

College Council Meeting Minutes

San Diego Miramar College

3/14/23 • L-108/[Zoom](#) • 1:00 pm – 2:30 pm

Members: Wesley Lundburg (co-chair), Kurt Hill (co-chair), Brett Bell, Adrian Gonzales (proxy: D. Miramontez), Michael Odu, Pablo Martin, Carmen Carrasquillo Jay, Kevin Petti, Sam Shoostary, Allen Kuo (no proxy), Cade Miller, and Namod Pallek

Alternates: Daniel Miramontez

Vacancies: Administrators: None; Classified Senate: Vice President and Alternate; Academic Senate: Alternate; ASG: Alternate

Guests: Nessa Julian, Cheryl Barnard, and Mara Palma-Sanft

Action Items:

President's Report: Kunst will share weekly enrollment report with Martin, Petti, and Hill (already sent to VPs/Deans) moving forward. [Click here](#) to view this week's.

AS Report: Martin will send faculty feedback on 8 courses to Lundburg. Lundburg and Miramontez will discuss the logistics of sending out a survey to students, regarding 8-week courses, and what that may look like. Barnard suggested looking at drop rates. Martin noted that only the VPI and Research Office have access to that data.

E1: Women's History Month and Nutrition Month; check out the [LEAD webpage](#) for a complete list of events.

E2: ISER draft 3 is working its way through constituency approval.

E3: Martin will send faculty ideas on structure to Hill. Bell/Odu/Hill will create implementation plan and present at PC and then bring back.

F1: Miramontez will update final number from District regarding distance ed courses and will submit.

F3: NASSSP Grant: [Grant overview presentation](#). Julian will send Carrasquillo Jay the March 28th webinar information.

E4: Discussion around the Full-Time Program Director. Bell/Julian will explore idea of outside hire (restricted manager).

F4: Please contact Kunst, as soon as possible, if you and/or a committee would still like to submit a change request. Hill noted that there will also be one for the Technology Committee. Sanft noted that she will also be submitting a change request.

- A. **Call to Order** – The meeting was called to order at 1:03 pm.
- B. **Approval of Agenda and Minutes** – Bell requested that old business item #4 be discussed after new business item #3. There was consensus. Bell made a motion to approve the agenda with that change. Seconded by Martin. There was no further discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried. The minutes from 12/13/22, 2/14/23, and 2/28/23 were reviewed. There were no edits. Martin made a motion to approve all three set of minutes. Seconded by Odu. There was no discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
- C. **Public Comment – Carrasquillo Jay** reported that the CCAP students have been invited to join the Honors Contracts since there is not language in the MOU (Memorandum of Understanding) precluding them from doing so. She reached out to the Honors Dean to confirm and it turned out it was the previous VPI's decision. She is working with Melanie Cordero (VPI Office) to notify instructors to offer to their students. It is also on the District agenda to ensure consistency across the colleges.
- D. **Committee Reports/Other (2-3 minutes)**
 - **President's Report** – Lundburg shared that enrollment is good, we are up by 14% (FTEF), headcount is up by 4% (FTES), and productivity is at 16, compared to last spring. Our productivity is highest in the 8-week courses. He noted that the report does not include in-service classes. He encouraged everyone to think about how we can package the 8-week courses into degree tracks. Kunst will share weekly enrollment report with Martin, Petti, and Hill (already sent to VPs/Deans) moving forward. [Click here](#) to view this week. We will be going to a 4/10 schedule over the summer, all offices/departments are expected to be open Monday – Thursday and closed on Fridays so that we are serving our students. Remote work will also be allowed in the summer, meaning some employees will only be on campus three days a week. This will be Districtwide. He noted that the details are still being worked out and he plans to send out a communication when things are finalized. Terminations: He stated folks that were slated to be terminated, have been pulled, and those that were terminated

have been re-instated. **Petti** asked if he plans to send out a communication since there is a negative narrative out there and if he wasn't, he suggested he consider it. **Hill** added that we are all leaders and should also be working to change that narrative. **Food trucks:** he encouraged everyone to use the food truck, which will be on campus Mon – Thurs from 3pm – 7pm, and please share this with students! He has also asked **Quis** to share out on social media. Planning Summit: Friday, March 17th from 9:00 am – 2:00 pm in K1-107. Breakfast, lunch, and t-shirts will be provided.

