

September 1, 2009

**SAN DIEGO MESA COLLEGE
PRESIDENT'S CABINET**

Agenda

September 1, 2009, 2 – 4 p.m., A102

1) GENERAL ITEMS (Rita Cepeda)

a) Welcome and Introductions: President Cepeda extended her appreciation to the day squad safety officers for their part in keeping the traffic flowing through campus. Self-introductions were followed by President Cepeda who elaborated on the purpose of the President's Cabinet meetings: voting members are charged with representing their respective groups and then completing the communication loop by relaying the topics discussed back to their groups/departments.

b) Major Events Approval (sent via email on Thursday, August 27, 2009)

*Program Review Lead Writer Training, November 6, 2009, 1-4 p.m.

*Hula of Ancient and Modern Hawaii, October 1, 2009, 7-7:45 p.m.

*Transfer Day, October 6, 2009, (Handout: Budget Amendment)

First two events were approved (Motion: Brothers; Second: Blake.) After discussion on the Budget Amendment submitted for Transfer Day, event was approved (Motion: Rico-Bravo; Second: Watkins.)

c) Campus Diversity Committee - Rita Cepeda / Donna Duchow (Handout)

Donna Duchow proposed establishing a Campus Diversity Committee who would meet regularly to discuss diversity requirements and how to increase current programming at San Diego Mesa College. Rita Cepeda added that this committee would forward the understanding of what is cultural awareness verses cultural competence. This committee would assist San Diego Mesa College to be reflective of its diverse community. Meeting members asked if Donna could revise the outline handout to clarify the role of the diversity committee, invite a minimum of four students to participate, and consider adding a community representative to this committee. The revision will be sent to Academic Senate for review.

d) Summer Initiatives – Update (Handout)

Staff met on five initiatives this summer: Smoking Policy, Foundation Development, Accreditation, Strategic Planning / Mission-Vision-Values-Goals, and Equity/Civility.

e) Strategic Planning – Overview, Status and Next Steps (Handout)

Rita Cepeda shared highlights and recapped the strategic planning process to date. A detailed presentation will be presented at the next PCab meeting. The goal is to submit a strategic planning model and Mission/Vision statement by the end of September to Academic Affairs.

2) FACILITIES (Ron Perez)

Ongoing reports from facilities and campus police will be made at the PCab meeting.

a) Facilities Master Plan Update

Allied Health building: now open – Ron Perez will hold a “lessons learned” meeting and will present this at a future PCab meeting. Parking lots: additional lots will open in November (approx. 500 spaces.) Football field: completed, track area will be open for Spring season. Police Substation: will open in October. Rosa Parks Memorial Bus Stop: will open this Fall. I400 building: will be torn down in November. Members of PCab asked if a traffic management update could be provided – Rita Cepeda will ask Daniel Sicile-Kira to give a summary for a future PCab meeting.

b) District Facilities Office Update – Deb Canning

Deb reported there are dead areas on campus due to the reduction in watering. San Diego Mesa College has reduced watering 59%+ each month. Reduction in energy used on campus ongoing – there are A/C issues at many buildings and very few HVAC employees to repair them. There is

also a recycling effort where it is estimate that San Diego Mesa College has diverted 69% trash from landfill. However, more education is needed on what is recyclable and what is trash.

b) College Police Overview – Louis Zizzo

A motorcycle theft ring was uncovered this summer resulting in two suspects taken into custody. No thefts have occurred since these arrests. Members of PCab expressed their thanks for the campus patrols.

3) INSTRUCTION (Tim McGrath)

Tim McGrath shared that real work on accreditation is needed now. The accreditation site team will visit Spring 2010.

a) Accreditation – Status Update: Yvonne Bergland

Two debriefings will be held to share the results from two surveys. On 9-11-09, 9-11 a.m., G101, Cathy Hasson and Susan Mun will present the results from the Student Satisfaction Survey. On 9-18-09, 9-11 a.m., G101, Results will be shared from the employee survey. Yvonne Bergland will send an email reminder to PCab members. Status of Self-Study: Standard I almost complete; Standard II, A&B almost complete, C is complete; Standard III is in progress with some portions already written; Standard IV writing has begun. First draft should be ready in Mid-October for committee review – then will be sent to entire campus mid- late November;

b) Fall 2009 Program Review Revised Addendum (Handout)

Report gives information that was missing on Chicano Studies. Cesar Lopez is now the lead writer for Chicano Studies. Addendum approved (Motion: Brothers; Second: Fremland.)

4) STUDENT SERVICES (Barbara Kavalier)

a) Vending Policy: Ashanti Hands (Handout)

Ashanti shared changes that will impact vending policy (under SDCCD Administrative Procedures, Chapter 6 – Business and Fiscal Affairs: AP 6905.1 District Enterprise Activities and Food Vending.) Ashanti proposed that changes need to be made to state that the Dean of the department hosting the event be notified instead of to the Dean of Student Affairs. In addition, instead of 1 week notice, district requires 30 days notice. Also, events should be encouraged to work with Mesa Café for events (special pricing?) This policy will be reviewed by the Executive Staff to discuss how to manage events.

5) FINANCE AND PERSONNEL (Standing Items)

a) Chancellor's Cabinet Update: Rita Cepeda (Handout)

San Diego Mesa College's enrollment is 22,100. Fill rate increased from 86% to 94%. Rita Cepeda shared that 11,000 students on are a wait list.

6) OTHER

a) H1N1: Rita Cepeda.

H1N1 will be a standing item at each PCab meeting. H1N1 is also now a standing meeting held each Tuesday, 8-9 a.m., at the district office. In addition, a San Diego Mesa College H1N1 Task Force has been formed including Barbara Kavalier, Suzanne Khambata, and Ashanti Hands, This task force will also have a student and faculty representative and will report weekly to the Executive Staff. Rita Cepeda will email a copy of the H1N1 Planning Checklist form, the protocol for reporting, the incident reporting form, and indicators/suggestions for faculty/staff to the PCab members.

b) SDCCD Budget Rally: Rita Cepeda (Handout)

Chancellor Carroll has scheduled a budget rally on Wednesday, September 9, 2009, 12 p.m., at City College. Handout is from a similar rally held this week at SDSU. San Diego Mesa College will also hold events and activities to create avenues for action.

7) ANNOUNCEMENTS

- a) Chancellor's Forum – Thursday, September 17, 2009 (Handout)
- b) San Diego Mesa College Art Gallery – September 3 – October 1, 2009, Alexander Lee presents Expanding–Eel-Devourer, Gallery Courtyard.
- c) Faculty Music Recital, September 2, 3009, 1 p.m., C119.