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College Council Meeting Minutes

San Diego Miramar College

8/27/24 • M-110/[Zoom](#) • 1:00 pm – 2:30 pm

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

Co-Chair: Pablo Martin, Constituency member from faculty, classified professionals, or students.

Committee Members:

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: Hailey Hua
Vice President of Student Services: Adrian Gonzales	Classified Senate Vice President: Carol Sampaga	Academic Senate Vice President, or President Elect: Carmen Carrasquillo	Designee: X Ruiz
Vice President of Administrative Services: Brett Bell (proxy: Daniel Miramontez)	Classified Senate, Senator At-Large: Vacant	Chair of Chairs: Kevin Petti	Designee: Vacant
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, Cheryl Barnard, Patti Manley, Dan Igou, Lisa Cole-Jones, Jeanette Moore, Jereme Umali, Dawn Diskin, Jackie Hester, Laura Pencenco, Maylea Caro

2024-2025 Theme: *Cultivating Community: Making the invisible, visible.*

- A. Call to Order** – The meeting was called to order at 1:02 pm.
- B. Approval of Agenda and Minutes** – **Petti** made a motion to approve the 5-28-24 meeting minutes. Seconded by **Carrasquillo**. There was no discussion. There were 9 yay votes, 0 nay votes, and 1 absention. The motion carried. **Kunst** made a motion to approve the 8-27-24 meeting agenda. Seconded by **Martin**. There was no discussion. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried unanimously.
- C. Public Comment** – There was no public comment.
- D. Committee Reports/Other (2-3 minutes)**
 - **President's Report** – **Lundburg** shared that single sign-on was discussed at Chancellor's Cabinet this morning. It is widely anticipated that this will be a repeat problem. We focused on how we can address this and Chancellor Smith suggested hiring student workers to assist. He invited input by email. **Moore** shared that she had a NANCe review single sign-on information to familiarize themselves and they suggested that they could do this if trained. She was glad to hear this as a suggestion and fully supported it. **Lundburg** continued and shared information regarding Employee Residency – There are some district employees living out of state and there are possible ramifications to this (i.e. taxes). If temporarily out of state, not an issue. He wanted to pass this information along. The address on file with HR needs to be accurate. **Martin** shared that he thought there was a policy for faculty. **Lundburg will look into the policy.** Lundburg reported on AP 7211 – Equivalency and Minimum Quals were reviewed and are going to DGC. He encouraged the faculty to take a look. He raised many concerns. **He and Martin will touch base offline.** Another topic that was discussed was Election Related Disruptions – there is a potentially contentious election coming up. We are discussing what we can have in place to ensure safety and protected rights. We anticipate an increase in police presence during the voting ballots on campus. **Manly** shared that

sometimes a viewing party is coordinated. **Lundburg** responded that he is fully supportive but would like to know when so we can be prepared. Lastly, **Lundburg** reported on Enrollment – last week, headcount was up by 29% compared to last year. We expected to see a drop, and are now up 13%, FTES is 3,461, and headcount 13,622 (for Fall Semester). **Petti** asked if you would say FTES has exceeded pre-COVID numbers. **Odu** responded yes, but with caution, we are close. **Lundburg** shared that he continues to advocate for staffing, as this puts a burden on our people.

