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## College Council Meeting Minutes

### San Diego Miramar College

9/24/24 • 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:**

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

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

**Guests:** Nessa Julian, Cheryl Barnard (**absent**), Linda Woods, Lisa Cole-Jones, Claudia Estrada-Howell, Jeanette Moore

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

- A. Call to Order** - The meeting was called to order at 1:05 pm.
- B. Approval of Agenda and Minutes** – **Petti** made a motion to approve the 9-10-24 meeting minutes. Seconded by **Martin**. There was no discussion. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried unanimously. **Martin** made a motion to approve the 9-24-24 meeting agenda. Seconded by **Ruiz**. 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 the enrollment trend. He highlighted and raised to Chancellor's Cabinet's attention, we are up by 16% in headcount and 9% FTES. This is an increase and creates a 282 gap; an influx of part-time students. Mindful that Miramar is already short-staffed and makes it hard to serve the whole student. VC Fischthal offered to look into this trend, along with Victor Divore. Budget – 13% increase in healthcare, this and salaries, will have an impact on RAF (doesn't affect step increases effective in January; this is already budgeted). Discussion on elections-related disruptions; lots to consider. Talk about having events to help prepare folks. Single sign-on: security work being done on student email (there to help detect fraud; won't impact students, if it does, let **Lundburg** know). **Moore** asked about a request from a Political Science instructor regarding an election viewing event. **Lundburg** responded that, as long as it's educational, it should be fine. He asked **Moore** to send an email with the details and he will take a look.
  - **AS Report** – **Martin** shared a few things that are coming up. Clarifying membership on Adjunct Retention committee; one at large faculty and classified member. Explored workgroup to bring Puente program to Miramar. Miramar is only one without it; seeking to change that. Made changes to the rules on public comment. Positive. Chancellor came and

spoke about the Budget and SCFF. Helpful. Department chairs concerns on anonymous screening process; others in the room shared theirs as well. ConC – lot of interest in committees. Kudos to **Carrasquillo**. Challenge in screening committees. Default pattern of identifying chairs before committee is appointed/meets, which is against HR rules. Looking into cleaning this up.

