

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, April 13, 2021 • 1:00 p.m. – 2:30 p.m. • Zoom

Members: Lundburg, Bell, Cuaron, Gonzales, McMahon, Murphy, Padilla, Young (1:01 pm), Webley (absent), Igou, Azai (1:02 pm) & Rahmoun (absent)

Support: Malia Kunst

The meeting was called to order at 1:03 pm.

A. Approval of the Agenda (1 min)

Lundburg stated he would like to extend the time, as needed, for the President's Update to discuss return to campus planning. **Young** moved this motion. Seconded by **Padilla**. There was no discussion. There were 9 "yay" votes, 0 "nay" votes, and 0 abstentions. **The motion carried.** **Gonzales** made a motion to approve the 4-13-21 agenda, with the extended time for the President's Update. Seconded by **McMahon**. There was no discussion. There were 9 "yay" votes, 0 "nay" votes, and 0 abstentions. **The motion carried.**

B. Approval of Previous Minutes (1 min)

Igou made a motion to approve the 3-23-21 meeting minutes. Seconded by **Young**. There was no discussion. There were 9 "yay" votes, 0 "nay" votes, and 0 abstentions. **The motion carried.**

C. Guests/Introductions (1 min)

Cheryl Barnard, Laura Gonzalez, Tonia Teresh, Judy Patacsil, and Donnie Tran.

D. Public Comment (3 min)

There was no public comment.

E. President's Update (3 min)

Lundburg shared that return to campus planning has come up, at Chancellor's Cabinet, under COVID-19 planning. The Chancellor stated that the plan is to expand hybrid classes in the fall and many asked for clarification. We have flexibility to go up to 50% for the fall term. He shared that City's plan is to do 20% but he would like Miramar to aim between 30% - 40%. This would allow us to go up to 50% or down to 25% according to what is both feasible and reasonable. He shared, that the driving factor for this decision, is to gear up to be 100% in January and having some clear guidance on this will allow the deans and faculty to plan for fall classes. **McMahon** asked what we are going to do to prioritize the classes that will return to campus, which she recognized will be a part of the planning. She hoped it would be informed by enrollment, demand, performance/outcome and what the students are saying. **Lundburg** thanked **McMahon** for recognizing that this will, indeed, be a part of the planning. He added that VC Topham is issuing a survey to students to gauge where they are. He also asked noted it is important to begin with the classes that have labs or need the hands on experiences. This is what he envisioned as the priorities and clarified this is the ground floor of the planning stage. **Young** asked what this means for the classified professionals, in terms of prioritizing which student services return to campus. **Lundburg** responded that will be the driving determinant. The need to support our students in the classes that we bring back to campus. The first step is to identify the classes and then we can identify the supports. He noted that not everyone will need to comeback, somethings can continue to be done remotely and shared some ideas. **Young** agreed that is a good placed to start. **Lundburg** suggested taking this back to the constituencies for further feedback. **Murphy** asked if there was any decision or guidance on if faculty and classified professional would like to go back to work out of their offices, if allowable, and on the flip side, what if

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Goal 3: Organizational Health-Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making

Goal 4: Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships

Goal 5: Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community

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faculty and classified professionals are not comfortable going back. **Lundburg** responded there is not a concrete answer. He would prefer that we start with where people are comfortable and go from there. **Murphy** asked if it would be a part of the consideration to allow people to work from their offices if they want. **Lundburg** responded that he would be open to this, if it is an area that someone is working by themselves so there would be no social distancing issues. He recognized that faculty might want to use their office to continue their remote delivery without experiencing connectivity issues. **Igou** asked if the percentage referenced earlier is for class sizes or the classes that are returning and if there will be a requirement that students are vaccinated in order to return on campus. **Lundburg** responded we should try to maintain social distancing in classes and plan for 50% capacity, but prepare to be flexible if the CDC or State guidelines change. He also responded that colleges in the region are moving in the direction of requiring students to be vaccinated. This also calls to question if employees will be required to have it as well. As he understands, AFT is amenable to requiring vaccinations and he predicts that is what will happen. **Cuaron** asked if there was discussion about pushing the fall schedule date back in order to allow the deans and chairs to have discussion. **Lundburg** responded that he raised this question at Chancellor’s Cabinet and, unfortunately, did not get an answer and will circle back to it. He added that there seemed to be agreement in using a postcard for the fall and suggested leaning in that direction. **Bell** asked for clarification on the 30 – 40% target. **Lundburg** responded that 30 – 40% of the total sections offered should be face-to-face. **Bell** asked if the bookstore and food services operations will be led by the college or by the district. **Lundburg** responded that it did not come up and made a note to ask this question next week. **McMahon** asked if classes that have labs could be delineated on the fall schedule as this is something that caused confusion in the spring. **Gonzales** noted that it might be a good idea to have cross district conversations pertaining to what services will be offered on each campus and what services won’t be so that students aren’t confused. **McMahon** agreed that there should be some consistency across the district. **Lundburg** encouraged everyone to talk to their counterparts at the colleges and reminded everyone that we need to do what makes sense for us. He concluded by stating this is the green light to begin planning, reminded everyone to be flexible, and to be ready to shift back if we needed.

