

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, April 14, 2020 • 1:30 p.m. – 2:30 p.m. • Zoom

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

**Support:** Malia Kunst

- A. **Approval of the Agenda (1 min):** **McMahon** made a motion to approve the agenda. **Bell** seconded. There was no discussion. Motion passed.
- B. **Approval of Previous Minutes (1 min):** **Bell** made a motion to approve the 3/10/20 meeting minutes. **Dehestani** seconded. There was one edit submitted by **McMahon** to include that an Academic Senate Executive Committee called for an emergency meeting to address the issue at hand. There was no objection to this edit or further discussion. The motion passed.
- C. **Guests/Introductions (1 min)**  
Guests included Larry Pink and Wheeler North.
- D. **Public Comment (3 min)**  
There was no public comment.
- E. **President’s Update (3 min)**  
Gable thanked everyone for their continued work and keeping our students at the core. She knows it has not been easy but we are taking it one thing at a time and working creatively together. She continued to report that all events for the semester have been cancelled or postponed, including commencement. The Student Affairs office is developing a survey to send out to the students to determine their preference on having a virtual celebration or having a ceremony in the fall. There will be more information to come. She continued to report that 300 laptops have been purchased for students via an \$8,000 donation from the Miramar College Foundation. They are being prepped this week. The application went out, online, yesterday. Students will be selected to receive a laptop based on need first. Distribution is planned for the following week. She announced the establishment of the COVID-19 Emergency Student Relief Fund. The Associated Student Government has donated \$3,000 to kick it off. A message will be sent out to the campus and community to solicit donations. Next, she reported that the CARES Act stimulus funding from the government has been announced. We know that 50% of the funding needs to go towards direct student aid while the other 50% is to expenses directly related to the pandemic. There will be more information to come. Lastly, she shared that there will be a significant decrease to the budget and an economic downturn. We need to focus on planning to cut in instruction and student service areas. There will be a budget shortfall for 2021. This is being addressed at the Cabinet level. There will be more information to come.
- F. **Action Items**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Determination of Budget and Resource Allocation process for emergency state and federal funding due to COVID-19 crisis:</b> <b>Murphy</b> stated there is an established process through the Budget and Resource Development committee that oversees a small amount of the discretionary funding allocation. Part of the funding we will receive through the CARES Act is discretionary and she would like to ensure there is a process that will be followed and that there is a	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy

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	venue to have appropriate discussion. <b>Gable</b> responded that she will be coordinating a taskforce to brainstorm what our needs would be at Miramar College. The taskforce will be comprised of constituent representation as well as area experts. She recognizes that there are gaps in our infrastructure, technology and professional development. A conversation needs to be had locally and then brought to the district level. <b>Murphy</b> added that direct aid to students could be greater than 50% which will be determined through the stimulus taskforce and is glad there will be an appropriate venue for this conversation. <b>McMahon</b> asked if this could be put towards the website. <b>Bell</b> pointed out that the discretionary amount in the stimulus package must be related to the disruption of campus operations directly related to the coronavirus. <b>Gable</b> stated she would share the relevant documents to ensure everyone is informed.			
2	<b>Submission of Temporary Emergency Blanket DE Waiver for Summer 2020:</b> <b>Murphy</b> explained that this was added to the agenda because we are required to submit a waiver for summer and a waiver for fall. This gets submitted by the CIO/CEO. She wanted to ensure there will be a vetting process and asked if there was a deadline to submit. <b>Hopkins</b> responded the deadline for the summer waiver is May 20 <sup>th</sup> . <b>Murphy</b> followed up and asked if there was a deadline for faculty. <b>Hopkins</b> stated each department is making and reviewing their lists. The summer schedule is due Thursday and we should know by then. <b>McMahon</b> followed up and asked if there was an internal deadline for the college as this needs to come to CEC as an information item. <b>Hopkins</b> responded in agreement to coordinate with CEC.	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy
3	<b>Summer 2020 Schedule:</b> <b>Murphy</b> stated this issue was resolved at the emergency Academic Affairs meeting yesterday.	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy

### G. Discussion Items

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<b>College Governance and Decision making during the COVID-19 crisis:</b> <b>Murphy</b> stated this had been raised during an Academic Senate and Academic Senate executive meeting. The campus just underwent a traumatic event and we scrambled to do the best we could but she wanted to remind everyone that we do have processes in place. She emphasized that now we must be committed to following the law and these processes for proper consultation and participatory governance. <b>McMahon</b> commented that there has been conflicting information coming out from various resources making it difficult to plan. She felt this would be significantly diminished if at least the Academic Senate President were involved in the critical meetings like at the other colleges. She believes this is being addressed now but that it was not originally the case. <b>North</b> added that no one	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy

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	<p>has experience anything like this and we did what we needed to do to keep instruction and student services going but now we need to be mindful of our processes and mandates, including governance and accreditation, as appropriately as we can. <b>Pink</b> further emphasized how important it is to have a clear line of communication so that they can field their student's questions. <b>Murphy</b> responded that the district has recognized that this was an issue and is changing the way the release communications. She hopes this will allow for the campus to continue to have open communication and focus on our processes.</p>			
2	<p><b>Program Viability Review Process:</b> <b>Murphy</b> is aware of a recommendation from Academic Affairs to not use this process to review a particular program. At this point, she is concerned about the length of time left in semester because a decision may need to be made quickly. She brought the topic to CEC should a decision need to be expedited. <b>McMahon</b> believes that Academic Affairs agreed to assemble a taskforce. She also agreed with <b>Murphy</b> that we are in danger of being inconsistent and unclear with our program viability processes, which is in direct opposition of accreditation standards. <b>Igou</b> confirmed that a taskforce was formed before the closure but <b>Mary Kjartanson</b> has not been successful in finding a time for the group to meet virtually. He continued that people were concerned about it being a blanket application for all program changes. The taskforce needs to discuss and make a recommendation on what the final revision would look like to make it more usable and understandable for the campus. <b>Murphy</b> asked CEC, as the leaders of the college, if it would be better to put the process on hold until questions and concerns can be resolved, as she is fielding questions from faculty. <b>Pink</b> recommended that if the process is going to be put on hold, then all program proposals should also be put on hold until a clear process is in place. <b>Igou</b> believes this would compound the problems. <b>North</b> stated this may not be legally allowable. <b>Murphy</b> stated there is still the curriculum process and asked if part of the program viability process should be suspended. <b>McMahon</b> stated this may work for some proposals but not others and believes we should have a process in place in order to proceed. <b>Webley</b> stated there were not issues with establishing a new program or discontinuing one; the issue was with the change of a program. <b>Murphy</b> stated she was trying to get us to a place that would give direction. <b>Gable</b> suggests that the taskforce continue their work to finesse the process while Academic Affairs and Curriculum work continues. As there are programs, updates, etc. it can go through Academic Affairs at the same time this group is working on creating an updated process that flows better.</p>	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy
3	<p><b>College-wide guidance on contingency planning for fall 2020 SEM:</b> Tabled due to time.</p>	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy

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4	<b>Plans for consistent messaging in District and at Miramar:</b> Tabled due to time.	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy
5	<b>President Search Update:</b> Tabled due to time.	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy
6	<b>Accreditation Mid-term Report and Strategic Planning:</b> <b>Miramontez</b> reported that the first accreditation midterm report draft went out to the college and constituencies, feedback is due April 17 <sup>th</sup> . If you are leading a resource team, send feedback to himself and Mara Palm-Sanft. <b>Miramontez</b> stated they are following the original timeline; draft two will go out to the college in May for feedback, it will be finalized in August and go through governance approval in the Fall. <b>Miramontez</b> reported that the draft strategic goals are at the constituent level for feedback. He will resend to the leaders and it will go to the next CEC meeting on 4/28. The objectives and annual planning calendar are at the PIEC level right now, next meeting is on Friday, April 24 <sup>th</sup> . <b>Murphy</b> stated this needs to be on an Academic Senate agenda and therefore does not believe it will make the next CEC meeting on 4/28. She suggested Miramontez come to the Senate Exec meeting on Tuesday for a second read.	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez
7	<b>Collegiality in Action and Governance Restructuring Update:</b> <b>Gable</b> stated that CGC is meeting today and will discuss the timeline. She doesn't want the group to lose momentum. The goal is to have a new handbook by fall. Due to our virtual reality, she can see gaps in our current governance structure. She would like to wrap it up and have a nice governance flow. She will help however she can. She asked when the next constituent meetings were. <b>Murphy</b> stated the Academic Senate meets next Tuesday at 3:30 pm. <b>Young</b> stated the Classified Senate meets this Thursday at 2:00 pm. <b>McMahon</b> followed up saying she has been fielding inquiries from faculty. She doesn't want to lose momentum either but she also doesn't want to rush.	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy/Marsha Gable

#### H. Announcements

Van announced that ASG has elections going on. She asked the faculty to share the flyer with their students.

#### I. Adjourn

The meeting adjourned at 2:47 pm.

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