

# SAN DIEGO MESA COLLEGE

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## Fine & Performing Arts Committee

Meeting Minutes  
Tuesday, October 8, 2019  
Dance, ES-202, 4:30-5:30 PM

- I. Sign in
- II. Approval of Minutes 9/10/2019  
**OUTCOME: APPROVED WITH EDITS**
- III. Future Fall 2019 Meeting Dates:
  - Nov. 12, Dec. 10
  - Locations**OUTCOME: 11/12 FINE ART FA-204 & 12/10 DRAMA GREEN ROOM C-102A**
- IV. Executive Report:
  - Clarification of Roles
  - Lecture Series Procedures/Roles**OUTCOME: ALAN GOODMAN TREASURER / SUBCOMMITTEES = NEWSLETTER, GRANTS, PUBLISHING, LECTURE SERIES / BOARD DOCUMENTS ATTACHED**
- V. Committee Status Update: Membership - **Robinson**
  - New Member Introduction
- VI. Fall 2019 Lecture Series at Mesa, Left & Right: Science & The Arts  
Location: BT-101
  - **UPDATES: Lazear / Goodman**
  - Committee: Arner, Lazear, Motaleb, Robinson
  - Confirmed Speakers:
    - i. Krysada Phounsiri (Engineer/Poetry, Oct. 9)
    - ii. Rachel Merrill/Devon Merrill (Technology/Fashion, Oct. 16)
    - iii. Melissa Walter (NASA/Art, Oct. 23)
    - iv. John Iversen (Neuroscience/Music, Oct. 30)
  - Promotion
    - i. Emails, Poster
  - Student Class Targeting - **Barton**
- VII. Campus Visibility
  - Newsletter
    - i. Update - **Armer**
    - ii. Deadline for next submission. December 6, 2019
    - iii. Google Form

- Rack Cards
  - Campus Calendar & Events Portal
    - i. ACTION ITEM - Add individual discipline content
- VIII. Officers for Fall 2019/spring 2020
- Susan Lazear (Co-Chair for fall 2019 only) slazear@sdccd.edu
  - Blythe Barton (Co-Chair) bbarton@sdccd.edu
  - N. Scott Robinson (Secretary) nsrobins@sdccd.edu
  - Denise Rogers (FPAC CDAIE Rep) derogers@sdccd.edu
  - Alan Goodman (Treasurer) agoodman@sdccd.edu
- IX. Upcoming FALL Activities
- Fine Art with Music Receptions = 11/7 (5-6:00), 12/5 (4-5:00)
  - Music
    - i. Every Wed. Recital Hour, Showcase 10/7
    - ii. Fall concerts: 11/19, 12/6, 12/10
    - iii. Jazz in Courtyard 10/17, 11/14
  - Dance Fall Concert
    - i. Moment of Movement – 11/14, 15, 16 (7:30) with Music Lobby Performance
    - ii. Dance Informal Showcase: Bare Bones = 12/ 13 (7:00)
  - Drama
    - i. *The Jacksonian* by Beth Henley = 9/27-10/7, Fri, Sat (8:00), Sun (7:00)

## **NEW BUSINESS**

- X. Lecture Series – SPRING 2020
- Theme
  - Committee
  - Speakers
  - Support: Humanities Institute Grant due Oct 30
    - i. ACTION ITEM - Subcommittee needed to draft and submit for Spring speaker series on Business & the Arts
  - Spring 2020 = Arts & Business
  - Fall 2020 = Health, Wellness & Arts
  - Spring 2021 = Arts & Community
  - Fall 2021 = Science & Arts 2.0
- OUTCOME: Spring April 2020 = Arts & Business: Sub-Committee - Sexton, Keller, Goodman, Armer, Motaleb, Grant due Oct. 30**
- XI. Housing of Fine Art World Cultures Collection in LRC  
**OUTCOME: Fine Art World Cultures Collection in LRC housed under FPAC**
- XII. Department Reports – Department representative announce new items each meeting

