

## **MINUTES**

**College Executive Committee September 11, 2012**

San Diego Miramar College

**Present:** Sandi Trevisan, Patricia Hsieh, Daphne Figueroa, Jerry Buckley, Joyce Allen, Susan Schwarz, Brett Bell, Buran Haidar, Gerald Ramsey, Terrie Hubbard, Mike Shepard

### **A. Approval of Agenda**

Approved.

### **B. Approval of Previous Minutes**

Minutes of 5/15/12 and 8/28/12 approved. Minutes of 9/04/12 pending.

### **C. Guests**

None.

### **D. Chancellor's Cabinet**

No report.

## **E. NEW BUSINESS**

### **1. Follow Up on Accreditation Follow-Up Report (Bell/Buckley)**

Human Resources (HR) Plan was reviewed by Academic and Classified Senates. Bell attended the Academic Senate meeting to answer questions about the HR Plan. Issues raised by the Senate related to the Diversity & International Education report. The Diversity & International Education Committee is revising the report and asked for the opportunity to replace the existing report with the revised report, when completed and approved. Since there is no time to substitute documents, the Senate agreed to leave the existing plan in the HR Master Plan, while the Diversity and International Education Committee discusses the option of adding a paragraph to the HR Master Plan during this year. The Classified Senate discussed the HR Plan and has no additional recommendations or concerns. Hsieh stressed the cut off date for comments or changes, based on the need to print and distribute the Follow-Up Report to the accrediting team on schedule. She suggested the revised Diversity Plan could be included in the Mid-Term Report and added a copy of the revised Diversity Plan could be placed in the team room if the report is done and approved through the shared governance process before that time. There was no objection to this request. The Follow-Up Report goes to the Board of Trustees on Thursday, 9/13/12, for acceptance; Haidar will represent the Academic Senate.

Buckley reported the accrediting team visit to Miramar College has been confirmed for Thursday, Nov. 1. The Follow-Up Report will be mailed as scheduled on Oct. 4 with time for the visiting team members to review prior to their visit. Editor Duane Short incorporated comments submitted by the Academic Senate and the last changes are being input. Hsieh proposed as soon as Duane is done, the Report be posted on the college website, indicating any changes made since the CEC meeting of August 28. SLO report must be submitted to the Commission by Oct. 15. Hsieh proposed a print copy of the SLO Report be placed in the team

room. Senate will review on Sept. 18. Hsieh is waiting further direction for SLO Report submission and deadline to District.

## **2. Academic Senate Approved Changes to Curriculum Committee Membership (Figueroa)**

In spring, the Curriculum Committee proposed minor changes to its membership. Changes include: 1) a faculty representative from math and another from English will be added over and above members from Schools; 2) library faculty proposed their representation be amended to “library faculty or other non-teaching faculty.” Shepard will take changes to ASC for approval; Allen to Classified Senate for approval. Figueroa will send the Shared Governance Handbook document edits to Shepard/Allen.

## **F. OLD BUSINESS**

None.

## **G. REPORTS**

### **Academic Senate (Figueroa)**

Voted to support ASU agreement. Discussed the proposed change in Commencement. Hsieh reported the request to use the MCAS Miramar base theatre for Commencement was denied. The College is actively seeking other options. Tents on campus are a possibility. Based on concerns re: distance, parking and cost, Commencement will likely not be held at a hotel. The date has been confirmed, Friday, May 17, 2013. Campus staff will be impacted if on campus, particularly Facilities. Senate voted to sponsor the Hail and Farewell for the board members in December.

### **Classified Senate (Allen)**

Reviewed divisional plans and HR Master Plan. Looking for office space for Classified Senate. Doing well on membership dues drive. Planning a holiday party December 9 at the Admiral Baker Clubhouse from 11 AM – 3 PM -- invitations to come. A “Save the Date” will be distributed next week. Cookbook is in progress. Flex week will be the second week of January; Senate will host the Southwest 4CS division meeting.

### **Associated Student Council (Shepard)**

ASC organized a tribute to 9/11-- a flags display on Compass lawn. The first elections will occur this Friday, identifying new members. ASC is planning Fall Fest on Oct. 18. Hsieh thanked Mike for his comments at the LLRC grand opening. Hsieh announced the first commencement of Transportation Security Administration (TSA) Homeland Security Program graduates occurred this afternoon in the LLRC auditorium -- attendees complimented the 9/11 flag tribute.

### **District Governance Council (Figueroa/Hsieh/Bell)**

Since Miramar College is now a non-smoking campus, enforcement policies and procedures throughout the District are being developed. Bell will address implementation of the smoke-free campus and dates for implementation with Safety Committee tomorrow -- looking at October 1<sup>st</sup>. Hsieh reported the Chancellor has directed the Chief of Police to fast track development of a policy and procedures for enforcement. Currently Miramar has eight designated smoking areas on campus; smoking prohibited elsewhere. Shepard expressed concerns with the short timeline of educating students. Education will begin soon, not citation. Hsieh encouraged Mike to share

with students. When policies and procedures are presented to us, we want to get advice how to phase in. Gerald Ramsey will work with Health Services to develop a positive educational campaign to link non-smoking with promoting health services and their cessation programs.

#### **District Strategic Planning Committee**

No report.

#### **District Budget Committee**

Vice Chancellor Bonnie Dowd presented a thorough report. Two items that have changed in the budget message: 1) The District voted to opt into \$28 per FTES payment for mandated costs to generate \$1.1 mill revenue for District. 2) Language in Proposition 30 would allow \$50 million revenue generated from the passage of the proposition toward restoration of FTES = \$1.7 million to SDCCD. Even with passage, no money would be expected until June 2013.

#### **H. ANNOUNCEMENTS**

- The Aviation Center Grand Re-Opening will be October 31, 2012 at 10 AM.
- RSVPs and ticket purchases are encouraged for the Miramar College Foundation's Invest in Success fundraiser on Sept. 22. The deadline for RSVP is Friday, 9/14.

9/13/12

*Trevisan*