

# COLLEGE EXECUTIVE COMMITTEE MEETING

**Tuesday, April 9, 2019 • 1:30 p.m. – 2:30 p.m. • N-206**

**Members:** Hsieh (absent-Gonzales is proxy), Bell, Hopkins, Gonzales, McMahon, Murphy, Hubbard, Young, Bermodes & Buenaventura

**Attendees:** Barnard, Beitey, Miramontez, Quis, Kjartanson, Woods, & Hertz

Meeting called to order at 1:33pm

- A. **Approval of the Agenda (1 min)** Bell moves to approve agenda with amendments previously discussed on moving up two items. Hubbard seconds. Motion passes.
- B. **Approval of Previous Minutes (1 min)** Murphy moves to approve the minutes of 11/27/18. Bermodes seconds. Motion passes. Bell moves to approve the minutes of 2/26/19. Young seconds. Motion passes. Bermodes moves to table the minutes of 3/12/19. Murphy seconds. Motion passes.
- C. **Guests/Introductions (1 min)** Hertz, Harrison, Gamboa & Van
- D. **Update from Chancellor’s Cabinet (three minute maximum):** No report however Gonzales takes a moment to recognize Dean Beitey who is retiring on April 19 and is attending his final CEC meeting.
- E. **Section One: College-Wide Matters (Non-AB-1725)**
  - i. **New Business**

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Approval of Faculty, Classified and Student Lead Positions in Guided Pathways Core and Design Teams:</b> McMahon reports that the Core team will consist of 5 individuals: 2 faculty (who will receive 0.5 FTEF reassign time), Classified leader, Student leader, and Administrative leader. In addition there are 5 design teams and each of those has one of the 4 constituencies as the lead. Reassign time for faculty has been determined as 0.20 FTEF. Accommodations for classified and students is still being negotiated. Bell moves to approve this arrangement for the Core and Design teams as presented. Young seconds. Motion carries.	5 min	1, 2, 3, & 4	I & II	Gonzales, Mc Mahon, Hubbard, & Bermodes
2	<b>Academic Senate Concerns regarding Failures to meet Accreditation Standards across the College:</b> McMahon shows a power point (see attachments) detailing the AS concerns regarding failures to meet Accreditation standards across the college. McMahon states that at the last AS meeting (April 2) the AS decided to continue on two tracks: To file complaints, and to start taking its business directly to the Board of Trustees. Chancellor Carroll was made aware of this, and asked that the AS continue to forward their concerns to her as well. Specific issues shared by McMahon were: 1) Failure to conduct CEC business (Agenda and Minutes) in compliance with the Brown Act and Accreditation Standards. Failure to hold official meetings (due to inability to approve agenda). Failure to provide opportunity to allow edits to meeting minutes. Failure to publically post agendas and meeting minutes appropriately in accordance with the law. 2) Failure to meet Accreditation Standards by allowing specific Distance Education (DE) courses to operate with essentially no effective instructor substantive contact or content, also in violation of Title 5 and in AP 5105. McMahon provided evidence that a non-tenured full time faculty submitted an unsatisfactory evaluation for an	5 min	1, 2, 3, & 4	I, II, III, & IV	Murphy and McMahon

