Meeting Notes

Attendees:
Ricky Shabazz  President
Robbi Ewell  Chair, Institutional Technology Council
Trudy Gerald  Administrative Representative
Jan Jarrell  President, Academic Senate
Justin Akers  Past President, Academic Senate
Nadia Mandilawi  President, Chairs Council
Erin Flanagan  Acting Public Information Officer
Susan Murray  Dean, Institutional Effectiveness
Roxann Solis  Acting Vice President, Administrative Services
Denise Whisenhunt  Vice President, Student Services
Andrew Leal  Vice President, Associated Students

Absent:
Minou Spradley  Acting Vice President, Instruction
Susan Molina-Bibian  President, Associated Students
Awana Payne  President, Classified Senate

Agenda/Notes:
Requesting Action/Discussion Items (As Noted)

Approval of September 25th, 2018 Meeting Notes (Ricky Shabazz)
Ricky Shabazz apologized for being late to the meeting as he was discussing budget items that are very difficult in regards to staffing and other areas with the Executive Cabinet. Ricky Shabazz shared that he just returned from HACU and was part of a District Member Presentation on Social Justice. The presentation was incredibly well received, and he was thoughtful of the culture at City College. He commended the staff on their perseverance and commitment to our district given the challenges with both budget and new legislation that everyone is working to understand and manage. He indicated that in making tough decisions there will be affects to our adjunct staff in particular, and he realizes the difficulty this creates for everyone and appreciates the continued open communication and patience.

Ricky Shabazz requested a motion to approve the meeting notes from October 2nd 2018. Trudy Gerald made a motion to approve. Robbi Ewell seconded the motion. No opposition, motion carried.

College Council Agenda New Website Presentation and Update (Erin Flanagan/Victor Chen)
Erin Flanagan stated that today she and Victor Chen would talk about the rollout plan throughout the fall of 2018 of the new website. Victor Chen provided a presentation representing the framework/shell of the website in progress. He explained that this early version will demonstrate how the website will
be moving toward a two to three click version. Victor Chen is making a map of what our site looks like now, and how it will look converted. In keeping with President Shabazz’ request to be live in 90 days, Erin Flanagan noted that they are working to show placeholder’s where needed, and then will continue to make final edits of the site through continual updates. Therefore, today is to show the framework, and then the web team will be meeting with each of the individual constituency groups, to get feedback prior to November before moving into a soft launch of the site. The goal will then be to cleanup content and work toward a hard launch in January 2019. Erin Flanagan stated that for the Instructional Chair’s, she may have a lesser quality version as their group meets October 29th. Erin Flanagan stated that her team is working with Marciano Perez to ensure that ASG has an opportunity for ASG and students to have preview weeks where they can provide input. They will also goal to participate at their Leadership Summit as well. Ricky Shabazz reminded the Council that there is a website committee; therefore the committee has been working as a body to incorporate the various requests that will result in the final version.

Victor Chen presented the website on the overhead projector, and demonstrated the landing page and how members of staff will be able to log in and change and update content to their relative pages. Victor Chen demonstrated how easy edits would be for the individual. Erin Flanagan shared that there will be a process to notify the PIO to have items edited and reviewed for content. The new website will also be mobile friendly. Erin Flanagan stated that now students will be able to link to what is offered in degrees and certificates and then be able to click on those items and have the site take you to the necessary aspects required in obtaining the degree or certificate needed. Once Erin Flanagan’s team meets with the various groups, they will review what makes the process useful and easy to function, and then also be looking to remove any unneeded content that slows the function of the system. Erin Flanagan wanted to commend Victor Chen on taking the role of Webmaster. Erin Flanagan asked for feedback on delays or issues. Ricky Shabazz reiterated that the site is to be primarily for students, and not necessarily staff focused. Ricky Shabazz and Victor Chen concurred that the original site had approximately 1500 pages, and we will be working toward a site with only 500 pages. Erin Flanagan confirmed that the web team will be doing a roadshow presenting the site. The graphics are not completely built on the landing page, but she will email it to everyone along with their tentative dates for her team to meet with the various constituent groups. Ricky Shabazz was appreciative of the work completed, and confirmed that he wants to launch the site as planned in November and continue to work through the needed changes.

