

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, October 6, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon, Hubbard, Allen (absent), & Light

Attendees: Ornelas, Jacobson (absent), Ascione (absent), Irvin (absent), Patacsil & Miramontez

Meeting called to order at 1:30pm

- A. **Approval of the Agenda-Bell** approves agenda, **Hopkins** seconds, motion passes
- B. **Approval of Previous Minutes-Bell** approves minutes, **Hopkins** seconds. Motion passes
- C. **Guests/Introductions-Lynne Ornelas** introduced as new management rep in place of **Beitey**
- D. **Updates from the Chancellor’s Cabinet-Dr. Hsieh** shows district enrollment report, dated October 2, and a second dated August 22. There have been questions raised to the president about why the projected enrollment is below the target. There was a discrepancy in how the public safety “positive attendance courses” were modified between the college and the district due to the error reported by the college staff; therefore, the college’s enrollment numbers are off. The president hopes that CEC members will help articulate this point to college stakeholders. The District is not doing as well in the enrollment area; therefore, all the college presidents will meet on October 19 to discuss the issue. The presidents will be tasked with coming up with strategies that address the lower than expected enrollment numbers. Miramar’s accreditation visit date has again been confirmed for March 13-16, 2017. There was discussion at cabinet regarding the “College Promise” of free tuition and how each SDCCD college should come up with its own promise. Each college needs to come up with ideas about how they are going to craft their own ideas; Miramar College is a small college and might want to think about high school scholarships. Dr. Hsieh will engage the president’s cabinet on this topic. Bottom line is that every college must present a plan. There is no SDCCD college on the list of the top 100 degree generating 2-year institutes for 2013-2014. There will be an online college summit. Daphne Figueroa will conduct 2 presentations. The district strategic planning committee has a meeting scheduled in November. Dr. Hsieh showed a district strategic plan graph that was presented at cabinet. There were no other details provided. This week’s board meeting will be at Mesa College. There is no budget or ERP report. There was a marketing and enrollment presentation and the dean’s need to be thinking of what programs the College wants to promote for spring. A consultant, hired by the district, will be looking at whether each college’s website is user friendly and mobile friendly. The Chancellor wants the colleges to highlight their online offerings. There was a brief discussion on the hiring process. The Chancellor wants to make sure that all the colleges will be consistent and follow all the steps with the board procedures. There was a lot of discussion about safety concerns. City College is getting two new district police officers to patrol campus. City College will recruit a group of students to assist the police officers with watching the campus.
- E. **New Business**

#	Item	*Strategic Goals	Initiator
1	Concerns Regarding Stockroom Position: Hubbard asks Bell what the plan is to replace the stockroom position. Bell answers that he is working at restructuring the organization of the stockroom. That position will either be replaced by an equal or greater position. Additional staff has been hired in reprographics to support stockroom. There are a few other classified positions on campus that need to be wrapped up and then the stockroom position will be addressed.	1	Hubbard & Allen
2	BRDS Discretionary Funding (attachment) Bell shows document for BRDS Discretionary Funding recommendations for 2015-2016 RFF process. Athletics has been funded at 100%, Fitness Center reserves recommended at 100%, Technology recommended at 75%, staff development at 100%, other campus wide equipment recommended at 75% balances available. Reviewed at PIEC and now Bell would like this document to go to Academic Senate and Classified Senate ASAP for final approval, so that these funds can be spent. The numbers presented are similar to last year’s numbers which were approved.	1	Bell
3	BRDS RFF Funding (attachment) Bell shows BRDS RFF Funding summary document indicating \$437,775.00 of available funds. This will be used by BRDS to determine the one time RFF processes. \$53,701 available for all 3 divisions for any type of purchase. \$300,061 is available, for one time only purchases, of	1	Bell

*** San Diego Miramar College 2013 – 2019 Strategic Goals**

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

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

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.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

