

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, September 24, 2019 • 1:30 p.m. – 2:30 p.m. • L-108

Members: Bell, Hopkins, Gonzales, McMahon, Murphy, Hubbard, Young, Igou, Van, & Dehestani (absent)

Support: Malia Kunst & Stephen Quis

- A. Approval of the Agenda (1 min)** **Bell** moves to approve the agenda. **Murphy** notes that Igou should be included under members. **Van** corrects the spelling of Dehastani and states we do not need to include who seconds a motion in the minutes. Agenda approved.
- B. Approval of Previous Minutes (1 min)**
 - ii. 5/21 Special Meeting Minutes – **Gonzales** suggests tabling the May 21st minutes since **McMahon** was the chair at the time and not everyone has had a chance to review her recommended edits.
 - iii. 9/10 Meeting Minutes – **Bell** moves to approve the September 10th minutes. **Van** notes that Dehestani should be under members not guests. Minutes approved.
- C. Guests/Introductions (1 min)** Lou Ascione, Linda Woods, Daniel Miramontez, and Cheryl Barnard
- D. Public Comment (3 min)**
No public comments were made.
- E. President’s Update** Gonzales thanked those that attended the Chancellor’s Open Forum on September 24th. The Chancellor has expressed support for Miramar at a higher level as we are funded and staffed differently than the other colleges. Gonzales was unable to attend due to a CSSO meeting in Sacramento. The priorities, at the state level, remain Vision for Success, Guided Pathways and AB 705. Gonzales will compile his notes and will share with those who are interested.
- F. Action Items**

| # | Item | *Strategic Goals | Accreditation Standard | Initiator |
|---|--|------------------|------------------------|--------------|
| 1 | Curriculum Committee Change Proposal Form (attachment): Murphy states this change was submitted through CGC last year. They made the recommendation to remove the title “Committee Chair” from the faculty list because then that individual is assumed to be outside the list of faculty that are normally appointed. Also English and Math were changed to subject matter experts. Murphy noted a few other minor language changes and stated this passed both CGC and the Academic Senate. Gonzales inquired if this language will stay the same with the coming changes to the handbook via CIA. Murphy said there was some discussion in the Academic and Professional Matters committee about folding some responsibilities of this committee into others. McMahon and Miramontez confirmed that language is similar to what is being worked on through CIA. Bell asked if the chair will be elected from the 10 appointed faculty. Murphy confirmed. Hopkins asked if the elected chair is the one that gets the .4 reassigned time or if it is the curriculum technical writer. Murphy indicated that no changes were made in that regard. McMahon moved to approve. All responded in favor. | 1, 2, 3, & 4 | I, II, III, & IV | Laura Murphy |
| 2 | Change to language for DE Subcommittee: Murphy stated there is one change in the language of the administrator on the DE subcommittee. It currently reads Dean PRIELT but was recommended to be any administrator since the College President makes appointments and this opens it up to others. | 1, 2, 3, & 4 | I, II, III, & IV | Laura Murphy |

*** San Diego Miramar College 2013 – 2020 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.

Please also see <http://www.sdmiramar.edu/institution/plan> for **San Diego Miramar College 2013-2020 Strategic Plan**

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| The recommendation was approved through CGC and the Academic Senate. Ascione asks if this change will occur immediately a so he can report to his faculty. Murphy confirmed. Bell moves to approve. All responded in favor. | | | |
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G. Discussion Items

| # | Item | *Strategic Goals | Accreditation Standard | Initiator |
|---|---|------------------|------------------------|------------------------------------|
| 1 | <p>Charge/Purpose of Committee and Membership Roles: Gonzales reads from the current handbook that the co-chairs are the College President and the Academic Senate President. The membership includes four administrators, two classified, two faculty, and two students. McMahon notes that last year we approved the addition of the Chair of Chairs and the Counseling Department Chair or designee. Gonzales continues that this committee is responsible for shared governance and the Academic Senate has 10+1 matters. Gonzales adds that this committee may be changing to a College Council. The draft has been shared with each constituency and feedback will go to CGC on October 8th. Van asks if this will go into effect next year. Gonzales says it could happen a few different ways but we will need to see what happens.</p> | 1, 2, 3, & 4 | I, II, III, & IV | Laura Murphy/Adrian Gonzales |
| 2 | <p>Budget Update (attachment): Bell states his presentation is a summary of what EVC Dowd presented to the Board on September 12th and what was approved. Bell summarized the factors affecting budget development into four key points:</p> <ol style="list-style-type: none"> 1. Hold Harmless – Changes in the Student Centered Funding Formula 2. Hiring Freeze – All Contract Positions are safe 3. Compensation Changes – Step advances, STRS, PERS, and other benefits <u>have been budgeted</u> 4. 2019-20 Budget Presented as Balanced – one-time transactions used to match revenues with expenses <p>Bell's presentation can be reviewed using the following link: https://www.sdmiramar.edu/file/19943/download?token=IXvSjs8d</p> <p>Murphy asks if there is assurance that vacant contract positions will not be defunded. Bell states that concept has not been discussed. All vacant funded positions are going through a formal review process. He states that funded classified contract positions require board action to be defunded. He was not confident that the same applied to faculty positions and assured Murphy he would find out. Gonzales notes the importance of understanding that the Student Centered Funding Formula is constantly changing, a committee is working on it at the state level. Murphy explains that regardless of the ever-changing SCFF, the District is still in an enormous debt and we may need to continue the hiring freeze and defund positions to eliminate it. Bell acknowledges Murphy's point. Bell continued his presentation and went over the BAM summary, which depicts \$287M in expenses and \$282M in revenues leaving a structural deficit of \$4.9M. Bell stated we are required to have 5% cash on hand which is the projected ending balance of \$14M as of June 30, 2020. He continues with the</p> | 1, 2, 3, & 4 | I, II, III, & IV | Brett Bell |

