

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, March 12, 2019 • 1:30 p.m. – 2:30 p.m. • N-206

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

Attendees: Barnard, Beitey, Miramontez, Quis, Kjartanson, Woods, & Grisham

Meeting called to order at 1:33pm

- A. **Approval of the Agenda (1 min)** Gonzalez moves to approve the agenda, **Hubbard** seconds. **Miramontez** asks to move item 4 of new business up to item 1. After a brief discussion, it is decided to leave the agenda as is. Motion carries.
- B. **Approval of Previous Minutes (1 min)** **McMahon** notes that she made requests for changes to these minutes and that she got no response from **Quis** and that these minutes are the exact same as he sent out in draft form. **McMahon** asks **Quis** why there was no response and **Quis** responds “I am not engaging you, per counsel.” **McMahon** indicated that this is problematic, if the minute taker of the meeting will not engage with co-chair’s regarding questions about the minutes. **Murphy** moves to table minutes of 2-26-19, **Bermodes** seconds. Motion passes. **Hopkins** withdraws her motion to approve the minutes of 11-27-18. **Gonzalez** motions to table the minutes of 11-27-18 so that everyone can go back and look them over again since it has been so long. **Murphy** seconds. Motion passes.
- C. **Guests/Introductions (1 min)** **Van**
- D. **Update from Chancellor’s Cabinet (three minute maximum)** **Hsieh** reports that enrollment is at 95% of target for the College and for the district. The district will be relying heavily on summer session to achieve its goal. There is a request to get section comparison data between 2017-2018 and 2018-2019. That info is being made available to the deans who will in turn share with the faculty. The board meeting on March 14 will feature two Miramar College items: 4 faculty positions according to prioritized faculty list, funded by new money, and the second is the revised mission statement. **Hsieh** says she did not attend the last district budget and planning council meeting and may need help from someone who did as she gives a budget update. In general, **Hsieh’s** understanding to this point is as follows: The district is projecting a budget deficit of \$8 million dollars for the current fiscal year. The college presidents have been given a goal to balance their budgets so we can move through this current year. A new fiscal year starts July 1 and there could be deferrals of budget until then. All the colleges and district office will be asked to contribute and all were given a target. Nothing is 100% yet and we need to go back to the campus to make sure we can achieve our goal for budget reductions. There has been no discussion on what impact this year’s budget deficit may have on next year’s fiscal year budget. **Hsieh** asks who attended last week’s district budget council meeting and if that person could give an update. **Murphy** attended the district budget council meeting and a \$2 million deficit was discussed with the potential of increasing up to \$7-point something million if certain things don’t happen. What is on the table is the potential option of not replacing vacant positions. The other is to look at productivity and the third is to look for duplicative services on campuses and at the district. **Hsieh** says that at cabinet today they were given a target, but the play field is open and everything on the campuses will be looked at. The big chunk is salary and benefits and **Hsieh** says that currently on the books-Miramar does not have any vacant positions funded by the general fund. There are no position in “improvement action” which means the position is either posted, in process of posting or interviewing. That is the status of Miramar vs. other colleges in the district. Those with “improvement action” statuses have an easier time coming up with expected savings by not starting any recruitment activity. **Hsieh** says the Chancellor will have the ultimate decision on how long the employment deferments will go. After further cabinet discussions, **Hsieh** will keep the college posted. **Murphy** hopes that there is an acknowledgement or discussion about how Miramar has not received equitable funding in the past and therefore the college should not be expected to do equitable cutting. **Hsieh** agrees and says she cannot share the hand out given out today at cabinet because it is not finalized. The Chancellor looked at the current year’s FTES, for example Miramar is 9504, and based on that, come up with our budget, and each college and CE have that info. The total add up is 100%, Miramar is like 23%-24% of the total budget...then the cut would be proportionate. Example, the College would be asked to cut between 23%-24% based on the current allocation. It is the college’s decision where to cut and Miramar’s hands are tied because the college doesn’t really have any positions that are truly open. Savings from positions currently in recruitment, if they do not start until July 1 could cover that 23%-24% contribution. **Hsieh** will work with **Bell** to crunch the numbers. **Murphy** asks that the metric by which Miramar may be asked to cut is based purely on FTES? **Hsieh** says yes. **Murphy** says that this is problem. **Hsieh** says the total budget is driven by FTES as of today, however in the future this may be different with a new funding formula coming. There was further discussion over the current funding formula. March 28 from 4pm 5:15pm at ECC, Senator Atkins will be hosting an Education Stakeholders Budget Forum. If interested feel free to attend. A memo is coming out from HR on take your daughters and sons to work day.
- E. **Section One: College-Wide Matters (Non-AB-1725)**
 - i. **New Business**

* 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.

