

MINUTES

College Executive Committee August 26, 2014
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Brett Bell, Roanna Bennie, George Beitey, Daniel Miramontez, Joyce Allen, Howard Irvin, Marie McMahon, Gerald Ramsey, Adela Jacobson, Buran Haidar

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 5/20/14 approved.

C. Guests

None. Haidar welcomed new CEC attendees Marie McMahon, Roanna Bennie, and Howard Irvin

D. Chancellor's Cabinet (Hsieh)

- Enrollment report. Miramar's FTES target increased by 120 due to public safety training augmentation. As of today, Miramar's 2014-2015 target is 7,766 FTES and projected FTES as of today is 7,965.1, above target by 2.6%. Mesa is below target 0.7% and City is 1.1% below.
- Community colleges bachelor degrees, SB850 is currently waiting for governor to sign. The State Chancellor's Office will then determine which 15 districts will participate in the pilot project. (one college per district). Mesa College will be the college in the SDCCCD to go forward. There is no funding support from the state.
- Accreditation planning process. College presidents and Vice Chancellor Neault will meet with the board sub-committee (Nieto-Senour, Graham) on October 14 to discuss the accreditation process. Miramar's committee membership should be identified and finalized by that date.
- Chancellor requested correct and consistent use of two terms: 1) Associate degree (not associate's degree) and "associate degree in" xxx, not "associate degree of xxx." 2) Board of trustees (plural).
- Chancellor requested college presidents invite her to join them in walk through of new buildings.
- Student equity plan is due to the state on Nov. 21, 2014. Neault suggested documents go to the board of trustees on Nov. 6. Must be finalized on campus two weeks prior to be included in board packet. Ramsey will determine campus deadline dates.
- 2014-2015 SSSP plan is due to the State on 10/19/2014 and does not have to go to the board of trustees, but board must be aware. Chancellor wants document to go to the board on Nov. 6 as FYI.
- Mesa College is proposing reorganization. The IT function was a under the LRC dean. IT will be moved under VP Administrative Services.
- Reviewed board agenda: Aug. 28, no new items. Meeting on Sept. 11: 1) new faculty hired in spring 2014 for fall start will be introduced. New faculty are encouraged to attend board meeting. 2) Mesa College is receiving a Title 5 grant (Hispanic serving college) at \$525,000 each

year for five years. Hsieh asked student service leaders to research Asian serving institution feasibility for Miramar College.

- No 2014-2015 budget updates, other than FTES information.
- ERP. On Sept. 3rd, functional team members (30-39) will begin training and attending meetings at the district. Vendor contracted to conduct training is Ciber. All CEC members received timeline, which should be shared with staff. Completion date for ERP implementation is December 2016. There are three phases of implementation -- finance, human resources, student services/instruction. Miramar has two staff members identified on the functional team, Kare Furman and David Navarro. Bell was asked to identify a payroll communication liaison and expressed concern if Accounting is tapped for the team, he would need staffing backfill money.
- Re: the proposed fee increase for public to use district property, fees will not be raised.

E. NEW BUSINESS

1. MTS Parking Agreement (Bell)

In June 2013, the board of trustees approved an MOU between Miramar College and SANDAG to build a parking structure on the southeast section of campus. Since SANDAG plans to open the Miramar College Transit Center in October 2014, on July 29, Facilities Management submitted a board agenda item as an addendum, allocating 100 parking spaces on the top floor of the existing parking garage to MTS with the exception of the first three weeks of each semester, until the new structure is completed. Bell added that as soon as the science building expansion is done, surface lot #3 will reopen with 80 spaces. Hsieh thanked Bell for working with staff and district to ensure parking for all. Once built, MTS will be provided 300 spaces in the existing structure; the new structure will offer approximately 450 on two decks. The north south road between Gold Coast and Hillery will run through the parking structure to discourage additional street traffic. Hsieh asked if the college's enrollment goal of 25,000 students is addressed with parking. Bret replied that the Facilities Master Plan has space allocated for additional parking structures in lot 1 and lot 2.

2. Alignment of College's Governance Structure with College's Integrated Planning Process (Hsieh/Haidar)

Hsieh noted the strategic goals are integrated within the CEC agenda and asked that all college committees be encouraged to do the same. Haidar added CGC training is needed for new and old personnel on campus, including many who missed the three governance training opportunity that was last offered in spring 2013. Haidar will be happy to repeat the basic governance training. Ramsey encouraged Haidar and McMahan to look at the CGC Handbook to make sure it's directional in nature. It was agreed that the CGC is the venue for further discussion.

3. Accreditation (attachment) (Hsieh/Miramontez)

Miramontez shared a flyer, "Accreditation Orientation Meeting," that promotes an informational workshop from 1-2:30 PM on Sept. 12 to kick off the accreditation process. The entire college community is invited to attend. Haidar noted for that "faculty roles and involvement in accreditation processes" is the seventh of the "Academic and Professional Matters", which requires coordination with and primary reliance on the advice of the Academic Senate, per our District Board of Trustees (BOT) policy BP-2510. She expressed concern with the lack of

Academic Senate consultation for the planning of this meeting and agreement as to whom else needed to be added to the program prior to distribution of the flyer.

