

SAN DIEGO MESA COLLEGE

President's Cabinet

September 1, 2020 | 2:15 p.m. | Zoom

1) CALL TO ORDER: President Pam Luster

2) PRESIDENT'S REPORT

Campus and District Updates: President Pam Luster opened the meeting and shared the following updates:

1) Dr. Luster welcomed all to the first Fall 2020 Semester meeting and gave a description of the role of the President's Cabinet and shared the link to the Institutional Planning & Governance Guide (IPGG) which includes information on the definition of San Diego Mesa College's participatory governance, the participatory governance terms/committees/groups, resources, and the governance chart.

http://www.sdmesa.edu/about-mesa/institutional-effectiveness/college-planning-documents/documents-college-planning/IPGG_2019_2020_Final_Print.pdf

2) Dr. Luster noted that Chancellor Carroll sent a COVID-19 Update #12 email on 8-25-20 in which she remarked that the "fall 2020 classes are being offered primarily online, but some components are being offered on campus in areas where the conversion to the online format has been difficult and/or inappropriate, such as science labs, clinical labs, and hands-on career/technical sessions."

3) Dr. Luster stated that the budget will be adopted at the next Board of Trustees meeting (September 10, 2020.)

Pam Luster, President

3) STANDING REPORTS - GOVERNANCE

a) Associated Students: Associated Students (AS) President, Taylor Carpenter, reported the following:

1) Tomorrow AS will hold their in-house elections; they are close to having a full Senate.

2) AS, EOPS, Student Affairs, and Outreach – propelled by the protests - are working in collaboration to host "Your Voice – Your Vote" election campaign to encourage all to register to vote. This is to encouraged students to engage in politics.

3) AS, Student Affairs, and Political Science are working on Constitution Day; this year's featured presentation is on Police Accountability.

4) Taylor has plans this academic year to work with campus police to hold workshops and webinars at which students can ask questions and engage with campus police.

Taylor Carpenter, President

<p>b) Classified Senate: Classified Senate (CS) President, Charlie Lieu, reported the following:</p> <ol style="list-style-type: none"> 1) CS was busy over the summer; the CS met with Pathways Chairs Howard Eskew and Marisa Alioto to discuss how to get classified professionals more involved in Pathways and have planned some things for the upcoming year. 2) CS also facilitated a workshop on invitation from the LOFT during flex week. They hosted a session called “Classified Hacks” and focused on work productively tips and strategies and shared resources. The workshop was well attended and CS is considering making this a regular series. 3) CS welcomed a new member: Catherine Cannock, Member-at-Large. 4) The Classified Equity Taskforce have been working on the “Call to Action” initiative. They have met several times and will have meetings through the academic year to focus on addressing equity and unconscious bias. 	<p>Charlie Lieu, President</p>
<p>c) Academic Senate: Senate President, Manuel Vélez, reported the following:</p> <ol style="list-style-type: none"> 1) AS held their first meeting yesterday afternoon at which President Luster and VPI O’Connor attended as well as Associate Dean, Bridget Herrin who shared on access to data for faculty. 2) There are many projects this year; one topic is academic integrity and the use of proctoring software. They will host a series of three open forums in the fall semester focused on academic integrity in Distance Education. From these conversations Manuel stated they hope to make a recommendation to the District about whether or not the support the use of proctoring software and which software specifically they would recommend. 3) Additional conversations that AS will hold are on Online Education Initiative to see if AS is interested in participating, and also Credit for Prior Learning, and the new Ethnic Studies requirements at Cal State and for them to be addressed at the community college level. 	<p>Manuel J. Vélez, President</p>
<p>4) INSTITUTIONAL COMMITTEE REPORTS*</p>	
<p>Facilities/Safety Committee: Vice President of Administrative Services, Lorenze Legaspi, shared information on the proposal for a merge of the Facilities and Safety Committees. This proposal was presented to President’s Cabinet as a first reading and members of President’s Cabinet will bring this information to their constituent groups for review. The second reading of this proposal will be</p>	<p>L. Legaspi First Reading: Proposal to Merge Facilities and Safety Committees http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Safety_FacilitiesCommitteeMergeProposal_9-1-20.pdf</p>

held at the October 6, 2020 President's Cabinet Meeting.

5) SPECIAL REPORTS

No special reports at this meeting

6) OPERATIONS

a) Student Services Updates: Vice President of Student Services, Ashanti Hands, shared an update on the online student support services. VPSS Hands encouraged all to volunteer for the Mobile Markets noting that due to the Labor Day holiday the next market is Tuesday, September 8, 2020, 12-3 p.m. Volunteer Link:

https://docs.google.com/forms/d/e/1FAIpQLSdLtl2uFqkiz1K_zKXkpelOsTSYZCEaL6B-71iZFwzKKjunJA/viewform

b) Facilities / Technology Updates / Events Portal: Vice President of Administrative Services, Lorenze Legaspi, added to VPSS Hands presentation on the CAREs Act funding reminding all that there are two portions of the CAREs Act funding that we have received: one is directly for student aid and the other is the institutional funds which are being spent on things like the Mesa Buddies Program, tutoring, hardware and software for courses, strong workforce, OER, technology, additional counseling hours, professional development, employee and student support to work remotely, including laptops, monitors, and wifi. The deadline to complete the distribution of funds is March 31, 2021.

