

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, October 6, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon, Hubbard, Allen, & Light

Attendees: Ornelas, Jacobson, Ascione, Irvin, & 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	Initiator
1	Concerns Regarding Stockroom Position	1	Hubbard & Allen
2	BRDS Discretionary Funding (<i>attachment</i>)	1	Bell
3	BRDS RFF Funding (<i>attachment</i>)	1	Bell
4	IELM 5-year Plan (<i>attachment</i>)	1	Bell
5	Division Discretionary Resource Allocation (\$30,000 Campus wide) (<i>attachment</i>)	1	Bell

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Accreditation	1	Miramontez
2	Performing Arts Center Capital Campaign	1 & 2	Ascione
3	Implementation of Cultural & Diversity Plan (<i>attachment</i>)	3	Hsieh

G. Place Holders

#	Item	*Strategic Goals	Initiator
1	SSSP Plan Completion Timeline (Due to CEC on 10/27/15)	1 & 3	Ramsey

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
2015-16 Fiscal Year**

<u>Function</u>	<u>2014-15 End Balance</u>	<u>2014-15 Net Income</u>	<u>2015-16 Balance Avail</u>	<u>2015-16 Approved Allocation</u>	<u>Allocation Adjustment</u>	<u>Adjusted Allocation</u>	<u>Actual Expenses</u>	<u>Year-end Balance</u>
Athletics Reserves	\$ 25,525	\$ 16,361	\$ 41,886	\$ 41,886	\$ -	\$ 41,886		\$ 41,886
Fitness Center Equipment Reserves	\$ 93,431	\$ 15,908	\$ 109,339	\$ 109,339	\$ -	\$ 109,339		\$ 109,339
Technology Replacement and Bulbs	\$ 16,919	\$ 27,839	\$ 44,758	\$ 33,569	\$ -	\$ 33,569		\$ 44,758
Staff Development	\$ 7,857	\$ 3,977	\$ 11,834	\$ 11,834	\$ -	\$ 11,834		\$ 11,834
Other Campus Wide Equipment	\$ 10,934	\$ 15,908	\$ 26,842	\$ 20,132	\$ -	\$ 20,132		\$ 26,842
Total Line Item Allocations	<u>\$ 154,666</u>	<u>\$ 79,993</u>	<u>\$ 234,659</u>	<u>\$ 216,759</u>	<u>\$ -</u>	<u>\$ 216,759</u>	<u>\$ -</u>	<u>\$ 234,659</u>

2015-16 BRDS RFF Funding

BRDS Unrestricted	33,569
BRDS Unrestricted	<u>20,132</u>
Total BRDS Unrestricted	<u><u>53,701</u></u>
1x Lottery Instructional Supplies	<u>300,061</u>
1x IELM Instructional Equipment	<u>84,013</u>
Total RFF Funding Available	<u><u>437,775</u></u>

BRDS - IELM Allocation									
Accelerated Conservative - Consistant Funding For All									
			2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	
	Reserve		96,257	0	0	0	0	-	
	IELM		50,131	400,000	420,066	290,000 *	200,000 *	200,000 *	
	Total		146,388	400,000	420,066	290,000	200,000	200,000	
	Reserve	0.00%	0	0	0	0	0	-	
	Technology Refresh	80.00%	117,110	320,000	336,053	232,000	160,000	160,000	
	Library Books	20.00%	29,278	80,000	84,013	58,000	40,000	40,000	
	Total	100.00%	146,388	400,000	420,066	290,000	200,000	200,000	

* Estimated State Allocation

San Diego Miramar College
GFU Resource Allocation Request
 Vice President of Instruction