Please also see <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2013-2020 Strategic Plan

| # | Item | Time Limit | *Strategic Goals | Accreditation Standard | Initiator |
|---|---|------------|------------------|------------------------|--------------------|
| 1 | <p>Purpose and Practices of CEC Meeting Minutes at Miramar College – Accreditation Standards not being met: McMahon reports that she created a document to show best practices of minutes taking. McMahon read from the document and discussed the key points. McMahon says that what has become problematic is how draft minutes are first made and then what happens to them after they are approved. McMahon has asked why two meeting minutes that were posted were in an “unresolved form”. Hsieh says that the postings were corrected and if there are others that need to be corrected they will be done. Hsieh appreciates that McMahon took the time to go back and look for a set of minutes that were acceptable to the committee. Those minutes were from two years ago. Hsieh asks McMahon to send that set out to the committee so that they can serve as a model for the future. McMahon wants to know why these minutes were posted like this? There was no answer. McMahon wants to know why we have gone away from what we did in the past. McMahon believes there is a lopsided representation and editorializing in the minutes. These things need to be fixed. Murphy wonders why the administrator’s assistant that chairs the meeting doesn’t take the minutes. McMahon wonders why the PIO is taking minutes for this meeting. Hsieh responds that this is not a decision she made, instead former PIO Sandy Trevisen was the minutes taker when Hsieh arrived on campus because this position needs to be fully aware of the decisions being made at the highest level of the college. McMahon does not agree with this decision and says this is not working and we should look into changing roles. Hsieh says we cannot change job descriptions. Hsieh says it is not fair to move this workload and give it to someone else and suggests we go back to taking minutes like we did two years ago in the example sent by McMahon to the CEC. McMahon disagrees. McMahon says Quis is not responsive and his supervisor needs to direct him to better communicate with McMahon. There was a continued disagreement about this topic. Hsieh and McMahon agree to talk off line about this topic.</p> | 10 min | 1, 2, 3, & 4 | I, II, III, IV | Murphy and McMahon |
| 2 | <p>IPR/SLO Subcommittee CGC Change Proposal: Nobody could seem to remember what the status was of this item. Classified and ASG said they had not seen it. McMahon says she will find her copy and she will send it out to everyone again. Kjartanson was to attend CEC, but did not.</p> | 5 min | 1, 2, 3, & 4 | I, II, III, IV | Kjartanson |
| 3 | <p>Position on “Open Dialogue Sessions” by the Miramar College Academic Senate: McMahon reads the following statement on behalf of the academic senate in regards to the current on-going dialogue sessions:</p> <p>The Academic Senate avidly supports free speech and open communication. At the same time, it is the Academic Senate that is the Board approved body designated under California regulation, law and Board policy to represent</p> | 5 min | 1, 2, & 3 | I, II, III, & IV | Murphy and McMahon |

