

MINUTES

College Executive Committee October 8, 2013
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Buran Haidar, Emalina Ledbetter, Brett Bell, Gerald Ramsey, Joyce Allen, George Beitey, Daphne Figueroa, Terrie Hubbard

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 10/1/13 approved.

Minutes of 10/2/13 approved.

C. Guests

Kurt Hill, Paul Gomez

D. Chancellor's Cabinet (Hsieh)

- Enrollment report. Miramar's target remains 7105 FTES. As of 10/5/13, Miramar College is projected to be over target by 505.8 FTES for 2013-2014.
- 160 participants district wide have RSVP'd for the Fall Participatory Governance and Planning Conference.
- The college productivity report places Miramar College at 17.9 (FTES and FTEF ratios), the highest in the District. President's Office will scan and send documents to CEC.
- The 10/10/13 board meeting will take place at Mesa College.
- No new budget information.
- Cabinet discussed a custodian vacant position and the custodial staffing needs district wide due to new buildings completion. The first priority for new staffing is faculty and facility maintenance second.
- District alumni project. An email was sent to college presidents with sample language which will introduce a new website, Alumni Connections, to recent graduates whose email addresses will populate the new site. The email, which will be sent on Monday, will offer the opportunity to opt out of inclusion in the website. Trevisan will monitor Miramar's portion of the site.
- Colleges were reminded to make sure supervisors review monthly reports to assure hourly staff will not exceed allowable hours/days.

E. NEW BUSINESS

1. Timeline for Finalizing Participatory Governance Committee (Hsieh)

Hsieh reminded CGC that committee membership for the following academic year should be confirmed no later than end of April, before the end of spring semester. Training for chairs should continue and dates for training should be identified early. Hsieh thanked Haidar and Figueroa for planning and providing training last semester. Haidar stated committee service is contractual and that all faculty, particularly new, should receive training. Committee membership and assignments can be finalized after instructional assignments have been scheduled in the spring for fall. CGC will be reviewing information from last spring's training

workshops and suggest next steps. Bell asked what the role is for a constituency-appointed committee member who is “non-voting.” Haidar and Figueroa replied to fulfill the contractual committee service of faculty, an individual faculty member interested in the work of a particular committee can be appointed as “non-voting” member, if the faculty representation of the same area is already filled.

2. Proposed Programs for March 2014 On Campus Board Meeting (Hsieh & Haidar)

Hsieh has received a couple recommendations for presentations to the board at their Miramar site meeting in March 2014. Trevisan proposed a review of the Career Technical Education (CTE) marketing initiatives, including a new website portal, connections with industry, student use and other marketing strategies. Haidar proposed a second presentation of the day to focus on technology and the use of technology in the classroom. Hsieh suggested a faculty member introduce technology examples to enliven the presentation. Examples of technologies for presentation included the Administration of Justice (AJ) and Aviation simulators and current daily instructional technologies in all areas. Beitey will coordinate the technology-focused presentation, which will include the driver simulators. Hsieh suggested faculty members introduce technology examples and that the presentation include AJ and aviation videos to make the presentation more lively. Figueroa suggested the presentation also include how other technology is utilized in instruction today, such as simple items, blackboard, clickers, document cameras, and other equipment. Trevisan and Beitey will coordinate each presentation. Beitey will serve as timekeeper and coordinate the timeline and rehearsal. The specific board meeting date will be determined in December.

3. Proposed Programs for Spring 2014 Convocation (Hsieh)

Hsieh asked if Miramar needs to have two Convocations each year. Others in the District have one in the fall only. Haidar clarified that FLEX activities will continue with or without a formal Convocation. Figueroa recalled discussions at CEC last year regarding whether we may choose to do something different in the spring, possibly a half-day activity on Friday for all (close campus for full college attendance). Allen expressed Student Services has concerns for the very busy time of year just prior to the start of each semester. Staff would need significant advance planning and notice for classified attendance. Hsieh asked that a decision be made by the end of October. Constituency leaders will ask respective groups 1) Convocation or not? 2) If yes, should Convocation occur on the traditional Thursday morning or on a Friday afternoon instead?

4. 2013-2014 Miramar Total Budget (Bell)

Bell reviewed in detail the Miramar College 2013-2014 total budget – all income sources and categories. Annually, Bell presents this document to President’s Cabinet, Miramar managers, BRDS, and then CEC. This document then becomes a record of transparency of Miramar College total funding sources. The document will be posted with CEC minutes and shared with the campus to assure transparency of budget. Bell offered to attend meetings of any constituency groups, if desired. Miramar’s summer FTES target was reduced since initial budget approval. Hubbard asked if the District has already received the COLA funds. Funds will be received in the second reporting period (P 2), after which each constituent group through their bargaining units will inform the District how to use funds. Hsieh suggested the District Budget Committee review the process for COLA use and distribution.

