

MINUTES

College Executive Committee August 28, 2012

San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Daphne Figueroa, Gerald Ramsey, Joyce Allen, Buran Haidar, Mike Shepard, Terrie Hubbard, Lou Ascione (for Jerry Buckley), Denise Kaptizke (for Brett Bell)

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Hsieh expressed concerns regarding a statement about the Medical Lab Tech program grant in minutes of 5/15/12 and requested assistance with edits. CEC agree to postpone approval of minutes pending editing. Hsieh will ask Buckley to assist.

C. Guests

Susan Schwarz, Greg Newhouse, Daniel Miramontez, Lexie West, Duane Short, Paulette Hopkins, George Beitey, Adela Jacobson, Lynne Ornelas

D. Chancellor's Cabinet

- District will conduct test of emergency contact system. During the week of Sept. 10, employees and students will receive more information. The test is required by the Cleary Act.
- Constitution Day is Sept. 17. Adela Jacobson is working with Miramar students on activities.
- Otto Lee provided an overview of the new enrollment system, which will be used as a planning tool. The enrollment management system is not 100% aligned with ISIS or Curricunet.
- The September 13 board meeting will be held at City College. Miramar College items include: in-service training contract with POST (9 courses worth over \$500,000); 6 other in-service contract renewals for 5 years with 6 fire departments in San Diego County; and the 2012 Accreditation Follow-up Report acceptance. Accreditation report and attachments are due to the district by 5 p.m. today.
- The Chancellor has requested plans from each college that addresses actions to address the possible failure of the tax initiative on the November ballot. Deans were asked to provide information to their respective vice presidents.
- By Presidential decree, all governmental agencies will fly their United States flags half-staff on Friday, 8/31/12. While SDCCD is not a governmental agency, per Chancellor Cabinet discussion, all the colleges, CE and District Office will fly their flags at half-staff on Friday, 8/31/12. The Business Office will send out an email.

E. NEW BUSINESS

1. Presentation of 2012 Accreditation Follow-Up Report (Hsieh)

The draft 2012 Accreditation Follow-up Report was approved by all constituent groups in spring conceptually, with plans to further edit and present updated drafts online over the summer. The timeline called for final approvals at the first meeting of CEC in the fall. Figueroa met with VP Buckley recently to discuss Academic Senate concerns, which focused primarily on the versions of various supporting plans that have not yet been reviewed by the Senate. Since the Educational Master Plan and other 3-year plans were “rolling plans” with annual reviews, they would be approved and start rolling those back through the shared governance process as soon as possible.

The updated Human Resources Plan was never vetted through the process and the Senate felt it should include the word “draft.” The HR plan will be taken through the shared governance process before the visiting team arrives. Figueroa also noted some evidence missing – employee perception survey and the CGC SWOT analysis. Hsieh explained the employee perception survey was not intended to be a piece of evidence. Miramontez expressed that 2012 surveys can be included in the mid-term reports, not the follow-up reports. Duane Short suggested a copy of the survey questions, not the results, be included. Miramontez will provide Gerald Ramsey the survey questions before the report is delivered to the board/district this afternoon. Figueroa has other edits to share before the final report goes to the Commission.

The Classified Senate also has concerns about the Human Resources Plan and agreed the document should be marked “draft” until fully reviewed through shared governance. Hsieh agreed the Plan should move through the process and will ask Brett Bell to take the document to the Senates and finalize approvals before the final report submission prior to October 15, 2012 and visit by the accrediting team in November.

The campus community will consider the report a “draft” and take action to gain formal approval through the shared governance process, but not indicate “draft” on the report going to the Board.

Haidar requested a summary of revisions made to the Educational Master Plan revisions since August 20.

2. Smoking Survey Results & Recommendation to the Chancellor’s Cabinet (Hsieh/Kapitzke)

Miramar is the only college in SDCCD not designated smoke-free. Denise Kapitzke reviewed the Survey Monkey conducted by the Business Office. The five-question survey was distributed to Miramar’s DL and AS assisted with manual surveys. Results: 54.9% prefer smoke-free vs. 45.1% prefer a designated smoking area. Hsieh asked for consensus to send the campus decision to the Chancellor so the District can enforce a district wide non-smoking policy. CEC provided consensus. Figueroa commended Brett and students for survey efforts.

3. Review of Mission Statement & Strategic Plan – Fall 2012-Spring 2013 (Hsieh)

Hsieh suggested the mission statement annual review be completed by the end of fall semester so that it can go to the Board by March 2013. The PIE committee will take the lead; Haidar will discuss with co-chair Buckley. Hsieh also recommended mission statement review align with the Strategic Plan cycle; i.e, instead of reviewing it every other year, starting Fall 2013, it will be reviewed every three years.

4. Discussion on Grant Review Board Per DGC Request (Hsieh/Figueroa)

Figueroa with other Senates question how manageable a district review board would be. Campus review is needed first in consideration and mindful of other campus programs. AFT is concerned about applying for grants from agencies that may violate academic freedom. Classified staff needs to be part of grant opportunity review re: workload concerns. Grant training from Otto's area is needed. Haidar informed that BRDS will be continuing to work with input from others on the development of a campus process for alternate sources of funding including grants that was initiated in spring 2012. Miramontez noted a research aspect is almost always involved in grants and should be built into plans. When this item is on DGC's agenda, Miramar representatives should have a unified presentation. Hsieh suggested deans review the form created by former dean Dick Bettendorf, revise and bring to CEC for review. Ascione will bring issue to the Deans Council meeting.

5. Health Fee Increase for Spring 2013 (Ramsey)

The State Chancellor's Office has given authority to raise student health fees. Miramar College student leadership met recently and voted in favor of adding \$1 to the health fee. Other campuses are meeting to discuss. In many cases, campus health services are the primary source of a student's health care. Miramar AS met on Friday, listened to a presentation from Lezlie Allen and voted to approve a \$1 increase in the health fee, effective Spring 2013. Academic Senate and Classified Senate previously stated they would support the student decision. Mike will report to USC, Mesa and City will weigh in, and then the fee increase will eventually go to the Board.

6. Acceptance of Accreditation Follow-Up Report (Hsieh): M-108 • 3:30 PM

Approval to forward the report to the SDCCD Board of Trustees was by a unanimous vote (motion to accept, Buran Haidar; second, Joyce Allen).

F. OLD BUSINESS

G. REPORTS

Reports postponed.

Academic Senate

Classified Senate

Associated Student Council

Executive elections on 9/14.

District Governance Council

District Strategic Planning Committee

District Budget Committee

H. ANNOUNCEMENTS

- Holiday Luncheon – Monday, Nov. 26, 2012

8/28/12

Trevisan