

Submit your proxy form, [here](#).

College Council Meeting Minutes San Diego Miramar College

4/14/26 • K1-202/Zoom • 1:00 pm – 2:30 pm



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

Co-Chair: Malia Kunst, 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: Rodrigo Gomez (proxy: Carrasquillo)	ASG President: Ariella O'Garro (proxy Michael Fuzy)
Vice President of Student Services: * Adrian Gonzales	Classified Senate Vice President: * Brenda O'Connor	Academic Senate Vice President or President-Elect: Carmen Carrasquillo	Designee: Vacant
Vice President of Administrative Services: Maria Battisti	Classified Senate, Senator At-Large: Arnice Neff	Chair of Chairs: Mary Kjartanson (proxy: Carrasquillo)	Designee: David Yang

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

Guests: Daniel Miramontez, Nessa Julian (proxy: Carmen Carrasquillo), Cheryl Barnard, Xi Zhang, Jeanette Moore, Dan Roberts, Michael Fuzy, Lisa Cole-Jones

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

- A. **Call to Order – The meeting was called to order at 1:05pm.**
- B. **Permission to Record Meeting** - There was a consensus to record the meeting.
- C. **Land Acknowledgement** - We recognize that San Diego Miramar College sits on the ancestral homeland of the Kumeyaay, Luiseño, Cupeño, and Cahuilla tribes, 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** – Motioned by consensus to approve the 4-14-26 meeting agenda. There were 0 nay votes and 0 abstentions. - The motion is carried.
- E. **Approval of Minutes – Carrasquillo** made a motion to approve the [3/24/2026 \(ready\)](#). Seconded by **Fuzy**. There were 9 yay votes, 0 nay votes and 0 abstentions. The motion carried.
- F. **Public Comment** - There was no public comment.
- G. **Committee Reports/Other (2-3 minutes)**
 - **President's Report – Lundburg**, reported he and a team from Miramar, including Maria Battisti, Daniel Miramontez and Mara Palma-Sanft attended the ACCJC Conference. They had the opportunity to hear a presentation from Southwest Technical College (Wisconsin) approach to graduating students into higher-paying jobs. Shared the takeaway from the conference was the team felt affirmed about their current practices around guided pathways and institutional change but concluded we should focus on maintaining their existing mission and values rather than pursuing external recognition.
 - **AS Report : Carrasquillo**, shared A.S. met last week. Looking at honest academic conduct AI policy, taking action and moving forward. Lundburg talked about facilities plan. Reviewed a new instrument on counseling faculty evaluation process – this is an updated, short and

revised form. Proposed academic studies, trying to broaden how ethnic studies are in line with ensuring courses are counting on articulation agreements. Attended special board meeting regarding the renaming CE campus. Discussed HH planning. GAIA is an Academic Senate workgroup, standing in solidarity with Dolores Huerta. GAIA statement read a special board meeting. Moving forward would like additional considerations for the public naming decision. Noting against the precautionary fallacy and emphasizing the historical underrepresentation of women in higher education naming decisions.

- **CS Report: Kunst** shared CS met on 4/7, discussed upcoming award ceremony and carnival scheduled for June 10. The meeting also addressed the need for more accessible feminine hygiene products in campus restrooms, particularly for LGBTQ and trans students, with plans to discuss short-term and long-term solutions. Looking forward to partnering with the campus community to support our students and that specific community. Ultimately potentially creating a districtwide initiative. **Gonzales** will talk with Battisti, Barnard and Parks. **O’Conner** reminded CS is gearing up for elections and planning for next year. Looking to fill committee vacancies as well. **Kunst** shared CS is finishing work on 10+1, intent is to mirror work with A.S., will first share with senate and receive feedback.
- **ASG Report: Fuzy** shared application for next elections have concluded. ASG constitution is being finalized on Friday. Attend general assembly.
- **Other** - There were no other reports.

H. Old Business:

#	Item	Initiator
1	<i>Equity, Justice, Inclusion, and our role in moving things forward (standing item) – Any applicable updates from the LEAD Office, debrief from recent events, etc.</i> <i>Attachment: LEAD Office Updates 4-14-26 (pending)</i> Carrasquillo shared the call for Equity Summit workgroup has gone out, anyone available to join is encouraged, would love a widely inclusive group. The Black Excellence and Student Success Week events happening on campus; all are encouraged to attend. VP Odu will speak at Friday’s Black Student Success Summit, it is virtual and all are welcome to attend. Pathways to Equity summit is in late April, there is a campus group attend, will bring information back to campus. Puente work continues, hold regular meeting with Julian and Gonzalez. Have reached out to Roberts to implement a CRM campaign. Denim day 4/29, April is sexual assault awareness month, Events will be hosted on campus.	Julian/ Carrasquillo
2	<i>Grants & Initiatives Subcommittee (standing item) – Any updates/reports, if applicable.</i> No report.	Battisti
3	<i>Restorative Practices (standing item) – Any updates/reports, if applicable.</i> Moore shared the work is moving forward, her and Laura excited to work with Native American office. Lundburg shared he and Battisti have identified a way to compensate Pecenco and Moore for their work.	Pecenco/ Moore
4	<i>Artificial Intelligence (AI) Workgroup – continued discussion on membership and charge</i> No report.	Lundburg/ Gomez
5	SECOND READ/VOTE: CGH Change Requests 2026 <i>Attachment: CGH Change Form Academic Standards</i> Kunst brought up the change for Academic Standards noting the request is for minor wordsmithing and removal of responsibilities for interdisciplinary program requirements from committee responsibilities. Also extending the membership term length to 6 years, with the possibility of extension if positions cannot be filled. The committee is under the purview of the Academic Senate. Odu motioned to approve, Carrasquillo seconded, no discussion, 8 yay, 0 nay, 0 abstentions. <u>The motion carried.</u>	Kunst

