

# College Council Meeting Minutes

## San Diego Miramar College

11/8/22 • L-108/[Zoom](#) • 1:00 pm – 2:30 pm

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

**Alternates:** Daniel Miramontez

**Guests:** Cheryl Barnard, Linda Woods, Nessa Julian, Mara Palma-Sanft, Lisa Brewster, Melissa Wolfson, Bear Wolf, Carol Sampaga

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

### **Action Items:**

**President:** Masks become optional beginning December 19<sup>th</sup> (see email from VC Greg Smith).

**Governance Change Requests:** Attached are SEEM documents. College Governance Taskforce (CGT) will convene to review, will go to constituencies for feedback/input, will come back to 12/13 CC meeting for second read/approval. Reviewed Guided Pathways request and consensus to change ACP Lead of Leads to by position. Reviewed Technology Committee request and consensus to remove “3) change quorum to “50% + 1 of filled (non-vacant) membership.” Consensus for IDEA Committee request and Pablo’s request. **Kunst** will revise documents and resend. **Kuo** will bring all change requests to ASG. All change requests will come back to 12/13 CC meeting for second read/approval.

**GP Committee Info Item:** Recommendation to put a team together to look at the College Governance Handbook (CGH) to collapse committees with synergies and other edits needed for consistency/efficiency. Team will consist of two members from each constituency. This recommendation will be taken back to each constituency. College Council will approve recommendation at 12/13 CC meeting. Upon approval, names will be identified and work will begin in the spring.

**Admin Services Reorg:** re-organization of administrative services is moving forward to align with structures at City, Mesa and CE. This will go to the December board meeting. Please share any feedback with VP Bell. This is meant as a baseline. Conversations will continue moving forward.

Items: F3, F4, F6, and F7 will be carried forward to the next agenda.

- A. **Call to Order** – The meeting was called to order at 1:05 pm.
- B. **Approval of Agenda and Minutes** – **Shoostary** made a motion to approve the 11-8-22 meeting agenda. Seconded by **Moore**. **Kunst** asked if item F1 could be moved to the top of the agenda and explained that a governance change request for SEEM was submitted for emergency approval. Melissa Wolfson is here to speak to it and she needs to leave for her class at 1:50. There were no objections to this or further discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried. **Hill** made a motion to approve the 10-25-22 meeting minutes. Seconded by **Kuo**. There was no discussion. There were 9 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** – **Odu** (for Lundburg) shared that masks become option on December 19<sup>th</sup>. For more information, please read the email sent out by Vice Chancellor Greg Smith.
  - **AS Report** – **Carrasquillo Jay** shared that the Academic Senate scholarships are being review to make them more equitable.
  - **CS Report** – **Hill** shared that Mesa sent out a survey on remote work issues, and once he receives a copy, he will be sending it out too.
  - **ASG Report** – **Kuo** shared that there is an “Eat with Us” event next week, on Wednesday, November 16<sup>th</sup> during college hour. Traditional Thanksgiving food will be available for the first 100 attendees. He encouraged everyone to attend. ASG also approved four scholarships at \$600 each.
  - **Other** – There were no other reports.
- E. **Old Business:**

#	Item	Initiator
1	<i>Equity, Justice, Inclusion, and our role in moving things forward (standing item)</i> – <b>Julian</b> shared that the campus book ready is continuing through cafecitos. We are also moving into action with the Student Equity Plan, which is going to the Board of Trustees on November 10 <sup>th</sup> . The Community of Inquiry on our Black and Latinx students is beginning, anyone can join. There is also a TEAMS page with resources. We are feeding discussions into all areas. The Black Student Union is working to create more opportunities; there is a meeting on 12/7. Lastly, conversations are continuing in PIER regarding the integration of DEI and GP.	Lundburg/ Julian
2	<i>Accreditation (Standing item)</i> – <b>Miramontez</b> shared that the forum for draft two of the ISER was last week. He and <b>Palma-Sanft</b> are working on draft three and will continue working with the tri-chair teams on missing content. <b>Palma-Sanft</b> clarified that the missing content is generally the conclusion so that the focus.	Miramontez/ Palma-Sanft
3	<i>Website Content Management (Standing Item)</i> – <b>Hill</b> shared that he is continuing work on the counseling department pages. Notice there were issues with the side bar menus. Adding interest forms to department pages. <b>Martin</b> asked about the directory. <b>Brewster</b> shared that is being worked on and hopefully by May should be done. She also added that all 43 program pages will be redone.	Hill
4	<i>Grants &amp; Initiatives Subcommittee</i> – There was no report.	Bell

