

# College Council Meeting Minutes

## San Diego Miramar College

08/30/22 • L-108/Zoom • 1:00 pm – 2:30 pm

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**Members:** Wesley Lundburg (co-chair), Kurt Hill (co-chair; no proxy), Brett Bell, Adrian Gonzales, Michael Odu, Pablo Martin, Carmen Carrasquillo Jay, Kevin Petti, Jeanette Moore (1:07pm), Sam Shoostary, and Allen Kuo

**Alternates:** Daniel Miramontez

**Guests:** Cheryl Barnard, Mara Palma-Sanft, Judy Patacsil, Linda Woods

**Vacancies:** Administrators: None; Classified Senate: Alternate; Academic Senate: Alternate; ASG: two Designees & Alternate

- A. Call to Order** – The meeting was called to order at 1:02 pm.
- B. Approval of Agenda and Minutes** – **Lundburg** asked if there were any objections to reviewing New Business item F1 – College Council Charge and Membership first. There were no objections. The agenda was approved by consensus. **Odu** made a motion to approve the 5-10-22, 5-24-22, and 5-25-22 meeting minutes. Seconded by **Shoostary**. There was no discussion. There was 8 yay votes, 0 nay votes, and 1 abstention. The motion carried.
- C. Public Comment** – There was no public comment.
- D. Committee Reports/Other (2-3 minutes)**
- **President’s Report** – **Lundburg** reported that enrollment is good for Miramar, up about 1-3%, from fall to fall, but overall down since the pandemic. He asked Chancellor’s Cabinet if a pre-pandemic benchmark could be set. There are issues with the software but VC Topham said she would do her best. **Petti** asked how off our enrollment is. **Bell** responded that we are about 1800 off from 10,000 FTES, which is almost 20%. It was noted that enrollment is down statewide, some places being hit 40-50% but the trajectory is going up. **Lundburg** continued that there have been some glitches with the student emails and there would be more to come as the District rolls them out this semester. He reported that there was a safety incident at the MTS station yesterday. This incident raised questions about the notification process. The current process is that the police will draft a notice, sent it to the PIO office, and then send to VC Topham for input and then her division sends it out. Lundburg brought this up at Chancellor’s Cabinet because he felt this approval process takes too long and the information needs to be sent out to the campus community in a timely fashion and in compliance with the Clery Act. The Police Advisory Committee will discuss this topic. He continued that HR is running an analysis to see how many frozen positions can be unfrozen. Miramar has submitted their top 5 and is now waiting on for the Districts decision. Lastly, he announced a few upcoming events:
    - o Invest in Success – Sunday, October 2<sup>nd</sup> from 4:00 pm – 8:00 pm at Bali Hai in Shelter Island (tickets can be purchased [online](#));
    - o The [HACU Conference](#) is scheduled for October 8<sup>th</sup> – 10<sup>th</sup> (Saturday – Monday). The District is looking for two volunteers from each college to work one day of the event from 8:00 am – 3:00 pm (lunch and parking provided). This will count as a workday. You can also attend one day of the event.
    - o The Chancellor’s Open Forum – Monday, November 7<sup>th</sup> from 2:30 pm – 4:00 pm in L-105.
    - o Donut Moments – will host once a month, in lieu of office hours, first one is tomorrow, August 31<sup>st</sup> at 9:30 am – in K1-107.
  - **AS Report** – **Martin** reported that the Executive Committee meets today and the body meets on September 6<sup>th</sup> and 20<sup>th</sup>. He will be reaching out to folks for short reports in an effort to maintain sense of transparency and inclusion. He also reported that he has been discussing a Participatory Governance Academy/Training 101 with **Hill**. He asked if anyone was interested in helping set that up, to reach out to him.
  - **CS Report** – **Moore** reported that the Classified Senate has established an Equity Subcommittee, with 6 people on it, led by Sharilyn Wilson. The subcommittee will work with the LEAD Office on the Student Equity Plan. There is also a dues drive going on until the end of the month. In an effort to build community, the Classified Senate would like to have “Brown Bag Lunch” Fridays, which would be open to all. The Classified Senate is also working

with Student Affairs to sponsor/host a college hour. The senate will be doing a bylaw review this semester as well. She noted that the new leadership is committed to open dialogue and working on repairing/healing how we operate as a group and with one another.

