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College Council Meeting Minutes

San Diego Miramar College

5/28/24 • L-108/[Zoom](#) • 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:

Administrators (3)	Classified Professionals (3)	Faculty (3)	Students (3)
Vice President of Instructional Services: Michael Odu (proxy: Daniel Miramontez)	Classified Senate President: Malia Kunst	Academic Senate President: Pablo Martin (proxy: Carmen Carrasquillo)	ASG President: Saigeldeep Ghotra (Proxy: Claudio Nevels)
Vice President of Student Services: Adrian Gonzales (no proxy)	Classified Senate Vice President: Carol Sampaga (proxy: Malia Kunst)	Academic Senate Vice President, or President Elect: Carmen Carrasquillo	Designee: Hailey Hua (no proxy)
Vice President of Administrative Services: Brett Bell	Classified Senate, Senator At-Large: Vacant	Chair of Chairs: Kevin Petti	Designee: Sindhu Narasimha (no proxy)
Alternates (1): Daniel Miramontez	Alternates (1): Vacant	Alternates (1): Vacant	Alternates (1): Neal Ruiz

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

Guests: Nessa Julian (absent), Cheryl Barnard (absent), Linda Woods, Lisa Cole-Jones, Laura Pecenco

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

- A. **Call to Order** – The meeting was called to order at 1:06 pm. The meeting did not meet quorum (missing one student representative/proxy). Quorum achieved at 1:20 pm.
- B. **Approval of Agenda and Minutes** – **Carrasquillo** made a motion to approve the 5-28-24 meeting agenda and the 5-14-24 meeting minutes. Seconded **Petti**. There were 8 yay votes, 0 nay votes, and 1 absention. The motion Carried.
- C. **Public Comment** – **Carrasquillo** shared the first printed copy of “Community Voices,” which is a collection of poetry, photography, etc.
- D. **Committee Reports/Other (2-3 minutes)**
 - **President’s Report** – **Lundburg** shared that there was no Chancellor’s Cabinet today. October 18th – 20th there will be network security upgrades. Reminder to be cautious of phishing emails; sometimes these are a way through the firewall. New CAM coming; additional funds are anticipated, don’t have numbers yet but they could be used for staffing or other needs through the BRDS process. Conversations will start in the fall. Continue work on anonymous screening. **He will follow up with HR next week.** He shared that he is seeing a positive difference. We will continue to make this better and better.
 - **AS Report** – **Carrasquillo** shared that **Martin** is at NCORE. There is not much to report since the last senate meeting.
 - **CS Report** – **Kunst** shared that the Awards Ceremony and Year-End Carnival is tomorrow. Elections are underway.
 - **ASG Report** – **Ruiz** shared that the ASG held a retreat for incoming and outgoing leadership last week.
 - **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> There was no report.	Julian
2	<i>Accreditation (Standing item)</i> Miramontez shared that next week, the commission is making a ruling on out status. Also, he is submitting substantive change request for distance education next week.	Miramontez/ Palma-Sanft
3	<i>Grants & Initiatives Subcommittee</i> There was no report.	Bell
4	<i>Website Review Taskforce (standing item)</i> There was no report. Next meeting is in September.	Lundburg
5	<i>Progress on our efforts to bring Restorative Practices and Restorative Justice to Miramar</i> Lundburg shared that there is no significant update at this time but we are looking at bringing Dr. Dan Stacy back in the Fall.	Martin /Lundburg
6	<i>Coordinated and Intentional Professional Development Workgroup</i> Attachment: CIPD Recommendations for CC S24 Pecenco shared that PDC agreed to review committee membership at the first meeting of the semester, explore adding the appropriate administrator to the committee by position, and agreed to discuss adding an adjunct representative. PDC will explore the recommendation of how the committee is organized. Updates on badging; met with Jhelen Ramirez (District PD Office) and Martin to explore the use of the Vision Resource Center. Still need to have separate flex system for tracking purposes. PD Data will be part of the subgroups. Do a needs assessment. Received approval to up funding amount from \$1,000 to \$1,200. Approved by A.S. Will post to website. Strong relationship with District PD office. PD Coordinator retreat this summer.	Pecenco
7	Second Read: Spring 2024 CGH Change Requests Attachment: Spring 2024 CGH Change Request Summary Lundburg shared that this is here for a second read and approval. There was no discussion. Carrasquillo made a motion to approve the spring 2024 College Governance Handbook Change Requests. Seconded by Petti . There were 8 yay votes, 0 nay votes, and 1 abstention. <u>The motion Carried.</u> Petti asked about next steps. Kunst will incorporate all the changes into the handbook, post it to the College Website, and send an announcement to the DL.	Kunst
8	Placeholder: 2024-2027 Program Review Outcomes Assessment Functional Plan Attachment: 2024-2027 PROA Functional Plan Kunst shared that we will approve in the fall the PROA Functional Plan, after constituent review. This is a placeholder so we don't lose track.	Miramontez

