

Administrators Committee

Minutes

November 18, 2021

9:30am – 11am, Zoom

Chair: Tom Macias

Attendance:

Name	Attended/Not Available		Name	Attended/Not Available
Al Tacone	Attended		Kim Marquardt	Attended
Alketa Wojcik	Attended		Kristen Huyck	Attended
Antonio Alarcon	Attended		Linda Kurokawa	Attended
Beatriz Aguilar	Attended		Luke Lara	Attended
Benjamin Gamboa	Attended		Mike Dear	Attended
Carl Banks	Attended		Mike Fino	Attended
Charlie Ng	Attended		Mina Hernandez	Attended
Chelsea Kott	Attended		Mitra De Souza	Attended
Christopher Tarman	Attended		Nick Mortaloni	Attended
Denne Pescarmona	Attended		Sandy Comstock	Attended
Devon Boone	Attended		Scott Conrad	Attended
Freddy Ramirez	Attended		Sunny Cooke	Attended
Hayley Schwartzkopf	Attended		Tim Flood	Attended
Joe Salamon	Attended		Terrence Shaw	Attended
John Makevich	Not Available		Tom Macias	Attended
Jonathan Fohrman	Attended		Val Warner-Saadat	Attended
Justin Crast	Attended		Wendy Stewart	Not Available
Kathy Rodriguez	Attended		Zhenya Lindstrom	Attended
Katie White	Attended			
Kelly Hwang	Attended		Carrie Everts (Recorder)	Attended

ITEM	DISCUSSION
I. Call to order	The meeting was called to order at 9:33 am by Tom Macias.
II. Welcome & Feel-Good News!	Welcome ASG Rep, Kelly Hwang, and Director of Life and Leadership, Terrence Shaw
III. Approval of Minutes	The October 21, 2021 minutes were motioned for approval by <u>Tim Flood</u> and seconded by <u>Scott Conrad</u> . Minutes were approved unanimously (MSU).

ITEM	DISCUSSION
IV. Discussion & Informational Items	<ul style="list-style-type: none"> • BPC Resource Allocation Process (Flood & Salamon) – gave a presentation and showed a Resource Allocation Process & Flowchart. Presentation to be emailed out to everyone. (3 documents) • Meeting Etiquette Document BPC developed (Flood & Salamon) – Wanted to create an etiquette document to present to vendors so they know how to present to colleges and even general public. Showed the document that was created. To be emailed out to Administrators Committee. They would like feedback. • Educational Master Plan Update (Tarman) – Gave a detailed presentation to be emailed out to the committee. The committee is to review and discuss further at the next Admin Committee meeting December 16, 2021.
V. President/Superintendent's Report	<ul style="list-style-type: none"> • Welcome Kelly Hwang. • Recognize Devon and his team and so many volunteers for the successful Turkey giveaway yesterday. There was some major issues, but everything worked out. The teamwork and watching everyone coming together to solve the issues for the students was amazing. • Futures Work/Meeting was yesterday. Start thinking about it as a basic skill for ourselves and for students in the future. • Thank you everyone who is part of the Guide Pathways Institute • We will be hiring around 7-8 faculty. The recruiting process has begun. • Next year is going to be a good budget from the governor and there will be another big surplus and investments in our state. He warned that there is a COVID up-take in the winter. This is normal. We want to make sure folks are vaccinated and have received your boosters. • Must wear a mask indoors at all times on campus. Please do not let your guard down right now. Please take care of yourselves and others around you. • Incident occurred on the OCN campus, Monday evening. Campus Police were called to assist an event at the Bookstore. Student was not complying and when the officer intervened, the student attacked. Officer had to be taken to the hospital with non-threatening injuries. The officer is at home with serious injuries and recovering. Please be aware we may receive press around this. Student is in custody.