- **ASG Report – Kuo** reported that ASG had their first meeting last week, August 26<sup>th</sup>. Their next meeting will be this week, September 2<sup>nd</sup>, and they will have in-house elections for new senators.
- **Other** – There were no other reports.

**E. Old Business:**

#	Item	Initiator
1	<i>Accreditation (Standing item)</i> – <b>Miramontez</b> shared that we are hosting an Accreditation training update with ACCJC’s, Dr. Webb, on <u>Friday, September 16<sup>th</sup> from 1:30 pm – 3:00 pm in K1-107</u> . He and <b>Palma-Sanft</b> are also working with the tri-chair teams on draft two responses. He asked that everyone be on the lookout for that communication and be responsive. He also shared that we have received the District’s narrative over the summer and that has been incorporated. <b>Palma-Sanft</b> added that she will be going to the Academic Senate to share out the second draft. <b>Lundburg</b> encouraged everyone to attend the training; it is meant to be engaging and helpful as we go through this process as an institution.	<i>Miramontez/ Palma-Sanft</i>
2	<i>Website Content Management Workgroup (Standing Item)</i> – <b>Martin</b> reported that <b>Hill</b> will be going to President’s Cabinet (PC) on September 12 <sup>th</sup> to present the Web Academy to the administrators for feedback and to answer any questions. After that, the Web Academy will roll out to the Academic Senate and the Classified Senate. <b>Martin</b> stated that there is a perceived need for a Web User Experience Consultant and he would like to talk about that more moving forward. <b>Lundburg</b> stated this is not unusual and it is important to discuss so that we can find solutions.	<i>Martin/Hill</i>
3	<i>Grants &amp; Initiatives Subcommittee</i> – <b>Bell</b> shared that at the end of last semester, the GISC was assigned a potential grant to review the college-wide impact. The subcommittee quickly put together form and process and put forth a recommendation to College Council. College Council decided to move forward with the application. The application has been submitted and we are waiting for the decision, which is expected at the end of September. The GISC will continue to meet to discuss grants with college-wide impact and this grant, if awarded.	<i>Bell</i>

**F. New Business:**

#	Item	Initiator
1	<i>College Council Charge &amp; Membership (attachment)</i> – <b>Lundburg</b> reviewed the current membership, which is as follows: Michael Odu, Adrian Gonzales, Brett Bell, Kurt Hill, Jeanette Moore, Sam Shoostary, Pablo Martin, Carmen Carrasquillo, Kevin Petti and Allen Kuo. <b>Lundburg</b> noted that he is a non-voting member. He also noted the current vacancies, which include two student designees and alternates for the classified, faculty, and students. Lundburg went on to review the purpose/charge and committee responsibilities. Please reference page 18-20 of the current college governance handbook, which can be found <a href="#">here</a> .	<i>Lundburg/Hill</i>
2	<i>Governance Evaluation Survey (attachment)</i> – <b>Miramontez</b> reminded everyone that College Council made the decision to run the governance evaluation survey at the end of last semester. He reported that the survey has a total of 17 responses (12 complete and 5 partially complete), which is very low; It’s not enough to make decisions off of but it can give some context. <b>Gonzales</b> asked if we know the total number of people it was sent to. <b>Miramontez</b> responded that it was sent to all committee members by the President’s Office; he did not have an exact number, but said it was at least 100, unduplicated. The plan is to re-administer the survey this semester. <b>Lundburg</b> asked if College Council would like to review the survey highlights; consensus was no. <b>Kunst</b> asked if we should re-review the survey/questions at the next meeting. <b>Palma-Sanft</b> asked how many questions there were and if it would be possible for committees to carve our time from their committee meetings to do complete the survey. <b>Miramontez</b> responded that there were 40 questions; we can look at it again and shave it down, if College Council would like. <b>Martin</b> felt that the survey did not take too long and it was a great improvement. <b>Gonzales</b> asked if the survey would go those that served last year or this year. <b>Miramontez</b> responded yes. <b>Lundburg</b> asked if we could capture those that stopped out. <b>Miramontez</b> responded yes. There was some further discussion on the format of the survey. There was consensus to add a drop down menu so people can select their committee. There was also consensus to recommend to the chairs that members complete the survey during a meeting.	<i>Lundburg/ Miramontez</i>
3	<i>2022-2025 Student Equity Plan Update</i> – <b>Miramontez</b> shared that the LEAD Office has been working with the five workgroups and reported that the analysis is done and they will now be moving toward the narrative.	<i>Julian/ Patacil</i>