- **AS Report** – There was no report.
- **CS Report – Kunst** shared that elections wrapped up in mid-June. She shared the results. President: Malia Kunst. Treasurer: Meredith McGill. Senator at-Large: Bill Pacheco. Area Senators: Adiran Acain, Adam Vincej, Rachel Halligan, and Arnice Neff. There was one resignation for Senator at-Large so a special election will take place. We also hosted an orientation earlier this month. The first meeting is next week.
- **ASG Report** – Hua shared that ASG had their first meeting. We are accepting applications for positions, which are due next week. We are looking forward to upcoming events and how we can work together.
- **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> – Julian shared that the LEAD office welcomed Viki Eagle (Direct of NASSSP) and Elias Lopez (Admin. Tech.) and she will make introductions. AANPHI learning co-hort has 20 students; orientation meeting last week went well. NASSSP – hosting welcome for our students. We have expanded our definition and thus have a much larger list of students that identify with this group. We have outreached to 600 students. Working on program plan due to state on September 3 rd ; will present at College Council soon. The Equity Summit is October 4 th . Speaker is Dr. Kevin Nadal. Let her know if you want to help with the planning. Latinx Heritage month, lots of events. IDEA or LEAD will send form out to campus if hosting event to collect information, prepare flyer, work with our PIO and District PIO. Black Student Success – retreat two weeks ago; reviewed goals and directions. At each campus, gathering names to invite to meetings. Student Profiles project – banners are going up around compass point on Friday and they will also be featured on the website. Banners will include heritage months as well. Student Equity plan – closing up on our recent plan and developing our next one. She will be reaching out to the groups for each metric. IDEA committee hosted retreat last week to talk about goals and vision and how we can work together. Second cohort of CREATE. Opportunity for faculty. 12 signed up. Reach out to her or Stefanie Johnson Shipman if you are interested. Kaleidoscope – preliminary meeting with design team today; once we have more information on that we will include all the groups. Welcome Reception for Viki Eagle on Thursday at 12:30 pm. Lundburg thanked Julian for her work.	<i>Julian</i>
2	<i>Grants & Initiatives Subcommittee (standing item)</i> – There was no report.	<i>Bell</i>
3	<i>Restorative Practices (standing item)</i> – Lundburg shared that we have adopted this as a campus and having this as a standing item, here, will help keep the conversation at the forefront. Penceno shared that she and Moore will meet with Lundburg this week to review the proposal. Last semester, we did a Restorative Practices community of inquiry; want to transition this to a community of practice. Over the summer, received books for the restorative library. More to come. Moore thanked Lundburg for his support. We are excited about this. We are looking to integrate the campus theme into this proposal as well. We will also be working with the LEAD office and Viki Eagle. This just started, the first phases of it, want to run by Lundburg and put the workgroup together. Moore added that she loved the mixer at JJS and was one example of what we are doing to build community. Umali shared that he has experience with Restorative Practices at the K-12 level and asked about what other spaces there be that we can talk about this or for him to get involved. Moore responded that this will be a very slow roll out and there will be other spaces and welcomed him to join. Lundburg thanked Moore and Penceno for their work and leadership. He thanked Umali for attending this meeting and lending his expertise.	<i>Martin /Lundburg</i>
4	<i>Website Advisory Committee (standing item)</i> – Lundburg and Kunst shared that the first Website Advisory Committee meeting is next week. We heard an update from Julian on the student profiles project. Kunst shared that the College Initiatives page is now live. She will send out the link. Both of these were recommendations from the Website Review Taskforce. Parleman shared that she was trying to help a student with the Single Sign-on issue and ran into broken links. She did a quick spot check and ran across many broken or partially broken links. This is not a hard thing to do but it is a tedious thing to do and we have	<i>Lundburg/ Martin/ Parelan</i>

<p>a small IT department. How do we get ourselves to a better place and prevent it from becoming a problem again? She also shared that many of the nearly 800 broken links shared with the Website Advisory Committee have yet to be addressed. Lundburg responded we have to keep plugging along and keep bringing it forward. He thanked her for bringing this up. It will be on the Website Advisory Committee agenda next week. Manley asked if others can receive the report. Lundburg, yes, and they will have to, since the IT team are not the content editors. Sampaga noticed a broken link on the class notes section on the class schedule since this was the old way for stuents to access course materials before Single Sign-on. Her office has to do their due diligence to check those comments and make sure there are no broken links. Moore added that it has a domino effect; we have to make sure we are checking links everywhere. Manley noted that this happens on the District website too. Moore suggested that it would be advantageous to IT to send out an ask to stakeholders and ask if they see any issues, impact, etc. This ensures communication and avoids silos. This is also a restorative practice. Lastly, Martin shared that faculty have to request the “important docs” section be published on their faculty webpage. He didn’t know these documents weren’t visible and reached out to Bill Smith to activate the feature. He was wondering if there was a way to change the default. This will be brought forward to the Website Advisory Committee next week.</p>	
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F. New Business:

