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College Council Meeting Minutes

San Diego Miramar College

5/27/25 • K1-202/[Zoom](#) • 1:00 pm – 2:30 pm

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

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

Committee Members:

| Administrators (3) | Classified Professionals (3) | Faculty (3) | Students (3) |
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| Vice President of Instructional Services: Michael Odu (proxy: Miramontez) | Classified Senate President: Malia Kunst | Academic Senate President: Pablo Martin | ASG President: Hailey Hua (absent) |
| Vice President of Student Services: Adrian Gonzales (proxy: Bell) | Classified Senate Vice President: Carol Sampaga | Academic Senate Vice President or President-Elect: Carmen Carrasquillo | Designee: X Ruiz (zoom) |
| Vice President of Administrative Services: Brett Bell | Classified Senate, Senator At-Large: Arnice Neff | Chair of Chairs: Kevin Petti | Designee: Blaize Fonseca (absent) |
| 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 (zoom), Jeanette Moore, Patti Manley, Claudia Estrada-Howell, Lisa Cole-Jones, Linda Woods (zoom) Jackie Hester (zoom), Laura Pecenco (zoom)

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

- A. **Call to Order** – The meeting was called to order at 1:07 pm (Wes sick; Pablo stepping in) No quorum right now (short a student).
- B. **Permission to Record Meeting** – There was consensus to record the meeting.
- C. **Land Acknowledgement** - We recognize that San Diego Miramar College sits on the ancestral homeland of the Kumeyaay people, who have lived in this area for well over 10,000 years, and we honor their past, present, and future connection to this land and its inherent connection to their identity.
- D. **Approval of Agenda** – N/A; did not meet quorum.
- E. **Approval of Minutes** – N/A; did not meet quorum.
- F. **Public Comment** – There was no public comment.
- G. **Committee Reports/Other (2-3 minutes)**
 - **President's Report – Bell**, May Revise from Governors office. Pass budget by June 15th. SDCCD positioned will for new fiscal year. Anticipate COLA, FTES Growth, and added funding for SCFF. Details will be discussed at BRDS tomorrow, along with Miramar specifics. Budget up over \$5M (GFU Budget for Miramar) for this next year. Unknown related to fiscal operations is the federal budget environment and executive action. Many EOs need to go through legal process before impact. Have a great summer! **Martin**, which budget? **Bell**, GFU Budget for Miramar. **Martin**, any reason? **Bell**, District now allocating a vacancy funding that we will have to manage (about \$2.5/3M) and remaining is COLA and cost of living type increases.
 - **AS Report – Martin**, last meeting on 5/20. Passed things (on today's agenda). Passed a resolution (IDEEA Work; stand in support). Budget Process workgroup recs. ASRE resolution, shut down. Surprised. Unfortunate. Probably should share this with those we are recommending to and so did. Revisited student eval form, out dated instrument. Mesa took it

up, updated, so did City, so did Miramar. Willing to make some changes but not all. Miramar wanted to see more; voted for districtwide workgroup. First read of SDMC Tech plan. Shared draft guidelines for new software. Feedback on SSC coordination plan. Busy meeting. **Carrasquillo**, GAIA, final meeting and well attended, great discussion on setting goals for next year. Keep going with campus safety and collaboration. Vacancies on committees have been advertised to faculty. Hoping to have everyone on board for fall semester. **Sampaga** – eval tool, classroom and non-classroom? **Martin**, only the instructional faculty eval form. **Sampaga**, don't want to lose track; can't use instructional for faculty coordinators, counselors, etc. **Martin**, made a note.

- **CS Report – Kunst**, shared that C.S. approved the Program Viability Process, Budget Process workgroup recommendations, and the annual planning calendar last week. Additionally, rolling out CP technology questionarie in next few weeks. Elections are done; full board! Congrats! The Awards and Carvial is on June 4th. Presentation from Mesa program. Update on 32-hour work week. First read of technology plan, but will still have a first and second read in the fall semester.
- **ASG Report – Ruiz**, final retreat last week; really nice seeing students coming in and engaging with them. Show grace to the new ASG. A few things they want to tackle (more menstrual products in the restrooms, etc.). Excited about advocacy. He will still be around and will support. Looking forward to what they do!
- **Other** – There were no other reports.

