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College Council Meeting Minutes

San Diego Miramar College

10/8/24 • 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 (no proxy)	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	Classified Senate, Senator At-Large: Vacant	Chair of Chairs: Kevin Petti	Designee: Blaize Fonseca
Alternates (1): Daniel Miramontez (absent)	Alternates (1): Vacant	Alternates (1): Vacant	Alternates (1): Sindhu Narasimha (absent)

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

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

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

- A. **Permission to Record Meeting – Lundburg** shared that there is conversations happening at the District-level around recorded meetings. While the District continues to explore which direction to move, it was a recommended best practice to ask permission to record the meeting, at the beginning of each meeting, the intention behind the recording, and how long it will be kept. He asked if there were any objections to this practice. There were no objections. The recording will be used for minute taking purposes and held for 6 months.
- B. **Call to Order –** The meeting was called to order at 1:01 pm.
- C. **Approval of Agenda – Carrasquillo** made a motion to approve the 10-8-24 meeting agenda. Seconded by **Gonzales**. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
- D. **Approval of Minutes – Martin** made a motion to approve the 9-24-24 meeting minutes. Seconded by **Gonzales**. There were 10 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
- E. **Public Comment – Petti** apologized to **Lundburg** for his behavior at the last meeting and extended that to everyone in the room. He thanked **Lundburg** for being gracious and allowing him the opportunity to address this. **Martin** acknowledged how important this is and thanked **Petti** for modeling this behavior. **Lundburg** echoed this, appreciate moving forward, a great example of restorative practices. **Carrasquillo** shared that the CCBA Conference is in February 2025 and asked if we are sending a team. She thinks it would be great! **Lundburg** responded that there are no plans at the moment, but would love for us to have representation. **Carrasquillo** would be interested in attending. **Lundburg will follow up. Estada-Howell offered to reach out to paralegal for their interest in attending.**
- F. **Committee Reports/Other (2-3 minutes)**
 - **President's Report – Lundburg** shared that there is a good feeling in the State Chancellor's office that we will receive full funding for FTES. Talk about distribution list for emails; [discussing approval process](#). Five people will be campus moderators and approve messages

sent to the DL. **Kunst will attach the document to the minutes for this meeting.** Bond measure HH is trending well, good chance this will go through. There will be an ad at the Padres game tomorrow! **Bell** stated that the bond is a significant activity for the college. He asked if College Council is interested in a high-level overview of the facilities master plan. The document has been board approved, so we can't make changes, but how we implement is up to us. We can focus on that phase. All agreed. **Bell will add to an upcoming agenda.**

- **AS Report – Martin** shared that the body approved support for the Puente Program. Contingent (adjunct) faculty – submitted language to update their charge and the constitution/bylaws. Added a standing item for Curriculum – lot's of important work happening with common course numbering. District Emerging Technology team shared upcoming developments as well.
- **CS Report – Kunst** shared that the Classified Senate has approved the PROA Functional Plan for 2024-2027. We are continuing to make appointments to shared governance committees. We are tentatively planning the installation of Sam's brick in Leave a Legacy Plaza for 10/15 at 9:30 am, pending the completion of the fountain's maintenance. We just wrapped our September Fundraiser and happy to share \$430 was raised for our annual carnival. Lastly, the Classified Senate is discussing our adherence to the Brown Act and recorded meetings and defining equity and professional development.
- **ASG Report – Hua** shared CASC conference in LA, Fri – Sun, eight ASG members are attending. Finalized ASG members attending Invest in Success and finalizing baskets. City College event, 10/25, report coming. Fall Fest on 10/31. If faculty are interested in presenting at ASG, meetings are every Friday from 9am – 11am. Email **Hua** or **Kylee Guiriba** by the Friday prior to get on the agenda.
- **Other – Bell** shared that BRDS is initiating annual one-time resource request process tomorrow. Extract from Nueventive yesterday. Sending to deans/managers for review. Sending to campus. **Carrasquillo** shared that the District Honors celebration will be Wednesday, April 30th, 2025 from 1:00 pm – 2:30 pm at Mesa College. Miramar will still have a research symposium for our students.

G. Old Business:

#	Item	Initiator
1	<i>Equity, Justice, Inclusion, and our role in moving things forward (standing item)</i> – Kunst shared that Julian is at the Stengthening Student Success Conference and read out what she shared with President's Cabinet yesterday: Thank you for attending the Equity Summit. Received some feedback and will continue to improve. Want to put together a culturally responsive planning guide. Let her know if you want to be involved. One more event left for Latinx Heritage month. Filipino Heritage month has started. She has been reaching out to certain areas to collect event information.	<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> – Kunst , on behalf of Pecenco and Moore , read out: We submitted responses to the questions form the Exeuctive Cabinet and are excited about the upcoming Restorative Practices Community of Practice, which is scheduled to begin Week 10.	<i>Pecenco/ Moore</i>
4	<i>Website Advisory Committee/Group (standing item)</i> – There was no update. The next meeting is November 13 th from 3:00 pm – 4:00 pm via zoom.	<i>Lundburg</i>
5	Second Read: <i>2024-2027 Program Review Outcomes Assessment Functional Plan – second read pending constituencies input/feedback.</i> Attachment: 2024-2027 PROA Functional Plan Kunst shared that the Classified Senate approved this plan at their 10/1 meeting. Martin shared that A.S. is voting at next their next meeting. We will approve at next College Council meeting on 10/22.	<i>Manley/ Miramontez</i>
6	<i>Anonymous Screening Process –</i> 1) <i>Progress on developing a feedback mechanism for 2024 -2025 searches</i> 2) <i>Follow up on the conversation with HR</i> Lundburg shared that HR sent response to the raised concerns, but he still needs to go through it. Basically, we decided with two screening committees that have not begun yet, will receive training on screening the redacted applications. Redaction software seems to be inconsistent, will ensure consistency. Also developing feedback tool. This will be put out to all searches. Not sure of workload, being mindful, but HR folks are ready	<i>Lundburg/Kunst/ Martin</i>

	to jump in and help as wanted/needed. Focus is on experience of the screening committee. Visiting chairs meeting next week and will speak to this. Petti – “Thank you, people need to hear it from you.” Carrasquillo commented that the Chancellor’s presentation made it really clear that we have work to do. Petti – want to see Miramar compared to the other sites. Could it be better recruiting? Better culture? Would be great to have this answered by the Chancellor. Carrasquillo expressed how important it is that this is coming from the top. She thanked Lundburg for these efforts. Lundburg thanked everyone here as well. Estrada-Howell – looking at gaps, not apples to apples, different benchmarks/areas of growth. Great opportunity to be Miramar!	
7	<i>Updates on Efforts to Explore How We can hear updates or reports from committees</i> – Kunst will have an update at the next meeting and a draft reporting form to review.	<i>Kunst/Martin</i>

H. New Business:

#	Item	Initiator
1	<p><i>Campus Safety – preparing for election-related disruptions</i> <i>Attachment: Election Preparedness Workshop Flyer</i></p> <p>Lundburg shared that the Chancellor’s Cabinet is discussing how to prepare for election-related disruptions, which he has mentioned here previously. Barnard shared that on Constitution day, there was a survey, which 400 students completed, and of that 64% were registered to vote, 19.1% said they would not vote and 16% said they were unsure. Lundburg also shared the attached flyer because undocumented students have expressed that they are nervous with this election, which is why we wanted to provide extra support. If you become aware of any activity, take a picture and send it to Lundburg. Important for the District and Campus police to be aware of events that could have potential agitation. Martin asked if, given the tenor and content of this election, we are doing anything specific for people of color. Barnard stated that biannually we are required to provide an election report; 5-6 events/workshops (in addition to constitution day) and other outreach activities we are doing. We are weaving it in to other events geared towards our affinity groups. Gonzales gave kudos to Mental Health, LEAD, etc. for their collaborative work; far more robust. Also tying together with College Hour themes. Also working on free speech signs (will include phone number for dispatch and mental health) and includes a QR code to the district’s policy. Barnard also shares best practices with ASG at every meeting. Gonzales emphasized that we need to make sure everyone is well informed and/or provide a counterpoint. If disrupting a learning environment, now that is a concern. Carrasquillo shared a post-election unity webinar hosted by the California Community Colleges Women’s Caucus where Dr. Caroline Heldman will speak about Women, Leadership, and the Presidency. She will send the information to Lundburg to include in his weekly update.</p>	<i>Lundburg</i>
2	<p><i>Introduction of Public Art Procedure – Facilities, Health, and Safety Committee</i> <i>Attachment: Public Art Procedure Draft 3</i></p> <p>Bell introduced the Guidelines for Public Art on Campus. Concerns regarding ownership of public art. Changes are in red. This will go out to constituencies for feedback and come to College Council for approval. Public Art workgroup will be established under facilities committee. Hua asked if this is for temporary or permanent art and if it is geared towards faculty or student art. Bell responded temporary art; this document/procedure differentiates art produced in the classroom (curricular) and outside of the classroom. This created some discussion. We need to capture the “gray” areas. Blaize asked about contractual employment for murals. Bell confirmed. There was a question on membership. Bell responded that the goal is to identify people at the beginning of the academic year. Estrada-Howell asked to clarify “art” and difference between site improvement request. Bell agreed; will need to define “public art.” Should he work on this or should this go to a subcommittee to tease out? Barnard felt there is more to tease out, like instructional focused vs. student services focused. Bell will take back to Facilities committee to work on these points and will bring it back here.</p>	<i>Bell</i>

I. Action Items:

- **Lundburg and Estrada-Howell** will follow up on interest in attending CCBA conference.
- **Kunst** will attach proposed DL approval process to the minutes.
- **Bell** will add “Overview of Facilities Master Plan and Implementation” to an upcoming agenda.
- **Kunst** will have an update and a draft reporting form ready to review at the next meeting.
- **Carrasquillo** will send Lundburg the CCLC Women’s Caucus event information and **Lundburg** will include in his next update.

- **Bell** will take the Public Art Procedure back to the Facilities, Health, and Safety committee, make necessary adjustments, and will bring back to College Council.

J. Announcements:

- **Cole-Jones** shared that Invest in Success is coming up – [10/26 at Bali Hai](#) – tickets are still available, [here!](#)
- **Gonzales** shared the Cold & Flu Informational Campaign launching is soon! Reminder: Hand sanitizer does expire, but if it smells like alcohol, its still good!
- **Carrasquillo** shared “We the people” publication – combines art and word – from Miramar College Professor, Neil Kendricks.

K. Adjourn: The meeting adjourned at 2:15 pm.

L. Next Scheduled Meeting: Tuesday, October 22nd, from 1:00 pm – 2:30 pm in M-110/Zoom

Link to recording: <https://sdccd-edu.zoom.us/rec/share/4phgQ8ld4FqDBY8vsOTh7R-S299Kd9qa4O1oS07ebxI0pZy2ZNcJPhm9vpbK2Q.MwrGRdETWngHlrTB>