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College Council Meeting Minutes

San Diego Miramar College

9/10/24 • M-110/[Zoom](#) • 1:00 pm – 2:30 pm

Co-Chair: Wesley Lundburg (**absent**), 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 (proxy: Carmen Carrasquillo)	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	Classified Senate, Senator At-Large: Vacant	Chair of Chairs: Kevin Petti	Designee: Sindu 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, Cheryl Barnard, Lisa Cole-Jones, Linda Woods, Claudia Estrada-Howell, Laura Pecenco

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

- A. **Call to Order** – The meeting was called to order at 1:03 pm.
- B. **Approval of Agenda and Minutes** – **Sampaga** made a motion to approve the 9-10-24 agenda and 9-3-24 minutes. Seconded by **Carrasquillo**. There was no discussion. There were 11 yay votes, 0 nay votes, and 0 abstentions. The motion carried unanimously.
- C. **Public Comment** – **Carrasquillo** shared that there are projectors in classrooms that are affecting faculty. Carols Pelayo, in AV, has been great. He put a temporary projector in there and has requested quotes. She asked if we can we move a working projector from I building (I-127) into L building (L-309)? **Bell will follow up.**
- D. **Committee Reports/Other (2-3 minutes)**
 - **President's Report – Gonzales (for Lundburg)** shared that FASFA issues have been resolved at federal level. District is working on getting money out to our students now. First disbursement went out of Friday. Productivity across the District is up. We are almost at 15 (14.9), which is unprecedented. The 8-wk courses have the highest productivity. **Petti** asked about the productivity for City and Mesa. **Bell** responded City was at 13.6 and Mesa was at 15.6. We are at 15.
 - **AS Report – Carrasquillo (for Pablo)** shared that A.S. is collecting faculty feedback on 2024-2027 PROA Functional Plan. A vote will be next month. Updated language on public comments, do we want to add language to the code of conduct or our constitution? A.S. Doantion to Miramar Community Day (\$100). Distance Ed Experience Survey – findings show a preference for online classes.
 - **CS Report – Kunst** shared that the first meeting was last week. We had our first read of the 2024-2027 PROA Functional plan. The 2024-2025 Election Results were ratified. We have one vacancy for a Senator at-Large role and will do a special election soon. We are still making appointments to shared governance committees. Another call will go out this week. We are planning for the installation of Sam Shooshtary's brick in Leave a Legacy Plaza.
 - **ASG Report – Hua** shared that ASG has elected all members. ASG is appointing members to

committees. ASG will donate a basket to Invest in Success. ASG members are now hosting office hours to be available to students.

- **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 her office has been contacted by the Audio Technology program to co-host on an Equity/DEI conference in the Spring. We are working on planning this out. We are also representing Miramar. The Center of Excellence is hosting an award ceremony for Community Colleges Equitable Employer award. The first advisory committee met today and went over the criteria. Black Student Success workgroup – working on how we support our black students and black employees. Mixer on 10/17. Equity Summit on October 4 th – flyer went out, about 60 RSVPs. Latinx Heritage month kicks off next week. Flyer of events will go out on Thursday. CREATE cohort 2 kicks off this week. A lot of changes to format, but excited. Receiving additional \$10k for AANAPHI. NASSSP Director is working on supporting student club and reviewing applications for cohort program. She is also connecting with local bands. COLEGAS Conference is coming up next month. If anyone is interested in attending, reach out to Julian (may have money set aside). DEIA Institute in Irvine, CA. One spot left. LEAD Office will cover the costs. LEAD is now temporarily relocated in K1-308 (previously career center). Equity plan template will be released in November; means we will have a year to work on it. Reaching out to different constituency groups. Reviewing previous plan and will get to work on this one.	<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> – Pecenco shared that she and Moore met with Lundburg on 8/29. Lundburg will be taking the proposal to Executive Cabinet for feedback. They are developing a timeline and budget for this year. A Community of Practices is coming up and will be focused on Restorative Practices. We hope to have more of a deep dive into the action part of the proposal, where we look at having a core group of individuals well versed in Restorative Practices that will be available, as resources, to the campus community.	<i>Pecenco/ Moore</i>
4	<i>Website Advisory Committee (standing item)</i> – Bell shared that the taskforce is transitioning to a advisory committee that will meet less frequently. We are creating a charter for the advisory committee. He shared that Student Profiles are up on webpage. The home page will switch focus from “Enrollment” to “Student Services.” The broken links on website issue was discussed. There are two ways to address this. As of today, on-page link checking has been established. It runs to automatically check links on our website. Broken links are primary responsibility of content authors/editors, not web services. Please check your links. This tool can be used to help.	<i>Lundburg</i>
5	Second Read: 2024-2027 Program Review Outcomes Assessment Functional Plan – Constituencies are still in review. This is a placeholder. Attachment: 2024-2027 PROA Functional Plan	<i>Lundburg (Manley/ Miramontez)</i>