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| | <p>change is District targets. There has been a decrease of 2,204 for the District and specifically a decrease of 402 for Miramar.</p> <p>Gonzales shared that we are at 95% of our fall FTES target. Bell moved onto the CAM summary, which shows a \$181M Districtwide allocation, a \$5.2M decrease from the previous year. Miramar’s allocation is \$40M, a \$703K decrease from the previous year. Bell emphasizes these summaries compare adopted budget to adopted budget and the numbers will change at the end of the year.</p> | | | |
| 3 | <p>Vacant Position Update (attachment): Gonzales shared a District HR approved list of Miramar’s current vacancies.</p> <p>Gonzales notes that the Research Associate position was a failed search and does not need a justification form. He states that 10 positions require the form. On the handout, “GFR” denotes special funding and the Chancellor would still like a justification for it because future funding could be an issue. “PC” indicates the forms have been received and reviewed by President’s Cabinet; AVIM, MATH, and the MLTT positions are moving forward. Gonzales will update this list and bring back each time there is a change.</p> <p>Murphy asks the anticipated date these positions will go to Chancellor’s Cabinet. Gonzales responds that MATH and MLTT will be forwarded today, but AVIM needs to be cleaned up first because there was too much information. Murphy clarifies that the positions are going to the Chancellor first, and asks if she is making the decision on her own. Gonzales says the Chancellor has indicated she will bring them to Cabinet once she has made a decision. McMahon asks about the Special Projects Manager for MBEPS. Woods responds that is the Deputy Sector Navigator position that went to Mira Costa. Bell recommends keeping all positions on the list because there may come a time we need them and this will avoid extra steps in the future.</p> | 1, 2, 3, & 4 | I, II, III, & IV | Adrian Gonzales |
| 4 | <p>Collegiality in Action: Murphy states the first piece of the handbook and the College Council has gone out to all of the Senators and all faculty. She hopes it has also gone out to Classified and ASG. Van confirms ASG had a discussion on Friday regarding the first draft. It was delegated to the Governance and Transparency committee. Gonzales offered for the constituent group to come and talk to the students, if need be.</p> | 1, 2, 3, & 4 | I, II, III, & IV | Laura Murphy/Adrian Gonzales |
| 5 | <p>Accreditation Mid-term Report: Gonzales shares that he, Murphy and Miramontez have met and made edits. He and Murphy are still discussion on one other issue but it should go out this week or early next. Miramontez adds that he has been in contact with VC Bulger to put this topic on her radar. She will be drafting a timeline and sharing it with Chancellor’s Cabinet so that districtwide dialogue and planning can occur.</p> | 1, 2, 3, & 4 | I, II, III, & IV | Adrian Gonzales/Daniel Miramontez |
| 6 | <p>Guided Pathways Update: Gonzales states the workgroup lead positions are being finalized. The GP Coordinators are looking to do a campus-wide presentation on October 3rd. Gonzales notes that this program was a five-year program, and we are currently in year three. He stated it may be continued for another five years but that is a preliminary assumption. Gonzales continues that the self-assessment that was due September 30th is now pushed back until</p> | 1, 2, 3, & 4 | I, II, III, & IV | Adrian Gonzales/Lisa Brewster/Lisa Clarke |

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| | March 2020. The annual report will now be due every year in March and submitted through Nova. | | | |
| 7 | President Search Update: Murphy shares that the Interim President Search Committee has been assembled. The projected start date for the Interim is now November 1 st (previously October 1 st). The Permanent President Search Committee has also been formed. The Senate has had several discussion on what we would like to see in the candidates. Murphy states the Senate is developing a survey to go out to the faculty and that can be shared with each constituency, if they may find it helpful. Van asks Murphy to share it with her. Murphy confirms and offers to collaborate. | 1, 2, 3, & 4 | I, II, III, & IV | Laura Murphy/Adrian Gonzales |

H. Announcements

- Academic Senate – **Murphy** states there is a Senate Executive meeting today. The next full Senate meeting is October 1st.
- Classified Senate – **Young** thanked Bell for presenting about the budget at the last meeting. He welcomed agenda items from the other constituencies in order to have a more open and inclusive discussion.
- Associated Student Government – **Van** states ASG is focusing on an Environmental initiative this year. They are also having discussions on how to revamp the ASG website. VC Neault has agreed to come to Miramar and present a Resolutions workshop.
- District Governance Council – **Murphy** states DGC is currently reviewing policies and procedures. **Gonzales** warns against phishing emails as the District is currently working with the authorities to address a ransom situation.
- District Strategic Planning Committee – **Miramontez** stated the council met last week, there was a presentation on the current Environmental climate.
- Budget Planning and Development Council – **Bell** stated the next meeting is November 6th.
- College Governance Committee – **McMahon** stated the next meeting is October 8th.

I. Adjourn Meeting adjourned at 2:37 p.m.

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