

STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGIES	ADMINISTRATIVE SERVICES GOAL	ACCOMPLISHMENTS
<p><b>Strategic Plan Goal 1: Provide educational programs and services that are responsive to change and support student learning and success</b></p>	I.2	Establish Tentative & Adopted Budgets in coordination with campus’ program review and planning.	Both Tentative & Adopted Budgets were established using integrated program review and planning processes.
	I.2	Complete annual Financial Aid, SSSP, SEP and Basic Skills reports for campus by due dates. Complete quarterly Grants Report. Provide other financial data requested for campus reports.	Financial Aid, SSSP, SEP and Basic Skills reports, budgets and year-end expenditures were completed on time and submitted to appropriate State agencies.
	I.2	Participate in College-wide integrated planning.	Supervisory staff participated in Planning and Institutional Effectiveness Committee, Budget and Resource Development Committee, Program Review Committee and Strategic Goal Benchmarking Committee.
	I.2	Support faculty and staff members by providing high quality printing, telephone, and mail services.	Continued to provide printing, telephone and mail services.
	I.2	Effectively manage the College’s Accounts Receivable and Write Offs by ensuring timely completion of the daily balancing of student and sponsor accounts and monthly reconciliation of student system reports to general ledger.	Reduced Accounts Receivables.
	I.2	Plan to increase the Co-curricular Revolving Cash fund to support growth of the College’s Athletic Programs.	Fund approved and implemented. This has had a positive result in processing of Co-curricular check requests.

	I.2	Provide full accounting support for the Miramar College Foundation, Inc. and its industry partners and individual donors.	Performed all accounting and financial reporting for the Foundation. Annual external contracted Audit noted no questioned costs, audit exceptions or material weaknesses. Converted all Financial reporting to QuickBooks.
	I.2	Support faculty and staff members by providing office supplies/teaching materials through District approved vendors.	Facilitated direct purchase of office and classroom supplies via PeopleSoft requisition thus reducing monthly charge backs. Filled vacant Stock Clerk I position.
	I.2	Continue providing UPS/FedEx delivery and receiving services for the campus.	While reorganizing the stock room, continued to provide delivery and receiving services to the campus while effectively managing Match Exception reports.
	I.3	Provide PeopleSoft training in the areas of General Ledger, Purchasing and Travel.	Provided group and individual training for Purchase Requisitions and Travel Authorization.
	I.3	Work closely with Miramar Business Services and rest of Miramar departments to help monitor Reprographics and Mail Services budget.	Established process to monitor Reprographics and Mail Services budgets with PeopleSoft. Incorporated new online requisition process to establish Amount Only Purchase Orders and charge backs for services provided.

<p><b>Strategic Plan Goal 2: Deliver educational programs and services in formats and at locations that meet student needs</b></p>	<p>II.4</p>	<p>Provide training and guidance to all faculty, staff, and administrators in the utilization of the PeopleSoft system for time and labor reporting in the Employee Self-service Portal.</p>	<p>Facilitated group and individual training for faculty, staff and administrators. Provided focused training for time keepers, supervisors and managers.</p>
	<p>II.4</p>	<p>Provide employment and payroll services to faculty, staff, and administrators, and process assignment offers to ensure on-time and accurate pay.</p>	<p>The Business Office continues to provide assistance with employment and payroll services to contract and hourly employees. Continues to participate in bi-weekly HCM meetings to assist in resolving newly identified employment and time keeping issues and providing timely and relevant communications to appropriate personnel.</p>
<p><b>Strategic Plan 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</b></p>	<p>III.2</p>	<p>Provide consistent staffing to align with the duties and responsibilities of women’s and men’s Athletic Equipment Attendants.</p>	<p>Utilizing Program Review and Integrated Planning processes, have established need for 1.0 FTE women’s Athletic Equipment Attendant and an increase of 0.60 FTE to the existing male Athletic Equipment Attendant. These positions are currently identified in Classified Hiring Priorities and is awaiting funding availability.</p>

<p><b>Strategic Plan Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community</b></p>	<p>IV.1</p>	<p>Improve collaborative relationship between SDCCD Miramar College and City of San Diego constituents.</p>	<p>Effectively managed Joint Use Committee with City of San Diego Park and Recreation. Established successful annual budget and planning process that addressed City of San Diego budget reductions.</p>
	<p>IV.2</p>	<p>Assist departments in production of marketing materials and assist in the outreach of the college to the incoming callers on our switchboard by promoting campus education excellence.</p>	<p>Provided production of marketing materials, word processing, duplicating, and switchboard services to the college and serve as back up for phone services for College President's office.</p>
	<p>IV.2</p>	<p>Work with the District Telephony Department to help with Miramar telephone requests, new building office relocations.</p>	<p>Collected, input, and prioritized campus work orders for phone services.</p>