- **AS Report – Martin** shared that the CGH Review Taskforce is making process and working with committees that are ready for changes. The taskforce will look at the bigger picture in the fall. There will be a change request to clarify language regarding term limits, sabbaticals, adjunct service, and role of committee chairs/members. He also shared that the Change Request taskforce will be meeting soon to review the requests. **Palma-Sanft** asked if she could still submit a change request. **Martin** responded that the deadline has passed but we should be able to accommodate and recommended reaching out to **Kunst**. **Hill** also noted that there will also be one for the Technology Committee. **Martin** continued to his report by sharing out faculty input regarding 8-week courses, specifically stating that there is a need to survey the students to find out what they want. He explained that some areas are already offering 8-week courses, but in other areas it might not be feasible, unless there is flexibility from administration for lower reenrollment. There is interest in forming a high-level committee with counselors, faculty, deans and the VPI to discuss packing these courses and being intentional. **Lundburg** asked **Martin** to share the faculty feedback with him and encouraged him to work with **Odu**. **Martin** confirmed. **Hill** asked if we could survey potential adult learners. **Lundburg** responded that we recently did a marketing campaign targeted towards adult learners and we saw increase in applications. **Barnard** also suggested looking at the drop rates. **Martin** noted that only the VPI and Research offices have access to this data. **Lundburg** will discuss the survey with **Miramontez**.
- **CS Report – Hill** announced that Malia Kunst has been nominated for the State Classified Employee of the Year Award. We will be filling in the nomination form and sending it onward. Draft 3 of the ISER will be reviewed at the 3/21 and 4/4 meetings.
- **ASG Report – Pallek** shared that ASG is working on spring fest and general elections. ASG will also be sending 6 students to the annual leadership conference over spring break. **Lundburg** asked **Pallek** and **Miller** if the students have shared feedback on 8-week courses. Both responded that students like them.
- **Other - Bell** followed up on some questions from the last meeting: Company Kitchen vouchers cannot be used at the food truck but he is working with Financial Aid and Basic needs for a work around; cash can be used at the kiosks and will see if signage can be placed at each one; Peppertree Café will remain closed as we are facing salary/staff issues.

E. Old Business:

#	Item	Initiator
1	<i>Equity, Justice, Inclusion, and our role in moving things forward (standing item)</i> – Julian shared that it is Women's History Month and Nutrition Month; check out the LEAD webpage for a complete list of events. There was a request for a Scottish Heritage month event but it didn't work out. She, Patacsil and Lundburg recently met with the DEI Director from Alliant University to see how we can collaborate. There is a Ramadan event that tomorrow, which we collaborated on. They also shared a guided on how to support our students during Ramadan. She has also met with students from the Black Student Union (BSU) and will try to get more students involved. The campus read is happening and she encouraged everyone to participate. She also noted that there is a need for facilitators if anyone is interested. Lastly, she and Brewster are working on the Guided Pathways action plan, which is due in June, and will presented at an upcoming meeting.	<i>Lundburg/ Julian</i>
2	<i>Accreditation (Standing item)</i> – Miramontez shared that draft three of the ISER is out now. It will go to ASG on 3/24, AS had a first read, Classified Senate on 3/21 and 4/4, and Management has already approved. Palma-Sanft added that they are working on the technical clean up for the final draft.	<i>Miramontez/ Palma-Sanft</i>
3	<i>Website Content Management (Standing Item)</i> – Hill shared that the directory is being worked on but there was not much else to report. Martin asked about the academic pages. Hill responded that he has a template to be used. Petti stated that the chairs are ready. Hill responded that a certain amount can be done but need commitment across the board. Carrasquillo Jay suggested that the department have the ability to identify	<i>Hill</i>