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| | <p>faculty in all academic and professional matters.</p> <p>We, as an institution, have codified processes in place that sanction representation from the faculty, classified professionals, students and the Board’s administrative designees in the College and District’s decision-making. The Open Session Dialogues being held by the College President are not sanctioned venues for this representation. It is not clear to what degree this “input” influences the decision-making of the college, or at least the decisions being made by the Board’s administrative designees. However, it is clear that the potential for these sessions to confuse, contradict or otherwise misdirect and undermine the approved collegial consultation processes is high enough to cause concern.</p> <p>As such, the Miramar College Academic Senate has decided not to participate in these sessions as a representative body. The Academic Senate also requests that any individuals participating in these sessions be very clear that they do not represent the opinions or official positions of the Academic Senate.</p> <p>McMahon states that the AS values openness and collaboration and they don’t feel that this is the proper venue. Hsieh thanks McMahon for clarifying her comments and she states that this is certainly not collegial consultation and she thanks McMahon for the communication.</p> | | | | |
| 4 | <p>ACCJC 2019 Annual Report (attachment i_4)</p> <p>Miramontez reports that the report template came out last week. The deadline for submission is April 5.</p> <p>Miramontez wants to do a high level summary of what has changed. He points out that the outcome assessment portion has been removed for reporting annually. He says the primary difference is that they are asking for aspirational benchmarks this time around. His office has been working with all other offices to gather the data and he will populate the report. Once this is complete, Miramontez wants to send it out to the constituencies as an FYI item. Miramontez hopes to submit this the week of spring break. Murphy points out that there is a new piece and it is aspiration strategy and that the College has not dedicated time to discussing this and that there is not two sets of benchmarks. Miramontez states that within the College’s Strategic Plan Assessment Scorecard (SPAS) it lays forth the methods for aspirational benchmarks. This went to research subcommittee yesterday and there was discussion about using the most recent 5-years of data to set the aspirational benchmark based upon the SPAS methodology to populate these benchmarks. Murphy says that those sort of decisions have not been made at a college level nor have they been vetted through the constituencies and Murphy has a hard time a hard time visiting an FYI item when we are creating brand new benchmarks. Murphy doesn’t feel comfortable submitting in two weeks. Miramontez asks what the recommendation is? Murphy says this should</p> | 2 min | 1, 2, 3, & 4 | I, II, III, & IV | Miramontez |

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| <p>have been discussed two weeks before submission. Miramontez states that the recommendation he is hearing is to just send it to the constituencies and also attend March 19 senate exec meeting. Murphy wants to be clear about processes because the college keeps ending up in this position whereby we are reactive rather than proactive. Murphy says this info has been out there. Miramontez clarifies that when this item came to his office, he farmed it out immediately to the offices to get the data, and that takes time to pull that information. Secondly, there was a discussion with RC to set recommended benchmarks. He is here to merely ask for clarification on the process moving forward and the timeline. McMahon says they will need to look at their calendars. Miramontez would like to be put on the March 19 senate exec agenda to share this info and is willing to attend any other constituency group meeting to further the discussion and move this forward in a timely fashion. McMahon suggests that there be some parallel tracking in the future to get the process going.</p> | | | | |
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ii. Old Business

| # | Item | Time Limit | *Strategic Goals | Accreditation Standard | Initiator |
|---|--|------------|------------------|------------------------|---|
| 1 | CGC Recommendation to Form Governance Review Steering Committee: Tabled | 5 min | 1, 2, & 3 | I, II, III, & IV | Murphy and McMahon |
| 2 | Faculty Co-Chair Reassigned Time for IPR/SLO Com: Tabled | 5 min | 1, 2, 3, & 4 | I, II, III, & IV | Murphy and McMahon |
| 3 | Guided Pathways Update (Standing Item): Tabled | 5 min | 1, 2, 3, & 4 | I & II | Gonzales, Mc Mahon, Hubbard, & Bermodes |
| 4 | Local Goals Alignment (standing item) (attachment ii_4): Tabled | 5 min | 1, 2, 3, & 4 | I, II, III, & IV | Miramontez |
| 5 | Diversity Taskforce Update (standing item): Tabled | 2 min | 1, 2, 3, & 4 | I, II, III, & IV | Gonzales |
| 6 | Accreditation (Standing Item): Tabled <i>a. Mid-term Report</i> | 5 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 | Faculty Appointments to Committees: Tabled | 2 min | 1, 2, & 3 | I, II, III, & IV | McMahon and Murphy |
| 2 | Plan for College President to Respond to AS Document that has Shared Detailed Concerns? Tabled | 2 min | 1, 2, & 3 | I, IV | McMahon |

ii. Old Business

| # | Item | Time Limit | *Strategic Goals | Accreditation Standard | Initiator |
|---|---|------------|------------------|------------------------|--------------------|
| 1 | Investigations from Complaints to the SDCCD by Academic Senate regarding Miramar College: Tabled | 5 min | 1, 2, & 3 | I, II, III, & IV | McMahon and Murphy |

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

- 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 2:31pm

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