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<p>instructor in an online course and as a consequence of deficiencies presented in the evaluation process, Dean Beitey (with apparent knowledge of VPI Paulette Hopkins) attempted to pressure the non-tenured evaluator to change the evaluation to satisfactory, with the support of their Dept. Chair, they refused to change the evaluation. Management declared 'there are no standards for distance education'. As a consequence of no positive corrective measures taken for the continuing violations of the ADJU course, the issue went to the AS, CEC, DGC and to the Vice Chancellor of Instruction <b>Stephanie Bulger</b>. Chancellor <b>Carroll</b> stated on April 2<sup>nd</sup> 2019 that the investigation found Miramar is not in compliance with DE standards – yet the practice continues? Classes continue to have unsatisfactory content and contact - hence this admin is showing a willful lack of adherence to codes and regulations. 3) ASG President, Alana Bermodes, had an anonymous Brown Act complaint filed against her. At an ASG meeting Dean of Student Affairs <b>Cheryl Barnard</b> made copies of the un-redacted complaint, with <b>Bermodes'</b> name on it and distributed it to all at the meeting without any consultation with <b>Bermodes</b> beforehand. <b>Barnard</b> said that District Legal Counsel advised her to take such actions. This caused considerable stress for the students, since District legal indicated a lack of sufficient information to make a valid judgment regarding legitimacy of complaint. Academic Senate leadership requested clarification from District legal counsel, since at the Feb 12, 2019 CEC meeting <b>Adrian Gonzales</b> stated "...that based on the advice from the District they took those steps." Vice Chancellor <b>Lynn Neault's</b> Feb 26, 2019 email indicated legal counsel did not advise <b>Cheryl Barnard</b> to take those actions. However on March 8, 2019 <b>Barnard</b> and <b>Gonzales</b> maintained District legal counsel advised this over the phone. After getting confirmation again that District did not advise <b>Barnard</b> to take that action, <b>Bermodes</b> and <b>McMahon</b> expected the March 22, 2019 meeting with <b>Gonzales</b> and <b>Hsieh</b> would acknowledge what <b>Barnard</b> did was wrong, discuss accountability, and look for ways to re-build the trust lacking between the Dean of Student Affairs and ASG. Instead, <b>Gonzales</b> attempted to re-frame this as "miscommunication," but this was countered by <b>Bermodes</b> and <b>McMahon</b> as stemming from deception and lack of trust at the core of the vast majority of the problems encountered. Response from <b>Gonzales</b> and <b>Hsieh</b> was to suggest that <b>McMahon's</b> behavior should be admonished because she "hurt Cheryl's feelings" by holding her accountable. <b>McMahon</b> declared that this is unacceptable and will be taken to the Board of Trustees as one of many concerns. <b>McMahon</b>, along with the ASG, is asking for accountability so we can move forward with improved relationships in a genuine way. <b>Hopkins</b> asks if this is <b>McMahon's</b> overview? <b>McMahon</b> states that this information was provided to Vice Chancellor <b>Stephanie Bulger</b> for her investigation and to the Academic Senate by <b>McMahon</b>.</p>				
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3	<p><b>Budget Shortfall: Deficit Adjustment Decisions and the Impacts on Miramar College: Murphy</b> has asked how the percentage of 16% cuts was achieved. <b>Bell</b> responds that the total district budget was identified for general fund unrestricted and that makes up 100% of the budget. The individual units of the district were identified and their prorated portion of that total budget. It was identified that there was an approximate \$8 million dollar deficit. Based on those prorated shares of the total budget there was an assignment of cut targets for each unit and Miramar College was assigned at 24%. <b>Murphy</b> said they received 16%. <b>Bell</b> responds that he is not aware of who gave out that number. <b>Murphy</b> says the president sent an email with that 16% number. <b>Bell</b> said the president never mentioned 16%. <b>McMahon</b> says she was at DGC when this budget shortfall was discussed and that the Chancellor indicated that the only action would be the freezing of positions. <b>McMahon</b> states that she asked <b>Hsieh</b> at that DGC meeting what she meant by the statements regarding percentages of FTES at CEC. <b>Hsieh</b> said at the DGC meeting <b>McMahon</b> was ‘confused’ she was referring to dual enrollment at the CEC meeting, but there is no mention of dual enrollment in that meeting. <b>Bell</b> suggests that perhaps this is brought up at DGC for further clarification. <b>McMahon</b> asks how the vacancies at Miramar will be frozen. <b>Bell</b> explains that there was 4 or 5 classified positions that were delayed, but not frozen. At that point of the email, there were no academic positions in jeopardy. <b>Bell</b> says Miramar was told they needed to half a proportional responsibility in cuts. <b>Murphy</b> asked who made the decision of how cuts were made and <b>Bell</b> responded it was the Chancellor. <b>Bell</b> goes back and clarifies that the 24% is our proportional share of the allocated FTES and 14.7% is our proportional share of the budget reduction in relation to the entire district. <b>Bell</b> will look at his notes to see if they are marked confidential and if not he will share them shortly.</p>	5 min	1, 2, 3, & 4	I, II, III, & IV	Murphy and McMahon
4	<p><b>Student Equity Plan Update and Proposed Timeline for Review and Approvals: Teresh</b> reports that she has submitted a recommended timeline for the SEP. The challenges have been great to get to this point. A new template was released by the state, just last Friday, and it is different than what we thought. The plan is not yet ready for the constituencies, but there is time. All agree. There is discussion at the District level about the State granting an extension. The College is not really interested in any extension. <b>Teresh</b> wants to bring the final SEP plan back to CEC on May 14 for approval.</p>	3 min	1, 2, 3, & 4	I, II, III, & IV	Teresh
5	<p><b>Fall 2019 Convocation Program/Classified and Faculty Fall 2019 Convocation Planning: Gamboa</b> makes a pitch that career education/strong workforce programs be highlighted at convocation and the College’s successes should be celebrated (see attachment). A keynote speaker would be hired. <b>McMahon</b> would like the College to take the opportunity to heal during fall convocation and rebuild</p>	3 min	1, 2, 3, & 4	I, II, III, & IV	Gamboa

