

College Council Meeting Minutes

San Diego Miramar College

10/12/21 • [Zoom](#) • 1:00 pm – 2:30 pm

Members:

Wesley Lundburg (co-chair), Laura Murphy (co-chair), Brett Bell, Adrian Gonzales, Michael Odu, Pablo Martin, Sean Young, Clarissa Padilla (no proxy), Sam Shooshtary (no proxy), Dan Igou, Edward Borek, Mandie Hankinson (no proxy), and Emily Smith (no proxy)

Alternates: Daniel Miramontez, Jorge Morales

Guests: *Mara Palma-Sanft, Cheryl Barnard, Kurt Hill, Jesse Lopez*

Vacancies:

Administrators: None; Classified Senate: Alternate; Academic Senate: Alternate; ASG: None

- A. Call to Order** – The meeting was called to order at 1:03 pm.
- B. Approval of Agenda and Minutes** – **Murphy** made a motion to approve the 10-12-21 meeting agenda. Seconded by **Borek**. There was no discussion. There with 7 yay votes, 0 nay votes, and 0 abstentions. The motion carried. **Young** made a motion to approve the 9-28-21 meeting minutes as presented. Seconded by **Igou**. There was no discussion. There were 7 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
- C. Committee Reports/Other (2-3 minutes)**
 - **President's Report** – **Lundburg** reported that January 1 we are fully back on campus for all services. Faculty will follow language in current CBA. Exemptions are to be submitted through HR and those submitting exemptions should plan accordingly. Starting 11/1, we will back three days a week. There will be no change for faculty as their assignments are already underway. Committees and meeting work with continue via zoom. He shared at Chancellor's Cabinet this morning that we made an argument for the Physics ILT position which was vacated before April 9th. He was happy to report that it was approved to fill with no impact on future assignments. Filling this position was critical to the safety of our students and fulfilling our mission. He stated this is a big deal as our budget situation is looking somewhat dire. He reported that hiring searches are under way however there are not a lot of people to draw from. He encouraged everyone to step up and volunteer for these committees, not only as a sense of duty, but also as an opportunity to gain a great deal of knowledge. Lastly, he shared that the inaugural Equity Summit featuring Constance M. Carroll will be hosted virtually on October 28th and 29th. **Murphy** asked if there was any discussion on the other frozen positions. **Lundburg** responded yes, it is ongoing work. If the position has not been defunded or eliminated, it will remain on the list. He has asked **Odu** to look at the list with a bearing to safety so we can continue to make arguments as necessary. **Young** asked if there was any discussion on bolstering classified hiring. **Lundburg** responded no, not a whole lot and he will keep him, and everyone, posted. **Martin** asked if there was funding for classified positions. **Lundburg** responded no. The funding for the new faculty positions is from the stated. There is no room for classified in the budget, which is about \$12-17M short. He wished he had a better answer.
 - **AS Report** – **Murphy** shared at last Tuesday's meeting, the Academic Senate, following AB 361, voted to extend teleconference meetings for the next 30 days and will continue to reevaluate. She continued that there is a special meeting of the Academic Senate this afternoon to look at the Faculty Hiring Committee recommendations.
 - **CS Report** – **Young** shared that there will be a special election for the Vice President and a Senator. The announcement will be sent out shortly for participation on the election committee. He asked everyone to encourage and support their classified professionals to participate.
 - **ASG Report** – **Borek** reported that ASG has flushed out the hybrid model for meetings. The first in-person meeting will be on October 15th in K-107. ASG plans to meet in-person every other week or twice a month. He continued that he is working closely with the Student Affairs office for student events on campus. He also gave a plug for the Equity Summit and the Student Art contest and asked faculty to share the information with their students.

