

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, September 10, 2019 • 1:30 p.m. – 2:30 p.m. • L-108

Members: Bell, Hopkins, Gonzales, McMahon, Murphy, Hubbard (absent), Young, & Van

Guests: Daniel Miramontez, Lou Ascione, Darren Hall, Cheryl Barnard, Sayeh Dehestani, Laz Lahara & Mary Kjartanson

Support: Malia Kunst & Stephen Quis

Gonzales calls the meeting to order at 1:33pm

- A. **Approval of the Agenda (1 min)** **McMahon** moves to approve agenda. **Van** seconds. **McMahon** states that guests don't normally go on an agenda and that the membership on the agenda is inaccurate based on the current college governance handbook. There were two faculty members (chair of chairs and counseling department member) that were added by designation and that needs to be addressed. Agenda approved.
- B. **Approval of Previous Minutes (1 min)** **Quis** will send out the draft minutes from the May 21, 2019 CEC meeting along with the 9/10/19 draft meetings.
- C. **Guests/Introductions (1 min)** Daniel Miramontez, Lou Ascione, Darren Hall, Cheryl Barnard, Sayeh Dehestani, Laz Lahara and Mary Kjartanson
- D. **Public Comment (2 min)**
McMahon reminds everyone for the need to go over charge of the committee and goals at the first meeting of the fall. **Gonzales** says that this will be on the next agenda.
- E. **President's Update:** **Gonzales** states that a large part of the discussion at today's Chancellor's Cabinet was about the budget. The district is looking at a large deficit. The adopted budget will be presented at Thursday's board meeting. It will show a \$28 million deficit. Tomorrow is 9/11 and flags will be flown at half-staff.
- F. **Action Items**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
	<i>There are No Action Items pending</i>			

G. Discussion Items

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Collegiality in Action: Murphy reports that the group from the CIA has worked with us over the summer to help us revamp and restructure our governance system so we are more in line with the law. This process is going well and currently we have one piece from that group going to CGC later today. That piece will be the preamble to the handbook and a new vision for what CEC is. CEC will likely change to the College Council. It would operate slightly different and that piece will be vetted today at CGC and hopefully distributed to the college. Murphy cautions that we need to be careful when we do work like this that we don't take recommendations and discussions and share them with the college before it goes through the college governance process. Gonzales thinks we will move to this new structure by fall 2020 and he reminds all to be patient during the transition.	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy/Adrian Gonzales
2	Accreditation Mid-term Report: Gonzales talks about the report being due in 2021 and that Murphy, Gonzales and	1, 2, 3, & 4	I, II, III, & IV	Adrian Gonzales/Daniel

*** 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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	<p>Miramontez will be working on it and they meet tomorrow. Miramontez reports that they'll talk timeline and writing tomorrow. It will be a general game plan meeting. Gonzales says they will take this semester to get organized, they'll start working on things in spring 2020, it will be finalized in fall 2020 and taken to the board by spring 2021.</p>			Miramontez
3	<p>Budget & Hiring Freeze: Gonzales reports that the Chancellor has called for a hard freeze and she will make the decision on which positions are filled moving forward. District wide there are over 100 vacant positions. Gonzales believes that Miramar College has approximately 11 vacant positions. Five are faculty and 6 are classified, but Gonzales would need to verify. There is a process established whereby you can submit your justification as to why you need that position moving forward. The Chancellor will look at all of them and make the final decision. Gonzales asks for scrutiny at the department level first and if you feel the position needs to be filled, Gonzales stressed the need for those asking for a position to support their request with good data. We need to make sure the Chancellor has a clear understanding of why we need these positions. Gonzales says he will advocate for the college in general, but needs everyone's help assuring that we have good data. Once the request forms are filled out, Gonzales asks that those forms come to the president's office. President's cabinet will take a look at it. The PC will be looking for good data. If there isn't enough data or he (Gonzales) feels it is not justifiable he will send it back to the department for more justification. Those moving forward to the Chancellor's office will be looked over by the Chancellor and brought to cabinet. The final vacancy list was looked over at today's cabinet. The Chancellor will be looking at both restricted and unrestricted fund positions as well.</p>	1, 2, 3, & 4	I, II, III, & IV	Adrian Gonzales
4	<p>Site Compliance Officer Position: Gonzales reports that the position has been advertised and it closes on Thursday (9/12) at 5pm. Those who are interested need to submit materials to Gonzales via email and a small team (Murphy, Bell, Young) will assemble to review those interested. Gonzales said Bell was the admin rep.</p>	1, 2, 3, & 4	I, II, III, & IV	Adrian Gonzales
5	<p>Guided Pathways Update: Gonzales reports that we are in the process of drafting up the announcements for the faculty leads for several work groups. The four work groups are communications & technology, course mapping through instruction, program mapping and onboarding. The Onboarding group will be delayed a bit. The plan is to advertise for the faculty leads before the end of September. Work will be done on an hourly basis or ESU basis to get ready for the spring and then they will get release time in the spring. GP asked if they could use room I-130, which is in demand by several other campus entities, but Gonzales says GP will be allowed to use that room temporarily "as is". Murphy says she wants to make sure we are following the process of requesting rooms which need to go through a facility request. We have to be careful</p>	1, 2, 3, & 4	I, II, III, & IV	Adrian Gonzales/Lisa Brewster/Lisa Clarke

