

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, August 25, 2020 • 1:15 p.m. – 2:45 p.m. • Zoom

Members: Lundburg, Bell, Gamboa, Gonzales, McMahon, Murphy, Padilla, Young, Webley, Igou, Azai & Rahmoun

Support: Malia Kunst

The meeting was called to order at 1:23 pm.

- A. **Approval of the Agenda (1 min)**
Gamboa moved to approve the agenda. Seconded by **McMahon**. There was no discussion. Motion carried.
- B. **Approval of Previous Minutes (1 min)**
McMahon moved to approve the August 11th meeting minutes. Seconded by **Gamboa**. There was no discussion. Motion carried.
- C. **Guests/Introductions (1 min)**
Donnie Tran, Linda Woods, Wheeler North, Cheryl Barnard, Daniel Miramontez, Tonia Teresh, Lou Ascione
- D. **Public Comment (3 min)**
The College Executive Committee charge was reviewed and discussed. The group agreed to review the new committee structure at the next meeting. There was no public comment.
- E. **President's Update (3 min)**
Lundburg reported that fall enrollment is stronger than anticipated but behind last year. He needs to circle back to the numbers on the latest enrollment report with the Vice Presidents as he is still trying to understand how the district pulls data. **Gamboa** added we are 100 FTES short of our target so we are doing well. We split the difference in enrollment assumptions. We predicted that we would catch those students wanting to complete their general education courses before attending a four year university as well as those wanting to enroll in the CTE programs but also miss those students wanted to take a year off until things go back to "normal." He, the deans, and department chairs will be talking more about enrollment at the upcoming Academic Affairs meeting. **McMahon** asked if there was a way to see the enrollment numbers for science as there may be a need to determine how availability of classes are presented to students and maybe there can be a larger discussion at CEC. **Gamboa** responded that an enrollment report is shared daily with the deans and department chairs and will most likely be discussed at your next school meeting. **Lundburg** and **Murphy** will work offline to determine how this topic can be discussed at the next meeting. **Lundburg** moved on to the spring semester as it is on everyone's mind. There has been a lot of discussion at Chancellor's Cabinet and he informed the group that he is advocating for next steps to open the campus and offer more lab experiences and classes of that nature. He reiterated that no decision has been made regarding the spring semester but, from the discussions, the district is leaning towards primarily remote delivery of classes, much like this semester. The protocols that have been set in place for on-campus classes have been strictly followed. **Bell** stated he has been meeting with the faculty leads and he is very happy with how things are working on campus. He reiterated that the campus remains closed, regardless of some faculty and staff being allowed on campus to teach. All requests to be on campus should continue to route through respective managers and area vice president. **Lundburg** continued on to the budget. He reported that EVC Dowd is working on finalizing the adopted budget for the District. **Bell** added that Miramar's adopted budget is complete and is balanced. There have been no significant changes or cuts from spring and overall, a flat year, is the best we could've hoped for considering all the current circumstances. **Lundburg** continued that there is a plan to open the campus for a

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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, diversity, inclusion, and community partnerships

ACCJC Accreditation Standards (Adopted June 2014)

I. Mission, Academic Quality and Instructional Effectiveness, and Integrity

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place of polling. VP Bell is looking into the costs and logistics of doing so. **Murphy** asked if this expense was budgeted. **Bell** responded that it is not budgeted but it is typically managed by the Civic Center process and there are no additional costs. However, due to the pandemic, they are proposing four days of polling versus one day which will require set up and take down. Overall, this would last approximately ten days and assured everyone there would be no impact on the general fund budget. Lastly, **Lundburg** mentioned the formation of the Police Review Taskforce under the District Governance Council. There will be four administrators, four classified, four academic senate, and four student representatives from each campus and CE. This will be discussed more in discussion item two.

F. Action Items

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	Adoption of Equity Theme for 2020-2021; “Building a Shared Space: Moving Together Toward Equity”: Lundburg asked if there was any more feedback on the current theme and if the group was ready to take a vote. Murphy stated this item is going the Senate Executive Committee today and the general body next week. She expects positive feedback but no action can be taken until it has gone through the constituencies. Young had nothing to add. Igou stated all the feedback he has received so far has been positive. Lundburg thanked everyone and stated it this item will remain on the next agenda.	0	1, 2, 3, & 4	I & IV	Lundburg, Murphy, & Young