#### F. New Business:

#	Item	Initiator
1	<i>College Governance Handbook Change Requests (attachment)</i> – <b>Wolfson</b> gave an overview of the SEEM Committee’s change request. She explained that, since the funding for the co-coordinators is going away, this prompted the committee to review the membership structure, purpose, and responsibilities. The committee is proposing to keep the same number of voting members, replacing the coordinators with English, ELAC, and Math faculty; defining the purpose of the committee; and removing operational aspects from the committee’s responsibilities. The committee voted unanimously to approve these changes and are asking for “emergency” approval so that the changes can go into effect for spring. <b>Gonzales</b> asked if we need to take this change request to the College Governance Taskforce. Kunst responded that she will check with the constituent leaders. <b>Gonzales</b> asked if there has been discussion to collapse any committees. <b>Wolfson</b> responded yes, she has met with Donnie Tran and Pablo Martin to discuss the overlap with the SEEM committee and the ASC committee but future discussions are needed. The Guided Pathways Steering Committee change request was reviewed next. It was noted that the ACP Lead of Leads term should change to by position. There were no other changes or objections to this change request. The Technology Committee change request was reviewed next. It was noted to remove “3) change quorum to 50%+1 of filled, non-vacant, membership.” There were no other changes or objections to this change request. Martin’s change request was reviewed next. There were no changes or objections. The IDEA committee’s change request was review next. There were no changes or objections. This serves as a first read for all change requests. College Council will take action at the next meeting.	Lundburg/Hill/ Martin/Kuo
2	<i>GP Steering Committee Info Item</i> – <b>Gonzales</b> , in the interest of time, quickly shared there is a recommendation to put a team together to look at the college governance handbook to collapse committees with synergies and other edits needed for consistency and efficiency. The makeup of the team should be two members from each constituency. <b>Martin</b> added that to keep the workgroup efficient, it should be kept small, but should meeting with committees and people as needed. <b>Gonzales</b> asked that this recommendation be taken back to constituency groups for consideration. College Council will approve the recommendation at the 12/13 meeting. Folks will be identified and work will commence in the spring.	Gonzales/ Brewster
3	<i>Aligning Committee Calendars</i> – Time did not permit. <b>This item will be carried forward to the next meeting.</b>	Hill
4	<i>College Council Spring Meeting Schedule (attachment)</i> – Time did not permit. <b>This item will be carried forward to the next meeting.</b>	Kunst
5	<i>HSI STEM Grant</i> – <b>Odu</b> provided a brief overview of the HSI Stem grant and the next steps. Click <a href="#">here</a> for the full presentation. <b>Martin</b> asked if the “bridge to college” was in reference to the Puente program. <b>Odu</b> responded no, but the concept is similar. <b>Julian</b> advised that we consider the Equity Plan and our existing structures as we implement this grant. Odu agreed and added that we will build on things that we know work. Miramontez asked if the “research/internship lead” referenced academic research. <b>Odu</b> affirmed.	Odu
6	<i>Board of Trustees Presentation Update</i> – Time did not permit. <b>This item will be carried forward to the next meeting.</b>	Kunst/Martin/ Hill/Barnard/Kuo
7	<i>3<sup>rd</sup> Party Law Enforcement Training on Campus</i> – Time did not permit. <b>This item will be carried forward to</b>	Bell

	<b>the next meeting.</b>	
8	<p><i>Administrative Services Reorg (attachment)</i> – <b>Bell</b> gave an overview of the Administrative Services reorganization plan. He noted that this is moving quickly to align with City, Mesa, and CE’s reorgs and will go to the December Board meeting. <b>Moore</b> asked if the structure is three tiered. <b>Bell</b> responded no. The middle tier represents departments. <b>Moore</b> asked about the cost. <b>Bell</b> responded that we are reclassifying current positions through Board action. It is about \$7k for each position, total of about \$150k, and net gain of 2.6 FTE. <b>Wolf</b> asked if a technology upgrade is coming. <b>Bell</b> responded that it wasn’t related to this but yes, there is about \$1.3M in technology coming in a roll down. <b>Carrasquillo Jay</b> asked if this was an automatic promotion. <b>Bell</b> responded that it is similar to the Student Services reorg where we deleted a supervisor position and reclassified the position, and it’s incumbent. <b>Brewster</b> asked if the college’s needs were also assessed in this reorg i.e. adding a webmaster. <b>Bell</b> responded that this will get us to baseline so that we aren’t so flat. The next step is to continue conversations to assess needs and gaps to improve efficiency. <b>Moore</b> asked if the people in these positions were ready and prepared for the transition from a supervisor to a manager and if not, what can we do to ensure that they are ready. <b>Bell</b> responded that it is management’s role and responsibility to support our employees throughout this transition. He also noted that it would’ve been more expensive create brand new positions.</p>	<i>Bell</i>

- G. Action Items:** Please see action items above.
- H. Announcements:** There were no announcements.
- I. Adjourn:** The meeting adjourned at 2:38 pm.
- J. Next Scheduled Meeting:** Tuesday, December 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/pfifyME7EajQ9ai0\\_I8PceHRS4hF6M2UI9SEIEbPaVxfnSG2aMT4CotI9tWN1uWk.g3TfrEP\\_tK-v-qrA](https://sdccd-edu.zoom.us/rec/share/pfifyME7EajQ9ai0_I8PceHRS4hF6M2UI9SEIEbPaVxfnSG2aMT4CotI9tWN1uWk.g3TfrEP_tK-v-qrA)