

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, March 23, 2021 • 1:00 p.m. – 2:30 p.m. • Zoom

Members: Lundburg, Bell, Cuaron, Gonzales, McMahon (1:05 pm), Murphy, Padilla, Young (1:06 pm), Webley (1:15 pm), Igou, Azai (1:10 pm) & Rahmoun (absent)

Support: Malia Kunst

The meeting was called to order at 1:06 pm.

A. Approval of the Agenda (1 min)

McMahon made a motion to approve the 3-23-21 meeting agenda. Seconded by **Igou**. There was no discussion. There were 7 “yay” votes, 0 “nay” votes, and 0 abstentions. **The motion carried.**

B. Approval of Previous Minutes (1 min)

Cuaron made a motion to approve the 3-9-21 meeting minutes. Seconded by **Bell**. There was no discussion. There were 7 “yay” votes, 0 “nay” votes, and 0 abstentions. **The motion carried.**

C. Guests/Introductions (1 min)

Cheryl Barnard, Daniel Miramontez, Donnie Tran, and Carmen Carrasquillo Jay.

D. Public Comment (3 min)

There were no public comments.

E. President’s Update (3 min)

Lundburg reported that the HEERF II funds are on the way. The funds will be split between the students and the colleges. There are losses to be recovered, specifically from parking passes and the bookstore. The District is also issuing stipends to employees, pending an agreement with the AFT. An announcement will be made soon. \$500 per employee has been proposed. **McMahon** asked if adjuncts will receive the stipends.

Lundburg responded that his understanding is yes, that it will be issued to all employees. **Padilla** confirmed that her understanding is the same, stipends will be issued to all employees including adjuncts and NANCE.

Bell asked if the total amount of the stipends will be taken off the top of the funds or off of the institutional share. **Lundburg** responded it will be taken off the top but still hits the college by \$220k. **Lundburg** reported on commencement. The colleges are working on a virtual ceremony using Marching Orders again. Miramar’s ceremony is scheduled on Friday, May 28th from 1:00 pm – 3:00 pm. The college is also working on a drive through event on Friday, May 21st from 10:00 am – 12:00 pm. More information will be available soon.

Lastly, **Lundburg** reported that COVID return planning is underway. He is hoping for fall but no official decision has been made. It may be a partial return and rolling out more hybrid classes.

F. Action Items

#	Item	Initiator
1	ACCJC 2021 Annual Report (attachment): Miramontez shared the ACCJC Annual Reporting form. He noted this form is consistent from last year. His office is working on updating the numbers for this year but added that the transfer numbers have not been received from the District yet. He also noted that #18 – Stretch (Aspirational) Goal is new. Lundburg	Miramontez

San Diego Miramar College 2020 – 2027 Strategic Goals

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Goal 2: Engagement-Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success

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, equity efforts, and community partnerships

Goal 5: Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community

ACCJC Accreditation Standards (Adopted June 2014)

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	added the decline in enrollment of 11% is consistent with the number reported at Chancellor's Cabinet. There were no questions. Murphy made a motion to approve the ACCJC 2021 Annual Report. Seconded by Cuaron . There was no discussion. There were 10 "yay" votes, 0 "nay" votes and 0 abstentions. <u>The motion carried.</u>	
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G. Discussion Items

#	Item	Initiator
1	Coordination of Equity Efforts (standing item): Murphy shared that eConvenings through the USC Equity alliance are continuing through the semester. She continues to encourage attendance and shares the information with the faculty. She and Gonzales have discussed the Equity Coordinator Position with candidates, and the process is near the end and an announcement will be made soon. Lundburg announced that the equity office will be established after spring break. Young added that he and Murphy are working on some outreach efforts in order to bring some equity programs to campus. Miramontez shared he is coordinating with the District Institutional Effectiveness office and the USC survey has been administered. It is open until April 5 th for students only. Azai added she has appointed students to the Equity Definition Workgroup from LGBTQ+ community, International Student community and the EOPS community for diverse representation. She will be forwarding the names to Teresh and Julian.	Lundburg/ Murphy/Young
2	CGC College Governance Handbook Update: McMahon reported that CGC has a full agenda today. They will be reviewing unresolved issues to provide as much clarity as possible. To ensure transparency, these specific issues were itemized on the agenda. She added that the unresolved issues will take more time but the goal is to have a handbook that we can agree to, and this was also the recommendation of the CIA Facilitators. Lastly, she added that the governance restructure has been an enormous advancement for our equity work because it will clarify the processes we use. Lundburg added that the handbook is not etched in stone, and we will have the ability to change things. McMahon agreed with Lundburg as this will be a continuous process for improvement. Gonzales stated he understands the new handbook has gone to the Academic Senate but asked about the other constituencies. Azai responded that it will go to ASG this week for an official vote of approval. Young responded that today's Classified Senate meeting is dedicated to discussion and will be up for a vote at the next full body meeting.	McMahon
3	Website Improvement Project: Miramontez reported that an email has been sent out to the campus communicating that the new website goes live on April 1 st , which is during spring break. McMahon asked if this meant there would a change to the formatting of the website over spring break. She expressed concern about being able to find things on the new website. Miramontez confirmed the formatting will change but assured her she will be able to find what she needs under the faculty and staff resource page. Igou asked if this means we are moving forward with the interactive course sequences. Gonzales responded that the Guided Pathways team discussed if they would be able to update the course sequences and program maps by a July deadline. The team felt that they would not be able to hit that goal so it was decided to move the website forward, as it currently stands, with the April 1 st launch date and continue to work towards that goal while continuing to explore the use of the Bakersfield Program Mapper.	Miramontez
4	Process Revision for Excused Withdrawals (EW) due to COVID: Murphy brought this item to CEC as it was approved at the last Academic Senate meeting. s. This process request came	Murphy

