

# College Council Meeting Minutes

## San Diego Miramar College

4/11/23 • L-108/[Zoom](#) • 1:00 pm – 2:30 pm

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

**Alternates:** *Daniel Miramontez (absent); Malia Kunst*

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

### **Action Items:**

**E4. Hill** will attend ASG's governance committee meeting, with pizza, to get input on the website/homepage.

**F1. Odu** made a motion to form a workgroup to review the website, under College Council and the President's Office. Seconded by **Carrasquillo Jay**. **Kunst** will send an email to the DL with an interest form in an effort to reach people not generally involved. Constituencies will decide on final names. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried unanimously.

**F2. Hill** made a motion to support the A.S.'s recommendation to form a workgroup to explore packaging 8wk/AA programs. Seconded by **Carrasquillo Jay**. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried unanimously.

- A. Call to Order** – The meeting was called to order at 1:04 pm.
- B. Approval of Agenda and Minutes** – **Gonzales** made a motion to approve the 4-11-23 meeting agenda. Seconded by **Pallek**. There was no discussion. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried. **Bell** made a motion to approve the 3-14-23 meeting minutes. Seconded by **Pallek**. There was no discussion. The motion carried.
- C. Public Comment** – There was no public comment.
- D. Committee Reports/Other (2-3 minutes)**
  - **President's Report** – **Lundburg** reported on the Budget, noting that this time of year, state-level revisions are made, but we won't know the final budget until fall, but projection is flat or down (most likely down). He continued to report that the District is working with a marketing firm, called 25<sup>th</sup> Hour. They would like to work with students and should be reaching out, most likely to **Gonzales** and **Barnard**, in an effort to reach ASG Clubs and other students. They will also do a website audit, focused on Financial Aid and Admissions. We will receive a report in May. **Lundburg** also reported on Enrollment; we will target an increase of 4% FTES and FTEF will remain flat (i.e. same as 22-23). We need to hit productivity (15), but it won't be part of the conversation. We are also examining the productivity number too. **Petti** clarified that we are targeting FTES growth of 4% year over year. **Bell** asked if there were targets for each college. **Lundburg/Odu** both responded that is still being worked on. **Bell** emphasized that we need a firm target for budget reasons. **Odu** responded that it the 4% is based on the actuals for this year. **Petti** confirmed that he will communicate with the chairs. **Bell** stated that our FTES/FTEF targets are critical for planning and drives the budget development process. This is how we determine percentage allocations amongst schools and departments. The tentative budget is due 4/25 and we need the numbers pinned down. **Odu** will get it to/work with **Bell**. Lastly, **Lundburg** shared that the District will be pursuing a \$1M funding opportunity through SDGE for basic needs; Miramar's share would be about \$250k, if awarded.
  - **AS Report** – **Carrasquillo Jay** reported on the following: 1) there is faculty interest for the Districtwide workgroup on innovation. She highlighted Rodrigo Gomez, who is hosting a webinar on writing in the age of Artificial Intelligence (AI) as part of the statewide workgroup. That group is also looking at working with others to publish a multi-discipline journal on AI; he will be attending a conference with workgroup this month 2) There was an area dean meeting with ASCCC, where we reviewed resolutions that are up for voting 3) discussing online faculty evaluations (wanting to improve form and process).
  - **CS Report** – **Hill** reported that the ISER was approved and elections are coming up.
  - **ASG Report** – **Pallek** reported that the ISER was approved, elections are coming up, and Spring Fest is next week, on April 19<sup>th</sup> from 12:00 pm – 2:00 pm at Compass point. He

encouraged everyone to attend.