#	Item	Initiator
1	<p><i>College Council Charge & Membership</i> Attachment: College Council Handbook Pages Lundburg reviewed the membership structure for College Council at the beginning of the meeting. He serves as the co-chair, in a non-voting capacity. The other co-chair rotates among the constituency leaders and this year, A.S. President, Pablo Martin, is serving in this capacity. The alternates are in place to step up, should that member of the constituency not be able to attend. This ensures we achieve quorum at each meeting. Due to time, he encouraged everyone to click the link above to review the College Governance Handbook pages for College Council. There have not been any changes.</p>	<p><i>Lundburg/ Martin/Kunst</i></p>
2	<p><i>Student Success Committee Update</i> – Gonzales shared that we are still populating the committee. Once we have that, we will determine a meeting time. The times mentioned were Tuesdays at 1:30 pm (the old Guided Pathways Steering Committee meeting time) or Wednesdays at 3:00 pm (the old Student Services Committee meeting time). The plan is to poll the committee for the best time to meet. Carrasquillo will send Gonzales faculty names tomorrow. Kunst/Sampaga will send Classified names. Kunst will send Hua compiled list of committees that need students with descriptions.</p>	<p><i>Gonzales</i></p>
3	<p><i>Update on Weekly Video Project (“Podcast”)</i> – Lundburg asked if we can drop the name “podcast.” Podcast refers to a different platform, format, software, etc. Martin confirmed. He also wanted to see where we were at on this project. It is a big lift, with lots of moving parts. Kunst shared that Quis was not able to attend today but she does have an update from him to read out.</p> <p>“The first video debuted on June 4th, 2024, and was posted to the college’s social media channels (Twitter/X, Instagram, Facebook, Threads, and Tik Tok). The second video posted on June 11th, 2024. He met with the district to learn how to post to Canvas pages. He was granted access to do so when the new academic year began. The third video ran on June 17th, 2024. The videos stopped for a month and resumed on July 26th, 2024. The fifth video posted on August 8th, 2024 and previewed Jets Jump Start. There was no video leading up to the start of school. Another video posted on August 20th featured the Welcome Back Fair. So far the 7 weekly videos have produced 4,424 views on Tik Tok. That is hwere they are really getting the most engagement. The first video debuted with 165 views, while the top reached 802 mid-summer. We are averaging 600 per video. On Instagram, the vedoes are averaging 50 likes, which exceeds are normal post average. YouTube views are very low (to be expected). Not much Twitter/X traction and on Facenook there have been 940 plays, an average of about 140 plays per video. Our top Facebook video of the summer had 363 plays (Juneteenth Flag raising). The PIO Office wants to get in a flow with the videos, whereby we could count on one each week, before we moved forward with phase 2, which would a single clearing house web page that hosts flyers and such.”</p>	<p><i>Martin</i></p>
4	<p><i>Major Campus Events Calendar</i> Attachment: Miramar 2024-2025 Major Events DRAFT2 Kunst shared that she has put together a Majoy Annual Events calendar. This is a draft/working document. Where it says tentative or is marked with an asterisk it is subject to change, but for the most part these dates are firm. Typically, the Chancellor’s Office reaches out to coordinate dates. She has expanded this out to</p>	<p><i>Lundburg/Kunst</i></p>

