

# COLLEGE EXECUTIVE COMMITTEE MEETING

**Tuesday, November 27, 2018 • 1:30 p.m. – 2:30 p.m. • N-206**

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

**Attendees:** Bernard, Beitey (absent/Ascione is proxy), Miramontez, Kjartanson, Quis & Grisham

**A. Approval of the Agenda:** Gonzales approves agenda, Hopkins seconds, motion passes.

**B. Approval of Previous Minutes**

ii. September 4<sup>th</sup> Meeting Minutes ([attachment](#)) Hsieh motions to approve both Sept. 4, 2018 and Oct. 16, 2018 minutes, Bermodes seconds. Motion passes 6-0-4. McMahon made a suggestion to table the two sets of minutes for the last CEC meeting, as the Collegiality in Action team strongly recommended we no longer have verbatim transcriptions of the meetings but just capture the basic discussion. By taking these draft minutes prior to approval to our CIA meeting this Thursday, we can ask for help. Hsieh says that it will be a great discuss at the second CIA meeting, but suggests grandfathering in the minutes from 9/4/18 and 10/16/18 because these minutes we taken prior to that discuss. McMahon further indicated that currently the 1<sup>st</sup> draft of minutes contain transcribed details for some members, but not for what McMahon has said and the nature of our practice requires a lot of McMahon's time and energy to write edits when it should not be done this way. As a consequence, McMahon stated that she did not have the time to address these minutes, neither is it fair to require that time of her that is another reason why she has requested to table these minutes. She states again that she hasn't had time to address these minutes and she doesn't want to approve them because she hasn't had a chance. Quis said it requires a lot of his time and energy. Quis told McMahon that she had from Nov. 2 to approve these, then you ask me on my sick day last week from crying out loud to drive back here and give you a draft and you can't even take the time to get your edits done? McMahon noted that Quis' behavior was a civility issue-but was interrupted by Quis to state that that was on McMahon, that you've had almost a month and this was ridiculous! McMahon said No-I believe you are missing the point, the point isn't about me... Quis interrupted again and stated that moving forward he would just do the bear minimum to get through it, I got it! But to have him come back on a day that I was out sick, and you asked me, how many times a week we go back and forth in emails over that-sorry it is ridiculous! After a brief discussion about the depth of minutes taking, Quis and the CEC agree to list only action items moving forward.

iii. October 16<sup>th</sup> Meeting Minutes ([attachment](#)) see above

**C. Guests/Introductions:** Teresh, Van, Kunst

**D. Update from Chancellor's Cabinet (three minute maximum)** Hsieh reports on enrollment, and based on a recalculation, the college exceeded 10,000 FTES for 2017-2018 and that information was relayed to the cabinet officially. Today is "Giving Tuesday" and each college was allowed to promote an event. Miramar chose to solicit ticket sales for its May 4, 2019 Invest in Success fundraiser. For the third allocation of Strong Workforce money, the College has received a 1.5% increase compared to the previous two allocations. For incentive funding, the College received the second largest funding within the SDCCD behind only CE. This allocation is based on the College's achievement in enrollment and outcomes. The College is a required to sign a document saying it is committed to the Vision for Success planning and will meet the Dec. 15, 2018 timeline. Alumni Relations was discussed and Miramar appears ahead of the curve in its outreach to alumni. Only Miramar and CE presented reports on Alumni Relations. Hsieh thanks Quis for his leadership in this area. New faculty funding will arrive in Feb. 2019. There are no further details. The Dec. 13, 2018 board meeting has no Miramar College items on the agenda. The Miramar College on campus board meeting is proposed for Thursday, Feb. 14, 2019. No budget update from state or district.

**E. Section One: College-Wide Matters (Non-AB-1725)**

**i. New Business**

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	<b>50<sup>th</sup> Anniversary Celebration (<a href="#">attachment</a>):</b> Quis shows the logo that the Marketing and Outreach committee voted to use. It has been sent to the bookstore to be placed on t-shirts and mugs, etc. The items will be for sale next year with profits going to the Miramar College Foundation for use on scholarships. At this point, Quis is not sure who will pay to have these items produced. He is still looking into it. Since funds are low, the College will celebrate its	2 min	1, 2, 3, & 4	I	Quis

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**Goal 1:** Provide educational programs and services that are responsive to change and support student learning and success.

