

SAN DIEGO MESA COLLEGE

President's Cabinet

March 15, 2022 | 2:15 p.m. | Zoom

1) CALL TO ORDER: Pamela T. Luster, President	
2) PRESIDENT'S REPORT	
<p>a) District and Campus Updates: President Pam Luster called the meeting to order and stated that the agenda for the President's Cabinet is adjusted to allow time for the discussion with the District Strategic Planning Consultants. Two reports with deadlines will be presented on the Accreditation Annual Reports and the BARC list; all other reports will be included with the meeting notes.</p>	<p>Pamela T. Luster</p>
3) STANDING REPORTS - GOVERNANCE	
<p>a) Associated Students: Wencit Hersh, Associated Students President, shared that AS had a successful Student Leadership retreat on Friday March 11, 2022.</p>	<p>Wencit Hersh, AS Vice President</p>
<p>b) Classified Senate: Eva Parrill, Classified Senate President, provided the following updates: 1) CS thanked Toni Parsons for visiting and sharing information about Credit For Prior Learning (CPL). CS was able to make some connections between the various CPL avenues and Students Services and other departments on campus, and look forward to helping students navigate the CPL process. 2) CS discussed the new remote work policy, and AFT representative Danielle Short helped clarify the Classified Professionals questions about the process. 3) CS is re-launching their name tag program. For any Classified Professionals, supervisors, or managers who are interested in obtaining a name tag, the order form is available at: https://forms.gle/uDGdNvPR5NeN1bq26</p> <p>Now that we are back on campus more and wearing masks, name tags are a great way to identify yourself as a helpful employee to students who may have never been on campus before. The deadline to submit a request is April 8 2022.</p>	<p>Eva Parrill, President Name Tag Form: https://docs.google.com/forms/d/e/1FAIpQLSdczHRDyhcgz3D-AkdfTWnHL1gb8DZCEm3qZZB88XiojQLgQ/viewform Deadline April 8, 2022</p>
<p>c) Academic Senate: John Crocitti, Academic Senate President, did not report at this meeting.</p>	<p>John Crocitti, President</p>
4) INSTITUTIONAL COMMITTEE REPORTS*	
<p>a) ACCJC Annual Reports: Dean Bridget Herrin stated that each year Mesa College completes an annual report to ACCJC. As part of that report we share institution-set standards (ISS) which are five different metrics that we decide as a campus what our minimum standard is for satisfaction and we also set aspirational goals. The five metrics are course success rate, associate degrees, certificates, bachelor's degrees and transfer. The Planning and Institutional Effectiveness Committee (PIEC) has taken the lead on looking at the actual numbers on those metrics over the last five years in</p>	<p>B. Herrin ACCJC Annual Report Presentation: https://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/2022_ACCJC_Annual_report_Breakouts.pdf</p>

order to help set the ISS and goals for the upcoming year as well as the goals that were set previously. The committee reviewed the actuals and have proposed numbers for the five metrics to share with members of President's Cabinet for approval before the report is submitted which is due April 8, 2022.

The presentation ended with the proposed ISS and goals for 2022. There were no questions from members of President's Cabinet.

Action Item: A motion was made to accept the ISS and goals for the 2022 ACCJC Annual Report by John Crocitti; Second: Paula Gustin. The motion was approved unanimously. The report will be forwarded to President Pam Luster and then submitted to ACCJC.

b) Budget Allocation Recommendation Committee (BARC) Request List: First Reading: Lorenze Legaspi, Vice President of Administrative Services shared the first reading of the BARC request list first reading. VPA Legaspi shared that the rubric was approved by Pcab in Fall 2020. This document has been reviewed by PIEC and is now being shared at Pcab today with a second reading at the April 5, 22 Pcab meeting. Regarding HEERF availability, many of the requests will be HEERF eligible and at the determination of President Luster, there will be a significant amount awarded this year because they will be funded by HEERF. VPA Legaspi stated that a few items were in the BARC process that were safety related and they were addressed immediately. If there are any safety concerns in your area please contact VPA Legaspi directly.

Action Item: A motion was made to accept the first reading of the BARC Request List by John Crocitti; Second: Manuel Vélez. The motion was approved unanimously. Please review the BARC Request List for the final reading on 4-5-22.