F. OLD BUSINESS

1. Educational Master Plan (Miramontez)

Miramontez shared the Educational Master Plan and noted the only change made was updating the mission and vision. Haidar requested all planning documents be distributed for review separately as word files with marked edits, in keeping with past practice. The version presented for CEC approval is dated 081214 edited after the end of spring 2014, without constituencies' input. Hsieh remarked that CEC is an approval body and that the document should come to CEC as clean copy, having been discussed and edited in committees beforehand. Miramontez reported the only change made to the Plan was updating the mission and values. The Educational Master Plan was accepted. The Educational Master Plan needs a cover. Trevisan will work with Mize to accomplish. Haidar asked all to update the mission statement if it appears on regular communications and email. Deans should remind staff.

2. Strategic Plan (Hsieh/Miramontez)

Allen reported the Strategic Plan is on the Classified Senate agenda on 9/4/14. CEC accepted the Strategic Plan, pending feedback from the Classified Senate.

3. Divisional Plans (Hsieh/Miramontez)

Haidar pointed out that the Division plans included with the CEC agenda need to go to the campus constituencies before adoption by the CEC. Hsieh asked that Divisional Plans return to CEC on 9/9 and accepted on 9/30/23. Jacobson reported there is currently no active student council; Hsieh suggested this be an FYI, not approval, item for students. It was agreed that this item will return to CEC on 9/9 with the understanding that Beitey take to managers for feedback; Allen to Classified by 9/9; and, if ok, accept it, pending Academic Senate support on 9/23.

4. Career Technical Education Plan (Hsieh/Miramontez)

Miramontez explained the CTE plan is outside the realm of the college process, and is due to the State Chancellor's Office in a defined format. Haidar will pass by the Senate Exec today.

5. Cultural and Ethnic Diversity Plan (Ramsey)

Ramsey reported there are revisions to the Plan from committee members. Item is on the Diversity Committee agenda on 9/10/14. Ramsey recommended formatting changes, not substantive. Ramsey will work with committee to incorporate changes and distribute to CEC members to distribute to respective constituencies. Item will come back to CEC on 9/30 for acceptance. All constituencies should have reviewed by then.

6. Progress on Draft SD Miramar College Student Equity Plan (Irvin)

Ramsey provided background and Irvin described actions. Irvin reported activities include meetings, campus wide planning retreat in March, student equity conference on Aug. 8 at Mesa College, student equity advisor team, student equity webinar related to SSSP and "scorecard." On 9/5/14, they will hold a student equity workshop, based on the loss momentum framework and student success components to tie in and close the loop on prior activities. The entire

campus is invited. Haidar expressed concern that a committee is working on plans without Academic Senate representation and asked how it was developed. Ramsey shared how membership was developed ~~and~~ with individuals who he believed needed to participate -- BSI coordinator or representative, counseling chair, transfer center director, DSPS coordinator, EOPS coordinator) – they provide direct services. At the 9/5/14 meeting, they will solicit volunteers to work with the committee. Haidar objected to the process used to form work groups or committees to develop plans relating to “Standards or policies regarding student preparation and success” and “Processes for institutional planning and budget development”, two of the Academic and Professional Matters, with disregard to Title 5. Haidar read Title 5 §53203(f): “The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate.” Irvin will follow up.

7. SSSP Update (Ramsey)

Ramsey received a formal document to complete from the State, which is due on 10/17/14. Ramsey distributed two documents to CEC, the SSSP and Student Equity Plan. Ramsey will provide a draft on 9/2/14. SSSP Activities and Plan will be placed on CEC agenda on 9/30/14.

Place Holders

1. Cultural and Ethnic Diversity Plan (Due to CEC on 9/30/14) (Hsieh)
2. Outcomes & Assessment Plan (Due to CEC on 9/16/14) (Hsieh)
3. Basic Skills Action Plan (Due to CEC on 9/16/14) (Hsieh)
4. Facilities Maser Plan Update (Due to CEC on 9/316/14) (Bell)

G. REPORTS

• Academic Senate (Haidar)

Senate exec first meeting today.

• Classified Senate (Allen)

No report

• Associated Student Council

No report

• District Governance Council (Ramsey/Haidar)

Ramsey reported DGC meeting included a review of the board docket, round table, convocation summary by Haidar. Haidar added Vice Chancellor Neault presented a summary assessment from an administrative perspective of the move of evaluators to the district. The Chancellor provided a SB850 report. Mesa will represent the district with BA degree offering in the pilot program.

• District Strategic Planning Committee

No report.

- **District Budget Committee (Bell)**

On 8/6/14, discussed statewide issue of soft enrollments across the state; many districts in statewide system not meeting targets. Discussed strategies for SDCCD on reallocated FTES.

- **College Governance Committee**

No report

8/27/14

S. Trevisan