- **CS Report – Kunst** shared that the Classified Senate reviewed the PROA Function Plan, but the body decided they wanted to see all the changes and then vote to approve at the next meeting. We are still making appointments to shared governance committees; another call went out. We highlighted PIER and PROA committees. It was suggested that committee chairs make a 15-30 second video pitch for their committee. We are planning on the installation of Sam’s memorial brick in Leave a Legacy Plaza on Tuesday, October 15<sup>th</sup> at 9:30 am. A flyer will be sent out soon. We changed the date for the Classified Awards & Carnival to June 4, 2025. Our September Calendar Fundraiser is still on-going and will conclude on 9/30.
- **ASG Report – Hua** shared that ASG is continuing to grow; full senate. Elected co-chairs within ASG. Assigned Senators to PG committees. Officers are available for office hours. Identified attendees for CCCASE in October. **Martin** clarified on student appointments. **Hua** still working on a few, but most have been appointed.
- **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 this week is AANAPSI week for California. Webinar watch party today at 2:00 pm and on Friday. Pilot learning committee in concert with on-going state funds, named PEARL. Working on paired courses for Spring 2025. Organizing a trip to Delano in October; 10 students attending. Black Excellence – supported Black Professionals Day at City College last Friday. Our Career team organized an amazing fashion show. We are hosting a mixer on Thursday, October 17. Smaller workgroup that is connected to district workgroup, if you have interest in joining, let her or <b>Odu</b> know. Latinx Heritage Month – events continue. <b>Ivan Valdovinos</b> is leading the employee resource group. We would like to work with the Senate workgroup on Puente. Happy to connect (through <b>Patacsil</b> ). NASSSP – new name for student group (Native American Indigenous Student Organization; meets weekly on Friday. Great group of students. <b>Eagle</b> is building relationships with our students and the community. This Friday is California Indian Day, an email with go out to share more. Monday (9/30) wear an orange shirt. Event happening. Great way to learn more and meet the students. DEIA institute is this Thursday/Friday. Sending a team to COLEGAS conference in November. The state chancellor’s office is sponsoring a series of webinars, LEAD will host watch parties. Equity Summit is next Friday, please RSVP! There will be food. We will highlight some of our student experiences.	<i>Julian</i>
2	<i>Grants &amp; Initiatives Subcommittee (standing item)</i> There was no report.	<i>Bell</i>
3	<i>Restorative Practices (standing item)</i> <b>Moore</b> thanked the Executive Cabinet for reviewing the proposal. She and <b>Pecenco</b> will respond to the questions posed. They will connect with the LEAD office and how we can collaborate moving forward. More to come. <b>Lundburg</b> shared that the proposal was well received and appreciated the thoroughness of the plan and would like to use it as a model for others.	<i>Pecenco/ Moore</i>
4	<i>Website Advisory Committee/Group (standing item)</i> The next meeting is Wednesday, November 13, 2024.	<i>Lundburg</i>
5	<b>Second Read: 2024-2027 Program Review Outcomes Assessment Functional Plan</b> <b>Attachment: <a href="#">2024-2027 PROA Functional Plan</a></b> <b>Miramontez</b> reviewed the changes. The Classified Senate will review/approve (with changes) at 10/1 meeting. <b>Martin and Miramontez will connect about when it will be back on A.S. Agenda for approval.</b>	<i>Lundburg (Manley/ Miramontez)</i>
6	<i>Anonymous Screening Process</i> 1) <i>Developing feedback mechanism for 2024 -2025 searches</i> 2) <i>Follow up on the conversation with HR</i> 3) <i>Continued discussion on faculty concerns</i>  <b>Lundburg</b> shared that he is meeting with HR today, after this meeting. <b>He will provide an update.</b> Chancellor shared that the data is compelling; may share some preliminary data at the EEO Plan presentation on 10/1. <b>Petti</b> agreed that no one objects to the mission of this objective, but he is concerned that there was not a	<i>Lundburg/Kunst/ Martin</i>

	<p>feedback mechanism from the start. The chairs met last week; the ask is to identify a formal process for feedback. <b>Lundburg</b> shared that we are collecting data on searches, but not the user experience. <b>Petti</b> emphasized this need and invited <b>Lundburg to attend the next meeting on 10/17 at 1 pm</b>. <b>Petti</b> also urged <b>Lundburg</b> to ask HR for the redacted applications; important that he see what committees see for screening. <b>Lundburg</b> asked what feedback <b>Petti</b> was collecting. <b>Petti</b> responded anecdotally have asked, “what is your lived experience?” He felt that just because we are seeing a difference in the pools, doesn’t mean that it is this process. <b>Lundburg</b> will take this all under advisement. <b>Petti will share the feedback ideas and Lundburg will put something together to capture user input</b>. <b>Martin</b> asked if it would be helpful to have training on “how to screen a redacted pool?” maybe best practices/tips, and maybe HR can walk us through it. The largest concern is the lack of consistency. There was some discussion on the software tool and staffing in HR. <b>Kunst will carry this forward for next time</b>.</p>	
7	<p><i>Explore How We can hear updates or reports from committees</i></p> <p><b>Kunst</b> shared that we briefly discussed this topic at the last meeting, but <b>Martin</b> and <b>Lundburg</b> were not present so we carried the item forward. Ideas shared at the last meeting were: 1) Committees submit a summary once a semester of what is happening, what they were working on, accomplishments, etc. 2) a webpage with a form 3) ask committees to, once a semester, submit a report, and we read it out. <b>Martin</b> liked those ideas but thinks we should put some “teeth” to it and say “must do one of these three things (attend a meeting and share out, send an email, or send a slide), at some point.” <b>Miramontez</b> asked who committees submit the report to. <b>Kunst</b> responded College Council. <b>Bell</b> asked if subcommittees should report up through their parent committee. Do we truly want an update/report out or are we trying to foster communication and interaction? <b>Lundburg</b> wanted to clarify as well. When he started, he heard that it was mostly report outs and we didn’t want that. <b>Martin</b> responded that we want an update on what they are working on to foster communication. <b>Lundburg</b> liked the idea of a rotation, but suggested assign a date/time for each committee. He noted the zoom option as well. <b>Bell</b> supports giving updates at this committee, but perhaps, might be more useful at constituency level. For the governance structure to work properly, ensuring information is occurring at the proper location. Is there something deeper that we are looking to solve? <b>Martin</b> was in support of the broader constituency update document as one of, if no the, mandated reporting mechanisms. <b>Gonzales</b> will share Sacramento City College’s form as a starting point. The form includes a brief synopsis of what you are doing this semester. 1) goals objectives/open action items 2) closed action items 3) where do you need help 4) comments. How often should this go out? <b>Martin</b> responded the beginning of fall, mid-year, and end of the year. We can create a PDF and share out. <b>Lundburg stated that we will work on form and bring it back here</b>. <b>Miramontez</b> suggested that the communication of the form/process should come from College Council.</p>	Kunst/Martin

