

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, October 13, 2020 • 1:15 p.m. – 2:45 p.m. • Zoom

**Members:** Lundburg, Bell, Gamboa, Gonzales, McMahon, Murphy, Padilla, Young, Webley, Igou, Azai & Rahmoun

**Support:** Malia Kunst

The meeting was called to order at 1:22 pm.

- A. **Approval of the Agenda (1 min)**  
**McMahon** made a motion to approve the agenda. **Gamboa** seconded. There were 8 yay votes, no opposing votes, and no abstentions. Motion passed.
  
- B. **Approval of Previous Minutes (1 min)**  
**Gamboa** made a motion to approve the 9-22-20 meeting minutes. **McMahon** seconded. There were 8 yay votes, no opposing, and no abstentions. Motion passed.
  
- C. **Guests/Introductions (1 min)**  
 Cheryl Barnard, Daniel Miramontez, Nessa Julian, Wheeler North, Lisa Brewster, and Gail Warner.
  
- D. **Public Comment (3 min)**  
 There was no public comment.
  
- E. **President’s Update (3 min)**  
**Lundburg** announced that the Business department is undergoing an accreditation visit through ACBSP. They would be the first in the region to have this accreditation. He gave kudos to David Wilhelm and Duane Short. He reminded everyone that the San Diego Promise Campaign is underway. The giving day is October 22<sup>nd</sup> but donations can be made beforehand. He shared the COVID 19 plans are status quo. There have been no changes in the county our state safety plans. In the meantime, we are making plans to reopen, most of which are in place through the campus access taskforce. **Lundburg** continued that the budget is also status quo. The district is currently waiting to see what kind of hit will be taken. Chancellor’s Cabinet speculates a deficit will be taken for next year but much more will not be known until January. He continued CEC is waiting on recommendations for equity efforts. This will be addressed later in the agenda. He stated there has been conversations about the language in the strategic directions and how those will move forward. Julian has been communicating with the USC Equity Alliance for definition of terms and coaching possibilities. Lastly, he stated he, Murphy and Young have discussed the ground rules for this meeting and sticking to the time limits for each item. If more time is need, there will need to be a motion to extend the time.
  
- F. **Action Items**

#	Item	Time Limit	Initiator
1	<b>CARES Act Funding Allocation Process:</b> Bell stated that he, Gonzales, Gamboa, Lundburg, Murphy, Young and Azai met last week to make final provisions to the proposed CARES Act Funding Allocation Process. There are no major or significant changes. He highlighted one change which was an omission of the department chair in the prioritization of the requests. There will be a Google form sent to the entire campus where individuals will be able to enter their needs based on COVID related impacts.	3	Bell

**San Diego Miramar College 2020 – 2027 Strategic Goals**

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**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

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	<p>The Google forms will be prioritized by chairs and deans and sent forward as information to the Senate Presidents to further identify potential collaborations. The lists will be combined and sent to the College President for final consideration. Authorization to spend would follow after this process occurs. There will be periodic summarized reports processed through BRDS which would document the prioritization and the process. He anticipates two rounds of formal allocation and one quick final close out to expend all funds by the 6/30/21 deadline. <b>Murphy</b> stated that the process has been approved by the Academic Senate. <b>McMahon</b> asked if there would be an option in the form for reimbursements of expenditures during the spring and summer. <b>Bell</b> stated this would not be included. His understanding is that DGC is developing a districtwide process and form for reimbursements but he has not seen this information come out yet. He stated it could be included in Miramar's form if need be. <b>Gamboa</b> added that there will be a separate process for compensation of work that surpasses normal work duties. <b>Murphy</b> wasn't aware of this form and agreed to discuss this process separately, offline, with Gamboa. <b>McMahon</b> clarified the question is how can faculty, that purchased equipment for their classes outside of the normal process due to COVID19, get reimbursed. <b>Lundburg</b> stated he will touch base with Bell regarding this question and report back. The time limit was exceeded on this item and he asked if there was a motion on the table. <b>Young</b> made a motion to approve the CARES Act Funding Allocation Process. <b>Murphy</b> seconded. There were 10 yay votes, no opposing votes, and no abstentions. <b>Motion carried.</b></p>		
2	<p><b>2020/21 Annual Planning Calendar:</b> <b>Miramontez</b> stated the 2020/21 Annual Planning Calendar has gone to all of the constituencies and been approved. He noted that anything in red has been updated/changed. <b>Padilla</b> made a motion to approve the 2020/21 Annual Planning Calendar. <b>Young</b> seconded. There were 10 yay votes, no opposing votes and no abstentions. <b>Motion carried.</b></p>	3	<b>Miramontez</b>
3	<p><b>DIEC Recommendation for Equity Coordinator:</b> <b>Murphy</b> stated the Diversity and International Education Committee has put forth the recommendation for an Equity Coordinator position. It was shared at the last CEC meeting and is here for a second read. She also noted that the recommendation includes next steps. <b>Gonzales</b> stated he has some concerns with the language and recommended that someone be assigned to work out the details like who the position will report to but agreed that there should be a centralized position for our equity efforts on campus. <b>Murphy</b> added the committee is seeking approval for this position in concept. The language and specifics can be worked out after. <b>Igou</b> noted this has been brought up in various venues with full support. He asked if this is moved forward, when will release time for it be discussed. <b>Lundburg</b> stated is could be discussed right away or once the scope of work is determined. <b>Murphy</b> added this is something to be considered once the idea behind this is approved. <b>Murphy</b> moved to extend the time for this item by two minutes. <b>Motion carried.</b> <b>Gonzales</b> recommended that this item be tabled until the next meeting and that the College President appoint a VP or a small group to work out the language before it is approved. <b>Murphy</b> noted she would like to see the committee use the time in between the first and second read to work out the details, as to not cause further delays, moving forward. <b>Lundburg</b> asked who would be interested in working on the language. <b>Murphy</b>, <b>McMahon</b>, <b>Webley</b>, <b>Padilla</b> and <b>Rahmoun</b> volunteered. <b>Gonzales</b> made a motion to table the DIEC Recommendation for an Equity Coordinator to the October 27<sup>th</sup> CEC meeting and for the group to come back with the revised language. There were 10 yay votes, no opposing votes and no abstentions. <b>Motion carried.</b></p>	5	<b>Murphy</b>