F. Action Items

#	Item	Initiator
1	<p>Final Draft of College Governance Handbook: McMahon asked the constituency leaders if they had an update. Murphy shared that the final draft was passed at the last senate meeting however, it was pointed out that the senate had not been following the process for “call to question” under Robert’s Rules and therefore, will need to revote at the next meeting. Young did not have an update because the Classified Senate has not been able to discuss the handbook due to time. McMahon asked what if it is possible to be approved in the next couple of weeks. Young responded it was possible but also depends on the other agenda items. Azai shared that the students have reviewed the feedback from round three and approved it. This will be on the next ASG agenda for final approval. Igou shared he was aware of some concerns with items in the parking lot and asked if there was an update. McMahon clarified that the parking lot was intended to be a list of items that couldn’t be resolved. CGC made a “to do” list to resolve these items and all but two committees were resolved, the honors committee and the International Ed taskforce. The DIEC very recently wanted to be placed in the parking lot but had not offered any information to CGC that needed resolving. That is why DIEC was on the CGC agenda later that day to hear what issues they had and if they could be resolved without going into the (very full) parking lot. Lundburg added that management is supportive of the final draft and</p>	<p>Lundburg/ Murphy/Young/ Azai</p>

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	understand that it is a living document so things can be changed. He stated management would like to see this move forward.
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G. Discussion Items

#	Item	Initiator
1	<p>Coordination of Equity Efforts (standing item): Murphy shared that the announcement has been made of our new Faculty Equity coordinator. She asked if there was an update on the Equity Office. Gonzales responded the goal is to make an announcement on that this week. Murphy asked how we plan to get the Equity Coordinator and Equity Office together to move forward. Gonzales shared that the Equity Coordinator load has been set up for Patacsil. Her official first day was on Monday. She will be working with the group in the Equity Office to put some language to the structure so that more information on what that looks like can be shared with the campus. We can expect to hear from them in the coming weeks. Patacsil added she has met with Julian already. She will also be meeting with Julian and Padilla to work on the Equity Office structure and what the strategic plan and goals will be. She also shared that this month is Diversity, Equity and Inclusion month and the anniversary of the Civil Rights movement and will be making an announcement. Lundburg thanked Patacsil for her service and shared everyone is happy to have her in this role. He also shared that the Equity Office will be under Julian’s leadership, working with Padilla, Patacsil and others. There is a direct tie to the President’s Office, administratively, through Miramontez. This will be included in the announcement. He added that he and Gonzales are exploring the Edquity Software package and asked if Gonzales would like to share more on this. Gonzales stated there are two pieces of this software: 1) an app that provides students with more information and resources that might be available around basic needs and 2) distribution of emergency aid funds. He continued that the app has already launched and students are signing up for it however, the college wasn’t interested, at first, about the emergency aid piece because the college does not have an emergency fund set up. It looks like this software could handle the distribution of the CARES funds and the benefit would be that students have cash in hand within 48 hours. Conversations are happening districtwide to implement this portion of the software. He added that Mesa has been piloting this and have been successful. Murphy asked if there are faculty using this software right now and if the district will pick up the cost, as other colleges are using it. Lundburg responded that the district will not cover the cost of the software but they are working on a way to get the software for cheaper and determine the actual value added. Discussion ensued around the Equity Software and setting up an emergency fund through the foundation. Ultimately, there was interest to keep exploring the software, the actual costs, and determine what the benefits would be.</p>	<p>Lundburg/ Murphy/Young</p>
2	<p>Implicit Bias Training for Screening Committee Members: Gonzalez shared the Academic Senate has been discussing resources for implicit bias training for hiring committees. She had made a comment to consider training and a compilation of resources such that any hiring committee would have to complete this training individually or as a group. Murphy suggested that the conversation be brought to CEC, so she is here to open up the conversation, as the larger groups needs to discuss if this can be implemented and how. She also noted that Dean Lopez, Dan Igou, and Francois Bereaud attended the USC Equity Alliance eConvening on hiring retention and recruitment practices. They are preparing a presentation to report out the information to the campus on May 6th. She noted this would be a good group of people to go to</p>	<p>Laura Gonzalez</p>