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**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.

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	anniversary by displaying a historic fact and/or picture about the college on its social media platforms each day the college is in session for the 2019 calendar year. This begins Jan. 2. CEC has no issues.				
2	<b>Revised College Mission Statement: Miramontez</b> reports that PIEC sent the recommendations to the constituency groups on Oct. 2. AS has had a first reading according to <b>McMahon</b> . CS has a second reading on Dec. 6 according to <b>Young</b> . The students had no feedback. <b>Beitey</b> will send to CEC the manager's feedback.	2 min	1, 2, 3, & 4	I, II, III, & IV	Miramontez & Grisham
3	<b>Integrated Plans Implementation, SEA, and Progress on Alignment Project (attachment): Teresh</b> shows a power point presentation on the progress that is being made. There is an 18-month horizon for this plan. To review, the State Chancellor's Office had all college's integrate their 3 separate plans: student success, equity and basic skills into one. The programs and funding sources remained separate. The new name is the Student Equity and Achievement Program. The old integrated plan is sun setting in June and the College will be planning for a standalone student equity plan. This program is making a connection to help us put the Guided Pathways framework into place. The College will receive one block grant for funding around \$3.5 million for salaries, benefits etc. for faculty. According to Teresh, there is still a ton of unknowns. A new funding formula needs to be developed. <b>Teresh</b> is monitoring all communications from the State regarding this issue. <b>Teresh</b> and <b>Gonzales</b> are trying to get the word out and are available for a quick presentation. This is an informational only item and no actions were taken. <b>Murphy</b> asks if a taskforce will be established. <b>Hsieh</b> suggested to examine the taskforce for Integrated Plan to determine if the membership needs to be modified. <b>Teresh</b> says they will have a conversation about this. <b>Gonzales</b> hopes all groups get together to discuss this. <b>Gonzales</b> and <b>Teresh</b> were charged to work with constituencies to move forward.	5 min	1, 2, 3, & 4	I & II	Teresh & Gonzales
4	<b>Watermark Update: Miramontez</b> reports that he sent out an email on Nov. 6 stating that Watermark wanted the College to beta test their product. Watermark also wants to visit the college. <b>Miramontez</b> had not heard back on that email. CEC agrees to have <b>Miramontez</b> go back to Watermark and state our interest in testing their product and having them come to campus.	2 min	1, 2, 3, & 4	I, II, III, & IV	Miramontez
5	<b>Local Goals Alignment (attachments) Miramontez</b> reports that this local goals alignment came out of the State Chancellor's Office on Nov. 7. All college's across the state were charged with aligning priorities of the college with the system wide goals. To kick off that process, CEC charged PIEC with moving this process forward. PIEC had discussions and came up with a two-step process: 1) ensure that we certify a process of this goal alignment and that is due Dec. 15. 2) ensure outcomes of the process. This is due May 31, 2019 to the State Chancellor's Office. <b>Hsieh</b> states that this item was discussed in today's Chancellor's Cabinet and that part 2 needs to go to the April, 2019 SDCCD Board meeting	5 min	1, 2, 3, & 4	I, II, III, & IV	Miramontez & Grisham