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	<p>how these decisions are being made and that they don't go outside our processes. Questions were raised as to how the Food Pantry retained new space and Bell confirmed that they did not go through facilities. Gonzales states that the GP request did go through facilities.</p>			
6	<p>President Search: Gonzales reports that parallel tracks will run to look for interim and permanent president(s). Two committees will be formed. Interim process will be less formal. Each constituent group will have members that will be on both committees. Once the committees are formed, and they are being finalized now, an announcement will go out from HR as to the interim president position. It will be open for about a week. A committee will look at strength and weaknesses of each candidate. Comments will be forwarded to the Chancellor. No recommendations just comments. The Chancellor will then select interim president. She is targeting Oct. 1 but it could be slightly later. Gonzales will continue to be acting president until then. The permanent presidential search committee is much more formal and will take all year. During the fall, the committee will start working on the criteria we are looking for and the job announcement. By late fall, the advertisement will go out. The committee will also decide if there will be campus forums. Interviews will take place in early spring and finalists will be forwarded to the Chancellor. The Chancellor will select the final two candidates and forward it to the board. The starting date for the permanent president will be July 1, 2020. Murphy adds that they are bringing to the Chancellor that they want to be clear that if there are not 5 viable candidates the committee will not move forward with a recommendation. They are also determining how to collect input from the faculty on what criteria they want to see in a new president. They want to be able to provide their feedback to the search committee so that the committee has that info when developing criteria. Gonzales agrees.</p>	1, 2, 3, & 4	I, II, III, & IV	Adrian Gonzales/Laura Murphy
7	<p>College Plans for Summer Term Course Offerings: Murphy states that there was discussion around enrollment management over the summer that occurred in academic affairs without the meeting being agendaized and from that some departments learned of a decision to not to hold summer. This discussion and decision making would be a violation of the Brown Act, as the group that met constituted a quorum of Academic Affairs/Chairs. Murphy asks what do we want to do moving forward as it pertains to enrollment management? McMahon asks if we are going to offer summer classes? Gonzales says yes. Gonzales understands that we are reducing summer, but not eliminating it altogether. Gonzales stresses that we should always have input from all continuants on these types of matters. Gonzales says at the cabinet level there was a discussion as to whether or not we are going to hold intersession and cabinet decided that as we get out of this budget deficit we are going to need intersession to grow back enrollments. Colleges could hold intersession, but with the</p>	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy

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<p>FTES allocation they received from this year. No additional dollars would be available. Hall says intersession is vital to what his department does. Murphy believes this is a big reason why we need to have the faculty involved in the discussion so that we have the best interest of the student in mind. There was a concern over groups meeting for information sessions that could draw a quorum and constitute a meeting. Gonzales reminds everyone that this is still fluid and that we won't know our full budget allocation until February.</p>			
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H. Announcements

- Academic Senate: **Murphy** reports that they have completed their first meeting and they reviewed the role of the senate and what a senator is and they did a Brown Act refresher.
- Classified Senate: **Young** says they moved their first meeting to next Tuesday because of ERP.
- Associated Student Government: **Van** reports that they have had really good meetings and have a complete executive council and senate. They have been making appointments to shared governance committees.
- District Governance Council: meeting was cancelled and they are yet to meet.
- District Strategic Planning Committee: First meeting is Sept. 19.
- Budget Planning and Development Council: Next meeting is tomorrow at 1pm.
- College Governance Committee: meets right after this.

I. Adjourn: 2:33pm

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