

## **CEC Minutes**

### **Review September 6<sup>th</sup> 2008 to Present 11/6/12**

#### **2012/2013 Summary:**

1. *Updated College Governance Handbook*
2. *Technical Assistance Proposal*
3. *District Strategic Plan Committee - strategies for improving internal communications*
4. *Visiting team recommendations: "streamlining the shared governance model"*

10/16/12

#### **1. Update on Responsibilities and Appointment Process of Participatory Committee Members (Hsieh, Figueroa, Allen, Hubbard)**

Figueroa has been reviewing and updating the college governance handbook. She suggested constituency leaders get together to talk about governance, which they did. They mutually agreed the college has a good system in place. CGC will discuss a possible convocation presentation and/or training. The updated handbook will be posted on the website within a week. Figueroa will work with the web master to update committee pages. A hard copy of the handbook will be included in the accreditation evidence file.

10/8/12

#### **8. Clarification for Request of Technical Assistance Visit (Hsieh/Figueroa)**

Hsieh thanked Figueroa for bringing to her in August the consideration of a technical assistance visit so that the entire college could have an opportunity to review and discuss the collegial consultation process and possible enhancement. Hsieh asked Figueroa to share her technical assistance proposal to the Academic Senate Executive Committee and the entire Academic Senate. If the entire Academic Senate supports the visit, the managers are standing by to participate and support, as well. Issues or topics for the group to address would be developed with mutual consent. Classified staff and students are invited to participate, as well. Figueroa advised the Senate is discussing desired outcomes and will report back to the President if and when to move forward with a request for a visit.

9/25/2012

- Human Resources (HR) is working with each college to assure forms used are correct and the most updated versions. HR is working with VPA offices to assure outdated forms removed from each college website and replaced with a link to the district website/form. Figueroa cited this as an example of the need for improved internal communications within the district. The District Strategic Plan Committee will be developing strategies for improving internal communications.

9/4/12

#### **2. Shared Governance Committee Tasks 2013 (Buckley)**

Buckley reminded CEC members of planning agendas and visiting team recommendations related to "streamlining the shared governance model" which included a review of college committees and processes, as listed in the 2010 self study report and visiting team report (See IV.A.1, IV.A.2.a and IV.A.2.b, as well as 2004 Recommendation 4). These items still need to be addressed prior to completion of the 2013 midterm report.

## **2011/2012 Summary:**

1. *Mapping CEC functions to Strategic Goals*
2. *College Retreat and Poll Results*
3. *Work flow through shared governance: Smoke Free Campus, Annual Report to ACCJC, Civility & Mutual Respect Policy, Educational Master Plan*
4. *BRDS recommendations for funding*
5. *College Governance Changes to PIEC & BRDS*
6. *2012-2013 Prioritized Classified Hiring List*
7. *Changes to Academic Affairs & Staff Development Committees, Graduation Subcommittee*
8. *Clarification on PIE Membership*
9. *Approve Revised Strategic Plan*

5/15/12

### **3. Mapping of CEC Functions to Strategic Goals (Figueroa)**

Based on CEC minutes, Figueroa created a grid from information initially provided by Trevisan that maps CEC activities of the past three years to strategic goals. CEC will review final documents in the fall.

**Action Step:** We need to review a copy of this information.

5/8/12

### **2. Mapping of CEC Functions to Strategic Goals (Figueroa)**

Figueroa shared a CEC grid format, which aligns 2010-2011 and 2011-2012 CEC actions to Strategic Plan strategies and lists agenda items, minutes and related documents as evidence. Figueroa will send document to CEC members for review.

5/1/12

### **6. Proposed Retreat Dates (Buckley)**

Changes proposed in the college Accreditation Follow-Up Report (process improvement) include reinstating an annual planning retreat off campus, comprised of a cross-section of approximately 75 staff to review findings from previous year program improvement, look forward and prioritize goals. PIEC recommends August 7, 2012 at Mission Trails. Catering, budget, location confirmation, and list of attendees need to be worked out. Buckley would like a work group to discuss. PIEC suggested PIEC members, subcommittee members, and representatives from all constituent groups be invited to attend. Deans, department chairs and program directors were also discussed. Buckley will follow-up with PIEC and subsequently bring CEC a recommendation.

**Action Step:** Review Attached: Retreat Recommendations

Listing work flow through shared governance: Smoke Free Campus, Annual Report to ACCJC, Civility & Mutual Respect Policy, Educational Master Plan.

3/6/12

### **3. BRDS Requests for Funding Recommendations (Bohm)**

ASC reviewed and approved the BRDS recommendations for funding. The list was *Moved (Buckley)/ Seconded (Bell)/ Approved* by CEC. Bell highlighted the fact that internal resources were identified to support the funding requests, not IELM, and encouraged all to continue to

identify needs in program reviews and submit requests for funding to BRDS with or without available funds.