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**G. Discussion Items**

#	Item	Time Limit	Initiator
1	<p><b>Coordination of Equity Efforts:</b> <b>Murphy</b> stated there is a campus need to define equity and create a statement. <b>Young</b> echoed this need. <b>Miramontez</b> stated PIEC would like to tie together Equity and Guided Pathways at next year’s planning summit. <b>Lundburg</b> added there is the possibility of identifying equity coaches through the USC Alliance membership. <b>Julian</b> has been in contact with the alliance regarding the college’s needs. After some discussion, it was decided that <b>Murphy, Young</b> and <b>Lundburg</b> would meet to identify a group of individuals, from each constituency, that will be charged with defining equity and creating a statement. They will be an update at the next CEC meeting.</p>	10	<b>Lundburg/Murphy/Young</b>
2	<p><b>Next steps? USC Equity Leadership Alliance:</b> <b>Murphy</b> stated the second e-convening was yesterday. She brought this item here because there are 10 more of these eConvenings and believe there should be a consistent and organized method in which we roll out the information to the college. She would also like to make a decision on how individuals will be identified to attend. <b>Julian</b> stated she has been working with the Professional Development Committee (PDC) to create trainings on the e-eConvenings that can be shared with the college. She also stated that <b>Laura Gonzalez</b> is creating a canvas shell to house all the resources. <b>Bell</b> recommended that the resources also have a dedicated landing page on the college website. <b>Julian</b> will work with <b>Miramontez</b> to get the landing page established. <b>Murphy</b> asked how individuals will be identified. <b>Padilla</b> noted that the Classified Senate chooses their representatives based on the topic of the e-convening and who would be best suited to attend and share out the information. <b>Lundburg</b> added he is comfortable with <b>Julian</b> being the Administrative Representative. <b>Murphy</b> stated she will follow the same model as the Classified Senate. <b>Lundburg</b> asked <b>Julian</b> to provide an additional update at the next CEC meeting and to leave this item on the agenda with her as the lead.</p>	10	<b>Murphy</b>
3	<p><b>“On-Campus” Board of Trustee’s Meeting – Thursday, February 11<sup>th</sup>:</b> <b>Lundburg</b> noted the other campuses have honored Chancellor Carroll in some way as it is her last year and asked what the past practice or protocol has been. <b>Bell</b> gave a brief overview stating CEC determines the theme and outline of the presentation, assigns a group of people to complete the work, and will report back to CEC. There is an integrated approach of instruction and student services with a focus on students. <b>Murphy</b> and <b>Padilla</b> confirmed they will take this back to their Senates for ideas. CEC will decide the theme at the next meeting. <b>Miramontez</b> added that he will keep the Audio Visual Department on standby as he anticipates this to be heavy on videos and the need for closed captioning due to our remote environment.</p>	10	<b>Lundburg</b>
4	<p><b>COVID19 Block Grant:</b> <b>Bell</b> stated \$792,807 is available through this grant, which is separated into two components; federal (\$314,408) and state (\$478,399). The federal portion has a deadline of December 31<sup>st</sup>, 2020 and the state portion has a deadline of December 20<sup>th</sup>, 2022. He expressed concern about the ability to expense all of the federal funds by the deadline. He proposed that the federal funds be used to offset a portion of the CARES Act Institutional money, which has been allocated for direct student aid. This would expense all of the federal funds by the deadline, without</p>	5	<b>Bell</b>