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	<ul style="list-style-type: none"> • Thank you all for all you do and have a great Thanksgiving!
VI. Reports from Governance Organizational Committees	<ul style="list-style-type: none"> • Budget and Planning (<i>Flood</i>) – Reported over what we have been working on the last 6 weeks. Resource Allocations requests are going through. IPRC continues to move forward and working on next steps with program review. • Academic Affairs (<i>Pescarmona</i>) – Meeting this Friday and looking at updating syllabus checklist, affordable books, and updating a presentation on Guided Pathways. The Guided Pathways is ongoing. Recommends having them present to Admin Committee sometime. • Courses and Programs (<i>Taccone</i>) – New courses are coming up in Spring 2022. New catalog is on schedule for April 2022. Happy Thanksgiving! • IPRC (Tarman) – two big tasks this semester is to update and redesign program review handbook and small work group reviewing the program reviews • Outcomes Assessment (<i>Tarman</i>) – OAC is working on many things. Work group on core competencies with great faculty participation this fall, ramping up for next Spring 2022. Updating the dashboard and putting together reports. OAC will be reviewing the SLO prompt in Program Review as well. Another work group created to work on accreditation to gather info and identify for gaps. • Academic Senate (<i>Lara</i>) – Working on: streamlining communication and getting more people engaged, faculty data coaching, and honoring Native Americans and the land MiraCosta resides on by learning more about them to understand how best to honor them and acknowledge the land. Attended Statewide Academic Senate and had the opportunity to co-present. • Classified Senate (<i>Banks</i>) – Approved the resolution with Confidential Employees. Approved the Classified Senate Employee Manual. We will review the Educational Master Plan and will return with questions if there are any. Enjoy working with Futures. Working with Sunny and Luke on accreditation. Will review the BPC documents and provide

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	<p>feedback as well. Classified Senate Leadership Program participates chosen Finally, our end of the year celebration will be on December 10th at Enzo's.</p> <ul style="list-style-type: none"> • ASG (Hwang) – Supporting events via month such as Domestic Violence in October. Involved with various committees.
VII. Roundtable Updates	<ul style="list-style-type: none"> • Flood – BPC looked/applied for two grants from Mike Fino (\$828,000) and College's Application to Dept of Finance for feasible study for student housing (\$200,000) • Ng – EEO advisor committee is working on their upcoming plan to present to Chancellor's office. Campus climate survey working group is about to reengage to review and create action items. Working hard to digitize all their paperwork. • Pescarmona – We are an Aspen Prize Nominee. Need help completing the application. Trudy Fore is retiring in December. We are in the process of recruiting to fill her role. She will absolutely be missed. • Alarcon – Thank you for helping and attending the Open House. It was a great event! Looking forward to doing more events. Working in Honors program to identify gaps for disproportional students. Looking into \$150,000 grant to implement some of the planning efforts that is being working on. • Aguilar – Happy Thanksgiving! Diversity Celebration on December 1, 2021. • Gamboa – Updates regarding preferred provider status • Kott – Exciting to have Terrence on Board • Banks – Happy Thanksgiving! • Fohrman – Tonight – Sunday, come see the play in the Theater. Tickets are on the website. • Crast – Working on COVID related items specifically for Spring 2022. New positions will also be coming out as well to assist with the COVID related items. Working on ergonomics especially and will report on next month. • Ramirez – accepting applications for Spring 2022, Summer 2022, and Fall 2022 semesters. Students have been enrolling since November for Spring 2022. Recruiting for position at SAN in hopes to have someone in the role • White – Thank you to whole Finance team for all their hard work with closeout.

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	<ul style="list-style-type: none"> • Marquardt – 2nd COVID and Flu shot clinic coming on campus December 1st. All welcome and its free. Booster shots are not necessary to show proof of at this time. • Fino – Update on opportunity to join in on NSF grant application with a general goal of increasing motivation and enrollment of Latin students. Multi-million dollar grant where MCC would receive a modest amount but it will also help build relations with other Spanish serving institutes. • Mortaloni – Thank you Val for partnering with us! Thank you Terrence for jumping in! Thank you Chelsea for covering in the interim. • Comstock – Graduation pinning ceremony on December 16th off campus. New group of students coming in on Friday for orientation. • Shaw – Thank you for welcomes! Sending out communication to the Graduation Advisory committee to begin planning. • Saadat – Happy Thanksgiving! • Lindstrom – Recognize library team. They were able to fulfill 600 plus student technology request. Thank you! Library building hours are finalized and will have more on ground services and presence for students. • Macias – Facilities update
VIII. Announcements	Next committee meeting – Thursday, December 16, 2021 at 9:30am via Zoom
IX. Adjournment	Meeting adjourned at 10:40 am
X. Future Agenda Items	<ul style="list-style-type: none"> • Educational Master Plan Update (Tarman)