

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, August 11, 2020 • 1:15 p.m. – 2:45 p.m. • Zoom

Members: Lundburg, Bell, Gamboa, Gonzales, McMahon, Murphy (Proxy), Padilla, Young (Proxy), Webley, Igou, & Azai

Support: Malia Kunst

A. Approval of the Agenda (1 min)

Bell made a motion to approve the agenda. **Igou** seconded. All in favor. Motion carried.

B. Approval of Previous Minutes (1 min)

McMahon made a motion to approve the May 26th, 2020 meeting minutes. **Bell** seconded. **McMahon** asked for clarification on the time that was set for the fall CEC meetings. She recalled extending the meeting by 30 minutes and that it would begin at 1:00 pm. **Kunst** clarified that the times were on the proposed meeting schedule, which was an attachment on the May 26th agenda and listed the meetings from 1:15 pm – 2:45 pm to accommodate the College Governance Council meetings that follow. **Lundburg** called the motion to a vote; ten in favor; three abstentions; zero opposed. Motion carried.

C. Guests/Introductions (1 min)

Xi Zhang (for Daniel Miramontez), Jesse Lopez, Tanya Hertz, Rechelle Mojica, Lezlie Allen, Cheryl Barnard, and Lou Ascione.

D. Public Comment (3 min)

There was no public comment.

E. President’s Update (3 min)

Lundburg introduced himself as the new President of Miramar College and how happy is to be here. He opened it up to everyone in the meeting to introduce themselves. He continued to report how he is getting up to speed on everything and he has a great team to help him do that as they have been very helpful. He feels he is getting a good feel of the institution soon than he thought he would. His style is not to come in and change everything right away. He prefers to let things continue as they are so he can understand the operations. When it is time to change things, he is very much a team player. He believes in collective decision making and ensuring all the voices are the table. Lundburg stated he has two top priorities coming into this role: working on the campus climate/morale and focusing on infusing equity into our college practices. He learned a lot about what Miramar needed during the hiring process and he understands that his view and approach on equity is one of the reasons for his hire. This segued into the first agenda item; Adoption of Equity Theme for new academic year.

F. Action Items

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	Adoption of Equity Theme for 2020-2021; “Share the Space”: Lundburg stated that he, Murphy and Young are in agreement to keep the topic of equity at the forefront of what we do and thought adopting a theme for the new academic year would help keep that focus. He opened it up to group for feedback on the theme of “Sharing the Space.” McMahon stated it is important for everyone to recognize that there will	10	1, 2, 3, & 4	I, II, III, & IV	Lundburg/Murphy/Young

*** San Diego Miramar College 2020 – 2027 Strategic Goals (approval pending)**

Goal 1: Pathways – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success

Goal 2: Engagement-Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success

Goal 3: Organizational Health -Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making

Goal 4: Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships

<p>be a diversity of opinions, and no one should be persecuted for points of view that may be different from others, and it does not mean we have to be enemies if we have different opinions. There is a way for us to have these differences in a collegial manner. Bell added that making of the theme is an important part of this discussion. He stated when seeing “Share the Space” that equity did not come to mind. Webley agreed with Bell and stated everyone shares differently and we need to learn how to begin sharing the space. Padilla suggested “Sharing the Space – Moving Towards Equity.” Sacro suggested “Sharing our Equity Space.” Zhang suggested “Lift up your voice – Equity Talk.” Mojica suggested “Building shared equitable spaces.” Lundburg suggested “Building a Shared Space: Moving Toward Equity.” Gamboa and Padilla expressed their agreement for that phrase. Gamboa added that the term equity means lifting up voices that have been traditionally left out. Ascione added that not everyone has an understanding of Equity. Mojica suggested “Together we are building an equitable space” and “Together we are building and equitable and inclusive space.” Lundburg suggested another phrase, “Building a Shared Space: Moving Together Toward Equity.” He felt this phrase could serve as a good starting point and that each word carried its weight. The group agreed and the constituencies will take back to their meetings for a first read of the theme. This item will remain on the agenda for the next meeting.</p>				
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G. Discussion Items

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	<p>Website Improvement Project Update: Gamboa reported the Website Improvement Project is moving along. He recently sent out an email with flex events for next week. The vendor, Image X, is in the process of collecting feedback. There will be more opportunities to do so as well, if you are not able to attend next week’s events. He also stated that he will be visiting each of the constituencies again this semester. He is aiming to hit that sweet spot of communicating what is going on so that everyone is in the loop. Image X’s timeline indicates that the website will be delivered at the end of October, before spring enrollment beings. Mojica made a recommendation that when students are testing the website’s function that a student with disabilities be included to ensure it can serve the DSPS population on campus. Gamboa agreed that was a great idea and he will take that back to the vendor.</p>	10	1, 2, 3, & 4	I, II, III, & IV	Gamboa