VPI and VPAS Interview Diagram (Denise Whisenhunt)
Denise stated that we have the VPI and VPAS interviews pending. Both initial interviews have been completed, and the second interviews are being scheduled. The final interviews and forums will be scheduled for November. Ricky explain that there will be three rounds, which will be an interview with the Executive Team, Academic team, a tour, and then depending on the number of candidates, they will move forward to an open forum, dinner or lunch with the Executive Team, and a meeting with instructional cabinet, this is specific only to the VPI. He indicated that in meeting with the Academic Senate, they advised that it is not necessary to do an open forum for the VPAS. Therefore, the VPAS will involve a first and second round only. Nadia Mandilawi wanted to know how the overlaps from the previous VPI search would be avoided. Ricky Shabazz offered that to avoid the overlaps, we would have to have different days for each candidate. Ricky Shabazz asked for any recommendations. Nadia Mandilawi stated that it was difficult to see only one part of the process for a candidate. For the mock meeting with the Chairs, she said that it seemed that it would be helpful to meet with all of the candidates. She asked if there was a way to do the two days, so the candidates could come to participate in the mock forum jointly and then an interview the next day. Ricky Shabazz offered that
these are all options, one being to have each candidate speak publicly, with alternating questions. Nadia Mandilawi stated she would like to see all aspects of the interview process from all candidates. She feels that a shared panel would be fair option and make for a better decision. Ricky Shabazz has seen both open and closed forums, all performed well, but noted that it can be difficult when each candidate responds to the same question. Ricky Shabazz stated that it would be up to the Academic Leadership to organize the open forum, and that Susan Murray’s team would provide support via survey data and research. Jan Jarrell indicated that based on the last round for VPI, a candidate was lost due to the delay in timing and process. Trudy Gerald noted for planning purposes that the next search would also be best served by hosting all the aspects in one building. Jan Jarrell stated that starting around 2:30pm to allow for more faculty to attend would be best for the Shared Forum. Denise Whisenhunt noted that scheduling was focused to one Friday as a potential date, and two separate Monday’s in November. As the Academic Senate meets on Mondays, Jan Jarrell and Justin Akers discussed canceling the meeting to participate in the forum. Ricky Shabazz asked Denise Whisenhunt, Cheryl Barker, Jan Jarrell, Justin Akers, and Nadia Mandilawi to determine an appropriate date with the Academic Leadership and the best process off-line as quickly as possible.

Commencement Planning Presentation (Denise Whisenhunt/Marciano Perez)
Marciano Perez is currently on travel with students, this item will carry to the next College Council Agenda.

Scholarship Information Update (Denise Whisenhunt)
Marciano Perez is currently on travel with students, this item will carry to the next College Council Agenda.

Foundation Scholarship Information (Roxann Aubrey)
Shirin Mohseni was out ill and unable to provide the needed information, this item will carry to the next College Council Agenda.

Classified Senate (Awana Payne)
Awana Payne is unable to attend due to illness.

Associated Student Government (Andrew Leal)
Andrew Leal was present to discuss updates for ASG. He stated that the ASG is preparing for CCCSAA Student Leadership Conference at the end of the month. Andrew Leal also stated that he is very pleased to announce that ASG will be operating with a full board, which has not been the case for some time, and ASG is very proud of that work.

Administrative Representative (Trudy Gerald)
Trudy Gerald updated everyone regarding the multi-campus efforts underway to create broader interdisciplinary programs being discussed within each school and across disciplines to address offering more unique and diverse education opportunities for students. She also noted the impact of AB705 on English 047A as a pre-requisite, and that our academic leaders will need to to look at the pre-requisite and see how it is going to affect each campus and their students, as it is the primary pre-requisite. Trudy Gerald noted that the curriculum staff will be working hard to determine how to address this issue.
Academic Senate (Jan Jarrell)
Jan Jarrell was pleased to report that the Academic Senate had elected their new Adjunct Faculty Officer, Alan Rivera, and that it was their largest turnout in voting. She also noted that the day before the Academic Senate had passed a resolution brought forward by the articulation office regarding the new Assist repository and that it does not function and made requests about adding faculty recommendations as there are currently no faculty involved, as well as requesting a contingency plan if the new website is not launched in May 2019, they received a unanimous vote, that will go forward for vote on Saturday for area D. They also made a motion for a vote of no confidence for the State Chancellor that will go to vote on Saturday October 13th, 2018 for the Area D Academic Senate.

Jan Jarrell also stated that the Academic Senate continues to discuss issues related to the new budget and has questions that they will want to bring forward. Jim Mahler of AFT will be at their next meeting to discuss the impact and where they have the ability to influence, and to provide information to faculty that had not been present previously. Equity will be a main aspect that will be a part of these discussions.

Ricky Shabazz alerted the Council that he had just received an email from one of our faculty members in kinesiology that he wanted to address due to its relationship to the current discussion. Ricky Shabazz noted that he may need to work with Justin Akers and Jan Jarrell to come back to the Academic Senate and re-address the hiring process for faculty. He noted that here are some very real concerns about how the hiring priority list was made. Ricky Shabazz noted that there is a difficulty without a flow chart to show when and how the list should be used and when to implement the flow chart. Ricky Shabazz cited examples of situations where a flow chart would assist in making best decisions via the Executive Cabinet, and noted the need for a flow chart to be developed to accompany the list.