	<b>Patacsil</b> added that the IDEA committee is sheparding the plan; it is a standing item on the agenda. The next meeting is September 2 <sup>nd</sup> . She shared that a few of the committee members will be going into the writing phase. There was a session today and there will be another session tomorrow at 12:30 pm. She shared that the timeline is to have the plan approved by the constituencies and College Council by October 11 <sup>th</sup> . She isn't sure if the work will all be complete by then but they will work toward it and go from there. She encouraged faculty, classified, and students to be/get involved. <b>Lundburg</b> also made the encouragement.	
4	<i>Equity, Justice, Inclusion, and our role in moving things forward (standing item)</i> – <b>Lundburg</b> shared that this will be a standing item moving forward so the we keep equity at the forefront of our minds. He also shared that there have been conversations regarding our structures' organization, specifically, how we can integrate institutional effectiveness, guided pathways, and equity. There will be more to come on this.	<i>Lundburg/ Julian</i>
5	<i>Workgroup for 2023 On-Campus Board of Trustees Meeting</i> – <b>Kunst</b> shared that, in an effort to get a head and use our time properly, we are recommending assembling a workgroup comprised of one representative from each constituency group. We are anticipating an early March meeting. <b>Gonzales</b> stated each year a different process has been followed. Last year, College Council brainstormed first before handing it off to a workgroup. <b>Kunst</b> responded that last year we spent too many meetings brainstorming which resulted in limited time to work on the presentation because of the holidays and faculty schedules. She's recommending we let the workgroup meet and do the brainstorming and the come back to College Council to present it and provide feedback. There was consensus. <b>Martin</b> asked when names should be submitted by. <b>Kunst</b> responded by the next meeting, in two weeks, September 13 <sup>th</sup> . <b>Martin</b> stated he would be interested in representing the faculty. <b>Miramontez</b> asked <b>Kunst</b> to alert him of the meeting date so the planning summit date can be adjusted if needed. <b>Lundburg</b> asked that the theme center on "Building Community."	<i>Lundburg/ Kunst</i>
6	<i>Student Services Re-Organization</i> – <b>Gonzales</b> presented the Student Services Re-organization. This presentation can be found, <a href="#">here</a> . The changes included establishing a new enrollment services area, reclassifying an associate dean position to a dean, deleting a vacant senior student services assistant and establishing an administrative assistant, and creating a workload balance amount the management team. <b>Petti</b> asked if there was a cost impact. <b>Gonzales</b> responded that we received support from this district on the cost differer, the rest will remain funded by restricted dollars. <b>Martin</b> asked if <b>Gonzales</b> would come to the Academic Senate and share this as informational. <b>Gonzales</b> confirmed.	<i>Gonzales</i>

**G. Announcements** – There were no announcements.

**H. Adjourn** – The meeting adjourned at 2:26 pm.

**I. Next Scheduled Meeting:** *Tuesday, September 13<sup>th</sup>, 2022 from 1:00 pm – 2:30 pm in L-108/Zoom*

**Link to recording:**

[https://sdccd-edu.zoom.us/rec/share/vgmqgbg9xCld7t3awl1fLV9awkeApqzNaxC1d\\_9FZExRaF6H5NsH-asAXQReX3p-NUuUJwTI\\_2sJkPi8](https://sdccd-edu.zoom.us/rec/share/vgmqgbg9xCld7t3awl1fLV9awkeApqzNaxC1d_9FZExRaF6H5NsH-asAXQReX3p-NUuUJwTI_2sJkPi8)