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2	<p>Draft Handbook Timeline Update – McMahon shared the revised timeline for the implementation of the new College Governance handbook. She stated a lot of work was done with the Collegiality in Action team - which was a group that had representation from all constituencies across campus - this is how the first draft of the governance handbook was created. The first draft of the handbook is housed online and a lot of feedback was received, in various formats, during the spring 2020 semester even with the delay of transitioning online. The group then went through all the feedback that was received, and with regard to any recommendations made, the group either accepted it, modified it, or did not accept it at this time, and also gave a rationale as to why the decision was made to accept and include the feedback at this point or not. The second draft of the handbook is currently being assembled. This process is incremental and continues to go through the constituency groups so there will be another vetting of the draft via a forum and then it will go to the constituency groups for first and second reads of the final draft. Final approval of the new College Governance Handbook is set to take place at CEC on 12/8/2020, for implementation in Spring 2020. McMahon said she will work to get the second draft housed on the website.</p>	5	1, 2, 3, & 4	I, II, III, & IV	McMahon
3	<p>CARES Act Institutional Funding Update: Bell shared the SDMC CARES Institutional Proposal for how these funds will be spent. It listed out 30% in additional student aid; \$90k for online/DE training; \$300k for hardware/software to support online learning; \$311k for employee support (this includes technology and accessories, professional development for classified professionals and overtime hours); \$300k to expand online services in the student services division; \$130k to support operation expenses including PPE. The total estimated use of funds came to \$1.6mil. Bell also reviewed the spending allocated to the 2019-2020 fiscal year, which primarily went towards covering the costs associated with the hard to convert classes and faculty compensation. He continued to explain how requests for the 2020-2021 fiscal year can be made for use of these funds. Faculty will submit their requests to the area deans/manager. Included in the requests must be how the expense is related to the impact of the COVID-19 pandemic, supplier quotes, and manager approval. The requests will be reviewed at the President’s Cabinet level for final approval. Bell stated this process will not work for all requests, specifically more urgent ones. One time exceptions will be made.</p>	10	1, 2, 3, & 4	I, II, III, & IV	Bell/Gonzales

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4	REC Innovation Lab Presentation: Hertz played a video highlighting a student started company called Tekmate. She gave an overview of the REC Innovation Lab activities and events since the move to online instruction and operations in March. There have been 153 virtual events to day and there are 2-3 live workshops every week. Here is the link to the full presentation.	5	1, 2, 3, & 4	I, II, III, & IV	Hertz/Mojica
5	Accreditation Mid-term Report Update: Zhang (for Miramontez) announced that the accreditation co-chairs, Daniel Miramontez and Mara Palma-Sanft, have reached out to the area leads for feedback and to please respond to that email.	3	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez
6	Strategic Planning Update: Zhang (for Miramontez) stated that the strategic planning framework is at the constituent level for review and feedback. Feedback from the managers and ASG has been returned. Please invite Miramontez to your next constituency meetings with this topic placed on the agenda.	3	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez
7	2020/21 Annual Planning Calendar: Zhang (for Miramontez) stated that the annual planning calendar is at the constituent level for review and feedback. Feedback from the managers and ASG has been returned. Please invite Miramontez to your next constituency meetings with this topic placed on the agenda.	3	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez

H. Announcements (1 minute each)

- **Academic Senate – McMahan** announced the first Senate Executive Committee meeting is next week. The next two agendas are planned out and Daniel Miramontez will be invited to the Academic Meeting to present on the accreditation and strategic planning items.
- **Classified Senate – Sacro** announced the next meeting is August 27th and Daniel Miramontez will also be invited to attend.
- **Associated Student Government – Azai** announced the ASG webpage has been updated with a list of position openings. ASG meets weekly on Fridays.
- **District Governance Council – Lundburg** announced the next meeting is August 19th.
- **District Strategic Planning Committee – Bell** announced this group follows the budget planning cycle. There are very few meetings but the next one is in September.
- **Budget Planning and Development Council – Bell** announced the budget planning process is delayed by one month. There is a statewide budget workshop on Friday. The August 2nd meeting was rescheduled to September 2nd.
- **College Governance Committee – McMahan** announced the group was supposed to meet today but the agenda was not sent out. It worked out for the best as a lot of members could not make the meeting. The first meeting will be August 25th. The committee is rotating 4-5 members this semester.

I. Adjourn

The meeting adjourned at 2:41 pm.

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