

College Council Meeting Minutes
San Diego Miramar College
10/11/22 • L-108/Zoom • 1:00 pm – 2:30 pm

Members: Wesley Lundburg (co-chair), Kurt Hill (co-chair), Brett Bell, Adrian Gonzales (proxy: Bell), Michael Odu, Pablo Martin, Carmen Carrasquillo Jay, Kevin Petti, Jeanette Moore (no proxy), Sam Shoostary, Allen Kuo, Cade Miller, and Hannah Nguyen

Alternates: Daniel Miramontez

Guests: Cheryl Barnard, Nessa Julian

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

Action Items from 10-11-22:

- **President' Report:** 1) Control of DLs – decision leaning towards College Presidents/Vice Chancellors giving authorization to access DLs. 2) Enrollment – Lot of one-time money remaining. Start thinking about what we need to do differently to meet our student's needs. 3) Login/Credentials – begins next week; two-part verification and complex password.
- **Student Equity Plan:** feedback/input due to Nessa Julian, njulian@sdccd.edu, by Thursday, October 13th.
- **Accreditation:** Draft 2 Open Forum on Wednesday, November 2nd from 2:00 pm – 3:30 pm in L-105
- **Website Content Management:** Hill is working with departments on their webpages.
- **Board of Trustees Presentation Workgroup:** Date is tentatively, Thursday, March 2nd, 2023. Workgroup will be reaching out to individuals/departments to pull them into to the planning.
- **Communication:** Concerned about communication or lack thereof, send President's Office/VPs/Deans any feedback or ideas to improve communication. Working on open forums.
- **(Chairs) Committee Academy:** Martin and Hill working together to roll out training.

A. Call to Order – The meeting was called to order at 1:03 pm.

B. Approval of Agenda and Minutes – Hill made a motion to approve the 10-11-22 meeting agenda. Seconded by Shoostary. Hill suggested moving the Student Equity Plan to be first. Lundburg suggested we combine it with E1. There was no further discussion. There were 11 yay votes, 0 nay votes, and 0 abstentions. The motion carried. Kunst noted that the minutes were sent out this morning. She recommended approving both sets at the next meeting to allow time for people to review. Martin made a motion to approve the 9-13-22 and 9-27-22 meeting minutes at the 10-25-22 meeting. Carrasquillo seconded. There was no further discussion. There were 11 yay votes, 0 nay votes, and 0 abstentions. The motion carried.

C. Public Comment – There was no public comment.

D. Committee Reports/Other (2-3 minutes)

- **President's Report** – Lundburg reported that the tentative date for the on-campus Board of Trustees meeting is now March 2, 2022. He continued that Chancellor's Cabinet is leaning towards the College Presidents and Vice Chancellors having control of Distribution Lists (DLs). The Senate brought forward concerns to DGC noting that they should be able to send things out as well. Petti asked if committee chairs are still required to send out meeting agendas to the campus 72 hours in advance. Lundburg responded yes and agreed that senate leaders and committee chairs should have access and we can update/control that on a local level. Hill suggested that we avoid all the red tape, if we can. Lundburg noted that most places have controls in place in suggested we see what District decides and go from there. Next, he reported on enrollment and indicated that there are many one-time monies left that need to be used and they cannot be used for positions. The money should address needs that have come from COVID and need to be addressed. The linkage needs to be clear; re-engagement of students or an impact from COVID. Miramar has played it safe and careful with our spending and he would like to stand behind that. Martin asked why we are not using some of these funds to run low-enrolled classes. His understanding was that the money was not HEERF or ECA but hold harmless funds. Bell explained that there are two sources: 1) hold harmless and 2) ECA. The hold harmless money is not new or additional money. This money keeps us at baseline and support our on-going operations. In 2025, we cannot use this money and should not rely on it. We need strategic enrollment management practices, which includes setting and hitting targets and using HEERF to set up high touch interventions to keep students

enrolled. In summary, if we were not able to keep our enrollment at 2017-18 levels, we would lose that level of funding. **Lundburg** emphasized we need to be thinking about what we need to do differently to meet our student's needs and when do our students need the classes. He also added that a significant hurdle is the rising cost of health benefits and salaries, which make up about 90% of our budget. It was noted that SCFF and Strategic Enrollment planning might be good topics for an open forum and/or for further discussion at an upcoming meeting. Lastly, **Lundburg** announced that login credentialing would be starting next week. This includes two part verification which is important to keep our network secure. Hill added that complex passwords would also be put into place. Passwords should include 12 characters, numbers, and symbols.

- **AS Report – Martin** shared that a survey has been sent out to faculty to gauge what they think on the District's masking policy. Carrasquillo had nothing to report. Petti had nothing to report.
- **CS Report – Hill** shared that he also sent the mask survey out to classified. He also shared that he and **Martin** worked together on the photos for the college website and are working together on the (chairs) committee academy. There is a Cyber Security Awareness Event on Thursday, October 13 from 12:30 pm – 1:30 pm in L-105. He encouraged all to attend.
- **ASG Report – Kuo** shared that fall fest is next week on 10/25 and 10/26 during college hour. He also expressed concerns about faculty pushing their agendas on ASG. **Barnard** stated that we should remind everyone ASG is its own constituent group and is protected by Title 5. **Lundburg** will circle back with **Gonzales** and **Barnard** and work on messaging to the campus.
- **Other – Odu** shared that ACP day was 10/10 and 10/11. There has been good turnout and he thanked everyone for the support.