A. New Business:

#	Item	Initiator
1	<i>CRM Update</i> <i>Attachment: CRM Implementation Update</i> Roberts provided an update on the implementation of the CRM system the college is using. The	Roberts

	<p>vendor is Element 451. Have replaced Ocelot with chatbot. Now in the stage where we need to collaborate and listen with the departments that have been using. Want to ensure we do not over communicate with students, need to cut the noise. Roberts has completed a comprehensive review of all internal emails we received, some are very broad and others are direct. Need is to streamline and distinguish event marketing. Plan to roll out a formalized training with key personnel (BTCWI, Outreach and Retention, LEAD, IE, and Academic Affairs). The goal is to consolidate communications of events and deadlines so students only receive one email communication from college per week. Current annual saving is \$122,650 so far (figuratively as it includes what we have saved by the Ocelot contract ending and salaries – not actually extra funds available for use). We currently are only scratching the surface, we are still needing and wanting to implement further across the campus. The discussion continued regarding the DL email, Lundburg explained that current DL communication controls were implemented due to specific issues with unauthorized. We have implemented the moderator role districtwide, however, we may need to further discuss what we want to see coming across the DL. This needs to be a bigger conversation, potentially reach out to sister colleges or work with the PIO office. Carrasquillo mentioned that sometimes when sending an email to a specific student population, it can sometimes lead to targeting a specific area, when in fact the “right box” or audience is everyone. Barnard CRM has been beneficial to the commencement process and amount of phone calls office normally receives. Additionally suggesting to create a group on how we use the CRM to market events, and reduce the amount of flyers posted on our walls. Gonzales pointed out, when we post flyers everywhere, it opens up the possibility of issues that overlap with free speech concerns, makes the posting areas muddy. Safety is also a concern, can lead to liability issues.</p>	
2	<p><i>Discussion on Proxy definition and use of Proxies</i> Attachment: CGH Spring 2026 Kunst and Carrasquillo shared a couple of questions that have come up in regard to how to use a proxy. Does a proxy need to be an appointed member of the committee and do they need to be part of the committee. Opened for discussion: intent was for someone from your same constituency group to represent the committee member, does not need to be part of the committee necessarily. Additionally, a proxy should only represent one committee member, one for one. Recommendation was the removal of the word “appointed” from the handbook. Lastly, there was an inquiry about if there is a limit for the numbers of times someone can serve as proxy? There should be some language in the handbook with attendance/ participation on a committee. Recommendation is to defer to chair in regards with case-by-case situations. Reminder that the goal of the proxy was to ensure they can meaningfully contribute and –not just sitting in a chair. Also ensuring the committee member is sharing the information discussed at meetings with their constituent groups is a vital part of the role. A good practice for committee member when utilizing a proxy is for the member to provide context on view on agenda items to proxy so they can meaningfully contribute. Moving forward it’ll be beneficial to further define. Kunst and Carrasquillo to remove the word “appointed” to language on page 73 in CGH as a functional edit.</p>	Carrasquillo/ Kunst
3	<p><i>Strategic Goals & Directions</i> Attachment: Strategic Goals & Directions 2027-2034 PIER Rec 3-27-26 Zhang reviewed recommended changes. Wilhelm will take to Academic Senate and Classified Senate. Will come back for second read.</p>	Xi Zhang

- B. Action Items:** Recap of items that need to be shared with constituencies and/or that require action
- C. Announcements:** O’Conner will be the Acting Classified Senate President until the new elections; Martinez is Acting Executive Assistant in the President’s Office until the end of September and Sandoval is the Project Assistant in the President’s Office.
- D. Adjourn – 2:30pm**
- E. Next Scheduled Meeting:** Tuesday, April 28th, 2026, from 1:00 pm – 2:30 pm in Room K1-202/Zoom

* **San Diego Miramar College 2020 - 2027 Strategic Plan Goals**

I: Pathways – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
II: Engagement-Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success
III: Organizational Health-Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision-making
IV: Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships
V: Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, Anti-Racism, and social justice for the benefit of the college community

** **ACCJC Accreditation Standards (Adopted June 2024)**: I. Institutional Mission and Effectiveness. II. Student Success. III. Infrastructure and Resources. IV. Governance and Decision-Making.

*****Mission Statement**: San Diego Miramar College's mission is to prepare students to succeed by providing quality instruction and services in an environment that supports and promotes success, diversity, inclusion, and equity with innovative programs and partnerships to facilitate student completion for degrees/certificates, transfer, workforce training, and/or career advancement.