- Other -
D. Old Business:

#	Item
1	<i>Accreditation (Standing item)</i> – Miramontez reported that the tri-chairs teams were trained on Friday, October 8 th by Dr. Webb of ACCJC. He continued he and Palma-Sanft will be scheduling a follow up training, with each team, to share resources and a timeline. The training will be customized for each standard. Lastly, he shared that a district wide accreditation meeting with all ALOs and VC Topham is being coordinated. Palma-Sanft thanked everyone for attending the Friday afternoon training. Murphy asked if all the tri-chair appointments have been made. Miramontez responded all managers and classified have been appointed, only two faculty are missing.
2	<i>SDMC Technology Plan 3.0</i> – Miramontez reported that the managers, faculty and students have passed the technology plan. His understanding is that the classified senate also recently passed it. He asked Young if there was an update. Young responded the plan has gone through two reads at the classified senate. It was approved with the Academic Senate's addendum at the last meeting. He pointed out that the addendum is broad and recommended we narrow down the recommendations. Miramontez clarified that this means we can now consider the plan fully approved. <u>All confirmed.</u>
3	<i>Spring 2022 Planning</i> – Lundburg noted that he covered most updates in his report. He asked Murphy if she had anything to add. Murphy shared that there have been some concerns about reporting. She received information regarding protocols from Bell and has shared that information out. There hasn't been any feedback. She asked if there was more information about the red/green system. Martin asked if the red/green system is being piloted this semester. Gonzales shared that the only students who are testing are taking live classes this semester. Documentation that has been cleared will present as green and not cleared will present as red. As a next step, faculty will utilize it this week as a sort of pilot. The plan is to work out as many kinks or glitches now as possible. Martin asked if there is or will be an avenue for false positives. Gonzales responded that the system is generally working well. There have been some delays and false reporting but it is being worked on case by case. Students are encouraged to work directly with their faculty. Barnard added that if a student uploads a negative test and is rejected the person who clears has to look at the date. Students fudging the date could also be an issue. She also pointed out that it is seven days from the date of the test, not the collection, so students need to plan accordingly.
4	<i>Taskforce to Create Process to Make Changes to Governance Handbook</i> – Murphy shared that the taskforce met yesterday. A draft process with steps was outlined. Requests will go to College Council and then to the taskforce. The initiator will be invited to a meeting to review the request. All requests will go back to College Council for approval. The taskforce also drafted a user-friendly form. The taskforce intends to bring everything to College Council on 10/26. Gonzales added that taskforce also discussed a timeline, a deadline to submit requests and a deadline for results, which will be twice a semester. Palma-Sanft asked if this could be considered a formal cycle of evaluation in terms of accreditation. Gonzales responded that there should be an annual review of the handbook, this process should compliment that but recommended this as a topic to be discussed. Murphy agreed.
5	<i>Board of Trustees Presentation Planning, February 10th</i> – Lundburg shared that each year the Board of Trustees hold a meeting at each of the colleges. The last meeting was City College's presentation. Ours will be on February 10 th and believes it will be in-person. He noted that this was discussed at the last meeting and we are continuing the conversation. Murphy added that we shared out ideas at the last meeting and were going to gather more from our constituencies. She asked if there were any other ideas to add. Martin liked the idea of focusing on a student ready campus. Young stated this is an agenda item at the next Classified Senate meeting. Lundburg asked Young if he could bring up this theme specifically as he felt the theme aligned well. Young confirmed. Murphy stated she will bring this to the Academic Senate as well. Next steps would be to get a team together and begin the planning phase. Borek asked Young and Murphy if they could share out notes from their next meetings to share at ASG.
6	<i>Website Update</i> – Gonzales shared there was a meeting yesterday with Guided Pathways and IT. It was decided to conduct a simple survey to see what concerns/issues there are with the website. From this survey, we can create strategies to address these concerns and determine if they can be done in house or not. We will continue to dialogue and bring back anything pertinent to College Council. Lundburg looks forward to hearing what comes from the survey and continued dialogue. He thanked all those involved. Martin asked how content on the website can be managed. He noted that the Committee on Committees (ConC) does not have a webpage. He recognized this is a separate conversation but still related. He requested that this topic be added to the next agenda or discussed today, if time permits. Gonzales explained that IT builds the framework and the departments are supposed to put in the content. A broader campus discussion is needed to identify content managers, how we train them, how often we train them, etc. Murphy noted that this is a separate topic than what is on the agenda and we should focus on the Guided Pathways efforts for framework but also recognized that we do need to have this dialogue and have consistency for content management. Hill noted that the senate pages weren't related but it is great to hear that the constituencies are working together towards a more cohesive approach. He stated that there are currently 80-90 people trained on campus to edit content. The departments need a routine based on what works for them. It