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	from Susan Topham at the District due to the recent backlog of petitions for EWs due to COVID. The recommended revision attempts to streamline the process by removing a paper step. Murphy expressed hope that this will help facilitate the process and assist students. She added that if we are still in this remote environment next year, the process will likely be reviewed again. Lundburg clarified that this is only a change to the current process and not to a policy. Murphy confirmed. Gonzales added that the backlog is at the district level and the turnaround time at the campus level is quick.	
5	Identification of Line Items for the Campus Allocation Model (CAM): Murphy stated this item came out of the last District Budget Council meeting. After spending some time reviewing the line items in the Campus Allocation Model (CAM) and asking why certain items existed in the ratios they did, we were asked to reach out to our constituencies for potential additions or changes to line items in the CAM for future budget development consideration. Bell reported that this item was reviewed at BRDS and five requests were made: 1) a base allocation for commencement 2) a base allocation for campus equipment 3) a base allocation for non-classroom equipment 4) a base allocation for library databases and 5) an allocation for non-instructional disability related accommodations. Murphy added that the faculty requests included: 1) review/ redistribution of release time amounts across institutions for faculty coordinator positions 2) review of other coordinator position needs on the campuses 3) a line item for professional development and 4) a line item for tutoring and student support services funding. McMahon noted that years ago, Academic Senate reassigned time used to be a line item that included travel money. It was removed during a previous budget crisis. She suggested this might be worth looking into and suggested adding it the list of reassigned time so that there is consistency across the colleges. Lundburg wanted to confirm that the travel hasn't stopped. McMahon responded that is correct. The line item included 1.0 reassigned time and \$10,000 in travel. Lundburg stated that he is open to this being a continued conversation.	Bell/ Murphy
6	Miramar Dedication for Constance Carroll: Lundburg shared that the college was exploring naming a space after the Chancellor but board policy only allows one building to be named per individual. Therefore, if the District/Board want to do this, it puts our plans of doing so on hold. He continued that we want to do something to honor her before she leaves and the auditorium may be an option and doesn't want to wait. The question is does a room fall under this policy or is specific to buildings only. He noted the constituencies have been asked to provide ideas as well. Among those have been a lecture series, annual event, scholarship, murals/art, etc. Murphy asked if there were other ideas from the constituencies. Azai responded that this item has not been brought to ASG but she can bring it to the meeting on Friday. She added that she thought the previous ideas mentioned were all great options. Young had nothing to add but did note that clarifications on the policy would be important. He will solicit for more ideas. Lundburg suggested that we could move forward with an event and then, after we get clarification, name a space after her. Carrasquillo Jay liked the idea of naming a space and asked if Legacy Plaza could be an option. She also suggested combining some of the ideas and having an art competition in her name. This would encourage student participation and we could display the piece in Legacy Plaza. Bell clarified that Leave a Legacy Plaza is already named and therefore not up for renaming. McMahon suggested an award and possibly elevating it to a competition. Lundburg asked Kunst to leave this on the next agenda.	Lundburg/ Murphy

H. Roundtable (1 minute each)

- **Academic Senate – Murphy** shared that the Academic Senate met last week. The DEI survey has concluded. The Executive body is looking at areas identified in the survey in which the ASCCC could

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possibly provide support or resources. Also, the Senate is reviewing the police taskforce recommendations and the upcoming accreditation cycle and co-chair. The next full meeting is after spring break.

- **Classified Senate – Young** announced that elections are coming up on April/May. The Senate is also reviewing the police taskforce recommendations at the next meeting and will reach out to Bell for a budget update soon.
- **Associated Student Government – Azai** shared that ASG has put together a letter of resolution for a plan to return to in-person instruction for STEM, Labs and art classes. **Webley** asked if music classes could be included as well. **Lundburg, Murphy, Young, and Bell** asked if the resolution could be shared with them. **Lundburg** asked Kunst to set up a meeting with the constituency leaders to further discuss the resolution.
- **District Governance Council – Murphy** shared that the last meeting was short and focused on reviewing the board agenda, state budget, COVID planning, and reviewed student services and administrative policies.
- **District Strategic Planning Committee – Miramontez** shared that the committee met last week and had a robust discussion around the District Strategic Plan.
- **Budget Planning and Development Council – Bell** stated this council has not met so there is no update. The next meeting is April 7th. The deadline for additional line items is tomorrow.
- **College Governance Committee – McMahon** shared the next meeting is today at 2:45 pm.

I. Adjourn

The meeting adjourned at 2:08 pm.

Link to the recording:

<https://cccconfer.zoom.us/rec/share/MRjA2j24WI6RpARQ0firY0gvCmp9pO5snVN31je11hS6gBYSB824Ubc089b-kLsy.esHJx5U5jbPWgrdR>

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