F. New Business:

#	Item	Initiator
1	<i>Anonymous Screening Process</i> – Gonzales shared that Lundburg and Martin are not present but we will sunshine this item today and carry forward to our next agenda. Kunst shared that at the previous meeting, we discussed the Chairs concerns on the Anonymous Screening Process pilot. This sparked a discussion on how we can collect feedback. We are looking for ideas on how we can do that. Another idea was creating a timeline document that shows when changes were made. This may help people to see when an issue was fixed or if it is still an issue. Other suggestions: Group into categories and provide feedback in that way; a combination of the two. Standard/important items with questions. Opportunity for open-ended responses. Section for anomalies or one-offs (i.e. person steps off committee because someone disclosed they applied). Explore submission of a questionnaire in conjunction with employment recommendation form. Bell would like to be involved and would like Jenelle Castillejos involved as well. Petti asked Kunst if she could nudge Lundburg on providing a response/follow up from HR on the Chairs Concerns. The Chairs meet next Thursday and he’d like to provide an update.	<i>Lundburg/Kunst/ Martin</i>
2	<i>Explore How We can hear updates or reports from committees</i> – Gonzales shared that Martin is not present but Kunst will sunshine this item today and we will carry it forward to our next agenda. Kunst shared that this has come up within the Participatory Governance Academy (PGA) group (Martin , Kunst , Carrasquillo , and	<i>Kunst/Martin</i>

Sampaga) over the last year or so. College Council is the “top” committee in the decision-making structure and all committees report to College Council. We want to make sure we hear from committees on the work they are doing or want to do and their accomplishments. **Gonzales** shared that at a previous college, committees submitted a summary once a semester of what is happening, what they were working on, accomplishments, etc. **Carrasquillo** suggested a webpage with a form. A.S. is trying to do the same. **Odu** reminded everyone that “All are welcome to attend.” He suggested we ask committees to, once a semester, submit a report, and we read out. **Carrasquillo** thanked **Odu** for mentioning that “all are welcome to attend” and wants to make sure we are encouraging adjunct faculty. She noted that some adjuncts received push back. **Miramontez** recalled doing an accomplishments document at the end of each year in the past. **Gonzales** responded that some people may want to be involved and it is good to have reports mid-semester so folks can hear what they are working on and get involved if they want to. Overall he liked the idea. Also shows the need for a deeper training for the chairs (“How to utilize College Council”).

G. Action Items:

- **Bell** will follow up on moving projector from I-127 to L-309.
- **Lundburg** will bring Restorative Practices proposal to Executive Cabinet for feedback.
- **Kunst** will carry forward “Anonymous Screening Process – Developing feedback mechanism for 2024-2025 searches” to the next agenda.
- **Kunst** will follow up with **Lundburg** on providing a response on “Chairs Concerns with Anonymous Screening” before the next Chairs meeting.
- **Kunst** will carry forward “Explore How We Can Hear Updates or Reports from Committees” to the next agenda.

H. Announcements:

- Black Professionals Day – Friday, September 20th from 8:30 am – 2:30 pm at City College
- Community Day – Friday, September 13th from 10:00 am – 1:00 pm on Compass Point

I. Adjourn: 1:38 pm

J. Next Scheduled Meeting: Tuesday, September 24th from 1:00 pm – 2:30 pm in M-110/Zoom

Link to recording: https://sdccd-edu.zoom.us/rec/share/uiJ1ZOVH_Sxrc7CEs-bRpqomuJex6yYE7C_Lu-duZtDkdtpiG5H40ZhrJSvQpk3N.oBDkhUsH6ekrmd7y