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	<p>changing the total amount of direct student aid available and would also leave \$121,726 in direct student aid for a spring allocation. This agenda item needs to accomplish: 1) the ignition concept of receiving the COVID-19 Block Grant, 2) general agreement on the proposed swap of funds, and 3) next steps for a budget development process. He recommended doing something similar to CARES Act funding: creating high level and general categories and using the existing allocation process (that was just approved), while BRDS develops a more formal process. <b>Murphy</b> states that since this was not an action item and is the first time she has seen the have discussed it, it should have constituency dialogue and approval. She asked where this goes from here to get more questions answered. <b>McMahon</b> recommends that this go to BRDS and <b>Bell</b> agrees. <b>Padilla</b> asked if undocumented students would be included in the state aid. <b>Gonzales</b> responded they are included in the CARES Act based on the court ruling. The general concept of the swap of funds was supported with the budget allocation process assigned to BRDS per <b>McMahon's</b> recommendation.</p>		
5	<p><b>Budget Update:</b> <b>Bell</b> stated the San Diego Community College District has concerns regarding the student centered funding formula, which they are continuing to work on. BRDS is reviewing supplemental and success data and will receive additional revenue totaling 30%. Miramar's ISA's are still partly of concern in relation to the student centered funding formula, work is continuing at the state level through EVC Dowd. He has been providing her with information. Statewide, California has a \$54 billion shortfall, which translates to a \$1.5 million short fall for community colleges. He does not anticipate mid-year budget cuts however the District will have a cash flow problem. The District has recognized this and is going for TRAN (tax revenue anticipation note), which is a short-term borrowing that will bridge our cash resources between when we need them and when we get them from the state. He believes Miramar to be well positioned for 2020-2021.</p>	5	<b>Bell</b>
6	<p><b>2021-22 Budget Development:</b> <b>Bell</b> stated each year, in the spring, we allocate FTES/FTEF targets based on a gross amount that is determined by Chancellor's Cabinet. He stated we do not have this number yet and he does not anticipate it until May. He anticipates Miramar College will be flat with our FTES/FTEF targets for this year but that will not be known until May at the latest. He recommends, as a college, we begin our strategic enrollment planning, specifically FTES target identifications, for summer 2021 immediately. This way we are prepared to respond to the Districts allocation of resources, while also taking into consideration that the summer schedule will be developed before the total allocation is known. <b>Murphy</b> added the strategic enrollment management committee will come online in January and they need to be involved in this process.</p>	5	<b>Bell</b>
7	<p><b>Accreditation Mid-term Report Update:</b> <b>Miramontez</b> stated that the final draft of the accreditation mid-term report was released last week. This should give the constituencies' ample time to review and vet the document. It will come to CEC on 12/8/20 for final approval and then will move on to the district for further processing.</p>	5	<b>Miramontez</b>
8	<p><b>Strategic Plan: Strategic Directions:</b> <b>Miramontez</b> stated that the managers have reviewed the Classified Senates feedback on the strategic directions. The managers decided to draft a fifth goal in order to incorporate Classified's feedback more holistically. There was not enough time to discuss this further but once the revised directions are ready, they will be shared with the constituencies for vetting.</p>	10	<b>Miramontez</b>
9	<p><b>Board Policies 5235 and Administrative Procedures 5031, 5104, and 5152:</b> <b>Murphy</b> stated she has brought these policies to CEC as an FYI item. The District kicks off the</p>	5	<b>Murphy</b>

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<p>process by recommending policies and procedures to be reviewed. Those policies and procedures then go to the curriculum committee's and each of the colleges for review and input. Duane Short has done this and placed as an item on the Academic Senate agenda. She concluded that the senate has approved the changes and they will go back to the district for further processing.</p>		
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**H. Roundtable ( 1 minute each)**

- **Academic Senate – Murphy** announced the next full senate meeting is next Tuesday at 3:00 pm. They are continuing to address instructional issues as they arise.
- **Classified Senate** – No report.
- **Associated Student Government – Rahmoun** announced the next ASG meeting is this Friday at 9:00 am. They are reviewing the budget and allocations.
- **District Governance Council** – Next meeting is Wednesday, October 21<sup>st</sup> at 3:00 pm.
- **District Strategic Planning Committee – Miramontez** announced the committee met last week. It was decided to delay the district strategic planning cycle by one year so that it better aligns with the colleges' strategic planning cycle.
- **Budget Planning and Development Council** – No report.
- **College Governance Committee – McMahon** announced there is a meeting today at 3:00 pm. The committee is continuing to address it's to do list in regards to the new college governance handbook.

**I. Adjourn**

The meeting adjourned at 2:50 pm.

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