

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, February 11, 2020 • 1:30 p.m. – 2:30 p.m. • L-108

**Members:** Gable, Bell, Hopkins, Gonzales, McMahon, Murphy (absent), Hubbard (absent), Young, Webley, Igou, Van (absent), & Dehestani

**Support:** Malia Kunst & Stephen Quis

- A. **Approval of the Agenda (1 min):** Gonzales approves agenda, Bell seconds. Motion passes.
- B. **Approval of Previous Minutes (1 min):** Bell approves minutes, Igou seconds. Motion passes.
- C. **Guests/Introductions (1 min):** Miramontez and Ascione
- D. **Public Comment (3 min):** None
- E. **President’s Update:** Gable thanks everyone for attending the All College Kick-Off. She also reports enrollments remain strong. Gable believes CIA is well on its way to creating a handbook 1.0.
- F. **Action Items**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Proposal to convert CEC to College Council in Spring 2020:</b> Gonzales said that prior to the break there was a discussion about whether or not it would be prudent to wait until after the revised College Governance structure and College Governance Handbook (CGH) were rolled out before the college makes the conversion from CEC to the College Council. McMahon concurred with Gonzales and indicated that with many changes in how other committees will align under the College Council would impact function and it’s likely best to make the conversion at the start of Fall 2020. Young confirmed he was also in agreement with this discussion. McMahon suggests we can vote to make the change this semester as we work to implement it in the Fall. It was decided by the CEC to continue to discuss this item over the course of the Spring 2020 semester, and move this topic to the discussion items on the agenda as we prepare to implement roll out in Fall 2020. The final stages of the vetting process would likely happen in March.	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy/Marsha Gable

**G. Discussion Items**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Academic Senate Resolution:</b> McMahon explains the AS Resolution “Resolution for Addressing Full-Time Faculty and Resource Inequities at Miramar College” (12/3/19) to be presented to the Board of Trustees on 2/13/20. This resolution was originally presented to the Board in Fall 2017. It recognizes how low Miramar’s percentage of full time faculty is to its FTES is very low compared to other colleges in the district and state. The AS is again making the Board aware of the continuing equity issue as it pertains to fulltime faculty and resources, and asking the Board to help the District create a plan to address the fulltime faculty and resource inequities at	1, 2, 3 & 4	I, II, III, & IV	Laura Murphy

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**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.

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	Miramar College. <b>Gable</b> says the chancellor and the board are aware of the inequities and they are committed to making sure Miramar receives the support needed. However, at the same time we are in a tight spot with the budget.			
2	<b>College-wide Planning Summit:</b> <b>Miramontez</b> reports that his office sent out a Save the Date flyer last week. PIEC has been working with the guided pathways facilitator as well as AS on the content of the planning summit. The theme is “We are all on the same boat, let’s help our students stay afloat”. We want to get together as a college to identify areas of interest in career exploration. The Annual College-wide Planning Summit, March 13, 2020. RSVP’s are due by March 6. Managers have assured <b>Miramontez</b> that we will scale down to a skeletal crew to cover services so most people have the opportunity to attend.	1, 2, 3, & 4	I, II, III, & IV	Murphy/Gable/Miramontez
3	<b>Faculty and Classified Hiring Update:</b> <b>Hopkins</b> updates the list to reflect that we are in search of a Chemistry ILT, Aviation faculty, MLTT faculty and production assistant in Repro graphics. These positions are currently in the recruitment phase. <b>Bell</b> explains that there was a small window for Miramar to take advantage and get these positions filled, however, that window is likely closed and it will be harder to justify given the current state of the district’s budget.	1, 2, 3, & 4	I, II, III, & IV	Marsha Gable/ Laura Murphy
4	<b>President Search Update:</b> <b>Bell</b> explains the two-phased process. The position has been advertised for two months and closes Feb. 12. The hiring committee will start screening the applications and set up interviews in March. Finalists move on to campus forums and interviews with the Chancellor/Board of Trustees. Anticipated start date would be after July 1, 2020.	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy/Marsha Gable
5	<b>Collegiality in Action Update:</b> <b>McMahon</b> , as the chair of the College Governance Committee (CGC), just received the latest copy of the revised College Governance Handbook (CGH) from <b>Murphy</b> who chaired the last CIA meeting on Feb 6 <sup>th</sup> , 2020 which created the latest version of the CGH. The next task is for the CGC to quickly review this near final first draft of the CGH and try to fix any outstanding issues so that the handbook’s first draft going out to the entire college can go out as complete as possible. <b>McMahon</b> mentioned some strategies to be discussed later today at the CGC meeting to help ensure a smooth roll-out, including developing a master calendar for college governance meetings, creating a cover letter to help explain the process for those not very familiar with it, and having CEC approve a dedicated webpage for collecting feedback on the CGH, indicating that a web presence would be vital for transparency and accessibility during the vetting process. <b>Gonzales</b> feels there is need to shut down the CIA, turn this over to CGC and move on to phase two. <b>Webley</b> shared concerns that some on campus who have not been directly involved in the Collegiality in Action (CIA) committees regarding the re-structuring are uncertain about what is occurring and some are apprehensive about what is being done. <b>McMahon</b> expressed understanding of that sentiment, acknowledging there was some apprehension on	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy/Marsha Gable

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	campus, and for that reason that the CGC wants to be as explicit and transparent as possible at this time. <b>Webley</b> indicated that more communication more often would help. <b>Gonzales</b> explained the approval process for the first draft of the handbook. CIA is hoping to have this approved by April, reconstitute the committees in May and have this put to bed by summer and ready to launch in the Fall 2020.			
6	<b>Accreditation Mid-term Report:</b> <b>Miramontez</b> states that he and the faculty co-chair Mara Palma-Sanft have been working on organizing everything. This semester they are hoping to put out two drafts for reviews to the college. Draft one is due to the college on March 18, draft two is due May 13. They are hoping to have a public forum in between on April 8. Miramontez says they are not writing to the standards this time around, but rather to our improvement recommendations, self-identified action plans and our quality focus essay topics. College participation will look like this: there will be ten resource teams this time around, one for each improvement recommendations and one for each quality focus essay. <b>Miramontez and Palma-Sanft</b> will do the writing and then shoot them out to the resource teams for content expertise and accuracy. This is a progress report this time around. There was a quick discussion on overlap on the committees.	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez
7	<b>Strategic Planning:</b> <b>Miramontez</b> says that PIEC is looking at progress made on the college's goals as it pertains to the 2013-2020 strategic plan and news goals for the next plan have been drafted and are being sent to the constituent groups for feedback. Miramontez hopes these goals get on the agendas of the governance groups. PIEC will continue its work on the remaining strategic plan.	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez

## H. Announcements

- **Academic Senate: McMahon** reports that the next meeting is Feb. 18
- **Classified Senate: Young** says the next meeting is Feb. 20 and they will be ratifying their by-laws overall. This has been 4 months in the making. They will discuss how to spend block grant funding.
- **Associated Student Government: Dehestani** reports that the first ASG meeting was held last Friday. Elections are coming in two weeks.
- **District Governance Council:** Meeting held last week and the next one is scheduled for Feb. 19.
- **District Strategic Planning Committee:** Meeting to be held in April according to **Miramontez**.
- **Budget Planning and Development Council: Bell** reports that the committee has looked at the campus allocation model and gone over it line by line to set baselines. They did this at the last meeting and will continue this process tomorrow.
- **College Governance Committee:** The next meeting is Tuesday Feb 11<sup>th</sup>, directly after CEC.

## I. Adjourn: 2:30pm

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