G. Discussion Items

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	Coordination of Equity Efforts: Murphy stated she wanted to let the campus know that we joined the CEO Alliance through USC’s Race and Equity Center and bring more information to the table. This alliance is something we paid into and is a three year commitment. There are professional development opportunities and training to help facilitate campus work. It also includes three campus surveys, which should have an equity focus. Lundburg clarified that while this decision was made before he was fully on board he was consulted about the alliance and supported Miramar joining it along with the other campuses. McMahon asked what the alliance cost to join. Lundburg responded it costs \$25,000 a year for three years per institution. This led into a conversation regarding CCSSE (Community College Survey of Student Engagement). Miramontez stated that the college has never done this before but it may be a good baseboard to get us started. Lundburg	20	3 & 4	I, III, & IV	Lundburg, Murphy, & Young

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	<p>added that CCSSE has come a few times and it may be good to provide everyone with some clarity. McMahon asked what we are doing as a college and district and what kind of questions are asked? Miramontez will send samples to Kunst and she will send out to the group to review. It was suggested that CCSSE come back to CEC as an agenda item along with the strategic planning framework as it may tie together. Lundburg refocused the discussion on how to coordinate equity efforts across the college. He stated that he, the VPs, and Senate Leaders have called a special meeting with the Diversity and International Education Committee (DIEC) in order to address this topic as well but he wanted to discuss at this level as well. Igou added he has seen the topic of an Equity Coordinator Position come up in a few meetings and felt this could benefit the campus. Murphy stated that currently the DIEC is the only committee with a charge specifically focused on equity and diversity. Webley felt that it really came down to how we interact collegially with each other. This led to more robust conversations regarding practicing equity on campus. Lundburg concluded the topic by stating he, the VPs, and Senate Leaders will meet with DIEC and report back to this group and go from there.</p>				
2	<p>Proposed DGC Taskforce to Review Policies and Procedures regarding Campus Police: Lundburg touched on this in the President's update. The taskforce has not met so there is not much detail about it but he wanted to formally bring it to CEC. The only information is that it will include four representatives from each constituency from across the campuses. He will be serving on it as one of Miramar's administrator representatives.</p>	5	1, 2, 3, & 4	I & IV	Lundburg
3	<p>Accreditation Mid-term Report Update: Miramontez reported that he and the accreditation co-chair, Mara Palm-Sanft, are continuing to work on draft two and collecting evidence. He stated to the group if you receive an email from him requesting evidence to please respond in a timely manner. He is also waiting for more information from the district regarding their timeline. Murphy asked if the most recent draft is on the website. Miramontez responded draft one is on the website but feedback based on that version has already been collected and therefore it is outdated but it would serve a good</p>	3	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez

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	reference point for faculty. Once the second draft is available, it will be posted to the website and an email will be sent out to the DL.				
4	Strategic Planning Update: Miramontez reported that the directions and planning framework are at the constituency level for approval. Once they are ready to be approved, the last step would be to approve the indicators. All pieces of the strategic plan, once vetted and approved, will be compiled and posted to the college website.	3	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez
5	2020/21 Annual Planning Calendar: Miramontez stated that anything noted in red has been changed. This is a general update and he asked that the constituencies approve it when they can. Murphy stated she has received some feedback from the senate to develop the planning calendar with a more holistic approach. Miramontez asked Murphy if they can meet offline to further discuss this feedback and she agreed.	3	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez

H. Announcements (1 minute each)

- **Academic Senate – Murphy** announced the first executive committee meeting is this afternoon and the first full body meeting is next week on Tuesday. The Senate is working to fill taskforces and release time positions as well as interest areas for Guided Pathways and reviewing the program viability review process. She encourage everyone to attend and be a part of the conversations.
- **Classified Senate – Young** announced the Classified Senate will be meeting Thursday. It will be the 3rd meeting since July. Approvals of Core values, new CS logo, and strategic goals are items of note. In addition Committee assignments are out for bid and will be filled shortly. New officers have started their assignments in accordance with elections held in June.
- **Associated Student Government – Rahmoun** announced the first meeting was last Friday and there was a good turnout with 21 participants interested in joining. ASG is working to fill vacant senator roles and appoint student representatives to the shared governance committees. The next meeting is this Friday.
- **District Governance Council – Murphy** announced the committee met last week. The main item is the development of the Police Taskforce (discussion item 2). The next meeting is Wednesday, September 2nd.
- **District Strategic Planning Committee – Miramontez** stated the next meeting is Thursday, October 1st.
- **Budget Planning and Development Council – Bell** stated the next meeting is Wednesday, September 2nd. This meeting was delayed from last month due to needing more information from the Statewide Budget Workshop.
- **College Governance Committee – McMahon** stated the first meeting is today at 3pm. She created a document which serves as a “to do” list for developing the second draft of the college governance handbook. The committee will begin by fine tuning the feedback received and providing rationales. They will also be discussing how to organize the new college governance page for the website improvement project.

I. Adjourn

The meeting adjourned at 2:47 pm.

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