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	before be submitted to the State Chancellor's Office. PIEC has refined a short power point that will be presented to the constituency groups to explain the process. <b>Grisham</b> says at this point they are just looking for approval of a framework of the process and not content. <b>Miramontez</b> is asking for this item to be placed on the all the constituency agendas so it can be submitted by Dec. 12.				
6	<b>Spring 2019 Convocation: McMahan</b> states that there is interest in having a spring convocation. A request has been made to have diversity/equity speaker Tim Wise address the campus. There was a discussion on how/who would pay for this expenditure. <b>McMahan</b> will send his (Wises) background to CEC. <b>Hsieh</b> says this would be a great opportunity for the Professional Development Committee to take on this and that there is a funding mechanism within the PDC. <b>Bernard</b> agreed to work with <b>McMahan</b> and the Professional Development Committee.	2 min	1, 2, 3, & 4	I	McMahan & Hubbard
7	<b>Collegiality in Action Follow-up Visit: McMahan</b> reports that the core team of 8 met on Nov. 6 and that there is another meeting set for Nov. 29. The discussion covered minutes taking, structure of formats of meetings, agenda and timing of minutes. Email communications and civility is vital. <b>Hsieh</b> did send an email to the college about this topic, so did the Chancellor, and that info is readily available to the College. <b>Hsieh</b> is very willing to follow through on all the recommendations.	5 min	1, 2, 3, & 4	IV	McMahan

## ii. Old Business

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Accreditation (Standing Item) Miramontez</b> reports that his next accreditation newsletter will come out next week.	2 min	1, 2, 3, & 4	I, II, III, & IV	Miramontez
2	<b>Guided Pathways Update (Standing Item) Gonzales</b> reports that the Steering Committee had a meeting yesterday and they are going to pull together the 4 co-chairs and the second group to talk about process and formatting of what's a 10+1 issue and what's not. A template of the GP website for the local college was shown. <b>Murphy</b> reports that the committee is still trying to get through the original goals they set for the Steering Committee to define Guided Pathways for the College and proved a compelling case. A power point was developed and is currently being reviewed by the committee. The intent is to use that information to begin college wide communications and hopefully move on to the next stage, which would be implementation.	5 min	1, 2, 3, & 4	I & II	Gonzales, Mc Mahon, Hubbard, & Bermodes
3	<b>Technology Committee Change Proposal: Miramontez</b> reports that manager's and academic senate have approved. <b>Young</b> says that Classified Senate is good to go. The students weren't yet ready. <b>Miramontez</b> proposes a contingency approval pending students. This was agreed upon. <b>Young</b> motions to approve pending students, <b>Murphy</b> seconds, motion passes.	2 min	1, 2, 3	III	Miramontez, Hill, and Murphy

## F. Section Two: Academic and Professional Matters (AB-1725)

### i. New Business

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1	<b>Faculty Contract Hiring Change Proposal Recommendation: Kjartanson</b> reports that this proposal has gone through all the constituency groups. She briefly reviews the proposal and points out the changes. This is an informational only item and no actions were taken.	2 min	1, 2, 3, & 4	I, II, III & IV	Kjartanson
2	<b>Faculty Appointments to Screening Committee/Search for the Assoc. Dean of ASC: McMahon</b> states that it has come to her attention that the search committee has appointed faculty without the consultation of the AS. She wants this fixed now. <b>Hsieh</b> responds that <b>McMahon</b> did indeed send an inquiry to district HR and received a response from Vice Chancellor Surbrook that clearly stated that the district policy and procedures were followed exactly to the rule. There was a discussion on this very issue at Chancellor's Cabinet this morning and the Chancellor agreed that the policies were in fact followed. <b>Murphy</b> asks for clarification and asks - if, based on what <b>Hsieh</b> is saying, that appointment of faculty to any group involving a 10+1 item is no longer going to be done through the senate. <b>Hsieh</b> responds that that is not what she is saying. <b>Hsieh</b> responds that the topic here is an associate dean management search committee. The district policy and procedure clearly tells district personnel how to compose a search committee for a management position and that that information was conveyed.	5 min	1, 2, & 3	I, IV	McMahon
3	<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>Effective Communication between the College President and the Academic Senate:</b> Tabled-time	3 min	1, 2, & 3	I, IV	McMahon and Murphy
2	<b>Options for increasing Academic Senate Travel Budget:</b> Tabled-time	5 min	1, 2, & 3	I, IV	McMahon and Murphy
3	<b>Assoc. Dean for ASC Timeline:</b> Tabled-time	2 min	1, 2, & 3	I, IV	McMahon

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

H. **Announcements:** None

I. **Adjourn:** 2:34pm

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