August 31, 2010

SAN DIEGO MESA COLLEGE

PRESIDENT'S CABINET

Agenda

August 31, 2010, 2 – 4, H 117-118

1) GENERAL ITEMS (Liz Armstrong)

a) Welcome and Introductions

b) Chancellor's Cabinet Report: 1) A report on opening week was given by the three SDCCD colleges that opened last week. All reported high enrollment, good police assistance with parking and challenges with facilities and construction. Parking lot 1 at Mesa was particularly challenging. 2) Enrollment report – showed all colleges with higher enrollment. It was noted that preparations have begun for the accreditation site visits. 3) Grant Activity: 4th quarter funding was over $1.6M for Mesa College; new awards are expected and will be added at the Sept. 16 Board of Trustees meeting. Also at this board meeting there will be an enrollment summary and employees/student diversity report. 4) The District Governance Council meeting on Sept. 1st was cancelled due to low level of agenda items. 4) The League for Innovation conference is scheduled for Feb/March 2011 in San Diego. Sept. 16, 2010 is the deadline for presentations to be submitted. President Armstrong will forward this information to the Mesa campus for those wanting to make proposals.

c) Board Report - Campus Smoking Policies: Handout was distributed from the 8-19-10 Board of Trustees meeting. Consensus was that the current BP 0505 non-smoking policy be updated to match the LEED requirement of 25 ft. from building entrances. However, each campus will continue to maintain their non-smoking policies; if a campus does not currently have a policy, then they may adopt the BP 0505 LEEDs requirement.

d) Strategic Planning: Liz Armstrong shared that the strategic planning summer task force reviewed the status and established timelines. Their last meeting is today at 3:30 p.m. where they will review the recommendations that will be given to the standing members of the Strategic Planning Committee who will report back to the President's Cabinet.

e) Major Event Approval (Submitted for approval via email on 8-24-10):

1) Annual Transfer Day, October 5, 2010, 9a-2p, Mesa Quad

2) CVC / Advanstar Veterinary Healthcare Conference Wet Labs, Nov. 5-7, 2010, 8a-6p, P306, P308, P304 Lab

3) National Association of Community College Teacher Education Programs Annual Conference, Feb. 25-27, Hilton San Diego Bayfront Hotel (no events on campus - Mesa College to serve as host of this conference.)

A motion was called for final approval of the three major events (Motion: Cynthia Rico-Bravo; Second: Robin Watkins.) Approved unanimously. Liz asked that each VP communicate these approvals back to the event coordinators.

2) ACCREDITATION (Tim McGrath)

a) Self Study: Booklets were distributed to voting members of the President's Cabinet. The entire

self study is available online at the Mesa College Accreditation webpage located at: http://www.sdmesa.edu/instruction/accreditation/index.cfm

b) Team Membership: The accreditation Evaluation Visit Team roster now has 11 members. Dr. Brice Harris will serve as chair of this team (was also chair for the 1998 evaluation team for Mesa College.) Tim McGrath commented that the team's experience matches well with Mesa College. Dr. Harris will come to the District Office and Mesa campus on Sept. 20 to meet with the Chancellor, Liz Armstrong and Tim McGrath in preparation for the site visit.

c) Logistics and Preparation for Visit: Tim shared that a committee was formed and has been meeting during the last two months to prepare for the accreditation visit. The hotel and meeting rooms have been reserved. LRC 435 is now reserved to serve as the evidence room which will house over 800 pieces of evidence. A calendar will be provided to the President's Cabinet to confirm dates of the departmental visits.

d) School Meetings: A handout was distributed which was the schedule of dates for Tim, Yvonne Bergland, Jill Baker, and Juliette Parker to visit departments and discuss the accreditation and upcoming team visit. A debrief schedule of meetings is on the back of this form which are meetings set after the accreditation visit. Final findings from the accreditation visit are expected in February 2011.

3) INSTRUCTION (Tim McGrath)

a) Enrollment Update: A handout was distributed showing the supplementary sections added in Fall 2010. An additional 3% was also added for supplies to support the sections added. Tim shared that sections were added in order of Basic Skills, high demand general education courses, and career tech. The challenge has been finding rooms for the 150 classes. Fall 2010, 145 class sections were added; Spring 2011, 252 sections will need to be added including doubling the summer sessions to 75 additional sections more than offered this past summer.

4) STUDENT SERVICES (Barbara Kavalier)

a) Report on Opening Week Events: Barbara Kavalier acknowledged that 123 service hours were documented for Welcome Week events – including 15 student volunteers.

b) STAR/TRIO Student Support Services Grant: Barbara shared that the STAR/TRIO grant was renewed for 1.5 M for the next five years. Mesa College's STAR/TRIO grant has now reached 25 years.

c) Leadership transition: Dean Joi Blake will be completing an internship for her doctorate. during this time, Brian Stockert will serve as Acting Dean and will relocate to the Modular Village. Jill Jansen will oversee the DSPS; Pedro Olvera will cover the EOPS department.

5) ADMINISTRATIVE SERVICES (Ron Perez)

a) End-of-Year Budget 2009-2010 / Adopted Budget 2010-2011: Ron distributed a Budget and Expenditure Report which recaps the last three years of expenditures. He noted that 97% of the general fund budget is salaries and benefits.

b) LEED – Ron announced that the Allied Health building received the LEED “Gold” standard. The LEED green building certification program awards construction that adopt a sustainable green building and development practice.

6) PARTICIPATORY GOVERNANCE REPORTS

a) Academic Senate (Cynthia Rico-Bravo): The first meeting of the Academic Senate is Sept. 13 – Liz Armstrong will attend as a guest as well as Yvonne Bergland and Jill Baker. Cynthia also commented on the issue of the WASC accrediting commission's process for selecting faculty to serve on visitation teams.

b) Classified Senate (Robin Watkins): The Classified Senate continued to meet over the summer where they reviewed their bylaws and current senators, possible fundraising opportunities, and the Mission/Vision/Values campaign. This campaign kicked off with an email to classified staff encouraging them to learn about the accreditation and includes a “Word of the Day” which began with the Mesa Values of “Accountability” and “Access.” The Classified Senate officers will make spot visits to certain departments that do not have email access and award prizes to those that know the answers to accreditation questions.

c) Associated Students Governance (Shahzeb Naqi): First meeting of ASG was held August 30, 2010 where they discussed the student elections in two weeks. This year the ASG will concentrate on establishing more school spirit and being involved in programs and events schedule on campus.

7) OTHER

a) Chancellor's Forum – Sept., 28, 3-4 p.m., H 117-119 (Handout) Liz Armstrong shared that Terry Davis is also scheduled to attend this forum to provide budget information. There will be no President's Cabinet on Sept. 28.

8) ANNOUNCEMENTS

a) Constitution Day Events, September 13-17 (Handout): A flyer was distributed for Constitution Day events, including the Sept. 17, 12 – 2 p.m. program in G101 which includes Bob Filner and Chancellor Carroll. Mesa student Tyller Williamson will introduce Congressman Filner.

b) Student Services Groundbreaking Ceremony: Barbara Kavalier distributed an invite to the Student Services groundbreaking ceremony on September 22, 2010, 10 a.m. in parking lot #1.

c) Next Board of Trustees meeting: October 14, 2010; Placeholder deadline for all agenda items must be sent to the President's Office in A104 by 8 a.m. on September 23, 2010.

9) ROUNDTABLE

Next meeting is Tuesday, September, 7, 2010, 2-3:30, H 117-118. The Strategic Planning Committee will meet immediately following PCab from 3:30-4:30, H 117-118.