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	relationships as she feels big changes are coming to the campus. <b>Hubbard</b> says she has been in touch with the booking agent for Key Note speaker Tim Wise who will be in town around the same time talking at Mesa. His fee is normally \$10,000, but since he is already in town, we can probably get him for a fraction of the cost. <b>Murphy</b> says there has been a discussion about a Guided Pathways kickoff in the fall. The AS has also heard that folks would rather not sit through these 4-5 presentations. <b>Hubbard</b> suggests bringing a planning committee together. <b>Gonzales</b> suggests that he tell <b>Hsieh</b> of the idea to call a committee together, and <b>Hsieh</b> and <b>McMahon</b> can get together and figure out a timeline process. This is agreed to.				
6	<b>Unacceptable Conduct of Administrative Advisors towards Students in the ASG:</b> <b>McMahon</b> says she has already covered this, but more meetings are planned to get assistance from the district.	5 min	1, 2, 3, & 4	I, II, III, & IV	McMahon and Bermodes
7	<b>Protocols for CEC Draft Agendas and Draft Minutes:</b> <b>McMahon</b> (see attachment) went through basic points: The 1st draft CEC agenda goes to CEC co-chairs only. Prefilled Agenda provided (not blank). The order of items and time limits of items are set by co-chairs prior to going to all CEC members. For Brown Act requirements, the deadline for CEC items can be Wed. by 5pm or Thur. at 12pm, prior to the CEC meeting. The 2nd draft CEC agenda goes to all CEC members Thur. after 12pm. This gives time for feedback and questions to be directed to co-chairs regarding the CEC agenda (order, relevance, timeframe, etc.) prior to meeting if possible. <b>McMahon</b> similarly describes protocol for minutes: The 1st draft CEC Minutes go to CEC co-chairs only. Minute taker to send audio recording of CEC meeting to co-chairs. Provide two working days for edits from co-chairs to be submitted. Verbatim transcribing of meeting not required. Selective “quotes” to be avoided unless specifically requested in edits. Expansion or more details provided for a section if requested. All edits seamlessly incorporated into final draft minutes (no different colored fonts etc.) Minutes from previous CEC meeting set for approval at following CEC meeting. All approved CEC minutes should be posted on the website – in their proper final draft formatting (again not different colored fonts etc.) Any formerly approved meeting minutes can be edited at any time by a committee. This will serve as a first reading. Suggestions and feedback are welcome. <b>McMahon</b> wants a system we can all agree to that is effective.	5 min	1, 2, 3, & 4	I, II, III, & IV	McMahon
8	<b>Key to Secured Bulletin Board:</b> <b>Bell</b> reports (see attachment) that he has all the keys and he shows the first draft of who has access to the new bulletin board located on the southeast side of the LLRC. The board is posting of agendas only for governance committees, no other postings will be permitted and will be removed. Agendas need to be removed after 24 hours of the meeting and the person who first posted the agenda is required to remove it. <b>McMahon</b> requests that the AS senate clerical assistance be given a key. <b>Bell</b> says he will give a key to	2 min	1, 2, 3, & 4	I, II, III, & IV	Bell

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	AS president and the AS president can give it to clerical secretary. CEC agrees to move forward with this plan as presented.				
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**ii. Old Business**

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	<b>IPR/SLO Subcommittee CGC Change Proposal:</b> Kjartanson reports that this went through our process and is here as an information item.	5 min	1, 2, 3, & 4	I, II, III, IV	Kjartanson
2	<b>Local Goals Alignment</b> ( <i>standing item</i> ) ( <a href="#">attachment ii_4</a> ) Miramontez recommends that the College sends forth the preliminary numbers while the college governance approval process and whatever is finally decided on can be transferred over to the district. This is for the May 4 board meeting. McMahan asks how will it be approved at CEC two weeks from now? Miramontez says he will fill in the gaps as the data becomes available and he will send to the constituency leaders. He says a further discussion can be had offline.	5 min	1, 2, 3, & 4	I, II, III, IV	Miramontez
3	<b>ACCJC 2019 Annual Report</b> ( <a href="#">attachment i_4</a> ): Tabled time	2 min	1, 2, 3, & 4	I, II, III, & IV	Miramontez
4	<b>Faculty Co-Chair Reassigned Time for IPR/SLO Com:</b> Tabled time	5 min	1, 2, 3, & 4	I, II, III, & IV	Murphy and McMahan
5	<b>Diversity Taskforce Update</b> ( <i>standing item</i> ) Tabled time	2 min	1, 2, 3, & 4	I, II, III, & IV	Gonzales
6	<b>Accreditation</b> ( <i>Standing Item</i> ) Tabled time	2 min	1, 2, 3, & 4	I, II, III, & IV	Miramontez

**F. Section Two: Academic and Professional Matters (AB-1725)** Pursuant to AB-1725 and Title 5, the items in this section are Academic and Professional Matters (10+1) and therefore the primacy of the Academic Senate wherein Collegial Consultation, by way of “rely primarily” or “mutually agree”, occurs. Unless extenuating circumstances arise, these should be presented as ‘For Your Information’ items.

**i. New Business**

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Faculty Appointments to Committees:</b> Tabled time	2 min	1, 2, & 3	I, II, III, & IV	McMahon and Murphy
2	<b>Plan for College President to Respond to AS Document that has Shared Detailed Concerns?</b> Tabled time	2 min	1, 2, & 3	I, IV	McMahon

**ii. Old Business**

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Reports on Investigations of Complaints to the SDCCD by Academic Senate regarding Miramar College:</b> Tabled time	5 min	1, 2, & 3	I, II, III, & IV	McMahon and Murphy

**G. Reports** (*Please limit each following report to two minutes maximum*).

- Academic Senate: Tabled time
- Classified Senate: Tabled time
- Associated Student Government: Tabled time
- District Governance Council: Tabled time

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- District Strategic Planning Committee: Tabled time
- Budget Planning and Development Council: Tabled time
- College Governance Committee: Tabled time

H. Announcements: none

I. Adjourn: 2:37pm

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