- **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 Community of Practice, for our Black and Latinx students, have been meeting. We are setting out to work on four outcomes 1) artwork on campus and within community; determining what we can do now 2) Black Student Success Week, April 24-28; Friday before, District is hosting a virtual summit from 8:30 am – 11:00 am. We will be hosting meet n’ greets and watch parties 3) stack profiles 4) recruitment/hiring/DEI – District grant is still TBD. Next, she shared that the Campus book read has two sessions left and this will also lead to action. She is also helping draft the Guided Pathways work plan, which is tied to the Student Equity Plan (SEP), and will look at data. She shared that the La Rasa Ceremony is on May 3 <sup>rd</sup> and the Rite of Passage Ceremony is on May 17 <sup>th</sup> , at City College. There is a state webinar on 4/12 regarding AANPI. We are also still waiting on CRP grant and TBD on the NASSSP Grant ( <b>Gonzales</b> noted that only 23 colleges have submitted). Lastly, she shared that there is a small group visiting the Barona tribe in May.	<i>Lundburg/ Julian</i>
2	<i>Accreditation (Standing item)</i> – <b>Kunst</b> (for Miramontez) reported that the ISER is on track for final college approval at next meeting, April 25 <sup>th</sup> . <b>Kunst</b> will add to the next agenda.	<i>Miramontez/ Palma-Sanft</i>
3	<i>Grants &amp; Initiatives Subcommittee</i> – There was no report.	<i>Bell</i>
4	<i>Website Content Management (Standing Item)</i> – Hill reviewed the draft web calendar and homepage samples. <b>Bell</b> thanked <b>Hill</b> for the proactive approach. He felt this is in alignment with other campuses. This was presented to PC and managers were asked for feedback on timing. Once we get that, we can roll this out easily. <b>Lundburg</b> asked if this has been done before. <b>Hill</b> responded no. <b>Bell</b> iterated that webservices is not creating content; that will be up to each department/area. <b>Hill</b> reported that the directory is being worked on and he reviewed the exported excel file. He pointed out that the administrator column is blank; we’ll add that in and will share with managers to make corrections/additions. He pointed out that editors will be able to manager their areas directory updates themselves. <b>Odu</b> asked if we can we involve the students to get their input/feedback. <b>Hill</b> responded yes. <b>Miller</b> suggested he come to ASG’s governance subcommittee meeting. <b>Hill</b> will reach out to coordinate and will bring pizza. <i>Attachments: <a href="#">Draft Web Calendar</a>, <a href="#">Homepage Current Students</a>, <a href="#">Homepage New Students</a>, <a href="#">Homepage Finals</a>.</i>	<i>Hill</i>

**F. New Business:**

#	Item	Initiator
1	<i>Website Workgroup Proposal</i> – <b>Lundburg</b> asked if we want to form a workgroup to review the website to inform webservices work. <b>Hill</b> shared that we did poll last year and he’s talked with Miramontez so that we can do again; want to hear from students. <b>Lundburg</b> asked if he thinks we should form the workgroup after polling. <b>Hill</b> emphasized that he needs specifics. <b>Bell</b> asked, now that webservices is under Administrative Services, to be given the opportunity for us to work on operationalizing a few processes. For example, the academic webpages; we heard from you, we formed a workgroup, and are drafting what that base structure will look like and will report back at the next meeting. <b>Petti</b> affirmed he will tell the chairs to talk to their deans. He confirmed that he did send <b>Hill</b> a list of content editors for each department. He asked what the chairs wanted; response was capacity to edit (he asked <b>Hill</b> to reach out to Biotech). <b>Odu</b> still felt there may be a need for a workgroup. There was A LOT of discussion. <b>Odu</b> made a motion to form a workgroup to review the website, under College Council and the President’s Office. Seconded by <b>Carrasquillo Jay</b> . <b>Kunst</b> will send an email to the DL with an interest form in an effort to reach people not generally involved. Constituencies will decide on final names. There were 10 yay votes, 0 nay votes, and 0 abstentions. <u>The motion carried unanimously.</u>	<i>Lundburg</i>
2	<i>A.S. Recommendation for a Workgroup to Explore “Package” 8-week A.A. and Similar Programs</i> – <b>Carrasquillo Jay</b> reported that the Academic Senate has discussed the 8wk/AA program packaging that the Chancellor requested faculty input on. The A.S. Unanimously approved forming a workgroup and its structure. The structure is as follows: 1 faculty rep from each ACP (7 total), 1-2 counselors, 1-2 deans, VPI or designee, and VPSS or designee. This workgroup will report to College Council <i>and</i> the Academic Senate. The workgroup will review all programs, not just CTE. <b>Gonzales</b> suggested one instructional dean and one student services dean. Consensus. <b>Odu</b> asked if there was a timeline. All agreed that at least an initial meeting can be scheduled this spring. <b>Hill</b> made a motion to support the A.S.’s recommendation to form a workgroup to explore packaging	<i>Martin/ Carrasquillo Jay</i>

8wk/AA programs. Seconded by <b>Carrasquillo Jay</b> . There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried unanimously.	
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- G. Action Items** – See above.
- H. Announcements** - Scholarship Ceremony tomorrow, April 12<sup>th</sup>, from 2:00 pm – 4:00 pm in L-105; This month is Poetry month; there is an upcoming event, keep an eye out for more information and please consider attending.
- I. Adjourn** – The meeting adjourned at 2:28 pm.
- J. Next Scheduled Meeting** – Tuesday, April 25<sup>th</sup> from 1:00 pm – 2:30 pm in L-108/Zoom

**Recording link:**

[https://sdccd-edu.zoom.us/rec/share/H84ygIVm4sCmtWjB5Q3pOHvdwwo-McRwyNuEq76rRbr9aZWPd4y3c6W-sHo5ArRR.e2N-SDq5Q\\_Bm-J08](https://sdccd-edu.zoom.us/rec/share/H84ygIVm4sCmtWjB5Q3pOHvdwwo-McRwyNuEq76rRbr9aZWPd4y3c6W-sHo5ArRR.e2N-SDq5Q_Bm-J08)