	<p>isn't engrained in what we do and we are still functioning as a small college. He suggested a workgroup. Lundburg agreed with how we are still functioning. He thanked Hill for all his work. There are some issues with depending on departments to do this work but he is glad we are talking about it. Martin emphasized that he would like to see this topic on the next agenda. Lundburg confirmed. Borek noted there are many different levels of what we are asking. Time was exceeded on this item. Odu made a motion to extend time by three minutes. Seconded by Martin. <u>The motion carried.</u> Gonzales agreed with Hill's suggestion of a workgroup, which will take a deeper dive with varying approaches across campus. Odu would really like to see this on the next meeting agenda and encouraged everyone to come and say their piece at that meeting and this push this towards a workgroup.</p>
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E. New Business:

#	Item
1	<p><i>Program Viability Flow Chart</i> – Murphy stated this was passed by the Academic Senate on Tuesday and is being brought here as an informational item. Igou further explained that this was initiated when the Academic Senate created a workgroup to look at the program viability process. It wasn't intended to add work but rather clarify what we already do. He also noted the resources criteria at the bottom of the flow chart. Time was exceeded on this item. Martin made a motion to extent time by two minutes. Odu seconded. <u>The motion carried.</u> Miramontez asked if this process is now under program review. Igou responded that it is under curriculum. Odu explained how important it is to have programs that are still viable so we know what resources are needed. Lundburg thanked Igou and the workgroup for this flowchart. Having and defining this process is very important.</p>
2	<p><i>CAGP Phase Two Participation Agreement</i> – Gonzales quickly reported that the agreement wen through the Academic Senate, was approved, and signed. It has been submitted and we are moving forward. Lisa Brewster will be sending out communications for upcoming events and trainings.</p>
3	<p><i>Governance Meetings for Spring</i> – Murphy asked how would the campus like to move forward with governance meetings in the spring. Brown act requires us to open locations up unless we follow AB 361 and vote every 30 days. This does not include the Academic Senate and ASG. We need to decide for the other governance committee meetings. Lundburg stated we need to deal with this, if we want to continue this way or delineate which meetings will follow the Brown Act and/or what rules to follow (i.e. the 72-hour rule). Martin felt a hybrid model is a valuable tool. Time was exceeded on this item. Borek made a motion to extend time by five minutes. Seconded by Martin. <u>The motion carried.</u> Borek stated more students will participate if meetings are virtual and can call in. Lundburg asked the constituency leaders to poll their groups to see where we are at for the next meeting. This item will be added to the next agenda. Gonzales stated there needs to be a common understanding of the Brown Act. Lundburg asked what the best way to do that would be. Gonzales responded we should pull out the key points and distribute. Lundburg will work with Kunst and send out key points of the Brown act and decide at the next meeting.</p>

F. Announcements –

- **Julian** shared that the Equity Summit is scheduled for Thursday, October 28th in the evening and Friday, October 29th during the day. She encouraged all to attend.
- **Barnard** shared that there is a distribution event for vaccinations and a Filipino American History month event tomorrow at 12:00 pm in front of K-1. All are welcome to attend. She gave a shout out to the cafeteria, which is doing a great job.
- **Gonzales** shared that students are going to be notified this week about HEERF funds. Students can apply through the Edquity app for \$1,000 and will receive the funds within 2-3 days.

G. Adjourn – The meeting adjourned at 2:24 pm.

H. Next Scheduled Meeting: *Tuesday, October 26th, 2021 from 1:00 pm – 2:30 pm via Zoom*

Link to recording:

<https://cccconfer.zoom.us/rec/share/5WtTILGdyQGUiKpgWvaEXcGUblm1YDg3NGI1aLIH7NnFdLt39I6JT945cKyXtZd.wedrfS1eWmjuiSAS>