H. Old Business:

| # | Item | Initiator |
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| 1 | <i>Equity, Justice, Inclusion, and our role in moving things forward (standing item)</i> – Julian – PRIDE Flag raising on June 2 nd from 11:00 am – 11:30 am. Workshop. Juneteenth Flag raising is being planned. Up from June 15 th – 22 nd . Will send out the info. AANPHI end-of-year report (due in July). NASSSP end of year report (due in June). Attending lots of events, and spreading the word about our program. Hoping to sponsor the UNITY Conference at the end of June. Happens to be in SD this year. Sending a team. Hearing that the community didn't know we existed. Lots of raising awareness and visibility. CREATE (CRPP Grant) is scheduled to end on June 30 th . Applied for extension; haven't heard back. Summer campus read. Open to all. Encourage you to participate. Kaidescope: work has begun on the second floor (round of applause). Hoping to move in in August. Thank you Cheryl and Lisa; \$50K for mental health for asain americans. Pairs nicely with AANPHI funds we received. Quick turnaround. Just got the news today. Goes through Foundation board for approval. Carrasquillo , event this week on Thursday to continue work on equity plan; workgroups around the 5 metrics. Workbook in progress with data; going to learn to deconstruct data. Last equity story coffee hour was held last week. Pretty good response from the campus and different areas. | <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> Moore , not a lot to report. Meeting with Lundburg this Friday to see where next steps are. Her and Pecenco have met with some folks to find new and unique ways to collaborate. Also, word is spreading on what we are doing. CE campus reached out and wanted to be connected with what we are doing. Speaks volumes. Last RP circle with rising scholars; beautiful experience for everyone. Allowed ACP Success Coaches to learn how these circles work and can offer future support. Very important they understand RP. Good to let our native partners know that we practice this work (and not in the colonized manner). Martin , so ACP Coaches are participating in circles? Moore , volunteered, very interested, hope to roll this out more. Martin , just LA? Moore , yes. Carrasquillo , natural fit to include Viki? Moore , absolutely. | <i>Pecenco/ Moore</i> |
| 4 | <i>Website Advisory Committee/Group (standing item)</i> Moving to four time a year meeting schedule, reaching out to constituents for comments/concerns on website, committee will then prioritize feedback for web services. Expect a call out in the fall (for technical and readability changes). Next meeting: September 24th, 3:00 pm – 4:00 pm, on Zoom | <i>Lundburg/ Bell/Hill</i> |
| 5 | <i>Committee Coordination Plan</i> Attachment: SSC and Committee Coordination Kunst , at last meeting, asked to share with chairs for their feedback. Heard from one other chair. Delineate “ssc” and “college council” ensure no duplicity. And how do we evaluate if this works. Carrasquillo , how can we call in committee chairs to help with this work. Survey/questionnaire for committee chairs at the end. Martin , add that; | <i>Julian/Martin/ Kunst</i> |

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| | sounds reasonable. Bell , add alternative – add as an agenda item for discussion and report back feedback. Martin , Post summit. Carrasquillo , both great ways to capture more input. Martin , separate. Sampaga , will discuss with Odu . Thinking of bringing back Chairs Academy. Could mention there. Carrasquillo , good to see that comeback. Remind that it's a pilot, informal, assess at end of year. <u>General consensus/support</u> . No action/no quorum. | |
| 6 | SECOND READ: College Governance Handbook Change Request(s) <i>Attachment:</i> CGH Change Form College Council Spring 2025 ; College Council ; Role of Committee Member ; CGH Change Form PD & GP Coordinator Roles ; PDC ; Student Success Committee No action/no quorum. Have been shared, no feedback. Approve at first meeting in fall. | Lundburg/ Martin/ Kunst/Hua |