E. Old Business:

#	Item	Initiator
1	<i>Equity, Justice, Inclusion, and our role in moving things forward (standing item)</i> – Julian shared the LEAD Office is supporting and collaborating on LatinX events. This month is also DSPS and Filipino history month and today is National Coming Out day. LEAD is working with student clubs to garner more engagement. There is a new Native and Indigenous student club as well and the Black Student Success club. LEAD is gathering documents for the Culture and Inclusion Center and will present at the next College Council meeting. LEAD is also working with the Professional Development Coordinator to promote this semesters' campus read, which is "Becoming a student Ready College." We want to move into action around what we are writing in the Student Equity Plan. The Equity Summit will be a two-day format; the keynote speaker will focus on community for Thursday but will be different for Friday. Lastly, she shared that the IDEA Committee is working on how best to share international news.	<i>Lundburg/ Julian</i>
2	<i>Accreditation (Standing item)</i> – Miramontez reported that draft two of the ISER will be release on Monday. There will be an open forum on Wednesday, November 2 from 2:00 pm – 3:30 pm in L-105.	<i>Miramontez/ Palma-Sanft</i>
3	<i>Website Content Management Workgroup (Standing Item)</i> – Hill shared that he is working with the counseling department on their webpage. He is also working on a tagging system as an alternative way to find things on the website.	<i>Hill</i>
4	<i>Grants & Initiatives Subcommittee</i> – Bell shared that there is a COVID Recovery Block grant of \$5M coming our way. There is a plan drafted BRDS and GISC. He will share more soon. This funding can be used for professional learning.	<i>Bell</i>

F. New Business:

#	Item	Initiator
1	<i>Student Equity Plan (attachment)</i> – Julian did a first read of the Student Equity Plan. She noted that this is housed on the LEAD website. The draft has been updated, since the link was last distributed, to incorporate feedback. After walking through the main elements of the plan, there was some discussion. Hill asked why the students don't need to sign off on the plan. Julian responded that they used to but it was removed. She can bring this forward to the state planning group. Odu asked how we are going to bring this plan to life. Julian responded through our work with the PIER committee i.e. data and KPIs. In addition, through the activities that tie to Guided Pathways. LEAD will help people make the connections. Miramontez added that this is a starting point to move forward with our Institutional Effectiveness, Guided Pathways, and Equity integration. Carrasquillo congratulated Julian and thanked her for her work on this plan. She asked how much more	<i>Julian</i>

	specific could we be with the targeted professional development piece. Julian responded that we are limited to 2500 characters for our responses. Lundburg added that just because something does not fit, does not mean we can do it. This is a snapshot of where we are and there will be opportunities to implement professional development with our one-time monies.	
2	<i>Board of Trustees Presentation Workgroup Update</i> – Kunst shared that a few of the workgroup members met last week to brainstorm. The idea was to focus on holistic student supports and highlight the good things we are doing while also displaying the challenges. She noted we do not want to make demands of the Board but we also want them to be aware of where we are struggling. Bell suggested that we highlight all the great things we are doing with all the one-time, limited in nature funding and show how/what we need to institutionalize it. Carrasquillo also suggested having student testimonials and recommended one of her students. Kunst will pull the workgroup together again and then will begin reaching out to individuals/departments to get involved.	<i>Kunst/Hill/ Martin/Kuo/ Barnard</i>
3	<i>Communication</i> – Lundburg acknowledged that there have been some communication issues. He asked what he could do to communicate better. He hopes to send out emails to the campus more regularly and he and the VPs are discussing hosting open forums. It was noted that communication, especially for an institution of our size, is always the biggest challenge. Hill felt that the (chairs) committee academy would help with communication. He also felt that getting the minutes out within three days of the meeting would help. Often times, once the minutes come out, the information is too late. Martin felt that more sharing and relationship building would help. We can keep finding new ways to communicate and build community.	<i>Lundburg/Hill/M artin</i>

- G. Action Items** – **Lundburg** recapped the meetings action items. It was decided that **Kunst** will send the action items out via email, after the meeting, and include them at the top of the minutes (in red) moving forward (see above).
- H. Announcements** – There were no announcements.
- I. Adjourn** – The meeting adjourned at 2:37 pm.
- J. Next Scheduled Meeting:** *Tuesday, October 25th, 2022 from 1:00 pm – 2:30 pm in L-108/Zoom*

Link to recording:

https://sdccd-edu.zoom.us/rec/share/nash5Yq7dWwrv_acM68XamJ2i35NxHkRCRrVXUgaR5zPMJL16xDG1u50P06EdZq_hNrbuWyqZEI475A