

Administrators Committee

Minutes

Thursday, May 21, 2020

9:30am – 11:00am, Room 1202

Chair: Jo Ferris

Present: Vanessa DiBenedetto, Devon Booth, Sandy Comstock, Scott Conrad, Sunita Cooke, Mike Dear, Diane Dieckmeyer, Jo Ferris, Maria Figueroa, Mike Fino, Tim Flood, Jonathan Fohrman, Chris Hill, Kristen Huyck, Chelsea Kott, Linda Kurokawa, Zhenya Lindstrom, Tom Macias, John Makevich, Nick Mortaloni, Freddy Ramirez, Lori Shonley, Dana Smith, Jane Sparks, Wendy Stewart, Peggy Stroika, Al Taccone, Katie White, Alketa Wojcik

Absent: Charlie Ng, Robert Norcross, Cynthia Rice, Hayley Schwartzkopf,

Guests:

Recorder: Rachel Garcia

ITEM	DISCUSSION	ACTION
I. Call to order	The meeting was called to order at 9:32 am by Jo Ferris.	
II. Approval of Minutes	The April 2020 minutes were motioned for approval <u>Conrad, S.</u> and seconded by <u>Comstock, S.</u> Minutes approved unanimously.	Minutes approved unanimously.
III. Informational Items to the Committee	<ul style="list-style-type: none">a. AIS update on multi-factor authentication (Conrad) - 50% enrollment in the AIS multi-factor authentication. Hoping to get the remaining 50% soon and this will help in reducing in phishing. Enrollment will help mitigate that risk.b. Planning for Fall (Cooke) - summer courses will be taking place completely online. For the fall semester, we are paying close attention to what is happening in the governor's office. The fall semester will be primarily online. D, Dieckmeyer is working closely with some designated individuals to determine a small amount of classes that will be available in person or on campus; otherwise, a vast majority of classes and services will take place online. There is also a limit to performing arts and activities of that nature on campuses. Cooke also mentioned that there will be physical distancing including face masks and six feet of separation through spring 2021. The state has a \$54 billion hole to fill. Every state agency is feeling the economic downturn. Community funded schools are required to take	

	<p>a proportional hit to the little amount of money that the state provides to our district, according to the governor's May budget revise. Thankfully, at this time, we are in good financial shape; however, things are going to be tight over the next three or more years. We will also see an August revise to the budget.</p> <p>c. Closing out the semester- thank you to everyone for your leadership and support in the midst of some tumultuous times. Thank you also to Maria Figueroa and Vanessa DiBenedetto as the outgoing presidents of their designated groups. Thank you also to Jo Ferris for her service as the chair of this committee this last year.</p> <p>d. A new Administrators Committee Chair will be selected at the next meeting on June 18, 2020.</p>	
IV. President/Superintendent's Report (Cooke)	<p>a. College Council Report– There were two resolutions that were passed by the board in the meeting last week. One resolution was to thank all of our employees for the hard work and dedication in quickly converting operations to an online format. The other resolution was an anti-hate resolution toward those of Asian descent due to COVID-19.</p>	
V. Long-Term Planning Goals	<p>a. Midterm report. This is the second read, and ACCJC had some recommendations. <u>Dieckmeyer, D.</u> and seconded by <u>Taccone, A.</u></p> <p>b. Long-Term Planning- there have been some changes to language. The workgroup wanted to make it clear that this language is targeted toward disproportionately impacted community. Generally speaking, the language is more inclusive. Questions regarding this from J. Fohrman, currently the mission, vision, and goals are posted with the core competencies around campus. What will that look like moving forward? Essentially, all of those posters will need to be removed. Motioned for approval by <u>Fohrman, J.</u> and seconded <u>Conrad, S.</u></p>	Both items approved unanimously.
VI. Roundtable Updates	<p>a. Sparks – 12.6% summer headcount is up over last year. There is a tidal wave of students coming for us for summer. Numbers are being double checked.</p> <p>b. Kurokawa – a decontamination box has been invented and created over at TCI. This box helps to decontaminate face masks and other materials via</p>	

	<p>an ultra violet light in one minute. These boxes are being sponsored and distributed around the community. Two of these boxes are being provided to the Nursing and Biotechnology departments. These boxes cost about \$350 to make.</p> <p>c. Huyck- thank you to this team for sending all your classified professional greetings. Tremendous and positive feedback. Tomorrow at 5pm is virtual commencement. Find the link on the MiraCosta homepage. PIO and AIS are still moving forward with the launch of the new website. eta week 3 or 4 in June— as we don't want to interfere with summer course start</p> <p>d. Mortaloni - First ever virtual commencement is taking place this Friday at 5pm. Our student speaker this year is an excellent representation of our student population. The commencement will also be recorded and available online for a year.</p> <p>e. White- please join us for a 10:30am Workday session taking place right after this. This session will be geared toward how Workday will be impacting administrators. There will be a lot of training moving forward to ensure that everyone on campus is prepared for Workday.</p>	
VII. Announcements	<p>a. Next meeting – Thursday, <u>June 18</u> from 9:30am to 11:00am in OC 1202</p>	

Adjourned at 10:10am