

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, September 13, 2016 • 1:30 p.m. – 2:30 p.m. • N-206

**Members:** Hsieh, Bell, Hopkins, Ramsey, McMahon, Hubbard, Allen, & Romero

**Attendees:** Ornelas, Jacobson, Ascione, & Miramontez

- A. Approval of the Agenda
- B. Approval of Previous Minutes
- C. Guests/Introductions
- D. Updates from the Chancellor’s Cabinet
- E. New Business

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	BRDS Unrestricted Budget for RFF ( <i>attachment</i> )	1	III	Bell
2	BRDS Total Budget for RFF ( <i>attachment</i> )	1	III	Bell
3	IELM 5-Year Plan ( <i>attachment</i> )	1	III	Bell
4	RFF Timeline ( <i>attachment</i> )	1	III	Bell

**F. Old Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Accreditation – Update on 2016 Self-Study	1	I, II, III, & IV	Miramontez
2	Follow-up on Diversity Faculty Hiring Report – Approval & Implementation	3	I, III, & IV	Hsieh & Harrison
3	Implementation of Cultural & Ethnic Diversity Plan ( <i>attachment</i> )	3	I, III, & IV	Hsieh, Hubbard, & Patacsil
4	IEPI Update	1, 2, & 3	I	Miramontez

**G. Place Holders**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Status of Updating Program Information on College Website	1 & 2	I, II, & III	Hopkins, Ramsey, & Bell
2	Status Report on Progress of Faculty Online Teaching Certification	1 & 2	II	Hsieh & Hopkins
3	Performing Arts Center Capital Campaign	1 & 2	II & III	Ascione

**H. Reports**

*(Please limit each following report to two minutes maximum. If you have any handouts, please email them to Briele Warren ahead of time to be included for distribution electronically).*

- Academic Senate
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- Budget Planning and Development Council
- College Governance Committee

**I. Announcements**

**J. Adjourn**

**As a courtesy, please let the College and Academic Senate Presidents know if you will be unable to attend the meeting.**

**\* San Diego Miramar College 2013 – 2019 Strategic Goals**

**Goal 1:** Provide educational programs and services that are responsive to change and support student learning and success.

**Goal 2:** Deliver educational programs and services in formats and at locations that meet student needs.

**Goal 3:** Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

**Goal 4:** Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

**Please also see <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2013-2019 Strategic Plan**

**BRDS Unrestricted Fund  
2016-17 Fiscal Year**

<u>Function</u>	<u>2015-16 End Balance</u>	<u>2015-16 Net Income</u>	<u>2016-17 Balance Avail</u>	<u>2016-17 Approved Allocation</u>	<u>Allocation Adjustment</u>	<u>Adjusted Allocation</u>	<u>Actual Expenses</u>	<u>Year-end Balance</u>
Athletics Reserves	\$ 16,608	\$ 17,493	\$ 34,101	\$ 34,101	\$ -	\$ 34,101		\$ 34,101
Fitness Center Equipment Reserves	\$ 109,339	\$ 27,035	\$ 136,374	\$ 136,374	\$ -	\$ 136,374		\$ 136,374
Technology Replacement and Bulbs	\$ 11,773	\$ 47,311	\$ 59,084	\$ 44,313	\$ -	\$ 44,313		\$ 59,084
Staff Development	\$ 8,314	\$ 6,759	\$ 15,073	\$ 15,073	\$ -	\$ 15,073		\$ 15,073
Other Campus Wide Equipment	\$ 10,612	\$ 27,036	\$ 37,648	\$ 28,236	\$ -	\$ 28,236		\$ 37,648
Total Line Item Allocations	<u>\$ 156,646</u>	<u>\$ 125,634</u>	<u>\$ 282,280</u>	<u>\$ 258,097</u>	<u>\$ -</u>	<u>\$ 258,097</u>	<u>\$ -</u>	<u>\$ 282,280</u>

**2016-17 RFF Funding**

\$ 44,313	BRDS Unrestricted
\$ 28,236	BRDS Unrestricted
\$ 278,261	1X Lottery/Instructional Materials
\$ (20,000)	Reserve for 2015-16 Encumbrance
\$ (80,000)	Lottery Offset to IELM to fund Library Books
\$ 80,000	IELM Offset to BRDS to fund Equipment
<u>\$ 330,810</u>	RFF Funding Available

BRDS - IELM Allocation		1637								
Accelerated Conservative - Consistant Funding For All										
			2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	
	Reserve		96,257	0	0	0	0	0	0	
	IELM		50,131	400,000	420,000	586,666	200,000 *	200,000 *	200,000 *	
	Total		146,388	400,000	420,000	586,666	200,000	200,000	200,000	
	Reserve	0.00%	0	0	0	0	0	0	0	
	Technology Resources	80.00%	117,110	320,000	336,000	469,333	160,000	160,000	160,000	
	Library Resources	20.00%	29,278	80,000	84,000	117,333	40,000	40,000	40,000	
	Total	100.00%	146,388	400,000	420,000	586,666	200,000	200,000	200,000	