2/14/12

### **3. College Governance Changes to PIEC & BRDS (Figueroa)**

Recommendations for changes to PIEC and BRDS were reviewed and approved by Academic Senate, Classified Senate and ASC. Presidents of all constituent groups signed paperwork to include changes in the college Shared Governance Committee Handbook. V. Bohm asked if PIE Committee meeting days and/or times could be changed to allow for student attendance. Currently, ASC meetings are scheduled at the same time as PIEC. J. Buckley will present ASC concerns at an upcoming PIE Committee meeting.

2/14/12

### **5. BRDS Recommendations for Funding RFF's (B. Haidar)**

The BRDS Committee received 37 requests for funding. \$145,000 has been made available through Civic Center funds. BRDS voted to fund all items which were determined to have #1 priority alignment with the Strategic Plan goals (14) for a total of \$64,000-\$65,000 and reserve the balance of funds. Classified Senate will review the recommended list, after which the BRDS recommendation will return to CEC for final approval.

12/13/11

### **1. 2012-2013 Prioritized Classified Hiring List (Bell)**

Miramar's classified hiring list is a good example of the college's integrated planning process via program review in each division. Lists are prioritized within each division, then vice presidents work together to create a single prioritized list. 44 positions were identified overall; 30 are included and ranked on the Miramar list (12 replacements, 18 new positions). Bell will distribute the list to CEC and will provide President Hsieh an edited version of ranked replacement positions only per district request. J. Allen will share list with Classified Senate as an information item.

10/25/11

### **1. College Governance Committee Recommendations for Changes to Academic Affairs, Committee, Staff Development Committee, Graduation Subcommittee (Figueroa)**

Figueroa presented recommendations for changes to the College Governance Handbook – *Academic Affairs* language; *Commencement Sub-committee* name and membership; *Staff Development* minimal wording edits and addition of classified co-chair. All recommendations received approvals by constituent groups prior to today. Motion (Barnes)/Second (Allen)/CEC approved changes. CEC members signed recommendations for inclusion in Handbook.

10/18/11

- Figueroa worked with Allen on Classified Senate concerns re: membership name changes on the PIE Committee. Following this meeting, constituent group leaders signed the updated Shared Governance Handbook edits, effective October 2010.
- Trevisan announced Integrated Planning posters and flyers are currently being printed and will be distributed next week. Figueroa will notify the Academic Senate of the plan and request faculty post a flyer in their offices. Trevisan also ordered Mission Statement flyers for posting in the H and M buildings.

- Harrison announced the College Governance Committee approved a form that will be sent to shared governance committees soliciting input, concerns and suggestions regarding the shared governance structure and committees.

9/6/11

## **2. Clarification on PIE Membership (Allen)**

Certain classified staff members of the PIE Committee are specified by position. Allen will recommend to College Governance Committee the words “and/or designee” be added. This item will be brought back to CEC in two weeks.

## **2010/ 2011 Summary**

1. *Revised Strategic Plan*
2. *Faculty Hiring Priority List*
3. *AACJC Recommendation Progress & Updates*
4. *College Governance Committee Recommendations*

5/24/11

## **2. Approve Revised Strategic Plan (Barnes)**

Classified Senate approved the revised Strategic Plan. Associated Students approved Goals earlier. Gade provided AS approval of the revised plan that now includes references to “sustainability.” By consensus, all groups/senates have now approved the Revised Strategic Plan.

3/15/11

## **1. Faculty Hiring Priority List (Figueroa)**

Figueroa presented a prioritized Faculty Hiring List that was developed and approved by the Faculty Hiring Committee. It received Academic Senate consensus on March 1<sup>st</sup>. Criteria for prioritization included departments with no contract faculty, as well as greater weight for prior year position ranking. Hsieh complimented the Hiring Committee and process. The list was accepted by CEC consensus.

2/15/11

## **1. AACJC Recommendation Progress & Updates (Figueroa)**

Figueroa presented a list of five recommendations proposed by the Academic Senate Executive Committee on Feb. 8, 2011 to address the major AACJC Recommendations. It suggests that each of the AACJC recommendations be addressed by a team of one faculty member, one classified staff member, one administrator and, where appropriate, one student. Members will be identified by the Academic Senate, Classified Senate, College President and Associated Students. Teams will be approved by CEC. Meeting times and timeline will be determined within the membership of each team. Booth raised concerns that classified and administrative members are evaluated by senior administration and that there might be a fear of reprisal and that anonymity should be considered. Research can be conducted anonymously and should be addressed within every team. ASC President, Franchesca Gade asked that students not be considered differently from other constituents. All agreed that each team would have a student representative who will be appointed by the ASC.

11/2/10

## **5. College Governance Committee Recommendations (Figueroa)**

ASC, Academic Senate and Classified Senate reviewed and approved recommendations. At the next meeting, Figueroa will bring signature page to CEC for completion.