<u>Department</u>	<u>Object</u>	<u>2015-16 Adopted Budget</u>	<u>Amount Requested</u>	<u>Justification</u>	<u>Program Priority</u>	<u>Department Chair/Supr. Acknowledgment</u>	<u>Division Priority</u>	<u>BRDS Priority</u>
<i>Vice President of Instruction</i>								
VP Instruct (34010)	Classified Hrly NonClass 2301							
	Benefits 3999							
	Supplies 4999	4,400						
	Other Operating 5999	4,044						
	Capital 6999							
		8,444	-					
Articulation (34012)	Supplies 4999	300						
	Other Operating 5999	1,500						
		1,800	-					
Curric Dev (34014)	Supplies 4999	-						
	<i>VP of Instruction Total</i>	10,244	-					
<i>Liberal Arts</i>								
Dean LA (34101)	Supplies 4999	800						
	Other Operating 5999	350						
	Capital Outlay 6999	-						
		1,150	-					
Deptwide (34102)	Supplies 4999	600						
	Other Operating 5999	250						
		850	-					
Honors (34103)	Supplies 4999	400						
	Scholarships 7599	1,300						
		1,700	-					
PLACe (34104)	Classified Hrly Class 2401	29,000						
	Benefits 3999	2,900						
	Supplies 4999	1,150						
	Other Operating 5999	50						
		33,100						
ILC (34105)	Classified Hrly Class 2401	10,000						
	Benefits 3999	1,000						
	Supplies 4999	300						
		11,300	-					
English (34121)	Supplies 4999	4,500						
	Other Operating 5999							
		4,500	-					
Journalism (34131)	Supplies 4999	250						
Speech (34133)	Supplies 4999	1,000						

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Vice President of Instruction

Department	Object	2015-16 Adopted Budget	Amount Requested	Justification	Program Priority	Department Chair/Supr. Acknowledgment	Division Priority	BRDS Priority
Foreign Lang (34140)	Supplies 4999	2,000						
Fine Art (34151)	Classified Hourly Class 2401	4,000						
	Benefits 3999	400						
	Supplies 4999	900						
		5,300	-					
Music (34152)	Supplies 4999	500						
	Other Operating 5999	6,200	**					
		6,700	-					
Graphic Art (34154)	Supplies 4999	1,400						
Humanities (34160)	Supplies 4999	250						
Philosophy (34161)	Supplies 4999	300						
Dept Behav Sci (34170)	Supplies 4999	100						
Anthropology (34171)	Supplies 4999	500						
Persnal Grwth (34172)	Supplies 4999	125						
Psychology (34173)	Supplies 4999	900						
Sociology (34174)	Supplies 4999	500						
Library Sci (34181)	Supplies 4999	25						
History (34191)	Supplies 4999	1,600						
Geography (34192)	Supplies 4999	250						
Political Sci (34193)	Supplies 4999	500						
Ethnic Studies (34194)	Supplies 4999	100						
	Liberal Arts Total	74,400	-					
Business, Technical Careers and Workforce Initiatives								
Dean BTCWI (34201)	Classified Hrly NonClass 2301							
	Benefits 3999							
	Supplies 4999	500						
	Other Operating 5999							
	Capital Outlay 6999							
		500	-					
DeptWide (34202)	Supplies 4999	750						
	Other Operating 5999	500						
		1,250	-					

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Vice President of Instruction