Master Planning, Assessment & Resource Oversight Council (MPAROC) (Susan Murray)
Susan Murray shared that MPAROC is starting year two of what was a three year plan for Strategic Planning. She noted that the Strategic Plan page on the website now has a complied report of all of the items that have been submitted to MPAROC. This list has been complied to show what has been completed and what is being worked on. It will continue to be updated to evaluate what is being done. They have also been talking with the Enrollment Management Committee, regarding their plan and funding formula. In their next meeting tomorrow, they will have an update on Guided Pathways.

Instructional Cabinet (Nadia Mandilawi/Minou Spradley)
Nadia Mandilawi provided that the Chairs will have two meetings this month due to the holidays in November. The Chairs had a check in on program review and touched based on values related to Academic Senate. She said she spoke with Minou Spradley, and they discussed Minou Spradley would be providing an enrollment and budget update at the next Chairs meeting. Nadia Mandilawi has considered bringing in the Chairs to get feedback on the hire list, as it would be interesting to include them and their views on the process. Over the next two meeting they will be working to get that feedback for the hire list. Ricky Shabazz indicated we also need to start creating a new hire list, and in his discussions with Jan Jarrell and Justin Akers he wanted to receive recommendations on when the current list should officially end, in order to have a process to convert to the new list, yet to be created. Jan Jarrell stated that the list theoretically was to be active for two years, so the new list should have a specific cut off date, and be developed in the spring so there is a new list for fall hiring. Ricky Shabazz noted that these are really important questions for the Chairs, as retirees create conflicts based on when they retire and which list the retiree would belong to. Susan Murray indicated that her team did a survey that evaluated how we address the list and items that did not have a clear path that could be
beneficial to the process. Ricky Shabazz explained his concerns regarding using only the list without a flow chart to address outside factors, such as retirement notices, accreditation impacts and department needs. Both Jan Jarrell and Justin Akers voiced their concerns in adhering to the hire list, resulting departmental issues, past president’s not using the list, and requested clarity on how a flow chart would impact the list’s intentions. After further discussions, including differences in funding between City and Miramar, despite Miramar’s similar FTES, Ricky Shabazz stated that he would like a flow chart developed by faculty to address anomalies, and would make the list a part of his discussion at the next Chairs meeting. Justin Akers asked how the state funding of $50 million was to be allocated and Ricky Shabazz indicated there had not been discussion regarding this aspect. Ricky Shabazz noted that he had discussed this with the managers as well and would work with faculty to develop the flow chart to be used in conjunction with the list.

Student Services Council (Denise Whisenhunt)
Denise Whisenhunt shared that with our upcoming move pending Student Services has been doing a lot of assessment of the new areas, and her staff has given positive feedback of the new location. They are doing great work in maintaining a focus on the Ultimate Student Experience. She also stated that Mr. Jim Sinegal, founder of Costco, came to visit last Friday. Denise Whisenhunt gave compliments to Dean Rose LaMuraglia for showing the wonderful business side of our school with Fantastique and showcased the Nursing department. Mr. Sinegal made an incredibly generous donation of $150,000; he also slated specifically $10,000 for OER. Erin Flanagan shared with the Council the incredible work that Denise Whisenhunt has done over the last several years to integrate Jim Sinegal into San Diego City College as an alumni and to work to maintain an important and valuable relationship for our students and our campus.

Institutional Technology Council (Robbi Ewell)
Rob Ewell updated that the District Council of Librarians hosted a meeting with representatives from each campus to discuss the new cloud based platform. Collectively they put in an interest letter that was non-binding, and are now preparing to submit a binding letter by October 31st, 2018. There is initial indication that the district will handle the charges for implementation and carry the costs thereafter. Rob Ewell will update the Council at the next meeting.

Report from Administrative Services (Roxann Solis)
Meeting adjourned prior to discussion of Administrative Services.

Report from Institutional Effectiveness/ALO (Susan Murray)
Susan Murray noted that the Accreditation committee will have a message coming out every Friday, to keep everyone up to speed and will be getting more information tomorrow on the visits that are scheduled and how this will impact needed facilities and participation.

Public Information Officer (Erin Flanagan)
Erin Flanagan shared an important announcement; she noted that next week is Undocumented Student Action Week. It is a state-wide led initiative to recognize the undocumented student pathway. She will send out the flyer from Lillian Garcia that highlights the activities for the week to our Council members. Erin Flanagan asked that you share this important event with your colleagues and students for as much participation in this week as possible.
Report from the President (Ricky Shabazz)

In an effort to value everyone’s schedule and the lateness of our start, President Shabazz made brief remarks that he will be off campus at MMI for the remainder of the week, with Acting President duties accepted by Denise Whisenhunt and Minou Spradley.

4:15 pm adjourned