b>Hsieh</b> responds that at cabinet there is data available and Miramar has looked the worse when you look at ratio of fulltime to adjunct faculty. The strategies of going in front of the board and to DGC with this data and the College's concerns are very important and she wants to see it continue. <b>Hsieh</b> says discussions are ongoing. <b>Hsieh</b> says that at convocation she reminded the College that since 2014, Miramar has received more new faculty positions than Mesa College. <b>Hsieh</b> welcomes AS and CS's additional ideas on how to advocate for new positions for the college, but the ultimate decision is not in her hands.</p>			
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**ii. Old Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<p><b>Website Utilization Focus Group Report</b> (<a href="#">attachment</a>)  <b>Miramontez</b> reports on the feedback from the 4 focus groups. Steps are currently being taken to respond to the issues detailed in this report. The website is now fully responsive for mobile use. A student life page is currently under construction. <b>McMahon</b> asks about the status of the surveys sent to all the constituency groups? <b>Miramontez</b> responds that for future iterations of the website, his office will be working on surveying based on the feedback currently received from the focus groups for the purpose of continuous quality improvement. <b>Murphy</b> is concerned that the number of people involved in these focus groups is too narrow. <b>Miramontez</b> responds that surveying individuals is the next route to go in planning for future iterations of the website. <b>McMahon</b> says that AS will follow up when the surveys are planned.</p>	1	I & II	Miramontez
2	<p><b>Accreditation:</b> <b>Miramontez</b> reports that this is just a place holder and that he gave his update at convocation, but this will remain here on the agenda.</p>	1	I	Miramontez
3	<p><b>Watermark:</b> <b>Miramontez</b> reports under the direction of CEC, <b>Miramontez's</b> office worked with AS and <b>Murphy</b> to come up with feedback as to what the college wanted in regards to the Watermark contract renewal. That feedback went to President <b>Hsieh</b> who in turn successfully advocated for the College at the district level to get the contract renewed for the next 3 years. All 3 colleges are a part of this renewal. <b>Miramontez</b> is also working with AS to beta taste Watermark's new product. The details are still being worked out.</p>	1	I	Miramontez

**E. Section Two: Academic and Professional Matters (AB-1725)**

**i. New Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<p><b>Guided Pathways:</b>  a. <b>Update from Steering Committee:</b> <b>McMahon</b> reports that a district wide guided pathways committee, with <b>Lynn Neault</b> heading the committee, is being formed. The AS is attending a statewide academic senate faculty conference for faculty leadership on Sept.13&amp;14. <b>McMahon, Murphy</b> and <b>Larry Pink</b> will attend at this stage.</p>	1, 2, 3, & 4	I & II	Mc Mahon & Murphy

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	b. <b>Creation of the District-wide Guided Pathways Committee:</b> see a. directly above			
2	<b>Collegial Consultation</b> a. <b>Recording of individuals without consent</b> b. <b>Current Infeasibility of in person meetings:</b> <b>McMahon</b> states that the above is very troubling and it is quite a breakdown of collegial consultation that is occurring.	1, 2, 3, & 4	I & II	Mc Mahon
3	<b>Reconvening the Academic Success Center (ASC) Taskforce:</b> <b>Ascione</b> and <b>McMahon</b> had a productive meeting the other day and the next step is to set a date to reconvene.	1, 2, 3, & 4	I & II	Mc Mahon
5	<b>Review of AP-2510 from DGC Discussions of Faculty Appointments to District and College Committees</b> a. <b>Notification of recommendation of a faculty member to the District International Education Committee:</b> <b>McMahon</b> said that she had a chance over the summer to review AP-2510 regarding local decision making in academic senates. The AS took an issue to the DGC regarding faculty appointments to district committees and DGC discovered that Miramar College had been doing it incorrectly and that indeed faculty appointments are made by the academic senate. <b>McMahon</b> takes the opportunity to recommend that Judy Patacsil be appointed to the District International Committee. <b>McMahon</b> proposed that we take this opportunity to confer (with the college president), since we don't want to hold up committee appointments or committee work and there has been a breakdown in communication, thus a need to use this venue to try to get business done, since we have not been able to address or resolve this issue in email or in person. For the purpose of timely consultation with the college president, it is being brought to CEC. <b>Hsieh</b> responds that she is requesting an in-person consultation with <b>McMahon</b> and would be happy to respond to her question. <b>McMahon</b> responds that faculty are planning to talk about this issue in senate (later the same day) and that it is not actually possible to conduct functional business with in-person meetings in this current state of affairs, so we will have to leave it at this for right now, but hopefully we will have better news in the future.	1, 2, 3, & 4	I & II	Mc Mahon
6	<b>Faculty Evaluation issues:</b> Tabled	1, 2,3,& 4	I & II	McMahon
7	<b>Concerns about class caps in accordance with ATF contract:</b> Tabled	1, 2, 3, & 4	I & II	Mc Mahon

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1	<b>CGC Change form for CEC Membership:</b> Tabled	1, 2, 3, & 4	I & II	Mc Mahon

F. **Updates from the Chancellor's Cabinet:** Tabled

G. **Reports**

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

- Academic Senate: Tabled
- Classified Senate: Tabled
- Associated Student Government: Tabled
- District Governance Council: Tabled
- District Strategic Planning Committee: Tabled
- Budget Planning and Development Council: Tabled
- College Governance Committee: Tabled

H. **Announcements:** None

I. **Adjourn:** McMahan adjourns meetings at 2:31pm.

**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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