**F. New Business:**

#	Item	Initiator
1	<p><i>Educating the College Community about COVID/Respiratory Virus Spread Prevention</i></p> <p><b>Carrasquillo</b> shared that this is about the ways we communicate the health guidelines for COVID/Respiratory viruses. There are more people out with illness right now. There was an email from Health Services (sent on August 15, 2024) that included some guidelines, including, staying at home, no fever for 24 hours, symptoms are improving, and wear a mask. There is still uncertainty about reporting COVID. The email stated that students report COVID positive to their instructors. She asked if we have we considered more than one email, at the beginning of the semester, and using a graphic? Maybe we can have X include it in the next video? There are testing kits available, but do people know how to access them? She asked if the school deans could add it to their agendas? We should Lead by example and wear a mask more frequently. She wanted to bring it here, as there is room for improvement on how we communicate. <b>Lundburg</b> thanked <b>Carrasquillo</b> for bringing this up. <b>Gonzales</b> noted the student communication piece of this topic (Student Success Committee to discuss), but generally, seems like complacency; people have gotten used to not doing these things again. <b>We can certainly update the information and resend it to the campus</b>. The district is only asking employees to report. Students are no longer required to report. <b>Carrasquillo</b> thanked the group for the conversation. She emphasized that it’s the way we are communicating. The email was very brief and it would help to provide more information, since we are in cold and flu season now. <b>Martin</b> echoed the graphic idea. <b>Gonzales offered to update the graphics around campus too</b>.</p>	Carrasquillo

**G. Action Items:**

- **Moore** asked about a request from a Political Science instructor regarding an election viewing event.

**Lundburg** responded that, as long as it's educational, it should be fine. He asked **Moore** to send an email with the details and he will take a look.

- **Martin** and **Miramontez** will connect about when the PROA Functional plan will be back on A.S. Agenda for approval.
- **Lundburg** will provide an update on anonymous screening after his meeting with HR. **Petti** will share the feedback ideas and **Lundburg** will put something together to capture user input. **Lundburg** to attend the next chairs meeting on 10/17 at 1 pm. **Kunst** will carry this forward for next time.
- **Lundburg** stated that we will work on the committee reporting form and bring it back here.
- We can certainly update the information and resend it to the campus. **Gonzales** offered to update the graphics around campus too.

**H. Announcements:** There were no announcements.

**I. Adjourn:** The meeting adjourned at 2:26 pm.

**J. Next Scheduled Meeting:** Tuesday, October 8<sup>th</sup>, from 1:00 pm – 2:30 pm in M-110/Zoom

**Link to recording: N/A (forgot to hit record)**