L. Legaspi
Budget Allocation Recommendation Committee
Presentation:
https://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/BARC_Presentation_3-15-22.pdf

BARC List:
https://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/BARC_Request_List_3.14.22.pdf

5) SPECIAL REPORTS

a) District Strategic Planning Consultants: President Pam Luster introduced the strategic planning discussion noting that Vice Chancellor Susan Topham is in attendance today. Dr. Luster shared that Mesa College is very familiar with this process with having finished the Mesa2030 Plan last year and now the Strategic Roadmap of our five-year plan. Dr. Luster turned the meeting over to Noé Noyola, MIG Consultant Project Manager. The following charrette included a discussion on the schematic plan of phase 1 (Understanding the Context), phase 2 (Aligning Programs with a Changing

District Strategic Planning Agenda:
https://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/SDCCD-SP_Consultants_%20Agenda.pdf

Strategic Plan Schematic:
<https://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/SDCCD-Strategic-Plan-Schematic-02.02.22.pdf>

Environment), and phase 3 (Developing the Strategic Plan) as well as several break-out group discussions followed by group sharing, and ended with the strategic plan timeline.

Strategic Plan Timeline:
<https://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/SDCCD-Strategic-Plan-Timeline-Development.pdf>

6) OPERATIONS

a) Student Services Updates: Ashanti Hands, Vice President of Student Services, provided the following updates:

- 1) Mesa College will be providing Covid-19 Vaccine Boosters this Thursday, March 17, 2022 from 10am-2pm in EV-1.). Boosters will be available to all SDCCD students and employees. No appointment necessary. 100 Mesa College students will receive a \$100 Visa Gift Card for uploading proof of Booster by April 1, 2022.
- 2) On Friday, March 11th the Associated Students hosted an in person AS Legislative & Advocacy Leadership Retreat. This was an exceptional opportunity for continuing and new student leaders on Associated Students to connect, collaborate and plan for the semester. Workshops included advocacy, goal setting, restorative practices and team building.
- 3) Applications are available for this year's AS Departmental Funding Assistance Program. Each year AS allocates a limited amount of money to assist with funding department activities at Mesa College. If you are interested in learning more about the requirements for this great opportunity to partner with our students, please see the AS Departmental Funding Assistance Policy found [here](#) (items needed to complete your request are identified in Section II). Be sure to speak with your Dean / Chair / Manager / Supervisor before applying. Please [click here](#) to complete and submit your Funding Assistance request. Remember: the deadline for consideration in the 2022 Spring Semester is Friday, March 18, 2022 @ 11:59 p.m. PST.

c) Administrative Services Updates: Lorenze Legaspi, Vice President of Administrative Services provided the following updates:

- 1) With the spring semester seemingly flying by, the Administrative Services team has some important information we would like to impart with you, and we ask that you to share with your constituent groups.

Year End Budget Deadlines

As part of the annual year-end process, the campus and District are required to accurately classify all outstanding financial obligations. In order to accomplish this task, we have to establish year-end cut-off dates for various types of financial and budgetary transactions. Please

A. Hands

L. Legaspi
Attachments:
Year End Closing Memo 21-22
https://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/YE_Closing_Memo.pdf

Portal Events Reservation FAQs:
<https://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/PortalEventandReservationFAQs.pdf>

see the attached Year End Closing Memo for deadlines on when requisitions, reimbursements, purchase orders, etc. are due.

2) Mesa College Event Portal

With the reopening of campus and in-person events resuming, we want to remind the Mesa community that all event requests for on-campus happenings must be submitted through the events portal (<http://www.sdmesa.edu/events>) with at least three weeks' notice. The attached Portal Event and Reservation FAQs was created to help guide folks to complete reservations through the events portal; if you have any additional questions on events, please contact Jacqueline Collins at jcollins001@sdccd.edu.

3) COVID-19 Booster Clinic!

This Thursday, March 17th, Mesa College will be hosting a Covid-19 Booster event open to all SDCCD students and employees. The event will take place in EV1 from 10am – 2pm. No appointments necessary. *100 Mesa College students will receive a \$100 Visa Gift Card for uploading proof of Booster by April 1st.* For more information:

https://www.sdmesa.edu/covid19/documents/Vaccine%20Booster%20Clinic%20March%2017_boost%20and%20win_vers%202.pdf

d) Instructional Updates: Isabel O'Connor, Vice President of Instruction, provided the following updates:

1) The Regional Strong Workforce Institute 2.0 was launched on Friday, March 11, 2022. I am delighted to see that 25 faculty from Mesa College are participating this time, 17 contract and 8 adjuncts. Mesa Institutional Effectiveness will track and disaggregate data for the following indicators/outcomes for the classes that the SWFI faculty participants will be analyzing: Number of enrollments, course retention, course success, and students who earned 9+ units in a year. Participants will draft action plans at the end of the institute to outline some practices that they will be implementing in their courses.

Deans and chairs are finalizing the summer schedule and are busy preparing for the fall schedule, which is due on May 14.

e) Mesa Pathways to President's Cabinet for 3-15-22:

Mesa Pathways Committee (MPC):

The MPC met on 03/09/2022 to discuss more on the formulation of goals and deliverables for the Data Coaches and Student Success Teams. Also discussed was the dissemination of a campus-wide survey regarding Student Success Teams.

I. O'Connor

Marisa Alioto, Howard Eskew

Student Success Teams Project Team (SST):

The SST project team is currently having discussions on the structure of the student success teams. Identification of core data metrics, which align with the Mesa 2030 Plan have been preliminarily identified and presented to MPC.

Data Coaching Project Team:

The Data Coaching project team continues work on the development of a data coaching handbook.

Technology Project Team:

The updating of course pages with program maps by the Communications Office continues.

Additionally, design work to develop unified visual representations of the Academic and Career Pathways (ACPs) on the Mesa College website are in the process of being developed. We look forward to seeing the end product for these.

Onboarding and Career Exploration (OCE) Workgroup:

The OCE Workgroup has transitioned to a project-based model focused on the following areas:

Career Exploration in Outreach, Mesa Viewbook, Mesa Journeys Development, Career Exploration in CRUISE/2nd/3rd year CRUISE Development, and Career Exploration Faculty Training (Regional RFA Funding).

The SDCCD is also excited to announce the launch of the new and improved district-wide student and alumni online job board, SDCCD Handshake.

Pathways Fellows:

The Fellows continue its work with Financial Aid and the Communications Department to post and cross-promote deadlines and other financial aid information on social media, helping eliminate barriers and creating greater community with relevant posts students are drawn to.

The Fellows are also continuing to curate new Student Stories videos that capture current student and alumni educational journeys here at Mesa College.

The Pathways Fellows are working in conjunction with the Mesa Pathways Leadership Team and the Workgroup and Project Team leads to create a retrospective video that will showcase the past five years of Pathways work, including the evolution of Pathways at Mesa, highlight projects and accomplishments, and promote the future of Pathways at Mesa College. This video will premiere at the April 19, 2022 PCAB meeting.

Call for Members: Pathways Workgroups and Project Teams: If you are interested in becoming involved in a Pathways workgroup or project team, please reach out to MesaPathways@sdccd.edu.

Next MPC Meeting: Our next MPC Meeting is scheduled

for Wednesday, March 23, 2022, 12:45 - 2:15 p.m.

To learn more about Mesa Pathways:
<https://www.sdmesa.edu/mesa-pathways/>

7) ACTION ITEMS: 4-5-22: BARC List – 2nd Reading

Calendar:

April 22, 2022, 5:00 – 8:00 p.m., Faculty Recognition Program, MC 211 A/B

April 26, 2022, 2:15 – 5:00 p.m., President’s Cabinet Retreat, MC 211 A/B

Spring 2022 Pcab Meetings: 2/1, 2/15, 3/1, 3/15, 4/5, 4/19, 4/26 (Pcab Retreat), 5/3, 5/17

***INSTITUTIONAL COMMITTEE REPORTS:**

2-1-22: Facilities / Safety (L Legaspi; M. Fay)

2-15-22:

3-1-22: Environmental Sustainability Committee (D. Leavitt), Student Equity & Achievement (A. Crakes, L. Maxey, A. MacNeill)

3-15-22: ACCJC Annual Reports (Herrin); BARC 1st Read (Legaspi); District Strategic Plan Consultants and PIEC (Meeting will be held 2:15 – 5:15 p.m.)

4-5-22: BARC (L. Legaspi – 2nd read); MIT (D. Fierro)

4-19-22: Mesa Pathways (H. Eskew, M. Alioto); Campus Employee Learning Committee - CEL (J. Johnson, E. Parrill, A. MacNeill)

4-26-22: President’s Cabinet Retreat, 2:15 – 5:00 p.m.

5-3-22:

5-17-22: Final Meeting – document approvals followed by Campus Celebration.

Note: The President’s Cabinet full agendas with notes are posted on the President’s webpage located at: <http://www.sdmesa.edu/about-mesa/office-of-the-president/cabinet-agenda-outcomes.shtml>