

# MIRAMAR COLLEGE CLASSIFIED SENATE MEETING MINUTES

Thursday, May 14, 2020  
2:00 p.m. - 3:00 p.m., via Zoom

Attendees: Sandra Marquez, Clarissa Padilla, Sean Young, Meilani Peleti, Jill Griggs, Jill de la Cruz, Jennifer Pena, Elizabeth Whitsett, Yolanda Giang, Danielle Short, Damaris Garduno, Arnice Neff, Cheyanna Morence, Anna Liza Manzo, Sam Shooshtary, Sara Griswold, Sharilyn Wilson, Calvin Le, Van Chau, Michelle Pasag

- A. **Approval of the Agenda** – C. Morence, Second: S. Wilson
- B. **Approval of Previous Minutes**  
- April 16<sup>th</sup> Minutes – S. Wilson, Second: C. Morence  
- May 8<sup>th</sup> Minutes – C. Morence, Second: A. Neff
- C. **Additional items**  
1. Nominations reminder to submit nominations by end of day 5/15  
2. Elections update
- D. **New Business:**  
1. VP Brett Bell - Budget Update 15-20 minutes
- Multiple layers within budget development process. Some issues with the budget. Would anticipate anywhere from a 10-25% cut for the 20-21 fiscal year. Will be a softer freeze on restricted funding. Budget reductions will primarily be on general fund unrestricted budgets
  - How it effects Miramar: primarily will be in adjunct salaries and vacant positions. Expect moving forward the number of class sections offered for 20-21 academic year will be reduced. Second strategy to accommodate budget reductions is to not fill vacant contract positions. Freeze that went into effect March of last year will continue indefinitely. We should think about and plan how to move forward when personnel separates from Miramar.
  - Question raised on how this will affect NANCe positions? Discretionary budget reduced, our FTES may go down. When we get discretionary money from district, it will be sent out to campuses. It will be entirely up to dept, divisions, and vice presidents how the budget they are given will make those reductions.
  - How should I help my school and campus prepare for budget reductions? Begin thinking of areas within your dept/school/division and make recommendations through your program review process to have input on how resources are allocated. Program review for Instruction extended to August, Students Services due in October. Set goals; discuss how to meet those goals; what resources you need to complete goals; access your measurable change or outcome through goals. It's a continuous quality improvement process within higher education.
  - What do budget reductions look like right now? We are currently serving less students 340 less FTES in the academic year and this directly translates into a reduction in adjunct salaries and discretionary budget (as of today).
  - What does it look like in near future? Anticipating anywhere from 10 to 25 percent cut to our budgets from last year. Rational being that our governor stated how they'd address the 54-billion-dollar shortfall in state of California.
  - Bell noted the importance to follow purchasing processes. We are not permitted to buy anything without district authorized purchase order. Need our help in understanding that purchasing process, requisition, or purchase order must be done prior to. Another concept to understand: Never assign an employee to do work in our district, on our campus, without an approved payroll working document. We do not allow anyone to work until they are authorized. Please help in making sure that concept gets out into your department to follow those important processes.
2. Assoc. Dean Ben Gamboa - Website Improvement Project Update - 15 minutes
- Project off to a start. There are opportunities for you to provide input. Project started in Fall 2019, funded through regional strong workforce funds (fully funded outside of Miramar's budget)

- Campus discussions/purchasing processes were expensive process that took roughly 7 months, vendor selected. Project definition (vendor has a clear outline of deliverables they will provide to us). Some of those designs included high level wire frames – outline of what various pages look like, template design for each page this will occur May and June. Over summer, they will build out everything. Plan is to migrate content in Sept/Oct. Full website for Fall rollout, but do not want to roll out new website during class registration.
- Vendor has a clear idea of what we are looking for on our website, our inspiration, and there will be user testing to determine /make feedback.
- We expect validation for user testing to be in early August. A functioning website will be especially important. Asked guided pathways leads and students to get involved. Need classified and administrators to get involved. Want all perspectives considered. Will send a campus wide email out.
  - Comment from D. Garduno: If you have specific ideas on designs and/or needs please send out. C Padilla: We are hopeful that website pages allow for flexibility and not strict rigid uniformity.

### 3. Dean Daniel Miramontez - Campus Strategic Goals Update 2020-2027 - 15 minutes

- Short term planning cycle regarding our annual planning calendar:  
Strategic planning process – big process, PIKE wanted to piecemeal it out. This will chart the direction for 7 years of collegewide planning.
    - Four goals approved:
      - First goal: Pathways
      - Second goal: Engagement
      - Third goal: Organizational Health
      - Fourth goal: Relationship Cultivation
    - Long term planning framework –updates  
Framework of 6 factors of student success. Used to focus on loss momentum framework phases. We decided to take 4 pillars of guided pathways and replaced loss momentum phases with pillars. Clarify path, enter the path stay on the path, ensure learning
      - Another significant change: Discussing the program review process (data informed decision making), the program review process is very important and integral in short term planning, felt it was important to call out separately and tied short term planning with college level planning for our strategic plan.
4. Danielle Short from AFT - CARES Act presentation - 20 minutes
- Sent out via email
5. Words from President Gable
- Check in
  - Return to work workgroup

### 6. Elections Update

#### E.

##### **Old Business:**

1. Bylaws Ratification results and timeline for implementation
2. Revisit of the College Governance Handbook
3. Elections

#### F.

##### **Reports:**

1. College Governance Council (CGC)
2. District Governance Council (DGC)
3. Treasurer Report
2. Budget & Resource Development
3. Safety/Facilities
4. Marketing Committee
5. Planning & Institutional Effectiveness
6. Event Committee
7. Diversity Committee
8. TEAM
8. Review of Services
9. Other

G.

**Announcements:**

1. **Spring 2020 Meeting Dates** – February 20, March 19 (postponed for April 6), April 16, May 14.

H.

**Adjournment**

***\*San Diego Miramar College Fall 2013–Spring 2020 Strategic Goals:***

1. *Provide educational programs and services that are responsive to change and support student learning and success.*
2. *Deliver educational programs and services in formats and at locations that meet student needs.*
3. *Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
4. *Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community*



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