- XIII. Masthead Banner – Discussion  
**OUTCOME: GOODMAN TO CORRECT LOGO, SMILEY TO INCORPORATE WITH NEW LOGO**
- XIV. Art Awareness on Campus  
**OUTCOME: ARTS CALANDER POSTER NEEDED IN ADDITION TO NEWSLETTER**
- XV. New Student Arts Club: MESART: Fine & Performing Arts, President: Thuy Quevedo  
**OUTCOME: QUEVEDO TO VISIT FINE & PERFORMING ARTS CLASSES FOR RECRUITMENT (REPLACES MESA FLOW IN MOTION ARTS CLUB)**

**17 IN ATTENDANCE: Susan Lazear, Blythe Barton, Dr. N. Scott Robinson, Alan Goodman, Jaeryoung Lee, Amy Mein, Donna Flournoy, Alessandra Moctezuma, Barbara Sexton, Dr. Denise Rogers, Pegah Motalab, Mario Laura, Amy Aswell, Jennifer Armer, Wendell Kling, Jesse Keller, Thuy Quevedo**

**6 ABESENT: George Ye, Trevor Armery, Kristan Clark, Jordyn Smiley, Cara Smulevitz, Robert Wong**

**Respectfully submitted by N. Scott Robinson, Oct. 9, 2019**

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## Fine & Performing Arts Committee

**FPAC Committee Structure:**

Housed under PCAB reporting to annually via CDAIE

**Exec Board**

- Co-Chairs
- Secretary
- FPAC CDAIE Rep
- Treasurer (as needed)

**Sub-Committees (as needed)**

- Newsletter
- Grant Proposals
- Publishing
- Lecture Series

**Newsletter Liaisons** – for each area = Dance, Drama, Fashion, Fine Art, Music, Poetry/Creative

Writing, Interior Design, Architecture

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## Fine & Performing Arts Committee

### Board Roles

#### Chair Duties

It shall be the duty of the Chairs to:

- Put out a call to members for agenda items (2 weeks in advance)
- Develop the Agenda and email to members (1 week in advance)
- Confirms location of each meeting
- Preside at general, board and special meetings
- Confirms that sub-committees are on task

#### Secretary Duties:

It shall be the duty of the Secretary to:

- Record and transcribe the minutes of all meetings
- Maintain accurate membership records.
- Maintain Website
- Execute and submit the annual report to CDAIE
- Broadcast information to campus and district as needed

#### CDAIE Rep

It shall be the duty of the Secretary to:

- Represent the committee to CDAIE (Committee for Diversity Action, Inclusion & Equity)

#### Treasurer

- Coordinates all activities related to monies

OTHER:

**Sub-Committees:** As needed for various committee needs (lecture series, grants, etc.)

**Promotional Material Development:** As needed for various committee needs (logo, flyers)

**Newsletter:** Bi-Annual newsletter and calendar poster

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## Fine & Performing Arts Committee

### Speaker Series

#### FPAC Committee

- Determines the theme for a series
- Chooses the date range
- Secures liaisons for each speaker
- Reviews the event after it occurs
- Suggestions for next time round

#### Speaker Sub-Committee

- Formed of volunteers from the FPAC committee
- Coordinates liaisons (hosts) for each speaker
- Finalize date/time/location
- Inputs into Event Portal (location, parking, AV, etc.) and campus calendar
- Oversees development and distribution of promotional materials
- Seeks monetary support
- Orchestrates publicity materials
- Performs the social media

#### Liaison Duties

- Make initial contact
- Coordinate securing lecture description, bio, and headshot
- Distribute Parking Permits once attained
- Introduce speaker
- Secure funds (if additional is needed)
- Ensure tax info is passed on to coordinating parties
- Confirm with speaker at various points (before flyer is complete and a week before the lecture)
- Target classes/professors to solicit
- Submit all events to FLEX
- Submit Guest Speaker forms for each invited speaker
- VISX Slides
- Request Facilities media needs via Events Portal
- Add to Events Calendar
- Innovation Grant
- Humanities Grant