College Events & Operations Administrator, Jacqueline Collins, shared building updates on the K-100 remodel, D-200 renovation (demolition will begin in the next 2-3 weeks to have the building ready for fermentation classes if we are able to offer these classes in spring 2021). The demolition for the Quad is upcoming; break ground is approximately late 2020 / early 2021. Regarding the Events Portal – Jacqueline stated there will be a September 14, 2020 rollout of the process for tracking both on-campus and virtual events. It is important to populate the campus calendar to be able to provide resources. Correspondence will be sent to the campus on how to add events and the approval process. Jacqueline also noted that the Mesa College Fine Arts Building was nominated for an Orchid award.

A. Hands

Student Services Updates and COVID-19 Emergency Relief Funds

http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/VPSS_Report_Pcab_9-1-2020.pdf

L. Legaspi, A. MacNeill, D. Fierro, J. Collins

Dean of Learning Resources and Academic Support, Andy MacNeill, and Director of College Technology, David Fierro, presented on Student Technology Support which gave updates on the current status of student requests, production and inventory.

c) Instructional Updates: The Vice President of Instruction, Isabel O'Connor, noted that today is the Census Day for full-term classes. Dr. O'Connor presented the enrollment 2020-2021 Planning chart (see below) and discussed the enrollment strategy process that was held for summer 2020 and fall 2020 which included an adjustment that had to be made due to no Fall 2020 sports.

Enrollment 2020 - 2021 Planning

	FTEs Target	FTEF Allocation
Summer 2020 (Actuals)	1097 (1050 target)	70
Fall 2020	6,600.00	440
intersession 2021	195	13
Spring 2021 Target	5,922	395
2020-2021 Academic Year		
	13,767	918

The Instruction Council of Deans, with Chairs and attendance by Manuel Vélez and Terry Kohlenberg meet every Tuesday to prepare the best schedule for Mesa students and are now planning for intersession and spring 2021.

VPI O'Connor shared ongoing projects in instruction including the OER efforts in GE classes, working with the Senate and Curriculum Committee on credit for prior learning, CTE and resilient jobs, and the partnership with San Diego Education Foundation who want to assist with Mesa's Teacher Ed Program. Mesa Pathways will hold a retreat on September 18 to focus on how Pathways can be at the center of everything the college wants to do and for Mesa Pathways to focus more on projects in their 4th year.

Student Tech Support presentation
http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Mesa_Student_Tech_Support_Pcab_9-1-2020.pdf

I. O'Connor

VPI O'Connor congratulated **HIM Alumna Rosa Servida** whose senior project article was published in the California Health Information Association's Journal in the July /August 2020 "Focus on Education" issue.

d) Spring to Fall Persistence; Addressing Racial Inequality: Our Focus on Anti-Blackness Data Sheet; RP COVID-19 Survey Update: Associate Dean of Research and Planning, Bridget Herrin, shared the summary of RP COVID Survey that was sent over the summer.

Dr. Herrin also presented the Leadership Retreat Data Handout on Addressing Racial Inequality: Our Focus on Anti-Blackness.

B. Herrin
Summary of RP COVID Survey
http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/RP_COVID_Survey_Summary_Pcab_9-1-20.pdf

Leadership Retreat Data Handout on Addressing Racial Inequality: Our Focus on Anti-Blackness
http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/FallLeadershipRetreatDataHandout_Pcab_9-1-2020.pdf

7) ACTION ITEMS: Second Reading of the proposal to merge Facilities and Safety Committees will be held at the Tuesday, October 6, 2020 meeting of President's Cabinet.

Announcements:

President Luster concluded the meeting by encouraging all to attend the [Propelled by Protests](#), a series of student-led discussions to inform, empower, and enable our students to better advocate and exercise agency around racial justice.

Calendar:

September 21, 2020: 2:30 – 4:00 p.m., Chancellor's Forum (Virtual)

November 12, 2020: 4:00 p.m., Mesa College BOT Campus Meeting (Virtual)

Fall 2020 Pcab Meetings: 9/1, 9/15, 10/6, 10/20, 11/3, 11/17, 12/1

***INSTITUTIONAL COMMITTEE REPORTS:**

Sept. 10, 2020: Facilities/Safety Committee

Sept. 15, 2020: Tentative - Environmental Sustainability Committee

Oct. 6, 2020:

Oct. 20, 2020:

Nov. 3, 2020:

Nov. 17, 2020:

Dec. 1, 2020: