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**College Council Meeting Minutes**

**San Diego Miramar College**

**3/12/24 ● L-108/**[**Zoom**](https://cccconfer.zoom.us/j/92354948089?pwd=clQvQ3pSdi84K2xTSnVLN1UyOXhpQT09) **● 1:00 pm – 2:30 pm**

**Co-Chair:** Wesley Lundburg, College President (non-voting)

**Co-Chair:** Saigeldeep Ghotra, Constituency member from faculty, classified professionals, or students.

**Committee Members:**

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| ***Administrators (3)*** | ***Classified Professionals (3)*** | ***Faculty (3)*** | ***Students (3)*** |
| *Vice President of Instructional Services:* ***Michael Odu*** | *Classified Senate President:* ***Malia Kunst*** | *Academic Senate President:* ***Pablo Martin*** | *ASG President:* ***Saigeldeep Ghotra*** |
| *Vice President of Student Services:* ***Adrian Gonzales (absent)*** | *Classified Senate Vice President:* ***Carol Sampaga*** | *Academic Senate Vice President, or President Elect:* ***Carmen Carrasquillo***  | *Designee:* ***Hailey Hua*** |
| *Vice President of Administrative Services:* ***Brett Bell*** | *Classified Senate, Senator At-Large:* *Vacant* | *Chair of Chairs:* ***Kevin Petti*** | *Designee:* ***Sindhu Narasimha***  |
| *Alternates (1):* ***Daniel Miramontez*** | *Alternates (1):* *Vacant* | *Alternates (1):* *Vacant* | *Alternates (1):* *Vacant* |

**Quorum:** 50% +1 of each constituency group’s members (i.e., 2 per constituency group)

**Guests:** Nessa Julian, Claudia Estrada-Howell, Lisa Cole-Jones

**2023-2024 Theme:** *Cultivating Community: Making the invisible, visible.*

1. **Call to Order –** The meeting was called to order at 1:03 pm.
2. Approval of Agenda and Minutes – The agenda was approved by consensus. **Martin** made a motion to approve the 2-27-24 minutes. Seconded by **Carrasquillo**. The motion carried unanimously.
3. **Public Comment – Carrasquillo** shared, through the UCLA TAP (Transfer Alliance Program), we certified 33 students. We typically only have 10. Applause to the faculty who offer the contracts and mentor their students. Approaching 300 contracts this semester.
4. **Committee Reports/Other *(2-3 minutes)***
* **President’s Report – Lundburg** shared that there are two upcoming Board of Trustees Study Sessions. The next one is on April 11th and this will focus on Basic Needs. There will be a presentation here as well. There will be room built into the meeting for discussion. The Basic Needs Coordinators will be invited. The May 30th one will be focused on decolonizing education. Much to be decided there. Our Instructional re-org was approved last week. Congrats to instructional services. City put forward a request for a new Associate Dean position. We are scrutinizing these requests. A new CAM coming forward and these positions will be offset with the college’s respective portion of the CAM. The new CAM will benefit Miramar. Miramar will be getting a 3% increase based on projected revenue increases. Mesa and City will be capped at 1.5%. CE, who is also understaffed, will benefit from this as well. He could not recall their percentage. The new CAM will be presented this week on Thursday to the District Budget Council. **Carrasquillo** asked for clarification on the study session. **Lundburg** responded that this is open to everyone. He will be presenting with the Basic Needs Coordinator. This will allow the board to learn more about our Basic Needs programs and our aspirations for the program. He also shared that the on-campus Board of Trustees meeting is this Thursday, March 14th at 4:00 pm in L-105; 3:30 pm – 4:00 pm is an open office hour style time for people to come to speak to the board. **Bell** shared some updates regarding menstrual products on campus. There are 34+ dispensers across campus. He spoke with facilities regarding the needs and commitment to keep these stocked. They will be maintained AT LEAST once a day with a special eye on K1 (as signage directs people to K1, if out of stock). He confirmed signage in each area. He still needs feedback on the products. **Lundburg** asked that we help others understand that we cannot offer products that are not provided by the District. If someone were to have health issues related to these non-approved/district-provided products, this would create a liability. **Carrasquillo** thanked **Bell** for his prompt attention to this matter. She added that ASG is going to work on a peer education campaign and put out a survey in collaboration with our Research Office.
* **AS Report – Martin** shared that there was a district-wide technology focus group last week; creating a two-way street with the District committees and Campus committees. Faculty are doing their best to stay engaged on this topic. Busy meeting last week. **Bell** attended to help explain our complicated budgeting process. Information provided by the GAIA group. Also had a Basic Needs presentation. Good discussion but a lot of concerns about students being denied access. Will be meeting with VP Gonzales, Dean Barnard, and others. Elections are coming up at the end of April. We shifted to two-year terms for everyone on the exec. Next meeting is April 2nd.
* **CS Report – Kunst** shared that the Classified Senate would like to purchase a brick for Sam in Legacy Plaza; need to decide on engraving and payment. We raised about $600 from our #MiramarLove Thank you gram fundraiser. Thank you, VP Odu, for sending one to each department. We have just one section of the Bylaws left to review and then will be brought forward for approval. We will be forming our elections committee after the revised bylaws are approved. We debrief on the Accreditation site visit, the recommendations, and the process. Invited Laura Pecenco and Jeanette Moore to present on Restorative Practices. Invited people to participate in our PD workgroup, a few ideas, and will keep it on the agenda to continue to share out. AFT rep attended to answer questions about the proposed changes to the CBA. Lastly, we liked the idea of a two-year theme.
* **ASG Report – Ghotra** shared that ASG will attend the Planning Summit on Friday. We don’t have streamlined communication with students, but we are working on creative ways. **Narasimha** shared that we approved funds for student clubs, including the Engineering club. Created a menstrual health workgroup; created an anonymous survey to determine how student feel about the availability. Engaged in a resolution workshop; representative is Hailey Hua.
* **Other –** There were no other reports.
1. **Old Business:**

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| **#** | **Item** | **Initiator** |
| 1 | *Equity, Justice, Inclusion, and our role in moving things forward (standing item) –* **Julian** shared that we are hosting a check-in with our NASSSP student cohort to help identify what more we can do. In the hiring process for a few positions. Convening resource groups for affinity groups. Working on year-end celebrations and working with **Cole-Jones** on funding. Black Student Success Week is coming up and are working on that. It is currently Women’s History Month, please attend the events as you can.  | *Julian* |
| 2 | *Accreditation (Standing item) –* **Miramontez** shared that we are waiting on the team report and we expect it next week. Lundburg added that we are only allowed to make corrections. We cannot change their interpretation or views.  | *Miramontez/**Palma-Sanft* |
| 3 | *Grants & Initiatives Subcommittee –* No report.  | *Bell* |
| 4 | *Website Review Taskforce (standing item) –* **Lundburg** shared that we met. We are continuing this task force, but feel we are at a good place as a task force. Huge thank you to the IT folks. The task force is considering a recommendation for an advisory committee that would meet once or twice a semester just to keep the lines of communication open. **Bell** added another topic discussed was broken links; web services have researched tools to help us find these broken links and we are close to a solution to help resolve this issue. **Carrasquillo** asked about the faculty department pages. **Bell** responded that **Hill/Smith** will provide training on how to set up the page but it is the responsibility of the department chair to maintain the webpage. **Martin** asked if there was clarity around on how faculty, including adjuncts, can have a web page. **Bell** responded that there is that ability. The task force has determined that there will be a standard of a department page, with core information, and the department can go above if they want to do so. **Martin** was concerned that not everyone knew about this. **Petti** offered to remind the chairs to let their faculty know. There was concern about the ability to keep adjunct pages current. **Carrasquillo** noted that some departments maintain a list of current adjuncts on their department pages. **Martin** asked if we could ask each department to maintain a current list of adjuncts for each semester.  | *Lundburg* |
| 5 | *Progress on our efforts to bring Restorative Justice lens to Miramar’s structures (to include Academic Probation, etc.) –* **Lundburg** reminded everyone that the intent is keep us moving on this. There is discussion at the District level. **Odu** added that we are working on bringing a workshop to campus.  | *Martin**/Lundburg* |
| 6 | *Coordinated and Intentional Professional Development Workgroup –* **Martin** shared that our first meeting was great. If anyone wants to be involved, please email him. We will be meeting on the 2nd and 4th Wednesdays from 11:00 am – 12:00 pm via Zoom. Centered around two big goals; 1) a physical/virtual home for this work and/or revamping the PD committee (where can this live, how do we institutionalize this, making these efforts ongoing/continuous, building on the popularity of established events, specific events at the start of each semester, having set days for follow up, community day, creating workgroups so people know where they want to go to get involved, PD committee moving in this direction) 2) creating a schedule of events (opening day mini-conference, more collaborative efforts, student-focused training, networking is very important to students, how do ensure all constituencies involved, coordinating around our theme, report our panels form conferences). Supervisors understand the importance of classified professionals attending PD as part of their workday. Re-defining/clarifying Flex credit. **Lundburg** shared that the message to release classified professionals has been sent out and reiterated but that doesn’t solve the problem. **Julian** shared that we are working on the intention around conferences this semester like for APAHE and NCORE; meeting with attendees before and after and making the connection to the equity summit.  | *Martin/**Kunst/**Lundburg* |
| 7 | *Discussion on Next Year’s Theme –* **Kunst** shared that the Classified Senate liked the idea of a two-year theme. All agreed. **Carrasquillo** motioned to adopt this year’s theme as a two-year theme. Seconded by **Petti**. The motion carried unanimously. Please communicate this to your constituency groups and think about what that looks like for next year.  | *Lundburg* |
| 8 | ***Second Read:*** *Student Success Committee –***Kunst** shared that there was some feedback from management to include the Dean of IE/IR and around the ex-officio members. **Lundburg** asked about the timeline and if it would be okay to push this second read to the April 9th meeting. **Sampaga** recalled conversations around the membership and making sure everyone felt like they were a part of the college’s mission. **Kunst** will carry this forward to the next the agenda. *Attachment:* [*Draft Student Success Committee*](https://sdmiramar.edu/sites/default/files/2024-02/draft_-_student_success_committee_-_nov_23_0.pdf)  | *Gonzales* |

1. **New Business:**

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| **#** | **Item** | **Initiator** |
| 1 | *ASG Podcast/Video Announcement –* **Martin** shared some ideas to have a web forum to host the flyers and archives of the podcast; maybe having a button on the homepage; want to pay this person, two hours a week; could be housed in student services office; want to have a rough draft of what this would look like and how it would work so we can get it going in the fall semester. He shared that the Music Club has a podcast around music events and they have a studio to do this so we could use this studio as well. **Ghotra** fully supported this idea and appreciates helping streamline communication with students. **Martin** suggested he would like the body to vote to approve the ASG Podcast, specifying a “home” as well as funding (two hours per week). **Kunst** will carry this forward to the next agenda.  | *Martin* |
| 2 | *ACCJC 2024 Annual Report –* **Miramontez** shared that the draft report was shared this morning. He noted items 5-17, which is our unduplicated headcount, have had a dip due to COVID. We have federal data on our graduation rates. Our certificates that have been awarded as well as our transfer numbers (waiting on number from the District). Licensure pass rates (for EMT). CTE data from Perkins, but there is a lag. Don’t have data from the most recent two years and cannot set a benchmark/floor. Would note this in the “other information” section of the report. The next steps would be to populate and submit. **Odu** asked if this is shared with the college community. **Miramontez** responded yes, it is posted to our Accreditation web page. **Odu** asked if we have a conversation as a college. **Estrada-Howell** responded that we do have a conversation on the CTE side of things. We sit down with everyone who applies for Perkins funds and talk about the data and goals but it has been challenging because of the lag. She felt it would be great to have this conversation college-wide. **Carrasquillo** asked about the certificates. **Miramontez** responded that is the certificate of completion only. *Attachment:* [*Report Template*](https://sdmiramar.edu/sites/default/files/2024-03/accjc_2024_annual-report-template.pdf)*;* [*Data for Draft Report*](https://sdmiramar.edu/sites/default/files/2024-03/2024_accjc_annual_report_data_college_council_draft_03.12.24.xlsx) | *Miramontez* |

1. **Action Items:**
* **Petti** offered to remind chairs to let their faculty know that they have the ability to create a faculty web page. There are tutorials and resources available on the Technology Services webpage.
* Approved this year’s theme as a next year’s theme (a two-year theme). Please communicate this to your respective constituencies.
* **Kunst** will carry forward “Second Read: Student Success Committee” to the April 9th agenda.
* **Kunst** will carry forward “ASG Podcast/Video Announcement” to the April 9th agenda.
1. **Announcements:**
* The Planning Summit is this Friday. Breakfast is at 8:30 am and the program starts at 9:00 am, in front of the LLRC building.
* The on-campus Board of Trustees meeting is Thursday at 4:00 pm in L-105. Wear your campus theme t-shirt!
* Community Day is April 5th, more information about the workshops went out, including one on Restorative Practices with Dr. Dan Stacy. Dr. Darla Cooper is also confirmed.
1. **Adjourn:** The meeting adjourned at 2:27 pm.
2. **Next Scheduled Meeting:** Tuesday, April 9th from 1:00 pm – 2:30 pm in L-108/Zoom

**Link to recording:** [https://sdccd-edu.zoom.us/rec/share/8ljpKI9CjWg1HLhb4pfGxa\_WHrcf2zVxk4S98KQrhhkiQb9m4DmIzCysFVCU-6EF.0Yivb2U37m8CccuZ](https://urldefense.com/v3/__https%3A/sdccd-edu.zoom.us/rec/share/8ljpKI9CjWg1HLhb4pfGxa_WHrcf2zVxk4S98KQrhhkiQb9m4DmIzCysFVCU-6EF.0Yivb2U37m8CccuZ__;!!PwqFijg!pKJtNV2VFFfwrV0Nc--H7mOlySctv8uUdhf1Z0bZnxyn4ZP4kG7EnKAcMUuMCdj82MQLlAdvnLxDtJsI_Q$)