Department	Object	2015-16 Adopted Budget	Amount Requested	Justification	Program Priority	Department Chair/Supr. Acknowledgment	Division Priority	BRDS Priority
Work Exp (34203)	Supplies 4999	50			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Auto Tech (34221)	Classified Hrly Class 2401	900			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Benefits 3999	100			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Supplies 4999	4,500			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Other Operating 5999				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Capital Outlay 6999				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		5,500	-					
Diesel (34230)	Classified Hrly Class 2401	1,994			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Benefits 3999	200			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Supplies 4999	10,075			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		12,269	-					
Aviation (34241)	Classified Hrly Class 2401	6,500			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Benefits 3999	650			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Supplies 4999	10,075			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		17,225	-					
Child Dev (34250)	Supplies 4999	975			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Capital Outlay 6999	-			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		975	-					
Accounting (34261)	Supplies 4999	500			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Capital Outlay 6999	750			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		1,250	-					
Bnk & Finc (34262)	Supplies 4999	100			<input type="text"/>	<input type="text"/>	<input type="text"/>	
Bus Admin (34263)	Supplies 4999	700			<input type="text"/>	<input type="text"/>	<input type="text"/>	
Real Estate (34265)	Supplies 4999	100			<input type="text"/>	<input type="text"/>	<input type="text"/>	
Legal Asst (34266)	Supplies 4999	100			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Other Operating 5999	3,000			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		3,100	-					
CBTE (34267)	Supplies 4999	100			<input type="text"/>	<input type="text"/>	<input type="text"/>	
CISC (34268)	Supplies 4999	100			<input type="text"/>	<input type="text"/>	<input type="text"/>	
Economics (34269)	Supplies 4999	400			<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Bus, Tech Careers & WI Total	43,619	-					
Public Safety								
Dean PS (34301)	Supplies 4999	723			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Department	Object	2015-16 Adopted Budget	Amount Requested	Justification	Program Priority	Department Chair/Supr. Acknowledgment	Division Priority	BRDS Priority
	Other Operating 5999	150	-					
		873	-					
DeptWide (34302)	Supplies 4999	1,100						
	Other Operating 5999	150						
		1,250	-					
Admin of Just (34320)	Supplies 4999	1,000						
EMT (34331)	Classified Hrly Class 2401	40,000						
	Employee Benefits 3999	4,200						
	Supplies 4999	2,500						
		46,700	-					
Fire Tech (34332)	Classified Hrly Class 2401	4,000						
	Employee Benefits 3999	480						
	Supplies 4999	2,300						
		6,780	-					
	Public Safety Total	56,603	-					
Mathematics, Natural and Exercise Sciences								
Dean MNES (34401)	Supplies 4999	1,000						
	Other Operating 5999	1,400						
	Capital Outlay 6999	5,000						
		7,400	-					
DeptWide (34402)	Supplies 4999	520						
	Other Operating 5999	-						
	Capital Outlay 6999							
		520	-					
Mathematics (34440)	Classified Hrly Class 2401	10,000						
	Employee Benefits 3999	1,000						
	Supplies 4999	6,200						
		17,200	-					
Sci DeptWide (34450)	Classified Hrly Class 2401	24,500						
	Classified Hrly NonClass 2301							
	Employee Benefits 3999	2,450						
	Supplies 4999	1,000						
	Other Operating 5999	11,000						
	Capital Outlay 6999							
		38,950	-					
Astronomy (34452)	Supplies 4999	500						
Biology (34453)	Supplies 4999	16,600						

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Biol Cell (34454)	Supplies 4999	22,150						
Biotech (34455)	Supplies 4999	23,500						
	Other Operating Expenses 5999	2,500						
	Capital Outlay 6999	26,000	-					
Chemistry (34456)	Supplies 4999	27,000						
	Other Operating 5999	27,000	-					
Geology (34457)	Supplies 4999	1,100						
Phys Sci (34458)	Supplies 4999	500						
Physics (34459)	Supplies 4999	2,700						
Phys Ed (34471)	Classified Hrly Class 2401	500						
	Employee Benefits 3999	50						
	Supplies 4999	1,500						
		2,050	-					
Health Ed (34472)	Supplies 4999	100						
Nutrition (34473)	Supplies 4999	100						
Aquatics (34474)	Supplies 4999							
	Math, Nat & Exer Sci Total	162,870	-					
	VPI TOTAL	347,736	-					

Approval verifies inclusion in Program Review and linkage to Strategic Plan:

Dean, Liberal Arts _____
 Dean, BTCWI _____
 Dean, Public Safety _____
 Dean, MBEPS _____
 VP, Instruction _____

GOALS	ACTION PLAN	RESPONSIBLE PARTY(IES) FOR IMPLEMENTATION	TIMELINE	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"> • College President • Academic and Classified Senate Presidents • DIEC Rep • Hiring Committee Chairs/Co-chairs 	<p>Bi-annual report presented at the last CEC meeting in November, and the last CEC meeting in April.</p>	<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"> • Site Compliance Officer (SCO) • DIEC 	<p>Bi-annual report presented at the last CEC meeting in November, and the last CEC meeting in April.</p>	<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"> • College President • VPI • VPSS • VPA • DIEC • Staff Development Committee 	<p>Bi-annual report presented at the last CEC meeting in November, and the last CEC meeting in April.</p>	<p>Staff Development Committee Co-Chairs, FLEX Coordinator DIEC or Designee</p>

GOALS	ACTION PLAN	RESPONSIBLE PARTY(IES) FOR IMPLEMENTATION	TIMELINE	Responsible Parties for the Bi-annual Tracking report*
<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"> • Academic Senate Designee • Faculty Discipline Experts • Curriculum Committee • VPI • DIEC 	<p>Bi-annual report presented at the last CEC meeting in November, and the last CEC meeting in April.</p>	<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"> • Dean of Student Affairs • DIEC 	<p>Bi-annual report presented at the last CEC meeting in November, and the last CEC meeting in April.</p>	<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.

12/10/2014: Plan Revision by the Diversity & International Education Committee