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	<p>for suggestions and she is happy to be involved but she is not asking to lead this project. Gonzalez asked if we are allowed to require additional training, locally, that is different from the district's requirements. Lundburg asked if we could use the district's training requirements as a baseline and then add our own requirements as a college, sort of as a step up. Bell responded we will need to look into this. His main concern is that the EEO representative that is assigned to each committee can be from any campus so the question there is do we require non-Miramar employees to have this training as well. He agreed with Lundburg that the district standards are the bare minimum and Miramar should have the ability to suggest additional training. Young suggested that professional development be offered on this topic until there is clarity from the district. Murphy added that there is a group of senators from the Academic Senate vetting the implicit bias resources that have been compiled to ensure it is the type of training and messaging that are wanted. She felt it was important that the entire college be behind this or that this is what we want to do and we need to be really clear about what the training says. There was general support of to continue exploring this idea and Lundburg suggested to take it back to the constituencies for broader input and discussion.</p>	
3	<p>Resolution from CCCCCO – “Affirming SDCCD/Miramar College Commitment to Diversity, Equity and Inclusion”: Murphy shared that each district in the league of California Community Colleges are being asked to affirm their commitment to Diversity, Equity and Inclusion. She received this information from the state chancellor's office and it will be going to the Academic Senate at the next meeting. She felt that it would be good idea for the other constituencies to review this information and take a position on this as it affects the entire college and district, not just the faculty. Azai asked if this information could be sent out and what would be expected of the students. Lundburg asked Kunst to put this item on the next President's Cabinet agenda so the item can be discussed there and a formal position or response can be decided upon. Murphy responded that she would send out the information and asked everyone to take it back to their constituencies to review, discuss, and ultimately support it. The State Chancellor's Office would like this affirmed by June.</p>	Murphy
4	<p>Return to In-Person Instruction: Lundburg noted that most of this topic was covered under the President's Update but asked Murphy and Bell if they had anything additional to add. Bell shared there is a districtwide committee that is attended by constituency leaders across the district as well as members from the district. The district has a proposed plan that will help Miramar manage the activities that do return to campus and, at the end of this plan, there is a checklist of minimum items that each campus should consider prior to allowing a function to come back to campus. He stated that Miramar currently follows this plan and the checklist and this is just affirmation of districtwide guidance. This proposed plan and checklist have been sent to the constituencies for further comments and feedback, which will then come back to the districtwide committee and will inform the communication that is sent to all employees regarding this plan and checklist. A survey has also been administered related to employee comfort level to return to campus. Murphy asked if there was a formal or concrete process as to how faculty and classified professionals are being engaged in terms of reviewing and soliciting input on the classes. She's aware these conversations are taking place at the school and program levels but wanted to ensure we are reaching all of the employees on our campus. Lundburg responded that his expectation would be that feedback comes through and discussion happens within the constituencies. He anticipates putting out a college-wide communication by the end of the week with more information and directing folks to do that. He asked Murphy if she was looking for something different or suggesting an alternative process. Murphy responded no but her biggest concern was communication and ensuring there is a timeline for people to give their</p>	Murphy/Bell

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	input. Lundburg agreed and will put out communications regularly with more information as it becomes available.	
5	CARES Act Close Out and HEERF II Funding Planning: Bell , in the interest of time, quickly stated that the College is on track to fully expend student direct aid, CARES Act, and MSI monies by the April 30 th deadline.	Murphy/Bell
6	Miramar Dedication for Constance Carroll: Lundburg , in the interest of time, quickly stated that the idea of naming a physical building after Chancellor Carroll will need to be abandoned. He shared, at the next meeting, we can return to this item and further explore an event or the other alternative ideas that were shared previously.	Lundburg/ Murphy

H. Roundtable (1 minute each)

- Academic Senate – **Skipped due to time.**
- Classified Senate – **Skipped due to time.**
- Associated Student Government – **Skipped due to time.**
- District Governance Council – **Skipped due to time.**
- District Strategic Planning Committee – **Skipped due to time.**
- Budget Planning and Development Council – **Skipped due to time.**
- College Governance Committee – **Skipped due to time.**

I. Adjourn

The meeting adjourned at 2:40 pm.

Link to the recording:

<https://cccconfer.zoom.us/rec/share/mqaJCFoVfbNoMRfiBDEyqwCWL3ireWIAsljgAJ9mq-fAzr0sbNGArI7KpHUjTtje.QZyjCgwBGQ7hN8Z7>

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