	lead (not necessarily the chair). Martin asked if there is an action plan. Hill suggested that we announce at chairs, deans can organize/identify lead, meet with himself and Bill T. Smith to ensure they are trained. Martin will send faculty ideas on structure to Hill . Bell/Odu/Hill will create implementation plan and present at PC and then bring back.	
4	Grants & Initiatives Subcommittee – Bell reviewed the impact report . He noted that yes, there will be impact but it is not long-term and supported pursuing this grant from a fiscal perspective. Discussion around the Full-Time Program Director. Bell/Julian will explore idea of outside hire (restricted manager). Hill asked if a line could be added, to the impact report form, that would indicate if there is impacted to existing support services. Bell responded that while this already exists, it may not be very clear or explicit on the form. He will bring that to the committee. Odu made a motion to submit the letter of interest by April 7 th . Carrasquillo Jay seconded. There were 10 yay votes, 0 nay votes, and 0 abstentions. <u>The motion carried.</u>	<i>Bell</i>

F. New Business:

#	Item	Initiator
1	2023 ACCJC Annual Report (attachment) – Miramontez reviewed the draft report with the numbers populated. He noted that most of this is standard and so there are not many changes. He did point out that he is waiting for the total unduplicated headcount enrollment in distance ed courses for 2019-20. Once he gets that number, he will submit.	<i>Miramontez</i>
2	State Chancellor’s Office Classified Employee of the Year – Odu made a motion to endorse Malia Kunst as Miramar’s nominee. Hill seconded. There was no discussion. There were 10 yay votes, 0 nay votes, and 0 abstentions. <u>The motion carried.</u> Kunst noted that Sam Shoostary and Cheyanna Morence were also nominees.	<i>Hill/Kunst</i>
3	Native American Student Support & Success Program Grant – Odu shared that we received notice about this grant last week. A letter of interest is due April 7 th and there is an informational webinar on March 28 th . Julian provided an overview of NASSSP Grant . She shared that 30 colleges were invited to apply but only 20 colleges will be awarded the funds. The funds will be awarded in two phases, over five years. We want to be intentional and this grant aligns with our goals. Carrasquillo Jay asked if she could attend the webinar. Julian confirmed and will send Carrasquillo Jay the March 28 th webinar information, when it becomes available. Martin agreed that this is a great grant but is worried we are stretching ourselves too thin. Lundburg acknowledged that concern and noted that others raised that concern at PC. However, this is only a letter of interest; we may not be awarded the funds. We all recognize that staffing is an issue but, as a college, we are moving in this direction and want to be meaningful and do more for this population. Lundburg also shared that he is in contact with the Barona Tribe. Palma-Sanft agreed that we should do something meaningful and keep the promises we made to our students. There is some work being done in curriculum but it moves slow. Carrasquillo Jay also added that an English class with a focus on indigenous literature is being worked on.	<i>Odu/Julian</i>
4	Governance Handbook Change Requests – Kunst gave a preliminary review of the change requests received so far. She will pull the taskforce together to review and work with the requestors. The change requests will come back for a first and second read towards the later part of the semester. Please contact Kunst , as soon as possible, if you and/or a committee would still like to submit a change request. <ul style="list-style-type: none"> o CGH Review Taskforce o Academic Success Committee o Hill noted that there will also be one for the Technology Committee. 	<i>CGH TF</i>

G. Action Items: See action items above.

H. Announcements: Planning Summit: Friday, March 17th from 9:00 am – 2:00 pm in K1-107. Breakfast, lunch, and t shirts will be provided.

I. Adjourn: The meeting adjourned at 2:32 pm.

J. Next Scheduled Meeting: Tuesday, April 11th from 1:00 pm – 2:30 pm in L-108/Zoom

Link to the recording:

https://sdccd0-my.sharepoint.com/:v:/g/personal/mkunst_sdccd_edu/ERR1bmpdSLtFKsS-qFjVUMB3o0kyhH_N5W5g-7PA6doWw?e=pryhG9