\* Estimated State Allocation

## **BRDS RFF Timeline - Fall 2016**

<b><u>Action Item</u></b>	<b><u>Date</u></b>
1 <sup>st</sup> BRDS Meeting	2 Sept 16
BRDS distribute RFF form and Instructions	12 Sept 16
Program Review Completed	3 Oct 16
RFF (PDF and Excel) due to BRDS Co-chairs	5 Oct 16
RFF to Technology Committee for Review	7 Oct 16
BRDS First Review of Ranked RFF	7 Oct 16
Report on how Taskstream Interfaces w/ RFF process	7 Oct 16
BRDS Final Review of Ranked RFF	21 Oct 16
Review w/ PIEC	28 Oct 16
Distribute Final Ranked RFF to Constituencies	24 Oct 16
Constituencies First Reading	1 Nov 16
Constituencies Second Reading	15 Nov 16
Present Final Ranked RFF to CEC	29 Nov 16

GOALS	ACTION PLAN	RESPONSIBLE PARTY(IES) FOR IMPLEMENTATION	Responsible Parties for the Bi-annual Tracking report
<p><i>Goal 1</i> Promoting, recruiting, and increasing diversity of faculty and classified staff to reflect the composition of the student population and the surrounding community. <i>Strategy 3.2</i></p>	<p>1.1 Increase the hiring of a diverse staff that is reflective of the campus community and the SDCCD service area. This can be achieved by using the college environmental scan as well as department diversity data, and the data of student and faculty/classified staff demographics.</p>	<ul style="list-style-type: none"> <li>• College President</li> <li>• Academic and Classified Senate Presidents</li> <li>• DIEC Rep</li> <li>• Hiring Committee Chairs/Co-chairs</li> </ul>	<p>DIEC Rep Researcher</p>
<p><i>Goal 2</i> Fostering an open and inclusive culture on campus with regard to diversity in the workplace which includes recognition, respect and celebration of the diverse languages, perspectives and experiences that comprise the Miramar College community. <i>Strategy 3.1</i></p>	<p>2.1 Address any campus community concerns in relation to diversity, and respect of all differences in a proactive and professional manner.</p> <p>2.2 Provide input and any recommendations to the Office of Institutional Research and Planning on the Campus Climate Survey, as necessary for survey/question improvement that will capture better data.</p>	<ul style="list-style-type: none"> <li>• Site Compliance Officer (SCO)</li> <li>• DIEC</li> </ul>	<p>SCO DIEC Researcher</p>
<p><i>Goal 3</i> Organizing and promoting events that demonstrate and reflect the dynamic communities Miramar College serves while also providing students and the campus community an opportunity to better understand diversity as a necessary component of a global citizenship. <i>Strategy 3.1, 3.3, 3.5</i></p>	<p>3.1 Identify and provide adequate funding for continued support of activities to enhance understanding of and promote diversity and global citizenship on campus.</p>	<ul style="list-style-type: none"> <li>• College President</li> <li>• VPI</li> <li>• VPSS</li> <li>• VPA</li> <li>• DIEC Member</li> <li>• Staff Development Committee</li> </ul>	<p>Staff Development Committee Co-Chairs, FLEX Coordinator DIEC or Designee</p>
<p><i>Goal 4</i> Offering and promoting program, outreach, and student activities that recruit a student population which includes those from underrepresented groups. <i>Strategy 3.1, 3.2</i></p>	<p>4.1 Recommend the institutionalization of relevant curriculum and programs of study to include Ethnic and Gender Studies Program(s). Develop and/or maintain Asian/Asian American Studies, Black Studies, Chicano Studies, Women's Studies, Filipino Studies and Filipino Language courses. These courses of study will provide opportunities towards a comprehensive program for degree, certificate, and/or transfer completion.</p>	<ul style="list-style-type: none"> <li>• Academic Senate Designee</li> <li>• Faculty Discipline Experts</li> <li>• Curriculum Committee</li> <li>• VPI</li> <li>• DIEC Member</li> </ul>	<p>Curriculum Committee Chair</p>
<p><i>Goal 5</i> Working with community partners to demonstrate and promote the inclusive and diverse character of an education at Miramar College. <i>Strategy 3.3, 3.5</i></p>	<p>5.1 Support a "Campus Hour" that will allow a designated time(s) during the week to engage students in participating in several activities and to improve student life without disrupting class schedules.</p> <p>5.2 Collaborate and co-sponsor events with other institutions and agencies to enhance the college experience and build strong partnerships.</p>	<ul style="list-style-type: none"> <li>• Dean of Student Affairs</li> <li>• DIEC Member</li> </ul>	<p>Dean of Student Affairs FLEX Coordinator</p>

A Bi-annual report will be prepared to track the plan implantation and will be presented at the last CEC meeting in November and the last CEC meeting in April.

**11/09/2015: Plan Revision by the Diversity & International Education Committee**