## **April 27, 2010**

## SAN DIEGO MESA COLLEGE

PRESIDENT'S CABINET

Agenda

April 27, 2010, 2 – 3:30, LRC 435

Accreditation Forum - Standard Review, 3:30 – 4:30 p.m.

- 1) GENERAL ITEMS (Rita Cepeda)
- a) Welcome and Introductions
- b) Facilities Services (Deb Canning): Deb provided a brief update on facilities including that the leak in H200 building was repaired.
- c) College Police (Diana Medero): An email on the C-CERT training scheduled for June 16-18 at NTC will be sent by Ron Perez's office there are currently 20 spots left for additional staff to reserve. This training is part of the district/campus emergency disaster preparedness plan and includes First Aid, CPR, and Search & Rescue.
- d) Major Events Approval (Submitted for approval via email on 4-23-10)
- Golden Scissors 2010, Saturday, May 8, 2010, The Westin at Horton Plaza. Event was approved (Motion: Blake; Second: Watkins.)
- e) President's Cabinet Retreat, Friday, April 30, 9 a.m. 3 p.m., Maritime Museum.
- f) Mesa College Foundation Re-Organization (PowerPoint Presentation) Rita presented the proposed re-organization changes for the Foundation, including the current membership and proposal to create two divisions to include an Executive Board with administrative and clerical support. During discussion it was clarified that the Foundation will not oversee the grant process.
- g) Chancellor's Update (Handouts) Rita shared that 1) the enrollment report stated that the district overall is at 2.7% over cap. The Chancellor congratulated all of the President's and their staff on their enrollment management, 2) Bill SB1440, to establish a transfer degree, is now in the final stages. If it passes, this will change how we review transcripts including the new addition that units must be kept at 60 units for this agreement, 3) August 19 is date set for acting on preliminary budget Sept. 2 is the BOT retreat, Sept. 16 is date set for final adoption, 4) October 28, 2010 was set as the Mesa Campus BOT meeting, 5) a discussion was held on the Higher Education Act requirement of providing an area for lactation Mesa College needs to determine the appropriate place on our campus,
- h) Diversity Committee Update Donna Duchow: presentation on the San Diego Mesa College Diversity Committee, its background and responsibilities as part of the District's EEO plan. Mesa College's committee has 19 members and Donna shared that their charge is to create a formal presence of the diversity events and programs on campus via a website. This website will also list campus and community events and a testimonial page. It was also suggested that this committee could possibly pursue developing a diversity speakers bureau. Dr. Cepeda commended Donna and the committee for establishing the website and forwarding Mesa's goal of cultural competence.
- 2) INSTRUCTION (Tim McGrath) Distributed without discussion: Grants Proposal Flow Chart for

review at future President's Cabinet meeting.

- a) Program Review (Program Review Years Two Five Report) Handout Committee has four recommendations including the reviewing process, alternative formats for presenting the program reviewing documentation, revising the present research data provided to programs and services areas, and revising the format of the lead writer training. The motion to approve these recommendations was made by Donald Abbott, seconded by Dave Evans.
- b) Substantive Change Report Handout Accreditation requires each institution to report programs that can be offered more than 50% online. Juliette Parker provided handouts and also visually on the computer screen. The documentation stated that 71 programs are being reported to the accrediting institution. After discussion, Juliette stated that this document must be mailed on Friday, April 20, to meet the accreditation deadline. Tim asked for approval of this report with the condition to strengthen the notations on page nine about student services online programs. Motion was made by Donald Abbott, seconded by Joi Blake, Cynthia Rico-Bravo abstained. After discussion on Cynthia's concern, it was noted by Margie Fritch that this document has been through the curriculum committee and this was not the first time it was being presented. Rita requested that page nine be revised and then the document should be re-sent for electronic vote. Follow-up note: the document was approved and signed on Friday, April 30 and Juliette Parker mailed the document to WASCI on Monday, May 3, 2010.

## 3) STUDENT SERVICES

a) ASG Update (Mason Walker) Shahzeb Nagi attended today's meeting on behalf of Mason Walker.

## 4) ADMINISTRATIVE SERVICES (Ron Perez)

- a) Budget Update: 2010-11 budget looking at a 3.9 million fair share. At the May 18 President's Cabinet meeting there will hopefully be a draft budget from Terry Davis. If not, budget updates will be distributed via email.
- 5) Other
- a) Pocket Profile (Lina Heil) Lina distributed emergency contact information formatted so that it can be kept in wallets for quick access. An updated list will be available in Fall to add the new Deans.
- b) Annual Reports Annual reports for 2008-2009 now available. Please pass on to community associates and advisory groups.
- 6) Announcements
- a) Robin Watkins will be attending a statewide class senate retreat which will discuss the budget crisis comparisons and accreditation issues. Also, Classified Senate is now accepting nominations for VP, Treasurer, and member at large deadline is Friday, 12 p.m.
- b) Cynthia Rico-Bravo will present resolutions at the May 4 President's Cabinet meeting and will also share the new names for Executive Academic Senate.
- c) Rita shared that she attended the AACC conference which had taken an oath of completion, not just access for education goals.
- d) Ashanti Hands announced tickets are available for the Scholarship Gala.
- 7) Event Reminders: Below are some of the remaining events for the Spring semester. Please be sure these are noted on your calendars:

April 30, President's Cabinet Retreat, 9 a.m. -3 p.m., Maritime Museum - Berkeley Meeting Room (Call Beth at x2721 for

carpool information)

May 5, Faculty Tenure/Promotion Reception, 5:30 p.m., Mesa Art Gallery

May 6, Star Awards, 11:30 a.m. – 1:30 p.m., Mesa Gym

May 7, Scholarship Gala, 5:30 p.m., Doubletree Hotel – Mission Valley (Student Services event)

May 8, Golden Scissors, 5:30 p.m., Westin at Horton Plaza (Fashion Program, Mesa College)

May 8, Mesa College Golf Tournament, Mt. Woodson Golf Course, Ramona, CA (Coordinator: Dave Fager, x2434,

dfager@sdccd.edu)

May 10, Transfer Recognition Ceremony, 12 – 2 p.m., Mesa Quad (Student Services event)

May 12, Commencement Walk-Thru, 2 p.m., USD Jenny Craig Pavilion

May 15, Mesa College Commencement, 4 p.m., USD Jenny Craig Pavilion

May 20, Classified Staff Awards/Luncheon, 11 a.m. – 1 p.m., H117-118

May 26/27, Classified Staff Development, Workshops held throughout each day, G Bldg. and various classroom locations.

"Unsung Hero" Award presented at luncheon on May 26.