F. OLD BUSINESS

1. College's Achievement Benchmarks (Ramsey/Figueroa)

No report.

2. Update from Program Processes Task Force (College completion due date 10/9/13) (Haidar)

Haidar reported the college completion due date should be changed on agenda to the end of November 2013. She will provide a date to the President's Office to adjust CEC agendas.

3. Update on Implementation of Accountability Management System (AMS) Task Stream (Bell)

Haidar reported that she will be serving as the third faculty representative on the TaskStream Implementation Team together with Figueroa and Wheeler North (3 faculty positions).

G. REPORTS

Academic Senate (Haidar)

Finalized the 2013/14 AS goals focusing on communication of roles and responsibilities and collaboration among faculty and all campus groups and participation in governance. Curriculum Committee presented the 2012-2013 Accomplishments Report. Heard a proposal regarding the institutionalization of tutoring coordination to allocate FTEFs for tutoring coordinators. The Senate deferred to Figueroa and North to work with Manasse to modify a new resolution for consideration. Approved the 2013-2014 Research Agenda. Team-teaching resolution tabled indefinitely. Vernal pools discussion, the AS has a motion on floor, to stick with the College Facilities Master Plan as it exists and the instructional purposes it serves. Vote will take place at the next meeting.

Classified Senate (Allen)

No report.

Associated Student Council (Ledbetter)

Focusing on Fall Fest, Oct. 17 from 10 AM – 2 PM. Discussing campus events, MLK parade planning. ASC voted to support the Research Agenda.

District Governance Council

Reviewed board agenda for 10/10/13, State budget update, academic calendar 2014-2015.

District Strategic Planning Committee (Figueroa)

No report.

District Budget Committee (Bell)

Dowd expressed concern about the fluid nature of the budget, uncertainty of total funding for 2012-2013, as well as this year and next. She said we need to position the District and campuses to take advantage of all resources available. Dowd is currently reviewing the District Budget Committee names, policies, and administrative procedures.

College Governance Committee (Figueroa)

No report.

H. ANNOUNCEMENTS

- Trevisan reminded CEC of the Transportation Open House tomorrow, Wednesday, 10/9 at 10:30 AM with a BBQ sponsored by Hawthorne Machinery, following a short program and industry recognitions.

- Bell announced that he and Trevisan attended the Mira Mesa Town Council Education night and provided updates about Miramar College.

10/8/13

S. Trevisan

San Diego Miramar College Adopted Budget Summary for 2013-14

San Diego Miramar College has a total adopted General Fund budget of \$32,687,317. This budget consists of a General Fund Unrestricted budget of \$25,452,514 and a General Fund Restricted budget of \$7,234,803. The Restricted budget is further divided into a \$2,692,719 Categorical budget and a \$4,542,084 Grant and Contract budget.

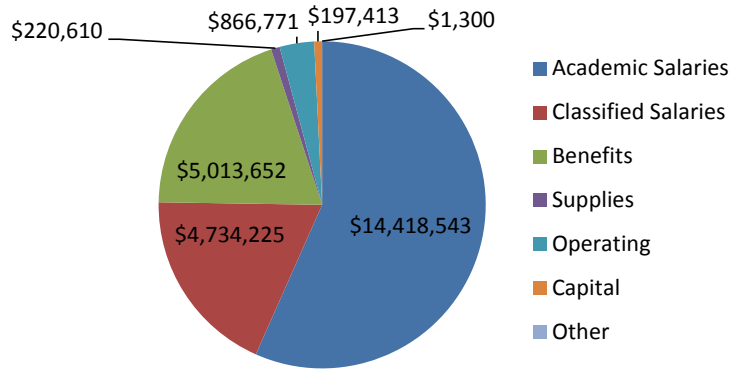
The General Fund Unrestricted Budget has increased from last year by \$371,539 or about 1.4%. The General Fund Restricted Budget has increased from last year by \$611,883 or about 9.2%.

	1000	2000	3000	4000	5000	6000	7000	Total
General Fund Unrestricted	12,854,604	4,579,931	4,810,407	750	18,261	73,330	0	22,337,283
Lottery Offset	0	0	0	-68,612	-46,785	-26,300	0	-141,697
General Fund Unrestricted Discretionary	28,577	154,294	18,286	201,677	170,000	49,350	1,300	623,484
Academy / In-service	1,535,362	0	184,959	42,500	681,000	36,000	0	2,479,821
Reserves	0	0	0	44,295	44,295	65,033	0	153,623
Total General Fund Unrestricted	14,418,543	4,734,225	5,013,652	220,610	866,771	197,413	1,300	25,452,514

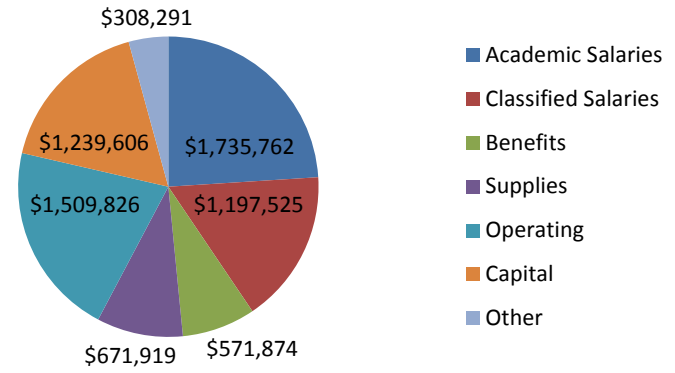
	1000	2000	3000	4000	5000	6000	7000	Total
General Fund Restricted								
Categorical Funds								
1263 Financial Aid Admin Allowance	0	0	0	67,132	10,100	12,300	43,200	132,732
1273 Federal Work Study	0	138,099	0	0	0	0	6,905	145,004
1283 Veterans Admin Allowance	0	0	0	8,400	30,880	1,300	0	40,580
1390 Perkins	69,636	62,824	15,342	43,855	35,078	77,444	0	304,179
1553 BFAP	0	226,558	105,000	1,100	27,122	5,300	0	365,080
1563 EOPS	71,600	64,100	49,100	4,000	5,808	0	81,109	275,717
1573 CARE	1,500	2,200	400	500	3,010	0	11,720	19,330
1602 DSPS	210,241	25,590	42,040	5,337	1,841	3,466	0	288,515
1637-8 IELM	0	0	0	8,722	3,500	84,035	0	96,257
1642 Matriculation	222,223	52,985	64,259	0	0	0	0	339,467
1665 Basic Skills 11-12	74,493	59,900	12,613	10,090	1,000	5,000	0	163,096
1410 Basic Skills 12-13	84,480	58,146	15,924	10,243	847	5,000	0	174,640
1686 CalWorks	65,004	46,200	9,000	29,000	12,933	0	0	162,137
1687 TANF	7,000	0	700	10,000	10,000	0	16,588	44,288
1695 Prop 20 Lottery	0	0	0	68,612	46,785	26,300	0	141,697
	806,177	736,602	314,378	266,991	188,904	220,145	159,522	2,692,719

General Fund Restricted	1000	2000	3000	4000	5000	6000	7000	Total
Grant and Contract Funds								
1217 In-Service Officer Training POST	0	0	0	244	0	1,983	0	2,227
1232 South Coast Air Quality Management	0	0	0	1,000	248,691	0	19,976	269,667
1302 Homeland Security Courses	3,800	0	300	3,402	3,350	0	740	11,592
1403 Enchanted Garden Nutrition	0	0	0	1,000	0	0	0	1,000
1405 CTE Collab. Grant	19,766	9,490	4,198	5,092	7,980	2,900	0	49,426
1407 BioTech Grant	31,000	29,000	5,000	2,744	45,000	10,000	5,949	128,693
1408 CA Energy Commission	54,626	0	10,926	756	1,000	0	2,692	70,000
1409 CTE Collab. Grant	28,075	18,119	7,152	15,000	5,000	15,400	0	88,746
1427 Wireless Health Training	92,000	23,992	15,800	3,281	34,500	5,000	10,103	184,676
1430 Sector Navigator Life Science/BioTech	175,661	20,800	39,292	8,420	110,000	4,000	14,327	372,500
1432 DSN Advanced Transport	109,252	0	24,035	4,120	148,154	2,900	11,539	300,000
1433 DSN Life Science	120,000	15,250	17,088	10,324	115,300	5,500	16,538	300,000
1610 BioTech Initiative	12,500	17,500	4,500	6,510	45,000	0	4,480	90,490
1684 Advanced Transportation Tech	16,932	4,000	3,900	1,806	14,000	50,532	3,647	94,817
1694 Biotechnology	20,992	4,000	1,900	0	2,000	0	1,156	30,048
1800 Co curricular	61,101	60,472	20,050	29,734	33,100	5,105	30,000	239,562
1801 Civic Center	2,000	55,500	5,750	205,218	152,777	823,860	0	1,245,105
1802 Biotech Center Revenue	69,000	10,000	13,565	30,000	23,000	30,000	5,893	181,458
1805 Smog Referee	2,700	0	270	13,200	2,000	1,992	806	20,968
1809 AMGEN-SDWF Partnership	0	0	0	10,000	3,070	0	267	13,337
1856 Student Accident Insurance	0	0	0	0	87,001	0	0	87,001
1857 Student Health Services Revenue	90,180	176,000	74,320	38,348	11,000	3,000	0	392,848
1877 Library Fines	0	0	0	1,100	500	3,538	0	5,138
1879 South Coast Air Quality Management	0	0	0	763	211,882	0	20,212	232,857
1884 Advanced Transportation Tech Revenue	20,000	6,000	5,200	1,214	6,200	46,300	0	84,914
1886 ATTE Training - SCGC	0	0	0	0	5,541	0	444	5,985
1916 Pay to Print	0	0	0	10,652	4,400	5,652	0	20,704
1959 Child Care Center	0	10,800	4,250	1,000	476	1,799	0	18,325
	929,585	460,923	257,496	404,928	1,320,922	1,019,461	148,769	4,542,084
Total General Fund Restricted	1,735,762	1,197,525	571,874	671,919	1,509,826	1,239,606	308,291	7,234,803
Total General Fund Adopted Budget	16,154,305	5,931,750	5,585,526	892,529	2,376,597	1,437,019	309,591	32,687,317

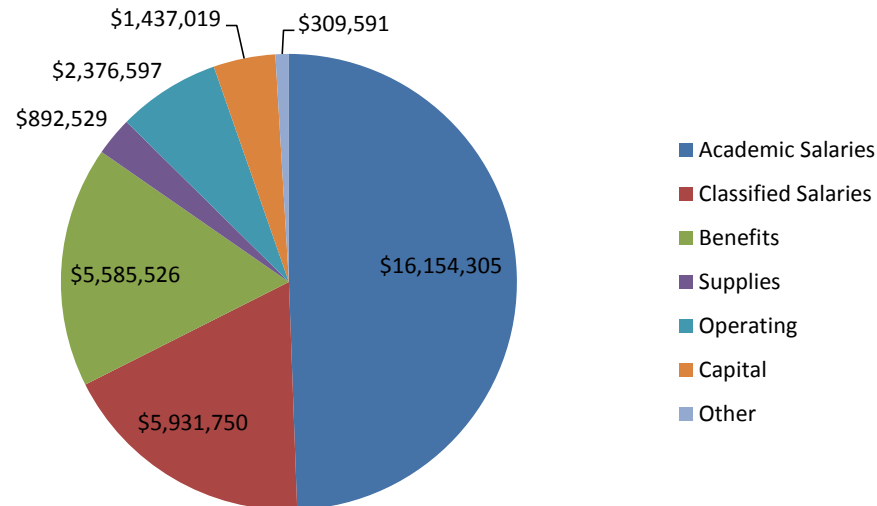
San Diego Miramar College General Fund Unrestricted



San Diego Miramar College General Fund Restricted



San Diego Miramar College Total General Fund



Special Revenue

	1000	2000	3000	4000	5000	6000	7000	Total
3420 CCTR8327 Child Development	30,000	70,000	32,000	5,836	5,835	54,221	0	197,892
3422 CCTR9261 Child Development	10,000	23,761	7,150	12,857	12,858	22,773	0	89,399
3700 YMCA Child Care Resources	0	0	0	6,429	0	0	0	6,429
3966 Print on Demand	0	6,200	716	13,000	9,792	21,115	0	50,823
3977 Fee Class	0	0	0	1,278	945	1,200	0	3,423
	40,000	99,961	39,866	39,400	29,430	99,309	0	347,966

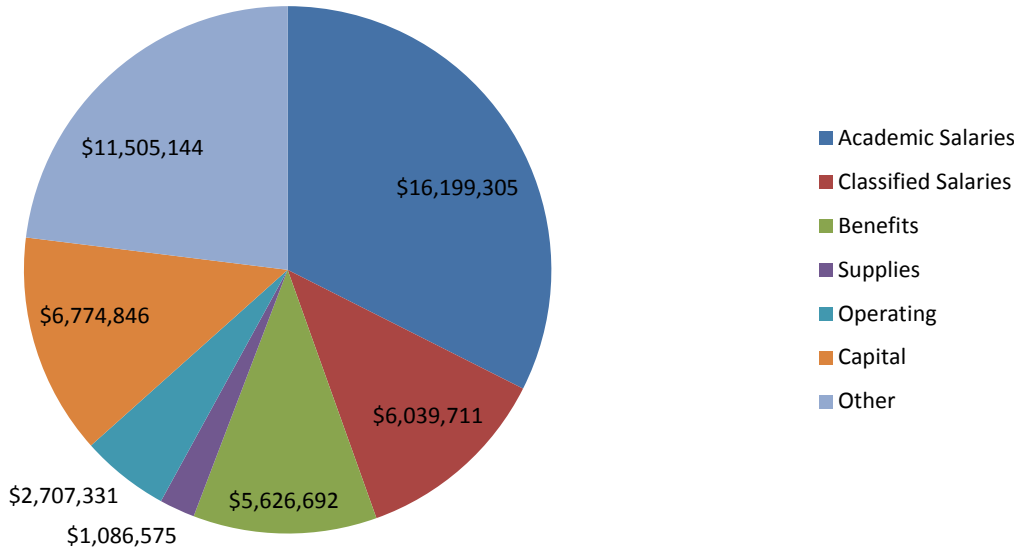
Capital Projects

	1000	2000	3000	4000	5000	6000	7000	Total
4708 Minor Improvements	0	0	0	1,770	0	105,060	0	106,830
4710 Prop S&N	0	0	0	0	0	154,292	0	154,292
4711 Hourglass	0	0	0	0	0	42,368	0	42,368
4715 Hourglass	0	0	0	0	0	150,000	0	150,000
4821 Prop S&N	0	0	0	0	0	431,000	0	431,000
4822 Prop S&N	0	0	0	94,530	0	653,235	0	747,765
4823 Prop S&N	0	0	0	0	0	1,255,682	0	1,255,682
4825 Prop S&N	0	0	0	0	0	281,455	0	281,455
4826 Prop S&N	0	0	0	35,264	0	364,532	0	399,796
4829 Prop S&N	0	0	0	0	0	30,969	0	30,969
4839 Prop S&N	0	0	0	5,382	244	658,640	0	664,266
4842 Prop S&N	0	0	0	0	0	445,000	0	445,000
4844 Prop S&N	0	0	0	0	0	568,675	0	568,675
	0	0	0	136,946	244	5,140,908	0	5,278,098

Fiduciary and Trust

	1000	2000	3000	4000	5000	6000	7000	Total
7130 Pell Grant	0	0	0	0	0	0	9,000,000	9,000,000
7230 SEOG Grant	0	0	0	0	0	0	95,464	95,464
7270 AmeriCorps	0	0	0	0	0	0	20,000	20,000
7330 Direct Student Loan	0	0	0	0	0	0	1,300,000	1,300,000
7470 Alternative Loan	0	0	0	0	0	0	40,000	40,000
7530 CARE	0	0	0	0	0	0	10,500	10,500
7630 CAL Grant	0	0	0	0	0	0	450,000	450,000
7670 Osher	0	0	0	0	0	0	18,000	18,000
7730 Associated Students	0	5,000	500	5,000	16,000	6,000	19,549	52,049
7830 Student Representation Fee	0	0	0	500	18,000	2,500	44,141	65,141
7943 Auxiliary Support	5,000	3,000	800	10,200	147,060	60,905	0	226,965
7963 Reprographics Trust	0	0	0	2,000	0	28,205	0	30,205
7973 Fiduciary Trust	0	0	0	0	120,000	0	197,899	317,899
	5,000	8,000	1,300	17,700	301,060	97,610	11,195,553	11,626,223

San Diego Miramar College Total 2013-14 Budget



Planning Assumptions for SDCCD 2013-14 Adopted Budget

Cost of Living Adjustment	SDCCD will receive approximately \$3.0M Distribution is determined by SDCCD RAF with each employee group
Enrollment Access	SDCCD will receive approximately \$2.7M Funding apportioned for Student Growth, Restoration and Access
Student Success and Support Program	SDCCD will receive approximately \$1.8M This funding is Restricted 50% of the funds will immediately be released The remaining 50% will be released along with final guidelines from the State
Proposition 39 Energy Efficiency	SDCCD will receive approximately \$1.7M This funding is Restricted Guidelines and actual amount available pending confirmation from State Chancellor's Office
RDA and Structural Revenue Deficit	SDCCD Adopted budget assumes \$4.5 deficit from State RDA and Prop 30 guarantees continue to be in flux
Campus and CE FTES Targets *	Miramar College Fall 2013 2,694.50 Spring 2014 2,694.50 Summer 2014 341.00 Academy/Public Safety 1,406.00 Total 7,136.00 City 10,358.00 Mesa 15,136.00 CE 8,176.00 Total 40,806.00

*Targets have been revised since Adopted Budget