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	instructional supplies. \$84,013 available, one time only, for Instructional equipment. McMahon hopes that it will be made known to stakeholders that these are “use it or lose it” funds and that fact should be communicated as such on the highest platform available.		
4	IELM 5-year Plan (attachment) Bell shows chart and explains the IELM 5-year plan. Both PEIC and BRDS have recommended a revision to the IELM 5-year plan. This year Miramar College has received an allocation of up to \$420,000 for this year. As FTES increases, so does the increase in IELM. The College chose to increase the 5-year plan out one more year through 2019. Bell is not sure if the \$420,000 allocation will hold true into the out years, but it has been estimated that the College will see \$290,000 for '16-'17 and \$200,000 for '17-'18. The technology committee has been asked to come back with a 3-year plan to match the estimate of the 5-year plan for funding. Bell would like this to go academic senate, classified senate and management as soon as possible.	1	Bell
5	Division Discretionary Resource Allocation (\$30,000 Campus wide) (attachment) Bell now discusses on going monies by showing division discretionary resource allocation. This year's change in the College's discretionary budget is \$33,000.00. Bell is taking \$3,000.00 and placing in a reserve to cover sales tax at the end of the year. The money will be available to anyone who has a program review.	1	Bell

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Accreditation: Miramontez reports that the College received correspondence from ACCJC on 10/6/15 and it is in the College's favor. A section of the self-evaluation report can be eliminated-that section is Responses to Recommendations from the Most Recent Educational Quality and Institutional Effectiveness Review. There was a meeting at the District on 10/5/15 for Standard 3 teams. What came out of the meeting was what the needs were for standard 3. There will be more targeted discussions with district personnel on this issue. Second part of the meeting looked at Standard 4c questions for the board meeting in November. District responses to Standards 3 & 4 are trickling in, but probably won't make it in time for Miramar's first draft.	1	Miramontez
2	Performing Arts Center Capital Campaign: Hopkins reports that Dean Ascione met with his faculty on 9/30/15 and he opened up the discussion to his faculty. He discussed the concept of developing the two new performing arts programs. The faculty supported it. Dean Ascione will present today (10/6/15) to the Academic Senate. Bell adds that there has been a preliminary meeting with District architect Lance Lareau. Lareau will work on a building concept document that will outline what the college needs. Lareau has completed that document and it has gone back to Dean Ascione. It will go back and forth until there is a consensus and that's where the building will start taking shape.	1 & 2	Ascione
3	Implementation of Cultural & Diversity Plan (attachment) Hsieh shows document and thanks co-chairs for attending meeting. Dr. Hsieh would like a representatives' name to be identified so that individual can be involved in future meetings with the presidents' office. Dr. Hsieh would like to solicit ideas on how to move this plan forward. There was discussion about an ad hoc committee.	3	Hsieh

G. Place Holders

#	Item	*Strategic Goals	Initiator
1	SSSP Plan Completion Timeline (Due to CEC on 10/27/15) Ramsey provides draft of SSSP plan. Document will be reworked due to his committee's missing	1 & 3	Ramsey

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	<p>of critical direction from CEC. The document does not highlight the changes as of yet. Ramsey will go back and make this an easier read. Ramsey shows off some highlighted area of the documents. Page 4 needs more details in regards to campus departments charged with implementation. Page 5 will add details to the red section on attendance at faculty workshops. Page 9: Data in red needs to be confirmed with district. Page 14: Chart also needs to be confirmed. The last page lists the committee members. Ramsey asks that the names of the program coordinators be added to this list. Ramsey also covers proposed timeline for Student Equity plan and Ramsey will get with Terri Hubbard and Marie McMahan to share the timeline.</p>		
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H. Reports

(Please limit each following report to two minutes maximum. If you have any handouts, please email them to Briele Warren ahead of time to be included for distribution electronically).

- Academic Senate: No report
- Classified Senate: No report
- Associated Student Council: No report
- District Governance Council: No report
- District Strategic Planning Committee: No report
- Budget Planning and Development Council: No report
- College Governance Committee: No report

I. Announcements-None

J. Adjourn: 2:31pm

As a courtesy, please let the College and Academic Senate Presidents know if you will be unable to attend the meeting.

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