I. New Business:

| # | Item | Initiator |
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| 1 | 2025 – 2026 College Council meeting Schedule <i>Attachment:</i> Draft College Council Schedule 2025-2026 Consensus. Will share in the fall too. | Lundburg/ Martin/ Kunst/Hua |
| 2 | 2025 – 2026 College Council Co-Chair <i>Attachment:</i> College Council Co-Chair Rotation Schedule Kunst will serve as co-chair for next year. | Lundburg/ Martin/ Kunst/Hua |
| 3 | UMOJA Workgroup Update Support establishing a separate workgroup for Umoja. Consensus. Makeup: 2 per constituency? Have four faculty interested, good representation. Carrasquillo doesn't need to be four; large group. Consensus for 2 per constituency. Hester , BSU? Martin , good idea to include BSU students and advisor. Hester , is there funding for this work? Martin , no focused on bringing the program here, but faculty (and adjunct faculty) can apply for committee service. | Gonzales |
| 4 | Updated Chemical Hygiene Plan <i>Attachment:</i> Chemical Hygiene Plan Bell , beginning this semester, the new OEHS coordinator, was tasked with reviewing and updating the chemical hygiene plan. Supposed to be done annually per CalOSHA. Haven't done it since 2018. He reviewed the table of contents. He noted the addition of the "training" section. Information only. Now on track to do this annually. Any questions? None. | Bell |
| 5 | Occupational Health & Safety Webpage Overview <i>Attachment:</i> https://sdmiramar.edu/services/oesh Set task for new OEHS coordinator, was a webpage. Click "resources for faculty/staff" go to "admin services" "safety" and is broken out by area. Safety/compliance/RM, training and education, emergency site command, and Report a safety concern. Anyone can use this to document a concern of safety on campus. This will generate a notification to Cori, Dan, and Brett. Any questions? Carrasquillo , what happens next? Bell , Cori triages and sends to person professionally responsible. Moore , can we get a QR code or poster for this? Like "here is what to do.. 1.. 2.. 3.." put by panic buttons and in classrooms. Falls on me, seem to not give right info. Just want to make sure everyone knows what to do and is safe. Martin , consolidated poster? Moore , great idea. | Bell |
| 6 | FIRST READ: Program Viability Process <i>Attachment:</i> Program Viability Process – PROASC Rec 4-7-45 Manley , very collaborative process. Intentional with addressing each area. Approved by all constituencies. Martin , check it out, review it. Will be approved in fall. No concerns at senate. | Miramontez /Manley |
| 7 | FIRST READ: 2025-2026 Annual Planning Calendar/Cycle <i>Attachment:</i> Annual Planning Calendar/Cycle PIERC Rec 4-25-25 Miramontez , basically, looking at how college-level planning meets unit-level planning. Red = updates from pervious year. Yellow = new item. DE Director = Director of Development and Entrepreneurship. Any questions? None. | Miramontez |
| 8 | Gender Neutral Bathrooms – Discussion topic Asked to push to the fall. | Ruiz |
| 9 | Budget Process Cross-Constituency Workgroup Recommendations <i>Attachment:</i> Budget Process Cross-Constituency Workgroup Recommendations Martin , approved at C.S. and A.S. Classified senate asked to clarify how the budget transfer process works. Hope this is helpful. Any comments? Questions? Carrasquillo , lot of faculty that want to learn these things but not our primary role here. Might be helpful to bring to a school meeting. Martin , great workgroup, learned a lot. Thank | Martin |

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- J. Action Items:** Highlighted in blue throughout.
- K. Announcements:** Julian, 19 submissions for student profiles; will accept a few more... send her names. We then invite them to participate. Answer a few prompts and bring them on campus for a photo shoot.
- L. Adjourn:** The meeting adjourned at 2:31 pm.
- M. Next Scheduled Meeting:** Tuesday, August 26th, 2025, from 1:00 pm – 2:30 pm in Room TBD/Zoom

Link to recording: https://sdccd-edu.zoom.us/rec/share/YklvfZLZFTn4aqnvdVQHD3TeX6LelwDVxb6pMlf02TGPrvsEMOo_ZwrEEkVR4kBV.svwSpNIzcdAI9xgg