F. New Business:

#	Item	Initiator
1	Action: 2024-2025 College Council Co-chair Kunst shared that Martin confirmed he is happy to serve in this capacity. Carrasquillo made a motion to nominate and vote for Pablo Martin has the co-chair for next year. Seconded by Petti . There were 9 yay votes, 0 nay votes, and 0 absentions. <u>The motion carried.</u> The co-chair for 2025-2026 will be from the classified constituency.	Lundburg
2	<i>Chairs Committee Concerns per the New Anonymous Screening Process</i> Attachment: Chair Notes Announyomous Hiring Lundburg had to step out. He noted that he will be working with HR to address the concerns outlined in the attached document. Lundburg will respond to Petti's email as soon as possible. Petti shared that the feedback ranged, the extreme being abandoning anonymous screening all together and that there was still the need to see the universities and transcripts. Petti shared that he is open to Lundburg attending a Chairs meeting in the fall to address the concerns directly. Bell asked if there was room to emphasize that this is an interative process. Petti confirmed. He strongly recommened doing a survey of those who have participated. Bell will carry this forward to Lundburg. Bell asked Petti to pass along thanks and appreciation to the Chairs for sharing their feedback. Carrasquillo asked about the use of an AI tool for redaction. Bell responded that it is more of a software package which allows us to set specific parameters. The use of AI to answer supplemental questions/within the application process requires broader conversation.	Petti
3	<i>Podcast Update</i> Ruiz shared that he sat down with Lundburg, Quis, and Martin to iron out the details of the podcast.	Ruiz

	Discussed the intentionality of this and it's name. The intention is to get folks the information that they needed; something along the lines of "weekly announcements" for faculty to share in their classrooms. More to come as he meets with Lundburg and Quis. He anticipates it launching late summer.	
4	<p><i>Participatory Governance Committee Memberships</i></p> <p>Carrasquillo called this presentation "Opportunities." If you are the chair of a committee, you have been receiving emails from her regarding committee membership and term limits. Reminder that the first meeting of the academic year, each committee should be reviewing the committee purpose, membership, and term limits. Please let her (or Kunst) know of any changes to membership, terms, meeting times, etc. Open up the door for communication. If changes are made, please follow the CGH Change Process. A reminder that the School of PRIELT no longer exists, language will be removed from the handbook. Committees are especially encouraged to review their membership structure to determine respresentation needs from the Library/ASC and/or Research Office. Reviewed language surrounding proxies and attendance. Second term appointment language. She reviewed the Committee on Committees process and noted that there is a NEW form.</p>	<i>Carrasquillo</i>
5	<p><i>NISOD Regional Workshop</i></p> <p>Pecenco shared that she ran into a conundrum at the last PDC meeting. It was recommended to her that she bring the issue here. She was asked to come up with a recommendation on how to use unused funds. Money is usually returned to AFT at the end of the year. AFT has approved the use of remaining funds for PD related expenses like books or licenses. She wrote up a proposal and turned it into PDC, however, since learned that only the Bookstore can purchase licenses but purchasing deadlines have passed/Bookstore is unable to do.. Any ideas on how to get around this issue? For this year, diverted funds to a number of different book projects. Bell confirmed that purchasing deadlines have passed and we should plan around this in the future. He recommended that this go back to PDC, and come up with a recommendation. College Council can answer specific questions, should they arise. NISOD was mentioned, learned we are members, did a little digging, and seems like we could benefit from this. Kunst will be renewing the NISOD membership. She will ensure Pecenco has access.</p>	<i>Pecenco</i>

G. Action Items:

- **Lundburg** will follow up with HR on the anonymous screening process feedback.
- **Kunst** will incorporate all the CGH changes into the handbook, post it to the College Webiste, and send an announcement to the DL.
- **Lundburg** will respond to Petti's email regarding the Chairs feedback on anonymous screening.
- **Bell** will carry forward the conversation from today's meeting to Lundburg.
- **Kunst** will be renewing the NISOD membership. She will ensure **Pecenco** has access.

H. Announcements: There were no announcements.

I. Adjourn: The meeting adjourned at 1:58 pm.

J. Next Scheduled Meeting: Tuesday, August 27th from 1:00 pm – 2:30 pm in L-108/Zoom

Link to recording: Forgot to record meeting...