	<p>more of our celebration events too. At the bottom of the document are the Celebrations usually held in May. Most of these are tentative or there is no information yet. So as this information is confirmed, if people could let her know that way we have it on this document. It helps to keep track of the events. President Lundburg, and the Vice Presidents, receive requests to speak at each of these events so this also ensures there is no or minimum overlap. There was also a request to avoid planning events the two days before/leading up to Commencement (May 14th & 15th) to help out facilities folks (and AV!). Kunst will send this out.</p>	
5	<p><i>Invest in Success</i> Attachment: Save the Date</p> <p>Cole-Jones shared that Invest in Success will be <u>Saturday, October 26th from 4:00 pm – 8:00 pm at Bali Hai.</u> She encouraged everyone to attend. Provided new sponsorship opportunities this year. We have about \$10,000 in sponsorships right now. There is a matching opportunity. Anonymous donor came forward and offered to match all donations from end of July to December. Not just for Invest in Success, but for everything. All donations will be matched up to \$50K. Please help spread dthe word. Feel free to connect her to anyone with a warm introduction. Silent Auction was 25% of our revenue last year. Pres. Office is working on silent auction items from local museums, businesses, etc. but the experiences are event better. If you know anyone with a time share or vacation rentals or anything, let her know. Lundburg asked about student tickets. Cole-Jones responded we will have student tickets available, but the “how” will discussed at the next foundation board meeting. Lundburg added that payroll deductions count too (even temporarily).</p>	Lundburg/ Cole-Jones
6	<p><i>On-campus Board of Trustees Meeting</i> – Kunst shared that the On-Campus Board of Trustees Meeting usually takes place in March. She is projecting March 13th, 2025 as the date, but will no for certain when the Board office reaches out in the next few months. She asked Constituency Leaders to appoint 2 people from their bodies for the workgroup by the end of September. This will allow the workgroup to meeting a few times this semester.</p>	Lundburg/Kunst
7	<p><i>Instructional Re-organization</i> Attachment: Instructional Re-org (April 2024)</p> <p>Odu shared that the re-org was approved in April. We established a new School of Academic Services. He reviewed the new org chart (linked below). He is hoping this new school will help move these programs forward. We added three funded positions, including a Dean (N. Julian will co-chair), dean’s assistant, and a lab tech. Martin asked about the ILT. Odu responded they will help with coordination components. The new dean should be coming on in the spring (hopefully Jan 2nd but as soon as possible) and they will be hiring their new assistant. Lundburg thanked Odu for his leadership. Odu thanked Martin and the faculty for their participation.</p>	Odu/Lundburg
8	<p>First Read: 2024-2027 Program Review Outcomes Assessment Functional Plan Attachment: 2024-2027 PROA Functional Plan</p> <p>Manley shared that we have a three-year cycle. Over the next three years, we are focusing on infusing DEI and Equity and disaggregating data. Continuous process for quality improvement. This is a first read and will go out to all the constituencies for review, and then back here for approval.</p>	Lundburg (Manley/ Miramontez)
9	<p><i>Update on Chairs Committee Concerns per the New Anonymous Screening Process</i> Attachment: Chair Notes Anonymous Hiring</p> <p>Petti shared that at the end of last semester, the chairs met and discussed the anonymous screening process. He solicited feedback from all the chairs. He would like to get back to the Chairs committee with updates. They meet the third Thursday of the month. Lundburg shared that he received the concerns, reviewed them, and sent the document to HR. He discussed with HR in early and mid-summer. He will follow up again and report back. Petti suggested we compile a document of things that may change or won’t change so we know.</p>	Martin
10	<p><i>How can we address concerns about some pockets of Miramar continuing to be a “hostile workplace” and putting needed actions in place to create a “community of care” and “Miramar Love”?</i> – Martin shared that Employee Relations is trying to improve its processes. He also noted that Miramar leadership has encouraged people to put things in writing. Provides a record of the things that folks are experiencing. Martin will send Kunst the information. Maxient will expand from discrimination complaints to all complaints. Lundburg thanked Martin for bringing this forward; it is very important. Culture change is happening but it is slow. People bring things to the president but without documentation, his hands are tied. Moore added that this is where restorative practices come in as well.</p>	Martin
11	<p><i>Miramar’s Enrollment – discuss the fact that Miramar is under-budgeted for going over our projected FTES (107%)</i> – Martin brought this forward as an opportunity to discuss and learn more. Odu shared that we have the students, we have the classes, and we are adding more classes. He would love to have the FTEF that City is not using, but we don’t have all the support services that they do nor the staffing. Studnets are coming to</p>	Martin

G. Action Items:

- **Lundburg** will look into the “employee residency” policy.
- **Lundburg** and **Martin** will touch base offline regarding AP 7211.
- **Kunst** will send out the link to College Initiatives page.
- **Carrasquillo** will send **Gonzales** faculty names tomorrow for the Student Success Committee.
- **Kunst/Sampaga** will send Classified names for Student Success Committee.
- **Kunst** will send **Hua** compiled list of committees that need students with descriptions.
- **Kunst** will send the Major Annual Events Calendar.
- **Constituency Leaders (A.S., CSEN, and ASG)** will appoint 2 people from their bodies for the On-Campus Board of trustees workgroup by the end of September.
- **Constituency Leaders (A.S., CSEN, and ASG)** will take the PROA Functional Plan to their respective bodies for review, and then it will come back to College Council for approval.
- **Lundburg** will follow up on Anonymous Screening pilot concerns and report back.
- **Martin** will send **Kunst** the information for Employee Relations reporting process.

H. Announcements: Welcome Fest tomorrow at 12:30 pm.

I. Adjourn: The meeting adjourned at 2:35 pm.

J. Next Scheduled Meeting: Tuesday, September 10th from 1:00 pm – 2:30 pm in M-110/Zoom

Link to recording: https://sdccd-edu.zoom.us/rec/share/XBExuJRZq77aQ5TD0YD1_fjHdryzNN-TrN-TNduIIGUjPflNKb48D4d3jiiP8TkZ.Er48x7dYmomz43gi